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Important Phone Numbers and Email Addresses

Admission and Application Information .......................................................... (916) 558-2351
sccaeinfo@scc.losrios.edu
Assessment Appointments and Information .................................................. (916) 558-2540
Business Office ................................................................................................. (916) 558-2321
Counseling Appointments for day and evening ............................................. (916) 558-2204
College Store ..................................................................................................... (916) 558-2421
sccbkstore@scc.losrios.edu
Dental Continuing Education ................................................................. (916) 558-2443
Health Office ........................................................................................................ (916) 558-2367
Los Rios eServices ............................................................................................ www.scc.losrios.edu
Police Services Office ........................................................................................ (916) 558-2365
Telephone Enrollment System ........................................................................ (916) 286-4400
Or ......................................................................................................................... 1-800-700-4144
sccreg@scc.losrios.edu

Instructional Division Offices

Advanced Technology ......................................................................................... (916) 558-2491
Behavioral and Social Sciences ................................................................. (916) 558-2401
Business ............................................................................................................... (916) 558-2581
Humanities and Fine Arts ............................................................................... (916) 558-2551
Language and Literature ............................................................................... (916) 558-2325
Learning Resources .......................................................................................... (916) 558-2253
Physical Education, Health, and Athletics ................................................... (916) 558-2425
Mathematics/Statistics & Engineering ........................................................... (916) 558-2202
Science and Allied Health .............................................................................. (916) 558-2271

Off-Campus Instructional Centers

Davis Center ........................................................................................................ (530) 747-5200
Downtown Center ............................................................................................... (916) 558-2640
West Sacramento Center ................................................................................... (916) 375-5511

Notice to Students

The information contained in the catalog is advisory only and does not constitute a contractual agreement by the college or guarantee that course content will be strictly followed or fulfilled. The Board of Trustees and the Administration of the Los Rios Community College District reserve the right to change at any time, without notice, academic requirements to graduate, curriculum course content and structures, and such other matters as may be within their control, notwithstanding any information set forth in this catalog.

Special Acknowledgment to

Marilyn Keefe Perry - Copy Coordination and Preparation
SCC Graphic Impressions - Layout and Cover Design
Academic Calendar

Summer Session 2008

Instruction Begins, First Session: June 9, 2008
Instruction Begins, Six week/Second Session: June 9, 2008
Holiday-Independence Day: July 4, 2008
Final Exams and End of Four week/Second Session: August 8, 2008
Final Exams and End of Six week/Second Session: August 8, 2008
Final Exams and End of Eight week Session: August 8, 2008
Grades Due: August 11, 2008

Fall Semester 2008

Instruction Begins: August 23, 2008
Holiday - Labor Day: September 1, 2008
Holiday - Veteran’s Day: November 10, 2008
Last day to drop full semester classes: November 18, 2008
Thanksgiving Recess: November 27-30, 2008
End of Semester: December 18, 2008
Winter Recess: December 19, 2008-Jan 1, 2009
Grades Due: January 2, 2009
Semester Break: January 2-14, 2009

Spring Semester 2009

Holiday - King’s Birthday: January 19, 2009
Instruction Begins: January 17, 2009
Holiday - Lincoln’s Birthday: February 13, 2009
Holiday - Washington’s Birthday: February 16, 2009
Spring Recess: April 6-12, 2009
Last day to drop full semester classes: April 19, 2009
End of Semester/Commencement: May 20, 2009
Grades Due: May 26, 2009

*Please check the Schedule of Classes or the SCC Academic Calendar at http://www.losrios.edu/lrc/lrc_calend.html for more current information.
Administration

College President
Dr. Kathryn E. Jeffery

Vice Presidents
Administration
Robert J. Martinelli
Instruction
Deborah J. Travis
Student Services
Michael C. Poindexter

Administrators
Administrative Services
Gregory L. Hayman
Advanced Technology
Donnetta Webb
Behavioral and Social Sciences
Jesus (Frank) Malaret
Business
Shirley Short
College and Community Relations
Mary M. Leland
College Store
Randy Clem
Counseling and Student Success
Delecia J. Nunnally-Robertson
Davis Center
Donald Palm
Economic and Workforce Development
Richard J. Ida
Enrollment and Student Services
To Be Announced
Enrollment Management
Thomas Greene
General Education and Outreach Programs
Julia Jolly
Health Career Grants
James L. Comins
Humanities and Fine Arts
Chris R. Iwata
Information Technology
Dr. Elaine Ader
Language and Literature
Albert Garcia
Learning Resources
Dr. Rhonda Rios Kravitz
Mathematics/Statistics and Engineering
Anne E. Licciardi
Matriculation, Support Services, and Student Development
Lawrence G. Dun
Physical Education, Health, and Athletics
Mitchell L. Campbell
Planning, Research, and Institutional Effectiveness
Dr. Nelle Moffett
Science and Allied Health
Mary K. Turner
West Sacramento and Downtown Centers
Dr. Debra J. Luff
Organization of the Instructional Areas

Students wishing to inquire about programs and courses may contact their Counselor or the Division Offices as listed below:

**Advanced Technology**
Donnetta Webb, Dean
Auditorium 1, (916) 558-2491
Aeronautics
Cosmetology
Electric Vehicle Technology
Electronics Technology
Engineering Design Technology
Flight Technology (see Aeronautics)
Graphic Communication
Mechanical-Electrical Technology
Motorcycle Maintenance
Photography
Railroad Operations
Surveying (Geomatics) (See Engineering Design Technology)

**Behavioral and Social Sciences**
Jesus (Frank) Malaret, Dean
Rodda North 226, (916) 558-2401
Administration of Justice
Anthropology
Early Childhood Education
Family and Consumer Science
Fashion and Interior Design
Geography
Gerontology
History
International Studies
Instructional Assisting
Liberal Studies for Elementary Teachers
Political Science
Psychology
Social Sciences
Sociology
Women’s Studies

**Business**
Shirley Short, Dean
Business Building 213, (916) 558-2581
Accounting
Bookkeeping and Office Management (See Business)
Business
Computer Information Science
Economics
Management (See Business)
Marketing (See Business)
Office Administration (See Business)
Real Estate (See Business)

**Counseling and Student Success**
Delecia Nunnally-Robertson, Dean
Rodda North 111, (916) 558-2204
Human Career Development
Work Experience and Internships

**Humanities and Fine Arts**
Chris Iwata, Dean
Auditorium 19a, (916) 558-2551
Art
Communication
Foreign Languages
Humanities
Music
Philosophy
Sign Language Studies
Theatre Arts and Film

**Language and Literature**
Albert Garcia, Dean
Rodda South 226, (916) 558-2325
English
English as a Second Language
English - Reading
Journalism

**Learning Resources**
Dr. Rhonda Rios Kravitz, Dean
Learning Resources Center 236, (916) 558-2253
Library
Library and Information Technology
Learning Skills & Tutorial Program

**Physical Education, Health and Athletics**
Mitchell L. Campbell, Dean
Hughes Stadium, Sections 1 & 3, (916) 558-2425
Adaptive Physical Education
Athletic Training
Athletics
Health Education
Physical Education
Recreation

**Mathematics/Statistics & Engineering**
Anne E. Licciardi, Dean
South Gym 220, (916) 558-2201
Engineering
Mathematics
Statistics

**Science and Allied Health Division**
Mary Turner, Dean
Mohr Hall 18, (916) 558-2271
Allied Health
Astronomy
Biology
Chemistry
Dental Assisting
Dental Hygiene
Geology
Registered Nursing
Vocational Nursing
Occupational Therapy Assistant
Physics
Physical Therapist Assistant
President’s Message

Congratulations on choosing Sacramento City College as a path in your educational journey! We are here to help you prepare for a bright future full of endless possibilities. Whether you plan to transfer, earn a degree or certificate, or take classes for personal enrichment, you will find a very broad array of courses and services to get you where you want to go. For almost 100 years, students in the Sacramento metropolitan area, and in its suburbs, have engaged SCC as an important and proud partner in fulfilling their dreams. It is with a dedication to access through affordability and transportation options, a spirit of support through student services, and a focus on student success through outstanding quality in education that I invite you to explore this catalog to learn more about SCC.

SCC is an energetic and collaborative member of the Sacramento community. Set in the heart of the City, we pride ourselves on being a campus that nurtures and encourages diversity in our student body, staff, faculty, and courses. Our myriad campus programs seek to inform and inspire students while promoting understanding and unity among all groups. We embrace and celebrate those qualities that make us, as human beings, unique as well as those that make us alike. You will leave SCC not only with superior academic knowledge, but with a greater capacity for navigating an ever-changing local and global community.

Whether you're interested in studying trigonometry, creative writing, business or music, SCC faculty members are among the most outstanding in the area. You will receive the best caliber of instruction possible—for a lot less money! Research shows that students who attend SCC perform as well as or better than students who start at a four-year college or university. Take advantage of our small class sizes and get to know your professors. And visit the SCC Transfer Center to ensure a smooth transition along your educational or career pathway.

At the main SCC campus or at Centers located in Downtown, West Sacramento or Davis, you will find an atmosphere that is humming with supportive energy and faculty, staff and administrators who are committed and caring about our diverse community of learners. At every level, we seek to demonstrate that our primary mission is to help you succeed.

• Visit the Student Support Services section of this catalog for descriptions of all of college programs and services.
• Get help with college finances. Apply for a Board of Governors Fee Waiver, a Pell Grant, a scholarship, or even a loan.
• Check out SCC’s student organizations. This is an excellent way to build networks with other students who share your interests and academic goals.
• Make getting to the main campus simple by taking Regional Transit or light rail directly to City College Station. Your Student Access card is your reduced rate transit pass and it’s good seven days a week during the fall and spring semesters.

Thank you for choosing Sacramento City College! I am confident you will find this part of your journey enlightening, rewarding and enjoyable because at SCC, we “seek to create a learning community that celebrates diversity, nurtures personal growth, and inspires academic and economic leadership.”

Most sincerely,

Kathryn E. Jeffery
Ph.D.
President
About the College

Core Values
Working Together • Pursuing Excellence • Inspiring Achievement

Mission
Sacramento City College is an open-access, comprehensive community college, serving a diverse student population. We provide a wide range of educational opportunities and support services leading to transfer, career advancement, basic skills development, and personal enrichment. Our commitment to continuous improvement through outcome-guided assessment, planning, and evaluation promotes student learning. Through these efforts, we contribute to the intellectual, cultural, and economic vitality of the community.

Vision
Sacramento City College seeks to create a learning community that celebrates diversity, nurtures personal growth, and inspires academic and economic leadership.

Accreditation
Sacramento City College is officially accredited by the Western Association of Schools and Colleges. The University of California and all other accredited colleges and universities give full credit for appropriate courses completed at Sacramento City College. The college holds institutional memberships in the American Association of Community Colleges and the Community College League of California. Additional accreditation has been granted by the Commission on Dental Accreditation, the Commission on Accreditation in Physical Therapy Education, the Accreditation Council for Occupational Therapy Education of the American Occupational Therapy Association, the California Board of Registered Nursing, the California Board of Vocational Nurse and Psychiatric Technician Examiners, the Dental Board of California, the Federal Aviation Administration, and the California Board of Cosmetology and Barbering.

College Programs

General Education
These courses introduce students to basic subjects, the humanities, the natural sciences, and the social sciences, in order to further their knowledge, skills, and attitudes for self-development.

Career-Technical Education
Technical-vocational training in skills and a sufficient number of general education courses are provided to qualify or re-qualify students for employment in business and industry.

Developmental and Basic Skills Education
Courses and services will provide students of widely divergent abilities and motivation the opportunity to acquire the basic skills needed to succeed in college.

Lower Division Post-Secondary Education
(Transfer Education)
These courses that parallel the first and second year courses of four-year colleges and universities prepare students to transfer to such institutions.

Distance Education
Distance Education (DE) offers learning opportunities outside of classroom, usually from home or a conveniently located off-campus site. DE allows students to earn college credits with fewer on-campus hours.

Our DE courses are designed to fit busy schedules and advance academic goals with a challenging educational experience. SCC is committed to giving our DE students the same individual support, academic standards, and experienced faculty found in our classrooms - plus the freedom to choose the learning mode: hybrid, interactive television, online, or telecourse.

All of our DE courses are approved for presentation through each DE mode by the Sacramento City College Curriculum Committee to ensure equivalent learning experience and academic rigor.

For complete information on the Distance Education Program, visit the DE website at http://web.scc.losrios.edu/de.

Outreach Centers
The courses taught at community outreach locations allow students to gain basic language and mathematics skills, develop essential job skills, prepare for continuing education, and complete most or all of their general education and major requirements. Whether you want an associate degree or a certificate, whether you want to transfer for a baccalaureate degree or not, these locations may offer you classes you want at a convenient place and time.

These sites are:

Davis:
1909 Galileo Street, Suite B
Davis, CA 95616
Information: (530) 747-5200

Downtown:
1209 4th Street
Sacramento, CA 95814
Information: (916) 558-2640

West Sacramento:
1275 Halyard Drive
West Sacramento, CA 95695
Information: (916) 375-5511
Business and Professional Development

Contract Education/Contract Training-Customized courses for Sacramento area businesses, governmental agencies and professional organizations are now offered in cooperation with Sacramento City College’s Training Source. The Training Source staff works closely with the business community to meet specific training needs by offering contract education and training programs. Credit courses that may lead to a degree or certificate can be taught at your worksite. For more information about contract education or training programs, please call the Training Source at (916) 568-3230.

Founding and Organization

Founded in 1916 as a Department of Sacramento High School, Sacramento City College is the seventh oldest public community college in California and the oldest institution of higher learning in Sacramento.

In 1922, the citizens of Sacramento organized a junior college district by severing the connections between the college and Sacramento High School. This plan of organization remained in force until 1936 when the college became a part of the Sacramento City Unified School District.

Twenty-eight years later, as a result of a March 17, 1964 election, Sacramento City College separated from the Sacramento City Unified School District to join the newly organized Los Rios Junior College District which assumed the operation of American River College and Sacramento City College. In 1970 the newly renamed Los Rios Community College District opened a third campus, Cosumnes River College. Folsom Lake College became the fourth fully accredited college in the District in 2003.

Sacramento City College Foundation (SCCF)

The Sacramento City College Foundation benefits students, faculty, and staff. The SCCF is classified by the Internal Revenue Service as a 501(c)3 organization under the umbrella of the Los Rios Foundation. Contributions are deductible for tax purposes as allowable by law.

The SCCF vision is to become a vital resource for the Sacramento region, helping to foster ongoing partnerships between SCC and all sectors of community life. The SCCF mission is to enhance the level of achievement and excellence of SCC by providing scholarships, supporting the professional development of faculty and staff, and fostering innovation in the educational programs of SCC.

Buildings and Facilities

When the college outgrew its temporary quarters in the high school, the citizens of Sacramento voted bonds for a new college site and buildings. Sixty acres on Freeport Boulevard opposite William Land Park were purchased and in September 1925, the cornerstone of the first new building was laid. The college was transferred in 1926 to its new permanent campus.

The first new buildings consisted of administration, classroom and laboratory units and a gymnasium. With expansion came the demand for more buildings. Between 1928 and 1965 many other facilities were added to the original plan. Lillard and Mohr Halls were ready for occupancy in the spring semester of 1963. These buildings house Science and Nursing Education. During the 1964-65 school year a new wing of the library, a new cafeteria, and new facilities for men’s physical education became available. A Student Center and an additional Physical Education Building were constructed in 1969. In 1970, the Business-Learning Center Building, the Art Court Theatre and the Graphic Arts-Cosmetology Building were ready for occupancy. The Aeronautics addition was completed in Spring, 1974 and was dedicated in May, 1982 as the Hilton F. Lusk Aeronautical Center. The original classroom building was replaced in 1976 with a new classroom-administration structure that was dedicated May, 1980 as Rodda Hall.

1980 also witnessed the remodeling of the Administration of Justice Building, the conversion of the Engineering Building into art laboratories (dedicated in May, 1982 as the Amalia Fischbacher Fine Arts Building) and the construction of a welding facility as well as a remodel of the nursing facility. During 1990-1991 a performing arts complex, including a music building, was completed. Remodeling of the Auditorium interior was completed in 1993 and dedicated in October of that year. A Child Development Center was completed in 1993 and dedicated in November, 1993. A new Learning Resource Center opened in the fall of 1998.

With the development of the College’s Facilities Master Plan in 2003, the College has embarked on a modernization and parking improvement program that will span the next decade and beyond. A new 1,964 space parking garage was completed in January, 2007. The Technology building was modernized and completed in Spring 2006 followed by the Cosmetology building completed in Spring 2006. The next buildings planned for modernization include the North Gym (2007), Fine Arts (2008), and Performing Art Center (2009).
Los Ríos Community College District
Non-Discrimination Policy

The Los Ríos Community College District is in compliance with all pertinent Titles and Sections of the Civil Rights Act of 1964, the Educational Amendments of 1972, the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and all other applicable Federal, State and local laws.

It is the policy of the Los Ríos Community College District to take action to guarantee that no qualified student or prospective student or any person in his/her educational relationship with the District shall be discriminated against or excluded from any benefits, activities, or programs on the grounds of ethnic group identification, religion, sex, age, color, sexual orientation, or physical or mental disability, nor shall any students be discriminated against for conversing in a language other than English. However, students shall be required to speak English when an instructional setting necessitates the use of English for educational or communication purposes.

The District further complies with those Federal and State laws and the regulations of the Board of Governors of the California Community Colleges that prohibit sexual harassment. In addition, the college supports and complies with the Federal Carl D. Perkins Vocational and Technical Education Act of 1998 by reducing sex discrimination, sex bias, and sex stereotyping in vocational education and employment.

Such non-discrimination policies extend to all of the functions and activities of the Los Ríos Community College District including employment and employment selection, educational programs, services, admissions, and financial aid. Student equity in all academic and vocational programs is a primary goal of the college.

The lack of English language skills will not be a barrier to admission to and participation in vocational education programs.

The college also attempts to achieve a balanced staff representative of the composition of the community so that students will have an opportunity to relate to members of minority races, ethnic groups, individuals with disabilities, and women.

Inquiries can be directed as follows:

* Equity Officer

Julia Jolly, Associate Vice President, General Education, RN257, Instruction Office, (916) 558-2386, with inquiries regarding:

- Staff or student complaints based on ethnic group identification, religion, age, color, language, physical disability, mental disability, sex (gender), sexual orientation, sex bias, and sex stereotyping.
- Training and appointments of Equity representatives for employee selection committees.
- Title IX and gender equity.

Política contra la discriminación

El Distrito Universitario Comunitario Los Ríos, en cumplimiento con todos los Títulos y Secciones pertinentes de la Ley de Derechos Civiles de 1964, las Enmiendas Educativas de 1972, la Ley de Rehabilitación de 1973, la Ley de Americanos con In capacidades y todas las demás leyes aplicables federales, estatales y locales, no discrimina con base en la raza, color, estado civil, religión, preferencia sexual, nacionalidad, sexo, edad de estado de inhabilitado o veterano de la guerra de Vietnam, incapacidad física o mental; y ningún estudiante será discriminado por conversar en un idioma que no sea inglés, en ninguna de sus funciones o actividades, incluyendo el empleo.

El Distrito cumple además con aquellas leyes federales y estatales y las normas de la Junta de Directores de los Colegios Comunitarios de California, las cuales prohíben el hostigamiento sexual.

Tales políticas antidiscriminatorias se extienden a todas las funciones y actividades del Distrito Universitario Comunitario Los Ríos, incluyendo el empleo y la selección de empleos, programas educativos, servicios, admisiones y ayuda financiera. Todas las preguntas acerca de esta política pueden ser dirigidas a Sacramento City College.

La falta de conocimiento del idioma Inglés no será impedimento para la admisión y participación en el Programa Educativo Vocacional.

The SCC Instruction Office (916) 558-2386; Rodda North, Room RN 257; or Ann Aaker, Associate Vice Chancellor of Human Resources, Los Ríos Community College District, 1919 Spanos Court, Sacramento, CA 95825 (916) 568-3101; or to the Director of the Office of Civil Rights, U.S. Department of Health, Education and Welfare, Washington, D.C.

This publication was produced pursuant to grant agreement number 02-342-003. This project was supported by Carl D. Perkins Vocational and Technical Education Act of 1998 (VTEA), Title 1-B, State Leadership funds awarded to Cosumnes River College, Los Ríos Community College District Grantee by the Chancellor’s Office, California Community Colleges.

“No person shall, on the grounds of sex, race, color, national origin or handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under this project.”

LOS RIOS COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

Kay Albiani, Ann Blackwood, Terry Cochran, Pamela Haynes, Robert Jones, Bruce Pomer, Ruth Scribner, and Student Trustee.
Faculty Code of Ethics

Preamble: The following is a statement defining some areas of ethical behavior towards students by faculty. It is based on discussions held at a workshop for faculty and staff in the spring of 1987. The Equity Committee unanimously passed the following statement. This statement has been endorsed by the Faculty Senate and sent to all members of the faculty and to all administrators as a statement of professional standards.

1. Recognizing that, at times, students will offer us gifts or favors, we must be aware of potential implications. Acceptance of such offerings should be avoided.

2. Recognizing that student sensitivities must be respected, we must appreciate that remarks based on gender, race, religious or ethnic group, physical handicap or sexual orientation are inappropriate in the classroom environment.

3. Recognizing that instructors are concerned with the welfare of students and that students will, at times, wish to share information of a personal nature, it is appropriate for faculty to listen sympathetically to students but not to elicit, reveal or exploit confidential information.

Faculty Statement of Professional Ethics

I. Faculty members, guided by a deep conviction of the worth and dignity of the advancement of knowledge, recognize the special responsibilities placed upon them. Their primary responsibility to their subjects is to seek and to state the truth as they see it. To this end they devote their energies to developing and improving their scholarly and teaching competence. They accept the obligation to exercise critical self-discipline and judgment in using, extending and transmitting knowledge. They practice intellectual honesty. Although they may follow subsidiary interests, these interests must never seriously hamper or compromise their freedom of inquiry.

II. As teachers, faculty members encourage the free pursuit of learning in their students. They hold before them the best scholarly standards of their discipline. They demonstrate respect for the student as an individual and adhere to their proper role as intellectual guides and counselors. They make every reasonable effort to foster honest academic conduct and to assure that their evaluation of students reflects their true merit. They respect the confidential nature of the relationship between faculty member and student. They avoid any exploitation of students for their private advantage and acknowledge significant assistance from them. They protect their academic freedom.

III. As colleagues, faculty members have obligations that derive from common membership in the community of scholars. They respect and defend the free inquiry of their associates.

IV. As members of their institution, faculty members seek above all to be effective teachers and scholars. Although they observe the stated regulations of the institution, provided they do not contravene academic freedom, they maintain their right to criticize and seek revision. They determine the amount and character of the work they do outside their institution with due regard to their paramount responsibilities within it. When considering the interruption or termination of their service, they recognize the effect of their decision upon the program of the institution and give due notice of their intentions.

V. As members of their community, faculty members have the rights and obligations of any citizen. They measure the urgency of these obligations in the light of their responsibilities to their subject, to their students, to their profession and to their institution. When they speak or act as private persons, they avoid creating the impression that they speak or act for their college or university. As citizens engaged in a profession that depends upon freedom for its health and integrity, faculty members have a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom.

4. Recognizing that while amorous relationships are appropriate in other circumstances, we accept that such relationships are always inappropriate when they occur between any faculty member and his or her student. Further, such relationships may have the effect of undermining the atmosphere of trust on which the educational process depends. Implicit in the idea of professionalism is the recognition by those in positions of authority that in their relationships with students there is always an element of power. It is incumbent upon those with authority, not to abuse, nor appear to abuse, the power with which they are entrusted.

5. Recognizing that under certain circumstances touching students may be appropriate, we acknowledge that sexual touching of a student by an instructor is never appropriate.

6. Professional interaction between students and instructors should always take place in an academic setting.

7. Instructors should never engage in nor condone sexual harassment. In the academic context, the term “sexual harassment” may be used to describe a wide range of behavior. The fundamental element is the unwelcomed personal attention by an instructor who is in a position to determine a student’s grade or student employment or otherwise affect the student’s academic performance or professional future.
Classified Code of Ethics

Preamble:

We, the members of the Classified Senate of Sacramento City College, in cooperation with faculty and administrators, provide students with the support needed to achieve an excellent educational experience. Sacramento City College is an egalitarian institution committed to the principle that “higher education will be available to every person who can benefit.” Our purpose is to assist directly or indirectly with the needs of students and be sensitive to creating an environment conducive to this objective.

To reach this goal, the following Code of Ethics has been adopted by the Classified Senate on behalf of all classified staff. We are guided by the maxim: SERVICE, PRIDE, PROFESSIONALISM.

Code of Ethics

1. Devote time, thought and study to duties and responsibilities so that, as a Sacramento City College employee, we may render effective and credible service.

2. Base our decisions upon all available facts in each situation; vote our honest conviction in every case, unswayed by biases of any kind; abide by and uphold the majority decision of the Senate.

3. Welcome and encourage the active cooperation of the students, staff, faculty, administrators and public with respect to establishing policy on current and future college operations.

4. Provide equal treatment and respect to all college community members and take pride in extending our professional expertise within our designated field to the college community.

5. Recognize that unwelcome attention toward any member of the campus community is not permissible and shall not be condoned.

6. Encourage involvement in the college community by participating in campus committees, activities, and other affiliations.

7. Maintain integrity in all aspects of service.

8. Promote an exchange of information and communication with employee organizations, Associated Students, Academic Senate and administration.


Management Code of Ethics

The Management Staff at Sacramento City College join the faculty, staff, student, and neighboring communities of the college in working together, pursuing excellence, and inspiring achievement.

In support of the college and its mission, we pledge to provide support, direction, and leadership to:

- Conduct ourselves and relate with staff, faculty, colleagues, and students in a professional manner which is open and free of unlawful discrimination and harassment of any kind.

- Invite participation and promote cooperation, trust, problem solving and positive personal relationships.

- Assume accountability for the development, implementation, and outcomes of the decisions made by ourselves, the college, and the District.

- Utilize objective data and criteria and balance fiscal, contractual, and legislative interests to make fair decisions with the ultimate goal of promoting student learning and success.
Student Support Services
Counseling and Student Success

Sacramento City College Counseling and Student Success Department offers comprehensive professional counseling services for community college students. Academic counseling is available to assist students in clarifying their educational goals. Students and counselors work together to create an educational plan for obtaining a certificate, associate degree, and/or transfer. Career counseling can help students to explore their personal values, aptitudes and interests, and to identify a major that leads to a fulfilling career. SCC counselors provide personal counseling to help students with life issues that may interfere with academic success. Crisis intervention services are available to students who are experiencing acute emotional distress and require immediate attention.

As part of the matriculation process, all first-time college students are encouraged to meet with a counselor soon after being accepted to the college, and to meet with their counselor every semester thereafter to discuss academic and personal progress, and to update plans. Counselors refer students to other services, including many that may be provided in the Counseling and Student Success Department: new student orientation (on-line and in-person), online advising, and special programs for student retention. Counselors also teach Human Career Development courses that are designed to build skills that lead to academic and life success.

Services are available Monday through Thursday 7:30 a.m. to 8:00 p.m., Friday 7:30 a.m. to 5:00 p.m., and on a limited basis on weekends. The Counseling Center is located on the first floor of Rodda North, Room 147. Call (916) 558-2204 for more information. Counseling services are also available at the SCC Outreach Centers.

Other programs located in the Counseling Center include Health Services, Transfer Center, International Student Center, Job Services, Career Center, Cooperative Work Experience and Internship Program, and the Articulation Office.

Orientation

General information and enrollment sessions for all new students are held on campus prior to the start of classes each semester. All first-time students are encouraged to participate in these sessions that include information on SCC programs, course selection, enrollment procedures, and information essential to college success. The Orientation office phone number is (916) 558-2145 for reserving a space at Orientation or for more information.

Online Orientation

New students who are unable to take advantage of SCC's traditional orientation sessions may participate in an online orientation, then follow-up with an appointment with an SCC Counselor. The Student Guide is also available online. Both the Online Orientation and the Student Guide may be accessed through the SCC Website at www.scc.losrios.edu.

eServices for Online Services

Computers for student use are available in Business Building 153, Monday through Friday, 8:30 a.m. to 2:30 p.m. (check the Schedule of Classes for dates this center will not be available). A staff person is on-site to assist you with on-line orientation, application for admission, financial aid applications, updating supplemental information, obtaining assessments scores, viewing your academic history and/or schedule, as well as enrolling into classes.

Computers are also available in Rodda North at the Admissions and Records windows Monday through Thursday, 7:30 a.m. to 5:00 p.m., Friday 7:30 a.m. to 4:00 p.m.

Outreach Program

The Matriculation and Student Development Division is responsible for outreach and recruitment services targeting area high schools, community agencies, and organizations.

Outreach and recruitment staff inform students, parents, and the community about instructional programs, student support services, admission and enrollment processes, and the campus and student life environment at Sacramento City College.

For more information regarding High School Outreach, please call (916) 558-2200 or Community Outreach and CalWORKS at (916) 558-2771.

Campus Tours

The Information and Orientation Office also coordinates campus tours. Tours can be scheduled for individuals or for large groups. Contact the Information and Orientation Office by calling (916) 558-2390 for additional information or to schedule a tour.

Summer Success Academy

The Summer Success Academy is a Sacramento City College sponsored high school to college transition program for first-time college students. Students that participate in the academy will attend classes that assist them with learning skills that will help them be successful in college. The program is a 4-week summer session with classes scheduled Monday through Thursday in the morning with Friday reserved for enhancement and enrichment activities. The Human Career Development (HCD) course that all students enroll in exposes students to college resources, assists students with identifying educational and career goals, provides students with an opportunity to meet new friends, and most importantly, creates an environment for students to explore their strengths, gifts and talents as a college student. Friday field trips include visits to 4-year colleges & universities and leadership and team building activities. For more information please call the Matriculation, Support Services and Student Development Office at (916) 558-2193 or stop by South Gym 226.
Assessment
Since reading, writing, and mathematics skills are essential for learning and understanding all subjects, it is helpful for students to know their level of performance in these areas. Assessment in these subjects will show educational strengths and needs and can provide useful information for planning a course of study at Sacramento City College. Assessment is not conducted to keep a student out of college or specific classes.
Your assessment results, along with your high school record, educational and employment experiences, current work schedule, and motivational level, can be used to help plan your classes. Your Sacramento City College counselor can provide interpretation of test results and work with you to prepare a Student Educational Plan. The Assessment Center can provide information about the types of assessment available and its testing schedule.
Call (916) 558-2540 or (916) 558-2541 for information or drop by the Student Services Building Room 121.

Senior Assessment for College (SAC)
During the spring semester, the Assessment Center Staff conducts the SAC program in local high schools. High school seniors are invited to complete basic skills assessment on site at their own campus. They can then participate in orientation sessions and are offered priority enrollment at SCC. This highly successful program has been in existence since 1986.

Transfer Center
The Transfer Center assists students in transferring to four-year colleges and universities. The Center maintains current college and university catalogs, admissions and major course requirements, applications, and resource materials. In addition to its many transfer activities, the Transfer Center coordinates the annual Transfer Day in the Fall and Transfer Night in the Spring, university representative appointments and workshops, the Transfer Admission Agreement Program, and the transfer class, HCD 318, Transfer: Making It Happen.
Appointments to meet with college representatives and application information workshops can be made in the Transfer Center. Representatives from California State University, Sacramento and University of California, Davis are available to meet with students in the Transfer Center on a weekly basis. In addition, university representatives from other four-year institutions are available each semester.
The Transfer Center is located in the Counseling Center, Rodda North 147. The Center may be reached by calling (916) 558-2181 or drop by the office.
To help you plan to transfer, please make an appointment to meet with an SCC counselor.

Disability Resource Center
The Disability Resource Center (DRC) serves students with documented physical, learning, communication, developmental, psychological and acquired brain injury disabilities, and other impairments. Students with disabilities who request reasonable accommodations are required to provide verification of their disability to the DRC.
A variety of academic support services are available which provide students with disabilities the opportunity to participate fully in all aspects of college programs and activities through appropriate and reasonable accommodations. Services include the following:
Alternate media format materials
Assistive computer technology
Counseling
Equipment loan
Exam accommodations/proctoring
Interpreters (Sign Language)
Learning disability assessment & evaluation
Learning strategies instruction
Mobility/Lab Assistance
Notetakers
Priority registration
Referral to other campus and community resources
Real-time captioning
Students who require information or services should go to the Student Services Building for intake, counseling, and service coordination. The telephone numbers are (916) 558-2087 (voice), 558-2693 (TTY), and 650-2781 (FAX). Office hours are Monday and Friday, 8:00 a.m. to 4:30 p.m., with evening hours Tuesday through Thursday, 5:00 p.m. to 7:00 p.m. Students requiring appointments for learning disability assessment should go to the Auditorium 2 to make an appointment. The Assistive Technology Lab and exam proctoring center are also located in A2. The Assistive Technology Lab is open Monday through Thursday 8:00 - 7:00 on Fridays. Exam proctoring must be prescheduled and is available Monday through Thursday 7:00 a.m. to 6:30, Friday 7:00 a.m. to 4:30 p.m. The telephone numbers for A2 are (916) 558-2283 (voice) and 558 2670 (FAX). Equipment, staff, and adaptive physical education courses are available to assist students in improving and enhancing their physical skills to facilitate education and personal development. Contact the Physical Education, Health and Athletics Division at (916) 558-2425 for more information.
Students seeking Educational Accommodations who do not wish to be referred to the SCC Campus Disability Resource Center will need to contact the SCC Campus Equity Officer, Julia Jolly, Associate Vice President of Instruction in Rodda North, Room 257, at (916) 558-2386 for referral to appropriate services.

Alternative Publication Formats
This publication is available in alternate formats (large print, Braille, MP3, or e-text). Please call (916) 558-2087 (voice) or (916) 558-2693 (TDD).

WorkAbility III
The WorkAbility III program provides students with disabilities with employment services. To qualify for WorkAbility services, student must be a current consumer of the California Department of Rehabilitation, and have a physical, mental, emotional, communication or learning disability. Services include career counseling, career development classes, resume and interview practice, and job placement assistance.
To get more information about WorkAbility, or to schedule an appointment, call us at (916) 558-2590 or check our web site at: www.scc.losrios.edu/~onestop/workability.
Cultural Awareness Center (CAC)

The Cultural Awareness Center’s goal is to promote intercultural understanding and education through programs and traditional cultural celebrations that reflect the diversity of Sacramento City College and its urban community.

The CAC celebrates ethnic cultural traditions through dance, music, art, poetry, and storytelling. In addition, the CAC sponsors open forums, panel discussions, and speakers who often reflect the ethnic education, age, and gender differences on our campus, as well as the differences of ideas and opinions. These differences allow us to see things from many different perspectives promoting healthy discussion and debate. The Cultural Awareness Center is a safe place to celebrate what makes us different; to learn to appreciate the differences in others; it is an educational experience that helps you to become comfortable learning, living, and working in a diverse world. For more information, please call (916) 558-2155 or visit our website at www.scc.losrios.edu.

Career Center

Located in Rodda North, Room 147, the Career Center provides information and support services for students interested in identifying and planning their careers. Written and computerized assessments are available to evaluate personality, abilities, interests, skills, and values. Books, computer programs, handouts, and Internet access are available for those interested in researching their chosen careers. Workshops are offered throughout the year on many career-related topics. There is an annual career fair where more than 100 employers attend, providing students with the opportunity to pursue current employment, internships and information interviews. Career Center staff members are available to work with groups and individuals using the various resources in the Center. Services and resources are available to all students and the general public. Accommodations can be made for students with disabilities who wish to use our services. For more information, please call (916) 558-2384.

Job Services

Student employment services are coordinated through the Job Services office located in the Counseling Center. The office provides on campus job services and maintains job listings and referrals for off campus employment. Students contact off campus employers directly. Job announcements and descriptions are posted on the job board on the first floor of Rodda North, outside the Counseling Center. Additional job listings are available for viewing in job binders. Recruiters are on campus throughout the year to give job/career information or to interview for specific jobs. Students can receive assistance with resumes, interview skills, and job search strategies individually or through workshops. All services are available and accessible to all students. For students with disabilities who need assistance who use our services, we work in cooperation with the Disability Resource Center and Work-ability, a joint program between the Department of Rehabilitation and Sacramento City College. Job listings can also be accessed through the Los Rios Job Connections, www.collegecentral.com/society. This website service will allow employers to post their jobs and search for the right candidate and students can search the job database for the position that meets their need. For general information, call (916) 558-2676.

Health Services

The Health Office is located in the Counseling Center in Rodda North. The goal of Health Services is to assist the campus community in the maintenance of optimal health. Public Health Nurses are available to assist the college community in matters of health, drug and alcohol abuse, family planning, prevention of communicable diseases, identification of special health problems, and to offer supportive help in situations of physical and emotional stress. Services include health assessment and counseling (with appropriate referral to community resources); vision, hearing, and blood pressure screening; tuberculosis testing; first aid and emergency care for illnesses and accidents occurring on campus. The Health Office is not clinically equipped, therefore, no medical care or treatment can be given. All consultations are confidential.

Students are not covered by the district or the college for medical or accident insurance. Information and applications for the student accident and illness insurance are available in the Health Office.

Dental Health Clinics

The Dental Clinic is located in Rodda South 135. Students and community members may make appointments with dental hygiene students for preventive dental hygiene services. Services include cleaning and polishing teeth, fluoride application, and oral hygiene instructions. Fees for these services are $20.00 for the first appointment and $9.00 for additional appointments. The fee for cleanings children is $16.00. Sealants, which prevent tooth decay, cost $9.00 per tooth. With a written request from a dentist, dental x-rays can be taken by either dental assisting or dental hygiene students. The fee for x-rays ranges from $12.00 to $22.00. For an appointment, call (916) 558-2303.

International Student Center

SCC highly values the rich cultural diversity which is created by the presence of international students (F-1) on our campus, and we look forward to the opportunity to provide support services. International students are defined as any citizen of a country other than the United States who have or will need “school authorization, under Federal laws, to enroll as a non-immigrant student.”

All applicants must first apply to SCC following “international student” procedures. Approved students are required to report to the International Student center within 10 days of arrival to the U.S. or before the first day of instruction. New, transfer in, and continuing re-entry students must bring their most recent original entry documents (I-20s, I-94, passport with American Consulate page) and current copies of all college transcripts translated into English.

Students are advised to:

* Complete SCC International Admissions Packet as soon as possible downloading by e-mail: http://web.scc.losrios.edu/international
* Maintain full-time status and complete a minimum of 12 UNITS or more each semester (Important: Withdrawals or Ws do not count as part of the 12 units)
* Notify the Center of address changes within 10 days of moving
* Notify SCC International Student Center and Admission and Records Office of major changes and request new updated SCC SEVIS I-20 Form
Student Support Services

Disabled veterans who qualify for educational benefits as disabled payment. pate a delay of approximately two months before receiving the first

ment Center. The program serves mostly low-income student fami-

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For additional information, call (916) 558-2542.

Veterans Affairs

The Veterans Affairs Office is located in Rodda North 159 and is available to assist veterans, spouses, and children of disabled or deceased veterans who may be eligible for federal and/or state educational benefits.

New students should contact this office at least two months prior to the start of the semester to initiate required paperwork.

All tuition, books and miscellaneous fees are paid by the student and not the VA. Recipients of such payments are advised to anticipate a delay of approximately two months before receiving the first payment.

Disabled veterans who qualify for educational benefits as disabled veterans should contact their VA Rehabilitation Counselor prior to enrolling.

Office hours are Monday through Friday, 8:30 a.m. to 4:45 p.m. For further information contact the office at sccveterans@scc.losrios.edu or (916) 558-2591.

Child Development Center

The college provides care and education services for children from infancy through preschool in the Berneice Clayton Child Development Center. The program serves mostly low-income student families with funding provided by the State Department of Education. There are also a limited number of spaces available to staff and faculty families.

The center also serves as a child development teaching laboratory for students majoring in academic and vocational programs related to children. College students do observations and participate as teaching assistants in the classrooms.

The mission of the child development center is to provide a high quality relationship based learning environment that respects the diversity and development of all children, families, and students.

For additional information, call (916) 558-2542.

Library Services

The SCC Library - located in the Learning Resource Center on the second and third floors - is one of the largest and most comprehensive community college libraries in California. The second floor contains reference services and the reference book collection, circulation services and the reserve book collection, research computers, the print periodical collection, and group study rooms. The third floor houses the Library’s circulating book collection of over 70,000 volumes as well as an expansive quiet study environment that is flooded with natural light.

Librarians are available to guide students through the research process at their own pace and according to their own needs whenever the library is open. Students are also encouraged to sign up for non-credit orientations to library services and resources. These orientations are designed to make course work more productive and rewarding. The Library also offers a variety of credit courses that teach library research skills and the use of the Internet for research. Selected credit courses are available also online. Library courses are listed in the SCC course catalog and the schedule of classes in the Library and Library and Information Technology sections.

Library resources include the LOIS online catalog that identifies books, periodicals, and non-print materials available at SCC and in the other Los Rios Community College District libraries. In addition to the print book and periodical collections, the Library provides online access to the full-text of thousands of magazines, journals, and newspapers, as well as to full-text literary criticism, biography, business information, statistics, international affairs, and current events through databases and information resources tools. These electronic resources are available to the SCC community on the Web from any off-campus location simply by visiting the Library’s web site at http://www.scc.losrios.edu/~library.

Librarians also help students identify reliable web sites and information in order to expand their research to the Internet. Through the Library’s interlibrary loan service, staff and students can borrow books and articles from libraries throughout the district and region and have them delivered to SCC.

The Library is equipped with fee-based photocopiers and laser printers, a color printer, scanners, microform reader-printers, and computer stations with accessibility software.

Instructional Media Center

The Instructional Media Center is located in the Learning Resource Center on the first floor and houses the library’s non-print collections which include videos, DVDs, and audiotapes. Media materials used by faculty and placed on reserve for student use are kept in the IMC. A computer lab for academic purposes is available in this area and provides Internet access as well as basic personal productivity software (word processing, spreadsheet, desktop publishing, etc.). Instructional assistance is available to all IMC users.

A second computer lab for academic purposes is located in B 153 (Business Building) and provides additional PC computers for Internet access as well as basic personal productivity software (word processing, spreadsheet, desktop publishing, etc.). Instructional assistance is also available to users of this lab.
Learning Skills and Tutoring Program

The Learning Skills and Tutoring Program provides learning opportunities and skills assistance to students who would like to be effective and successful learners. In the Learning Skills and Tutoring Center - located on the first floor of the Learning Resource Center - students will find peer tutoring; online resources; Beacon PAL collaborative learning groups; multimedia instructional materials; and various learning assistance and study skills guides. These resources and services are available during the academic year, evenings and Saturdays. The program also recruits, hires, and trains tutors who work in the Center and throughout the campus at various specialized tutoring labs (Athletic Study Skills, Business Division Computer, Communication Training, English, Math, ESL, Writing, Mac/CAD, and various occupational labs).

In addition, the Learning Skills and Tutoring Coordinators offer several courses. Individualized instruction designed to help students acquire, improve, or refresh basic reading, writing, or arithmetic skills is offered as HSER 92, Prerequisite Skills Assistance. The course content is tailored to the individual student’s needs and abilities. All enrolled students consult with the Learning Skills and Tutoring Coordinators to determine the curriculum to be mastered. Instruction is offered via computer-assisted instruction in the Learning Skills Center. Students may earn .5-4 units in this course.

All students can benefit from HCD 360, Academic Skills. This is offered as a modularized, independent study course that is designed for students who want to study independently to improve their academic skills. The course is also available online. Students have an opportunity to assess their learning needs in order to develop and improve study techniques for textbook reading, note taking and test taking. In addition, students will learn how to apply time management, concentration, memory improvement and listening strategies. This is an excellent course for anyone interested in establishing a strong academic skills foundation or in brushing up on his or her study skills.

The availability of peer tutoring is an important piece in SCC’s effort to support student success. SCC knows that good training shapes good tutors. We have two tutor training courses, HSER 370, Introduction to Tutor Training, which offers instruction in individual peer tutoring, and HSER 373, Introduction to Group Peer Tutoring, which offers instruction on becoming a group peer tutor; both are one-unit courses. For more information, stop by and talk with one of the Learning Skills and Tutoring Coordinators.

Students are invited to explore the Center and its resources, and to discuss their individual learning needs or concerns with the Learning Skills and Tutoring Coordinators. More information can also be found at the Program website: http://web.scc.losrios.edu/tutoring.

Distance Education Program

Distance Education (DE) offers learning opportunities outside of the classroom, usually from home or a conveniently located off-campus site. DE allows students to earn college credits with fewer on-campus hours.

Our DE courses are designed to fit busy schedules and advance academic goals with a challenging educational experience. SCC is committed to giving our DE students the same individual support, academic standards, and experienced faculty found in our classrooms - plus the freedom to choose the learning mode: Hybrid, interactive television, online, or telecourse.

Hybrid

The perfect start for students whose schedules are tight, but who are not sure distance education is right for them. Hybrid classes typically have at least half of the course taught in the classroom, with the remaining course work completed through the Internet. We offer 24/7 (24-hours a day, 7-days a week) technical assistance to students enrolled in web-based courses.

Interactive Television

Classes are broadcast live from our television studio/classroom. This option allows students to attend the class on campus or view the class from home through cable television. Courses are also archived to the web for repeated student viewing.

Online Courses

Classes are offered via the Internet, using the Los Rios e-Learning system (Blackboard). Online instructors use a variety of teaching approaches and assignments just as they do in face-to-face classes. Some courses require exams to be taken on campus. We offer 24/7 technical assistance to students enrolled in web-based courses.

To ensure success in online courses, we recommend students first take our Skills for Online Student Success course.

Telecourses

A series of television programs broadcast over local cable television, viewed from home, by video at the LRC or by rental tapes when available. Telecourses require attendance at a limited number of on campus meetings throughout the semester for review and testing purposes.

All of our DE courses are approved by the Sacramento City College Curriculum Committee to ensure a learning experience and level of academic rigor equivalent to our traditional campus-based courses.

For complete information on the Distance Education Program, visit the DE website at http://web.scc.losrios.edu/de.

If you are considering enrolling in a web-based course, take the self-assessment at http://web.scc.losrios.edu/de/for_me for tips and strategies.

Open-Access Computer Labs

SCC provides students access to two computer labs for academic purposes. A computer lab with PC computers is available in the Instructional Media Center (Learning Resource Center) and provides Internet access as well as basic personal productivity software (word processing, spreadsheet, desktop publishing, etc.). Instructional assistance is available to all IMC users. A second computer lab is located in B153 (Business Building) and provides additional PC computers for Internet access as well as basic personal productivity software (word processing, spreadsheet, desktop publishing, etc.). Instructional assistance and guidance is also available in this lab.
Learning Communities (Interdisciplinary Studies)

A Learning Community is two or more courses linked together by one, or more than one, of the following: a common theme, shared students, shared content, and/or a team of instructors. This is sometimes called interdisciplinary learning or integrated classes. Students like Learning Communities because they can be a part of a group that learns together. They interact more with their fellow students and the faculty, and they learn to understand how subject matter interrelates. The number of Learning Communities at SCC varies from semester to semester, so look for the Interdisciplinary Studies page in the Schedule of Classes.

Service Learning Program

Participation in campus and community volunteer projects - as a part of regular course work - serves to make learning more direct and relevant, builds students’ leadership and organizational skills, and promotes civic engagement and community building. SCC is incorporating service learning into more and more courses, and is creating campus and community partnerships to enhance student learning. Service Learning projects have included web and brochure design for community agencies, partnerships with social services, school-aged mentoring and transitional housing programs.

Learning Resource Center

Learning Resource Center (LRC) is a resource for student learning and intellectual exploration. It is a place where students can find space for quiet study as well as group work and collaboration, and room to plan, sort, organize and work on projects and reports.

The LRC houses the Library, Instructional Media Center, Learning Skills and Tutoring, Distance Education, as well as services for faculty and staff such as Instructional Development and Media Production and Services. The LRC provides extensive collections of books, periodicals, videos, DVDs, films, microforms, software, and electronic databases to support the educational needs of SCC students and classroom instruction. The library catalog and some electronic resources are also available from off-campus as the Web. Library instruction in the research process is offered via individualized assistance, library instruction and credit courses. The Library also offers a Library and Information Technology certificate program that prepares students to work in libraries as paraprofessionals.

In addition, the LRC provides access to electronic classrooms, open access computer labs, ADA computer stations, and laptop computer ports throughout the building.

The Learning Skills and Tutoring program focuses on individual learning needs of students and supports them in becoming effective and successful learners. Students can also take advantage of alternative instructional delivery systems including computer-assisted instruction and distance education.

Librarians, faculty coordinators, paraprofessionals and student support staff assist students at every stage in the study and research processes, helping them build the academic skills they need to succeed at SCC as well as lifelong learning and information competency skills.

Other Services

College Store

The College Store, conveniently located on campus on the east side of the Lusk Aeronautical building, carries a complete stock of all textbooks used in the classes at the college, as well as paper and supplies of all kinds. The Board of Trustees of the Los Rios Community College District exercises supervisory control over the College Store and provides for an annual audit. The President of the College is empowered to direct the activities of the store. Visit our web site for hours of operation and other services: www.scc.losrios.edu/bookstore.

Cafeteria-Snack Bar - City Cafe

A wide range of food services is available to student and staff members through the City Cafe. There are also a number of nutrition (vending) centers on campus.

Los Rios Police Department (LRPD)

The LRPD is located on the Library Road and is accessible on a 24-hour basis, (916) 558-2365. In addition to security, this office assists in cases of emergencies, parking, and lost/found property. A courtesy shuttle bus operates during the day and evening hours. Special emergency telephones are located around the campus and can be used for quick access to police services.

Student Parking at SCC

All students are to park in white lined spaces which are primarily located around Hughes Stadium. Students are encouraged to park on campus as the lots are patrolled regularly. Motorcycle parking is also available in designated areas. Hours of operation for the parking garage are Monday through Friday, 6:00 a.m. to 11:30 p.m. and Saturday and Sunday from 7:00 a.m. to 8:00 p.m.

Parking Permits

All parking on campus requires a parking permit. Students can purchase a semester permit at the Business Office for $30. This is the most cost effective pass if you attend school two or more days per week. The semester permit may either be placed on the inside of the front windshield, driver’s side, lower left corner, or can be hung from the rear view mirror. These are the only acceptable options for the display of a semester pass. Daily permits may be purchased from any of the parking machines located throughout the student parking lots and should be placed visibly on the dash. All permits must be visible in order to be valid. Daily permits that are numerically stamped from other Los Rios Community College District campuses (ARC, CRC, Folsom) are not accepted at SCC. Semester permits from those campuses are accepted. Either a semester permit or an SCC daily permit obtained from a surface lot is required in the parking garage. Daily permits are not available inside the garage.
Disabled (Handicapped) Parking

Parking for people with disabilities is available throughout the campus. All parking spaces are clearly marked with standard blue color and signage. Parking in these spaces is strictly enforced. A blue handicapped placard or handicapped license plate is required and MUST be visible when occupying a handicapped space on campus. To utilize a handicapped placard to park in a white/student space or yellow/staff space on campus, the applicable student or staff permit must be visible along with the handicapped placard/plate. (LRCCD Regulation 2252 and Ed Code 54100). Temporary disabled permits are available at the College Health Office for those with temporary injuries. Medical verification must be provided.

Enforcement

Permit Parking is enforced Monday through Thursday from 7:00 a.m. to 10:00 p.m. and Friday from 7:00 a.m. to 5:00 p.m. All red zones (no parking), green zones (limited time parking), and blue zones (handicapped) are enforced 24 hours a day, 365 days of the year.

Shuttle Service

Shuttles run from the student lots to the campus Monday through Thursday from 7:00 a.m. to 10:00 p.m. and on Fridays from 7:00 a.m. to 6:00 p.m. This shuttle is only in effect if ridership dictates the need for shuttle service.

Liability

The college and the district are not responsible for any vehicle damaged, stolen, vandalized, or burgled.

Bicycle Lockers and Racks

Approximately 500 rack spaces, including 35 bicycle lockers, are available on campus. Bicycle lockers may be rented at the Business Office. Caltrans Bicycle route maps are available at the transportation information display (Rodda North). All students are required to walk, not ride, their bicycles in the quad area.

Motorcycles

Motorcycle parking spaces are available in the student parking lots in designated spaces. Parking in these spaces requires a motorcycle permit which can be obtained through the Business Office. As with any motor vehicle, the motorcycle must be properly registered with the California DMV to operate on the campus.

RT Bus and Light Rail/Student Access Card

Regional Transit has expanded bus and light rail service, making it even easier to take public transportation to Sacramento City College. Students may also park at any of the park-and-ride stations along the line and take light rail directly to the City College station just east of Hughes Stadium. Students approved a Universal Transit Pass fee that allows students to use all public transit bus and light rail systems in Sacramento, Yolo, Folsom, El Dorado, and Elk Grove at a greatly reduced rate. Your Student Access card is your transit pass and it is good seven days a week from August 1 through December 31 and from January 1 through May 31. This is an incredible bargain. To find out how to get your Student Access Card, please go to www.losrios.edu and click on “Student Access Card.” Bus and light rail route information is available on the first floor of Rodda North, 321-BUSS (2877), TDD 483-HEAR (4327), www.sacrt.com, and yolobus.com.

City of Sacramento Car Pool Spaces on 12th Avenue.

The City of Sacramento controls permit parking in about 30 spaces along the north side of the college on 12th Avenue. The permits are limited and require application to the city. Additional information may be obtained by calling 808-5354 or visiting their offices at 1023 J Street, room 202.

Student Leadership and Development Rideshare Bulletin Board

The Student Leadership and Development office keeps a rideshare bulletin board for those who wish to post notices to help them find riders or rides. The rideshare bulletin board is located on the first floor of the South Gym. The college assumes no responsibility for rides or riders other than maintaining the rideshare board. Call (916) 558-2381 for more information.
California Student Aid Commission Grants
(CAL GRANTS)
The California Student Aid Commission offers Cal Grants each year. The GPA Verification Form, required to apply for Cal Grants, is available in the Financial Aid Office. The FAFSA and completed GPA Verification Form must be postmarked by March 2, 2008 for the 2008-2009 school year. For California Community College students there is a second Competitive Grant filing deadline of September 2. For more information go to http://www.csac.ca.gov/

California Chafee Grant
The California Chafee Grant Program gives money to foster youth, and former foster youth to use for career and technical training or college courses. For more information visit https://www.chafee.csac.ca.gov/

Federal Work Study Program (FWS)
Employment is offered on and off campus to qualified financial aid applicants with the purpose to give meaningful work experience to students with financial need. Portions of FWS funds are available to place eligible students with agencies providing community services. Eligibility is determined by completing the FAFSA process. Priority application deadline is March 2, 2008 for the 2008-2009 school year.

Federal Supplemental Educational Opportunity Grant (FSEOG)
FSEOG is for undergraduate students with exceptional financial need and gives priority to students with Pell eligibility. Eligibility is determined by completing the FAFSA process. Priority application deadline is March 2, 2008 for the 2008-2009 school year.

Federal Stafford Student Loans - Subsidized and Unsubsidized
Low-interest loans are available through lending institutions and are either subsidized or unsubsidized. A subsidized loan is awarded on the basis of financial need and the federal government pays the interest on the loan during authorized periods of deferment. An unsubsidized student loan is not awarded on the basis of need and the interest is charged from the time the loan is disbursed. Eligibility for both loans is determined by first completing the FAFSA process and then attending a Loan Counseling and Debt Management Workshop.

Satisfactory Progress Policy
To be eligible to receive federal and state student financial aid a student must maintain a Financial Aid Satisfactory Academic Progress (SAP) toward an eligible degree, certificate, or transfer program.
Aid Office is required to monitor this progress and deny aid to any student towards their educational objective. Therefore, the Financial Aid Office is required to monitor this progress and deny aid to any student who fails to meet satisfactory progress policies. Please check with the Financial Aid Office for specific details.

Ability To Benefit

One of the requirements to receive federal student aid, a student must have earned a high school diploma, GED, or equivalent. For a student who does not meet this requirement and who is 18 years of age must pass the Ability to Benefit (ATB) test. The Ability to Benefit Test is administered by the SCC Assessment Center.

Basis for Denial of Financial Aid

Financial Aid may be denied for the following reasons:

1. Defaulting on a Title IV educational loan.
2. Failing to meet the financial aid satisfactory progress standards of Sacramento City College.
3. Completion of degree, certificate program or 90 units, whichever occurs first. (All degrees, certificates and any units accepted by Admissions and Records will be reviewed.)
4. Owing an overpayment or refund on any Title IV educational grant.
5. Falsifying information that affects the determination of eligibility for aid.

Financial need is determined according to the U. S. Office of Education approved Needs Analysis. Student expenses are confined largely to tuition/fees, living costs, books, transportation and incidentals. (See Enrollment.) The following figures are maximum allowances and may change due to pending federal regulations.

The following budget is the approximate cost of attending Sacramento City College during the 2008-2009 academic year:

<table>
<thead>
<tr>
<th>Room and Board:</th>
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<td>Personal Expenses:</td>
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<td>Transportation:</td>
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<td></td>
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<td>Books and Supplies:</td>
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<tr>
<td></td>
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Maintenance Allowance

The Los Rios Community College District will pay a maintenance allowance of $4.00 per day of scheduled attendance for the period in which the student is enrolled full time. Payment will be issued to the parent or guardian of minor students, and directly to adult students and to married minors who reside in California more than sixty (60) miles from the nearest public community college campus. Application for maintenance allowance is filed in the office of Admission and Records. Additional information may be obtained from the office of the Dean of Admissions/Records.

Extended Opportunity Program and Services (EOPS)

EOPS is a student support program for educationally and economically disadvantaged students, funded by the State of California and the Los Rios Community College District. It is designed to provide opportunities in higher education for students with academic potential who, historically, would have not attended college.

EOPS provides support services: EOPS orientation, counseling, priority registration, financial aid processing, monitoring academic progress, tutors, book assistance, UC and CSU application fee waivers, workshops and award ceremonies.

Within the EOPS Program is the Cooperative Agencies Resources for Education (CARE) Program. It is designed to assist EOPS students who are single parent head of household that have at least one child 13 years of age or younger. These parents may be receiving Temporary Assistance for Needy Families (TANF) and are pursuing an educational program that leads to a certificate, degree, or transfer objective.

There are two application periods - one in the fall for the spring semester and one in the spring for the following fall semester. Please call the office for the specific dates. For further information, please go to the EOPS Office located in Rodda North, room 155, call (916) 558-2403, or contact us at HYPERLINK “mailto:scceopsinfo@scc.losrios.edu” scceopsinfo@scc.losrios.edu.

CalWORKs Program

CalWORKs (California Work Opportunities and Responsibility to Kids) is a state funded Welfare-to-Work Program designed to help individuals on public assistance become self-sufficient. Sacramento City College’s CalWORKs Program is working together with other community agencies and on-campus programs to provide comprehensive services that promote self-sufficiency and lifelong learning. The SCC CalWORKs Program includes education, training and support services, as well as employment opportunities related to the individual goal of each participant. Anyone receiving TANF (Temporary Assistance for Needy Families) may be eligible for services.

A student already enrolled in an undergraduate degree or certificate program at the time of entry into the Welfare-to-Work Program may have that program approved as their Welfare-to-Work activity. The program must lead to employment within the local labor market, students must maintain satisfactory progress, and it must be completed within the time limits established by Welfare-to-Work regulations.

Anyone who is thinking of enrolling in classes and has already signed their county Welfare-to-Work Agreement must speak to...
their county worker prior to enrollment. County workers can provide clients with Vocational Assessment and referral to short term training programs.

The Sacramento City College CalWORKs Program is located in the Student Services Building. Office Hours are Monday through Friday, 8:00 a.m. - 4:30 p.m. Orientations for participants in CalWORKs are held on Tuesdays at 5:30pm and Wednesdays at 12 noon. For further information, please call (916) 558-2331.

Sacramento City College Scholarships

Sacramento City College offers more than 200 scholarships established by SCC staff members, emeriti members, and alumni of Sacramento City College. In addition, many community businesses and individuals participate in the scholarship fund in order to support excellence for community college education, and many times, to memorialize a loved one.

Scholarship criteria may include, but not be limited to, financial need. Academic improvement, community service, and leadership skills are highly considered. Applications for SCC scholarships are available in November of each year. To qualify for scholarships, applicants must have completed a minimum of 12 units at SCC by the end of the fall semester and be enrolled in nine or more units at SCC during the spring semester. Descriptions of the requirements are included in a published listing on the SCC Web site. Workshops are held beginning in November for students wanting to familiarize themselves with the application process and increase their skills in completing a competitive application.

Requests for further information may be directed to the office of SCC Foundation, Rodda North 222, or call (916) 558-2197.
The Student Leadership and Development Program at Sacramento City College is designed to provide and complement learning in and out of the classroom. All students are encouraged to create and take advantage of opportunities for involvement that will enhance their academic studies and contribute to their life goals. Students participating in clubs, student government, events, and leadership workshops and classes become intimately connected with the campus community. Getting involved at SCC can help students to feel more valued on campus and achieve their goals through enhanced learning and larger support networks. Join in the fun now and enjoy the benefits for the rest of your life! For more information, visit http://www.scc.losrios.edu/~lead, call 916-558-2381, or drop by the office located in South Gym 226.

**Student Leadership and Development**

**Programs and Services**

**Access**
Student Leadership and Development strives to provide access for all students to activities, events, and other programs and services. Please contact the Student Leadership and Development Office if we can provide an accommodation or assist in creating a more accessible campus environment.

**Activities and Events**
Student Leadership and Development sponsors events every year that help to develop students, leaders, and communities. Examples include, but are not limited to Welcome Day, Club Day, Leadership Day, and People’s Day. In addition, a variety of training and development workshops and classes are also provided.

**Bulletin Board Posting(s)**
Student Leadership and Development will assist students and college organizations by approving and posting appropriate school materials on bulletin boards throughout campus.

**Co-Curricular Support**
Student Leadership and Development will work to support co-curricular activities and events. Students and instructors are encouraged to present ideas for consideration.

**electriCITY: Sending the Power of Information to Students**
This is a monthly publication of Student Leadership and Development. Submissions are due by the 15th of the month. Submissions may be edited and are not guaranteed inclusion. electriCITY is distributed via The Express (SCC’s student-run newspaper) and through various offices around campus.

**Housing**
Student Leadership and Development maintains a listing of private residences with rooms for rent, students seeking roommates, and apartments for rent.

Housing notices are posted in a display case on the first floor of the South Gym as a free advertising service only. It is the responsibility of the student to contact prospective roommates, apartment managers or homeowners directly. The college assumes no responsibility for this off-campus housing other than providing the listing of available housing.

**Student Center**
The Student Center, located in the South Gym, is a place to study or visit with friends. In addition, student groups and SCC departments may reserve the facility for campus-sponsored meetings and events.

**Voter Registration**
Student Leadership and Development has voter registration forms available for you to vote in local, state and national elections. You need to register to vote if you have moved your residence, changed your name or party affiliation, or are voting for the first time.
**Student Organizations**

Any group of students having common interests may organize a student club under rules established for student organizations. Each club must have a faculty advisor and be approved by the Student Leadership and Development Office. For more information on past and current clubs and/or how to start a new club, go to: www.scc.losrios.edu/~lead. The following is a list of some of the clubs at SCC:

- **A Creative Mind**
- **African Scholars Alliance**
- **American Medical Student Association**
- **Animal Behavior & Conservation Alliance**
- **Anime Appreciation Club**
- **Bayanihan Filipino Club**
- **Belly Dance Club**
- **Business Club**
- **DiverCity Records**
- **Electronic Student Association**
- **Fashion Club**
- **Gardeners Club**
- **Graphic Communications**
- **Honors Service Club**
- **Hmong Opportunity Program for Education**
- **Juggling Club**
- **Peace and Justice Coalition**
- **Le Club Francais**
- **M.E.Ch.A.**
- **Pagan Club**
- **Polynesian Connection Club**
- **Psychology Club**
- **Queer Straight Alliance**
- **Sac City International Life**
- **Sac City Outdoors Club**
- **SCC Dancers of the Pacific**
- **SCC Competition Hip-Hop**
- **SCC Steppers**
- **Science Math and Engineering Club**
- **Society of Hispanic Professional Engineers**
- **Sociology Club**
- **Women’s Alliance**
- **Yoga and Meditation Club**

**Associated Student Government (ASG)**

Associated Student Government (ASG) is the representative body for the Associated Students of Sacramento City College (ASSCC). Student government consists of 25 positions, 15 of which are general Student Senators. Officers may be elected or appointed to the positions and elections are held every spring.

The purpose of student government is to represent and advocate on behalf of the student body. The ASG also encourages student participation in the governance of the college, a concept called participatory decision making. Students are invited to become involved in campus-wide development and decision-making processes by joining standing committees such as:

- **Budget**
- **Campus Development**
- **Campus Safety**
- **Curriculum**
- **Equity**
- **Honors and Awards**
- **Learning Resources**
- **Matriculation**
- **Information Technology**
- **Planning, Research and Institutional Effectiveness**
- **Student Equity**

Appointments of students to these committees is by application through the ASG office. A student interested in serving on campus-wide committees does not have to be a member of ASG.

Membership in ASG is open to any SCC student, registered in at least six (6) units and maintaining a minimum GPA of 2.0 to 2.5 depending on the office.

The ASG also staffs several of its own standing committees in the areas of legislative affairs, social activities, public relations, and ad-hoc committees as the need arises.

Involvement in student government provides students the opportunity to learn and apply new skills, develop friendships, and have fun. All students are welcome.

**College Standing Committees**

The goal of the Sacramento City College Standing Committee system is effective and efficient governance. Standing Committee membership is open to student, faculty, classified staff, and administrators. Appointment of student members to standing committees is coordinated through the Associated Students. For more information on the ASG and standing committee appointments, visit http://www.scc.losrios.edu/~lead, call 916-558-2446, or drop by the ASG office in South Gym 226.
Admission

Eligibility for Admission

Scholastic: Admission to the college, as prescribed by law, is open to: (1) any high school graduate; and (2) any person over 18 years of age who can demonstrate ability to profit from community college education. High school students who have achieved sophomore status at 16 years of age may be admitted to a limited program upon recommendation of their school principals (See advanced education section for details.) Advanced Education students should contact their school counseling office or the SCC Counseling Office, (916) 558-2204, for enrollment details. Students who successfully complete the “Certificate of Proficiency” granted by the state Board of Education will be admitted to Sacramento City College on the same basis as regularly graduated high school students.

Resident: Sacramento City College is a public college under California law. At public community colleges there are certain legal requirements pertaining to residence that must be honored. The application for enrollment includes a “Statement of Residence.” Non-resident students do not automatically become California Residents by merely living in the state more than one year. State law also requires proof of intent to establish California residency. Such proof can include filing California Income Tax forms, voter registration, driver license, vehicle registration, and other acts of intent dated one year and one day prior to the start of the semester. The law also requires that the student show no contrary intent, that is, they must not have maintained residence status in their former state (i.e. driver license, taxes, car registration, etc.) The burden of proof rests with the student, not the district. The residency laws do not permit campus officials to waive any portion of the residency requirements. Students must submit a request for reclassification prior to registration.

Resident rules are as follows:

1. A student whose legal residence is in California may attend Sacramento City College. Generally the legal residence of unmarried students under the age of 19 is that of their parents.
2. California Education Code and Los Rios Community College District policy states that an applicant, regardless of age, who has not established legal residence in California will be considered a “non-resident” and subject to a tuition fee of $173 per unit plus enrollment fee of $20 per unit.

In addition, students who are both citizens and residents of a foreign country will be assessed an additional $18 per unit fee for capital outlay purposes.

Open Courses

It is college policy that every course, course section, or class that receives state apportionment be fully open to enrollment and participation by anyone who has been admitted to the college and who meets such prerequisites as may be established pursuant to Title V of the California Code of Regulations, unless specifically exempted by statute.

Enrollment Procedures

I. Applicants for enrollment should submit the following documents with Admissions/Records Office by July 16, for the Fall semester of 2008 and by December 17 for the Spring semester of 2009:

A. Application: An SCC Application for enrollment is available at www.scc.losrios.edu on the SCC eServices page. Online applications may be completed with assistance at computer stations in the hall outside of Admissions and Records in Rodda North or during the registration period in the Business Building, B153, 8:30 a.m. - 2:30 p.m., Monday through Friday. Applications may be obtained in person or requested by telephone or mail, but there may be a delay in enrollment if not submitted over the website. International students may apply online, but must submit additional information to the International Student Center before being admitted to SCC.

B. Assessment: Take the Assessment Test. Phone (916) 558-2540 or drop by Assessment Center 122 in the Student Services Building to inquire about dates and times for the English, ESL (English as a Second Language), and Math assessments. After taking the Assessment Test, take Assessment Results to an Orientation appointment or meeting with a counselor.

C. Orientation: Participate in Orientation. Phone (916) 558-2145 or drop by the Orientation and Information office in Rodda North 138 to make an appointment. Orientation sessions will provide information about programs and services offered at SCC. As an alternative to the traditional Orientation session, SCC offers an Online Orientation followed by an appointment with a counselor.

D. Counseling: Meet with a counselor to create a one semester plan after orientation. Counselors provide information about certificates, degrees, and course selection. Extra assistance is available to students who are undecided about their goal. Online orientation participants will also need to meet with in Rodda North 147 or a counselor at an appropriate Outreach Center. To keep your Educational Plan updated, meet with a counselor every semester.

E. Registration: The last step is registration for classes. Register for class online at www.scc.losrios.edu. You must observe the appropriate priority registration dates and times.

California Resident Fees: $20.00 per unit.

Out-of-State Non-Resident Fees: $201.00 per unit ($20.00 per unit, plus $181.00 per unit, non-resident fee)

International Student Fees: $219.00 per unit ($20.00 per unit, plus $181.00 non-resident fee per unit, plus $18 international fee)

Payment of enrollment fees is due within ten days of registering for classes. You must officially drop a class to avoid being charged for it.
Enrollment Fee Waiver
California community college enrollment fees are determined by the state Legislature and may increase in the fall. But we have some great news for you. Each year more than half of our students qualify for a Board of Governors Enrollment Fee Waiver (BOGW), and even more may be eligible. The BOGW pays enrollment fees for summer, fall and spring semesters, and only one application per year is required. Applicants must be California residents. For your convenience, we’ve included an application in this schedule of classes. For more information, please visit the Financial Aid Office in Rodda North 167 or our Website at www.scc.losrios.edu.

II. Readmission—Former students of Sacramento City College returning after an absence of one or more semesters must submit an application for enrollment. Official transcripts from any institution attended since date of last enrollment at Sacramento City College should be submitted to the Admissions/Records Office. This includes summer session and correspondence courses.

III. Transfers from other community colleges—Students who have previously attended another college and are in good standing are eligible to enroll at Sacramento City College, subject to residence requirements. Students should make a counseling appointment after their transcripts have been received to review their progress towards a degree or objective. Students should submit all transcripts from other colleges (if applicable). NOTE: Only official transcripts sent directly from the schools to Sacramento City College will be accepted. These should include any summer session or correspondence courses. All records submitted become the property of the college and will not be returned to the applicant. All transcripts must be received by the Admissions/Records Office by July 16 for Fall 2008 and December 17 for Spring 2009 or registration may be delayed. Students who have been disqualified by another college will not be admitted in the semester immediately following their attendance at that college. After one semester’s absence, such students may be admitted subject to the Academic Standards Policy.

IV. Concurrent Enrollment—Students enrolled at Sacramento City College may be enrolled for college credit in another institution.

It is the responsibility of the student to request transfer to the Admissions/Records Office at Sacramento City College any credit earned in a concurrent enrollment.

V. Allied Health Programs—Students interested in Allied Health programs must be enrolled in the program as well as the college. Applications are available at the division office, Mohr Hall 18.

VI. International Students—International students are individuals who need a visa to study in the United States and must contact the International Student Center, Rodda North 118 for pre-admission requirements. For overseas applicants, it is advisable to submit all documents at least four to six months prior to first day of instruction to avoid lengthy visa delays.

The Coordinator-Counselor can also assist new, continuing and transfer-in students with orientation, academic counseling based on major goals and ESL/English and math assessment course recommendations. The Center can answer specific F/M student questions updated always at: www.ice.gov/sevis. SCC international students are required to show evidence of an approved Health and Sickness Insurance Plan coverage to the SCC Health Office prior to registration every semester.

VII. Advanced Education Students—Advanced education is intended to provide high school grade students who have completed the 10th grade or be 16 years of age by the first day of instruction with educational enrichment opportunities at the community college. To ensure success as an advanced education student, the following questions and answers related to the program have been developed. College classes often include adult/mature subject matter.

Who can enroll in advanced education classes:

Students who have completed the 10th grade or will be 16 years of age by the first day of instruction, with a GPA of 2.7 or higher or demonstrate ability in the subject area. Exceptions to the 2.7 GPA are academies, Human Career Development, and special courses designed for high school students.

What courses are excluded from the advanced education program:

Basic skills courses numbered below 100 Courses requiring repetition due to substandard grades Basic courses such as English or math

• Courses where the safety of the student or others would be jeopardized
• Courses with an adult or mature subject matter not appropriate for high school students

What does the student need to provide in order to enroll:

• Completed college application
• Supplemental data information
• Advanced education form
• Appropriate assessment results
• High school transcript
• Copy of private school affidavit, if appropriate
• Documentation of age

How do I register for class:

• Advanced education students must register in person at the Admissions counter or the outreach center
• Have a completed advanced education application
• If a student enrolls in a course held at the high school, the student may be assisted at the high school
What else should a student know about the advanced education program:

- The course credit and grade the student receives will become part of their permanent college record
- All prerequisites must be met
- A student may enroll in a maximum of six units or two classes each semester including summer
- Enrollment fees are waived but out-of-state and international students must pay those fees
- Students must be present at the first class meeting or they will be dropped
- If initially denied for advanced education, submit a petition for eligibility with the Dean of Counseling at SCC.

Matriculation

Matriculation is a process that assists the student in achieving educational goals. It is an agreement between the college and student who enrolls for credit. We ask that you participate in a partnership with us to ensure your educational success.

Here is how the matriculation process works:

1. Admissions
Admissions materials are available in various languages, and new first-time students are directed to the Information and Orientation Office, Rodda North 138, for an explanation of the matriculation process.

New first-time, non-exempted students who complete the matriculation process are allowed to register during continuing student registration. SCC eServices and telephone registration are available to facilitate the process.

2. Assessment
Basic skills testing is one part of a complete assessment. All non-exempt students who go through the matriculation process must participate in basic skills testing. By using test results and other relevant criteria, new students and their counselors can determine appropriate placement into Mathematics, English or English as a Second Language classes. You must have assessment results to meet with a counselor. Test calendars and practice tests are available in the Assessment Center, Student Services Building 121.

3. Orientation
Orientation and advising are provided for all first-time college students. They are generally scheduled weekly throughout the registration period for fall and spring. The sessions cover information about SCC programs, services, policies and procedures. Students desiring additional help are encouraged to attend the pre-registration orientation through Human Career Development courses.

4. Counseling and Educational Plan Development
All matriculation students must meet with a counselor to develop an educational plan. This plan will recommend courses for the first semester only. Counselors provide advising related to course selection. Additional assistance is available to students who are undecided about their goal. Students should return during their first semester to develop a full educational plan.

5. Register for Classes - SCC eServices and Telephone Enrollment System
At Orientation students will receive information on procedures and dates for telephone registration.

A graduated UTP (Universal Transit Pass) fee is charged to all students to a maximum of $15 per semester depending upon the number of enrolled units. BOGFW recipients pay a reduced UTP fee.

California resident fees: $20.00 enrollment fee per unit per semester. Enrollment fees may increase for 2008-09.

Out-of-State non-resident fees: $20.00 per unit plus $181.00 non-resident fee per unit, total $201 per unit.

International student fees: $20 per unit, plus $181.00 non-resident fee per unit, plus $18.00 international fee per unit. Total $219.00 per unit.

All fees are subject to change.

Payment of enrollment fees is due within ten days of registering for classes. You must officially drop a class to avoid being charged for it.

6. Follow-Up
All new students are encouraged to visit Counseling mid-semester for a three-semester Student Educational Planner. This plan will outline how the student will achieve his or her educational goal. Extra assistance is available for students who are undecided about their goal.

Early Assistance
Students who experience academic difficulty are contacted by the Early Assistance Program. Early Assistance is designed to provide students with extra assistance in their courses in order to succeed. Students who are experiencing difficulty in their classes are contacted and assisted early in the semester. Assistance may include workshops on classroom success, information on campus services, an appointment with a counselor, study skills assistance, or tutoring in a specific subject area. All students are welcome to participate in the services.

7. Exempt Criteria
You can be exempt from participating in Orientation, Assessment, Counseling, or Advisement if you have:
- Completed an Associate Degree or higher; or
- Satisfied at least two of the following and do no wish to participate:
  - Identified a goal of upgrading job skills.
  - Enrolled in fewer than six (6) units.
  - Concurrently enrolled in another post-secondary institution; or
  - Have no degree or occupational objective.

If you have been declared exempt, you will be given the opportunity to elect whether or not to participate in the Matriculation process or any part of the Matriculation process.
Guidelines of Residency
Nonresident students do not automatically become California Residents by merely living in the state more than one year. State law also requires proof of intent to establish California residency. Such proof can include filing California Income Tax forms, voter registration, driver license, vehicle registration, and other acts of intent dated one year and one day prior to the start of the semester. The law also requires that the student show no contrary intent, that is, they must not have maintained residence status in their former state (i.e. driver license, taxes, car registration, etc.). The burden of proof rests with the student, not the district. The residency laws do not permit college officials to waive any portion of the residency requirements. Students must submit a request for reclassification prior to registration.

Residence Requirements
Out-of-state students may be admitted to Sacramento City College provided their applications are approved. Out-of-state students are classified as non-residents. Any person who was not a resident one year prior to the first day of a semester should be considered a non-resident and required to pay non-resident fees.

The residence determination dates are as follows:
  - Summer, 2008 semester - June 8, 2008
  - Fall, 2008 semester - August 2, 2008
  - Spring, 2009 semester - January 16, 2009

In addition to enrollment fees, all students classified as non-residents are required to pay a non-resident tuition fee of $181 per unit at the time of registration. In addition, students who are both citizens and residents of a foreign country will be assessed an additional $18 per unit fee for capital outlay purposes. Non-resident tuition fees are refundable only during the first two weeks of a semester or the first week of the Summer Session if the student withdraws from a class or from the college. If a student is erroneously determined to be a non-resident and a tuition fee is paid, the fee is refundable provided acceptable proof of state residence is presented within the period for which the fee was paid.

Fees are subject to change without notice upon approval by the Trustees of the Los Rios Community College District and pending approval by the State Legislature and Governor.

A non-resident student enrolled without payment of fees because of falsification of information shall be excluded from classes upon notification pending payment of the fee. Written notification may be given at any time. Students excluded because of falsification shall not be readmitted during the semester or summer session from which they were excluded, nor shall they be admitted to any following semester or summer session until all previously incurred tuition obligations are paid.

Non-resident Tuition Refund Schedule

<table>
<thead>
<tr>
<th>Time of Withdrawal or Reduction</th>
<th>Amount of Refund (%) Per Unit of Reduction</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fall and Spring (Full semester classes</strong>)**</td>
<td></td>
</tr>
<tr>
<td>By the end of the second week of instruction</td>
<td>100%</td>
</tr>
<tr>
<td>After the second week of instruction</td>
<td>No refund</td>
</tr>
<tr>
<td><strong>Summer</strong></td>
<td></td>
</tr>
<tr>
<td>By Friday of first week of instruction</td>
<td>100%</td>
</tr>
<tr>
<td>After Friday of first week of instruction</td>
<td>No refund</td>
</tr>
</tbody>
</table>

*NOTE: The first week of instruction is the first week of the semester or summer session in which instruction is offered.

**Note: Dates are adjusted for short-term classes. Please check the calendar in the Schedule of Classes.
Standing Upon Admission

Advanced Placement Examination Credit—Students at Sacramento City College may be awarded units of credit for each Advanced Placement Exam (CEEB) they have passed with a score of 3, 4, or 5. Students will receive units/credits but not letter grades for these courses. A maximum of 15 units may be earned by AP examination but will not be used in the computation of cumulative grade point average for graduation or transfer. Credit may not be earned for courses which duplicate credit already allowed for by Advanced Placement Examination.

Students must submit a copy of their official CEEB Advanced Placement Test to the Admissions & Records Office. The following chart shows credit given and SCC course equivalencies.

An acceptable AP score for IGETC equates to either 3 semester or 4 quarter units for certification purposes. Each AP exam may be applied to one IGETC area as satisfying one course requirement, with the exception of Language other Than English. Students who have earned credit from an AP exam should to take a comparable college course because transfer credit will not be granted for both.

Students earning scores of 3, 4, or 5 in the physical and biological science AP examinations earn credit toward IGETC Area 5 and meet the IGETC laboratory activity requirement.

There is no equivalent AP exam for Area 1B – Critical Thinking/Composition requirement.

AP exams in Biology, Chemistry or Physics B allow CCC campuses to apply 4 semester or 5 quarter units to IGETC certification. For Environmental Science, Physics C: Mechanics and Physics C: Electricity/Magnetism, 3 semester or 4 quarter units are applied for IGETC certification. Therefore students who complete these exams will be required to complete at least 4 semester or 5 quarter units to satisfy the minimum required units for Area 5.

<table>
<thead>
<tr>
<th>SUBJECT</th>
<th>SCC Courses Only</th>
<th>AP Scores of 3, 4, or 5</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>SCORE</td>
<td>Course</td>
</tr>
<tr>
<td>ART HISTORY</td>
<td>ARTH 302, 304, 306, 308, 310</td>
<td>3, 4, 5</td>
</tr>
<tr>
<td>ART STUDIO</td>
<td>ART 300</td>
<td>3</td>
</tr>
<tr>
<td>Drawing</td>
<td>ART 320</td>
<td>3</td>
</tr>
<tr>
<td>2D Design</td>
<td>ART 370</td>
<td>3</td>
</tr>
<tr>
<td>3D Design</td>
<td>BIOL 402 or 422</td>
<td>5</td>
</tr>
<tr>
<td>BIOLOGY</td>
<td>3</td>
<td>BIOL 402</td>
</tr>
<tr>
<td>CALCULUS</td>
<td>MATH 400</td>
<td>5</td>
</tr>
<tr>
<td>Calculus AB</td>
<td>MATH 400 &amp; 401</td>
<td>10</td>
</tr>
<tr>
<td>CHEMISTRY</td>
<td>CHEM 305</td>
<td>5</td>
</tr>
<tr>
<td>COMPUTER SCIENCE</td>
<td>CHEM 400</td>
<td>5</td>
</tr>
<tr>
<td>Computer Science A</td>
<td>CISP 360</td>
<td>4</td>
</tr>
<tr>
<td>Computer Science AB</td>
<td>CISP 400</td>
<td>4</td>
</tr>
<tr>
<td>ECONOMICS</td>
<td>ECON 302</td>
<td>3</td>
</tr>
<tr>
<td>Macroeconomics</td>
<td>ECON 304</td>
<td>3</td>
</tr>
<tr>
<td>Microeconomics</td>
<td>ENGWR 300</td>
<td>3</td>
</tr>
<tr>
<td>ENGLISH</td>
<td>ENGWR 300 &amp; 301</td>
<td>6</td>
</tr>
<tr>
<td>SUBJECT</td>
<td>SCC Courses Only</td>
<td>AP Scores of 3, 4, or 5</td>
</tr>
<tr>
<td>----------------------------</td>
<td>------------------</td>
<td>-------------------------</td>
</tr>
<tr>
<td>ENGLISH</td>
<td></td>
<td></td>
</tr>
<tr>
<td>English Language Composition</td>
<td>3, 4, 5</td>
<td>ENGWR 300</td>
</tr>
<tr>
<td>English Literature &amp; Composition</td>
<td>3, 4, 5</td>
<td>ENGWR 300 &amp; 301</td>
</tr>
<tr>
<td>ENVIRONMENTAL SCIENCE</td>
<td>3, 4, 5</td>
<td>BIOL 350</td>
</tr>
<tr>
<td>HISTORY</td>
<td></td>
<td></td>
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<tr>
<td>European History</td>
<td>3, 4, 5</td>
<td>HIST 300</td>
</tr>
<tr>
<td>United States History</td>
<td>3, 4, 5</td>
<td>HIST 310 &amp; 311</td>
</tr>
<tr>
<td>World History</td>
<td>3, 4, 5</td>
<td>HIST 307 &amp; 308</td>
</tr>
<tr>
<td>FOREIGN LANGUAGES</td>
<td></td>
<td></td>
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<tr>
<td>Chinese Language &amp; Culture</td>
<td>3, 4, 5</td>
<td>I</td>
</tr>
<tr>
<td>French Language</td>
<td>3, 4, 5</td>
<td>FREN 401 &amp; 402</td>
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<td>French Literature</td>
<td>3, 4, 5</td>
<td>N/A</td>
</tr>
<tr>
<td>German Language</td>
<td>3, 4, 5</td>
<td>GERM 401 &amp; 402</td>
</tr>
<tr>
<td>Italian Language and Culture</td>
<td>3, 4, 5</td>
<td>I</td>
</tr>
<tr>
<td>Japanese Language &amp; Culture</td>
<td>3, 4, 5</td>
<td>I</td>
</tr>
<tr>
<td>Latin Literature</td>
<td>3, 4, 5</td>
<td>N/A</td>
</tr>
<tr>
<td>Latin: Vergil</td>
<td>3, 4, 5</td>
<td>N/A</td>
</tr>
<tr>
<td>Spanish Language</td>
<td>3, 4, 5</td>
<td>SPAN 401 &amp; 402</td>
</tr>
<tr>
<td>Spanish Literature</td>
<td>3, 4, 5</td>
<td>N/A</td>
</tr>
<tr>
<td>GOVERNMENT &amp; POLITICS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Government &amp; Politics: Comparative</td>
<td>3, 4, 5</td>
<td>N/A</td>
</tr>
<tr>
<td>Government &amp; Politics: United States</td>
<td>3, 4, 5</td>
<td>POLS 301</td>
</tr>
<tr>
<td>HUMAN GEOGRAPHY</td>
<td>3, 4, 5</td>
<td>GEOG 310</td>
</tr>
<tr>
<td>MUSIC THEORY</td>
<td>3, 4, 5</td>
<td>MUFHL 400 &amp; 401</td>
</tr>
<tr>
<td>PHYSICS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Physics B</td>
<td>3, 4, 5</td>
<td>PHYS 310</td>
</tr>
<tr>
<td>Physics C: Electricity &amp; Magnetism</td>
<td>3, 4, 5</td>
<td>PHYS 420</td>
</tr>
<tr>
<td>Physics C: Mechanics</td>
<td>3, 4, 5</td>
<td>PHYS 410</td>
</tr>
<tr>
<td>PSYCHOLOGY</td>
<td>3, 4, 5</td>
<td>PSYC 300</td>
</tr>
<tr>
<td>STATISTICS</td>
<td>3, 4, 5</td>
<td>STAT 300</td>
</tr>
</tbody>
</table>

**Credit for Military Service**—Upon presentation of papers showing honorable discharge and active duty of one year or more in the United States armed forces, veterans may receive four units of elective credit. This credit will meet the living skills requirement for the associate degree. They may also receive additional credit for training satisfactorily completed in service schools according to the recommendation of the American Council of Education. Credit for military service will not be posted on the permanent record until the student has completed 12 semester units with a grade point average of 2.0 at Sacramento City College.

Students in the six-months reserve training program are not eligible for military credit. This is in accordance with the recommendation of the American Council on Education issued September, 1964.

**Credit for the College Level Examination Program**—Sacramento City College will grant up to thirty (30) units of credit for completion of the five general examination areas at the 50th percentile or higher. Students requesting credit for CLEP should contact the Admissions/Records Office or the Counseling Office for specific policy provisions relating to CLEP. Students should be aware that four-year colleges have the right to accept, modify, or reject the CLEP units.
Prior Requirements
To register a student must:

1. Complete all enrollment requirements.
2. Pay all required fees.
3. Enroll at the designated time and date or anytime thereafter. The student may obtain his/her enrollment priority time and day by accessing SCC eServices or the telephone enrollment system.

Enrollment Procedures
The Class Schedule and Enrollment Calendar, printed prior to the beginning of each semester, contains detailed enrollment instructions. Students should enroll according to their scheduled time and date. See http://www.scc.losrios.edu or SCC eServices for further details.

Program Regulations
Program Adjustments—Students who wish to change their programs in any way after they have enrolled should follow the procedures listed in the class schedule. Students not attending a class in which they are officially enrolled should drop the class by submitting a drop through SCC eServices or by telephone, (916) 263-4400 to avoid incurring grades that would negatively affect their academic standing.

No semester length classes may be added to a student’s program after the tenth (10th) day of instruction. Nine and six week classes may not be added after the first week of the class. Any exceptions will require the approval of the dean of that department.

A student may withdraw without penalty from individual courses or from the college up to the date indicated in the Board approved academic calendar or a corresponding time period for courses scheduled for shorter duration of time (see the schedule for detailed dates at www.scc.losrios.edu).

Repetition of Substandard Grades (D, F, or NC Grade)—Students may repeat courses where a substandard grade was assigned if the course was taken at an accredited college for which substandard grades have been recorded. The grade earned in the second or last enrollment shall be used exclusively in determining the grade points earned for the particular course at Sacramento City College. All previous grades must remain legible on the permanent record. Except for the classes in departments noted below, prior approval is not required to repeat a substandard grade unless the student is repeating a substandard grade for the third time. Repeated grades will be automatically discounted.

Repeat of aeronautics, cosmetology, dental assisting, dental hygiene, occupational therapy assisting, and physical therapist assistant substandard grades will not be allowed without the approval of the department and the division dean.

Repetition of Satisfactory Grade (A, B, C, or CR)—Courses where the student has previously received a satisfactory grade (A, B, C, or CR) may only be repeated with the approval of the Dean of Admissions (unless otherwise noted in the catalog). All requests to repeat a course must be approved and on file in the Admissions Office prior to enrolling for the course. The second grade earned will appear on the record but will not count in the GPA.

Repetition of Performance or Skill Building Classes—Students may repeat courses needed to meet a legally mandated training requirement as a condition of continued paid or volunteer employment. The number of times a performance or skill building class can be repeated is indicated in the course description.

Physical Education Requirement—Eligibility for the Associate in Arts or Associate in Science Degree requires the successful completion of one activity course in Physical Education. Military credit may fulfill this requirement.

Students with medical excuses on file may be exempted from the physical activity course requirement. Students not completing a physical activity course on the basis of this exemption shall be required to complete a minimum of 3 units in other courses in the Living Skills area.

Unit Loads—The normal load for full-time students planning to graduate in four semesters is 15 units per semester. Students desiring to carry units in excess of 18 units (8 units during Summer School) must obtain approval from the Dean, Admissions & Records. To do so they must petition one week prior to registering.

Students are regarded as legal “full-time students” if they carry a minimum load of 12 units.

Full governmental subsistence for veterans requires the following unit load:

- Veterans under Public Law 894 - as required by the Veteran’s Administration - 12 units.
- Veteran’s dependents under Public Law 634 - 12 units.
- Veterans under the California Bill - 12 units.

The following categories require the minimum unit load indicated:

- International students - 12 units
- Student athletes - 12 units including Physical Education.

Catalog Rights—Election of Requirements
Students who maintain continuous enrollment in at least one regular semester of a calendar year (Spring, Summer, or Fall) at Sacramento City College or the equivalent at any other college or university, for the purpose of meeting Associate Degree or Certificate requirements, may elect to meet the requirements in the SCC catalog in effect at the time of first enrollment or at the time of graduation from SCC.

Students who maintain continuous enrollment in at least one regular semester at Sacramento City College or another California Community College or a California State University per calendar year, for the purpose of meeting transfer general education/breadth requirements, may elect to meet the requirements in the SCC catalog in effect at the time of first enrollment or at the time of transfer to a California State University.
Credit—No Credit Grading

A student may elect one course per semester to be graded on a Credit or a No Credit grading basis. A request form must be filed with the Admissions/Records Office for this option prior to the end of the fifth week for a regular semester course (see www.scc.losrios.edu for online form). The deadlines for filing the request for short-term courses are published in the class schedule. The equivalent of an A, B, or C received for the course will be recorded as CR, with units earned. The equivalent of D or F will be recorded as NC, with no units earned. Units attempted for Credit/No Credit grades are not computed in the grade point average, but are used for determining progress probation and progress dismissal.

Students are advised to consult with a counselor for current policies regarding Credit/No Credit grading before using this grading option.

Courses taken prior to December 31, 2008 will be noted on the student record as CR/NC.†Courses taken January 1, 2009 and in the future will be noted as P/NP, per Title V section 55022.

Credit By Examination/Course Challenge

Under special circumstances and with the concurrence of the department, students regularly enrolled and in good standing and who believe they are qualified by experience or previous training may take a special examination to establish credit in a course in which they are not formally enrolled. A student who wishes to challenge a course by examination must have successfully completed a minimum of 12 units at SCC with a grade of “C” or better.

Successful completion of a course by examination is recorded on the permanent record as a “CR” grade. The “CR” grade does not enter into the computation of the student’s grade point average.

A maximum of 15 units of credit may be allowed by special examination. The units granted by credit by examination may not be used to establish full-time or part-time status or to satisfy the twelve (12) units residence requirement for graduation. Credit by Examination units cannot be used to establish eligibility for financial aid, athletics, veteran programs, social security, etc. Students will be assessed the regular enrollment fee for all challenged courses.

Procedures:

1) Prior to the fifth week of instruction, visit the instructional area division office to determine if an instructor is available to conduct the exam;

2) Submit a Credit by Examination form to Admissions and Records to have first three items verified. Request a form from the Admissions and Records office or download from the SCC Web site (http://scc.losrios.edu Quick Link menu, Admissions and Enrollment Forms);

3) Obtain signatures of the instructor and division dean;

4) Turn in the form to Admissions and Records to officially enroll in the course;

5) Make payment for the course units at the Business Office (unless you have a Fee Waiver);

6) Contact the instructor for a time and location to take the exam.

When you have completed the exam, the instructor will submit the result. Either a Credit or No Credit will be entered on your transcript.

NOTE: Mathematics Course Challenge. Credit for a challenge examination will not be awarded when a student has successfully completed a course at a level more advanced than that represented by the examination in question.

Auditors: Auditing is not permitted in the Los Rios Community College District. All students must be officially enrolled in all courses they are attending.

Expenses

Enrollment Fee. All students must pay an enrollment fee of $20 per each unit per semester. Payment of enrollment fees is due within ten days of registering for classes. You must officially drop a class to avoid being charged for it.

Exemptions/Waivers. TANF/CalWORKS, SSI, SSP, Dislocated Worker, Displaced Homemaker, General Assistance, Non-Residents, Low Income as defined by BOGW standards, Public Safety employees and Volunteers enrolled in courses required to fulfill a state mandated training requirement.

Non-Resident Tuition. Students who have not established legal residence in California are required to pay a tuition fee in addition to enrollment fees. The tuition is set by the State of California each year. For the 2007-2008 school year tuition is $173 per unit. Dependents of military personnel will be charged nonresident tuition if their guardian is not a resident of California and is stationed out of state.

International students who are both residents and citizens of a foreign country will be assessed an additional $18 per unit fee for capital outlay purposes.

Fines. Fines are assessed for overdue books in the Library, and students are required to replace lost library books. Forwarding the transcripts of record is contingent upon payment of such bills and library fines.

Textbooks and Supplies. Students purchase their own textbooks and supplies. The College Store sells all required items. Note: There is a $25.00 Service Charge on all returned checks. Student records are placed on hold until the check and fee are paid in full.

Transcripts. The first two transcripts are given free and additional copies may be obtained for two dollars ($2) each. Requests for official transcripts can be initiated at the Admissions and Records Office, by fax, or using the online transcript request form (only when sending to another academic institution). Please go to www.scc.losrios.edu for more information. Students requiring a transcript within 24 hours will be assessed a $10 service charge per transcript ordered. Unofficial transcripts can be viewed and printed by accessing www.scc.losrios.edu.

Transcripts. The first two transcripts are given free and additional copies may be obtained for two dollars ($2) each. Requests for official transcripts can be initiated at the Admissions and Records Office, by fax, or using the online transcript request form (only when sending to another academic institution). Please go to www.scc.losrios.edu for more information. Students requiring a transcript within 24 hours will be assessed a $10 service charge per transcript ordered. Unofficial transcripts can be viewed and printed by accessing www.scc.losrios.edu.
Academic Standards

Standards of Scholarship
Standards of scholarship at Sacramento City College depend upon the objectives, nature and content of the courses. Individual progress is a basic consideration, and the development of each student in the light of his or her needs and aptitudes is the major concern of the college. If minimum standards of scholarship are not attained, failure will result. In no case is credit given or are grades awarded merely on the basis of attendance. The evaluation of student performance is based on periodic examinations, class reports, term papers, and other evidence of scholarship. Each instructor is responsible for the evaluation methods employed in his or her courses. Students may not enroll for a class for which an incomplete was received.

Academic Expectations
Sacramento City College endorses an open door policy where students are welcome to attend regardless of previous educational background and where the college faculty and staff are committed to the success of students. It is the expectation of the college that students take responsibility for their learning as evidenced by their actions in class, on campus, and in the preparation for their classes. The college fully expects students to make measurable progress and meet the objectives of each course in which they are enrolled with or without accommodations for a verified disability. The college has both academic probation and progress probation policies outlined in the catalog.

With certain exceptions students are entitled to attempt a maximum of 30 remedial or developmental units so that they have an opportunity to develop the skills to succeed in college level work. Students are ultimately expected to succeed in associate degree level courses and/or meet their educational objectives.

Units of Work
A “unit” represents an hour per week for one semester in lecture or recitation with the necessary preparation time, or three hours in laboratory or other exercises not requiring homework for preparation.

Students will notice that some courses have “variable” units (1-2, .5-4, or 1-3 units). Some courses may be taken more than once (two to four times each) provided there is no duplication of topics. For example, MUIVI 315 is offered for 1-2 units and can be taken twice.

Basic Skills Unit Limitation
The Board of Governors adopted regulations beginning July 1, 1990, limiting the number of developmental and/or basic skills course units to 30. These courses are usually numbered in the 1-99 series. Students may petition for a waiver of the 30-unit limitation.

Grades and Grade Point Averages
The grading standards with their grade point equivalents are as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>Grade Points Per Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>Satisfactory</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>Passing, less than satisfactory</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>Failing, 0 grade points</td>
<td>0</td>
</tr>
<tr>
<td>CR</td>
<td>Credit (C or better)</td>
<td>Not computed in GPA</td>
</tr>
<tr>
<td>NC</td>
<td>No Credit (less than C)</td>
<td>Not computed in GPA</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td>Not computed in GPA</td>
</tr>
<tr>
<td>IP</td>
<td>In Progress</td>
<td>Course transcends semester limitation</td>
</tr>
<tr>
<td>RD</td>
<td>Report Delayed</td>
<td></td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal</td>
<td>Not computed in GPA</td>
</tr>
</tbody>
</table>

Grade Reports
Once during each semester all students may be given progress grade reports which are indicators of the level of work they are achieving in each class as of that date. These reports are only an estimate of the student’s work at the time, and do not in any way guarantee that these will be the final grades. If the student’s work is unsatisfactory at this time, he/she should consult with instructors to determine the cause of their difficulty and the steps to be taken to improve their performance. Final grade reports are issued after the end of each semester and are available at www.scc.losrios.edu.

Good Standing
In determining a student’s eligibility to acquire or remain in good standing and attendance at a Los Rios College, both quality of performance and progress toward completion of objectives are considered. A student who attempts 12 or more semester units and earns a 2.0 GPA on a 4-point grading scale and who completes more than 50% of all attempted units merits a good standing relationship with the college.

Grades of Incomplete
An incomplete grade (I) may be assigned by the instructor when, in the judgment of the instructor, the student is unable to complete the requirements of a course because of unforeseeable emergency and justifiable reasons at the end of the semester. To receive credit for the course, the incomplete work must be finished no later than one year from the end of the semester in which it was assigned. A final grade will be assigned when the work stipulated has been completed and evaluated or when the time limit for completing the work has elapsed. A student may petition for a time extension due to unusual circumstances. A student may not re-enroll in a course for the purpose of completing an incomplete.
The Distinguished Service Award

One of the oldest traditions of the college is the annual selection of two students who have given valuable and outstanding service to the college. Honored at commencement, their names are engraved on a permanent plaque. Selection is made by a committee appointed by the College President.

Phi Theta Kappa

Phi Theta Kappa is an international honor society for the two-year college. It offers recognition of academic excellence, scholarships, career placement resources, leadership development and service opportunities. It is the only two-year college honor society whose members are automatically nominated for the national dean’s list. Students who join Beta Eta Psi, SCC’s chapter of Phi Theta Kappa, automatically receive the designation “Phi Theta Kappa Member” on their official transcripts.
Athletics

Students who participate in intercollegiate athletics must meet the eligibility requirements for the California Community College Athletic Association (CCCAA) and Big 8 Conference, which relate to legal residence, academic standing, and previous seasons of college competitions. Eligibility requires a student to be currently enrolled and passing in a minimum of 12 units.

In order to continue athletic participation in any sport, the student athlete shall maintain a cumulative 2.0 grade point average.

The nature of eligibility requirements is very exacting, and athletes are advised to become thoroughly familiar with them in order to avoid loss of eligibility. Information on these requirements should be obtained by interested students from the appropriate coach at the beginning of the school year.

Attendance

For students to successfully complete their college work, regular class attendance is necessary. The following regulations pertain to attendance:

1. Students are expected to attend all sessions of classes in which they are enrolled. A student having excessive absences may be dropped from any course by the instructor any time during the semester. Excessive absences are defined as 6% of the total hours of class time.

2. Students not cancelled or withdrawn from courses after the last day to drop a course without penalty may receive an “F” grade on their permanent record. This grade will be used in computing probation or disqualification. Exception to this policy requires the approval of the instructor(s) involved and the Dean of Admissions and Records.

3. The application of the excessive absence concept may vary by division according to the attendance demands of a certain curriculum. Students enrolled in a program such as Cosmetology, Vocational Nursing, Registered Nursing, Aeronautics, Dental Assisting, or Dental Hygiene should become familiar with special attendance procedures.

4. The instructor may reinstate a student dropped from a course provided the instructor feels the student can successfully complete the course.

5. Students absent from classes for any reason should contact their instructors to determine “makeup” requirements.

6. The regulations cited in 1-5 above also apply to summer session. The time periods are adapted for 6- or 8-week summer classes.

No Shows

Students who do not attend one of the first three class meetings of a course shall be dropped by the instructor as a “no-show”. However, to assure no grade penalty for the course, a drop may be submitted by telephone or by accessing www.scc.losrios.edu. Students are responsible for ensuring they are dropped from class by using the Telephone Enrollment System or by accessing SCC eServices.

Withdrawal From Class (Drops)

Students may withdraw from regular semester courses prior to the end of the fourth week without a notation being placed on their permanent academic record. Withdrawals between the beginning of the fifth week and the end of the 14th week of classes will be noted as a “W” on the permanent academic record. Summer deadlines are adjusted. Check the schedule of classes for more information and dates.

“W’s” are used for determining progress probation and progress dismissal.

To officially drop a class without penalty, a student must drop by telephone or accessing SCC eServices before the deadline dates published each semester in the schedule of classes.
Course Selection

Students are responsible for the selection of courses. However, they should consult with a counselor to determine the appropriateness of course selections for their major and general education requirements, especially for students transferring to the four-year institutions. Courses offered are subject to change, contingent upon availability of staff and funds.

Prerequisites

Sacramento City College intends to guide students into courses in which they will have the greatest chance for academic success. Throughout the catalog, courses are designated as having prerequisites, corequisites, and/or advisories. Following are the definitions for prerequisites, corequisites, and advisories on recommended preparation:

1. “Prerequisite” is a course or skill level that a student must meet prior to enrolling in a course or program.
2. “Corequisite” is a course that a student is required to enroll in at the same time as another course.
3. “Advisory” is a suggested course or skill level that a student is advised to meet prior to enrolling in a course or program.

In the Class Schedule students will find specific information regarding the days, hours, instructors, and rooms in which classes will be held. Class Schedules can be purchased from the Business Office and the College Store, prior to the start of registration for the next semester.

Prerequisite Challenge Procedure

If you feel that you can meet the requirements, or one of the conditions below exists, you may challenge a prerequisite or corequisite. A Prerequisite Challenge Form can be obtained from any division office. Criteria for challenging a course are as follows:

1. You have knowledge or ability to succeed in the course without the prerequisite.
2. The course that provides the prerequisite is not readily available.
3. You believe that the prerequisite is discriminatory or being applied in a discriminatory manner.

Once you have completed the challenge procedure, your challenge will be reviewed by faculty. You will be informed in writing of the faculty’s determination within five working days.

Enrollment Limitation

Enrollment in some college programs and courses may be limited due to health and safety considerations, requirements of a contracting agency, performance auditions or tryouts, and acceptance into a program.

Change of Address or Name

Students should report a change of address immediately to the Admissions and Records Office. The student will be held responsible for any mail sent to the wrong address. Any change in a name as a result of marriage or court action should be reported to the same office with the proper documents to substantiate the change. Students may change their name, address and phone number at SCC eServices.

Access to Student Records

The Los Rios Board of Trustees, in order to meet the provisions of the Family Rights and Privacy Act of 1974 and the Education Code, has established policies giving students and parents of dependent students access to certain designated records. A summary of the rights and procedures for access are contained in the Students Rights and Responsibilities section of the Los Rios Community College District Policy manual. Complete copies of the Act, Education Code, and Board policies are available in the offices of the Dean of Admissions and Records and the Vice President of Student Services.

District Regulation 2265 provides for the release, without student consent, of Student Directory Information, i.e., student’s name, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and most recent previous public or private school attended. In addition, federal law provides that representatives of the U.S. Department of Defense shall be provided a student’s name, address, and telephone number for recruitment purposes. Students have the right to refuse the release of directory information by submitting a written statement to the Admissions and Records Office.

Student Rights and Responsibilities

College students are both residents of the United States and members of the community; they have the same rights and freedoms that all residents have and, as residents, they are accountable to Federal and State laws and statutes. In addition, students are also accountable to Los Rios Board policies and individual college rules and regulations.

The President of a college in the district serves as the chief administrator and has been delegated by the Board of Trustees to be responsible for the overall supervision of the operation of the college in conformity with the directives and duties as defined by the district Chancellor/Superintendent and consistent with the policies of the Board of Trustees.

In any conflict related to student discipline, students shall be informed in writing of charges to be brought against them, and they shall have the right to be assisted in their defense by non-legal counsel and/or advisor.
Student Conduct

Students are encouraged to familiarize themselves with the Student Rights and Responsibilities and are expected to observe appropriate standards of conduct, order, morality, personal honor, and academic duty. Certain activities are not considered appropriate to a college campus, and are prohibited by the Board of Trustees. These include participation in gambling, raffles, and card playing except when approved by the Vice President of Student Services as a regularly scheduled activity. Smoking is prohibited in all SCC buildings and at least 30 feet from any door. Drinking or being in possession of or under the influence of alcoholic beverages on college campuses is prohibited without qualification. The Student Guide covers these procedures in more detail.

Student Grievance Policy

While attending SCC, students sometimes have misunderstandings or experience difficulty with a district or college employee. When students feel they have been treated unfairly and believe that one or more of their student rights have been violated, they can pursue a remedy or solution to the problem through the college’s Student Grievance Process. The grievance process is explained in detail in LRCCD Board Policy and Regulations P/R-2412.

The levels and time lines of the Student Grievance Process are as follows:

Informal Grievance,

Level 1-
Student is required to meet with staff member(s) and/or immediate supervisor of the staff member(s) in an attempt to mutually resolve the matter. This discussion must take place within ten (10) days of the alleged incident.

Formal Grievance,

Level 2-
Filing: Within five (5) days of completion of informal procedure, and not later than twenty-five (25) days from the date of the alleged incident, student may choose to file a Student Grievance Form.

Where: RN257, Office of the Student Grievance Officer, Julia Jolly, Associate Vice President of Instruction, (916) 558-2386.

Purpose: Student Grievance Officer to determine grievability of the matter.

Timeline: Within ten (10) days of filing date, Student Grievance Officer must notify all parties of status of grievability.

(a) If deemed not grievable, the Student Grievance Officer will notify the student, in writing, that the grievance has been rejected and state the reason(s) why.
(b) If deemed grievable, a hearing is scheduled.

Level 3-
Hearing: Formal hearing scheduled within ten (10) days following the appointment of a Hearing Officer.
Decision: Within ten (10) days of receipt of hearing, the Hearing Officer will inform all parties, in writing, of his or her decision.

Level 4-
Filing: Within five (5) days of Level 3 decision, either party may appeal the Hearing Officer’s decision.
Where: President, RN275.
Decision: Within ten (10) days of receipt of the appeal documents, the President will inform all parties, in writing, of his or her decision, and that decision is final.

Students should be aware that an assigned grade by an instructor is not a grievable matter, except as outlined in Education Code 76224(a), which states:

When grades are given for any course of instruction taught in a community college district, the grade given to each student shall be the grade determined by the instructor of the course, and the determination of the student’s grade by the instructor in the absence of mistake, fraud, bad faith, or incompetence shall be final.

Students should remember that it is important to fully understand and comply with the various time lines. As used in these procedures, “days” shall mean calendar days, provided, however, that days during winter break, spring break, and breaks before and after summer sessions shall not be counted as “days.”

Student Grievance Officer: Julia Jolly, Associate Vice President of Instruction, (916) 558-2386, RN257.

The Associate Vice President is prepared to assist students in resolving concerns or problems that may be handled through the college’s Student Grievance Process and can answer questions students have about any aspect of the process. The Student Grievance Form and LRCCD Board Policy and Regulations P/R-2412 are available through this office.

A copy of the policy and regulations can also be obtained from Dean of Student Services (RN111), Dean of Matriculation, Support Services, and Student Development (SG228), Vice President of Student Services (RN272), and Instructional Services (RN257), as well as all Division Dean offices.
Graduation

Application for Graduation
Candidates for graduation must initiate a petition for graduation. Petitions are available at the Admissions and Records Office or online at scc.losrios.edu, Quick Link menu, Graduation.

The deadline date to petition for graduation can be found in the printed copy of the class schedule under Important Dates.

Students may graduate at the end of the fall semester, spring semester, or summer session. However, the Commencement Ceremony is held only once a year in May. All students receiving degrees are encouraged to attend to celebrate their academic achievement.

General Education
The primary function of education is to transmit from each generation to the next the knowledge and skills requisite to enlarge the comprehension of our place in the universe. Sacramento City College is committed to the principle of providing general education which includes: Natural Science, Social Science, Humanities, Languages and Rationality, and Living Skills. All of these are basic and necessary to participate in and contribute to a balanced life in a democratic society that is diverse in its social, cultural, and educational backgrounds.

A comprehensive education serves to develop the creativity, critical thinking, ethical behavior, and self-understanding which are essential to the attainment of personal goals and to participate in a society characterized by increasing global interdependence, competitiveness, and by rapid and significant change.

Therefore, the purpose of general education is to give breadth to the college experience, enhance the ability to learn, and ensure an appropriate level of competency. Thus, the general education program provides coherence to undergraduate education and affords students the opportunity to develop an integrated overview of the diverse fields of human knowledge.

If you plan to complete all requirements for graduation or transfer to a four-year school next semester, you can qualify for priority registration (registering prior to continuing student registration). To take advantage of this benefit, meet with a Sacramento City College counselor BEFORE registration begins to have your transcript evaluated and complete the priority registration form. The counselor will submit the form to Admissions and Records so you will receive a new registration date and time. For more information, contact Counseling or Admissions and Records.

Associate in Arts (A.A.)
Associate in Science (A.S.)
GRADUATION REQUIREMENTS
2008-09

All students MUST satisfy the following four requirements (1, 2, 3, 4) in order to earn the Associate in Arts/Science degree:

1. Complete a minimum of 60 degree applicable units with a grade point average of 2.0 (“C” average). A minimum of 12 units must be completed at Sacramento City College.

2. Complete the required courses for a “MAJOR” offered at Sacramento City College (see catalog for the list of majors), general education requirements, and sufficient electives for a minimum of 60 degree applicable units total.

3. Complete all general education requirements, Areas I, II (a and b), III (a, b or c), IV, V (a and b), and VI.

4. Complete all three (3) Competency Requirements (reading, writing, and mathematics).

EXCEPTION: Students who possess a baccalaureate or higher degree completed at a college or university accredited through a CHEA (Council for Higher Education Accreditation) recognized Regional Accrediting Agency will have satisfied general education and competency requirements (#3 and #4 listed above) for the Associate of Arts or Associate of Science degree. Degrees from accredited institutions outside of the United States will be evaluated on a case-by-case basis.

Note: Courses designated with an asterisk (*) are listed in more than one area but can be used to satisfy ONLY ONE AREA (except Area IV).
### I. (was Area C) – Humanities (3 units minimum)

<table>
<thead>
<tr>
<th>Course</th>
<th>College</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTH</td>
<td>330</td>
</tr>
<tr>
<td>ART</td>
<td>300, 320, 390, 430, 440</td>
</tr>
<tr>
<td>ARTH</td>
<td>300, 302, 304, 306, 308, 310, 312, 313, 314, 318, 320, 324, 325, 328, 330, 332, 334, 484, 486, 487</td>
</tr>
<tr>
<td>COMM</td>
<td>305</td>
</tr>
<tr>
<td>ENGCW</td>
<td>400, 410, 420, 431, 450</td>
</tr>
<tr>
<td>ENGLT</td>
<td>303, 304, 310, 311, 320, 321, 325, 327, 331, 332, 334, 335, 345, 346, 360, 370, 380, 392, 400, 401, 403, 480, 481</td>
</tr>
<tr>
<td>ENGWR</td>
<td>301*</td>
</tr>
<tr>
<td>ESLR</td>
<td>340</td>
</tr>
<tr>
<td>FASHN</td>
<td>330</td>
</tr>
<tr>
<td>HIST</td>
<td>300*, 302*, 305*, 364*, 365*, 373*, 380*</td>
</tr>
<tr>
<td>HUM</td>
<td>300, 310, 332, 350, 352, 480, 483</td>
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<tr>
<td>MUFHL</td>
<td>305, 309, 310, 311, 315, 320, 330, 331, 332, 400, 481, 482</td>
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<tr>
<td>PHIL</td>
<td>300*, 310, 330, 331, 333, 338, 352, 353, 354, 368*, 480, 481, 482*</td>
</tr>
<tr>
<td>SILA</td>
<td>305, 306, 315, 316</td>
</tr>
<tr>
<td>TA</td>
<td>300, 302, 303, 308, 310, 312, 314, 315, 318, 323, 454, 455</td>
</tr>
</tbody>
</table>

### II. (was Area D) – Languages and Rationality (6 units minimum) – 3 units from II(a) and 3 units from II(b)

#### II(a) (was Area D1) – English Composition (3 units minimum):

<table>
<thead>
<tr>
<th>Course</th>
<th>College</th>
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<tbody>
<tr>
<td>BUS</td>
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<tr>
<td>ENGWR</td>
<td>100, 300, 301*, 302, 480, 482*</td>
</tr>
<tr>
<td>ESLW</td>
<td>340</td>
</tr>
<tr>
<td>MET</td>
<td>220</td>
</tr>
</tbody>
</table>

#### II(b) (was Area D2) – Communication and Analytical Thinking (3 units minimum):

<table>
<thead>
<tr>
<th>Course</th>
<th>College</th>
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</thead>
<tbody>
<tr>
<td>AERO</td>
<td>300</td>
</tr>
<tr>
<td>CISC</td>
<td>300 (1 unit), 310, 321 (1 unit)</td>
</tr>
<tr>
<td>CISN</td>
<td>300, 302, 303, 304, 306, 308, 315 (2 units), 320, 322, 324, 336 (was 136), 340 (was 140), 341 (was 141), 346 (was 146), 370, 378</td>
</tr>
<tr>
<td>CISP</td>
<td>301, 310, 342, 350, 360, 363 (2 units), 370, 371, 400, 401, 430, 440, 452, 457</td>
</tr>
<tr>
<td>CISS</td>
<td>300 (1 unit), 301 (2 units), 355</td>
</tr>
<tr>
<td>CISW</td>
<td>400, 405, 410, 411 (2 units), 420, 440 (2 units)</td>
</tr>
<tr>
<td>COMM</td>
<td>301, 302, 311, 315, 316, 331, 341*, 343, 345, 361</td>
</tr>
<tr>
<td>ECON</td>
<td>310, 482</td>
</tr>
<tr>
<td>ENGWR</td>
<td>482*</td>
</tr>
<tr>
<td>ET</td>
<td>310 and 311 (must complete both)</td>
</tr>
<tr>
<td>GEOG</td>
<td>330</td>
</tr>
<tr>
<td>HIST</td>
<td>400*</td>
</tr>
<tr>
<td>MATH</td>
<td>100, 104, 110, 120, 123, 124, 170 (2 units), 300, 310, 334, 340, 342, 350, 351, 370, 400, 401, 402, 410, 420, 482</td>
</tr>
<tr>
<td>MET</td>
<td>352</td>
</tr>
<tr>
<td>PHIL</td>
<td>300*, 320, 322, 325</td>
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<tr>
<td>PSYC</td>
<td>335</td>
</tr>
<tr>
<td>SOC</td>
<td>305*</td>
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<tr>
<td>STAT</td>
<td>300, 480</td>
</tr>
<tr>
<td>SURVY</td>
<td>300</td>
</tr>
</tbody>
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NOTE: Military Service Credit requirements.

Students who possess a baccalaureate or higher degree completed at a college or university satisfy the following four requirements (1, 2, 3, 4) to earn an Associate in Arts/Science degree:

1. Complete a minimum of 1 unit from I (was Area C) – Humanities (3 units minimum).
2. Complete the required courses for a “MAJOR” offered at Sacramento City College (see catalog for the list evaluated on a case-by-case basis.
3. Complete all three (3) Competency Requirements (reading, writing, and mathematics).
4. Complete all general education requirements, Areas I, II (a and b), III (a, b, or c), IV, V (a and b), and VI.

Courses with an asterisk (*) are listed in more than one area but can be used to satisfy ONLY ONE AREA.

Military Service Credit requirements:

Exemption to the physical education activity course is permitted for students with medical excuses on file. Students not completing a physical education activity course on the basis of this exemption shall be exempted from this requirement in their graduation.

Degrees from accredited institutions outside of the United States will be evaluated on a case-by-case basis. Degrees from accredited through a CHEA (Council for Higher Education Accreditation) recognized Regional Accrediting Agency.

Graduation
### III. (was Area E) – Living Skills (3 units minimum) – 1 unit from III(a) and 2 units from III(b) OR III(c) if student meets Military Service Credit requirements.

#### III(a) (was Area E1) – Physical Education (1 unit minimum) – any activity course from:
- ADAPT
- DANCE
- FITNS [FITNS 454, .5 unit only, see Area III(b)]
- PACT
- PET 352
- SPORT (except SPORT 90)
- TMACT

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<thead>
<tr>
<th>Course:</th>
<th>College:</th>
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#### III(b) (was Area E2) – Life Development Skills (2 units):
- ADMJ 303*
- BUS 320, 498
- COMM 321, 323, 328*, 335
- ECE 314*, 415
- EDT 485
- FASHN 310
- FCS 304, 314*, 320*, 330*, 332, 340*, 480*
- FITNS 454 [1 unit only, see Area III(a)]
- GERON 300*, 302, 334
- HEED 300, 321 (1 unit), 340

<table>
<thead>
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<th>Course:</th>
<th>College:</th>
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#### III(c) (was Area E3) – Military Service Credit (honorable discharge) with minimum of one (1) year active duty service. Submit copy of DD 214 to the Admissions & Records office.

#### IV. (was Area A) – Natural Sciences (3 units minimum) – Courses with (L only) indicates a lab course only for one unit.
- ANTH 300, 301 (L only), 480
- ASTR 310, 320, 330, 400 (L only)
- BIOL 100, 305, 308, 320, 323, 330, 342, 350, 370, 402, 412, 422, 430, 431, 440, 464
- CHEM 300, 305, 306, 320, 330, 336, 400, 401, 410, 420, 421, 425, 426, 484 (1 unit)
- FCS 340*, 480*
- GEOG 300, 301 (L only), 306, 308
- GEOL 302, 305, 306 (L only), 308, 310, 311 (L only), 345
- NUTRI 300*, 480*
- PHYS 310, 350, 360, 410, 420, 430
- PSYC 310, 311 (L only), 314, 316

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<th>Course:</th>
<th>College:</th>
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</table>

#### V. (was Area B) – Social and Behavioral Sciences (6 units minimum) – One course from V(a) and one from V(b)
- HIST 310, 311, 314, 320, 321, 370, 371, 483, 484, 485
- 301, 304, 481

#### V(a) (was Area B2) – American Institutions (3 units)
- ANTH 300, 301, 303, 315, 317, 320, 332, 334, 341, 481
- COMM 325, 328*, 341*, 351, 363
- ECE 312, 314*
- ECON 100, 302, 304, 480
- ENGR 384
- FCS 312, 314*, 320*, 324, 326, 330*
- GEOG 310, 320, 322, 480
- GERON 300*
- HIST 300*, 302*, 305*, 307, 308, 309, 344, 360, 364*, 365*, 373*, 380*, 400*

<table>
<thead>
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<th>Course:</th>
<th>College:</th>
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</table>

#### V(b) (was Area B1) – Other (3 units):
- ADMJ 303*, 342
- ANTH 310, 315, 317, 320, 332, 334, 341, 481
- COMM 325, 328*, 341*, 351, 363
- ECE 312, 314*
- ECON 100, 302, 304, 480
- ENGR 384
- FCS 312, 314*, 320*, 324, 326, 330*
- GEOG 310, 320, 322, 480
- GERON 300*
- HIST 300*, 302*, 305*, 307, 308, 309, 344, 360, 364*, 365*, 373*, 380*, 400*

<table>
<thead>
<tr>
<th>Course:</th>
<th>College:</th>
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</table>
VI. (was Area F) – Ethnic/Multicultural Studies (0-3 units minimum).
Most of these courses are also listed in Areas I–V and can be used to meet General Education requirements.

<table>
<thead>
<tr>
<th>Course</th>
<th>College</th>
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</thead>
<tbody>
<tr>
<td>ADMJ</td>
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<tr>
<td>AH</td>
<td>301 (F07)</td>
</tr>
<tr>
<td>ANTH</td>
<td>310 (F97), 315 (F93), 317 (F96), 330 (F96), 332 (F95), 334 (F95), 341 (F95), 481 (F97)</td>
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<tr>
<td>ARTH</td>
<td>320 (F93), 324 (F93), 325 (F07), 328 (F93), 330 (F93), 332 (F93), 334 (F95)</td>
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<tr>
<td>BIOL</td>
<td>323 (F02)</td>
</tr>
<tr>
<td>BUS</td>
<td>330 (F04)</td>
</tr>
<tr>
<td>COMM</td>
<td>325 (F93)</td>
</tr>
<tr>
<td>ECE</td>
<td>430 (F93)</td>
</tr>
<tr>
<td>ENGLT</td>
<td>327 (F06), 331 (F08), 332 (F08), 334 (F95), 335 (F99), 346 (F99), 360 (F97), 401 (F02), 480 (F95), 481 (F95)</td>
</tr>
<tr>
<td>ESLR</td>
<td>340 (F00)</td>
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<tr>
<td>FCS</td>
<td>342 (F05)</td>
</tr>
<tr>
<td>GEOG</td>
<td>310 (F95)</td>
</tr>
<tr>
<td>HIST</td>
<td>307 (F98), 308 (F98), 309 (F93), 310 (F99), 311 (F99), 320 (F93), 321 (F93), 344 (F96), 360 (F03), 364 (F93), 365 (F93), 370 (F93), 371 (F93), 373 (F93), 380 (F04), 483 (F00), 484 (F00)</td>
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<tr>
<td>HUM</td>
<td>332 (F93), 483 (F06)</td>
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<td>JOUR</td>
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<tr>
<td>MUFHL</td>
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<td>PHIL</td>
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<tr>
<td>POLS</td>
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<tr>
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<tr>
<td>SOC</td>
<td>321 (F93), 330 (F01)</td>
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<td>SOCSC</td>
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<tr>
<td>TA</td>
<td>308 (F01), 318 (F01), 454 (F93), 455 (F93)</td>
</tr>
</tbody>
</table>

Course: ___________ College: ___________

Competency Requirements – Complete all three areas (A, B, and C)

A. READING Competency
1. Achieve a qualifying reading score on the first or second English assessment or
2. Complete one of the following courses with a grade of "C" or better:
   ENGRD  310
   ESLR   340 or
3. Obtain a satisfactory score on a college-level reading examination or
4. Possess an AA/AS degree or higher from an accredited college in the U.S. or
5. Pass an equivalent course at an accredited college.

Course: ___________ College: ___________

B. WRITING Competency
1. Complete one of the following courses with a grade of "C" or better:
   BUS    310
   ENGW   100, 300, 480
   ESLW   340
   MET    220 or
2. Pass an equivalent course ("C" grade or better) at an accredited college in the U.S.
3. Possess an AA/AS degree or higher from an accredited college in the U.S.

Course: ___________ College: ___________

C. MATHEMATICS Competency
1. Complete one of the following courses with a grade of "C" or better:
   MATH   100, 104, 110, 120, 123, 124, 170, 300, 310, 334, 340, 342, 350, 351, 370, 400, 401, 402, 410, 420, 482
   CISP   342
   ET     311, 315
   STAT   300, 480 or
2. Obtain a satisfactory score on the mathematics competency examination or
3. Pass an equivalent course ("C" grade or better) at an accredited college in the U.S.

Course: ___________ College: ___________
Transfer Information

Transfer students can also earn an Associate Degree while completing transfer requirements by completing Option A or Option B for the General Education, Transfer major at Sacramento City College. Each of the public four-year colleges/universities in California will accept a maximum of 70 semester units of transferable courses.

Students who plan to transfer should take courses required by the institution they are preparing to attend. For detailed requirements for a specific major and college or university, students are strongly advised to meet with a counselor regularly because major preparation and general education requirements can change from year to year.

Transfer Center

The Transfer Center is designed to assist students in transferring to any four-year college or university. The Center maintains applications, catalogs, and other resource materials for many colleges and universities. Representatives from California State University, Sacramento; University of California, Davis; and University of the Pacific are available weekly to meet with students in the Transfer Center about their campus or other colleges within their systems.

The Transfer Opportunity Program (TOP) is a cooperative effort between UC Davis and Sacramento City College. It is designed to ensure students a smooth transfer to UC Davis. A UC Davis TOP Coordinator is available to meet with students in the Transfer Center.

The Transfer Center also provides Transfer Admission Agreements which guarantees admission to students who complete specified admission criteria for CSU Bakersfield, CSU Hayward, CSU Monterey Bay, CSU Sacramento, CSU San Bernardino, CSU San Francisco, CSU Stanislaus, UC Berkeley, UC Davis, UC Irvine, UC Riverside, UC San Diego, UC Santa Cruz, UOP, and several other universities. Concurrent enrollment at UC Davis with fees waived is available to Sacramento City College students who have approved transfer agreements through the Transfer Center. Concurrent enrollment at CSU Sacramento with fees waived for one class is available through the “Crossover” program.

The Transfer Center is located in the Counseling Center, Rodda North 147, or call (916) 558-2181. Office hours are Monday through Thursday, 8:30 AM - 8:00 PM, and Fridays, 8:30 AM - 5:00 PM.

Transferring to a California State University or University of California

Students planning to transfer to a California State University should plan a program to meet the admissions, lower-division major preparation, and general education requirements of the specific institution that they plan to attend. Transfer admission eligibility is based on transferable college units and/or high school record(s) and test scores. Each institution has its own requirements for admission and for junior standing. To prepare for transfer, students must decide which school they will attend through research in the Transfer Center, RN147, consult a counselor for the specific requirements for that particular institution, and to create a written educational plan.

Independent/Private California Colleges and Universities

California has fully accredited independent/private colleges and universities that provide a host of options at undergraduate and professional levels for students planning to continue their education beyond community college. Students will be given academic credit for most, if not all, of their community college transferable credits which can apply to general education, the major, and other courses at most independent/private colleges and universities.

Each institution has its own requirements for admission. These requirements are outlined in the respective college catalogs that may be available in the Transfer Center and on their web site. Students are urged to meet with a counselor for additional information and assistance.

California State University

Upper Division Transfers

Generally, applicants will qualify for admission as upper division transfer student if:

1. they have a grade point average of at least 2.0 (“C” or better) in all transferable units completed; and
2. they have completed a minimum of 60 semester or 90 quarter transferable units; and
3. they are in good standing at the last college or university attended; and they have completed at least 30 semester units of college coursework with a grade of “C” or better in each course to be selected from courses in English, arts and humanities, social science, science and mathematics at a level at least equivalent to courses that meet general education requirements. The 30 units must include all of the general education requirements in communication in the English language and critical thinking (at least 9 semester units) and the requirement in mathematics/quantitative reasoning (usually 3 semester units) OR the Intersegmental General Education Transfer Curriculum (IGETC) requirements in English communication and mathematical concepts and quantitative reasoning.

NOTE: All admission requirements (i.e., units, grade point average and specific subjects) must be completed prior to the summer semester for fall enrollment and the fall semester for spring enrollment.

Lower Division Transfers

Students will qualify for admission if they have a grade point average of at least 2.0 (“C” or better) in all transferable units completed, are in good standing at the last college or university attended, and meet one of the following standards:

1. will meet the freshman admission requirements (grade point average and subject requirements) in effect for the term to which they are applying, or
2. were eligible as a freshman at the time of high school graduation except for the subject requirements, and have been in continuous attendance in an accredited college since high school graduation, and have made up the missing subjects.

Applicants who graduated from high school prior to 1988 should contact the CSU Admissions Office to inquire about alternative admission programs.
Lower Division Transfer Patterns (LDTP)

The Lower Division Transfer Patterns (LDTP) is a program sponsored by the California State University (CSU) and supported by the California Community Colleges that presents potential transfer students with the most direct path to a bachelor’s degree in the CSU system. The ultimate goal of the LDTP is to identify a set of “road maps” for students to follow that will increase their academic preparation and decrease their time to graduate once they enter the CSU. Students who elect to follow the LDTP option will receive the highest priority for admission to a CSU campus.

Highest priority for admission is defined as a written guarantee that is granted at the time the student accepts the offer of the LDTP agreement from a specific CSU campus subject to satisfactory completion of the requirements of the agreement between the student and the CSU. Students will be asked to complete a distinct set of general education and major courses that are common to all CSU campuses and identify a major program with a CSU campus once they have completed 45 transferable units.

In addition, students will complete a set of major courses specific to the campus they select to meet the required 60 units needed to transfer to CSU as an upper division transfer student. Through CSUMentor (http://www.csumentor.edu/), counselors and students will be able to obtain more information regarding the process of entering into an LDTP for a specific campus and major, “road maps” detailing coursework by campus and major, and a transfer planner for students to track their progress through the LDTP program.

CSU Transferable Courses

Transferable courses can satisfy lower division major preparation, general education, and/or elective requirements. Please meet with a counselor for specific transfer course evaluation.

General Education - Breadth Requirements and Certification

Students will be required to complete a minimum of 48 semester units in general education for a Bachelor’s degree at a CSU. Students can complete a maximum of 39 units of general education courses at a community college, but nine units are upper-division courses that must be completed at the CSU.

SCC will complete and send a GE-Breadth Certification to the CSU of their choice, upon request, to verify completion of the 39 units of general education requirements. For full certification, all coursework must have been completed at Sacramento City College or at another Los Rios Community College. Requests for certification should be made at the Admissions and Records Office.
The CSU General Education-Breadth Requirements may change each year. It is the student’s responsibility to check with a counselor each year for updated CSU General Education-Breadth Requirements.

To complete these requirements, students must have a 2.0 (2.4 for international and non-resident) or higher grade point average (GPA) for all courses taken to complete the General Education-Breadth Requirements. To transfer, students must meet the following requirements:

1. 60 transferable units to include a minimum of 30 units from the General Education-Breadth Requirements,
2. Completion of Area A, sections 1, 2 and 3 and Area B, section 3 with a grade of “C” or better,
3. 2.0 grade point average for all transferable course work completed.

Courses are listed in more than one section in that area, but can only be used once to satisfy the course requirements for that area.

** Courses are listed in other areas, but can only be used once to satisfy any requirement.

### AREA

#### A. Communication – Oral, Written, Critical Thinking (9 units minimum)

One course from each numbered section (A1, A2, and A3)

<table>
<thead>
<tr>
<th>301, 302, 311+, 331, 361</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course:</td>
</tr>
<tr>
<td>College:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>300, 480, 340</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course:</td>
</tr>
<tr>
<td>College:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>311+, 315, 316</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course:</td>
</tr>
<tr>
<td>College:</td>
</tr>
</tbody>
</table>

#### B. Physical Universe and Its Life Forms (9 units minimum) – One course from each numbered section (B1, B2, and B3). One of the science courses in B1 or B2 must have a laboratory component – designated with an (L).

<table>
<thead>
<tr>
<th>Physical Universe:</th>
</tr>
</thead>
<tbody>
<tr>
<td>310, 320, 330, 400(L only),</td>
</tr>
<tr>
<td>300(L), 305(L), 320(L), 330 (lab is 331), 331(L only), 336(L), 400(L), 401(L),</td>
</tr>
<tr>
<td>410(L), 420(L), 421(L), 425(L), 426(L), 484(L)</td>
</tr>
<tr>
<td>300 (lab is 301), 301(L only), 306, 308</td>
</tr>
<tr>
<td>302(L), 305 (lab is 306), 306(L only), 308, 310 (lab is 311), 311(L only), 345</td>
</tr>
<tr>
<td>310, 350(L), 360(L), 410(L), 420(L), 430(L)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Life Forms:</th>
</tr>
</thead>
<tbody>
<tr>
<td>300 (lab is 301), 301(L only), 480</td>
</tr>
<tr>
<td>305(L), 308 (lab is 309), 309(L only), 323(L), 342**, 350, 370(L), 402(L), 412(L),</td>
</tr>
<tr>
<td>422(L), 430(L), 431(L), 440(L), 464 (lab is 465), 465(L only)</td>
</tr>
<tr>
<td>310 (lab is 311), 311(L only)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course:</th>
</tr>
</thead>
<tbody>
<tr>
<td>College:</td>
</tr>
</tbody>
</table>

** Transfer Information
### B. Physical Universe and Its Life Forms – continued

<table>
<thead>
<tr>
<th>B3.</th>
<th>Mathematics/Quantitative Reasoning:</th>
</tr>
</thead>
<tbody>
<tr>
<td>CISP</td>
<td>440</td>
</tr>
<tr>
<td>ECON</td>
<td>310, 482</td>
</tr>
<tr>
<td>MATH</td>
<td>300, 310, 334, 340, 342, 350, 351, 370, 400, 401, 402, 410, 420, 482</td>
</tr>
<tr>
<td>STAT</td>
<td>300, 480</td>
</tr>
</tbody>
</table>

**Course:** __________________________  **College:** __________________________

### C. Arts, Literature, Philosophy and Foreign Language (9 units minimum)

At least one course from each numbered section (C1, C2, and C3).

**NOTE:** Courses designated with an * in area C1 or C2 are repeatable for credit, only one can be used to satisfy the general education requirement in Area C.

#### C1.

| ART | 300, 305, 320, 324, 337, 370*, 380, 390, 400 |
| ARTH | 300, 302, 304, 306, 308, 310, 312, 313, 314, 320, 324, 325, 328, 330, 332, 334, 484, 486 |
| COMM | 305 |
| ENGLT | 400, 403** |
| HUM | 332+, 350+, 352+, 483+ |
| MUFHL | 305, 309, 310, 311, 315, 320, 330, 331, 332, 400, 401, 410, 411, 481, 482 |
| MUSM | 342*, 344 |
| TA | 300, 302, 303, 308, 310, 312, 318+, 320*, 342, 350, 360*, 364, 370* (2 units), 404, 422, 430, 437 (2 units), 452*, 454 |

**Course:** __________________________  **College:** __________________________

#### C2.

| ENGCW | 400, 410, 420, 431 |
| ENGLT | 303, 304, 310, 311, 320, 321, 325, 327, 331, 332, 334**, 335, 345, 346, 360, 370, 380, 392, 401, 403**, 480, 481, 485 |
| ESLR | 340 |
| FASHN | 330 |
| HUM | 300, 310, 332+, 350+, 352+, 480, 483+, 488+ |
| SILA | 306, 315, 316, 330 |
| TA | 318+ |

**Course:** __________________________  **College:** __________________________

**Foreign Languages:**

- ARABIC 401, 402
- CANT 401, 402, 411, 412
- FARS 401, 402
- FREN 401, 402, 411, 412
- GERM 401, 402, 411, 412
- ITAL 401, 402
- JAPAN 401, 402, 411, 412
- KOREAN 401, 402
- MAND 401, 402, 411, 412
- PNIJABI 401, 402
- RUSS 401, 402
- SPAN 401, 402, 411, 412
- TGLG 401, 402
- VIET 401, 402

**Course:** __________________________  **College:** __________________________

#### C3. Additional courses may be chosen from either section above to make a total of 9 units in Area C.

**Course:** __________________________  **College:** __________________________

### D. Social, Political and Economic Institutions and Behavior (9 units minimum)

Two course combination from D1a or D1b and one course from D2.

#### D1a. POLS 301+ or 481+  **paired with**

| HIST | 310+ or 311+ or 320+ or 321+ or 370+ or 371+ or 483+ or 484+ |

**Course:** __________________________  **College:** __________________________

**Course:** __________________________  **College:** __________________________

#### D1b. HIST 310+ or 320+ or 483+  **paired with**

| HIST | 311+ or 321+ or 484+ or POLS 301+ or 304+ or 481+ |

**Course:** __________________________  **College:** __________________________

**Course:** __________________________  **College:** __________________________
### D. Social, Political and Economic Institutions and Behavior – continued

<table>
<thead>
<tr>
<th>Course</th>
<th>College</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADMJ 302, 303, 342</td>
<td>JOUR 310, 320</td>
</tr>
<tr>
<td>ANTH 310, 315, 317, 320, 330, 332, 334, 341, 481</td>
<td>PHIL 368**, 482**</td>
</tr>
<tr>
<td>BUS 330, 345</td>
<td>POLS 301+, 302, 304+, 310, 312, 313, 320, 322, 340, 480, 481+</td>
</tr>
<tr>
<td>ECE 312**, 314**</td>
<td>(2 units) 405, 480</td>
</tr>
<tr>
<td>ENGLT 334**</td>
<td>SOCSOC 300, 320, 325, 330, 332, 335, 336, 350, 352</td>
</tr>
<tr>
<td>ENGWTR 384</td>
<td></td>
</tr>
<tr>
<td>GEOG 310, 320, 322, 480</td>
<td></td>
</tr>
<tr>
<td>GERON 300**, 302**</td>
<td></td>
</tr>
</tbody>
</table>

### E. Lifelong Understanding (3 units minimum)

<table>
<thead>
<tr>
<th>Course</th>
<th>College</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 342**</td>
<td></td>
</tr>
<tr>
<td>BUS 320</td>
<td></td>
</tr>
<tr>
<td>ECE 312**, 314**</td>
<td></td>
</tr>
<tr>
<td>GERON 300**, 302**</td>
<td></td>
</tr>
<tr>
<td>HEED 300</td>
<td></td>
</tr>
<tr>
<td>HCD 310</td>
<td></td>
</tr>
<tr>
<td>PE (one unit maximum) any CSU transferable course from: ADAPT, DANCE, FITNS (except FITNS 371), PACT, SPORT, TMACT</td>
<td></td>
</tr>
<tr>
<td>SOC 310**, 312**, 335**, 341**, 344**</td>
<td></td>
</tr>
</tbody>
</table>

Course: __________________________ College: __________________________
University of California

Junior-Level Transfer
To be eligible for admission as a junior transfer student, a student must fulfill both of the following criteria:

1. Complete 60 semester (90 quarter) units of transferable college credit with a GPA of at least 2.4 (2.8 for nonresidents). No more than 14 semester (21 quarter) units may be taken Credit/No Credit.
2. Complete the following course pattern requirements, earning a grade of “C” or better in each course:
   a) Two transferable college courses (3 semester or 4-5 quarter units each) in English composition;
   b) One transferable college course (3 semester or 4-5 quarter units) in mathematical concepts and quantitative reasoning;
   c) Four transferable college courses (3 semester or 4-5 quarter units each) chosen from at least two of the following subject areas: the arts and humanities, the social and behavioral sciences, and the physical and biological sciences.

If a student satisfies the Intersegmental General Education Transfer Curriculum (IGETC) prior to transferring to UC, he or she may satisfy part 2 of the transfer eligibility requirements.

Lower-Division Transfer
The University admits some transfer students before they reach junior standing if they have met specific requirements.

If a student was eligible for admission to the University when he or she graduated from high school - meaning the student satisfied the Subject, Scholarship and Examination Requirements, or was identified by the University as eligible in the local context and completed the Subject and Examination Requirements in the senior year, the student is eligible for transfer if he or she has a “C” (2.0) average in transferable college coursework.

If a student met the Scholarship requirement in high school but did not satisfy the Subject Requirement, the student must take transferable college courses in the missing subject, earn a “C” or better in each required course, and maintain an overall 2.0 GPA in all transferable coursework to the eligible to transfer.

UC Transferable Courses
Transferable courses can satisfy lower division major preparation, general education, and/or elective requirements. Please meet with a counselor for specific transfer course evaluation.

General Education Requirements and Certification
General education requirements are designed to give University undergraduates a broad background in all major academic disciplines. Every UC campus and school of/discipline has its own general education requirement. Students also have the option of completing the Intersegmental General Education Transfer Curriculum (IGETC).

The IGETC is most helpful to students who want to keep their options open, those who know they want to transfer, but have not yet decided upon a particular institution, campus or major. Certain students, however, will not be well served by following the IGETC. Students who intend to transfer into a major that requires extensive lower division preparation, such as engineering or the physical and natural sciences, should concentrate on completing the many prerequisites for the major that the college requires to determine eligibility for admission. Your counselor can advise you on which path is best for you.

Completion of all the requirements in the IGETC will permit a student to transfer to either a University of California or California State University system without the need, after transfer, to take additional lower-division general education courses. Otherwise, you will be required to satisfy the specific lower division general education requirements of the college or school you attend. For IGETC Certification, the course requirements for all areas must be completed. All courses must be completed with a “C” grade or better. Student must meet with a counselor to complete the IGETC Certification.
THE IGETC REQUIREMENTS MAY CHANGE EACH YEAR.

It is the student’s responsibility to check with a counselor each year for updated IGETC information. See a counselor prior to transfer concerning certification.

Completion of all of the requirements in the IGETC will permit a student who transfers from a community college to a campus in either the California State University or University of California systems to satisfy that campus’ lower-division general education requirements prior to transfer. CSU transfer students may continue to complete the alternative CSU General Education pattern certifiable by SCC.

The courses required for ALL AREAS must be completed before the IGETC can be certified by a counselor. All courses must be completed with a “C” grade or better.

+ Courses designated with a cross (+) are listed in more than one section, but can be used only once in one section to satisfy a requirement.

<table>
<thead>
<tr>
<th>AREA</th>
<th>MIN. COURSES</th>
<th>COMPLETED IN PROG NEED</th>
</tr>
</thead>
</table>

**Area 1 – English Communication**

For CSU – three courses required, one course from each area (1A, 1B and 1C)

For UC – two courses required, one from Areas 1A and one from 1B

**Area 1A:**

<table>
<thead>
<tr>
<th>ENGWR</th>
<th>English Composition (one course required):</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>300, 480</td>
</tr>
</tbody>
</table>

Course: ___________________  College: ___________________

**Area 1B:**

<table>
<thead>
<tr>
<th>COMM</th>
<th>Critical Thinking – English Composition (one course required)</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGWR</td>
<td>316, 301, 302</td>
</tr>
<tr>
<td>HIST</td>
<td>400</td>
</tr>
<tr>
<td>PHIL</td>
<td>322</td>
</tr>
<tr>
<td>SOC</td>
<td>305</td>
</tr>
</tbody>
</table>

Course: ___________________  College: ___________________

**Area 1C:**

<table>
<thead>
<tr>
<th>COMM</th>
<th>Oral Communication – CSU ONLY (one course required)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>301, 311, 313, 361</td>
</tr>
</tbody>
</table>

Course: ___________________  College: ___________________

**Area 2 – Mathematical Concepts and Quantitative Reasoning** (one course required)

| CISP  | 440                                              |
| ECON  | 310, 482                                         |
| MATH  | 300, 340, 350, 351, 370, 400, 401, 402, 410, 420, 482 |
| STAT  | 300, 480                                         |

Course: ___________________  College: ___________________
**Area 2 – Mathematical Concepts and Quantitative Reasoning** (one course required)

<table>
<thead>
<tr>
<th>Course</th>
<th>College:</th>
</tr>
</thead>
<tbody>
<tr>
<td>CISP</td>
<td></td>
</tr>
<tr>
<td>ECON</td>
<td>440</td>
</tr>
<tr>
<td>MATH</td>
<td>310, 482</td>
</tr>
<tr>
<td>STAT</td>
<td>300, 480</td>
</tr>
<tr>
<td></td>
<td>one</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Area 3A – Arts and Humanities** (9 units required) – 3 courses with at least one from the Arts and one from Humanities.

<table>
<thead>
<tr>
<th>Arts</th>
<th>College:</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARTH</td>
<td>300, 302, 304, 306, 310, 312, 320, 324, 328, 330, 332, 334</td>
</tr>
<tr>
<td>COMM</td>
<td>305</td>
</tr>
<tr>
<td>ENGLT</td>
<td>400, 403+</td>
</tr>
<tr>
<td>MUFHL</td>
<td>305, 309, 310, 311, 315, 320, 330, 331, 332, 400, 401, 410, 411, 481, 482</td>
</tr>
<tr>
<td>TA</td>
<td>300, 302, 303, 308, 310, 312, 320</td>
</tr>
<tr>
<td></td>
<td>one</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Area 3B:**

<table>
<thead>
<tr>
<th>Humanities:</th>
<th>College:</th>
</tr>
</thead>
<tbody>
<tr>
<td>330+</td>
<td>300, 302, 305, 360+, 364, 365, 373</td>
</tr>
<tr>
<td>303, 304, 310, 311, 320, 321, 325, 327, 331, 332, 334, 335, 345, 346, 360, 380, 392, 401, 403+, 480, 481</td>
<td></td>
</tr>
<tr>
<td>338, 352, 353, 368, 480, 481, 482</td>
<td></td>
</tr>
</tbody>
</table>
| Area 4 – Social and Behavioral Sciences** (9 units required) – Three courses from at least two disciplines.**

**NOTE:** * Indicates that this course may not be used for AREA 4 if the course is used for CSU U.S. History, Constitution, and American Ideals requirement.

<table>
<thead>
<tr>
<th>Course</th>
<th>College:</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTH</td>
<td>310, 315, 317, 320, 330+, 332, 334, 341, 481</td>
</tr>
<tr>
<td>BUS</td>
<td>345</td>
</tr>
<tr>
<td>COMM</td>
<td>321, 325, 328, 351, 363</td>
</tr>
<tr>
<td>ECE</td>
<td>312, 314</td>
</tr>
<tr>
<td>ECON</td>
<td>302, 304, 480</td>
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<tr>
<td>ENGWR</td>
<td>384</td>
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<tr>
<td>FCS</td>
<td>312, 314, 320, 324, 326, 330, 332</td>
</tr>
<tr>
<td>GEOG</td>
<td>310, 320, 322, 480</td>
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<td>GERON</td>
<td>300, 302</td>
</tr>
<tr>
<td>JOUR</td>
<td>310, 320</td>
</tr>
<tr>
<td>POLS</td>
<td>301*, 302, 310, 320, 322, 340, 480, 481</td>
</tr>
<tr>
<td>PSYC</td>
<td>300, 316, 320, 335, 340, 355, 360, 363, 367, 370, 374, 376, 390, 480</td>
</tr>
<tr>
<td>SOC</td>
<td>300, 301, 310, 312, 321, 330, 335, 341, 343, 344, 345, 480</td>
</tr>
<tr>
<td>SOCS</td>
<td>300, 320, 325, 330, 332, 335, 336, 350, 352</td>
</tr>
<tr>
<td></td>
<td>one</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Completed Program Needs:**

- Critical Thinking – English Composition

**Type of Work:*** General Education Requirements Prior to Transfer:

CSU transfer students may continue to complete the alternative CSU General Education Requirements Prior to Transfer. This course must be completed with a “C” grade or better.
**Area 5 – Physical and Biological Sciences (7-9 units required)**

One Physical Science course and one Biological Science course; at least one course must include a laboratory. Courses with a (L) contain a laboratory.

<table>
<thead>
<tr>
<th>Area 5A:</th>
<th>Physical Science:</th>
<th>College:</th>
<th>one or one with lab</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASTR</td>
<td>310, 320, 330, 400 (L only)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CHEM</td>
<td>300 (L), 305 (L), 306 (L), 320 (L), 330, 331 (L only), 336 (L), 400 (L), 401 (L), 410 (L), 420 (L), 421 (L), 425 (L), 426 (L)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>GEOG</td>
<td>300, 301 (L only), 306, 308</td>
<td></td>
<td></td>
</tr>
<tr>
<td>GEOL</td>
<td>302 (L), 305, 306 (L only), 308, 310, 311 (L only), 345</td>
<td></td>
<td></td>
</tr>
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<td>PHYS</td>
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**AREA 6 (UC REQUIREMENT ONLY) – Language Other Than English**

Completion of a college level foreign language course:

- ARABIC 401, CANT 401, FARSI 401, FREN 401, GERM 401, JAPAN 401, KOREAN 401, MAND 401, RUSS 401, SPAN 401, TGLG 401, VIET 401

OR

- SILA 305

OR

- completion of 2 years of the same foreign language in high school level work with a grade of “C” or better

OR

- earn a score of 3 or higher on the foreign Language Advanced Placement test

OR

- 550 on the college Board Achievement Test in Foreign Language

Course: ________________ College: ________________

**NOT PART OF IGETC**

**CSU Graduation Requirement in U.S. History, Constitution, and American Ideals, may be completed prior to transfer**

Six units required, choose one two-course combination from section 1 or 2 or 3:

1. POLS 301 PLUS HIST 310, 311, 320, 321, 370, 371, 483, 484, or
2. HIST 320 PLUS HIST 311, 321, 484, or
3. HIST 310 or 483 PLUS HIST 311, 321, 484

Course: ________________ College: ________________

Course: ________________ College: ________________
Course Designators

Course designators are used to identify all course offerings in a specific subject/department (i.e., business courses have a “BUS” designator). The following reference list is for your convenience.

ACCT - Accounting
ADAPT - Adaptive Physical Education (See Physical Education)
ADMJ - Administration of Justice
AERO - Aeronautics
AH - Allied Health
ANTH - Anthropology
ARABIC - Arabic (See Foreign Languages)
ART - Art
ARTH - Art History
ASTR - Astronomy
BIOL - Biology
BUS - Business
BUSTEC - Business Technology
CANT - Cantonese/Chinese (See Foreign Languages)
CHEM - Chemistry
CISA - Computer Information Science - Applications
CISC - Computer Information Science - Core
CISN - Computer Information Science - Network
CISP - Computer Information Science - Programming
CISS - Computer Information Science - Security
CISW - Computer Information Science - Web
COMDE - Community Leadership Development
COMM - Communication
COSM - Cosmetology
DANCE - Dance (See Physical Education)
DAST - Dental Assisting
DHYG - Dental Hygiene
ECE - Early Childhood Education
ECON - Economics
EDT - Engineering Design Technology
ENGR - Engineering
ENGED - English - Education
ENGLB - English - Laboratory
ENGLT - English - Literature
ENGRD - English - Reading
ENGWG - English - Writing
ESL - English as a Second Language
ESLG - English as a Second Language - Grammar
ESLL - English as a Second Language - Listening
ESLP - English as a Second Language - Pronunciation
ESLR - English as a Second Language - Reading
ESLW - English as a Second Language - Writing
ET - Electronics Technology
EVT - Electric Vehicle Technology
FARSI - Farsi (See Foreign Languages)
FASHN - Fashion (See Fashion and Interior Design)
FCS - Family and Consumer Science
FITNS - Fitness (See Physical Education)
FLTEC - Flight Technology (see Aeronautics)
FRAN - French (See Foreign Languages)
GCOM - Graphic Communication
GEOG - Geography
GEOL - Geology
GERM - German (See Foreign Languages)
GERON - Gerontology
HCD - Human Career Development
HEED - Health Education
HIST - History
HUM - Humanities
HSER - Human Services
IDES - Interior Design (See Fashion and Interior Design)
INDIS - Interdisciplinary Studies
ITAL - Italian (See Foreign Languages)
JAPAN - Japanese (See Foreign Languages)
JOUR - Journalism
KOREAN - Korean (See Foreign Languages)
LIBR - Library
LIBT - Library and Information Technology
MAND - Mandarin/Chinese (See Foreign Languages)
MATH - Mathematics
MET - Mechanical-Electrical Technology
MGMT - Management (See Business)
MIT - Metals Industry Technology
MKT - Marketing (See Business)
MTRCL - Motorcycle Maintenance Technician
MUFHL - Music Fundamentals/History and Literature (See Music)
MUIVI - Instrumental/Voice Instruction (See Music)
MUP - Music Performance (See Music)
MUSM - Specializations in Music (See Music)
NURSE - Nursing, Registered
NUTRI - Nutrition
OTA - Occupational Therapy Assistant
PACT - Personal Activity (See Physical Education)
PET - Physical Education Theory (See Physical Education)
PHIL - Philosophy
PHOTO - Photography
PHYS - Physics
POLI - Political Science
PSYC - Psychology
PTA - Physical Therapist Assistant
PNJABI - Punjabi (See Foreign Languages)
RAILR - Railroad Operations
RE - Real Estate (See Business)
RECR - Recreation
RUSS - Russian (See Foreign Languages)
RVET - Recreational Vehicle Technology
SGVT - Student Government
SILA - Sign Language Studies
SOC - Sociology
SOCSC - Social Science
SPAN - Spanish (See Foreign Languages)
SPORT - Sports (See Physical Education)
STAT - Statistics
SURVY - Survey (See Engineering Design Technology)
TA - Theatre Arts
TAG - Tagalog (See Foreign Languages)
TMACT - Team Activities (See Physical Education)
VIET - Vietnamese (See Foreign Languages)
VN - Vocational Nursing
WEXP - Work Experience and Internships
College Terms

The following is offered as an explanation of common terms used at Sacramento City College and other community colleges and universities:

**ACCEPTABLE FOR CREDIT**: identifies the transfer status of a course to the University of California (UC) and/or California State University (CSU) systems.

**ADVISORIES**: recommended courses and/or skill levels to meet prior to enrolling in the course or program to ensure success.

**A.A., ASSOCIATE IN ARTS**: a general degree granted by California Community Colleges.

**A.S., ASSOCIATE IN SCIENCE**: a general degree granted by California Community Colleges having more emphasis on two-year vocational training than the A.A. degree.

**BACHELOR'S DEGREE**: a degree granted by four-year colleges/universities, usually the Bachelor of Arts (B.A.) or the Bachelor of Science (B.S.).

**CLASS SCHEDULE**: the listing of courses with days, time, instructors, and room locations to be offered each semester.

**COREQUISITE**: a course in which a student is required to enroll at the same time as another course.

**COUNSELOR**: a trained faculty member assigned to assist students with academic, career, personal, and crisis intervention.

**CREDIT GRADING**: course for which units and a letter grade are granted.

**CREDIT/NO CREDIT**: a grading system allowing a course to be taken for Credit or No Credit rather than for a letter grade. A student will be granted Credit if a “C” grade or better is earned.

**ELECTIVES**: courses elected by the student that do not fulfill a major or general education requirement but provide units toward the degree.

**ENROLLMENT LIMITATION**: courses, skill level, or other requirements a student must meet prior to enrollment in a course or program. If required, these will be listed with the course description.

**GENERAL EDUCATION**: certain group of courses required of all degree candidates regardless of their major. These differ for the A.A. and A.S. degrees and for transfer.

**GRADE POINT AVERAGE (G.P.A.)**: the average grade of all units attempted by a student.

**LOWER DIVISION**: the first two years of college work, i.e., freshman and sophomore years and/or courses.

**MAJOR**: the major field of study a student plans to pursue, e.g., biology, nursing.

**MATRICULATION**: an agreement between the college and each student as to the steps both will take to help ensure the student succeeds.

**MINOR**: the field of study a student plans to pursue in addition to the major but with less emphasis. A minor is not required.

**NON-CREDIT (UNGRADED)**: course for which no units are given.

**PREREQUISITE**: a course or skill level a student must meet prior to enrollment in a course or program. If required, prerequisites are listed with the course description.

**SEMESTER UNIT**: in general, a semester unit represents one hour of lecture or three hours of laboratory per week for a semester. Most AA/AS degrees require a minimum of 60 semester units. One semester unit is equivalent to one and a half quarter units.

**TRANSCRIPT OF RECORD**: an official copy of a student’s college record prepared by the Admissions and Records office.

**UPPER DIVISION**: the last two years of college work, i.e., junior and senior years and/or courses. Upper division courses are only offered at four-year colleges/universities.
Course Numbering System
Sacramento City College has adopted a standardized course numbering system which is described below. The numbers are designed to provide students with general information regarding the focus and intent of courses.

1-99 Courses numbered 1 through 99 are credit courses that are considered developmental or basic skills and are not acceptable for the Associate Degree or transfer credit.

100-299 Courses numbered 100 through 299 are applicable to the Associate Degree and Certificates, but not accepted as transfer credit.

300-499 Courses numbered 300 through 499 are transferable, articulated with four-year institutions, and intended to meet major, general education or elective credit requirements. Courses transferable to the University of California are designated in the description. These courses are also applicable to the Associate Degree, Certificate of Achievement, and Certificate of Completion.

1000 Courses numbered 1000 are typically used to identify individualized tutoring (i.e., HSER 1000) or preparatory courses to assist students with skills for employment or licensure (i.e., NURSE 1000).

Transfer Credit
Courses accepted for transfer by the University of California (UC) and/or California State University (CSU) are listed with the course description and are identified in the “acceptable for credit” area.

Students who have questions regarding transferability of credit for specific courses to specific institutions should consult with a counselor.

Transferable Courses
Transferable courses can satisfy lower division major preparation, general education, and/or elective requirements. Please meet with a counselor for specific transfer course evaluation.
NOTE: The California State University campuses will continue to use the CAN system until Fall 2009 when a new numbering system will be available to identify commonly taught courses. The University of California campuses do not participate in the CAN system.

The California Articulation Number (CAN) identifies some transferable courses commonly taught in each academic discipline on college campuses throughout the state.

CAN courses are identified in each participating college's catalog. College catalogs are available in the Transfer Center or at each college's catalog web site. The system assures that CAN courses at one participating campus will be accepted as a comparable CAN course at another participating campus. Example: Economics 302 (which is also CAN ECON 2) at SCC will be accepted as a comparable course for Economics 1A (which is also CAN ECON 2) at CSU, Sacramento.

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California Articulation Number System
Sacramento City College offers the following:

Accounting (A.S., COA)
- Bookkeeping - Junior Entry Level (COA)
- Bookkeeping - Senior Entry Level (COA)
Administration of Justice (A.A.)
- Correctional Services (A.S., COA)
- Police Services (A.S., COA)
- Private Security Services Management (A.S., COA)
Aeronautics
- Airframe (A.S., COA)
- Powerplant (A.S., COA)
- Combined Airframe and Powerplant (A.S., COA)
- Flight Technology (A.S., COA)
- Nondestructive Testing Technician (COA)
Allied Health (courses only)
- Anthropology (A.A.)
- Art (A.A.)
- Art History (A.A.)
- Astronomy (courses only)
- Biology (A.S.)
- Field Ecology (COA)
Business
- Business, General (A.S.)
- Business, Transfer (A.A.)
- Bookkeeping and Office Management (A.S., COA)
- Customer Service (COC, Level 1)
- Insurance (A.S., COA)
- Insurance, Basic (COC, Level 3)
- Management (A.S., COA)
- Small Business Management (A.S., COA)
- Retail Management (COA)
- Marketing (A.S., COA)
- Marketing, Advertising (A.S.)
Office Administration
- Clerical General Office, Level A (COA)
- Introduction to Computerized Office Technologies, Level B (COA)
- Business Operations and Management Technology, Level C (COA)
- Virtual Office and Management Technologies, Level D (A.S., COA)
- Real Estate (A.S., COA)
Chemistry (A.S.)
Communication (A.A.)
Community Leadership Development (courses only)
Community Studies (Emphasis on Direct Services) (A.A., COA)
Computer Information Science
  Computer Science (A.S., COA)
  International Computer Driving License (COC, Level 2)
  Management Information Science (A.S., COA)
  Database Management (COA)
  Programming (COA)
  Information Processing (A.S.)
  Information Processing Specialist (COA)
  Information Processing Technician (COC, Level 3)
  Word Processing Technician (COC, Level 2 or 3)
  Information Systems Security (A.S., COA)
  Network Administration (A.S., COA)
  Network Design (A.S., COA)
  Advanced CISCO Networking (COC, Level 3)
  Microcomputer Technician (also listed under Electronics Technology) (A.S., COA)
  PC Support (COA)
  Web Developer (A.S., COA)
  Active Server Pages Developer (COC, Level 3)
  Webmaster, Level 1 (COA)
  Webmaster, Level 2 (COA)

Cosmetology (A.S., COA)
  Art & Science of Nail Technology (COC, Level 3)

Dental Assisting (A.S., COA)

Dental Hygiene (A.S.)

Early Childhood Education
  Early Childhood Education (A.A., COA)
  Infant Care and Education (A.A.)
  Infant Care and Education Teacher (COA)
  Master Teacher (A.A., COA)
  Site Supervisor (A.A.)
  Teacher (COA)
  Associate Teacher (COC, Level 3)
  Family Child Care (COC, Level 3)
  School-Age Care and Education (A.A.)
  School-Age Care and Education Teacher (COA)
  School-Age Site Supervisor (A.A.)
  School-Age Assistant Teacher (COC, Level 2)
  School-Age Associate Teacher (COC, Level 3)
  School-Age Master Teacher (COA)

Economics (courses only)

Electronics Technology
  Automated Systems Technician (A.S., COA)
  Electronics Facilities Maintenance Technician (A.S., COA)
  Electronics Mechanic (COA)
  Microcomputer Technician (also listed under Computer Information Science) (A.S., COA)
  Telecommunications Technician (A.S., COA)

Engineering
  Civil (A.S.)
  Electrical/Computer (A.S.)
  General (A.S.)
  Mechanical/Aeronautical (A.S.)

Engineering Design Technology (A.S., COA)
  Architectural/Structural Drafting (A.S., COA)
  Electric (Power-Lighting Systems) (A.S., COA)
  HVAC Systems Design (A.S., COA)
  Mechanical (HVAC/Plumbing Systems) (A.S., COA)
  Surveying (Geomatics) (COA)

English (A.A.)
  English as a Second Language (courses only)

Ethnic Studies (A.A.)
  African-American Emphasis
  Asian-American Emphasis
  Mexican-American Emphasis
  Native-American Studies

Family and Consumer Science (A.S.)

Fashion and Interior Design
  Custom Apparel Construction and Alterations (A.A., COA)
  Fashion Design and Production* (A.A., COA)
  Interior Design Sewing* (A.A., COA)
  Production Sewing (COC, Level 2)

Fine Arts (A.A.)

Foreign Languages (courses only)

General Education Transfer (program no longer available—See Liberal Arts)

Geography (courses only)

Geology (courses only)

Gerontology (A.S., COA)

Graphic Communication (A.S., COA)
  Digital Illustration (COC, Level 1)
  Graphic Design Production (COC, Level 3)
  Image Editing (COC, Level 2)
  Page Layout (COC, Level 2)
  Prepress (COC, Level 2)
  Web Design Basics (COC, Level 3)

Health Education (courses only)

History (A.A.)

Honors (courses only)

Human Career Development (courses only)

Human Services (courses only)

Humanities (A.A.)

Independent Studies (courses only)

Interdisciplinary Studies (courses only)

Industrial Technology (A.A.)

Instructional Assisting
  Bilingual/Bicultural Emphasis (A.A., COA)
  General (A.A., COA)
  Special Education (A.A., COA)

International Studies (A.A.)

Journalism (A.A.)

Liberal Arts (A.A.)

Liberal Studies (A.A.)

Liberal Studies for Elementary Teachers (A.A.)

Library (courses only)

Library and Information Technology (A.S., COA)

Mathematics (A.S.)

Mechanical-Electrical Technology (A.S., COA)
  Machinery Systems Technician (COA)
  Water and Wastewater Treatment Plant Operation (A.S., COA)

Metals Industry Technology (courses only)

Motorcycle Maintenance Technician (A.S., COA)

Music
  General (A.A.)
  Commercial Music (A.A., COA)
  Audio Production Emphasis
  Music Business Management Emphasis
  Performance Emphasis
  Songwriting/Arranging Emphasis

New programs are indicated with an asterisk (*) and are pending State approval.
Nursing
  Registered Nursing (A.S.)
  Vocational Nursing (A.S., COA)
Occupational Therapy Assistant (A.S.)
Philosophy (courses only)
Photography (A.A., COC, Level 3)
  Commercial Photography (COA)
  Digital Photography (COA)
  Fine Art Photography (COA)
  Photo-Journalism (COA)
  Portrait and Wedding Photography (COA)
Physical Education (A.A.)
  Kinesiology - Athletic Training (A.A.)
  Kinesiology - Exercise Science (A.A.)
Physical Therapist Assistant (A.S.)
Physics (courses only)
Political Science (A.A.)
Pre-professional Majors (transfer majors only)
Psychology (A.A.)
Railroad Operations (A.S., COA)
Recreation (courses only)
Recreational Vehicle Technology (courses only)
Science (A.S.)
Sign Language Studies (courses only)
Social Sciences (A.A.)
Sociology (A.A.)
Statistics (courses only)
Student Government (courses only)
Theatre Arts and Film (A.A.)
  Acting-Directing Emphasis
  Technical Production Emphasis
Women's Studies (A.A.)
Work Experience (courses only)
The Accounting curriculum provides training for employment in all sizes and types of business firms including government agencies. Students should have an aptitude for conceptual understanding as well as computational work and be willing to undertake the intensive study necessary for success.

## Accounting

### Associate in Science Degree

Certificate of Achievement

### Accounting, Degree and Certificate of Achievement

Bookkeeping - Junior Entry Level, Certificate of Achievement

Bookkeeping - Senior Entry Level, Certificate of Achievement

### Required Program

#### Business Core

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 101, Fundamentals of College Accounting, or ACCT 301, Financial Accounting</td>
<td>3-4</td>
</tr>
<tr>
<td>BUS 106, Business Mathematics, or ECON 310, Economic Statistics</td>
<td>3</td>
</tr>
<tr>
<td>BUS 300, Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>BUSTEC 300.2, Beginning Keyboarding/Applications: Basic Document Formatting</td>
<td>1</td>
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<tr>
<td>CISC 300, Computer Familiarization</td>
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</table>

**Total Core Units**: 11-12

Select any nine (9) units from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 345, Law and Society, or BUS 340, Business Law</td>
<td>3</td>
</tr>
<tr>
<td>BUS 100, English for the Professional</td>
<td>3</td>
</tr>
<tr>
<td>CISA 305, Beginning Word Processing</td>
<td>2</td>
</tr>
<tr>
<td>CISA 310, Introduction to Electronic Spreadsheets</td>
<td>1</td>
</tr>
<tr>
<td>CISA 320, Introduction to Data Base Management</td>
<td>1</td>
</tr>
<tr>
<td>ECON 100, Introduction to Economics</td>
<td>3</td>
</tr>
<tr>
<td>ECON 302, Principles of Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 372, Human Relations and Organizational Behavior</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 304, Introduction to Management Functions</td>
<td>3</td>
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</table>

**Subtotal Units**: 20-21

### Concentration Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 101, Fundamentals of College Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 103, Intermediate Accounting - Part I</td>
<td>4</td>
</tr>
<tr>
<td>ACCT 104, Intermediate Accounting - Part II</td>
<td>4</td>
</tr>
<tr>
<td>ACCT 301, Financial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>ACCT 311, Managerial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>ACCT 341, Accounting on the Microcomputer</td>
<td>2</td>
</tr>
</tbody>
</table>

Plus any six (6) units from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 107, Auditing</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 111, Cost Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 151, Governmental Auditing</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 153, Governmental Accounting</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Concentration Units**: 27

**Total Units Required**: 45-46

Both ACCT 301 and ACCT 101 are required for this program. Both courses satisfy the Core and Concentration Requirements.

### Suggested Electives

- ACCT 126, ACCT 299, CISC 320.

### Associate in Science (A.S.) Degree

The Associate in Science degree may be obtained by completion of the required program, plus general education requirements, plus sufficient electives to meet a 60-unit total. See SCC graduation requirements.

### Certificate of Achievement

The Certificate of Achievement in Accounting may be obtained by completion of the 27 units in the Total Concentration Requirements (including both ACCT 101 and 301) with grades of “C” or better.
Accounting (ACCT)

ACCT 101  Fundamentals of College Accounting  3 Units
Prerequisite: None
Hours: 54 hours LEC
This course is the study of accounting practices, procedures, and techniques as an information gathering system for para-professionals. Emphasis is on the techniques used to calculate, record, summarize, and present financial data. Major topics include journal, ledgers, working papers, adjustments, financial statements, payroll, inventories, and long-lived assets. This class would be valuable to owners of small businesses. This course is required for the Accounting certificate and non-transfer Accounting majors and an excellent preparation course for ACCT 301 and ACCT 103.

ACCT 103  Intermediate Accounting - Part I  4 Units
Prerequisite: ACCT 301 with a grade of “C” or better.
Hours: 72 hours LEC
This course is a continuing study of accounting theory introduced in ACCT 301 as related to cash and cash flows, receivables, inventories, plant and equipment, and current liabilities.

ACCT 104  Intermediate Accounting - Part II  4 Units
Prerequisite: ACCT 103 with a grade of “C” or better.
Hours: 72 hours LEC
This course is a continuing study of financial accounting theory with special emphasis on intangible assets, stock, long-term liabilities, capital, retained earnings and dividends, income tax, and analysis of financial statements.

ACCT 107  Auditing  3 Units
Prerequisite: ACCT 103 with a grade of “C” or better.
Hours: 54 hours LEC
This course covers procedures and practices used in the verification of accounting records and financial statements. External auditing functions will be stressed.

ACCT 111  Cost Accounting  3 Units
Prerequisite: ACCT 311 with a grade of “C” or better.
Hours: 54 hours LEC
This course is an introduction to cost accounting methods, including job order, process, and standard costs systems with special attention to managerial uses of cost accounting.
ACCT 121  Payroll Accounting  3 Units
Prerequisite: None.
Advisory: ACCT 101 or ACCT 301 with a grade of C or better.
Hours: 54 hours LEC
This is a study of payroll records, procedures, and regulations. The course will include a study of the various California and Federal laws pertaining to the computation of earnings and withholdings. Payroll tax payment requirements and preparation of the employer's California and Federal payroll tax reports will be included. A comprehensive simulation project will be completed as part of the course. Use of a computer and payroll software will be required.

ACCT 125  Federal and State Taxation  4 Units
Prerequisite: None.
Hours: 72 hours LEC
This course covers federal and California tax regulations pertaining to individual returns. Topics include filing of returns, income and adjustments, itemized deductions, gains and losses, tax credits, and differences between federal and state tax laws. This course is California Tax Education Council (CTEC) compliant.

ACCT 126  Individual Income Taxation  4 Units
Prerequisite: None.
Hours: 72 hours LEC
This course studies Federal and State income tax regulations pertaining to individuals. The course includes theory, concepts, and applications of Internal Revenue Service and State of California individual income tax provisions.

ACCT 151  Governmental Auditing  3 Units
Prerequisite: ACCT 103 with a grade of “C” or better.
Hours: 54 hours LEC
This course provides an introduction to the auditing of governmental programs and activities. Emphasis is on auditing requirements, standards, procedures, practices, and approaches used in the verification of governmental accounting records and financial statements. The internal auditing function will be stressed.

ACCT 153  Governmental Accounting  3 Units
Prerequisite: ACCT 301 with a grade of “C” or better.
Hours: 54 hours LEC
This course covers accounting and financial reporting for governmental units and institutions with emphasis on the principles of fund accounting as prescribed by the Governmental Accounting Standards Board. It includes the accounting aspects of budgeting and budgetary control for governmental and non-profit entities.

ACCT 295  Independent Studies in Accounting  1-3 Units
Prerequisite: None.
Hours: 54 hours LEC
See Independent Studies.

ACCT 299  Experimental Offering in Accounting  .5-4 Units
Prerequisite: None.
Hours: 72 hours LEC
See Experimental Offerings.

ACCT 301  Financial Accounting  4 Units
Prerequisite: None.
Course Transferable to UC/CSU
Hours: 72 hours LEC; 18 hours LAB
This course is a study of accounting as an information system. Emphasis is on the principles (rules) underlying the content of financial reports and related disclosures, for distribution to stockholders, creditors and other interested parties. Also emphasized is the interpretation of financial statements. This course is required of all business majors, minors, and accounting certificate candidates.

ACCT 311  Managerial Accounting  4 Units
Prerequisite: ACCT 301 with a grade of “C” or better.
Course Transferable to UC/CSU
Hours: 72 hours LEC; 18 hours LAB
This is the study of accounting information needed by decision makers of all types and sizes of organizations (service, retail, manufacturing, and not-for-profit; small businesses to large corporations). Emphasis is placed upon the analysis of quantitative information needed for short and long-term planning, day-to-day operations, and reviewing of operations and personnel. This course is required of all business majors, minors, and accounting certificate candidates.

ACCT 341  Accounting on the Microcomputer  2 Units
Prerequisite: CISC 300 and ACCT 101 or ACCT 301 with grades of “C” or better.
Course Transferable to CSU
Hours: 27 hours LEC; 27 hours LAB
This course is an introduction to the use of microcomputers for processing accounting information such as payrolls, accounts receivable, accounts payable, and depreciation schedules as well as a general ledger system. It will show how the computer stores, maintains, and processes information and prints required accounting reports. This course is recommended for all accounting majors. The course may be taken two times for credit if on different software packages.

ACCT 495  Independent Studies in Accounting  1-3 Units
Prerequisite: None.
Course Transferable to CSU
Hours: 54 hours LAB
See Independent Studies.

ACCT 499  Experimental Offering in Accounting  1-4 Units
Prerequisite: None.
Course Transferable to CSU
Hours: 72 hours LEC
See Experimental Offerings.
Administration of Justice  ADMJ

Associate in Arts Degree  Associate in Science Degree  Certificate of Achievement

Division of Behavioral and Social Sciences
J. Frank Malaret, Dean
Rodda North 226
916-558-2401

Administration of Justice, Degree  Correctional Services, Degree and Certificate of Achievement  Police Services, Degree and Certificate of Achievement  Private Security Services Management, Degree and Certificate of Achievement

Program Information
The general field referred to as “Administration of Justice” is directed toward the prevention, discovery, control and treatment of crimes, criminals, and criminality. Students desiring to enter a career concerned with the administration of justice will find that this curriculum has flexibility that allows them to prepare for specific fields included in that broad category. The program also provides the basis for advanced study at a four-year college. Opportunities for college graduates include positions as federal and state parole officers, probation officers, and correctional administrators.

Career Opportunities
A great variety of career opportunities is open to students who successfully complete specific portions of this program of study. There is an urgent demand for trained personnel in such areas as uniformed police patrol, investigation, criminal identification, criministics, and corrections. Financially and professionally rewarding employment in these areas may be found on the local, state, federal, and private levels.

Recommended High School Preparation
General college preparatory courses.

Correctional Services  Associate in Science Degree  Certificate of Achievement

The Correctional Services option of the Administration of Justice Program is dedicated to preparing the student for a career in corrections that offers a wide range of employment opportunities in the area of supervision and rehabilitation of convicted offenders. It is designed to introduce students to the correctional field and provide them with a comprehensive understanding of correctional history, legal fundamentals, philosophy, and techniques.

Required Program  
ADMJ 300, Introduction to Administration of Justice ................. 3
ADMJ 301, Applied Reporting Techniques for Criminal Justice .... 3
ADMJ 302, Community Relations: Multicultural Issues ............. 3
ADMJ 330, Criminal Investigation ........................................ 3
ADMJ 304, Juvenile Delinquency ........................................... 3
ADMJ 320, Concepts of Criminal Law ................................... 3
ADMJ 322, Criminal Procedures ........................................... 3
ADMJ 323, Legal Aspects of Evidence .................................. 3
ADMJ 303, Substance Abuse: Effects on Body and Behavior (Same as PSYC 405) ......................................................... 3
ADMJ 340, Introduction to Correctional Services .................... 3
ADMJ 346, Probation and Parole .......................................... 3

Total Units Required  33

Suggested Electives
ADMJ 342, 347, 498.

Certificate of Achievement
The Certificate of Achievement may be obtained by completion of all courses in the required program with grades of “C” or better.

Administration of Justice  Associate in Arts Degree

Required Program  Units
ADMJ 300, Introduction to Administration of Justice ................. 3
ADMJ 301, Applied Reporting Techniques for Criminal Justice .... 3
ADMJ 302, Community Relations: Multicultural Issues ............. 3
ADMJ 304, Juvenile Delinquency ........................................... 3
ADMJ 320, Concepts of Criminal Law ................................... 3
ADMJ 322, Criminal Procedures ........................................... 3
ADMJ 323, Legal Aspects of Evidence .................................. 3
ADMJ 330, Criminal Investigations ...................................... 3

Total Units Required  24

Associate in Arts (A. A.) Degree
The Associate in Arts degree may be obtained by completion of the core program, plus general education requirements, plus sufficient electives to meet a 60-unit total. See SCC graduation requirements.
Police Services
Associate in Science Degree
Certificate of Achievement

The Police Services option of the Administration of Justice Program accepts as its basic mission the preparation of interested students for entry into the police field where the primary functions are the prevention of crime and apprehension of criminals. Students embarking on this career should have the ability to commit themselves to an endeavor where professionalism, maturity, and dedication are absolute prerequisites to success.

Required Program

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADMJ 300</td>
<td>Introduction to Administration of Justice</td>
<td>3</td>
</tr>
<tr>
<td>ADMJ 320</td>
<td>Concepts of Criminal Law</td>
<td>3</td>
</tr>
<tr>
<td>ADMJ 322</td>
<td>Criminal Procedures</td>
<td>3</td>
</tr>
<tr>
<td>ADMJ 301</td>
<td>Applied Reporting Techniques for Criminal Justice</td>
<td>3</td>
</tr>
<tr>
<td>ADMJ 323</td>
<td>Legal Aspects of Evidence</td>
<td>3</td>
</tr>
<tr>
<td>ADMJ 302</td>
<td>Community Relations: Multicultural Issues</td>
<td>3</td>
</tr>
<tr>
<td>ADMJ 330</td>
<td>Criminal Investigation</td>
<td>3</td>
</tr>
<tr>
<td>ADMJ 304</td>
<td>Juvenile Delinquency</td>
<td>3</td>
</tr>
<tr>
<td>ADMJ 331</td>
<td>Patrol Procedures</td>
<td>3</td>
</tr>
<tr>
<td>ADMJ 303</td>
<td>Substance Abuse: Effects on Body and Behavior</td>
<td>3</td>
</tr>
<tr>
<td>ADMJ 321</td>
<td>Substantive Criminal Law</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Units Required 33

Suggested Electives
ADMJ 340, 346, 498.

Certificate of Achievement
The Certificate of Achievement may be obtained by completion of the required program with grades of “C” or better.

Private Security Services Management
Associate in Science Degree
Certificate of Achievement

The Private Security Services Management option prepares students to succeed in such challenging endeavors as loss prevention, executive protection, industrial espionage, and private investigations. Students entering this facet of the Administration of Justice field are virtually assured of a challenging career in an industry that is technically diverse, broad in scope, and rapidly growing.

Required Program

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADMJ 300</td>
<td>Introduction to Administration of Justice</td>
<td>3</td>
</tr>
<tr>
<td>ADMJ 301</td>
<td>Applied Reporting Techniques for Criminal Justice</td>
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<tr>
<td>ADMJ 302</td>
<td>Community Relations: Multicultural Issues</td>
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<td>ADMJ 303</td>
<td>Substance Abuse: Effects on Body and Behavior</td>
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<td>ADMJ 361</td>
<td>Retail and Industrial Security</td>
<td>3</td>
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<tr>
<td>ADMJ 366</td>
<td>Private Investigations</td>
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</table>

Total Units Required 33

Suggested Electives
ADMJ 360, 498.

Certificate of Achievement
The Certificate of Achievement may be obtained by completion of the required program with grades of “C” or better.
ADMJ 300  Introduction to Administration  3 Units of Justice

Prerequisite: None.
Advisory: ADMJ 300; ENGRD 310 with grade of “C” or better, or ESLW 320 and ESLR 320 with grades of “C” or better.
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course introduces students to the characteristics of the criminal justice system in the United States. Focus is placed on examining crime measurement, theoretical explanations of crime, response to crime, components of the system, and current challenges to the system. The course examines the evolutions of the principles and approaches utilized by the justice system and the evolving forces which have shaped those principals and approaches. Emphasis is placed on the structure and function of the police, courts, and corrections. Students are introduced to the origins and development of criminal law, legal process, sentencing, and incarceration policies. Role and role expectations of criminal justice agents will be identified and studied.

ADMJ 301  Applied Reporting Techniques  3 Units for Criminal Justice

Prerequisite: None.
Advisory: Completion of ENGRD 310 and ENGRD 310 with grades of “C” or better.
Course Transferable to CSU
Hours: 54 hours LEC
This course provides a study of the techniques of communicating facts, information, and ideas effectively in a simple, clear, and logical manner in the various types of criminal justice system reports: letters, memorandums, directives, and administrative reports. Emphasis will be placed on criminal justice terminology; use of English and organization of information; practice experience in note taking and report writing; and presentation of testimony in court.

ADMJ 302  Community Relations:  3 Units Multicultural Issues

Prerequisite: None.
Advisory: ENGRD 310 and ENGRD 100 with a grade of “C” or better
General Education: AA/AS Area VI; CSU Area D7
Course Transferable to CSU
Hours: 54 hours LEC
This course examines the complex, dynamic relationship between communities and the institutions of the justice system in addressing crime and conflict with an emphasis on the challenges and prospects of administering justice within a diverse, multicultural population. The course addresses the role that race, ethnicity, gender, sexual orientation, social class, culture and criminal justice professional play in shaping these relationships. The course examines new strategies, skills, tools, and cultural knowledge necessary for personnel engaged in all aspects of the criminal justice system. Special topics include the impact that terrorism and the need for homeland security have changed the dynamics of police community relations.

ADMJ 303  Substance Abuse: Effects on  3 Units Body and Behavior

Same As: PSYC 405
Prerequisite: None.
Advisory: ENGRD 310 with grade of “C” or better.
General Education: AA/AS Area V(b); AA/AS Area III(b); CSU Area D9
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course is designed for anyone who is interested in the effects of illegal drugs, prescription drugs, over the counter drugs, vitamins, health foods, and coffee and nicotine have on people, physically, emotionally, mentally, and financially. This course is especially advised for people who are seeking or working in careers in health, law enforcement, counseling, psychology, business, social services, or teaching. (Credit for ADMJ 303 or PSYC 405, but not both.)

ADMJ 303.1  Substance Abuse: Effects on  .5 Unit Body and Behavior Overview

Prerequisite: None
Advisory: Eligibility for ENGRD 310 or ENGRD 100.
Course Transferable to CSU
Hours: 9 hours LEC
This is the introductory module to the three-unit Substance Abuse series which will provide an overview of the course. Students will review the history of drug use, its chemical commodities and nervous system functioning. This module may be taken independently. If a student has taken a module, three (3) units can still be earned by completion all six modules. Students who have not taken any of the modules are eligible to enroll in the three (3) unit course.

ADMJ 303.2  Substance Abuse:  .5 Unit The Action of Drugs

Prerequisite: None
Advisory: Eligibility for ENGRD 310 or ENGRD 100.
Course Transferable to CSU
Hours: 9 hours LEC
This module in the Substance Abuse series is for students who are interested in the physiological action of a variety of drugs, including stimulants. This module may be taken independently. If a student has taken a module, three (3) units can still be earned by completion all six modules. Students who have not taken any of the modules are eligible to enroll in the three (3) unit course.

ADMJ 303.3  Substance Abuse: Sedatives  .5 Unit and Hypnotics

Prerequisite: None
Advisory: Eligibility for ENGRD 310 or ENGRD 100.
Course Transferable to CSU
Hours: 9 hours LEC
This module in the Substance Abuse series will explore the effects and treatment of sedatives, hypnotics, and alcohol. This module may be taken independently. If a student has taken a module, three (3) units can still be earned by completion all six modules. Students who have not taken any of the modules are eligible to enroll in the three (3) unit course.
ADMJ 303.4 Substance Abuse: Over the Counter and Psychotherapeutic Drugs  
Prerequisite: None  
Advisory: Eligibility for ENGRD 310 or ENGW 100.  
Course Transferable to CSU  
Hours: 9 hours LEC  
This module in the Substance Abuse series will specifically examine the effects and treatments for over-the-counter and psychotherapeutic drugs. This module may be taken independently. If a student has taken a module, three (3) units can still be earned by completion of all six modules. Students who have not taken any of the modules are eligible to enroll in the three (3) unit course.

ADMJ 303.5 Substance Abuse: Narcotics and Hallucinogens  
Prerequisite: None  
Advisory: Eligibility for ENGRD 310 or ENGW 100.  
Course Transferable to CSU  
Hours: 9 hours LEC  
This module in the Substance Abuse series will provide an understanding of the effects and treatment of narcotics. Other topics will include hallucinogens, marijuana, and hashish. This module may be taken independently. If a student has taken a module, three (3) units can still be earned by completion of all six modules. Students who have not taken any of the modules are eligible to enroll in the three (3) unit course.

ADMJ 303.6 Substance Abuse: Drug Use as a Social Problem  
Prerequisite: None  
Advisory: Eligibility for ENGRD 310 or ENGW 100.  
Course Transferable to CSU  
Hours: 9 hours LEC  
This module in the Substance Abuse series will explore drug use as it relates to law, education, and treatment modalities. This module may be taken independently. If a student has taken a module, three (3) units can still be earned by completion of all six modules. Students who have not taken any of the modules are eligible to enroll in the three (3) unit course.

ADMJ 304 Juvenile Delinquency  
Prerequisite: None  
Course Transferable to CSU  
Hours: 54 hours LEC  
This course is designed to examine juvenile delinquency from a variety of perspectives, including the concept of delinquency; theories of delinquency; social, community, and environmental influences on delinquency and the juvenile justice system (past and present). An overview of adolescent problems and current approaches being utilized to confront these problems will also be discussed. The course is designed to examine a variety of the causes of juvenile delinquency, as well as suggestions for the treatment of delinquency at both the state and local levels. This course examines the nature and extent of delinquency with relation to gender differences, family dynamics, peer and gang groups, schools, drug use, and the juvenile justice courts.

ADMJ 320 Concepts of Criminal Law  
Prerequisite: None.  
Advisory: ENGW 100 and ENGRD 310 with grades of “C” or better.  
Course Transferable to UC/CSU  
Hours: 54 hours LEC  
This course examines the philosophy and structure of criminal law in the United States. Special emphasis is placed on the classification of crime, the general elements of crime, the definitions of common and statutory law, and the nature of acceptable evidence. This course utilizes case studies to introduce students to criminal law and the classification of crimes against persons, property, morals, and public welfare. The course will also include some discussion of prosecution and defense decision making, criminal culpability, and defenses to crimes.

ADMJ 321 Substantive Criminal Law  
Prerequisite: ADMJ 320.  
Course Transferable to CSU  
Hours: 54 hours LEC  
This is an in-depth study of the substantive criminal laws commonly enforced by California state, county, and municipal law enforcement officers. The course provides a complete analysis of both statute law as created by the state legislature and case law as defined in state and federal appellate court decisions.

ADMJ 322 Criminal Procedures  
Prerequisite: None.  
Advisory: Completion of ENGW 100 and ENGRD 310 with grades “C” or better.  
Course Transferable to CSU  
Hours: 54 hours LEC  
This course is an in-depth study of criminal procedures used to enforce substantive law at both the federal and state level. Every step of the criminal process from arrest to appeal will be thoroughly explored.

ADMJ 323 Legal Aspects of Evidence  
Prerequisite: None.  
Advisory: ENGW 100 and ENGRD 310 with grades “C” or better.  
Course Transferable to CSU  
Hours: 54 hours LEC  
This course examines the origins, development, philosophy, and constitutional foundations of the rules of evidence as applied in United States law. Emphasis is placed on the types of evidence and the laws governing admissibility of evidence into criminal procedures. Topics covered include search and seizure, hearsay evidence, witness competency, and direct evidence as contrasted to circumstantial evidence.

ADMJ 326 Family Law Issues  
Same As: FCS 306  
Prerequisite: None  
Advisory: Eligibility for ENGW 100.  
Course Transferable to CSU  
Hours: 54 hours LEC  
This is an introductory course that provides basic knowledge of both civil and criminal laws dealing with family and domestic issues. The course explores paternity suits, pre-nuptial agreements, divorce, child custody, child support, alimony, spousal abuse, restraining orders, child visitation violations, parental kidnapping, and numerous other domestic problems faced by the justice system and families.
ADMJ 330  Criminal Investigation  3 Units  
Prerequisite: None  
Advisory: Completion of ENGWR 100 and ENGRD 310 with grades of “C” or better.  
Course Transferable to CSU  
Hours: 54 hours LEC  
This course introduces students to investigative procedures and concepts as applied to criminal investigations. Topics include crime scene response management and identification, collection, and processing of physical evidence. In addition to surveillance and undercover assignments the course will also cover interview and interrogation techniques. The role of the investigator in the court process with emphasis on legal requirements and constraints will be discussed. Special attention will be given to identifying information sources, procuring search warrants, serving search warrants, and recognizing exceptions to the search warrant rule. Emphasis is placed on developing the student’s capacity to analyze specific situations and identify appropriate investigative procedures as well as recognize constraints on their implementation.

ADMJ 331  Patrol Procedures  3 Units  
Prerequisite: None  
Advisory: Eligibility for ENGWR 100 and ENGRD 310; ADMJ 300 and 340.  
Course Transferable to CSU  
Hours: 54 hours LEC  
This course will study the organization of patrol division, types of patrol, and patrol duties. The role of the patrol officer in community relations, crime prevention, ethics and law enforcement, and minority group problems will be discussed.

ADMJ 340  Introduction to Correctional Services  3 Units  
Prerequisite: None  
Advisory: ENGWR 100 and ENGRD 310 with grades of “C” or better.  
Course Transferable to CSU  
Hours: 54 hours LEC  
This course is designed to provide the student with an overview of the history and trends of adult and juvenile corrections including probation and parole. The course will focus on the legal issues, specific laws, and general operation of correctional institutions. The relationship between corrections and other components of the judicial system will also be examined.

ADMJ 341  Control and Supervision in Corrections  3 Units  
Prerequisite: None  
Advisory: Eligibility for ENGWR 100 and ENGRD 310.  
Course Transferable to CSU  
Hours: 54 hours LEC  
This course offers an overview of supervision of inmates in the local, state, and federal correctional institutions. The issues of control in a continuum from institutional daily living through crisis situations will be introduced and discussed. The course will emphasize the role played by the offender and the correctional worker. Topics will include inmate subculture, violence, and the effects of crowding on inmates and staff, as well as coping techniques for Correctional Officers in a hostile prison environment. The causes and effects of abusive tactics will also be discussed.

ADMJ 342  Gangs and Corrections  3 Units  
Prerequisite: None.  
Advisory: Completion of ADMJ 340  
General Education: AA/AS Area V(b); CSU Area D0  
Course Transferable to CSU  
Hours: 54 hours LEC  
This course is designed to provide the student with a specialized field of knowledge as it relates to the correctional impact of gangs. Following a development of the history of gangs and the issues associated with the development of gangs, the course will focus on the emergence of prison gangs following a series of changes within correctional system. Psychological and sociological dynamics of gangs are explored. Institutional management of gangs as well as future trends will be explored.

ADMJ 343  Supervision in Corrections  3 Units  
Prerequisite: None  
Advisory: Completion of ADMJ 340.  
Course Transferable to CSU  
Hours: 54 hours LEC  
After introducing the theory and practice of supervision as it is practiced in the business and public sector, this course will focus on the skills and knowledge of supervision as applied in corrections. Examples, scenarios and case studies from both juvenile and adult corrections and parole will be utilized. Students in this course should have some experience or education in the corrections field. The intent of this course is to provide the student with basic understanding of the subject, which can be the foundation for further agency specific training.

ADMJ 344  Leadership Development in Corrections  3 Units  
Prerequisite: None  
Advisory: Completion of ADMJ 340.  
Course Transferable to CSU  
Hours: 54 hours LEC  
This course is an introduction to leadership theory and practice in the correctional system. Although most of the leadership examples to be discussed deal directly with the correctional environment, others related generally to government and business will also be introduced. The course will emphasize leadership skills and experiences beneficial to a first-line supervisor. This course is intended for an individual with background (either educational or experiential) in corrections at the local, state or federal level.

ADMJ 345  Legal Aspects of Corrections  3 Units  
Prerequisite: None  
Advisory: Eligibility for ENGWR 100 and ENGRD 310.  
Course Transferable to CSU  
Hours: 54 hours LEC  
This course provides students with an awareness of the historical framework, concepts, and precedents that guide correctional practice. Course material will broaden the individual’s perspective of the corrections environment, the civil rights of prisoners, and the responsibilities and liabilities of corrections officials.
ADMJ 346  Probation and Parole  3 Units
Prerequisite: None
Course Transferable to CSU
Hours: 54 hours LEC
This course will compare and contrast probation and parole. Topics will include organization, function, goals, historical development and treatment theory and practice and how these concepts are utilized in California.

ADMJ 347  Correctional Counseling and Interviewing  3 Units
Prerequisite: None
Course Transferable to CSU
Hours: 54 hours LEC
This course is designed to introduce the student to techniques of correctional counseling and interviewing in case development. Counseling is shown to be a treatment process to help provide the client with sufficient insight to understand the consequences of anti-social behavior. Particular emphasis is placed on the need of the counselor to maintain a receptive nonjudgmental attitude and to explore a range of potential techniques for meeting individual client needs.

ADMJ 360  Security Services  3 Units
Prerequisite: None
Course Transferable to CSU
Hours: 54 hours LEC
This course is an introduction to the history, development, and functions of security services. The course will explore, examine, and critically assess the inter-relationships to the legal process; career roles and operational processes in various types of security organizations.

ADMJ 361  Retail and Industrial Security  3 Units
Prerequisite: None
Course Transferable to CSU
Hours: 54 hours LEC
This course will explore the impact that retail and industrial theft have on our economy. The class will further examine and critically assess the loss prevention methods now being utilized in the security field such as surveillance cameras, alarm systems, security lighting, and perimeter fencing.

ADMJ 366  Private Investigations  3 Units
Prerequisite: None
Course Transferable to CSU
Hours: 54 hours LEC
This class is an introduction to the history and development of Private Investigations as a profession. The course will explore how private investigators evaluate issues such as arson, personal injury suits and location of missing persons. A discussion of the licensing requirements for Private Investigators in the state of California is also included.

ADMJ 367  Correctional Counseling and Interviewing  3 Units
Prerequisite: None
Course Transferable to CSU
Hours: 54 hours LEC
This course is designed to introduce the student to techniques of correctional counseling and interviewing in case development. Counseling is shown to be a treatment process to help provide the client with sufficient insight to understand the consequences of anti-social behavior. Particular emphasis is placed on the need of the counselor to maintain a receptive nonjudgmental attitude and to explore a range of potential techniques for meeting individual client needs.

ADMJ 368  Security Services  3 Units
Prerequisite: None
Course Transferable to CSU
Hours: 54 hours LEC
This course is an introduction to the history, development, and functions of security services. The course will explore, examine, and critically assess the inter-relationships to the legal process; career roles and operational processes in various types of security organizations.

ADMJ 369  Retail and Industrial Security  3 Units
Prerequisite: None
Course Transferable to CSU
Hours: 54 hours LEC
This course will explore the impact that retail and industrial theft have on our economy. The class will further examine and critically assess the loss prevention methods now being utilized in the security field such as surveillance cameras, alarm systems, security lighting, and perimeter fencing.

ADMJ 370  Private Investigations  3 Units
Prerequisite: None
Course Transferable to CSU
Hours: 54 hours LEC
This class is an introduction to the history and development of Private Investigations as a profession. The course will explore how private investigators evaluate issues such as arson, personal injury suits and location of missing persons. A discussion of the licensing requirements for Private Investigators in the state of California is also included.

ADMJ 494  Topics in Administration of Justice  .5-4 Units
Prerequisite: None
Course Transferable to CSU
Hours: 72 hours LEC
This course is designed to deal with current problems or specific topics concerning the administration of justice. Particular subjects to be covered each semester will be determined by the Administration of Justice staff.

ADMJ 495  Independent Studies in Administration of Justice  1-3 Units
Prerequisite: None
Course Transferable to CSU
Hours: 54 hours LAB
See Independent Studies.

ADMJ 498  Work Experience in Administration of Justice  1-4 Units
Prerequisite: None
Enrollment Limitation: According to Title V regulations, a student cannot earn academic credits in a Work Experience class unless s/he has either a job or an internship which relates specifically to the field of Administration of Justice.
Course Transferable to CSU
Hours: 18 hours LEC; 300 hours LAB
This course is designed to provide students with effective job development skills that will assist them in obtaining and keeping an internship or a job in the field of Administration of Justice. Course content will include understanding the application of the student’s education to the workforce; the responsibilities of an internship (where applicable); completion of Title V Education Code papers (the student’s Application, Learning Objectives, Time sheet, and Evaluations), which document the student’s progress and hours spent at the work or internship site; and developing workplace (soft) skills identified by the Secretary’s Commission on Achieving Necessary Skills (SCANS) Competencies, as well as by local employers. In addition, the student is required to fulfill 18 hours lecture and 75 hours of related, paid work experience or 60 hours of volunteer work experience for one unit; 75 or 60 hours of related work experience for each additional unit. The program allows the transfer student to combine practical, paid or non-paid work experience with college training. The course may be taken up to four times when there is new or expanded learning on the job for a total of 16 units. This course is transferable to any CSU campus. Only one Work Experience course may be taken per semester.

ADMJ 499  Experimental Offering in Administration of Justice  .5-4 Units
Prerequisite: None
Course Transferable to CSU
Hours: 72 hours LEC
See Experimental Offerings.
Aeronautics  AERO, FLTEC

Associate in Science Degree
Certificate of Achievement

Department of Advanced Transportation Technology
Division of Advanced Technology
Donnetta Webb
Technology 106
916-558-2491

Airframe, Degree and Certificate of Achievement
Powerplant, Degree and Certificate of Achievement
Combined Airframe and Powerplant, Degree and Certificate of Achievement
Flight Technology, Degree and Certificate of Achievement
Nondestructive Testing Technician, Certificate of Achievement

Aeronautics

Program Information
Sacramento City College maintains a Federal Aviation Administration-approved two-year program organized to train students as airframe and powerplant maintenance technicians. This program is designed to meet the needs of students who desire technical training to qualify for the Federal Aviation Administration tests.

The Aeronautics program is governed by regulations established by the Federal Aviation Administration. Each student pursuing a combined airframe and powerplant certificate is required to complete four semesters of instruction. Students who complete the requirements for issuance of a Certificate of Achievement may take the examinations given by the Federal Aviation Administration for one of the following for technician certification:

Combined Airframe and Powerplant - Students pursuing this certificate must complete AERO 300, 301, 302, 303, 310, 311, 312, 313, 320, 321, 322, 323, 330, 331, 332, 333 with a grade of “C” or better in all courses.

Airframe - Students pursuing this certificate must complete AERO 300, 301, 302, 303, 320, 321, 322, 323, 330, 331, 332, and 333 with grades of “C” or better in all courses.

Powerplant - Students pursuing this certificate must complete AERO 300, 301, 302, 303, 310, 311, 312, 313, 330, 332 with grades of “C” or better in all courses.

Upon passing the appropriate Federal examinations, the graduate is certificated to work on aircraft as a technician and to supervise the work of others on such craft.

Career Opportunities
The Department of Advanced Transportation Technology currently encompasses courses and/or certificate programs in Aeronautics, Flight Technology, and Nondestructive Testing which may lead directly to employment in local, state, and nationally recognized fields.

Program Costs
In addition to the normal student expenses (for textbooks, personal equipment, and supplies), minimal lab expenses may be incurred. This fee may vary each semester. If this fee creates a financial burden, students should consult the Financial Aid Office for possible assistance.

Transfers from another Federal Aviation Administration Approved airframe and powerplant school must provide an official transcript and catalog for evaluation by the department.

Recommended High School Preparation
Courses in English, mathematics, physics, chemistry, electronics, auto shop, machine shop, computers.

Airframe
Associate in Science Degree
Certificate of Achievement

Program Information
Sacramento City College maintains a Federal Aviation Administration-approved two-year program organized to train students as airframe and powerplant maintenance technicians. The program is designed to meet the needs of students who desire technical training to qualify for the Federal Aviation tests.

The Aeronautics program is governed by regulations established by the Federal Aviation Administration. This Federal Aviation Administration (FAA) approved program fulfills all of the requirements under CFR 14, Federal Aviation Regulation part 147. Completion of this program will allow the graduate to test for the FAA Airframe Mechanic Certificate.

Upon passing the appropriate Federal examinations, the graduate is certificated to work on aircraft as a technician and to supervise the work of others on such craft.
**Program Costs**
In addition to the normal student expenses, minimal lab expenses may be incurred.

**Recommended High School Preparation**
English, mathematics, electronics, science, computers, and industrial shop.

**Career Opportunities**
Airframe Technicians are employed by major/regional airlines, certificated repair stations, fixed based operators, charter services, flight schools, corporate flight departments, agricultural aircraft operators, helicopter operations as well as government agencies and the military. Many experienced technicians opt to operate their own aviation businesses.

**Enrollment Eligibility**
To be eligible for enrollment in the program, the student must meet the following criteria: Transfers from another Federal Aviation Administration Part 147 approved airframe and powerplant school must provide an official transcript and catalog for evaluation by the department.

**Required Program**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AERO 300, General Airframe and Powerplant</td>
<td>5</td>
</tr>
<tr>
<td>AERO 301, General Airframe and Powerplant Applications</td>
<td>3</td>
</tr>
<tr>
<td>AERO 302, Basic Electricity and Electrical Systems</td>
<td>5</td>
</tr>
<tr>
<td>AERO 303, Basic Electricity, Airframe and Powerplant Electrical Systems Applications</td>
<td>5</td>
</tr>
<tr>
<td>AERO 320, Airframe Systems and Components</td>
<td>5</td>
</tr>
<tr>
<td>AERO 321, Airframe Structures</td>
<td>5</td>
</tr>
<tr>
<td>AERO 322, Airframe Systems and Components Applications</td>
<td>3</td>
</tr>
<tr>
<td>AERO 323, Airframe Structures and Systems Applications</td>
<td>3</td>
</tr>
<tr>
<td>AERO 330, Advanced Airframe and Powerplant Inspection</td>
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<td>5</td>
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<tr>
<td>AERO 332, Advanced Airframe Inspection Applications</td>
<td>3</td>
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<tr>
<td>AERO 333, Advanced Structures and Systems Inspection Applications</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Units Required**

| 48 |

**Suggested Electives**
AERO 120, 121, 340, 341, 350, 351, 361, 362, 363, 364, 365, 370

**Program Costs**
In addition to normal student expenses, minimal lab expenses may be incurred.

**Recommended High School Preparation**
English, mathematics, electronics, science, computers, and industrial shop.

**Associate in Science (A.S.) Degree**
The Associate in Science degree may be obtained by completion of the required program, plus general education requirements, plus sufficient electives to meet a 60-unit total. See SCC graduation requirements.

**Certificate of Achievement**
The Certificate of Achievement may be obtained by completion of all courses in the required program with grades of “C” or better.

---

**Powerplant**

**Associate in Science Degree**

**Certificate of Achievement**

**Program Information**
The Aeronautics program is governed by regulations established by the Federal Aviation Administration. This Federal Aviation Administration (FAA) approved program fulfills all of the requirements under CFR 14, Federal Aviation Regulation part 147. Completion of this program will allow the graduate to test for the FAA Powerplant Mechanic Certificate.

Upon passing the appropriate Federal examinations, the graduate is certified to work on aircraft as a technician and to supervise the work of others on such craft.

**Program Costs**
In addition to normal student expenses, minimal lab expenses may be incurred.

**Recommended High School Preparation**
English, mathematics, electronics, science, computers, and industrial shop.

**Career Opportunities**
Powerplant Technicians are employed by major/regional airlines, certificated repair stations, fixed based operators, charter services, flight schools, corporate flight departments, agricultural aircraft operators, helicopter operations as well as government agencies and the military. Many experienced technicians opt to operate their own aviation businesses.

**Enrollment Eligibility**
To be eligible for enrollment in the program, the student must meet the following criteria: Transfers from another Federal Aviation Administration Part 147 approved airframe and powerplant school must provide an official transcript and catalog for evaluation by the department.

**Required Program**

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<td>5</td>
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<td>AERO 303, Basic Electricity, Airframe and Powerplant Electrical Systems Applications</td>
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<tr>
<td>AERO 310, Powerplant Theory and Maintenance</td>
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<td>AERO 311, Powerplant Theory and Maintenance Applications</td>
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<td>AERO 312, Powerplant Systems and Components</td>
<td>3</td>
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<td>AERO 330, Advanced Airframe and Powerplant Inspection</td>
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<tr>
<td>AERO 332, Advanced Airframe Inspection Applications</td>
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</tbody>
</table>

**Total Units Required**

| 40 |

**Suggested Electives**
AERO 120, 121, 340, 341, 350, 351, 361, 362, 363, 364, 365, 370

**Associate in Science (A.S.) Degree**
The Associate in Science Degree may be obtained by completion of the required program, plus general education requirements, plus sufficient electives to meet a 60-unit total. See SCC graduation requirements.

**Certificate of Achievement**
The Certificate of Achievement may be obtained by completion of all courses in the required program with grades of “C” or better.
Combined Airframe and Powerplant

Associate in Science Degree
Certificate of Achievement

Program Information
The Aeronautics program is governed by regulations established by the Federal Aviation Administration. This Federal Aviation Administration (FAA) approved program fulfills all of the requirements under CFR 14, Federal Aviation Regulation part 147. Completion of this program will allow the graduate to test for the FAA Powerplant Mechanic Certificate.

Upon passing the appropriate Federal examinations, the graduate is certified to work on aircraft as a technician and to supervise the work of others on such craft.

Program Costs
In addition to normal student expenses, minimal lab expenses may be incurred.

Recommended High School Preparation
English, mathematics, electronics, science, computers, and industrial shop.

Career Opportunities
Airframe and Powerplant Technicians are employed by major/regional airlines, certificated repair stations, fixed based operators, charter services, flight schools, corporate flight departments, agricultural aircraft operators, helicopter operations as well as government agencies and the military. Many experienced technicians opt to operate their own aviation businesses.

Enrollment Eligibility
To be eligible for enrollment in the program, the student must meet the following criteria: Transfers from another Federal Aviation Administration Part 147 approved airframe and powerplant school must provide an official transcript and catalog for evaluation by the department.

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<td>AERO 310</td>
<td>Powerplant Theory and Maintenance</td>
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<td>AERO 311</td>
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<td>AERO 312</td>
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<td>AERO 313</td>
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<td>AERO 320</td>
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<td>AERO 321</td>
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<td>AERO 333</td>
<td>Advanced Structures and Systems Inspection</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Units Required 64

Certificate of Achievement
The Certificate of Achievement may be obtained by completion of all courses in the required program with grades of “C” or better.

Flight Technology

Associate in Science Degree
Certificate of Achievement

Program Information
Sacramento City College maintains an authorized two-year certificate and degree program organized to offer pilot ground instruction. The Flight Technology Program is an 18 unit, five-course program to include private pilot ground school, instrument pilot ground school, powerplant theory and airframe systems, and 2 units of elective courses from aeronautics. Upon completion of the program the student will qualify to take the written portion of the required FAA Pilot examination. Flight training may be made available through one of our many industry partners.

Program Costs
In addition to the normal student expenses, minimal lab expenses may be incurred.

Recommended High School Preparation
English, mathematics, electronics, science, computers, and industrial shop.

Career Opportunities
Professional Pilots are employed as Charter Pilots, Flight Instructors, Agricultural Pilots, Helicopter Pilots, Flight Engineers, Regional Airline/Major Airline Pilots as well as working for a Government Agency or the Military.

Preparation
English, mathematics, electronics, science, computers, and industrial shop.

Required Program

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>AERO 120</td>
<td>Private Pilot, Sport Pilot, Basic Ground Instructor Ground School</td>
<td>3</td>
</tr>
<tr>
<td>AERO 121</td>
<td>Instrument Pilot/Instructor Ground School</td>
<td>3</td>
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<tr>
<td>AERO 310</td>
<td>Powerplant Theory and Maintenance</td>
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<td>AERO 320</td>
<td>Airframe Systems and Components</td>
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<td>3</td>
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<tr>
<td>AERO 333</td>
<td>Advanced Structures and Systems Inspection</td>
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</tr>
</tbody>
</table>

Total Units Required 18

Associate in Science (A.S.) Degree

The Flight Technology Associate in Science (A.S.) Degree may be obtained by completion of the required program, plus sufficient education requirements, plus sufficient electives to meet a 60-unit total. See SCC graduation requirements.

Certificate of Achievement
The Certificate of Achievement may be obtained by completion of all courses in the required program with grades of “C” or better.
Nondestructive Testing Technician
Certificate of Achievement

Program Information
Sacramento City College maintains an American Society of Nondestructive Testing (ASNT) program. Our one-year certificate and two-year degree programs are designed to meet the classroom instructional needs of students who desire technical training to qualify for the ASNT exams.

The Nondestructive Testing Program is an 18-unit, six course program. This program covers all five of the major disciplines, to include Magnetic Particle, Liquid Penetrant, Ultrasonic, Eddy Current and Radiographic Inspection. Courses satisfy the Level I requirement for classroom training under the American Society of Nondestructive Testing.

Upon passing the appropriate ASNT examinations, the graduate is certificated to work in the field of Nondestructive Testing.

Program Costs
In addition to normal student expenses, minimal lab expenses may be incurred.

Recommended High School Preparation
English, mathematics, electronics, science, computers, and industrial shop.

Career Opportunities
Sacramento City College’s Certificate of Achievement prepares the student to enter the field of Nondestructive Testing and Inspection. Many industries such as Aviation, Construction, Marine and Nuclear Power plants utilize this advanced inspection technology. NDT Technicians are employed by airlines, manufacturers, repair facilities and inspection facilities as well as government agencies and the military.

Required Program

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>AERO 360, Nondestructive Testing I</td>
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<tr>
<td>AERO 361, Nondestructive Testing II</td>
<td>3</td>
</tr>
<tr>
<td>AERO 362, Nondestructive Testing III</td>
<td>3</td>
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<tr>
<td>AERO 363, Nondestructive Testing IV</td>
<td>3</td>
</tr>
<tr>
<td>AERO 364, Nondestructive Testing V</td>
<td>3</td>
</tr>
<tr>
<td>AERO 365, Nondestructive Testing VI</td>
<td>3</td>
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<tr>
<td><strong>Total Units Required</strong></td>
<td><strong>18</strong></td>
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</tbody>
</table>

Certificate of Achievement
The Certificate of Achievement may be obtained by completion of the required program with grades of “C” or better.

Aeronautics (AERO)

NOTE: The Federal Aviation Administration requires that a grade of “C” or better must be earned in ALL required Aeronautics courses to qualify for certification testing.

AERO 100 Basic Aircraft Sheetmetal 5 Units

Theory

Prerequisite: None
Hours: 90 hours LEC
This course is designed to teach the aeronautics student basic technical mathematics, basic aircraft drawings, basic physics, theory of aluminum alloy sheetmetal and rivets, along with aluminum cleaning and corrosion control.

AERO 120 Private Pilot, Sport Pilot, Basic 3 Units

Ground Instructor
Ground School

Prerequisite: None.
Hours: 54 hours LEC
This course explains the basic principles of aviation, meteorology, navigation, communication, weight and balance, aircraft systems and instruments, performance, flight procedures, air traffic control, and regulations. It provides the necessary information that will enable students to be eligible to take the Sport Pilot, Private Pilot, and basic Certified Ground Instructor knowledge tests. It also meets Federal Aviation Administration requirements for the knowledge test.

AERO 121 Instrument Pilot/Instructor 3 Units

Ground School

Prerequisite: None.
Hours: 54 hours LEC
This course is an introduction to the basic principles of instrument flying to include: Instrument Flight Rules (IFR), Instruments, meteorology, navigation, IFR approaches, IFR en route, communications, air traffic control, and aeromedical factors. This course meets the Federal Aviation Administration requirement for Instrument Pilot and/or Instrument Ground instructor and Instrument Flight instructor written tests.

AERO 122 Commercial Pilot Ground School, Advanced Ground Instructor

Prerequisite: None.
Hours: 54 hours LEC
This course is an in-depth study of the principles of meteorology, aviation, navigation, communication, advanced weight and balance, aircraft structures, aircraft systems, instruments, performance, theory of flight, and Federal Aviation Regulations. This course meets the Federal Aviation Administration (FAA) requirement for Commercial Pilot and/or Advanced Ground Instructor written test.
AERO 130 Bio-Diesel for Aircraft
Ground-Based Transportation

Prerequisite: None.
Hours: 18 hours LEC
This course will take the student through the theory of the manufacture of Bio-Diesel to include a demonstration of the actual process. The course will cover the required steps from the initial procurement of the raw materials through the storing of the finished product. The product can be utilized in diesel engines to include aviation, locomotive, automotive, marine, and stationary applications.

AERO 200 Certificated Aircraft Mechanic Preparation

Prerequisite: None.
Hours: 54 hours LEC
This is a specialized course curtailed to individual student needs in cooperation with the Federal Aviation Administration (FAA). This course meets, in part, the certification requirements of Part 147 of the Federal Aviation Regulations covering Airframe and Powerplant Mechanics. This course may be taken four times for credit. The amount of credit awarded is based on the total number of hours completed (18 hours=1 unit). This course will prepare the student for oral, practical, and written portions of the general, powerplant, and airframe sections of the Federal Aviation Administration test.

AERO 210 Large Aircraft Systems and Performance Data

Prerequisite: None.
Hours: 90 hours LEC
This Boeing 700 Series general familiarization course is designed for students desiring to become pilots, turbojet flight engineers, or mechanics on large, complex aircraft typically flown by the airline industry. All Boeing systems will be covered in detail, such as avionics, hydraulics, pneumatics, pressurization, air-conditioning electrics, fire protection, ice/rain removal and engine operation, flight performance, and take off and landing data. Weight and balance computations and emergency procedures will also be covered. This course may be taken two times for credit provided a different aircraft of the series is studied.

AERO 295 Independent Studies in Aeronautics

See Independent Studies. Independent studies of an aeronautics related project under the supervision of an aeronautics faculty member and a selected industry related partner from the local community.

AERO 299 Experimental Offering in Aeronautics

Prerequisite: None
Hours: 90 hours LEC
See Experimental Offerings.

AERO 300 General Airframe and Powerplant

Prerequisite: None.
Advisory: Concurrent enrollment in AERO 301
General Education: AA/AS Area II(b)
Course Transferable to CSU
Hours: 90 hours LEC
This course provides an introduction to sheet metal fabrication, aircraft drawings, fluid lines and fittings, materials and processes (including aircraft hardware identification, gas welding and precision measurement), and aviation math and physics, including theory of flight for fixed wing and rotary wing aircraft. Minimum attendance is mandated by the Federal Aviation Administration.

AERO 301 General Airframe and Powerplant Applications

Prerequisite: Concurrent enrollment in AERO 300 or completion of AERO 300 with a grade of “C” or better.
Course Transferable to CSU
Hours: 180 hours LAB
This course provides skills projects related to AERO 300 as required by the Federal Aviation Administration. Topics will include sheet metal repair, welding and hardware identification. Minimum attendance is mandated by the Federal Aviation Administration.

AERO 302 Basic Electricity and Electrical Systems

Prerequisite: None.
Advisory: Concurrent enrollment in AERO 303
Course Transferable to CSU
Hours: 90 hours LEC
This course provides electrical theory for airframe and powerplant electrical systems (circuits and schematics, ignition and electrical generating systems, instruments, batteries, AC and DC circuit components). Minimum attendance is mandated by the Federal Aviation Administration.

AERO 303 Basic Electricity, Airframe and Powerplant Electrical Systems Applications

Prerequisite: Concurrent enrollment in AERO 302 or completion of AERO 302 with a grade of “C” or better.
Course Transferable to CSU
Hours: 180 hours LAB
This course provides development projects related to AERO 302 lectures as required by the Federal Aviation Administration to develop skills necessary for an Airframe and Powerplant Technician. Units of instruction include repair and maintenance techniques of airframe and powerplant electrical systems and cover ignition and electrical generating systems, instruments, batteries, AC and DC circuits. Minimum attendance is mandated by the Federal Aviation Administration.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>AERO 310</td>
<td>Powerplant Theory and Maintenance</td>
<td>5</td>
<td>Prerequisite: None.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Advisory: Concurrent enrollment in AERO 311</td>
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<td></td>
<td>Course Transferable to CSU</td>
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<td></td>
<td>Hours: 90 hours LEC</td>
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<td></td>
<td></td>
<td>This course provides instruction in reciprocating and gas turbine engine</td>
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<td></td>
<td>theory, overhaul, inspection, testing, and operation. Minimum attendance is</td>
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<td></td>
<td>mandated by the Federal Aviation Administration.</td>
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<tr>
<td>AERO 311</td>
<td>Powerplant Theory and Maintenance Applications</td>
<td>3</td>
<td>Prerequisite: Concurrent enrollment in AERO 310 or completion of AERO 310</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>with a grade of “C” or better.</td>
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<td></td>
<td>Course Transferable to CSU</td>
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<td></td>
<td>Hours: 180 hours LAB</td>
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<td></td>
<td>This course covers projects related to the AERO 310 lectures as required by</td>
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<td>the Federal Aviation Administration. These include familiarization and</td>
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<td></td>
<td>operation of equipment required when overhauling and testing gas turbine</td>
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<td></td>
<td>and reciprocating powerplants, operation and familiarization of gas turbine</td>
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<td>powerplant accessories, fire detection/protection systems, and operation of</td>
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<td>gas turbine powerplants in the test cell environment. Minimum attendance is</td>
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<td></td>
<td></td>
<td>mandated by the Federal Aviation Administration.</td>
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<tr>
<td>AERO 312</td>
<td>Powerplant Systems and Components</td>
<td>5</td>
<td>Prerequisite: None.</td>
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<td></td>
<td>Advisory: Concurrent enrollment in AERO 313</td>
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<td></td>
<td>Course Transferable to CSU</td>
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<td>Hours: 90 hours LEC</td>
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<td></td>
<td>This course provides instruction in the theory of reciprocating and gas</td>
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<td>turbine engines, related accessories including cooling, ignition, propellers,</td>
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<td>governors, and fuel metering. Minimum attendance is mandated by the Federal</td>
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<td>Aviation Administration.</td>
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<tr>
<td>AERO 313</td>
<td>Powerplant Systems and Components Applications</td>
<td>3</td>
<td>Prerequisite: Concurrent enrollment in AERO 312 with a grade of “C” or better.</td>
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<td>Course Transferable to CSU</td>
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<td></td>
<td>Hours: 180 hours LAB</td>
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<td></td>
<td>This course provides skills development projects related to AERO 312 as</td>
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<td>required by the Federal Aviation Administration. Units of instruction include</td>
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<td>familiarization and operation of test equipment required in overhauling</td>
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<td>reciprocating and turbine powerplant components and engine test cell</td>
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<td>operations. Minimum attendance is mandated by the Federal Aviation</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Administration.</td>
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<tr>
<td>AERO 320</td>
<td>Airframe Systems and Components</td>
<td>5</td>
<td>Prerequisite: None.</td>
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<tr>
<td></td>
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<td></td>
<td>Corequisite: Concurrent enrollment in AERO 322</td>
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<td></td>
<td>Course Transferable to CSU</td>
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<td>Hours: 90 hours LEC</td>
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<td>This course provides instruction in the following aircraft airframe systems:</td>
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<td>fuel, hydraulic, pneumatic, position and warning, air conditioning, heating,</td>
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<td>oxygen, pressurization, ice and rain control, fire protection and detection.</td>
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<td>Minimum attendance is mandated by the Federal Aviation Administration.</td>
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<tr>
<td>AERO 321</td>
<td>Airframe Structures</td>
<td>5</td>
<td>Prerequisite: None.</td>
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<td></td>
<td>Corequisite: Concurrent enrollment in AERO 323</td>
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<td>Course Transferable to CSU</td>
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<td>Hours: 90 hours LEC</td>
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<td>This course provides instruction in aircraft sheet metal, fabric, dope, and</td>
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<td>paint processes; plastic, wood, fiberglass, honeycomb, composites, and</td>
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<td>laminated structures, assembly and rigging and landing gear systems. Minimum</td>
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<td>attendance is mandated by the Federal Aviation Administration.</td>
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<tr>
<td>AERO 322</td>
<td>Airframe Systems and Components</td>
<td>3</td>
<td>Prerequisite: None.</td>
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<td></td>
<td></td>
<td>Corequisite: Concurrent enrollment in AERO 320</td>
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<td>Course Transferable to CSU</td>
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<td>Hours: 180 hours LAB</td>
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<td>This course provides skill development projects as required by the Federal</td>
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<td>Aviation Administration. The projects are related to the subject areas</td>
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<td>covered in AERO 320 and include familiarization, operation, overhaul, testing,</td>
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<td>and diagnosis of the components and systems. Minimum attendance is</td>
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<td></td>
<td></td>
<td>mandated by the Federal Aviation Administration.</td>
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<tr>
<td>AERO 323</td>
<td>Airframe Structures and Systems</td>
<td>3</td>
<td>Prerequisite: None.</td>
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<td></td>
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<td></td>
<td>Corequisite: Concurrent enrollment in AERO 321</td>
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<td>Course Transferable to CSU</td>
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<td></td>
<td></td>
<td></td>
<td>Hours: 180 hours LAB</td>
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<td>This course provides projects related to the AERO 321 lectures as required</td>
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<td>by the Federal Aviation Administration to develop skills in inspecting,</td>
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<td>checking, diagnosis, servicing and repairing the components and systems.</td>
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<td>Minimum attendance is mandated by the Federal Aviation Administration.</td>
</tr>
</tbody>
</table>
AERO 330  Advanced Airframe and Powerplant Inspection  5 Units
Prerequisite: Completion of AERO 300, 301, 302, 303, 320, 321, 322, and 323 with grades of “C” or better.
Corequisite: Concurrent enrollment in AERO 332
Course Transferable to CSU
Hours: 90 hours LEC
This course provides the theory of the following: Advanced Airframe and Powerplant diagnosis, inspection, mechanic privileges and limitations, maintenance forms and records, maintenance publications, as well as weight and balance calculations. Minimum attendance is mandated by the Federal Aviation Administration.

AERO 331  Advanced Structures and Systems Inspection  5 Units
Prerequisite: Completion of AERO 300, 301, 302, 303, 310, 311, 312, and 313 with grades of “C” or better.
Corequisite: Concurrent enrollment in AERO 333
Course Transferable to CSU
Hours: 90 hours LEC
This course provides the theory of the following: Advanced communication, navigation and autopilot systems, landing gear systems, wheel, tire and brake assembly systems, assembly and rigging processes, dope and fabric applications, painting and protective coating applications, sheet metal repair applications, and honeycomb, plastic, wood, fiberglass, composites, and laminate structure repair. Minimum attendance is mandated by the Federal Aviation Administration.

AERO 332  Advanced Airframe and Powerplant Inspection Applications  3 Units
Prerequisite: Completion of AERO 300, 301, 302, 303, 320, 321, 322, and 323 with grades of “C” or better.
Corequisite: Concurrent enrollment in AERO 330
Course Transferable to CSU
Hours: 180 hours LAB
This course provides development projects as required by the Federal Aviation Administration. The projects are in the same areas as the subject areas covered in the AERO 330 lectures and include familiarization and operation of test equipment required for checking and testing the airframe systems of airworthy aircraft. Minimum attendance is mandated by the Federal Aviation Administration.

AERO 333  Advanced Structures and Systems Inspection Applications  3 Units
Prerequisite: Completion of AERO 300, 301, 302, 303, 310, 311, 312, and 313 with grades of “C” or better.
Corequisite: Concurrent enrollment in AERO 331
Course Transferable to CSU
Hours: 180 hours LAB
This course provides development projects as required by the Federal Aviation Administration. The projects are in the same areas as the subject areas covered in the AERO 331 lectures and include familiarization and operation of test equipment required for checking and testing the airframe structures and powerplant systems of airworthy aircraft. Minimum attendance is mandated by the Federal Aviation Administration.

AERO 340  Gas Turbine Engine Development I  2 Units
Prerequisite: None.
Course Transferable to CSU
Hours: 18 hours LEC; 54 hours LAB
This course provides instruction in the development of gas turbine powerplants to include theory of operation, application, overhaul techniques and noise reduction through laboratory projects involving engine system tear-down and test cell operation for turbo prop and helicopter turbine shaft engines.

AERO 341  Gas Turbine Engine Development II  2 Units
Prerequisite: None.
Course Transferable to CSU
Hours: 18 hours LEC; 54 hours LAB
This course provides continued instruction in the development of gas turbine powerplants to include theory of operation, application, overhaul techniques and noise reduction through laboratory projects involving engine system tear-down and test cell operation for turbo prop and helicopter turbine shaft engines.

AERO 350  Helicopter Rotor and Drive Systems I  2 Units
Prerequisite: None.
Course Transferable to CSU
Hours: 18 hours LEC; 54 hours LAB
This course provides introductory level instruction in the theory of helicopter flight, rotor systems, and flight controls. Laboratory projects involve disassembly, inspection, reassembly, and adjustment of helicopter components.

AERO 351  Helicopter Rotor and Drive Systems II  2 Units
Prerequisite: None.
Course Transferable to CSU
Hours: 18 hours LEC; 54 hours LAB
This course provides in-depth instruction in the theory of helicopter flight, flight controls, and drive systems. Laboratory projects involve disassembly, inspection, reassembly, and adjustment of rotor control and power-train components. Tracking and balance adjustments will be accomplished on a running helicopter.

AERO 360  Nondestructive Testing I  3 Units
Prerequisite: None.
Course Transferable to CSU
Hours: 54 hours LEC; 54 hours LAB
This introductory course explains the basic principles of material manufacturing processes, discontinuities, and defects as related to the major nondestructive testing methods. This course is an introduction to Level I Magnetic Particle, Liquid Penetrant, Eddy Current, Ultrasonic, and Radiographic courses. This course will give the student an overview of Nondestructive Testing disciplines with regard to identifying defects and proper Nondestructive Inspection (NDI) application.
AERO 361 Nondestructive Testing II 3 Units
Prerequisite: None.
Course Transferable to CSU
Hours: 54 hours LEC
This Level I classroom training covers the basic principles of material manufacturing processes, discontinuities, and defects as related to liquid penetrant inspection that will allow the student to identify defects in proper Nondestructive Inspection (NDI) application. This course is one of five recognized Nondestructive Testing disciplines used to identify defects in aviation and industrial applications. Minimum attendance is mandated by The American Society of Nondestructive Testing.

AERO 362 Nondestructive Testing III 3 Units
Prerequisite: None.
Course Transferable to CSU
Hours: 54 hours LEC
This Level I classroom training covers the basic principles of material manufacturing processes, discontinuities, and defects as related to Magnetic Particle Inspection that will allow the student to identify defects in this application. This course is one of five recognized Nondestructive Testing disciplines used to identify defects in aviation and industrial applications. Minimum attendance is mandated by the American Society of Nondestructive Testing.

AERO 363 Nondestructive Testing IV 3 Units
Prerequisite: AERO 361 and 362 with grades of “C” or better
Course Transferable to CSU
Hours: 54 hours LEC
This Level I classroom training covers the basic principles of Ultrasonic Nondestructive testing methods that will allow students to identify defects in this application. This course is one of five recognized Nondestructive Testing disciplines used to identify defects in aviation and industrial applications. Minimum attendance is mandated by the American Society of Nondestructive Testing.

AERO 364 Nondestructive Testing V 3 Units
Prerequisite: AERO 361 and 362 with grades of “C” or better
Course Transferable to CSU
Hours: 54 hours LEC
This Level I classroom training covers the basic principles of the Eddy Current Nondestructive testing method that will allow students to identify defects in this application. This course is one of five recognized Nondestructive Testing disciplines used to identify defects in aviation and industrial applications. Minimum attendance is mandated by the American Society of Nondestructive Testing.

AERO 365 Nondestructive Testing VI 3 Units
Prerequisite: AERO 361 and 362 with grades of “C” or better
Course Transferable to CSU
Hours: 54 hours LEC
This Level I classroom training covers the basic principles of the Radiographic Nondestructive testing method that will allow students to identify defects in this application. This course is one of the five recognized Nondestructive Testing disciplines used to identify defects in aviation and industrial applications. Minimum attendance is mandated by the American Society of Nondestructive Testing.

AERO 370 Introduction to Aviation 3 Units
Prerequisite: None.
Course Transferable to CSU
Hours: 54 hours LEC
This introductory survey course is designed for potential career aviation professionals. This course explains the fundamentals of aircraft and spacecraft flight as well as the history and development of the aviation industry. A minimum of one on-site visit to a local airport is recommended for the completion of this course.

AERO 371 Aviation Weather 2 Units
Prerequisite: None.
Course Transferable to CSU
Hours: 36 hours LEC
This aviation-related meteorology course is designed for pilots, flight crew members, and aircraft dispatchers. It covers basic weather causes, phenomena, hazards, and prognostics as they apply to flight. It also describes and explains how to use and interpret Federal Aviation Administration and National Weather Service meteorological services for aircrews.

AERO 494 Topics in Aeronautics, ATV .5-4 Units
Prerequisite: None.
Course Transferable to CSU
Hours: 54 hours LEC; 162 hours LAB
This is a specialized course developed in conjunction with industry partners to address emerging industry training needs. This course can be taken up to four times for credit provided there is no duplication in subject matter.

AERO 495 Independent Studies in Aeronautics 1-3 Units
Prerequisite: None.
Course Transferable to CSU
Hours: 54 hours LEC; 162 hours LAB
This is an independent studies course in Aeronautics. Related projects will be assigned under the supervision of an Aeronautics faculty member and a selected industry partner from the local community. This course may be taken up to four times for credit for a maximum of 12 units.

AERO 498 Work Experience in Aeronautics 1-4 Units
Prerequisite: None.
Course Transferable to CSU
Hours: 72 hours LEC; 216 hours LAB
This course is designed to provide students with effective job development skills that will assist them in obtaining and keeping an internship or a job in the field of aviation. Course content will include an understanding the application of the students education as it relates to the workforce. The student will work as an aircraft mechanic helper for one of the Aeronautics departments industry partners. The work could include, but is not limited to, line maintenance, component overhaul, aircraft maintenance, and rebuilding. This course may be taken up to four times for credit for a maximum of 16 units.
AERO 499  Experimental Offering in Aeronautics

Prerequisite: None
Course Transferable to CSU
Hours: 54 hours LEC; 36 hours LAB
See Experimental Offerings.

Flight Technology (FLTEC)

FLTEC 294  Topics in Aeronautics, Flight Technology

Prerequisite: None
Hours: 9-72 hours LEC
This is a specialized course developed in conjunction with industry partners to address emerging training needs. This course can be taken up to four times for credit provided there is no duplication in subject matter.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Prerequisite</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AH 100</td>
<td>Professional Ethics of Health Team Members</td>
<td>1</td>
<td>None</td>
<td>18 hours LEC</td>
</tr>
<tr>
<td>AH 102</td>
<td>Health Education of Patients and Family</td>
<td>1</td>
<td>None</td>
<td>18 hours LEC</td>
</tr>
<tr>
<td>AH 104</td>
<td>Aging and its Implications for Health Care</td>
<td>.5</td>
<td>None</td>
<td>9 hours LEC</td>
</tr>
<tr>
<td>AH 106</td>
<td>Communication for Allied Health Careers</td>
<td>2</td>
<td>None</td>
<td>36 hours LEC</td>
</tr>
<tr>
<td>AH 110</td>
<td>Medical Language for Health-Care Providers</td>
<td>3</td>
<td>None</td>
<td>54 hours LEC</td>
</tr>
<tr>
<td>AH 111</td>
<td>Strategies for Success in Allied Health Programs</td>
<td>3</td>
<td>None</td>
<td>54 hours LEC</td>
</tr>
<tr>
<td>AH 112</td>
<td>Strategies for Student Success in Health Occupations</td>
<td>3</td>
<td>None</td>
<td>54 hours LEC</td>
</tr>
<tr>
<td>AH 295</td>
<td>Independent Studies in Allied Health</td>
<td>1-3</td>
<td>None</td>
<td>54 hours LEC</td>
</tr>
</tbody>
</table>
AH 299  Experimental Offering in .5-4 Units  Allied Health
Prerequisite: None
Hours: 90 hours LEC
See Experimental Offerings.

AH 301  Health Care in a Multicultural 3 Units Society
Prerequisite: None.
Advisory: ENGRD 110 and ENGWR 100 with grades of “C” or better.
General Education: AA/AS Area VI
Course Transferable to CSU
Hours: 54 hours LEC
In all health professions and settings, culture is a factor that affects communication, compliance, and outcome. For best practice, cultural competency is a clinical skill that improves the relationship between patient and provider, and is a skill desired by health care organizations. This course is designed to establish fundamental elements of cultural competency. Topics include cultural self-awareness and sensitivity, exploration of cultural beliefs about health and illness, health traditions and rituals, folk medicine, communication strategies, the use of language interpreters, and the influence of family roles.

AH 310  Sign Language for Health Care 1 Unit Personnel and Health Care Students
Same As: SILA 336
Prerequisite: None
Course Transferable to CSU
Hours: 18 hours LEC
This course will provide techniques for Health Care Personnel and Health Care Students to facilitate communication with the Deaf Person. Topics to be discussed include but are not limited to: 1) Communication; 2) Introduction to American Sign Language and Fingerspelling; 3) History of Deafness; 4) Legal and Cultural Aspects of Deafness; 5) Community Resources.

AH 312  Medical Terminology In Spanish 1 Unit
Prerequisite: None
Course Transferable to CSU
Hours: 18 hours LEC
This course is designed for medical personnel and Allied Health students to improve communication and health care for Spanish speaking patients. Basic terms, useful phrases, role playing will contribute to course content. Spanish medical terminology will be applied throughout the course. Knowledge of Spanish is not a prerequisite.

AH 495  Independent Studies in 1-3 Units Allied Health
Prerequisite: None
Course Transferable to CSU
Hours: 54 hours LAB
See Independent Studies.
Program Information
Anthropology majors are encouraged to participate in community activities, archaeological internships, Sacramento Zoo activities, and to attend relevant guest lectures.

Career Opportunities
The Anthropology major is designed to prepare students for further study in Anthropology leading to BA, MA, and/or PhD degrees. Anthropologists with graduate degrees teach at high schools, colleges, and graduate levels. Archaeologists manage cultural resources for State, Federal, and Private organizations. Physical Anthropologists work in Forensics and Primatology. Both Archaeologists and Cultural Anthropologists manage and coordinate museums and research facilities.

Recommended High School Preparation
Preparatory courses including history, English, mathematics, and foreign languages.

Anthropology
Associate in Arts Degree

Required Program Units
ANTH 300, Physical Anthropology ................................................. 3
ANTH 301, Physical Anthropology Laboratory .............................. 1
ANTH 310, Cultural Anthropology ................................................. 3
ANTH 320, Introduction to Archaeology and World Prehistory ... 3
A minimum of 3 units from the following: ....................................... 3
One other three-unit Anthropology course
A minimum of 12 units from the following: ................................. 12
Courses in Geography, Sociology, or History

Total Units Required 25

Associate in Arts (A. A.) Degree
The Associate in Arts Degree may be obtained by completion of the required program, plus general education requirements, plus sufficient electives to meet a 60 unit total. See SCC graduation requirements.

ANTH 300 Physical Anthropology 3 Units
Prerequisite: ENGWR 50 and ENGWR 59 or ESLW 310 and ESLR 310 with grades of “C” or better
General Education: AA/AS Area IV; CSU Area B2; IGETC Area 5B
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course is an introduction to the science of physical anthropology. The topics to be covered will include: the field of anthropology; the scientific method; genetics and inheritance; natural selection; principles and mechanics of evolution; evidence of evolution; modern human variation; living primates; and the fossil evidence for human evolution.

ANTH 301 Physical Anthropology 1 Unit Laboratory
Prerequisite: ANTH 300 or 480 or concurrent enrollment in ANTH 300 or 480. ENGWR 50 and ENGWR 59 or ESLW 310 and ESLR 310 with grades of “C” or better.
General Education: AA/AS Area IV; CSU Area B3; IGETC Area 5B
Course Transferable to UC/CSU
Hours: 54 hours LAB
This introductory laboratory course is designed to familiarize students with the methods and materials of physical anthropology. Topics of significance covered in the course will include human osteology, forensic anthropology, genetics and evolutionary theory, biological classification, primatology, and the fossil evidence for the evolution of humans and their ancestors. Field trips may be included at the discretion of the instructor.

ANTH 310 Cultural Anthropology 3 Units
Prerequisite: ANTH 300 or 480 or concurrent enrollment in ANTH 310 with grades of “C” or better.
General Education: AA/AS Area V(b); AA/AS Area VI; CSU Area D1; IGETC Area 4A
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course is an introduction to the variety of customs, traditions, and forms of social organization in a variety of western and non-western societies. The main goal of the course is to understand the importance of culture for both the individual and societies. Anthropological concepts that will be stressed include human culture and language, cultural relativism, holism, ethnocentrism, cross-cultural comparisons, field work and theory. Topics include the nature of culture, subsistence methods, religion, linguistics, trade and economic systems, arts, kindship, marriage and family systems, technology, and change.
ANTH 315  Cultures in Focus  3 Units  
Prerequisite: ENGWR 50 and ENGWR 59 or ESLW 310 and ESR 310 with grades of “C” or better.  
General Education: AA/AS Area V(b); AA/AS Area VI; CSU Area D1; IGETC Area 4A  
Course Transferable to UC/CSU  
Hours: 54 hours LEC  
This course examines American and non-Western/Third World cultures with emphasis on development problems. The historical and cultural context of development will be examined. The technological changes are examined as they impact ideological aspects of culture. Problems of overpopulation, underemployment and famine will be studied.

ANTH 317  Cultures of Southeast Asia  3 Units  
Prerequisite: None.  
Advisory: Completion of ENGWR 100 or ESLW 340 with a grade of “C” or better.  
General Education: AA/AS Area V(b); AA/AS Area VI; CSU Area D1; IGETC Area 4A  
Course Transferable to UC/CSU  
Hours: 54 hours LEC  
This course is an introduction to and comparison of the many cultures of Southeast Asia, including those in the countries of Vietnam, Myanmar, Thailand, Laos, Cambodia, Malaysia, Indonesia, and the Philippines. Cultural themes will include prehistory, gender, religion, the arts, cuisines, economies, social organization, colonialism, conflict, development, and migration. The course will include studies of Southeast Asian communities in the United States, the historical precedents of their arrivals, and some of the challenges that they face as minority cultures.

ANTH 320  Introduction to Archaeology and World Prehistory  3 Units  
Prerequisite: ENGWR 50 and ENGWR 59 or ESLW 310 and ESR 310 with grades of “C” or better.  
General Education: AA/AS Area V(b); AA/AS Area VI; CSU Area D1; IGETC Area 4A  
Course Transferable to UC/CSU  
Hours: 54 hours LEC  
This course is an introduction to the field of Archaeology and a survey of World Prehistory. Students will be introduced to the theories, concepts, and methods employed by archaeologists in the study of the human past. By examining the archaeological record of cultures in Africa, Europe, Asia, the Americas, and the Pacific Islands, this course explores the trajectory of human cultures from the Upper Paleolithic onward, using a range of case studies from around the world.

ANTH 322  Archeological Site Identification  1.5 Units  
Prerequisite: ENGWR 50 and ENGWR 59 or ESLW 310 and ESR 310 with grades of “C” or better.  
Course Transferable to CSU  
Hours: 27 hours LEC  
This class provides classroom and field experience in all aspects of identifying prehistoric and historic sites: map reading, making sketch maps, artifact identification, historic and prehistoric background of Northern California, completing an official Site Survey Form acceptable to State Standards, and experience identifying sites in real field situations. Students receive partial preparation for entry level jobs with government agencies or archeological consulting firms. Two field trips are required. This class may be repeated once for credit.

ANTH 330  Magic, Witchcraft, and Religion  3 Units  
Prerequisite: ENGWR 50 and ENGWR 59 or ESLW 310 and ESR 310 with grades of “C” or better.  
General Education: AA/AS Area I; AA/AS Area VI; CSU Area D1; IGETC Area 3B; IGETC Area 4A  
Course Transferable to UC/CSU  
Hours: 54 hours LEC  
This is a cross-cultural study of the forms and functions and supernatural beliefs and associated rituals in various societies of Africa, Asia, aboriginal Australia, Oceania, South America, native North America and elsewhere. The emphasis of the course is on understanding beliefs and rituals within their social contexts, and on broad comparison to derive insight into the general functions of beliefs and rituals in human life.

ANTH 332  Native Peoples of California  3 Units  
Prerequisite: ENGWR 50 and ENGWR 59 or ESLW 310 and ESR 310 with grades of “C” or better.  
General Education: AA/AS Area V(b); AA/AS Area VI; CSU Area D1; IGETC Area 4A  
Course Transferable to UC/CSU  
Hours: 54 hours LEC  
This course provides a study of the Native inhabitants of California from the prehistoric period to the present time, in addition to offering an introduction to the diversity and complexity of aboriginal California. It includes the environmental adaptation, material culture, social structure, ideology, and response to change. This course meets the SCC Multicultural Graduation Requirement for comparative examination of diverse culture groups in the U.S. In addition to gaining perspectives on the great diversity of aboriginal cultures in California, the student will examine the impact of the other Native and non-Native groups on those cultures.
ANTH 334  Native Peoples of North America  3 Units
Prerequisite: ENGWR 50 and ENGWR 59 or ESLW 310 and ESLR 310 with grades of “C” or better.
General Education: AA/AS Area V(b); AA/AS Area Vi; CSU Area D1; IGETC Area 4A
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course is an introductory survey of traditional Native American societies. The course will describe our understanding of the peoples and cultures of North America and emphasize native ecological adaptations, languages, social organizations, religion, mythologies and world view, and artistic representations. Perspectives on changes in traditional life and Native American’s current position in American society will be included. A field trip may be optional.

ANTH 341  Introduction to Linguistics  3 Units
Prerequisite: ENGWR 50 and ENGWR 59 or ESLW 310 and ESLR 310 with grades of “C” or better.
General Education: AA/AS Area V(b); AA/AS Area Vi; CSU Area D1; IGETC Area 4A
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course will involve the student in the exploration of the role of language in social interaction and world view, minority languages and dialects, bilingualism, literacy, and the social motivation of language change. The student will also be introduced to the analytical techniques of linguistics and the demonstration of their relevance to language in sociocultural issues.

ANTH 480  Honors Physical Anthropology  3 Units
Prerequisite: None.
General Education: AA/AS Area IV; CSU Area B2; IGETC Area SB
Enrollment Limitation: Eligibility for admission to the Honors Program.
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course is a seminar-style Honors-level introduction to the science of physical anthropology. Topics will include: the field of anthropology; the scientific method; genetics and inheritance; natural selection; principles and mechanics of evolution; evidence of evolution; modern human variation; living primates; and the fossil evidence for human evolution. This honors section uses an intensive instructional methodology designed to challenge motivated students.

ANTH 481  Honors Cultural Anthropology  3 Units
Prerequisite: None.
General Education: AA/AS Area V(b); AA/AS Area Vi; CSU Area D1; IGETC Area 4A
Enrollment Limitation: Eligibility for admission to the Honors Program.
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course is a seminar-style introduction to the variety of customs, traditions, and forms of social organization in a variety of western and non-western societies. The main goals of the course are to understand the importance of culture for both the individual and societies. Anthropological concepts will be stressed including human culture and language, cultural relativism, holism, ethnocentrism, cross-cultural comparisons, fieldwork and theory. Topics include the nature of culture, subsistence methods, religion, linguistics, trade and economic systems, arts, kinship, marriage and family systems, technology and change. This honors section uses an intensive instructional methodology designed to challenge motivated students.

ANTH 494  Topics in Anthropology  1-3 Units
Prerequisite: Determined by topic.
Course Transferable to CSU
Hours: 54 hours LEC
This course provides an examination of specific topics from an anthropological perspective. The particular subject to be covered each semester will be determined by the anthropology faculty and depend on topical events. Students can earn from 1-3 units. Students should consult the schedule of classes for the specific topic.

ANTH 495  Independent Studies in Anthropology  1-3 Units
Prerequisite: None
Course Transferable to UC/CSU
Hours: 54 hours LAB
See Independent Studies.

ANTH 499  Experimental Offering in Anthropology  .5-4 Units
Prerequisite: None
Course Transferable to UC/CSU
Hours: 72 hours LEC
See Experimental Offerings.
Program Information
The art program is designed for students interested in transferring to a four-year university or college, as well as students interested in furthering their skills in the visual arts. A wide range of courses are offered, providing students experiences in drawing, painting, sculpture, ceramics, and other media.

Career Opportunities
Degrees in art allow individuals to work in the educational field as teachers, as well as in museums, as restorers, and in galleries. Primarily, individuals with art degrees will work independently, producing works which are displayed in museums, galleries, and other exhibition spaces. Some artists will also work as graphic designers, illustrators, and in other commercial work.

Art
Associate in Arts Degree

Required Program

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>ART 300, Elementary Drawing and Composition</td>
<td>3</td>
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<tr>
<td>ART 302, Elementary Drawing and Composition</td>
<td>3</td>
</tr>
<tr>
<td>ART 320, Design: Fundamentals</td>
<td>3</td>
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<tr>
<td>ART 370, Three Dimensional Design</td>
<td>3</td>
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<tr>
<td>ARTH 300, Introduction to Art</td>
<td>3</td>
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<tr>
<td>or ARTH 304, Ancient Art</td>
<td>3</td>
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<tr>
<td>or ARTH 306, Medieval Art</td>
<td>3</td>
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<tr>
<td>or ARTH 308, Renaissance Tradition in Art</td>
<td>3</td>
</tr>
<tr>
<td>or ARTH 310, Modern Art</td>
<td>3</td>
</tr>
<tr>
<td>or ARTH 312, Women in Art</td>
<td>3</td>
</tr>
<tr>
<td>or ARTH 324, Art of the Americas (3)</td>
<td>3</td>
</tr>
<tr>
<td>or ARTH 328, Survey of African Art (3)</td>
<td>3</td>
</tr>
<tr>
<td>or ARTH 330, Survey of African-American Art (3)</td>
<td>3</td>
</tr>
<tr>
<td>or ARTH 332, Asian Art (3)</td>
<td></td>
</tr>
</tbody>
</table>

A minimum of 3 units from the following:       3
Any other ART course.

Total Units Required 18

Associate in Arts (A.A.) Degree
The Associate in Arts degree may be obtained by completion of the required program, plus general education requirements, plus sufficient electives to meet a 60-unit total. See SCC graduation requirements.

Transfer Program
Transfer students should consult the Requirements of Transfer Institutions section of this catalog and the Art or related major sections of the specific catalog for the institution to which they wish to transfer to determine admissions, general education, and major requirements. Consultation with an SCC counselor is urged.

Art History
Associate in Arts Degree

Required Program

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>ARTH 304, Ancient Art</td>
<td>3</td>
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<tr>
<td>ARTH 306, Medieval Art</td>
<td>3</td>
</tr>
<tr>
<td>ARTH 308, Renaissance Tradition in Art</td>
<td>3</td>
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<tr>
<td>ARTH 310, Modern Art</td>
<td>3</td>
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<tr>
<td>ARTH 320, Cultural Survey of World Art</td>
<td>3</td>
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<tr>
<td>or ARTH 324, Art of the Americas (3)</td>
<td>3</td>
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<tr>
<td>or ARTH 328, Survey of African Art (3)</td>
<td>3</td>
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<tr>
<td>or ARTH 332, Asian Art (3)</td>
<td></td>
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<tr>
<td>ART 300, Elementary Drawing and Composition</td>
<td>3</td>
</tr>
<tr>
<td>or HIST 300, History of Western Civilization (3)</td>
<td>3</td>
</tr>
<tr>
<td>or HIST 302, History of Western Civilization (3)</td>
<td>3</td>
</tr>
<tr>
<td>or HIST 307, History of World Civilizations to 1500 (3)</td>
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</tr>
<tr>
<td>or HIST 308, History of World Civilizations, 1500 to Present (3)</td>
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<tr>
<td>or HIST 310, History of the United States (3)</td>
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<tr>
<td>or HIST 311, History of the United States (3)</td>
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<tr>
<td>or HIST 344, Survey of California History: A Multicultural Perspective (3)</td>
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<tr>
<td>or HIST 380, History of the Middle East (3)</td>
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</tbody>
</table>

A minimum of 6 units from the following:       6

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 320, Design: Fundamentals (3)</td>
<td></td>
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<tr>
<td>or ART 332, Oil Painting (3)</td>
<td></td>
</tr>
<tr>
<td>or ART 370, Three Dimensional Design (3)</td>
<td></td>
</tr>
<tr>
<td>or ART 390, Ceramics (3)</td>
<td></td>
</tr>
</tbody>
</table>

Total Units Required 27

Associate in Arts (A.A.) Degree
The Associate in Arts degree may be obtained by completion of the required program, plus general education requirements, plus sufficient electives to meet a 60-unit total. See SCC graduation requirements.
ART 121  Welding for the Artist  3 Units
Prerequisite: MIT 100 with a grade of “C” or better.
Hours: 36 hours LEC; 54 hours LAB
This course will cover metal sculpture techniques, design principles, and materials used for sculpture on functional and non-functional art forms and on ferrous and non-ferrous metals. Techniques taught will include the major welding and cutting processes-SMAW, MIG, TIG, plasma, gas welding and cutting. Safety will be an integral part of the course. Students will need to provide their own gloves, boots, leather aprons, and some ferrous and nonferrous metals. The welding department will provide face shields, welding and cutting machines, lab safety equipment, and some metals.

ART 300  Elementary Drawing and Composition  3 Units
Prerequisite: None.
General Education: AA/AS Area I; CSU Area C1
Course Transferable to UC/CSU
Hours: 36 hours LEC; 54 hours LAB
This course includes problems in observation and the translation of this experience into graphic terms by exploration of the formal elements of art (line, shape, volume, space, texture, light, and shadow). Students will also be introduced to historical and contemporary drawing styles. This course is a basic requirement for all art students. A field trip is required.

ART 301  Digital Drawing and Composition  3 Units
Prerequisite: None.
Course Transferable to UC/CSU
Hours: 36 hours LEC; 54 hours LAB
This course is designed to address the traditional qualities of creative drawing and the unique properties of drawings produced using computer technology. The course includes problems in observation and expression and the translating of these experiences into graphic terms by exploration of gesture, line, texture, shape, volume, space, light, and shadow. (Formerly ART 450)

ART 302  Elementary Drawing and Composition  3 Units
Prerequisite: ART 300 with a grade of “C” or better.
Course Transferable to UC/CSU
Hours: 36 hours LEC; 54 hours LAB
This course expands on the drawing skills presented in ART 300 and covers more complex problems in observation, personal expression, and the formal exploration of composition. Students investigate subject, form, and content through color and the use of materials and techniques. A field trip is required.

ART 304  Figure Drawing and Composition  3 Units
Prerequisite: ART 300 with a grade of “C” or better determined through portfolio review.
Course Transferable to UC/CSU
Hours: 36 hours LEC; 54 hours LAB
This course offers the study of the aesthetic form of the human figure by analyzing, drawing, and composing its structural elements in a representational manner with respect to line, tone, shape, and color. Models draped and/or undraped will be used as subjects. A variety of media will be introduced in the exploration of drawing of the human form. A field trip to a local gallery is required.

ART 305  Figure Drawing and Composition  3 Units
Prerequisite: ART 304 with a grade of “C” or better
General Education: CSU Area C1
Course Transferable to UC/CSU
Hours: 36 hours LEC; 54 hours LAB
This is a combined lecture and lab course where the human figure is studied directly and in historical context. Students will study the structure, proportion, and relationship of the undraped/draped human figure to compositional space and color. Students will study great works of figurative-based art and will practice subjective responses to a multitude of aesthetic theories. A field trip to an art museum or gallery is required for this course.

ART 307  Rendering  3 Units
Prerequisite: ART 300 with a grade of “C” or better.
Course Transferable to UC/CSU
Hours: 36 hours LEC; 54 hours LAB
This course covers drawing and painting techniques which results in the accurate representation of diverse subject matter. A field trip is required.

ART 310  Pen and Ink Drawing  3 Units
Prerequisite: None
Advisory: ART 300 with a grade of “C” or better or equivalent.
Course Transferable to UC/CSU
Hours: 36 hours LEC; 54 hours LAB
This course emphasizes the fine art of black and white line and mass drawing using a variety of pen and ink, brush and ink techniques, and materials. Topics may include: compositional and pictorial elements using line, light, space, texture, and value. This course is intended for those interested in fine art, illustration and graphic design and is not restricted to art majors. A field trip is required.

ART 312  Portrait Drawing  3 Units
Prerequisite: ART 300 with a grade of “C” or better
Course Transferable to UC/CSU
Hours: 36 hours LEC; 54 hours LAB
This course is an introduction to and exploration of the human image as the subject of art. Emphasis is on developing the skills needed to portray specific individuals, rather than a generalized image of people. This is primarily a practice course including elements of the history and traditions of portraiture. A field trip to an art gallery or museum is required.
ART 313  Portrait Drawing: Abstract  3 Units
Prerequisite: ART 300 with a grade of “C” or better
Course Transferable to UC/CSU
Hours: 36 hours LEC; 54 hours LAB
This course gives portrait drawing students an opportunity to focus on abstract and expressive ways of representing the human face. Emphasis is on the human image as subject and content. Students will be working within the context of established contemporary portraiture practices and techniques. A field trip to an art gallery, museum, and/or artist's studio is required.

ART 320  Design: Fundamentals  3 Units
Prerequisite: None.
General Education: AA/AS Area I; CSU Area C1
Course Transferable to UC/CSU
Hours: 36 hours LEC; 54 hours LAB
This course is an introduction to the formal aspects of line, shape, tone, color, and theories of their organization and composition in works of art. Historic and contemporary examples of design will also be studied within the contexts of students' projects. This course is a basic requirement for all art students. A field trip to an art museum or gallery is required.

ART 321  Graphic Design in the Fine Arts  3 Units
Prerequisite: None.
Advisory: ART 300 and ART 320 with grades of “C” or better, or the equivalent course work at another college, or evaluation of professional work determined by a review of the applicant's portfolio.
Course Transferable to UC/CSU
Hours: 36 hours LEC; 54 hours LAB
This course emphasizes the aesthetic principles of graphic design (layout, lettering, illustration, color, and design) as they are used in fine art. A field trip to an art gallery or museum is required for this course.

ART 322  Design: Image and Content  3 Units
Prerequisite: None.
Advisory: ART 320 with a grade of “C” or better.
Course Transferable to UC/CSU
Hours: 36 hours LEC; 54 hours LAB
This course involves the study of the formal elements of line, shape, tone, color, and theories of their organization and composition. Emphasis is on the expressive aspect of subject and content and the influence of materials and techniques on form. A field trip to a museum and/or gallery is required.

ART 323  Design: Color Theory  3 Units
Prerequisite: None
Course Transferable to UC/CSU
Hours: 36 hours LEC; 54 hours LAB
This course covers studio problems in the use and understanding of color and its application to works of art. This course is appropriate for a variety of color-sensitive classes or fields of interest. Emphasis is on color relationships, color interactions, and color mixing. Color is explored from an objective (optical) as well as a subjective (interpretative) point of view. A field trip is required.

ART 324  Collage and Assemblage  3 Units
Prerequisite: None.
General Education: CSU Area C1
Course Transferable to CSU
Hours: 36 hours LEC; 54 hours LAB
This course investigates the alteration and creation of a dimensional surface with found and constructed materials. Topics on the history of collage and assemblage and the application of historical and contemporary techniques and concepts provide the impetus for production of works of art. Development of a personal visual language is fundamental to this course. A field trip to an art gallery or museum is required.

ART 325  Introduction to Graphic Design  3 Units
Prerequisite: None
Advisory: ART 300 and ART 320 with grades of “C” or better or the equivalent course work at another college, or evaluation of professional work determined by a review of the applicant’s portfolio.
Course Transferable to CSU
Hours: 36 hours LEC; 54 hours LAB
This course emphasizes the aesthetic principles of graphic design (layout, lettering, illustration, color, and design) as they are used in fine art. A field trip is required for this course.

ART 332  Oil Painting  3 Units
Prerequisite: None
Advisory: ART 300 and ART 320 with grades of “C” or better.
Course Transferable to UC/CSU
Hours: 36 hours LEC; 54 hours LAB
This course is an introduction to the medium and materials used in oil painting. Along with the methods and traditions of painting images, color, pattern, line, texture, light, space, style and techniques and their application in both historical and contemporary works are thoroughly investigated. This course may be taken twice for credit.

ART 334  Acrylic Painting  3 Units
Prerequisite: None
Advisory: ART 300 and ART 320 with grades of “C” or better.
Course Transferable to UC/CSU
Hours: 36 hours LEC; 54 hours LAB
This course is an introduction to the medium and materials used in acrylic painting. Emphasized are a breakdown and analysis of composition with respect to color, pattern, light, and space and their application in both historical and contemporary works. A field trip is required.

ART 335  Acrylic Painting: Abstract  3 Units
Prerequisite: None.
Course Transferable to UC/CSU
Hours: 36 hours LEC; 54 hours LAB
This course is an introduction to the mediums and materials used in acrylic painting with an emphasis on abstract subject matter, style, and content. A field trip is required.
ART 336  Watercolor Painting  3 Units
Prerequisite: None
Advisory: ART 300 and ART 320 with grades of “C” or better.
Course Transferable to UC/CSU
Hours: 36 hours LEC; 54 hours LAB
This course is an introduction to the medium and materials used in watercolor painting. Included are a breakdown and analysis of composition with respect to color, pattern, light, and space; style and techniques with their application in both historical and contemporary works. A field trip to a gallery or museum is required.

ART 337  Intermediate Watercolor  3 Units
Painting
Prerequisite: ART 336 with a grade of “C” or better
General Education: CSU Area C1
Course Transferable to UC/CSU
Hours: 36 hours LEC; 54 hours LAB
This is an intermediate watercolor course. It includes an in-depth study of contemporary methods and concepts in transparent watercolor. Emphasis is given to different approaches to watercolor, as well as composition, technical problems and solutions, and individual style development. Each semester different artists are discussed to illustrate concepts and techniques. A field trip to a museum or gallery is required.

ART 361  Printmaking: Survey  3 Units
Prerequisite: None.
Course Transferable to CSU
Hours: 36 hours LEC; 54 hours LAB
This is a beginning printmaking course, which may include relief (wood and linoleum), intaglio (etching and drypoint), stencil (silk-screening), and monoprint processes. A field trip to a gallery or museum is required.

ART 367  Printmaking: Book Arts  3 Units
Prerequisite: None.
Course Transferable to CSU
Hours: 36 hours LEC; 54 hours LAB
This course is an introduction to the studio theory and practice of the books arts. Students will explore the book as a format for presenting unique ideas through physical structures. Students will learn the process of basic book construction, while developing understanding of the artist’s book as concept. Book forms may include altered books, memory books, folded, stab, sewn bindings, sculptural boxes, and portfolios. Topics include paste papers and the use of image transfers, collage, prints, and mixed media. Also covered is the history of traditional and contemporary books and manuscripts. A field trip to a gallery or museum is required.

ART 368  Printmaking: Etching and Relief  3 Units
Prerequisite: None
Advisory: ART 300 and ART 320 with grades of “C” or better.
Course Transferable to UC/CSU
Hours: 36 hours LEC; 54 hours LAB
This course is an introduction to printmaking. Emphasized are intaglio (etching) and relief processes. Intaglio may include line etching, aquatint, soft ground, drypoint, engraving, and monotype. Materials in relief printing may include linoleum or woodblock. This course may be taken twice for credit. A field trip to a museum or gallery is required.

ART 369  Printmaking: Lithography and Silk Screen  3 Units
Prerequisite: None.
Advisory: ART 300 and ART 320 with grades of “C” or better.
Course Transferable to UC/CSU
Hours: 36 hours LEC; 54 hours LAB
This course is an introduction to lithography and silk screen printing. Lithography may involve the printing of hand drawn images on materials such as stone, metal plate, and other planographic surfaces. The techniques used in silk screen printing include drawn and photo established stencils printed on both paper and fabric. A field trip to a gallery or museum is required.

ART 370  Three Dimensional Design  3 Units
Prerequisite: None.
Advisory: ENGWR 100 or ESLW 320; with a grade of “C” or better.
General Education: CSU Area C1
Course Transferable to UC/CSU
Hours: 36 hours LEC; 54 hours LAB
This course is an introduction to Three Dimensional Design/Sculpture. Students will learn basic elements of line, plane, volume, and color through research, exercises, and projects. Students will develop a visual and verbal vocabulary and problem solving skills to express ideas and enhance projects. Lectures will include information and visual images of Western and non-Western art and movements, as well as historical and cultural issues relating to art and design. One field trip to a museum or gallery will be required. This course may be taken twice for credit.

ART 372  Sculpture  3 Units
Prerequisite: ART 370 with a grade of “C” or better or portfolio review for skills in basic sculpture.
Course Transferable to UC/CSU
Hours: 36 hours LEC; 54 hours LAB
This course is meant to follow ART 370, focusing on complex sculptural methods and ideas. Students will learn additional technical skills, including casting, additive, and reductive/carving sculptural methods. Students will develop a visual and verbal vocabulary and problem solving skills to enable ideas and enhance projects. This class will focus heavily on historical and cultural issues relating to art and design, as well as the students’ own conceptual development. One field trip to a museum or gallery will be required.
ART 373  Sculpture  3 Units
Prerequisite: ART 372.
Course Transferable to UC/CSU
Hours: 36 hours LEC; 54 hours LAB
This course will teach advanced practice in the expressive use of form and color in space. Students will use a variety of media including plaster, wood, glass, cement, clay, and stone. The course stresses creative effort, development of individual expression, new ideas, and knowledge of technical processes. Students will learn to use historical and contemporary approaches in developing content. One field trip to a museum or gallery will be required.

ART 374  Sculpture Lab  1-2 Units
Prerequisite: ART 373 with a grade of “C” or better
Corequisite: ART 373
Course Transferable to CSU
Hours: 108 hours LAB
This course offers laboratory experience to assist completion of complex sculpture projects. The course focuses on the development of a personal creative vision, furthering technical skills and complex problem-solving.

ART 375  Figure Sculpture  3 Units
Prerequisite: ART 300 with a grade of “C” or better
Advisory: ART 304 and ART 370 with grades of “C” or better
Course Transferable to UC/CSU
Hours: 36 hours LEC; 54 hours LAB
This course introduces figure sculpture, using the live nude model as a reference. It will develop an understanding of the human form as it relates to both modern and traditional sculpture. These concepts will be developed by making studio projects using a variety of sculpture materials. The projects will combine new understanding of human form with imagination, for a more complete expression of technique and creativity. A field trip to a museum or gallery is required.

ART 380  Techniques in Metal Design  3 Units
Prerequisite: None.
General Education: CSU Area C1
Course Transferable to CSU
Hours: 36 hours LEC; 54 hours LAB
This course explores individual research and practice in small metals working in two and three dimensional forms. The elements of metal design and form will be applied to small metals. Techniques may include casting, mold making, brazing, soldering, welding, and laminating. One field trip to an art gallery or museum is required.

ART 384  Metal Design: Emphasis In  3 Units
Casting
Prerequisite: None.
Advisory: ART 380 or 381 with a grade of “C” or better.
Course Transferable to CSU
Hours: 36 hours LEC; 54 hours LAB
This course covers historical and contemporary approaches to centrifugal casting, wax patterns, and the aesthetic aspects of metal casting for small scale sculpture and jewelry. Basic methods and techniques for wax working, kiln burnout, centrifugal casting, and metal finishing will be emphasized. A field trip to an art gallery, museum, or artist’s studio will be required.

ART 385  Metal Arts Lab  1-2 Units
Prerequisite: None.
Corequisite: ART 380, 381, or 384 or a grade of “C” or better in one of the corequisite courses in a previous semester.
Course Transferable to CSU
Hours: 108 hours LAB
This course offers laboratory experience to assist students in completing complex metal art projects. The course focuses on the development of a personal creative vision furthering technical skills and complex problem-solving. This class may be repeated up to a maximum of six units.

ART 390  Ceramics  3 Units
Prerequisite: None.
General Education: AA/AS Area I; CSU Area C1
Course Transferable to UC/CSU
Hours: 36 hours LEC; 54 hours LAB
This is an introductory course devoted to the history, practice, experimentation, and refinement in the art of ceramics. This course will include the historic and modern traditions of ceramics, hand construction methods, glaze fundamentals, and beginning wheel throwing. One field trip to an art gallery, art museum or artist’s studio is required.

ART 391  Intermediate Ceramics  3 Units
Prerequisite: ART 390 with a grade of “C” or better.
Course Transferable to UC/CSU
Hours: 36 hours LEC; 54 hours LAB
This is an intermediate level course devoted to practice experimentation and refinement in the art of ceramics. This course will be devoted to intermediate work in hand building, sculpture techniques, wheel throwing, kiln operations, and glaze calculations. A field trip is required.

ART 392  Ceramic Lab  1-2 Units
Prerequisite: None.
Corequisite: ART 390 or ART 391 or ART 400
Course Transferable to CSU
Hours: 108 hours LAB
This course offers laboratory experience to assist students in completing complex ceramic projects. The course focuses on the development of a personal creative vision, furthering technical skills, and complex problem solving. This course may taken twice for credit.
ART 394  Wheel Thrown Ceramics, 3 Units
Beginning
Prerequisite: None
Course Transferable to UC/CSU
Hours: 36 hours LEC; 54 hours LAB
This course is a comprehensive course in the art of wheel thrown ceramics. The course will provide students with a broad understanding of the ceramics process, from the excavation and composition of clays to the finished fired glazed wares. There will also be opportunities to participate in the ancient Japanese form of ceramics known as Raku. Students at all skill levels in ceramics, from introductory through advanced, may take the course. One field trip to an art museum or gallery is required.

ART 395  Wheel Thrown Ceramics, 3 Units
Intermediate
Prerequisite: ART 394 with a grade of “C” or better
Course Transferable to UC/CSU
Hours: 36 hours LEC; 54 hours LAB
This course is an intermediate class in wheel thrown ceramics. The course will provide students with opportunities to further explore the technical and creative processes of ceramic pottery-making, such as Raku and primitive firing processes and experimentation of different surface treatments. A field trip to a museum or gallery is required for this course.

ART 396  Wheel Thrown Ceramics, 3 Units
Advanced
Prerequisite: ART 394 and 395 with grades of “C” or better
Course Transferable to UC/CSU
Hours: 36 hours LEC; 54 hours LAB
This course is an advanced class in wheel thrown ceramics. The course will provide students with individual approaches to create their own unique pottery forms. Emphasis will be placed on more aesthetic approaches to pottery-making and thrown sculptural forms. Students will be able to express individual artistic concepts and ideas through pottery forms using various advanced ceramic techniques, which include glazing, firing, and surface treatment.

ART 400  Clay Sculpture 3 Units
Prerequisite: None.
Advisory: ART 300 with a grade of “C” or better.
General Education: CSU Area C1
Course Transferable to UC/CSU
Hours: 36 hours LEC; 54 hours LAB
This is an introductory lab course in ceramics devoted to three dimensional and relief sculptural forms. There will be experimentation in combining clay and other media. A field trip to an art museum or gallery is required.

ART 404  Intermediate Clay Sculpture 3 Units
Prerequisite: ART 400 with a grade of “C” or better
Course Transferable to UC/CSU
Hours: 36 hours LEC; 54 hours LAB
This course is an intermediate class in ceramic sculpture techniques and methods. The course will include glazing, surface treatment, and various firing processes used in clay sculpture. Focus will be placed on in-depth examination of contemporary ceramic sculpture and three-dimensional design. A field trip is required.

ART 430  Art and Children 3 Units
Prerequisite: None.
Advisory: ENGRD 110 and ENGWR 100 with a grade of “C” or better
General Education: AA/AS Area I
Course Transferable to CSU
Hours: 36 hours LEC; 54 hours LAB
This course introduces the use of tools, media, and process for studio activity in the K-12 classroom. It includes the study of basic appreciation of art history, movements, and concepts. The course combines the activity of a beginning college art course with various methods and approaches to teaching visual art.

ART 440  Artists’ Materials and Techniques 3 Units
Prerequisite: None.
General Education: AA/AS Area I
Course Transferable to CSU
Hours: 36 hours LEC; 54 hours LAB
This course is an introduction to the general area of artists’ materials and techniques in both contemporary and historical contexts. Included are the use of tools in construction of painting supports and techniques in matting, framing, and art display. Pigment, composition study and the appreciation of historical, traditional, and modern techniques in two and three dimensional media are also emphasized. One field trip is required.

ART 443  Art Gallery Operations 3 Units
Prerequisite: None.
Advisory: ARTH 300 with a grade of “C” or better or equivalent.
Course Transferable to CSU
Hours: 36 hours LEC; 54 hours LAB
This first-semester course involves gallery preparation and maintenance as students learn gallery fundamentals in the visual arts. Involved are experiences in planning and installing exhibitions, inventory and maintenance of a permanent art collection, participation in staffing and docent activities, and gallery and student outreach programs. A field trip to a museum or gallery is required.

ART 445  Art Gallery Operations 3 Units
Prerequisite: ART 443 with a grade of “C” or better.
Course Transferable to CSU
Hours: 36 hours LEC; 54 hours LAB
This second-semester course involves further study of gallery preparation and maintenance as students learn gallery fundamentals in the visual arts. Involved are experiences in planning and installing exhibitions, inventory and maintenance of a permanent art collection, conservation techniques, participation in staffing and docent activities, and gallery and student outreach programs. Second-semester students do advanced studies and work on campus exhibitions, community outreach programs, and the SCC Permanent Art Collection. Two field trips are required for this class.
ART 446  Portfolio Preparation  
3 Units  
Prerequisite: None.  
Course Transferable to CSU  
Hours: 36 hours LEC; 54 hours LAB  
This course is designed for students who are interested in the creation or revision of a portfolio in order to gain entrance to galleries as an exhibiting artist. Emphasis is on photographing, matting, and framing art, as well as preparing artists' statements, resumes, brochures, and business cards. A field trip to a gallery or museum is required.

ART 494  Topics in Art  
.5-4 Units  
Prerequisite: None  
Advisory: ART 300 and ART 320.  
Course Transferable to UC/CSU  
Hours: 54 hours LEC; 162 hours LAB  
This course is designed to give students an opportunity to study topics in art not included in current course offerings. This course may be taken four times for credit providing there is no duplication of topics.

ART 495  Independent Studies in Art  
1-3 Units  
Prerequisite: None  
Course Transferable to UC/CSU  
Hours: 36 hours LEC; 54 hours LAB  
This course involves an individual student or small groups of students in study, research, or activities beyond the scope of regularly offered courses, pursuant to an agreement among college, faculty members, and students. Independent Studies in Art offers students a chance to do research and/or experimentation that is more typical of advanced studies in the studio arts.

ART 498  Work Experience in Art  
1-4 Units  
Prerequisite: None  
Course Transferable to CSU  
Hours: 48 hours LEC; 72 hours LAB  
This course involves 12 hours lecture and 18 hours of art-related work experience for one unit; 12 hours of lecture and 18 hours of art-related work experience can be scheduled for each additional unit. The course may be repeated four times when there is new or expanded learning on the job.

ART 499  Experimental Offering in Art  
.5-4 Units  
Prerequisite: None  
Course Transferable to UC/CSU  
Hours: 54 hours LEC; 36 hours LAB  
This course will be an experimental offering on topics not yet covered by current Art courses or an offering that addresses topics as they arise, such as those which relate to a new media or technique. Courses will be structured around either a specific technique (such as "performance art" or "calligraphy for beginners") or a specific set of projects ("Calligraphic portfolio" or "Digital images for your portfolio"). This course can be repeated for credit four times as long as there is no duplication of topics.

ARTH 300  Introduction to Art  
3 Units  
Prerequisite: None.  
General Education: AA/AS Area I; CSU Area C1; IGETC Area 3A  
Course Transferable to UC/CSU  
Hours: 54 hours LEC  
This course emphasizes the history, sources, techniques, and problems of art. Included are illustrated lectures, readings, and discussions on the various manifestations of art in cultures throughout the world. This course is recommended as a basis for the understanding of art. A field trip is required.

ARTH 302  Art: Stone Age Through the Middle Ages  
3 Units  
Prerequisite: None.  
Advisory: ENGWR 301 or ENGWR 302 with a grade of “C” or better.  
General Education: AA/AS Area I; CSU Area C1; IGETC Area 3A  
Course Transferable to UC/CSU  
Hours: 54 hours LEC  
This course is a study of the architecture, sculpture, and painting of the Near East and Europe from the Stone Age through the Middle Ages. Art works of each period are discussed and related to respective cultures. Field trips and/or individual visitation to art galleries and museums are required.

ARTH 304  Ancient Art  
3 Units  
Prerequisite: None.  
Advisory: ENGWR 301 or ENGWR 302 with a grade of “C” or better.  
General Education: AA/AS Area I; CSU Area C1; IGETC Area 3A  
Course Transferable to UC/CSU  
Hours: 54 hours LEC  
This course is an introduction to the development of Western art from the Prehistoric era through the Roman period. Emphasis is on ancient Near Eastern, Egyptian, Greek, and Roman cultures. Comparisons are made with other cultures.

ARTH 306  Medieval Art  
3 Units  
Prerequisite: None.  
Advisory: ENGWR 301 or ENGWR 302 with a grade of “C” or better.  
General Education: AA/AS Area I; CSU Area C1; IGETC Area 3A  
Course Transferable to UC/CSU  
Hours: 54 hours LEC  
This course is an introduction to the origin and development of Medieval art and architecture, including the Early Christian, Byzantine, Celtic, Islamic, Romanesque, and Gothic contributions. Comparisons are made with other traditions.
ARTH 308  Renaissance Tradition in Art  3 Units
Prerequisite: None.
Advisory: ENGWR 301 or ENGWR 302 with a grade of “C” or better.
General Education: AA/AS Area I; CSU Area C1; IGETC Area 3A
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course is an introduction to the development of realism and illusionism in Western art from its roots in the Greco-Roman world to its flowering in the 15th and 16th Centuries in Europe. Also emphasized are the Mannerist, Baroque, and Rococo styles. Emphasis also is on the mode of perception created through the Renaissance tradition. A field trip to an art museum is required.

ARTH 310  Modern Art  3 Units
Prerequisite: None.
Advisory: ENGWR 301 or ENGWR 302 with a grade of “C” or better.
General Education: AA/AS Area I; CSU Area C1; IGETC Area 3A
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course covers 19th and 20th century art forms including painting, sculpture, and architecture in Europe and America. Styles discussed will include Impressionism, Expressionism, Cubism, and Abstract Expressionism. Emphasis is on 20th century art to 1980. A field trip to an art museum or art gallery is required.

ARTH 312  Women in Art  3 Units
Prerequisite: None.
Advisory: ENGWR 301 or ENGWR 302 with a grade of “C” or better.
General Education: AA/AS Area I; CSU Area C1; IGETC Area 3A
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course is a survey of art made by and for women from the Middle Ages to the present. Topics include the art of women from both European and non-European cultures. A field trip is required.

ARTH 313  History of Western Architecture: Prehistoric to Renaissance  3 Units
Prerequisite: None.
Advisory: ENGWR 301 or ENGWR 302 with a grade of “C” or better.
General Education: AA/AS Area I; CSU Area C1
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course addresses the history of Western architecture from c. 2500 B.C.E. to c. 1500. Subjects covered include prehistoric European architecture and architectural monuments, architecture in the ancient world, which includes the Egyptian, Greek, and Roman cultures, and the great architecture of the European Romanesque and Gothic traditions. Architecture will be investigated for the ways in which it reflects the philosophical, cultural, and aesthetic expressions of civilizations. A field trip to view local architectural is required.

ARTH 314  History of Western Architecture: Renaissance to Modern  3 Units
Prerequisite: None.
Advisory: ENGWR 301 or 302; with a grade of “C” or better.
General Education: AA/AS Area I; CSU Area C1
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course addresses the history of architecture in the Western world from c. 1400 up to the Modernist period, c. 1900. The course covers Renaissance, Baroque, Rococo, Neoclassical, and 19th century architecture in Europe and America, and will focus on the functions and meanings of architecture within Western culture. A field trip to view local architecture is required.

ARTH 318  History of American Art  3 Units
Prerequisite: None.
Advisory: ENGWR 301 or ENGWR 302 with a grade of “C” or better.
General Education: AA/AS Area I
Course Transferable to CSU
Hours: 54 hours LEC
This course covers art in America from c. 1600 to the present day. Lecture topics include Native American art and architecture prior to the arrival of Europeans, Colonial and Early American art and architecture, 19th century landscape, portraiture, and history paintings, and the rise of American art centers in the 20th century. The course emphasizes the variety of cultures in America, the breadth of American social ideals, and their expressions in art and architecture. A field trip to an art museum is required.

ARTH 320  Cultural Survey of World Art  3 Units
Prerequisite: None.
Advisory: ENGWR 301 or ENGWR 302 with a grade of “C” or better.
General Education: AA/AS Area I; AA/AS Area VI; CSU Area C1; IGETC Area 3A
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course is an introduction to the variety and diversity of important, but often underrepresented, cultures in America. The course is a survey of art forms and the contributions made by the ethnically diverse peoples who make up and contribute to the United States culture and character. To emphasize cultural diversity, instruction will include guest lectures by multicultural artists, as well as a required field trip.

ARTH 324  Art of the Americas  3 Units
Prerequisite: None.
Advisory: ENGWR 301 or ENGWR 302 with a grade of “C” or better.
General Education: AA/AS Area I; AA/AS Area VI; CSU Area C1; IGETC Area 3A
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course includes the study of the indigenous arts and artists of the Americas. Emphasis is on the Pre-Contact peoples of Mesoamerica and South America, such as the Aztec, Maya, and Inca cultures, and their contributions to colonial and modern art forms.
ARTH 325 Native American Art History  3 Units
Prerequisite: None.
General Education: AA/AS Area I; AA/AS Area VI; CSU Area C1
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course is an introduction to the art and culture of Native American peoples. It will include the native peoples of the Arctic and Subarctic regions, the Northwest Coast, the Eastern Woodlands, including the Iroquois Confederacy, the Plains, the Southwest, and California. Contemporary Native American art will also be discussed. Comparisons between individual Native American cultures will be drawn, as well as comparisons between Native and Eurocentric cultures.

ARTH 328 Survey of African Art  3 Units
Prerequisite: None.
Advisory: ENGWR 301 or ENGWR 302 with a grade of “C” or better.
General Education: AA/AS Area I; AA/AS Area VI; CSU Area C1; IGETC Area 3A
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course is an introduction to the arts of black Africa in terms of its cultural and philosophical background; its materials and techniques; and its impact on 20th Century Western art. One field trip is required.

ARTH 330 Survey of African-American Art  3 Units
Prerequisite: None.
Advisory: ENGWR 301 or ENGWR 302 with a grade of “C” or better.
General Education: AA/AS Area I; AA/AS Area VI; CSU Area C1; IGETC Area 3A
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course emphasizes the art of the Black person in America, including the African roots of such art, its background in colonial and 19th century America, the Harlem Renaissance in the 1920’s, and art in the service of politics in contemporary African American culture.

ARTH 332 Asian Art  3 Units
Prerequisite: None.
Advisory: ENGWR 301 or ENGWR 302 with a grade of “C” or better.
General Education: AA/AS Area I; AA/AS Area VI; CSU Area C1; IGETC Area 3A
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course is an introductory art survey of the arts of East and Southeast Asian, including India, China, Korea, and Japan. It features discussion of architecture, sculpture, painting, and other significant art forms from Neolithic to modern times. The contributions of East Asian art to Western aesthetics are discussed; comparisons are also made between individual Eastern cultures and other non-western cultures.

ARTH 334 International Contemporary Art  3 Units
Prerequisite: ARTH 300 or 310 with a grade of “C” or better
General Education: AA/AS Area I; AA/AS Area VI; CSU Area C1; IGETC Area 3A
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course is a worldwide survey of trends in art and architecture since 1980, with an emphasis on the diversity of contemporary global cultures. New art mediums, such as video, computer, and performance art are highlighted. Social and political concerns in art are another primary focus. Field trips are required.

ARTH 484 Ancient Art-Honors  3 Units
Prerequisite: None.
General Education: AA/AS Area I; CSU Area C1
Enrollment Limitation: Eligibility for admission to the Honors Program
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course is an introduction to the development of western art from the Prehistoric era through the Roman period. Emphasis is on ancient Near Eastern, Egyptian, Greek, and Roman cultures. Comparisons are made with other cultures. The class is conducted as a seminar in which students give at least one oral presentation and write a minimum of 6,000 words, including at least two art historical analyses and one research paper.

ARTH 486 Medieval Art-Honors  3 Units
Prerequisite: None.
Advisory: ENGWR 301 or ENGWR 302 with a grade of “C” or better.
General Education: AA/AS Area I; CSU Area C1
Enrollment Limitation: Eligibility for the Honors Program
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course is an introduction to the origin and development of Medieval art and architecture, including the Early Christian, Byzantine, Celtic, Islamic, Romanesque, and Gothic contributions. A field trip is required. Comparisons are made with other traditions. The class is conducted as a seminar in which students give at least one oral presentation and write a minimum of 6,000 words, including at least two art historical analyses and one research paper.

ARTH 487 Renaissance Art-Honors  3 Units
Prerequisite: None.
General Education: AA/AS Area I
Enrollment Limitation: Eligibility for admission to the Honors Program
Course Transferable to CSU
Hours: 54 hours LEC
This course is an introduction to the development of realism and illusionism in Western art from its roots in the Greco-Roman world to its flowering in the 15th and 16th Centuries in Europe. Mannerist, Baroque, and Rococo styles are also covered. Comparisons are also made with other traditions. The class is conducted as a seminar in which students give at least one oral presentation and write a minimum of 6,000 words, including at least two art historical analyses and one research paper.
ARTH 494  Topics in Art History  .5-4 Units
Prerequisite: None
Course Transferable to UC/CSU
Hours: 54 hours LEC; 162 hours LAB
This course is designed to give students an opportunity to study topics not included in current course offerings. This course may be repeated for credit, providing there is no duplication of topics.

ARTH 495  Independent Studies in Art History  1-3 Units
Prerequisite: None.
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course involves an individual student or small groups of students in study, research, or activities beyond the scope of regularly offered courses, pursuant to an agreement among college, faculty members, and students. Independent Studies in Art History offers students a chance to do research that is more typical of students in advanced art history courses.

ARTH 499  Experimental Offering in Art History  .5-4 Units
Prerequisite: None
Course Transferable to UC/CSU
Hours: 72 hours LEC
This course will be an experimental offering on topics not yet covered by current Art History courses or an offering that addresses topics as they arise, such as those which relate to a current art exhibit. Courses will be structured around either a specific culture ("Navajo Textiles") or a specific time period ("Quattrocento Art in Europe"). Individual course descriptions will be included in the catalog. Students may repeat the course four times for credit as long as there is no repetition of topics.
ASTR 310  The Solar System  3 Units
Prerequisite: None.
Advisory: MATH 34 with a grade of “C” or better
General Education: AA/AS Area IV; CSU Area B1; IGETC Area 5A
Course Transferable to UC/CSU
Hours: 54 hours LEC
This is a descriptive course treating the nature and evolution of
the solar system. Topics will include the origins and characteristics
of the planets and their satellites, comets, meteorites, and the
sun. Emphasis will be placed on how astronomers gain and refine
their knowledge of the Universe and interpret the latest results
of planetary exploration. Students enrolled in this class will have
the opportunity to attend astronomy related off-campus activities,
such as star parties.

ASTR 320  Stars, Galaxies, and  3 Units
Cosmology
Prerequisite: None.
Advisory: MATH 34 with a grade of “C” or better
General Education: AA/AS Area IV; CSU Area B1; IGETC Area 5A
Course Transferable to UC/CSU
Hours: 54 hours LEC
This is a descriptive course treating the nature and evolution
of stars, galaxies, and the astronomical theories of the origin
and evolution of the universe. Emphasis will be placed on how
astronomers gain and refine their knowledge of the universe and
interpret the latest results of space exploration. Students enrolled
in this class will have the opportunity to attend astronomy related
off-campus activities, such as star parties.

ASTR 330  Introduction to Astrobiology  3 Units
Prerequisite: None.
Advisory: MATH 34 with a grade of “C” or better.
General Education: AA/AS Area IV; CSU Area B1; IGETC Area 5A
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course will investigate the scientific search for life beyond the
Earth. Students will investigate the origin and evolution of stars,
planets, and life on Earth, also estimating the likelihood of life
existing elsewhere in the universe. Students will also study past,
present, and planned attempts to communicate with possible alien
civilizations in our Galaxy.

ASTR 400  Astronomy Laboratory  1 Unit
Prerequisite: None.
Advisory: MATH 34 with a grade of “C” or better.
General Education: AA/AS Area IV; CSU Area B3; IGETC Area 5A
Course Transferable to UC/CSU
Hours: 54 hours LAB
This course covers astronomical observation with the eye, tele-
scopes, Charged Coupled Device (CCD) cameras, and spectrom-
ters. The analysis and interpretation of astronomical data is
emphasized. Students enrolled in this class will have the opportu-
nity to attend astronomy related off-campus activities, such as star
parties.

ASTR 435  Astronomy Frontiers  3 Units
Prerequisite: ASTR 310 or 320 with a grade of “C” or better.
Advisory: MATH 34 with a grade of “C” or better.
Course Transferable to UC/CSU
Hours: 54 hours LEC
This is a continuation course for students of ASTR 310 and/or
ASTR 320 who want to explore the cutting edge of astronomical
research. The topics covered will be based on the latest astro-
nomical discoveries and will include such things as black holes,
relativity and warped space-time, dark matter, cosmology, quasars,
gravitational waves, and the search for extraterrestrial life. Emphasis
will be placed on how astronomers use science to understand the
Universe and the provisional nature of science.

ASTR 494  Topics in Astronomy  .5-4 Units
Prerequisite: None
Course Transferable to UC/CSU
Hours: 72 hours LEC
This course is designed to enable both science and non-science
students to learn about recent developments in astronomy.
Selected topics would not include those which are part of current
course offerings. This course may be repeated for credit providing
there is no duplication of topics.

ASTR 495  Independent Studies in  1-3 Units
Astronomy
Prerequisite: None
Course Transferable to UC/CSU
Hours: 54 hours LEC
This is an Independent Studies course that involves an individual
student or small group of students in study, research, or activities
beyond the scope of regular offered courses, pursuant to an agree-
ment between among college, faculty member, and student(s).

ASTR 499  Experimental Offering in  .5-4 Units
Astronomy
Prerequisite: None
Course Transferable to CSU
Hours: 72 hours LEC
See Experimental Offerings.
Program Information
Biologists work as laboratory technologists, x-ray and respiratory technologists, physical therapists, physicians, nurses and researchers in the medical field; as foresters, wildlife and fisheries biologists, field ecologists, ethnobioologists, botanists, entomologists, and others in field biology and ecology; as veterinary technicians, researchers and doctors in veterinary medicine; as agronomists, plant pathologists, enologists and pest management specialists in agriculture; as educators in K-12 schools, community colleges and universities; and in many other careers.

Career Opportunities
The major is designed to meet some of the common lower-division requirements for a major in Biology.

Note: Students planning to transfer to four-year institutions are advised to meet with a counselor for general education requirements.

Biology
Associate in Science Degree

Required Program

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM 400, General Chemistry</td>
<td>5</td>
</tr>
<tr>
<td>or CHEM 305, Introduction to Chemistry</td>
<td></td>
</tr>
</tbody>
</table>

A minimum of 10 units from the following:
- BIOL 402, Cell and Molecular Biology (5)
- BIOL 412, Plant Biology (5)
- BIOL 422, Animal Biology (5)
- BIOL 440, General Microbiology (4)
- BIOL 430, Anatomy and Physiology (5)
- BIOL 431, Anatomy and Physiology (5)

A minimum of 8 units from the following:

These eight (8) units may be obtained by completion of any biology courses offered at Sacramento City College, including the ones not taken from the list above, or equivalent courses from other colleges or universities.

Total Units Required 23

Associate in Science (A.S.) Degree
The Associate in Science Degree may be obtained by completion of the required program, plus general education requirements, plus sufficient electives to meet a 60-unit total. See SCC graduation requirements.

Field Ecology
Certificate of Achievement

Program Information
The Field Ecology Certificate program provides the student with the training and education necessary to succeed in governmental agency and private businesses/non-profits that provide field ecology services. The students will have the opportunity to learn ecological field methods including identification of flora and fauna, quantitative assessment methods, wetland delineations, regulatory processes, restoration ecology, and geographic information systems. In addition to field methods, students will receive education in general ecological principles.

Career Opportunities
The Field Ecology Certificate can fulfill the needs of agencies and private businesses/non-profits for entry-level ecological/environmental technicians and field biologists. Entry-level jobs can be found in governmental resource agencies at the federal, state, and local levels and in private environmental consulting businesses and private non-profit environmental organizations. This certificate program will provide advancement opportunities to those currently employed in the environmental and resource professions. In addition to updating of job skills, this certificate will provide new training and education opportunities for returning and continuing students.

Required Program

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 305, Natural History</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 320, Field Botany</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 360, Environmental Regulations</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 362, Field Methods in Ecology</td>
<td>3</td>
</tr>
</tbody>
</table>

Subtotal Units 13

See next page for Pathways
Pathway 1
BIOL 412, Plant Biology (5) .................................................. 5
or BIOL 422, Animal Biology (5) ........................................... 5
A minimum of 5 units from the following: ............................... 5
  BIOL 323, Ethnobotany (4)
  BIOL 330, Natural History of Insects (3)
  BIOL 332, Introduction to Ornithology (2)
  BIOL 350, Environmental Biology (3)
  BIOL 364, Restoration Ecology (2)
  BIOL 370, Introduction to Marine Environment (4)
  BIOL 390, Natural History Field Study (0.5 - 4)
  BIOL 494, Topics in Biology (0.5 - 4)
  GEOG 330, Introduction to Geographic Information Systems (3)
  GEOG 332, Introduction to Desktop GIS (2)
  GEOG 333, Intermediate Desktop GIS (2)
  GEOL 345, Geology of California (3)
  CHEM 320, Environmental Chemistry (4)
  BIOL 352, Conservation Biology at ARC (4)
Pathway 1 Units: ........................................................................ 10
Total Units Required ................................................................. 23

Pathway 2
A minimum of 10 units from the following: .............................. 10
  BIOL 323, Ethnobotany (4)
  BIOL 330, Natural History of Insects (3)
  BIOL 332, Introduction to Ornithology (2)
  BIOL 350, Environmental Biology (3)
  BIOL 364, Restoration Ecology (2)
  BIOL 370, Introduction to Marine Environment (4)
  BIOL 390, Natural History Field Study (0.5 - 4)
  BIOL 494, Topics in Biology (0.5 - 4)
  GEOG 330, Introduction to Geographic Information Systems (3)
  GEOG 332, Introduction to Desktop GIS (2)
  GEOG 333, Intermediate Desktop GIS (2)
  GEOL 345, Geology of California (3)
  CHEM 320, Environmental Chemistry (4)
  BIOL 352, Conservation Biology at ARC (4)
Pathway 2 Units: ........................................................................ 10
Total Units Required ................................................................. 23

Certificate of Achievement
The Certificate of Achievement may be obtained by completion of the required program with grades of “C” or better.
BIOL 308  Contemporary Biology  3 Units
Prerequisite: None.
General Education: AA/AS Area IV; CSU Area B2; IGETC Area 5B
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course is a survey of biological science intended to equip the student to think and act intelligently with respect to contemporary issues in biology. Biological topics are introduced in a framework of natural selection. The course is for those not intending to major in biological sciences, particularly liberal studies majors. Genetics is a significant focus of the course, as are origin of cellular life, cellular physiology, and diversity of organisms. A laboratory illustrating the principles introduced is offered as an optional accompanying course.

BIOL 309  Contemporary Biology  1 Unit
Laboratory
Prerequisite: None.
Advisory: Concurrent enrollment in BIOL 308
General Education: CSU Area B3; IGETC Area 5B
Course Transferable to UC/CSU
Hours: 54 hours LAB
This course is an optional laboratory accompaniment to BIOL 308. The sessions will illustrate biological phenomena and their relationship to contemporary concerns and discoveries in biology.

BIOL 320  Field Botany  3 Units
Prerequisite: None.
General Education: AA/AS Area IV
Course Transferable to CSU
Hours: 36 hours LEC; 54 hours LAB
This course is designed for both science and nonscience students to learn about plant taxonomy. Students will learn about the classification of flowering plants, how to identify plant species, and will become familiar with native plants of California as well as their ecological relationships and historical uses. A plant collection and a minimum of 10 field trips are required.

BIOL 322  Ethnobotany  4 Units
Prerequisite: None.
General Education: AA/AS Area IV; AA/AS Area VI; CSU Area B2; CSU Area B3; IGETC Area 5B
Course Transferable to UC/CSU
Hours: 54 hours LEC; 54 hours LAB
This introductory course focuses on the concepts, questions, and methods of ethnobotany (the scientific study of the interactions between plants and humans). Students will use the scientific method to investigate the ecological and biological traits of plants, how these traits have shaped multicultural human use, and have also been affected by humans. Topics include plant structure and reproduction, biodiversity and plant evolution in natural and cultivated systems, traditional ecological knowledge and management techniques, ethnobotanical research methods and ethical issues, and a comparison of plant use by various cultures for food, medicine, shelter, basketry, and dyes. Laboratory topics include plant identification, experimental investigation of medicinal and food value of selected plants, traditional preparation of selected plants, preparation of herbarium specimens, and analysis of plant fibers and dyes. One field trip is required.

BIOL 330  Natural History of Insects  3 Units
Prerequisite: None.
General Education: AA/AS Area IV
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course provides an introduction to the science of Entomology. Approximately eighty percent (80%) of all known species of animals are insects; therefore, they often have a profound effect on human civilization. Insects are extremely successful animals, and despite their small size, they affect many aspects of human lives. All varieties of natural and modified ecosystems, both terrestrial and aquatic, support communities of insects that present a variety of lifestyles, forms, and functions. Through the study of insects, students can observe the major principles of numerous fields of study including ecology, ethology (behavioral ecology), population, and community ecology, among others, right in their own backyards. Due to their diversity and presence in all kinds of environments, insects provide a good framework for making scientific observations. Attendance on one field trip is required.

BIOL 332  Introduction to Ornithology  2 Units
Prerequisite: None.
Course Transferable to CSU
Hours: 18 hours LEC; 54 hours LAB
This introductory course covers the biology and natural history of birds. Topics include the evolutionary origins of birds and flight, avian physiology and sensory systems, migration, social behavior, reproduction, and conservation. Laboratory work explores bird structure and function, and teaches the taxonomic classification and identification of birds, particularly those found in California and the western United States. Four to six field trips (which may include one overnight trip) are required in which students study bird identification, behavior, and ecology.

BIOL 342  The New Plagues: New and Ancient Infectious Diseases Threatening World Health
Prerequisite: None.
General Education: AA/AS Area IV; CSU Area B2; CSU Area E1; IGETC Area 5B
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course will explore the biology, epidemiology, and pathology of selected pathogenic prions, viruses, bacteria, protozoa, and helminthes threatening public health worldwide. The course will also explore how human behavior and human activities have catalyzed the emergence of new infectious diseases and re-emergence of ancient plagues.

BIOL 350  Environmental Biology  3 Units
Prerequisite: None.
General Education: AA/AS Area IV; CSU Area B2; IGETC Area 5B
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course is a discussion of basic ecological processes as a basis for understanding environmental problems and formulating strategies for their solution. Basic biological and ecological principles are discussed in relation to environmental disruptions. Human interactions with the environment and their meaning for animals and plants are examined. One field trip is required for this course.
BIOL 360  Environmental Regulations  3 Units
Prerequisite: BIOL 305 with a grade of “C” or better
Advisory: ENGWR 100 with a grade of “C” or better
Course Transferable to CSU
Hours: 54 hours LEC
This course examines the environmental regulatory process in California. Federal and California environmental laws will be studied and discussed. Relevant laws include: The National Environmental Policy Act, Federal Endangered Species Act, Marine Mammal Protection Act, Clean Water Act, California Environmental Quality Act, California Endangered Species Act, California Fish and Game Code, California Coastal Act. In addition, the jurisdictional wetland delineation process will be studied in detail including field work to demonstrate the process. Students will be introduced to these regulations during lectures and will participate in discussions and examinations of case studies involving these laws. One field trip is required.

BIOL 362  Field Methods in Ecology  3 Units
Prerequisite: BIOL 305 and BIOL 320 or equivalent college-level courses with a grade of “C” or better.
Advisory: ENGWR 100 with a grade of “C” or better.
Course Transferable to CSU
Hours: 36 hours LEC; 54 hours LAB
This course is an introduction to methods for sampling and studying of a variety of organisms in the field with a particular emphasis on the vegetation, fish, and wildlife of the area. The goals are to gain experience and develop skills in the following areas: identification of plants and animals, first-hand knowledge of a wide array of organism life histories, quantitative field research techniques and procedures applicable to plants and animals, and recording of data and observations in a field notebook. Required field trips (approximately 10) are to local habitats and focus on seasonally relevant events and processes.

BIOL 364  Restoration Ecology  2 Units
Prerequisite: None.
Course Transferable to CSU
Hours: 27 hours LEC; 27 hours LAB
Restoration ecology is the science of creation, management, and perpetuation of wildlife habitat. This course will examine this subject through lectures about existing and on-going habitat restoration techniques in the Sacramento area and visits to these restored areas to observe firsthand the restoration methods, management, and success of the sites. Students will have the opportunity to meet the scientists currently working in this field and employing these technologies. Six field trips are required.

BIOL 370  Introduction to Marine Environment  4 Units
Prerequisite: None.
General Education: AA/AS Area IV; CSU Area B2; CSU Area B3; IGETC Area 5B
Course Transferable to UC/CSU
Hours: 54 hours LEC; 54 hours LAB
This course is an introduction to marine biology and oceanography. It includes the study of marine vertebrates and invertebrates, tidepool and coastal ecology, sea water, tides, currents, marine geology, and coastal processes. Instruction includes both lab and lecture, and required field trips to study intertidal plants and animals and coastal ecology. Three field trips are required. Two of these involve tent camping over one two-day and one three-day weekend and will focus on the North and Central California Coast. Field trip dates will be announced at the first class meeting.

BIOL 390  Natural History Field Study  .5-4 Units
Prerequisite: None.
Course Transferable to CSU
Hours: 24 hours LEC; 144 hours LAB
Ecology and natural history are covered in the field as well as birds, mammals, fish, insects, reptiles, and amphibians. Plants and geology will be studied and their interrelations investigated. The course will be offered in an appropriate area, and students will be responsible for providing their own lodging, meals, and necessary equipment. Camp sites will be available. This course is ideal for future teachers, parents, resource management majors, and those interested in the biological sciences. Units are awarded based on both lecture and laboratory (one unit per 18 hours lecture or 54 hours laboratory or a combination of lecture and laboratory hours). This course may be taken four times under a new topic or destination.

BIOL 402  Cell and Molecular Biology  5 Units
Prerequisite: Completion of CHEM 400 with a grade of “C” or better, or CHEM 305 and Intermediate Algebra with a grade of “C” or better.
General Education: AA/AS Area IV; CSU Area B2; CSU Area B3; IGETC Area 5B
Course Transferable to UC/CSU
Hours: 54 hours LEC; 108 hours LAB
This is the first semester of a three-semester sequence in general biology designed for biology majors. It is an introduction to many aspects of living cells, with an emphasis on the molecular level of organization. Topics include an introduction to biological molecules, enzymes, cell structure, respiration, photosynthesis, reproduction, genetics and an introduction to statistical analysis. The course also covers molecular genetics, structure and function of viruses, DNA technology and genetic engineering techniques.
Biology

BIOL 412  Plant Biology  5 Units
Prerequisite: Completion of BIOL 402 or equivalent course with a grade of “C” or better.
General Education: AA/AS Area IV; CSU Area B2; CSU Area B3; IGETC Area 5B
Course Transferable to UC/CSU
Hours: 54 hours LEC; 108 hours LAB
This course is part of a three-semester general biology sequence designed for biology majors. It builds upon and applies concepts developed in Cell and Molecular Biology to the study of plants and general ecology. Topics covered include the diversity, taxonomy, and evolutionary trends observed among the cyanobacteria, algae, fungi, and plants, with special emphasis on higher plants; the comparative anatomy and physiology of higher plants; and general ecology, including population, community, and ecosystem dynamics. Two field trips are required.

BIOL 422  Animal Biology  5 Units
Prerequisite: BIOL 402 or an equivalent college-level Cell and Molecular Biology course with a grade of “C” or better.
General Education: AA/AS Area IV; CSU Area B2; CSU Area B3; IGETC Area 5B
Course Transferable to UC/CSU
Hours: 54 hours LEC; 108 hours LAB
This is part of a three-semester sequence in general biology designed for biology majors. It builds upon and applies concepts developed in Biology 402 to the study of animals and evolution. Topics covered include animal diversity and classification, comparative anatomy and physiology, animal embryology and development. Additional topics include an introduction to the population genetics, macro- and microevolution, and speciation. Emphasis will be placed on the evolutionary relationships among animals, their adaptations to different environments, and the evolutionary origin of novel characteristics throughout the Animal Kingdom.

BIOL 430  Anatomy and Physiology  5 Units
Prerequisite: CHEM 305 or CHEM 400 with a grade of “C” or better.
Advisory: AH 110 and CHEM 306 with grades of “C” or better.
General Education: AA/AS Area IV; CSU Area B2; CSU Area B3; IGETC Area 5B
Course Transferable to UC/CSU
Hours: 54 hours LEC; 108 hours LAB
This course is an introduction to normal structure and function in humans. The course emphasizes an understanding of physiological principles as related to body structure. The course includes study of the basic principles of physiology and anatomy, general histology, and the integumentary, skeletal, muscular and nervous systems. BIOL 431 follows BIOL 430 and is necessary for completion of the study of human anatomy and physiology.

BIOL 431  Anatomy and Physiology  5 Units
Prerequisite: BIOL 430 or the equivalent with a grade of “C” or better.
Advisory: AH 110 with a grade of “C” or better
General Education: AA/AS Area IV; CSU Area B2; CSU Area B3; IGETC Area 5B
Course Transferable to UC/CSU
Hours: 54 hours LEC; 108 hours LAB
BIOL 431 is the continued study of normal structure and function in humans. Included in the course is the study of the circulatory, respiratory, digestive, urinary, reproductive, and endocrine systems. Special topics included in the course are pH, fluids, and electrolytes.

BIOL 440  General Microbiology  4 Units
Prerequisite: CHEM 400 or CHEM 305 or equivalent with a grade of “C” or better.
General Education: AA/AS Area IV; CSU Area B2; CSU Area B3; IGETC Area 5B
Course Transferable to UC/CSU
Hours: 54 hours LEC; 72 hours LAB
The course includes the study of selected evolutionary, ecological, morphological, physiological, and biochemical aspects of representative micro-organisms. The laboratory includes aseptic technique, metabolism, genetics, and taxonomy. This course is intended for students in allied health majors.

BIOL 464  Dinosaurs and the Science of Life  3 Units
Prerequisite: None.
General Education: AA/AS Area IV; CSU Area B2; IGETC Area 5B
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course investigates the evolution, form, function and extinction of dinosaurs as a means of introducing students to scientific principles that are common to all forms of life on Earth. Topics will include scientific methodology; the mechanisms of evolution; the structure, early history and geologic processes of the Earth; the evolutionary history of life on Earth; the diversity, ecology, physiology, and behavior of dinosaurs; birds as dinosaurs. Additional topics will include proposed mechanisms of dinosaur extinction including meteor impacts, volcanic plume events, global winters, global greenhouse warming, acid rain, and how each may occur today; the structure and function of DNA, cellular reproduction, DNA and cloning technologies and whether they can be used to resurrect extinct organisms such as dinosaurs.

BIOL 465  Dinosaurs and the Science of Life Laboratory  1 Unit
Prerequisite: None.
Corequisite: Completion of BIOL 464 with a grade of “C” or better or concurrent enrollment in BIOL 464.
General Education: CSU Area B3; IGETC Area 5B
Course Transferable to UC/CSU
Hours: 54 hours LAB
This course is an optional laboratory component to accompany BIOL 464. The laboratory sessions will allow students to engage in hands-on investigations to broaden and deepen their understanding of concepts discussed and developed in BIOL 464. Students may take this course either concurrently with or any time after completion of BIOL 464.
BIOL 494  Topics in Biology  .5-4 Units
Prerequisite: None.
Course Transferable to UC/CSU
Hours: 72 hours LEC; 216 hours LAB
This course is designed to enable both science and non-science
students to learn about recent developments in biology. Selected
topics would not include those which are part of current course
offerings. This course may be repeated for credit four times provid-
ing there is no duplication of topics.

BIOL 495  Independent Studies  1-3 Units
in Biology
Prerequisite: None.
Enrollment Limitation: Student must obtain approval from an
instructor to conduct an independent study with that instructor
or instructors.
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course is for students who wish to develop an in-depth un-
derstanding in fundamental topics of biology and to learn to work
in a collaborative atmosphere with instructors and other students.
Instructor approval is required to enroll in this course.

BIOL 499  Experimental Offering  .5-4 Units
in Biology
Prerequisite: None
Course Transferable to UC/CSU
Hours: 54 hours LEC; 36 hours LAB
See Experimental Offerings.
Program Information
Within the Business area, specific majors are available in Accounting, Advertising, Bookkeeping, Customer Service, Insurance, Management, Marketing, Office Administration, Real Estate, Retail Management, and Small Business Management. Further information on these majors can be found under the specific program.

The business-required courses provide a framework around which business students may structure a program to prepare themselves for the workplace. These courses provide the minimum knowledge, skills, and abilities required to get a job and successfully complete coursework in both two- and four-year business degree programs.

Career Opportunities
Careers in business are exploring in the 21st Century. Business majors become accountants, consultants, entrepreneurs, managers, human resource analysts, money managers, marketing sales representatives, and real estate professionals, just to name a few. With a business degree, students are prepared to work on the business side of virtually any industry from banking to retail, insurance to advertising, for-profit to non-profit. The possibilities are unlimited.
Business, General
Associate in Science Degree

Program Information
The business-required courses provide a framework around which business students may structure a program to prepare themselves for the workplace. These courses provide the minimum knowledge, skills, and abilities required to get a job and successfully complete coursework in both two- and four-year business degree programs.

Career Opportunities
Account Executive; Analyst; Bank Employee; Buyer; Clerk; Data-Entry Clerk; Data-Entry Specialist; Entrepreneur; Government Service; Insurance Representative; Manager; Marketing; Marketing Research; Office Assistant; Public Administration; Purchasing Agent; Retail/Industrial Sales.

Required Program

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 101, Fundamentals of College Accounting (3)</td>
<td></td>
</tr>
<tr>
<td>or ACCT 301, Financial Accounting (4)</td>
<td>3-4</td>
</tr>
<tr>
<td>BUSTEC 300.2, Beginning Keyboarding/Applications: Basic Document Formatting</td>
<td>1</td>
</tr>
<tr>
<td>BUS 300, Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>ECON 302, Principles of Macroeconomics (3)</td>
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<tr>
<td>or ECON 100, Introduction to Economics (3)</td>
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<tr>
<td>CISC 300, Computer Familiarization</td>
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<tr>
<td>BUS 330, Managing Diversity in the Workplace</td>
<td>3</td>
</tr>
<tr>
<td>BUS 345, Law and Society (3)</td>
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<tr>
<td>or BUS 340, Business Law (3)</td>
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</tr>
<tr>
<td>BUS 310, Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>BUS 100, English for the Professional</td>
<td>3</td>
</tr>
<tr>
<td>CISA 305, Beginning Word Processing</td>
<td>2</td>
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<tr>
<td>CICA 310, Introduction to Electronic Spreadsheets</td>
<td>1</td>
</tr>
<tr>
<td>CISA 320, Introduction to Database Management</td>
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<tr>
<td>MGMT 304, Introduction to Management Functions</td>
<td></td>
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<tr>
<td>or MGMT 372, Human Relations and Organizational Behavior (3)</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 300, Principles of Marketing</td>
<td>3</td>
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<tr>
<td>A minimum of 3 units from the following:</td>
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<tr>
<td>BUS 106, Business Mathematics (1 - 3)</td>
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<tr>
<td>ECON 310, Economic Statistics (3)</td>
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</tbody>
</table>

Total Units Required 36-37

Associate in Science (A.S.) Degree
The Associate in Science Degree may be obtained by completion of the required program, plus the general education requirements, plus sufficient electives to meet a 60-unit total. See SCC graduation requirements.

Business, Transfer
Associate in Arts Degree

Program Information
This program is designed for those who plan to transfer to a four-year university. It meets the common core of lower-division courses required by most colleges and universities. Students should confer with their counselor regarding the specific transfer and general education requirements of the college they wish to attend. Some colleges and universities may have different requirements.

Required Program

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>ACCT 301, Financial Accounting...............................................</td>
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<tr>
<td>ACCT 311, Managerial Accounting...............................................</td>
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<tr>
<td>BUS 300, Introduction to Business................................................</td>
<td>3</td>
</tr>
<tr>
<td>CISA 305, Beginning Word Processing...............................................</td>
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<tr>
<td>CISA 310, Introduction to Electronic Spreadsheets..........................</td>
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<tr>
<td>CISA 340, Presentation Graphics..................................................</td>
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<tr>
<td>CISC 305, Introduction to the Internet...........................................</td>
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<tr>
<td>CISC 301, Operating Systems</td>
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<td>ECON 302, Principles of Macroeconomics (3)</td>
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<td>ECON 304, Principles of Microeconomics (3)</td>
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<tr>
<td>STAT 300, Introduction to Probability and Statistics</td>
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<tr>
<td>MATH 340, Calculus for Business and Economics (3)</td>
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<td>or MATH 342, Modern Business Mathematics (3)</td>
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Total Units Required 33-34

Concentration Requirements

<table>
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<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>ACCT 301, Financial Accounting...............................................</td>
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</tr>
<tr>
<td>BUS 310, Business Communications..............................................</td>
<td>3</td>
</tr>
<tr>
<td>BUS 100, English for the Professional</td>
<td>3</td>
</tr>
<tr>
<td>CISA 305, Beginning Word Processing...............................................</td>
<td>2</td>
</tr>
<tr>
<td>CISA 310, Introduction to Electronic Spreadsheets..........................</td>
<td>1</td>
</tr>
<tr>
<td>MGMT 372, Human Relations and Organizational Behavior........................</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 304, Introduction to Management Functions..............................</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 309, Introduction to Supervision...........................................</td>
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</tr>
</tbody>
</table>

Both ACCT 301 and ACCT 101 are required for this program. Both courses may satisfy either the Core or Concentration Requirements.
Suggested Electives
ACCT 341; BUS 345, 498; CISA 306, 311, 320, 321; CISC 320.

Associate in Science (–) Degree
The Associate in Science degree may be obtained by completion of the required program, plus general education requirements, plus sufficient electives to meet a 60-unit total. See SCC graduation requirements.

Certificate of Achievement
The Certificate of Achievement may be obtained by completion of the required program with grades of “C” or better.

Business, Insurance
Associate in Science Degree
Certificate of Achievement

Program Information
This degree is designed to prepare students for entry-level positions in insurance offices or insurance departments in major corporations. The coursework will also help prepare students for insurance certifications.

This program was developed collaboratively by business educators and representatives of the insurance industry in response to the growing needs of the industry for employees who have a basic understanding of insurance.

Career Opportunities
Insurance appraiser, agent, estimator, administrative assistant, broker, salesperson, and various management positions in insurance companies and insurance departments in major corporations.

Required Program

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>BUS 380, Introduction to Insurance</td>
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<tr>
<td>BUS 381, Property and Liability Insurance Principles</td>
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</tr>
<tr>
<td>BUS 382, Personal Insurance</td>
<td>3</td>
</tr>
<tr>
<td>BUS 383, Commercial Insurance</td>
<td>3</td>
</tr>
<tr>
<td>BUS 384, Code and Ethics</td>
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</tr>
<tr>
<td>BUS 498, Work Experience in Business</td>
<td>1-41</td>
</tr>
<tr>
<td>ACCT 301, Financial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>BUS 310, Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>BUS 106, Business Mathematics</td>
<td>1-3</td>
</tr>
<tr>
<td>BUS 300, Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS 340, Business Law</td>
<td>3</td>
</tr>
<tr>
<td>CISC 300, Computer Familiarization</td>
<td>1</td>
</tr>
<tr>
<td>CISA 310, Introduction to Electronic Spreadsheets</td>
<td>1</td>
</tr>
<tr>
<td>A minimum of 1 unit from the following:</td>
<td></td>
</tr>
<tr>
<td>CISA 311, Intermediate Electronic Spreadsheets</td>
<td>(1)</td>
</tr>
<tr>
<td>CISA 320, Introduction to Database Management</td>
<td>(1)</td>
</tr>
<tr>
<td>CISA 340, Presentation Graphics</td>
<td>(2)</td>
</tr>
</tbody>
</table>

Total Units Required: 29 - 34

Certificate of Completion, Level 3

Business, Insurance, Basic
Certificate of Completion, Level 3

Program Information
This certificate is intended for individuals who currently hold a two-year or higher degree and/or have employment experience in an insurance office or an insurance-related business. This coursework will help prepare students for entry-level positions or advancement opportunities in the insurance industry or insurance departments in major corporations. The coursework is also intended to help prepare students for insurance certifications. Students who do not currently have a degree or business experience should consider pursuing the Insurance Certificate of Achievement or the Insurance A.S. degree.

This program was developed collaboratively by business educators and representatives of the insurance industry in response to the growing needs of the industry for employees who have a basic understanding of insurance.

Career Information
Insurance appraiser, agent, estimator, administrative assistant, broker, salesperson, and various management positions in insurance companies and insurance departments in major corporations.

Required Program

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 380, Introduction to Insurance</td>
<td>1</td>
</tr>
<tr>
<td>BUS 381, Property and Liability Insurance Principles</td>
<td>3</td>
</tr>
<tr>
<td>BUS 382, Personal Insurance</td>
<td>3</td>
</tr>
<tr>
<td>BUS 383, Commercial Insurance</td>
<td>3</td>
</tr>
<tr>
<td>BUS 384, Code and Ethics</td>
<td>1</td>
</tr>
<tr>
<td>BUS 498, Work Experience in Business</td>
<td>1 - 4</td>
</tr>
</tbody>
</table>

Total Units Required: 12 - 15

Certificate of Completion
The Certificate of Completion may be obtained by completion of the required program with grades of “C” or better.

1Not required for those who can provide evidence of equivalent insurance office experience.
Business, Management
Associate in Science Degree
Certificate of Achievement

Program Information
This program is designed for those who wish to progress to positions of responsibility in Business from entry-level positions in management and related business areas. This curriculum has a two-fold purpose: (1) to assist students in becoming desirable entry-level employees; and, (2) to help students acquire the knowledge, skill, and understanding needed as preparation for positions in management.

Required Program for the Degree

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 101 Fundamentals of College Accounting</td>
<td>3-4</td>
</tr>
<tr>
<td>or ACCT 301, Financial Accounting</td>
<td></td>
</tr>
<tr>
<td>BUSTEC 300.2 Beginning Keyboarding/Applications: Basic Document Formatting</td>
<td>1</td>
</tr>
<tr>
<td>BUS 300, Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>CISC 300, Computer Familiarization</td>
<td></td>
</tr>
<tr>
<td>BUS 330, Managing Diversity in the Workplace</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 304, Introduction to Management Functions</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 309, Introduction to Supervision</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 372, Human Relations and Organizational Behavior</td>
<td>3</td>
</tr>
<tr>
<td>A minimum of 3 units from the following:</td>
<td>3</td>
</tr>
<tr>
<td>BUS 106, Business Mathematics (1 - 3)</td>
<td></td>
</tr>
<tr>
<td>ECON 301, Economic Statistics</td>
<td></td>
</tr>
<tr>
<td>A minimum of 9 units from the following:</td>
<td>9</td>
</tr>
<tr>
<td>BUS 340, Business Law (3)</td>
<td></td>
</tr>
<tr>
<td>or BUS 345, Law and Society (3)</td>
<td></td>
</tr>
<tr>
<td>BUS 310, Business Communications (3)</td>
<td></td>
</tr>
<tr>
<td>CISA 305, Beginning Word Processing (2)</td>
<td></td>
</tr>
<tr>
<td>CISA 310, Introduction to Electronic Spreadsheets (1)</td>
<td></td>
</tr>
<tr>
<td>CISA 320, Introduction to Database Management (1)</td>
<td></td>
</tr>
<tr>
<td>ECON 302, Principles of Macroeconomics (3)</td>
<td></td>
</tr>
<tr>
<td>or ECON 100, Introduction to Economics (3)</td>
<td></td>
</tr>
<tr>
<td>A minimum of 6 units from the following:</td>
<td>6</td>
</tr>
<tr>
<td>BUS 350, Small Business Management/Entrepreneurship (3)</td>
<td></td>
</tr>
<tr>
<td>MGMT 306, Introduction to Public Administration (3)</td>
<td></td>
</tr>
<tr>
<td>MGMT 308, Personnel and Human Resources Management (3)</td>
<td></td>
</tr>
<tr>
<td>MKT 300, Principles of Marketing (3)</td>
<td></td>
</tr>
<tr>
<td>MKT 316, Public Relations (3)</td>
<td></td>
</tr>
<tr>
<td>Total Units Required</td>
<td>38-39</td>
</tr>
</tbody>
</table>

Suggested Electives
ACCT 311, BUS 320, BUS 498, ECON 304.

Associate in Science (A.S.) Degree
The Associate in Science degree may be obtained by completion of the required program, plus general education requirements, plus sufficient electives to meet a 60-unit total. See SCC graduation requirements.

Certificate of Achievement
The Certificate of Achievement may be obtained by completing the concentration requirements with grades of “C” or better.

Business, Management
Certificate of Achievement

Required Program for the Certificate

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 330, Managing Diversity in the Workplace</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 304, Introduction to Management Functions</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 309, Introduction to Supervision</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 372, Human Relations and Organizational Behavior</td>
<td>3</td>
</tr>
<tr>
<td>A minimum of 6 units from the following:</td>
<td>6</td>
</tr>
<tr>
<td>MGMT 306, Introduction to Public Administration (3)</td>
<td></td>
</tr>
<tr>
<td>MGMT 308, Personnel and Human Resources Management (3)</td>
<td></td>
</tr>
<tr>
<td>MKT 300, Principles of Marketing (3)</td>
<td></td>
</tr>
<tr>
<td>MKT 316, Public Relations (3)</td>
<td></td>
</tr>
<tr>
<td>Total Units Required</td>
<td>18</td>
</tr>
</tbody>
</table>

Certificate of Achievement
A Certificate of Achievement may be obtained by completing the concentration requirements (18 units) with grades of “C” or better.

Business, Retail Management
Certificate of Achievement

Program Information
This program provides an overview of the retail industry and the skills needed to succeed in this arena. It is designed to provide training for those wishing to be owners, managers, or employees of retail organizations. The certificate meets the needs of industry leaders, such as the Western Association of Food Chains (WAFC).

Career Opportunities
Buyer, department supervisor, store manager, entrepreneur, customer service representative.

Required Program

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 101, Fundamentals of College Accounting (3)</td>
<td></td>
</tr>
<tr>
<td>or ACCT 301, Financial Accounting</td>
<td>3-4</td>
</tr>
<tr>
<td>BUS 310 Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>or BUS 100, English for the Professional</td>
<td>3</td>
</tr>
<tr>
<td>CISA 305, Beginning Word Processing</td>
<td>2</td>
</tr>
<tr>
<td>CISA 310, Introduction to Electronic Spreadsheets</td>
<td>1</td>
</tr>
<tr>
<td>MGMT 304, Introduction to Management Functions</td>
<td></td>
</tr>
<tr>
<td>MGMT 308, Personnel and Human Resources Management</td>
<td>3</td>
</tr>
<tr>
<td>MKT 300, Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>MKT 312, Retailing</td>
<td>3</td>
</tr>
<tr>
<td>COMM 301, Introduction to Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>or COMM 321, Interpersonal Communication</td>
<td>3</td>
</tr>
<tr>
<td>A minimum of 3 units from the following:</td>
<td>3</td>
</tr>
<tr>
<td>BUS 106, Business Mathematics (1 - 3)</td>
<td></td>
</tr>
<tr>
<td>Total Units Required</td>
<td>30-31</td>
</tr>
</tbody>
</table>

Certificate of Achievement
A Certificate of Achievement may be obtained by completion of the required courses with grades of “C” or better.
Business, Small Business Management
Associate in Science Degree
Certificate of Achievement

Program Information
This program is designed for those who aspire to start their own businesses or pursue positions in management in smaller companies. The curriculum has a two-fold purpose: 1) to acquaint students with the unique aspects of small businesses, and 2) to help students acquire the knowledge, skill, and understanding they need as preparation for positions in management.

Required Program for the Degree

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 101</td>
<td>Fundamentals of College Accounting (3)</td>
<td></td>
</tr>
<tr>
<td>or ACCT 301</td>
<td>Financial Accounting (4)</td>
<td>3-4</td>
</tr>
<tr>
<td>BUS 300</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>BUSTEC 300.2</td>
<td>Beginning Keyboarding/Applications: Basic Document Formatting</td>
<td>1</td>
</tr>
<tr>
<td>CISC 300</td>
<td>Computer Familiarization</td>
<td>1</td>
</tr>
<tr>
<td>MKT 300</td>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>MKT 310</td>
<td>Selling Professionally</td>
<td>3</td>
</tr>
<tr>
<td>MKT 314</td>
<td>Advertising</td>
<td>3</td>
</tr>
<tr>
<td>BUS 350</td>
<td>Small Business Management/Entrepreneurship</td>
<td>3</td>
</tr>
<tr>
<td>BUS 106</td>
<td>Business Mathematics (1-3)</td>
<td></td>
</tr>
<tr>
<td>ECON 310</td>
<td>Economic Statistics</td>
<td>3</td>
</tr>
</tbody>
</table>

A minimum of 3 units from the following:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 210</td>
<td>The Business Plan (1)</td>
<td>3</td>
</tr>
<tr>
<td>BUS 212</td>
<td>Marketing for Small Businesses (1)</td>
<td>3</td>
</tr>
<tr>
<td>BUS 214</td>
<td>Financing a Small Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS 216</td>
<td>Essential Records for the Small Business (1)</td>
<td>3</td>
</tr>
<tr>
<td>BUS 218</td>
<td>Management Skills for the Small Business (1)</td>
<td>3</td>
</tr>
<tr>
<td>BUS 220</td>
<td>Retailing and Merchandising for the Small Business (1)</td>
<td>3</td>
</tr>
</tbody>
</table>

A minimum of 9 units from the following:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 310</td>
<td>Business Communications (3)</td>
<td>3</td>
</tr>
<tr>
<td>BUS 340</td>
<td>Business Law (3)</td>
<td></td>
</tr>
<tr>
<td>or BUS 345</td>
<td>Law and Society (3)</td>
<td></td>
</tr>
<tr>
<td>CISA 305</td>
<td>Beginning Word Processing</td>
<td>2</td>
</tr>
<tr>
<td>CISA 310</td>
<td>Introduction to Electronic Spreadsheets (1)</td>
<td></td>
</tr>
<tr>
<td>CISA 320</td>
<td>Introduction to Database Management (1)</td>
<td></td>
</tr>
<tr>
<td>ECON 302</td>
<td>Principles of Macroeconomics (3)</td>
<td></td>
</tr>
<tr>
<td>or ECON 100</td>
<td>Introduction to Economics (3)</td>
<td></td>
</tr>
<tr>
<td>MGMT 304</td>
<td>Introduction to Management Functions (3)</td>
<td></td>
</tr>
<tr>
<td>MGMT 372</td>
<td>Human Relations and Organizational Behavior (3)</td>
<td></td>
</tr>
</tbody>
</table>

A minimum of 6 units from the following:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 210</td>
<td>The Business Plan (1)</td>
<td>3</td>
</tr>
<tr>
<td>BUS 212</td>
<td>Marketing for Small Businesses (1)</td>
<td>3</td>
</tr>
<tr>
<td>BUS 214</td>
<td>Financing a Small Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS 216</td>
<td>Essential Records for the Small Business (1)</td>
<td>3</td>
</tr>
<tr>
<td>BUS 218</td>
<td>Management Skills for the Small Business (1)</td>
<td>3</td>
</tr>
<tr>
<td>BUS 220</td>
<td>Retailing and Merchandising for the Small Business (1)</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 304</td>
<td>Introduction to Management Functions (3)</td>
<td></td>
</tr>
<tr>
<td>MGMT 372</td>
<td>Human Relations and Organizational Behavior (3)</td>
<td></td>
</tr>
<tr>
<td>MKT 330</td>
<td>Internet Marketing (3)</td>
<td></td>
</tr>
</tbody>
</table>

A minimum of 3 units from the following:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 310</td>
<td>Business Communications (3)</td>
<td>3</td>
</tr>
<tr>
<td>BUS 320</td>
<td>Concepts in Personal Finance (3)</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 304</td>
<td>Introduction to Management Functions (3)</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 372</td>
<td>Human Relations and Organizational Behavior (3)</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 314</td>
<td>Advertising (3)</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 312</td>
<td>Retailing (3)</td>
<td>3</td>
</tr>
<tr>
<td>MKT 330</td>
<td>Internet Marketing (3)</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 316</td>
<td>Public Relations (3)</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Required for Degree: 38-39

Suggested Electives
ACCT 341, BUS 320, BUS 498, MGMT 309, MKT 312.

Associate in Science (A.S.) Degree
The Associate in Science degree may be obtained by completion of the required program, concentration requirements, plus general education requirements, plus sufficient electives to meet a 60-unit total. See SCC graduation requirements.

Business, Small Business Management
Certificate of Achievement

Required Program for the Certificate

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 101</td>
<td>Fundamentals of College Accounting (3)</td>
<td>3</td>
</tr>
<tr>
<td>BUS 300</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS 350</td>
<td>Small Business Management/Entrepreneurship</td>
<td>3</td>
</tr>
<tr>
<td>MKT 300</td>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
</tbody>
</table>

A minimum of 3 units from the following:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 210</td>
<td>The Business Plan (1)</td>
<td>3</td>
</tr>
<tr>
<td>BUS 212</td>
<td>Marketing for Small Businesses (1)</td>
<td>3</td>
</tr>
<tr>
<td>BUS 214</td>
<td>Financing a Small Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS 216</td>
<td>Essential Records for the Small Business (1)</td>
<td>3</td>
</tr>
<tr>
<td>BUS 218</td>
<td>Management Skills for the Small Business (1)</td>
<td>3</td>
</tr>
<tr>
<td>BUS 220</td>
<td>Retailing and Merchandising for the Small Business (1)</td>
<td>3</td>
</tr>
</tbody>
</table>

A minimum of 3 units from the following:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 310</td>
<td>Business Communications (3)</td>
<td>3</td>
</tr>
<tr>
<td>BUS 320</td>
<td>Concepts in Personal Finance (3)</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 304</td>
<td>Introduction to Management Functions (3)</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 372</td>
<td>Human Relations and Organizational Behavior (3)</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 314</td>
<td>Advertising (3)</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 312</td>
<td>Retailing (3)</td>
<td>3</td>
</tr>
<tr>
<td>MKT 330</td>
<td>Internet Marketing (3)</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 316</td>
<td>Public Relations (3)</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Required for Certificate: 18

Certificate of Achievement
A Certificate of Achievement may be obtained by completion of the required program with grades of “C” or better.
Business, Marketing
Associate in Science Degree
Certificate of Achievement

Program Information
The marketing program is designed for those who wish to pursue a career in marketing, marketing communications, or sales and progress into positions of higher responsibility. This curriculum has a two-fold purpose: 1) to introduce students to the principles of marketing, and 2) to help students acquire the knowledge, skill, and understanding they need as preparation for positions in Marketing.

Career Opportunities
Sales and sales management, retail management, advertising, e-marketing, product management, marketing research, public relations, international marketing, services marketing.

Required Program for the Degree Units
ACCT 101, Fundamentals of College Accounting (3) or ACCT 301, Financial Accounting (4) ........................................... 3-4
BUS 300, Introduction to Business..................................................... 3
BUSTEC 300.2, Beginning Keyboarding/Applications: Basic Document Formatting ......................................................... 1
CISC 300, Computer Familiarization .................................................. 1
MKT 300, Principles of Marketing ....................................................... 3
MKT 310, Selling Professionally ......................................................... 3
MKT 314, Advertising........................................................................... 3
A minimum of 3 units from the following:........................................... 3
 BUS 106, Business Mathematics (1 - 3)
 ECON 310, Economic Statistics (3)
A minimum of 9 units from the following:......................................... 9
 BUS 310, Business Communications (3)
 BUS 340, Business Law (3)
 or BUS 345, Law and Society (3)
 CISA 305, Beginning Word Processing (2)
 CISA 310, Introduction to Electronic Spreadsheets (1)
 CISA 320, Introduction to Database Management (1)
 ECON 302, Principles of Macroeconomics (3)
 or ECON 100, Introduction to Economics (3)
 MGMT 304, Introduction to Management Functions (3)
 MGMT 372, Human Relations and Organizational Behavior (3)
A minimum of 9 units from the following:......................................... 9
 BUS 310, Business Communications (3)
 BUS 350, Small Business Management/Entrepreneurship (3)
 MKT 312, Retailing (3)
 MKT 316, Public Relations (3)
 MKT 330, Internet Marketing (3)
Total Units Required 38-39

Suggested Electives
BUS 212, BUS 220, BUS 330, BUS 498.

Associate in Science (A.S.) Degree
The Associate in Science degree may be obtained by completing the required program, plus general education requirements, plus sufficient electives to meet a 60-unit total. See SCC graduation requirements.

Business, Marketing
Certificate of Achievement

Program Information
A Marketing Certificate of Achievement will provide a general concentration covering all aspects of marketing. Students will gain skills that will prepare them for a successful career in marketing. Marketing is a dynamic area of study that includes a variety of career opportunities, which include advertising, sales, entrepreneurship, retailing, marketing services, public relations, and marketing management.

Career Opportunities
Sales and sales management, retail management, advertising, e-marketing, product management, marketing research, public relations, international marketing, services marketing.

Required Program for the Certificate Units
BUS 300, Introduction to Business..................................................... 3
MKT 300, Principles of Marketing ....................................................... 3
MKT 310, Selling Professionally ......................................................... 3
MKT 314, Advertising........................................................................... 3
A minimum of 6 units from the following:........................................... 6
 BUS 210, The Business Plan (1)
 BUS 212, Marketing for Small Businesses (1)
 BUS 220, Retailing and Merchandising for the Small Business (1)
 BUS 330, Managing Diversity in the Workplace (3)
 MGMT 372, Human Relations and Organizational Behavior (3)
 or MGMT 304, Introduction to Management Functions (3)
 MKT 312, Retailing (3)
 MKT 316, Public Relations (3)
 MKT 330, Internet Marketing (3)
Total Units Required 18

Certificate of Achievement
A Certificate of Achievement may be obtained by completion of the Required Program with grades of “C” or better.
Business, Marketing, Advertising
Associate in Science Degree

Program Information
This program provides the knowledge and skills necessary for advertising work with print media, electronic and broadcast media, retail and general business organizations, and advertising agencies.

Career Opportunities
Advertising, e-marketing, product management, public relations, services marketing, media planning, media buying, copywriter, communications.

Required Program

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 101</td>
<td>Fundamentals of College Accounting</td>
<td>3-4</td>
</tr>
<tr>
<td>or ACCT 301</td>
<td>Financial Accounting</td>
<td></td>
</tr>
<tr>
<td>BUS 300</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>BUSTEC 300.2</td>
<td>Beginning Keyboarding/Applications: Basic Document Formatting</td>
<td>1</td>
</tr>
<tr>
<td>CISC 300</td>
<td>Computer Familiarization</td>
<td>1</td>
</tr>
<tr>
<td>MKT 300</td>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>MKT 310</td>
<td>Selling Professionally</td>
<td>3</td>
</tr>
<tr>
<td>MKT 314</td>
<td>Advertising</td>
<td>3</td>
</tr>
<tr>
<td>BUS 106</td>
<td>Business Mathematics</td>
<td>1-3</td>
</tr>
<tr>
<td>ECON 310</td>
<td>Economic Statistics</td>
<td></td>
</tr>
</tbody>
</table>

A minimum of 3 units from the following: 3

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 310</td>
<td>Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>BUS 345</td>
<td>Law and Society</td>
<td>3</td>
</tr>
<tr>
<td>or BUS 340</td>
<td>Business Law</td>
<td></td>
</tr>
<tr>
<td>CISA 305</td>
<td>Beginning Word Processing</td>
<td>2</td>
</tr>
<tr>
<td>CISA 310</td>
<td>Introduction to Electronic Spreadsheets</td>
<td>1</td>
</tr>
<tr>
<td>CISA 320</td>
<td>Introduction to Database Management</td>
<td>1</td>
</tr>
<tr>
<td>ECON 100</td>
<td>Introduction to Economics</td>
<td>3</td>
</tr>
<tr>
<td>or ECON 302</td>
<td>Principles of Macroeconomics</td>
<td></td>
</tr>
<tr>
<td>MGMT 304</td>
<td>Introduction to Management Functions</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 372</td>
<td>Human Relations and Organizational Behavior</td>
<td>3</td>
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</table>

A minimum of 9 units from the following: 9

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 300</td>
<td>Elementary Drawing and Composition</td>
<td>3</td>
</tr>
<tr>
<td>ART 302</td>
<td>Elementary Drawing and Composition</td>
<td>3</td>
</tr>
<tr>
<td>ART 320</td>
<td>Design: Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>ART 322</td>
<td>Design: Image and Content</td>
<td>3</td>
</tr>
<tr>
<td>GCOM 300</td>
<td>Prepress and the Printing Process</td>
<td>3</td>
</tr>
<tr>
<td>GCOM 310</td>
<td>Beginning Page Layout, Using Adobe Pagemaker</td>
<td></td>
</tr>
<tr>
<td>MKT 316</td>
<td>Public Relations</td>
<td>3</td>
</tr>
<tr>
<td>MKT 330</td>
<td>Internet Marketing</td>
<td>3</td>
</tr>
<tr>
<td>PHOTO 301</td>
<td>Beginning Photography</td>
<td>3</td>
</tr>
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</table>

A minimum of 3 units from the following: 3

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 106</td>
<td>Business Mathematics</td>
<td>1-3</td>
</tr>
<tr>
<td>BUS 498</td>
<td>Work Experience in Business</td>
<td>1-4</td>
</tr>
</tbody>
</table>

Total Units Required: 38-39

Suggested Electives
B2U 212, BUS 498.

Business, Office Administration
Associate in Science Degree
Certificate of Achievement

Clerical General Office, Certificate of Achievement, Level A
Introduction to Computerized Office Technologies, Certificate of Achievement, Level B
Business Operations and Management Technology, Certificate of Achievement, Level C
Virtual Office and Management Technologies, Degree and Certificate of Achievement, Level D

Office Administration
Clerical General Office
Certificate of Achievement, Level A

Career Opportunities
This program is designed for students who are interested in working in a business office. Students will receive classroom instruction that will equip them to be successful in an office environment, followed by on-the-job work experience. After completion of this Certificate of Achievement, possible job opportunities will be: Office Assistant, General Clerical, Office Clerk, and Information Clerk.

Required Program

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CISC 300</td>
<td>Computer Familiarization</td>
<td>1-3</td>
</tr>
<tr>
<td>or CISC 310</td>
<td>Introduction to Computer Information Science</td>
<td></td>
</tr>
<tr>
<td>BUS 100</td>
<td>English for the Professional</td>
<td>3</td>
</tr>
<tr>
<td>BUS 310</td>
<td>Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>BUSTEC 100.1</td>
<td>Beginning Keyboarding/Applications: Introduction</td>
<td>1</td>
</tr>
<tr>
<td>BUSTEC 115</td>
<td>Records Management</td>
<td>2</td>
</tr>
<tr>
<td>BUSTEC 110</td>
<td>Business Procedures for Professional Success</td>
<td>3</td>
</tr>
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</table>

A minimum of 3 units from the following: 3

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 300</td>
<td>Elementary Drawing and Composition</td>
<td>3</td>
</tr>
<tr>
<td>ART 302</td>
<td>Elementary Drawing and Composition</td>
<td>3</td>
</tr>
<tr>
<td>ART 320</td>
<td>Design: Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>ART 322</td>
<td>Design: Image and Content</td>
<td>3</td>
</tr>
<tr>
<td>GCOM 300</td>
<td>Prepress and the Printing Process</td>
<td>3</td>
</tr>
<tr>
<td>GCOM 310</td>
<td>Beginning Page Layout, Using Adobe Pagemaker</td>
<td></td>
</tr>
<tr>
<td>MKT 304</td>
<td>Introduction to Management Functions</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 372</td>
<td>Human Relations and Organizational Behavior</td>
<td>3</td>
</tr>
</tbody>
</table>

A minimum of 1 unit from the following: 1

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 106</td>
<td>Business Mathematics</td>
<td>1-3</td>
</tr>
<tr>
<td>BUS 498</td>
<td>Work Experience in Business</td>
<td>1-4</td>
</tr>
</tbody>
</table>

Total Units Required: 17-19

Suggested Electives
COMM 301, BUSTEC 101

Certificate of Achievement
The Certificate of Achievement may be obtained by completion of the required program with grades of “C” or better.
Office Administration
Introduction to Computerized Office Technologies
Certificate of Achievement, Level B

Program Information
This program prepares students for increased responsibilities in an administrative office where an emphasis on computer applications is required or desired.

Career Opportunities
This program prepares students for employment as accounting clerks, payroll clerks, administrative clerks, and general office clerks.

Required Program

<table>
<thead>
<tr>
<th>Units</th>
<th>Required Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>28</td>
<td>BUSTEC 300.1, Beginning Keyboarding/Applications: Introduction</td>
</tr>
<tr>
<td>1</td>
<td>BUSTEC 300.2, Beginning Keyboarding/Applications: Basic Document Formatting</td>
</tr>
<tr>
<td>1</td>
<td>BUSTEC 300.3, Beginning Keyboarding/Applications: Advanced Document Formatting</td>
</tr>
<tr>
<td>3</td>
<td>BUS 310, Business Communications</td>
</tr>
<tr>
<td>3</td>
<td>BUS 100, English for the Professional</td>
</tr>
<tr>
<td>3</td>
<td>BUSTEC 110, Business Procedures for Professional Success</td>
</tr>
<tr>
<td>1</td>
<td>CISC 300, Computer Familiarization</td>
</tr>
<tr>
<td>2</td>
<td>CISA 305, Beginning Word Processing</td>
</tr>
<tr>
<td>1</td>
<td>CISC 305, Introduction to the Internet</td>
</tr>
<tr>
<td>1</td>
<td>BUSTEC 115, Records Management</td>
</tr>
<tr>
<td>1</td>
<td>BUSTEC 100.1, Keyboarding Skills: Beginning</td>
</tr>
<tr>
<td>1</td>
<td>BUSTEC 100.2, Keyboarding Skills: Intermediate</td>
</tr>
<tr>
<td>1</td>
<td>BUSTEC 100.3, Keyboarding Skills: Advanced</td>
</tr>
<tr>
<td>3</td>
<td>ACCT 101, Fundamentals of College Accounting</td>
</tr>
</tbody>
</table>

A minimum of 3 units from the following: BUS 106, Business Mathematics (1 - 3)

Total Units Required 28

Waived for students who demonstrate keying over 40 Net Words per minute on a five-minute timed test.

Suggested Electives
CISA 306, CISA 311, CISA 321, CISA 340; WEXP 198, WEXP 298; RE 300; MKT 316; COMM 301; BUSTEC 101.

Certificate of Achievement
The Certificate of Achievement may be obtained by completion of the required program with grades of “C” or better.

Office Administration
Business Operations and Management Technology
Certificate of Achievement, Level C

Program Information
This program prepares students for employment as Secretary, Administrative Assistant, Word Processor, and Receptionist. Many courses are available in a nine-week format.

Career Opportunities
This program prepares students for employment as administrative assistants, human resources assistants, data entry operators, billing clerks, bookkeepers, accounting clerks, and auditing clerks.

Required Program

<table>
<thead>
<tr>
<th>Units</th>
<th>Required Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>BUSTEC 300.1, Beginning Keyboarding/Applications: Introduction</td>
</tr>
<tr>
<td>1</td>
<td>BUSTEC 300.2, Beginning Keyboarding/Applications: Basic Document Formatting</td>
</tr>
<tr>
<td>1</td>
<td>BUSTEC 300.3, Beginning Keyboarding/Applications: Advanced Document Formatting</td>
</tr>
<tr>
<td>3</td>
<td>BUS 310, Business Communications</td>
</tr>
<tr>
<td>3</td>
<td>BUS 101, Computer Keyboarding: 10-Key</td>
</tr>
<tr>
<td>3</td>
<td>BUS 310, Business Communications</td>
</tr>
<tr>
<td>3</td>
<td>BUS 100, English for the Professional</td>
</tr>
<tr>
<td>3</td>
<td>MGMT 372, Human Relations and Organizational Behavior (3)</td>
</tr>
<tr>
<td>3</td>
<td>CISC 300, Computer Familiarization</td>
</tr>
<tr>
<td>2</td>
<td>CISC 306, Intermediate Word Processing</td>
</tr>
<tr>
<td>1</td>
<td>CISA 311, Intermediate Electronic Spreadsheets</td>
</tr>
<tr>
<td>1</td>
<td>CISA 320, Introduction to Database Management</td>
</tr>
<tr>
<td>2</td>
<td>BUSTEC 115, Records Management</td>
</tr>
<tr>
<td>3</td>
<td>BUSTEC 110, Business Procedures for Professional Success</td>
</tr>
<tr>
<td>3</td>
<td>ACCT 101, Fundamentals of College Accounting</td>
</tr>
</tbody>
</table>

A minimum of 3 units from the following: BUS 106, Business Mathematics (1 - 3)

Total Units Required 29

Suggested Electives
MKT 300; CISA 321, CISA 340, CISC 305, CISC 306, CISC 321; WEXP 198, WEXP 298; MKT 316; COMM 301.

Certificate of Achievement
The Certificate of Achievement may be obtained by completion of the required program with grades of “C” or better.

Office Administration
Virtual Office and Management Technologies
Associate in Science Degree
Certificate of Achievement, Level D

Program Information
This exciting degree program is designed for students who desire to work in office administration or office management careers. Students who enjoy the challenges of learning new technologies and the flexibility of working outside of the typical office environment will be interested in this program. Students who have ever considered a career in which they could work from home should complete this degree.

Career Opportunities
This program prepares students for employment as administrative assistants, office supervisors, secretaries, administrative support supervisors, and virtual entrepreneurs.
Required Program

BUSTEC 300.1, Beginning Keyboarding/Applications:
   Introduction ................................................................. 1
BUSTEC 300.2, Beginning Keyboarding/Applications: Basic
   Document Formatting .................................................. 1
BUSTEC 300.3, Beginning Keyboarding/Applications: Advanced
   Document Formatting .................................................. 1
BUS 310, Business Communications .................................... 3
BUS 100, English for the Professional ................................... 3
CISA 340, Presentation Graphics ........................................... 2
BUSTEC 115, Records Management ....................................... 2
BUSTEC 350 Virtual Office Careers and Technologies ............... 3
ACCT 101, Fundamentals of College Accounting ...................... 3
MGMT 304, Introduction to Management Functions (3)
   or MGMT 372, Human Relations and Organizational
   Behavior (3) ................................................................ 3

A minimum of 3 units from the following: .................................. 3
   BUS 106, Business Mathematics (1-3)
A minimum of 2 units from the following: .................................. 2
   WEXP 298, Work Experience in (Subject) (1-4)

Total Units Required .......................................................... 27

1Work experience must be in an area related to Degree or Certificate.

Suggested Electives
CISA 321, CISC 306, CISC 351; MKT 316; COMM 301; BUSTEC 101.

Associate in Science (A.S.) Degree
The Associate in Science Degree may be obtained by completion of
the required program, plus general education requirements, plus
sufficient electives to equal a 60-unit total. See SCC graduation
requirements.

Certificate of Achievement
The Certificate of Achievement may be obtained by completion of
the required program with grades of “C” or better.

Business, Real Estate
Associate in Science Degree
Certificate of Achievement

Program Information
The associate degree program in real estate focuses on the prac-
tical application and understanding of the concepts utilized in real
estate markets, and the real estate career fields. Course work in-
cludes real estate principles, legal aspects of real estate, real estate
practice, real estate finance, real estate economics, and appraisal.

Career Opportunities
Career Opportunities include Real Estate Salesperson, Real Estate
Broker, Real Estate Appraiser, Real Estate Investor, and Small Busi-
ness Owner.

Required Program

ACCT 101, Fundamentals of College Accounting (3)
   or ACCT 301, Financial Accounting (4) ............................ 3 or 4
BUSTEC 300.2, Beginning Keyboarding/Applications: Basic
   Document Formatting .................................................. 1
BUS 300, Introduction to Business ....................................... 3
CISC 300, Computer Familiarization ..................................... 1
RE 300, California Real Estate Principles ............................. 3
RE 330, Legal Aspects of Real Estate .................................... 3
RE 310, Real Estate Practice ............................................... 3
RE 320, Real Estate Finance .............................................. 3
RE 342, Real Estate Appraisal ............................................ 3
RE 360, Real Estate Economics .......................................... 3

A minimum of 3 units from the following: ............................... 3
   BUS 106, Business Mathematics (1-3)
   or ECON 310, Economic Statistics (3)

A minimum of 6 units from the following: ............................... 6
   MKT 310, Selling Professionally (3)
   MKT 314, Advertising (3)
   ECON 302, Principles of Macroeconomics (3)
   RE 344, Advanced Appraisals (3)
   RE 350, Real Property Management (3)
   RE 497, Internship in Real Estate (4)

Total Units Required ......................................................... 35-36

Associate in Science (A.S.) Degree
The Associate in Science degree may be obtained by completing
the required program, plus general education requirements, plus
sufficient electives to meet a 60-unit total. See SCC graduation
requirements.

Certificate of Achievement
The Certificate of Achievement may be obtained by completing
the concentration requirements with grades of “C” or better.

Business, Customer Service
Certificate of Completion, Level 2

Program Information
Businesses with exceptional customer service flourish, but it is
often difficult for employees to obtain the requisite skills while
on the job. The Customer Service certificate program offers skills
and techniques today that can be implemented in the workplace
tomorrow. In addition to the basic areas of customer service,
communication, team building, and attitude, several other topics
are incorporated, which will enhance any employee’s overall job
performance, as well as improve service to customers.

Required Program

BUS 260, Communicating With Customers ................................ 5
BUS 261, Exceptional Customer Service .................................. 5
BUS 262, Team Building in the Workplace .............................. 5
BUS 263, Attitude in the Workplace ....................................... 5

A minimum of two (2) units from the following: ......................... 2
   BUS 264, Ethics and Values in the Workplace (.5)
   BUS 265, Stress Management in the Workplace (.5)
   BUS 266, Time Management in the Workplace (.5)
   BUS 267, Dealing With Conflict in the Workplace (.5)
   BUS 268, Decision Making & Problem
   Solving in the Workplace (.5)
   BUS 269, Organizational Change (.5)

Total Units Required .......................................................... 4

Certificate of Completion
The Certificate of Completion may be obtained by completion of
the required program with grades of “C” or better.
BUS 100  English for the Professional  3 Units
Prerequisite: ENCWR 50 and ENGRD 110, or ESLW 320 and ESLR 320 with grades of “C” or better.
Advisory: Credit for BUSTEC 100.1 or completion of BUSTEC 300.1 with a grade of a “C” or better.
Hours: 54 hours LEC
This course is designed to prepare students for business communication. It presents principles of correct and effective English usage as applied in business. Included are skills and techniques of written communication, sentence structure, word usage, punctuation, spelling, business vocabulary, and business document formatting. Emphasis is placed on critical thinking and effective writing techniques through analyzing written communication and composing and organizing paragraphs into effective business documents. Computer skills are needed to format business documents and search the Internet for information. Proofreading skills are emphasized throughout the course.

BUS 106  Business Mathematics  1-3 Units
Prerequisite: None.
Advisory: MATH 27 with a grade of Credit
Hours: 54 hours LEC
This variable unit course develops essential skills to help students handle business and consumer math issues. It builds awareness and confidence in fractions, decimals, percents, interest, merchandise markups and markdowns, interpretation of charts, problem-solving, personal finance, elementary statistics, and accounting concepts. It is recommended for every Business major. Credit is awarded at the rate of one unit for each eighteen hours of lecture, which is one module. Total credit cannot exceed three units. This course may be taken up to three times for a maximum of three units.

BUS 205  Entrepreneurship Quick Start  6 Units
Prerequisite: None.
Hours: 108 hours LEC
The Entrepreneurship Quick Start program is an intensive retraining program targeting professionals who want to open their own successful businesses. Entrepreneurs will learn how to develop a marketing plan, a strategic plan, a general business plan, an accounting system, and a logo design; how to understand state and federal procurement procedures; and how to obtain the necessary licensing to do business.

BUS 210  The Business Plan  1 Unit
Prerequisite: None.
Hours: 18 hours LEC
This course offers an organized, step-by-step approach to creating and preparing a business plan for a small business. This plan will enable managers and owners to identify areas of specific risk and solve problems before commencing operations of the business.

BUS 212  Marketing for Small Businesses  1 Unit
Prerequisite: None.
Hours: 18 hours LEC
This course emphasizes how a small business or non-profit organization can market its service or product to its customers. The student will learn about ways to improve the marketing mix, identify target markets, and develop a marketing plan.

BUS 214  Financing a Small Business  1 Unit
Prerequisite: None.
Hours: 18 hours LEC
This course discusses the various approaches the business owner may take to obtain the necessary capital for a small business. This course will focus on determining the start-up costs, and projecting monthly and yearly costs. Financial ratios and analysis of financial statements are covered.

BUS 216  Essential Records for the Small Business  1 Unit
Prerequisite: None.
Hours: 18 hours LEC
This course emphasizes the various types of records that a small business must keep and the types of business licenses that must be obtained. The focus will be on financial, employment, and tax records. A simple, easy-to-use recordkeeping system will be covered.

BUS 218  Management Skills for the Small Business  1 Unit
Prerequisite: None.
Hours: 18 hours LEC
A small business owner must understand and motivate others to help the business reach its objectives. This course covers such functions as planning and organizing work flow, delegating responsibilities, understanding leadership styles, decision-making, stress and time management, and working with employee organizations.

BUS 220  Retailing and Merchandising  1 Unit
for the Small Business
Prerequisite: None.
Hours: 18 hours LEC
This course will emphasize retailing concepts such as inventory control and turnover rates, selecting merchandise sources, using trade and cash discounts, pricing, markup and markdown, and shrinkage control. Students will also learn how to develop a merchandising plan, inventory control system, and assess consumer behavior and demographics.

BUS 260  Communicating With Customers  .5 Unit
Prerequisite: None.
Hours: 9 hours LEC
This course is designed to introduce the student to the key elements of communication and its importance in providing exceptional customer service. Topics will include verbal and nonverbal communication as well as listening skills. Emphasis will be placed on how to effectively and constructively communicate with internal and external customers. The goal is to provide practical, hands-on skills to non-management level personnel.
BUS 261 Exceptional Customer Service .5 Unit
Prerequisite: None.
Hours: 9 hours LEC
This course is designed to provide the student with certain key skills and attitudes in order to effectively meet the needs of customers. The student will be introduced to the concepts of internal and external customers, customer satisfaction, and customer retention. Topics will also include communicating with customers, developing a positive attitude, handling complaints, and sales skills. The goal is to provide practical, hands-on skills to non-management level personnel.

BUS 262 Team Building in the Workplace .5 Unit
Prerequisite: None.
Hours: 9 hours LEC
This course is designed to provide the student with an understanding of team building and the role teams play in providing exceptional customer service. Students will learn how effective teams work, common problems teams encounter, and how to resolve them. They will learn to recognize and deal with various coworker personalities and team player styles. The goal is to provide practical, hands-on skills to non-management level personnel.

BUS 263 Attitude in the Workplace .5 Unit
Prerequisite: None.
Hours: 9 hours LEC
This course is designed to introduce the student to the subject of attitude and the importance of a positive attitude in providing exceptional customer service. Certain key skills will help participants maintain a positive attitude in the workplace and at home. The student will be introduced to the concepts of how attitudes are communicated and how to adjust one’s own attitude. Topics will also include the primary causes of a bad attitude and specific techniques to improve the attitudes of others. The goal is to provide practical, hands-on skills to non-management level personnel.

BUS 264 Ethics and Values in the Workplace .5 Unit
Prerequisite: None.
Hours: 9 hours LEC
This course will acquaint the student with the importance of ethics and values in delivering exceptional customer service. Students will learn how to evaluate ethical behavior, how to determine what influences our values, and how values influence actions. Emphasis will be placed on developing a personal ethical philosophy and helping others do the right thing. The goal is to provide practical, hands-on skills to non-management level personnel.

BUS 265 Stress Management in the Workplace .5 Unit
Prerequisite: None.
Hours: 9 hours LEC
This course is designed to acquaint the student with the elements of stress management and its importance in providing exceptional customer service. Topics will include the recognition of stress, causes of stress, and the benefits of managing stress. Emphasis will be placed on a multitude of ways to handle stress in order to have a more productive professional and personal life. The goal is to provide practical, hands-on skills to non-management level personnel.

BUS 266 Time Management in the Workplace .5 Unit
Prerequisite: None.
Hours: 9 hours LEC
This course is designed to introduce the student to the principles of time management and the importance of managing time efficiently in providing exceptional customer service. Specific tools that assist in making the maximum use of one’s time will be discussed. Emphasis will be placed on how to prioritize, identifying time wasters, delegation, and goal setting. Basic concepts of managing space will also be covered. The goal is to provide practical, hands-on skills to non-management level personnel.

BUS 267 Dealing With Conflict in the Workplace .5 Unit
Prerequisite: None.
Hours: 9 hours LEC
This course is designed to introduce the student to the subject of conflict management and the importance of managing conflict in providing exceptional customer service. Topics will include the meaning of conflict, the causes of conflict between individuals and groups within an organization, and strategies for resolving interpersonal conflict. Emphasis will be placed on how to deal with difficult people, and how to bring out the best in others. The goal is to provide practical, hands-on skills to non-management level personnel.

BUS 268 Decision Making & Problem Solving in the Workplace .5 Unit
Prerequisite: None.
Hours: 9 hours LEC
This course is designed to introduce the student to the role and importance of effective decision making and problem solving in providing exceptional customer service. Emphasis will be placed on recognized techniques for solving problems, common traps to avoid when making decisions, and tools for generating creative solutions. The goal is to provide practical, hands-on skills to non-management level personnel.

BUS 269 Organizational Change .5 Unit
Prerequisite: None.
Hours: 9 hours LEC
This course is designed to provide the student with an understanding of organizational change and the role it plays in providing exceptional customer service. Topics will include understanding organizational change, theoretical models of change, stages of change, and how to survive and thrive when an organization changes. The goal is to provide practical, hands-on skills to non-management level personnel.

BUS 294 Topics in Business .5-4 Units
Prerequisite: None.
Hours: 72 hours LEC
This course is designed to give students an opportunity to study topics in business not included in current course offerings. This course may be taken four times for credit providing there is no duplication of topics.
BUS 300 Introduction to Business 3 Units
Prerequisite: None.
Advisory: ENGWR 50 or ESLW 50 with a grade “C” or better.
General Education: AA/AS Area V(b)
Course Transferable to UC/CSU
Hours: 54 hours LEC
For anyone considering a career in business or a business venture, this course provides an overview of the business operation and the skills required for success. It covers the operations of business, business organization and management, finance, marketing, labor-management relations, and government regulations, accounting, computers, e-commerce, and management information systems.

BUS 310 Business Communications 3 Units
Prerequisite: BUS 100 or ENGWR 100 with a grade of “C” or better; or placement through the assessment process.
Advisory: Credit for BUSTEC 100.1 or BUSTEC 300.1 at 28+ net words per minute, or equivalent
General Education: AA/AS Area II(a)
Course Transferable to CSU
Hours: 54 hours LEC
This course focuses on the use of communication within the global business environment. It includes the psychology, principles, and methods used by managers and professionals in the process of communicating with coworkers, employees, employers, customers, and constituents. Analytical skills are used to critique, plan, organize, compose, and edit business documents. Style, appearance, tone, vocabulary, grammar, punctuation, and reader appeal are stressed for effective oral, electronic, and written communication. A formal analytical research paper using APA or MLA style citations and graphics is required. Students will conduct primary and secondary research to draw conclusions and make recommendations. The results of the formal research paper will be presented in an oral presentation using presentation software.

BUS 320 Concepts in Personal Finance 3 Units
Same As: FCS 304
Prerequisite: None.
Advisory: ENGWR 50 or ESLW 50 with a grade of “C” or better.
General Education: AA/AS Area III(b); CSU Area E1
Course Transferable to CSU
Hours: 54 hours LEC
This course is designed to assist individuals to analyze their financial affairs. Elements and conceptual basis of financial planning analysis, and decision making in areas of budgeting, taxes, borrowing, money management, insurance, investments, and retirement will be examined with an emphasis on principles to develop students’ economic decision making.

BUS 330 Managing Diversity in the Workplace
Prerequisite: None.
General Education: AA/AS Area VI; CSU Area D3; CSU Area D7
Course Transferable to CSU
Hours: 54 hours LEC
The course examines the leadership skills and abilities needed to manage a multicultural workforce. A primary focus is placed upon the workplace impact of various historical, social, and cultural experiences/perspectives related to gender, age, race, ethnicity, and disability. Workforce issues related to the diversity of the American consumer and global consumer impact on the United States are analyzed.

BUS 340 Business Law 3 Units
Prerequisite: None.
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course is an introduction to law in its relationship to the environment of business. The course covers the American legal system as an instrument of economic, social, and political control. It stresses basic business torts, business crimes, contracts and sales transactions, agency, legal structures of business, government regulation, and property rights.

BUS 345 Law and Society 3 Units
Prerequisite: None.
General Education: CSU Area D8; IGETC Area 4G
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course benefits students in every major by making all students aware of their rights and obligations under the law. They will be introduced to the American common law system, with emphasis on the practical aspects, theory behind the law, and on the law as a reflection of society. Areas studied include the U.S. Constitution, the Court and legal systems, law of Crimes, Torts, Contracts, Landlord-Tenant Relationships, Employment, and Family Law. This course is not to be taken in place of BUS 340, Business Law, where required.

BUS 350 Small Business Management/Entrepreneurship 3 Units
Prerequisite: None.
Course Transferable to CSU
Hours: 54 hours LEC
This class covers the various elements in starting and operating a small business. Students will learn to develop a business plan, find financial resources, meet legal requirements, develop management techniques, understand marketing concepts and techniques, and other topics of interest to the small business entrepreneur.

BUS 380 Introduction to Insurance 1 Unit
Prerequisite: None.
Course Transferable to CSU
Hours: 18 hours LEC
This introductory insurance course will provide students with a basic background of the modern property/casualty insurance system. Topics will include how insurance products and services are distributed to the consumer, how insurance company departments function, and how reinsurance is used to create an insurance company and insure large property and high liability values/limits. Students will gain an understanding of civil laws or tort and contract, the basic commercial and personal ISO insurance contracts, and the importance of the risk management process.
BUS 381  Property and Liability  3 Units
Insurance Principles
Prerequisite: None.
Course Transferable to CSU
Hours: 54 hours LEC
In this course, students will learn basic information concerning property and liability insurance. The first segment of the course covers the fundamentals of insurance including types of insurers, institutions that provide insurance, how it is regulated, and measurement of financial performance. The second segment includes insurance operations, such as marketing, underwriting, and claims. The final segment covers insurance contracts, loss exposure, and risk management.

BUS 382  Personal Insurance  3 Units
Prerequisite: None.
Course Transferable to CSU
Hours: 54 hours LEC
This course will assist students in learning basic information regarding personal insurance. This course will be of value to anyone majoring in business or anyone who does not possess the knowledge to handle his/her personal insurance needs. This course includes information about automobile insurance; homeowners insurance; other residential insurance such as fire and earthquake insurance; marine insurance; other personal property and liability insurance; financial planning; life insurance; and health insurance.

BUS 383  Commercial Insurance  3 Units
Prerequisite: None.
Course Transferable to CSU
Hours: 54 hours LEC
This course will provide students with basic information regarding the whole area of Commercial Insurance. Covered in this course is information concerning commercial property insurance, business income insurance, commercial crime insurance, equipment breakdown insurance, inland and ocean marine insurance, commercial general liability insurance, commercial automobile insurance, business owners’ policies and farm insurance, workers’ compensation and employers’ liability insurance, and other miscellaneous coverage.

BUS 384  Code and Ethics  1 Unit
Prerequisite: None.
Course Transferable to CSU
Hours: 18 hours LEC
This course is designed for insurance majors. It addresses ethical considerations one must support in order to succeed in business, specifically in the insurance industry. Students will evaluate a variety of ethical situations specifically related to the insurance industry.

BUS 498  Work Experience in Business  1-4 Units
Prerequisite: None.
Corequisite: According to Education Code Title V regulations, a student cannot earn academic credits in a Work Experience class unless s/he has either a job or an internship.
General Education: AA/AS Area III(b)
Course Transferable to CSU
Hours: 18 hours LEC; 300 hours LAB
This course is designed to provide students with effective job development skills that will assist them in obtaining and keeping an internship or a job in the field of Business. Course content will include understanding the application of education to the workforce; the responsibilities of an internship (where applicable); completion of Title V Education Code papers (the student’s Application, Learning Objectives, Time sheet, and Evaluations), which document the student’s progress and hours spent at the work or internship site; and developing workplace (soft) skills identified by the Secretary’s Commission on Achieving Necessary Skills (SCANS) Competencies, as well as by local employers. In addition, the student is required to fulfill 18 hours lecture and 75 hours of related, paid work experience or 60 hours of volunteer work experience for one unit; 75 or 60 hours of related work experience for each additional unit. The program allows the transfer student to combine practical, paid or non-paid work experience with college training. The course may be taken up to four times when there is new or expanded learning on the job for a total of 16 units. This course is transferable to any CSU campus. Only one Work Experience course may be taken per semester. Business includes Accounting, Business, Computer Information Science, Management, Marketing, and Real Estate. Students learn the principles and applications of the success oriented Management-by-Objectives procedures related to their own jobs. The class will explore the use of modern personnel management principles such as employee appraisal, interviewing, and self-motivation.

BUS 499  Experimental Offering in  .5-4 Units
Business
Prerequisite: None
Course Transferable to CSU
Hours: 54 hours LEC
See Experimental Offerings.
BUSTEC 100 Keyboarding Skills 1-3 Units
Prerequisite: None.
Advisory: ENGRD 110 and ENGWR 50, or ESLR 310 and ESLW 50 with grades of “C” or better.
Hours: 54 hours LEC; 54 hours LAB
This course skill building course is open to students who desire to learn the keyboard and build speed and accuracy. Individualized skill improvement plans are based on a computerized assessment of keyboarding speed and accuracy. This course is graded credit/no credit. Students will earn a unit of credit for each module successfully completed.

BUSTEC 100.1 Keyboarding Skills: 1 Unit
Beginning
Prerequisite: None.
Advisory: ENGRD 110 and ENGWR 50, or ESLR 310 and ESLW 50 with grades of “C” or better.
Hours: 18 hours LEC; 18 hours LAB
This introductory keyboarding course is designed for students who desire to learn the computer keyboard by touch. Students who have learned to touch-type should enroll in BUSTEC 100.2. This course is not open to students who have already received credit for one unit of BUSTEC 100. This course is graded credit/no credit.

BUSTEC 100.2 Keyboarding Skills: 1 Unit
Intermediate
Prerequisite: None.
Advisory: ENGRD 110 and ENGWR 50, or ESLR 310 and ESLW 50 with grades of “C” or better. Credit for BUSTEC 100.1 or equivalent.
Hours: 18 hours LEC; 18 hours LAB
This intermediate course is designed for students who have the ability to touch-type but desire to increase their keyboarding speed and accuracy. An individualized skill improvement plan will be developed during the first week of the course. This plan is based on a computerized assessment of current keyboarding speed, accuracy, and technique. Students must meet or exceed their prescribed goal in order to receive credit. This course is not open to students who have already received credit for two units of BUSTEC 100. This course is graded credit/no credit.

BUSTEC 100.3 Keyboarding Skills: 1 Unit
Advanced
Prerequisite: Credit for BUSTEC 100.2
Advisory: ENGRD 110 and ENGWR 50, or ESLR 310 and ESLW 50 with grades of “C” or better.
Hours: 18 hours LEC; 18 hours LAB
This advanced course is open to students who have successfully completed BUSTEC 100.2. An individualized skill improvement plan will be developed during the first week of the course. This plan is based on a computerized assessment of current keyboarding speed, accuracy, and technique. Students must meet or exceed their prescribed goal in order to receive credit. This course is not open to students who have already received credit for three units of BUSTEC 100. This course is graded credit/no credit.

BUSTEC 101 Computer Keyboarding: 10-Key 1 Unit
Prerequisite: None.
Hours: 18 hours LEC; 18 hours LAB
This course introduces the numeric keypad and develops the ability to key information into a computer with speed and accuracy. Students will use the numeric keypad to operate Windows Calculator. Additionally, students will key numeric data into electronic spreadsheets, invoices, and checks in simulated exercises. This course is graded Credit/No Credit.

BUSTEC 110 Business Procedures for Professional Success 3 Units
Prerequisite: None.
Advisory: BUS 100, BUSTEC 115, BUSTEC 300.2, CISA 305, CISA 310, and CISA 320 with grades of “C” or better.
Hours: 54 hours LEC
This course prepares students to perform various information processing procedures and problem solving tasks required to support both today’s office systems and those of the future. Students learn critical thinking, problem solving, teamwork, supervision skills, office procedures, and information processing technologies to manage their work, as well as necessary attributes of an office professional. These skills will provide the background for advancement to supervision and management positions. Primary emphasis is on processing documents using introductory skills in word processing, spreadsheets, presentation graphics, database and e-mail. Also included are managing information storage and retrieval, and coordinating office communications, to improve the efficiency of office functions.

BUSTEC 115 Records Management 2 Units
Prerequisite: None.
Advisory: Credit for BUSTEC 100.1 or completion of BUSTEC 300.1 with a grade of “C” or better.
Hours: 36 hours LEC
This course offers an introduction to the field of records and information management. It introduces students to filing rules compatible with the Association of Records Managers and Administrators (ARMA) guidelines. Principles and practices of effective records management for filing and maintenance of paper, image, and electronic records are included. Requisition/charge-out and transfer procedures along with legal and ethical issues in the records management field are covered.

BUSTEC 295 Independent Studies in Business Technology 1-3 Units
Prerequisite: None
Course Transferable to CSU
Hours: 54 hours LEC
See Independent Studies.

BUSTEC 299 Experimental Offering in Business Technology .5-4 Units
Prerequisite: None
Hours: 72 hours LEC
See Experimental Offerings.
BUSTEC 300  Beginning Keyboarding/ Applications  1-3 Units

Prerequisite: None.
Advisory: ENGRD 110 and ENGRD 50, or ESLW 320 and ESLR 320 with grades of “C” or better.
Course Transferable to CSU
Hours: 54 hours LEC; 54 hours LAB
This course builds speed and accuracy using the touch method. Module 1 (1 unit) introduces or reviews the keyboard by touch. Module 2 (1 unit) and Module 3 (1 unit) cover the preparation of business documents using word processing. Proofreading, grammar, spelling, and punctuation are reinforced throughout the program. Students will earn a grade for each module successfully completed.

BUSTEC 300.1  Beginning Keyboarding/ Applications: Introduction  1 Unit

Prerequisite: None.
Advisory: ENGRD 50 and ENGRD 110, or ESLW 320 and ESLR 320 with grades of “C” or better.
Course Transferable to CSU
Hours: 18 hours LEC; 18 hours LAB
This introductory keyboarding course emphasizes operating alphabetic, numeric, and symbol keys by touch. It includes computer-keyboarding techniques, speed-and-accuracy development, and essential computer-keyboarding information. BUSTEC 300.1 is a prerequisite to BUSTEC 300.2. This course is not open to students who have already received credit for one unit of BUSTEC 300.

BUSTEC 300.2  Beginning Keyboarding/ Applications: Basic Document Formatting  1 Unit

Prerequisite: BUSTEC 300.1 with a grade of “C” or better or BUSTEC 100.1 with credit, and the ability to touch-type at least 28 words per minute for two minutes with a maximum of five errors.
Advisory: ENGRD 50 and ENGRD 110, or ESLW 320 and ESLR 320 with grades of “C” or better.
Course Transferable to CSU
Hours: 18 hours LEC; 18 hours LAB
This course provides basic formatting and skill development for employment or personal use. The course builds upon skills learned in BUSTEC 300.1 and develops additional computer-keyboarding skills in the creation of word processing documents. Formatting applications include: business correspondence, reports, and tables. Basic document formatting, grammar, spelling, punctuation, and proofreading are reinforced throughout. Students will use basic features of an office-level word processing program. This course is not open to students who have already received credit for two units of BUSTEC 300. This course is a prerequisite to BUSTEC 300.3.

BUSTEC 300.3  Beginning Keyboarding/ Applications: Advanced Document Formatting  1 Unit

Prerequisite: BUSTEC 300.2 with a grade of “C” or better, and the ability to touch-type at least 36 words per minute for three minutes with a maximum of four errors.
Advisory: ENGRD 50 and ENGRD 110, or ESLW 320 and ESLR 320 with grades of “C” or better.
Course Transferable to CSU
Hours: 18 hours LEC; 18 hours LAB
This course provides advanced skill development of business documents for employment or personal use. The course builds on skills learned in BUSTEC 300.2 and teaches students to apply advanced formats for business correspondence - memorandums, letters, reports, and employment documents. The course includes enhancing proofreading proficiency, reinforcing communication skills, increasing speed and accuracy, and using features of a current office-level word processing program to create business documents. This course is not open to students who have already received credit for three units of BUSTEC 300.

BUSTEC 350  Virtual Office Careers and Technologies  3 Units

Prerequisite: None.
Advisory: BUSTEC 300.1 with a grade of “C” or better or BUSTEC 100.1 with credit, and BUS 100 with a grade of “C” or better
Course Transferable to CSU
Hours: 54 hours LEC
This course explores entrepreneurial business opportunities in the virtual office environment. Techniques and technologies needed by virtual office workers will be examined. Each student will create a simulated home-based virtual office business, develop and write a formal business plan that includes operating expenses for at least the first year, and devise a marketing strategy for a chosen virtual enterprise. Students will prepare and present oral presentations in which they showcase their home-based virtual office ventures.

BUSTEC 499  Experimental Offering in Business Technology  .5-4 Units

Prerequisite: None
Course Transferable to CSU
Hours: 54 hours LEC; 36 hours LAB
See Experimental Offerings.

Management (MGMT)

MGMT 295  Independent Studies in Management  1-3 Units
See Independent Studies.

MGMT 299  Experimental Offering in Management  .5-4 Units
See Experimental Offerings.
MGMT 304  Introduction to Management  3 Units

Functions
Prerequisite: None
Advisory: ENGWR 100, ESLW 340, or BUS 100 with a grade of “C” or better.
Course Transferable to CSU
Hours: 54 hours LEC
This is a basic course in management introducing a variety of modern management concepts. This course includes the basic management functions of planning, organization, staffing, leadership, and control. In addition, such concepts as team development, communication, business ethics, and global management perspectives will be discussed.

MGMT 306  Introduction to Public Administration  3 Units

Prerequisite: None
Advisory: ENGWR 100, ESLW 340, or BUS 100 with a grade of “C” or better.
Course Transferable to CSU
Hours: 54 hours LEC
This is a study of the fundamental principles of administration and their application to governmental and public sector operations. It acquaints students with the politics of administration, administrative responsibility, the management activities of planning, organizing, directing and controlling, and program implementation. Administration at the state and local government level, as well as in other public sector operations such as hospitals, schools and the military, is included.

MGMT 308  Personnel and Human Resources Management  3 Units

Prerequisite: None
Advisory: ENGWR 100, ESLW 340, or BUS 100 with a grade of “C” or better.
Course Transferable to CSU
Hours: 54 hours LEC
This course is an introduction to the complex study and analysis of such areas as civil rights, labor law, the Human Resources organization, and various management theories currently found in both public and private sector organizations.

MGMT 309  Introduction to Supervision  3 Units

Prerequisite: None
Course Transferable to CSU
Hours: 54 hours LEC
This introductory course in supervision is designed to meet the needs of students interested in learning more about the role of a supervisor and those making the transition from employee to supervisor. Emphasis is on employee motivation, morale, working conditions, communication with employee groups, conflict management, recruiting and interviewing potential employees, training, group dynamics, and health and safety issues. Case studies from business are used to prepare the student for a supervisory position.

MGMT 372  Human Relations and Organizational Behavior  3 Units

Prerequisite: None.
Advisory: BUS 100, ENGWR 100 or ESLW 340 with a grade of “C” or better.
Course Transferable to CSU
Hours: 54 hours LEC
This course emphasizes the psychology of human relations management. It covers human interaction principles that build confidence, competence, and positive attitudes in work organizations. Topics include the basis for human behavior, perception, personality, communication, stress, time and career management, motivation, performance improvement, group behavior, ethics, and social responsibility.

MGMT 495  Independent Studies in Management  1-3 Units

Prerequisite: None
Course Transferable to CSU
Hours: 54 hours LAB
See Independent Studies.

MGMT 499  Experimental Offering in Management  .5-4 Units

Prerequisite: None
Course Transferable to CSU
Hours: 54 hours LEC; 36 hours LAB
See Experimental Offerings.
Marketing (MKT)

MKT 300  Principles of Marketing  3 Units
Prerequisite: None.
Course Transferable to CSU
Hours: 54 hours LEC
This course provides a general overview of marketing principles. The course covers the process of planning and executing the conception, pricing, promotion, and distribution of ideas, goods, and services to create exchanges that satisfy individual and organizational goals. Elements of the marketing environment such as government regulation, environmental protection, competition, and consumer behavior will be analyzed.

MKT 310  Selling Professionally  3 Units
Prerequisite: None.
Course Transferable to CSU
Hours: 54 hours LEC
This course will examine and present the qualifications necessary to achieve success in professional selling. Emphasis will be placed on the development of a business personality and its application to prospecting, structuring the sales presentation, handling objections, closing, servicing, and customer relationship management. Application of techniques in product and service situations and integration of technology as a sales tool will be explored. Different types of selling experiences such as direct, industrial, wholesale, and retail are covered. Students will participate in role-playing exercises and deliver a sales presentation. This course is recommended for all students entering any career in business.

MKT 312  Retailing  3 Units
Prerequisite: None.
Course Transferable to CSU
Hours: 54 hours LEC
Retailing is a business that provides goods and services to customers for their personal use. This course will study modern retail operations with emphasis on consumer behavior, store location, sourcing of goods, pricing, organization, promotion, merchandising, management, and other pertinent factors of retail operations.

MKT 314  Advertising  3 Units
Prerequisite: None.
Course Transferable to CSU
Hours: 54 hours LEC
This course examines advertising as a marketing communications tool. Emphasis will be placed on consumer behavior, creative methods, media selection, measurements of effectiveness, and coordination with other aspects of the marketing program.

MKT 316  Public Relations  3 Units
Prerequisite: None.
Course Transferable to CSU
Hours: 54 hours LEC
This course covers the role of public relations in business and marketing. It introduces students to the roles and responsibilities of the public relations professional and the skills needed for success. Students will examine the functions of public relations, including crisis management, issue management, and building and managing the image of an organization and its products and services.

MKT 330  Internet Marketing  3 Units
Prerequisite: None.
Advisory: CISC 305 with a grade of “C” or better.
Course Transferable to CSU
Hours: 54 hours LEC
This course introduces students to the current state of the art in e-business, with an emphasis on the theory and practice of marketing in an electronic environment. Students will learn how to use the personalization and interactivity of the Internet to build strong customer relationships. These concepts will be applied to traditional brick and mortar as well as exclusively online businesses.

MKT 495  Independent Studies in Marketing  1-3 Units
Prerequisite: None.
Enrollment Limitation: Student must obtain approval from an instructor to conduct an independent study with that instructor or instructors.
Course Transferable to CSU
Hours: 54 hours LAB
Independent study of a marketing topic or research project. This course is for students who wish to develop an in-depth understanding in fundamental topics of marketing and to learn to work in a collaborative atmosphere with instructors and other students. Instructor approval is required to enroll in this course.

MKT 498  Work Experience in Marketing  1-4 Units
Prerequisite: None.
Enrollment Limitation: According to Education Code Title V regulations, a student cannot earn academic credits in a Work Experience class unless s/he has either a job or an internship.
Course Transferable to CSU
Hours: 18 hours LEC, 300 hours LAB
This course provides students with opportunities to develop or add marketable skills related to their vocational study programs. Course content will include understanding the application of the student’s education to the workforce; the responsibilities of an internship (where applicable); completion of Title V Education Code papers (the student’s Application, Learning Objectives, Time sheet, and Evaluations), which document the student’s progress and hours spent at the work or internship site; and developing workplace (soft) skills identified by the Secretary’s Commission on Achieving Necessary Skills (SCANS) Competencies, as well as by local employers. In addition, the student is required to fulfill 18 hours lecture and 75 hours of related, paid work experience or 60 hours of volunteer work experience for one unit; 75 or 60 hours of related work experience for each additional unit. The program allows the transfer student to combine practical, paid or non-paid work experience with college training. The course may be taken up to four times when there is new or expanded learning on the job for a total of 16 units. Only one Work Experience course may be taken per semester.

MKT 499  Experimental Offering in Marketing  .5-4 Units
Prerequisite: None
Course Transferable to CSU
Hours: 54 hours LEC
See Experimental Offerings.
Real Estate (RE)

RE 300  California Real Estate Principles  3 Units
Prerequisite: None
Course Transferable to CSU
Hours: 54 hours LEC
This fundamental real estate course covers the basic laws and principles of California real estate, and provides an understanding, background, and the terminology necessary for advanced study in specialized real estate courses. This course is required by the California Department of Real Estate prior to taking the Real Estate Salesperson’s examination.

RE 310  Real Estate Practice  3 Units
Prerequisite: None
Advisory: RE 300 with a grade of “C” or better.
Course Transferable to CSU
Hours: 54 hours LEC
This course covers operations in real estate: listing, prospecting, advertising, financing, sales techniques, escrow and ethics. This course applies toward educational requirements for a broker’s examination.

RE 320  Real Estate Finance  3 Units
Prerequisite: None
Advisory: RE 300 with a grade of “C” or better.
Course Transferable to CSU
Hours: 54 hours LEC
This course covers real estate financing: lending policies, and problems; financing transactions in residential, apartment, commercial, and special purpose properties; and methods of financing properties. This course applies towards educational requirements for broker’s examination.

RE 330  Legal Aspects of Real Estate  3 Units
Prerequisite: RE 300 with a grade of “C” or better.
Course Transferable to CSU
Hours: 54 hours LEC
This course covers California real estate law, including management, agency contracts, and application to real estate transfer, conveyancing, probate proceedings, trust deeds, and foreclosure. Legislation governing real estate transactions is also covered. It applies toward educational requirements for broker’s examination.

RE 342  Real Estate Appraisal  3 Units
Prerequisite: RE 300 with a grade of “C” or better
Course Transferable to CSU
Hours: 62 hours LEC
This course provides entry-level education in the real estate appraisal field. Concentrating on the appraisal of single-family residences (real property), the course will cover Basic Appraisal Principles (30 Hours) and Basic Appraisal Procedures (30 Hours) pursuant to the AQB’s Real Property Appraiser Qualification Criteria (effective January 1, 2008). The course is designed to meet the Office of Real Estate Appraisers’ (OREA) requirements for Basic Education (60 Hours). Course also applies toward the California Department of Real Estate educational requirements (3 semester units).

RE 344  Advanced Appraisals  3 Units
Prerequisite: RE 342 with a grade of “C” or better.
Course Transferable to CSU
Hours: 54 hours LEC
This course covers appraisal of income property. Emphasis is on market and income analysis, capitalization, techniques, rate derivation, compound interest tables, cost and sales comparison and appraisal of specific income properties. This course applies toward educational requirements for broker’s examination.

RE 350  Real Property Management  3 Units
Prerequisite: None
Advisory: RE 300 with a grade of “C” or better.
Course Transferable to CSU
Hours: 54 hours LEC
This course covers operation and management of real property marketing procedures, leases, maintenance, insurance, accounting, records, public and human relations, employer responsibilities, and selection of personnel and agreements. This course applies toward educational requirements for the broker’s examination.

RE 360  Real Estate Economics  3 Units
Prerequisite: RE 310 with a grade of “C” or better.
Course Transferable to CSU
Hours: 54 hours LEC
This course covers the nature and classification of land economics; development of property; construction and subdivision; economic values and real estate evaluation. Real estate cycles and business fluctuations, residential market trends, real property and special purpose property trends are also covered. This course applies toward educational requirements for a broker’s examination.

RE 380  Computer Applications in Real Estate  3 Units
Prerequisite: None.
Course Transferable to CSU
Hours: 54 hours LEC
This course introduces students to software applications used in the real estate industry for real estate practice, finance, appraisal, property management, and residential sales. This course applies toward the educational requirements for either a salesperson or broker’s license.
RE 495    Independent Studies in 1-3 Units
Real Estate
Prerequisite: None
Course Transferable to CSU
Hours: 54 hours LAB
See Independent Studies.

RE 497    Internship in Real Estate 4 Units
Prerequisite: RE 300 with a grade of “C” or better.
Course Transferable to CSU
Hours: 18 hours LEC; 162 hours LAB
This course provides students with a supervised, structured, hands-on experience in real estate and with the skills necessary to assist them in obtaining a job in the real estate industry. Course content will include understanding the application of education to the workforce; the responsibilities of an internship; completion of Title V papers (the student’s Application, Learning Objectives, Time sheet, and Evaluations) which document the students’ progress and hours completed; and developing workplace skills identified by local employers. In addition to 18 hours of lecture, the student is required to complete an internship of 162 hours.

RE 498    Work Experience in 1-4 Units
Real Estate
Prerequisite: None
Course Transferable to CSU
Hours: 18 hours LEC; 150 hours LAB
This course provides supervised, structured hands-on experience in a Real Estate sales or Real Estate lender or Real Estate appraiser office for students seeking a career in Real Estate.

RE 499    Experimental Offering in .5-4 Units
Real Estate
Prerequisite: None
Course Transferable to CSU
Hours: 54 hours LEC
See Experimental Offerings.
Career Opportunities
Chemists work as pharmaceutical or environmental chemists, educators, medical researchers, quality assurance and general scientists, and pharmacists. The preparation received in chemistry is excellent background for careers in medicine, dentistry, engineering, the biological sciences, earth sciences, and science education.

This major is designed to meet some of the common lower-division requirements for a major in Chemistry.

Chemistry
Associate in Science Degree

Required Program

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>CHEM 400, General Chemistry</td>
<td>5</td>
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<tr>
<td>CHEM 401, General Chemistry</td>
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<tr>
<td>CHEM 420, Organic Chemistry, AND</td>
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<tr>
<td>CHEM 421, Organic Chemistry</td>
<td>5</td>
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<td>OR</td>
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<tr>
<td>CHEM 425, Organic Chemistry with Biological Emphasis</td>
<td>4</td>
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<tr>
<td>CHEM 426, Organic Chemistry with Biological Emphasis</td>
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Total Units Required: 18-20

Note: Students planning to transfer to four-year institutions are advised to meet with a counselor for general education requirements.

Associate in Science (A.S.) Degree

The Associate in Science Degree may be obtained by completion of the required program, plus general education requirements, plus sufficient electives to meet a 60-unit total. See SCC graduation requirements.

Chemistry (CHEM)

NOTE: The University of California has a credit restriction on certain combinations of chemistry courses. See a counselor for detailed information on the current UC Articulation Agreement.

CHEM 110 Preparatory Chemistry 2 Units
Prerequisite: None
Hours: 36 hours LEC
This is a credit/no-credit lecture course which covers the most fundamental concepts of chemistry. This course is intended primarily to prepare students for UCD’s Chemistry 2A (General Chemistry).

CHEM 299 Experimental Offering in Chemistry .5-4 Units
Prerequisite: None
Hours: 72 hours LEC
See Experimental Offerings.

CHEM 300 Beginning Chemistry 4 Units
Prerequisite: None.
Advisory: Concurrent enrollment in CHEM 317.
General Education: AA/AS Area IV; CSU Area B1; CSU Area B3; IGETC Area 5A
Course Transferable to UC/CSU
Hours: 54 hours LEC; 54 hours LAB
This is a lecture and laboratory course that covers the fundamental concepts of chemistry. This course assumes no previous knowledge of chemistry, presenting both chemical problem solving and laboratory skills. This course is intended primarily to prepare students for CHEM 400, but also fulfills the physical science area of the general education requirement for transfer students.
CHEM 305  Introduction to Chemistry  5 Units
Prerequisite: MATH 100 with a grade of “C” or better OR MATH 103 and MATH 104 with grades of “C” or better, or equivalent.
Advisory: Completion of ENGWR 100 with a grade of “C” or better; Concurrent enrollment in CHEM 317 is advised.
General Education: AA/AS Area IV; CSU Area B1; CSU Area B3; IGETC Area 5A
Course Transferable to UC/CSU
Hours: 72 hours LEC; 54 hours LAB
This course presents the fundamental principles of chemistry including types of matter, physical and chemical processes, chemical bonds, atomic and molecular structure, nuclear chemistry, stoichiometry, states of matter, intermolecular forces, solutions, types of chemical reactions, acids and bases, equilibrium, and a brief introduction to organic chemistry. It is primarily designed for majors in the allied health fields (nursing, dental hygiene, physical therapy, etc.), natural resources, environmental technology, and physical education. The course also satisfies general education requirements.

CHEM 306  Introduction to Chemistry  5 Units
Prerequisite: CHEM 305 with a grade of “C” or better
Advisory: Completion of ENGWR 100 with a grade of C or better and concurrent enrollment of CHEM 317
General Education: AA/AS Area IV; CSU Area B1; CSU Area B3; IGETC Area 5A
Course Transferable to UC/CSU
Hours: 72 hours LEC; 54 hours LAB
Chemistry 306 is a continuation of Chemistry 305. It covers organic chemistry and biochemistry, particularly as applied to the health sciences. It is designed to introduce the organic functional groups along with their structure, physical and chemical properties, and reaction mechanisms, and how they are applied to biological systems. The biochemistry portion emphasizes the structure and function of carbohydrates, lipids, and proteins and their regulation in the body. This course is primarily designed for majors in the allied health fields (nursing, dental hygiene, physical therapy, etc.), natural resources, environmental technology, and physical education.

CHEM 317  Strategies for Problem Solving  1 Unit in Chemistry
Prerequisite: None
Course Transferable to CSU
Hours: 18 hours LEC
This course will focus on developing analytical reasoning strategies, critical thinking skills, and problem solving abilities for both quantitative and qualitative problems in chemistry. The course is designed to support students in beginning chemistry, CHEM 300, organic and biochemistry applied to the health sciences, (CHEM 306), organic chemistry with a biological emphasis, (CHEM 425), and organic chemistry for chemistry majors, (CHEM 420). This course will focus on developing analytical reasoning strategies, critical thinking skills and problem-solving abilities for both quantitative and qualitative problems in chemistry. The course is designed to support students in beginning chemistry (CHEM 300), introductory chemistry applied to the health sciences (CHEM 305), organic and biochemistry applied to the health sciences (CHEM 306), organic chemistry with a biological emphasis (CHEM 425 and CHEM 426), and organic chemistry for chemistry majors (CHEM 420 and 421). Strategies and content will be specific to the area of chemistry. This course may be taken up to three times for credit providing there is no duplication of content.

CHEM 320  Environmental Chemistry  4 Units
Prerequisite: None.
General Education: AA/AS Area IV; CSU Area B1; CSU Area B3; IGETC Area 5A
Course Transferable to UC/CSU
Hours: 54 hours LEC; 54 hours LAB
This course explores the interrelationship of human beings and their living and nonliving environments with regard to the chemical substances that are encountered in everyday life. The role of chemistry in both creating the environmental problems as well as providing solutions will be examined. At the conclusion of the course, the student will be able to use everyday tools in understanding and dealing with environmental problems and become a more critical thinking consumer of products affecting the environment. The laboratory is designed to familiarize students with the methods of science while investigating the presence and interaction of chemicals in the environment.

CHEM 330  Chemistry of the World  4 Units
Prerequisite: None.
General Education: AA/AS Area IV; CSU Area B1; IGETC Area 5A
Course Transferable to UC/CSU
Hours: 54 hours LEC
This is a lecture course covering the basic principles of chemistry with an emphasis on the social, industrial and biological aspects of chemistry. It is designed for students desiring a general knowledge of chemistry and the importance of science in everyday life. An optional laboratory course, CHEM 331, may accompany this lecture course.
CHEM 331  Laboratory for Chemistry of the World  1 Unit
Prerequisite: A chemistry course of any level must be taken previously or concurrently.
General Education: CSU Area B3; IGETC Area 5A
Course Transferable to UC/CSU
Hours: 54 hours LAB
This is the optional laboratory to accompany CHEM 330. The laboratory gives students practical experience working with chemicals, glassware, and instruments. It is designed for students desiring a general knowledge of chemistry and the importance of science in everyday life. It will be especially useful as a continuing education course for elementary and middle school teachers.

CHEM 336  Art and Chemistry  4 Units
Prerequisite: None.
General Education: AA/AS Area IV; CSU Area B1; CSU Area B3; IGETC Area 5A
Course Transferable to UC/CSU
Hours: 54 hours LEC; 54 hours LAB
This course is an exploration of the chemistry of art and art media. Students will investigate through a variety of lecture and laboratory activities the scientific basis of paints, dyes, photography, fresco, metalworking, fabric, polymers, glass work, art preservation/restoration, art forgery, and chemical hazards in art. Chemical concepts such as the atomic nature of matter, molecules, elements, compounds, chemical bonding, chemical reactions, intermolecular forces, acids and bases, solubility, spectroscopy, oxidation and reduction, and carbon chemistry will be discussed as they apply to the chemical nature of art.

CHEM 400  General Chemistry  5 Units
Prerequisite: Completion of one year of any high school chemistry course, CHEM 300, or CHEM 305 with a grade of "C" or better. Completion of high school intermediate algebra or MATH 120 or its equivalent, with a grade of "C" or better.
General Education: AA/AS Area IV; CSU Area B1; CSU Area B3; IGETC Area 5A
Course Transferable to UC/CSU
Hours: 54 hours LEC; 72 hours LAB; 18 hours DIS
CHEM 400 covers the fundamental principles and concepts of chemistry including reactions, stoichiometry, thermochemistry, atomic and molecular structure and bonding, gases, liquids, solids, and solutions. One hour per week will be devoted to discussion/problem session. Laboratory experiments are mostly quantitative, requiring good technique and critical thinking. CHEM 400 is for students majoring in biology, chemistry, pre-dentistry, pre-medicine, pre-pharmacy, and engineering.

CHEM 401  General Chemistry  5 Units
Prerequisite: CHEM 400 with a grade of "C" or better.
General Education: AA/AS Area IV; CSU Area B1; CSU Area B3; IGETC Area 5A
Course Transferable to UC/CSU
Hours: 54 hours LEC; 72 hours LAB; 18 hours DIS
CHEM 401 is a continuation of CHEM 400. This course includes topics in kinetics, thermodynamics, gas-phase equilibrium, ionic equilibrium, electrochemistry, chemistry of coordination compounds and nuclear chemistry. Critical thinking and writing skills will be practiced in this course. One hour per week will be devoted to a discussion/problem solving session. CHEM 401 is for students in biology, chemistry, pre-dentistry, pre-medicine, pre-pharmacy, and engineering. The laboratory includes both quantitative and qualitative experiments and some qualitative analysis. Written laboratory reports are required. It is recommended that CHEM 400 and 401 be taken during consecutive semesters.

CHEM 410  Quantitative Analysis  5 Units
Prerequisite: CHEM 401 with a grade of "C" or better.
General Education: AA/AS Area IV; CSU Area B1; CSU Area B3; IGETC Area 5A
Course Transferable to UC/CSU
Hours: 54 hours LEC; 108 hours LAB
This is a course in chemical quantitative analysis. Emphasis is placed on the proper design, control, and handling of experimental data obtained through the use of various analytical methods. For example, gravimetric, volumetric, electrochemical, spectrophotometric, and chromatographic methods are employed. Students will calibrate glassware and instruments, design and validate experimental methods, keep a detailed laboratory notebook, and prepare and deliver scientific reports. This course is for students planning careers in chemistry, biochemistry, chemical engineering, forensics, pre-pharmacy, biology, molecular biology, and microbiology.

CHEM 420  Organic Chemistry  5 Units
Prerequisite: CHEM 401 with a grade of "C" or better.
Advisory: Concurrent enrollment in Chem 317.
General Education: AA/AS Area IV; CSU Area B1; CSU Area B3; IGETC Area 5A
Course Transferable to UC/CSU
Hours: 54 hours LEC; 108 hours LAB
This is a lecture-laboratory course designed to introduce students to the study of basic concepts of organic chemistry. Lecture topics include chemistry of alkanes/cycloalkanes, alkenes, alkyl halides, alcohols and ether with emphasis on stereochemistry, reaction mechanisms and spectroscopy. Laboratory work includes basic techniques of separation and identification. Computer-aided molecular modeling will be introduced. Students will be introduced to a variety of modern instrumentation (GC, HPLC, FT-IR, GC-MS) in the laboratory.
CHEM 421 Organic Chemistry 5 Units
Prerequisite: CHEM 420 with a grade of “C” or better
Advisory: CHEM 317 with a grade of “C” or better.
General Education: AA/AS Area IV; CSU Area B1; CSU Area B3; IGETC Area 5A
Course Transferable to UC/CSU
Hours: 54 hours LEC; 108 hours LAB
This course is lecture-laboratory course that is a continuation of CHEM 420. Lecture topics include the chemistry of ethers, epoxides, conjugated dienes, aromatic compounds, carbonyl compounds, enolate condensation, amines, phenols, polymerization reactions, and selected biologically important compounds. The course also includes continued application of spectroscopic methods (IR, NMR, UV-vis and MS) applied to organic chemistry. Laboratory emphasis is on the preparation, isolation, quantitation, purification, identification and mechanism elucidation using both traditional and instrumental techniques. Students will continue to expand their ability to operate and utilize a variety of modern chemical instrumentation - Gas Chromatography, High Performance Liquid Chromatography, Fourier Transform - Infrared Spectroscopy, and Gas Chromatography-Mass Spectroscopy.

CHEM 425 Organic Chemistry with Biological Emphasis 4 Units
Prerequisite: CHEM 401 with a grade of “C” or better
Advisory: CHEM 317
General Education: AA/AS Area IV; CSU Area B1; CSU Area B3; IGETC Area 5A
Course Transferable to UC/CSU
Hours: 54 hours LEC; 54 hours LAB
The CHEM 425, 426 series is designed to fulfill the requirements of students planning professional school studies in the health and biological sciences. It will also satisfy the needs of students majoring in the life sciences and related areas. This course is intended for students not majoring in chemistry and not planning to take additional courses in organic chemistry. Lecture topics include the preparation, properties, and reactions of alkanes, alkenes, alkynes, alkyl halides, alcohols, and ethers with emphasis on applications in the biological sciences. Also included is the study of stereoisomerism, mass spectrometry, and spectroscopy (UV/VIS and IR). Laboratory work covers standard laboratory practices including extraction, crystallization, distillation, chromatography (gas, thin layer, and column), polarimetry, organic synthesis, reaction analysis, and spectroscopy (IR) with emphasis on biological applications.

CHEM 426 Organic Chemistry with Biological Emphasis 4 Units
Prerequisite: CHEM 425 with a grade of “C” or better
General Education: AA/AS Area IV; CSU Area B1; CSU Area B3; IGETC Area 5A
Course Transferable to UC/CSU
Hours: 54 hours LEC; 54 hours LAB
This course, a continuation of CHEM 425, focuses on the preparation, properties, reactions, and spectroscopy (IR, NMR, mass and UV) of organic compounds, including benzene and benzene derivatives, aldehydes, ketones, dicarbonyl compounds, carboxylic acids, and amines. Applications in the biological sciences are emphasized. An introduction to the chemistry of biological macromolecule (lipids, carbohydrates, proteins, and nucleic acids) is also presented. Laboratory work includes qualitative analysis, multi-step organic synthesis, instrumentation (IR and GC), protein electrophoresis, and investigations in photochemistry, dyes, and biological macromolecules.

CHEM 484 Advanced General Chemistry - Honors 1 Unit
Prerequisite: CHEM 400 with a grade of “C” or better
General Education: AA/AS Area IV; CSU Area B1; CSU Area B3
Enrollment Limitation: Eligibility for the Honors Program.
Course Transferable to UC/CSU
Hours: 9 hours LEC; 27 hours LAB
Honors Advanced General Chemistry provides advanced studies of chemical concepts introduced in CHEM 400 and related concepts, including advanced laboratory work. This honors course uses an intensive methodology designed to challenge motivated students.

CHEM 494 Topics in Chemistry .5-4 Units
Prerequisite: None
Course Transferable to CSU
Hours: 54 hours LEC; 54 hours LAB
This course is designed to enable both science and non-science majors to learn about recent developments in chemistry. Selected topics would not include those which are part of current course offerings. This course may be taken four times providing there is no duplication of topics.

CHEM 495 Independent Studies in Chemistry 1-3 Units
Prerequisite: None
Course Transferable to UC/CSU
Hours: 162 hours LEC
This course involves an individual student or small groups of students in study, research, or activities beyond the scope of regular offered courses, pursuant to an agreement among college, faculty members and students. Independent studies in chemistry offers students a chance to do research and/or experimentation that is more typical of industry and graduate student work.

CHEM 499 Experimental Offering in Chemistry .5-4 Units
Prerequisite: None
Course Transferable to UC/CSU
Hours: 54 hours LEC; 36 hours LAB
See Experimental Offerings.
Communication  COMM

Associate in Arts Degree

Division of Humanities and Fine Arts

Chris Iwata, Dean
Auditorium 18a
916-558-2551

Program Information

The Communication Department offers a variety of courses designed to meet students’ needs for graduation, transfer, and personal and professional development. Students earning the Associate in Arts degree in Communication will be able to understand and apply human communication concepts relating to presentational speaking, critical thinking, group and interpersonal relationship development, and professional growth.

Recommended High School Preparation

Standard college preparatory program.

Transfer

Courses offered by the Communication Department meet a wide range of lower division transfer requirements for CSU and UC colleges. The department offers many courses designed to prepare students for transfer to a variety of disciplines including Business, Communication Studies, Criminal Justice, Education, Liberal Arts, Pre-Law, Mass Media, Management, Psychology, Sociology, and Social Work.

Forensics

The Los Rios Forensics team helps students improve their critical thinking and oral presentation skills. The Forensics team provides a high level of intercollegiate competition through the Forensics Laboratory course. Students who participate in this award-winning team compete in debate, public speaking, oral interpretation of literature/drama, impromptu speaking, and reader’s theater. This program enhances the college experience and polishes the skills that employers actively request.

Career Opportunities

The number one skill employers seek is effective communication. Courses in communication enhance understanding and skills for transfer preparation, professional development, and personal growth. The degree and program enhances opportunities for employment and promotion in fields including education, law enforcement, law, health, management, organizational development, psychology, public service, sales, training, entertainment, and social services.
COMM 270  Communication Laboratory  .5-3 Units
Prerequisite: None
Hours: 162 hours LAB
This course provides individualized, self-paced and/or small group instruction in basic oral communication skills. Individualized instructional modules are designed to help the student acquire or improve communication skills in specific areas including public speaking, argumentation, small group, forensics speaking, and interpersonal communication. Although this course is most effective for students concurrently enrolled in Communication courses, any students who need assistance in communication skills can benefit. Course offerings vary, depending upon the student’s needs and abilities. Students may work with peer tutors and instructors to improve their understanding and skills in speech organization, preparation of presentation aids, delivery of oral messages, creating group agendas, etc. The course is credit/no credit. Students earn 0.5 units for every 27 hours. They may earn 0.5-3 units per semester and repeat this class until reaching the maximum of 6 units. Students may enroll until the end of the 12th week of instruction.

COMM 301  Introduction to Public Speaking  3 Units
Prerequisite: ENGW 100 or ESW 320 with a grade of “C” or better; or placement through the assessment process.
Advisory: Concurrent enrollment in COMM 270.
General Education: AA/AS Area II(b); CSU Area A1; IGETC Area 1C
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course prepares students to speak in a variety of rhetorical situations: as college students, as employees, as opinion leaders in the community. The course is designed to assist students in developing ethical research methodology, analytical thinking skills, organization and outlining skills, effective delivery, and appropriate speech presentation skills. Emphasis is on researching, preparing, organizing, and presenting a variety of speeches for varied audiences. Video and/or audio taping equipment may be used as an aid to the student’s self-analysis and improvement. Access to a computer with on-line capabilities may be required and is available on campus.

COMM 302  Persuasive Speech  3 Units
Prerequisite: COMM 301 with a grade of “C” or better
Advisory: Concurrent enrollment in COMM 270 (Communication Training Laboratory)
General Education: AA/AS Area II(b); CSU Area A1
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course is designed to give students instruction and practice in designing and orally delivering persuasive messages. Emphasis is placed on use of proofs, language, logical thinking, and delivery. Students will prepare, present, and evaluate multiple types of persuasive speeches.

COMM 305  Oral Interpretation  3 Units
Prerequisite: ENGW 100 or ESW 320 with a grade of “C” or better; or placement through the assessment process.
Advisory: ENGRD 310 or ESLR 320 with a grade of “C” or better
General Education: AA/AS Area I; CSU Area C1; IGETC Area 3A
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course introduces students to the field of performance studies through the oral interpretation of various literary forms, including Western and Non-Western forms of literature. Theoretical issues and historical developments are examined and applied to the current performance trends in solo, duo, and interpreters’ theater. The focus is on audience analysis, selection and thematic analysis of literature, discussion and application of vocal and physiological delivery techniques, program performance, and post-performance evaluation.

COMM 311  Argumentation and Debate  3 Units
Prerequisite: ENGW 100 or ESW 320 with a grade of “C” or better; or placement through the assessment process.
Advisory: Recommended concurrent enrollment in COMM 270.
General Education: AA/AS Area II(b); CSU Area A1; CSU Area A3; IGETC Area 1C
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course introduces students to the role of argument in public discourse. Students develop presentational skills necessary for public advocacy. Assignments include researching, preparing, and presenting sound arguments, as well as developing strategies for refuting others’ arguments. Students will explore areas of social, economic, and political controversy through the format of academic debate. Video taping equipment may be used as an aid to the student’s self-analysis and improvement.

COMM 315  Persuasion  3 Units
Prerequisite: ENGW 300 or ESW 340 with a grade of “C” or better
General Education: AA/AS Area II(b); CSU Area A3
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course presents fundamental theories and techniques of persuasion as they occur in various communication contexts, including commercial, interpersonal, public, and mass media. Students develop critical thinking skills by engaging in oral and written analysis, evaluation, and composition of persuasive messages and by examining the personal, political, cultural, and social impacts of persuasion. Students explore ethical considerations of persuasive communication; learn about types of reasoning; and identify fallacious arguments as they occur in persuasion.
COMM 316 Advanced Argumentation and Critical Thinking 3 Units
Prerequisite: ENGWR 300 or ESLW 340 with a grade of “C” or better
General Education: AA/AS Area II(b); CSU Area A3; IGETC Area 1B
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course focuses on the listener’s role in the communication process. Students will learn about effective group communication and to prepare students to function more proficiently in groups. The course primarily focuses on communication in task and social groups, and assignments will include oral presentations (individual and/or group). The course addresses communication concepts and behaviors related to problem solving, decision making, leadership, group roles, norms, and conformity.

COMM 321 Interpersonal Communication 3 Units
Prerequisite: ENGWR 50 or ESLW 310 with a grade of “C” or better; or placement through the assessment process.
General Education: AA/AS Area III(b); CSU Area D7; IGETC Area 4G
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course introduces students to the challenges and promises of intercultural communication in U.S. domestic situations. Variations and commonalities in communication patterns across cultures are examined. Communication processes and outcomes between persons of different cultural backgrounds are also explored. Practical application of factors which influence communication between individuals of different cultures is emphasized.

COMM 325 Intercultural Communication 3 Units
Prerequisite: ENGWR 100 or ESLW 320 with a grade of “C” or better; or placement through the assessment process.
General Education: AA/AS Area V(b); AA/AS Area VI; CSU Area D3; CSU Area D7; IGETC Area 4G
Course Transferable to UC/CSU
Hours: 54 hours LEC
The primary emphasis of this course is on argumentation as the study of analysis, evidence, reasoning, refutation, and rebuttal, in written, oral, and visual communication. Significant components of instruction will be in written argumentation, with special attention to the essay form. Students will write a minimum of 8,000 words divided among at least five essays all of which require research. Curriculum includes “critical thinking” approaches to commercial, legal, political, and academic argumentation and persuasion.

COMM 328 Gender Communication 3 Units
Prerequisite: None.
Advisory: COMM 301, COMM 321, ENGWR 100, ESLW 320, PSYC 300, or SOC 341/FCS 326 with a grade of “C” or better.
General Education: AA/AS Area V(b); AA/AS Area III(b); CSU Area D4; IGETC Area 4D
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course examines gender as it is created and recreated through the process of communication. Gender is the social construction of femininity and masculinity within cultures. Gender stereotypes are behaviors that are stereotypically associated with males and females but are not necessarily accurate reflections of actual communication behavior. Verbal and nonverbal similarities and differences are examined within historical, social, psychological, and cultural perspectives. This course focuses on gender and gender stereotypes in four primary contexts: intimate relationships, the educational setting, the media, and the workplace.

COMM 331 Group Discussion 3 Units
Prerequisite: ENGWR 100 or ESLW 320 with a grade of “C” or better; or placement through the assessment process.
Advisory: Concurrent enrollment in COMM 270.
General Education: AA/AS Area II(b); CSU Area A1; IGETC Area 1C
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course examines gender as it is created and recreated through the process of communication. Gender is the social construction of femininity and masculinity within cultures. Gender stereotypes are behaviors that are stereotypically associated with males and females but are not necessarily accurate reflections of actual communication behavior. Verbal and nonverbal similarities and differences are examined within historical, social, psychological, and cultural perspectives. This course focuses on gender and gender stereotypes in four primary contexts: intimate relationships, the educational setting, the media, and the workplace.

COMM 335 Conflict Management 3 Units
Prerequisite: None.
Advisory: ENGWR 100 or ESLW 320 with a grade of “C” or better; or placement through the assessment process.
General Education: AA/AS Area III(b); CSU Area D7
Course Transferable to CSU
Hours: 54 hours LEC
This course examines the communication behaviors involved in the process of interpersonal, work group, and organizational conflicts. Course content will focus on conceptual understanding of theoretical foundations in the social sciences. Application and activities will address the components of conflict and the strategies by which conflict may effectively be managed in personal and professional settings.
COMM 341  Organizational Communication  
3 Units
Prerequisite: None.
Advisory: ENGWR 100 or ESLW 320; with grades of “C” or better; or placement through the assessment process.
General Education: AA/AS Area V(b); AA/AS Area II(b); CSU Area D7
Course Transferable to CSU
Hours: 54 hours LEC
This course is designed to allow students to examine both theoretical and pragmatic essentials of effective organizational messages from preparation and presentation to effective observation and analysis. Students will explore the dynamics of organizational communications in various situations including focus groups, quality control groups, ad hoc committees, conflict negotiation teams, and problem solving/decision making groups. The roles of internal and external messages on the communication process and organizational effectiveness will be examined and analyzed.

COMM 343  Oral Communication in Business  
3 Units
Prerequisite: None.
Advisory: ENGWR 100 or ESLW 320 with a grade of “C” or better, or placement through the assessment process.
General Education: AA/AS Area II(b)
Course Transferable to CSU
Hours: 54 hours LEC
This course offers students the opportunity to study contemporary communication principles and practices in modern organizations. Emphasis is placed on enhancing personal, and professional communication in the workplace. Students will receive instruction in utilizing various technologies in research, preparation, and presentation. Content focuses on identifying communication styles, improving presentational skills in formal and informal settings, working in and managing small groups, recognizing persuasive strategies as used in organizations, and developing fundamental skills in interviewing and promotion.

COMM 345  Interviewing  
3 Units
Prerequisite: None.
Advisory: ENGWR 100 or ESLW 320 with a grade of “C” or better, or placement through the assessment process.
General Education: AA/AS Area V(b)
Course Transferable to CSU
Hours: 54 hours LEC
This course introduces students to the basic skills and fundamental concepts necessary for effective participation in the interview process. Special emphasis is given to practical experiences in a variety of interview contexts such as journalistic/probing, survey, and selection interviews.

COMM 351  Mass Media and Society  
3 Units
Same As: ENGWR 384 and JOUR 310
Prerequisite: None.
Advisory: ENGWR 100 or ESLW 320 with a “C” or better.
General Education: AA/AS Area V(b); CSU Area D4; IGETC Area 4G
Course Transferable to UC/CSU
Hours: 54 hours LEC
This is an interdisciplinary course exploring aspects of communication and the impact of mass media on the individual and society. The survey includes basic communication models, books, magazines, newspapers, recordings, movies, radio, television, advertising, public relations, the Internet, theories of communication, relationships between mass media and business and government, and processes and effects from a social science perspective. (Credit may be awarded for COMM 351, ENGWR 384 or JOUR 310.)

COMM 361  The Communication Experience  
3 Units
Prerequisite: None.
Advisory: Concurrent enrollment in COMM 270.
General Education: AA/AS Area II(b); CSU Area A1; IGETC Area 1C
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course introduces students to basic skills and introductory concepts necessary for effective communication in a variety of settings with a variety of audiences. Special emphasis is placed on practical experiences within groups, facilitation of interpersonal relationships, and methods of conflict resolution. As part of this course, students will be required to actively participate in groups and deliver individual and group oral presentations.

COMM 363  Introduction to Communication Theory  
3 Units
Prerequisite: None.
Advisory: ENGWR 100 or ESLW 320 with a grade of “C” or better, or placement through the assessment process.
General Education: AA/AS Area V(b); CSU Area D7; IGETC Area 4G
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course will introduce the student to the symbolic process of human communication through the study of basic communication models, fundamental theory, and relevant research findings. Emphasis will be placed on achieving an understanding of the communication process and the process through which researchers in the field add to their existing body of knowledge.

COMM 371  Voice and Diction  
3 Units
Prerequisite: ENGWR 100 or ESLW 340 with a grade of “C” or better, or placement through the assessment process.
Advisory: COMM 270
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course covers the analysis and effective use of the voice to express thought and feeling, including innuendo and mixed messages in a variety of communication situations. Included is the study of the attributes of the vocal mechanism and speech process, including proper breathing, articulation and voice production, and the interpretation of literary selections to achieve planned audience response.
COMM 374  Forensics Laboratory  1-3 Units
Prerequisite: None
Advisory: COMM 301 or COMM 311 with a grade of “C” or better
Course Transferable to CSU
Hours: 18 hours LEC; 108 hours LAB
Through individualized instruction and participation in public speaking events, academic debate, literature interpretation, public campaigns, and/or training presentations, students will develop listening skills, organization skills, and the ability to recognize matters of political, social, and economic importance. This course helps students develop their skills as critical thinkers and competent speakers. This is a lecture/laboratory course giving practice in preparing for and participating in the Student Speaker’s Bureau and/or Intercollegiate Forensics competition. Areas of interest include debate, persuasive speaking, oral interpretation of literature, impromptu speaking, expository speaking, readers’ theater, training presentations and campaign development. Field trips to tournaments or other speaking events may be required. The course is open entry/open exit and may be taken four times for a maximum of twelve units. Students earn 1 unit of credit for every 18 hours of lecture or 54 hours of lab.

COMM 494  Topics in Communication  .5-4 Units
Prerequisite: None
Course Transferable to UC/CSU
Hours: 54 hours LEC; 54 hours LAB
This course is designed to enable both communication and non-communication majors to learn about recent developments in communication. Selected topics would not be part of current course offerings. This course may be taken four times providing there is no duplication of topics.

COMM 495  Independent Studies in Communication  1-3 Units
Prerequisite: None
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course involves an individual student or small groups of students in study, research, or activities beyond the scope of regular offered courses, pursuant to an agreement among college, faculty members, and students. Independent studies in communication offers students a chance to do research that is more typical of industry and graduate student work. This course may be taken four times providing there is no duplication of content areas.

COMM 499  Experimental Offering in Communication  .5-4 Units
Prerequisite: None
Course Transferable to UC/CSU
Hours: 72 hours LEC
This is an experimental course offering designed to provide students with courses not normally offered by the Communication department. Course topics will be structured around new and emerging issues related to the field of Communication.
Community Leadership Development

COMDE 300 Leadership Skills  3 Units
Development

Prerequisite: None
Advisory: COMM 301 or COMM 361 with a grade of “C” or better
and ENGWR 100 or ESLW 310 with a grade of “C” or better.
Course Transferable to CSU
Hours: 54 hours LEC
This course provides an introduction to leadership and examines
leadership theory and organizational behavior. It emphasizes lead-
ership procedures and functions with regard to the community
college experience. All students interested in learning and experi-
encing leadership, especially those comfortable with both oral and
written communication, are encouraged to enroll.

COMDE 495 Independent Studies in  1-3 Units
Community Leadership
Development

See Independent Studies.

COMDE 499 Experimental Offering in  .5-4 Units
Community Leadership
Development

See Experimental Offerings.
Community Studies
Emphasis on Direct Services

Associate in Arts Degree
Certificate of Achievement

Program Information
The degree and certificate in Community Studies (emphasis in Direct Services) are applied sociology programs. Sociological theory and perspectives provide the foundation for students to work as paraprofessionals at the assistant level, under the supervision of workers with professional degrees. Students may perform a variety of entry level, social service organization functions including resource development and referral, client screening, assessments, consultation, reports and record keeping.

Career Opportunities
The degree and certificate in Community Studies (Emphasis in Direct Services) are designed to prepare students to work in public, private, and nonprofit community service organizations such as social service, educational, correctional, mental health, and community health agencies and programs. The degree may also serve as the first level of education in a career ladder leading to a BA or BSW degree and then on to advanced study in a variety of graduate programs leading to masters and doctoral degrees.

Community Studies
Associate in Arts Degree
Certificate of Achievement

Required Program

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>SOC 330, Issues in Multicultural Society</td>
<td>3</td>
</tr>
<tr>
<td>SOC 380, Introduction to Social Services</td>
<td>3</td>
</tr>
<tr>
<td>SOC 382, Introduction to Casework in Social Services</td>
<td>3</td>
</tr>
<tr>
<td>A minimum of 3 units from the following</td>
<td></td>
</tr>
<tr>
<td>SOC 385, Practicum in Sociology</td>
<td>3</td>
</tr>
<tr>
<td>A minimum of 9 units from the following</td>
<td></td>
</tr>
<tr>
<td>ADMJ 304, Juvenile Delinquency</td>
<td>3</td>
</tr>
<tr>
<td>ADMJ 340, Introduction to Correctional Services</td>
<td>3</td>
</tr>
<tr>
<td>BUS 320, Concepts in Personal Finance</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 376, Personality</td>
<td>3</td>
</tr>
<tr>
<td>SOC 300, Introductory Sociology</td>
<td>3</td>
</tr>
<tr>
<td>SOC 301, Social Problems</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 390, Psychology of Death and Dying</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 370, Human Development: A Life Span</td>
<td>3</td>
</tr>
<tr>
<td>or FCS 324, Human Development: A Life Span</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 405, Substance Abuse: Effects on Body and Behavior</td>
<td>3</td>
</tr>
<tr>
<td>or, ADMJ 303, Substance Abuse-Effects on Body and Behavior</td>
<td>3</td>
</tr>
<tr>
<td>FCS 320, Marriage and the Family</td>
<td>3</td>
</tr>
<tr>
<td>or SOC 310, Marriage and the Family</td>
<td>3</td>
</tr>
<tr>
<td>SOC 335, Sociology of Aging</td>
<td>3</td>
</tr>
<tr>
<td>or GERON 300, Sociology of Aging</td>
<td>3</td>
</tr>
<tr>
<td>or FCS 330, Sociology of Aging</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Units Required 21

Suggested Electives
FCS 312, ECE 312, PSYC 320, PSYC 340, SOC 343

Certificate of Achievement
The Certificate of Achievement may be obtained by completion of the required program with grades of “C” or better.
Computer Information Science
CISA, CISC, CISN, CISP, CISS, CISW

Associate in Science Degree
Certificate of Achievement
Certificate of Completion

Computer Science, Degree and Certificate of Achievement
Management Information Science, Degree and Certificate of Achievement
Database Management, Certificate of Achievement
Programming, Certificate of Achievement
Information Processing, Degree
Information Processing Specialist, Certificate of Achievement
Information Processing Technician, Certificate of Completion, Level 3
Word Processing Technician, Certificate of Completion, Level 2 or 3
Information Systems Security, Degree and Certificate of Achievement
Network Administration, Degree and Certificate of Achievement

Career Opportunities
Technical positions include: application developer, computer programmer, database administrator, database developer, database manager, database support assistant, information technology developer, information technology specialist, programmer, software designer, software tester, and systems analyst. Opportunities in networking and security include computer forensics specialist, computer operator, information security systems specialist, network administrator, network designer, network security specialist, network support specialist, network systems engineer, network technical support staff, and network troubleshooter. In the area of web site design and development, positions include: information systems analyst, information technology analyst, web database administrator, web designer, web developer, web server administrator, web systems analyst, web team member, and webmaster. Office related job openings include administrative assistant, assistant documentation specialist, business office employee, data entry personnel, information processing specialist, information technician, microcomputer applications specialist, office clerk, office manager, office supervisor, office worker, and retail clerk.

Transfer Information
CSU, Sacramento, offers a major in Computer Science through the School of Engineering and Computer Science. These five classes must be completed before students can be admitted as Computer Science or Computer Engineering majors at CSUS: CISP 400 (C++) or CISP 401 (Java), CISP 430 (Data Structures), CISP 310 (Assembly Language), CISP 440 (Discrete Structures), and CISP 452 (Introduction to Systems Programming). Students should plan to take the prerequisites (CISC 310 and CISP 301 concurrently and then CISP 360) with enough time to complete the required courses before transfer. Computer Engineering majors should also take ENGR 400 (Circuits) and general chemistry prior to transfer. It is recommended that students complete Calculus and Physics before transfer and meet with a counselor before the end of the first year at SCC.

CSU, Sacramento, offers a major or minor in Management Information Science as part of the Business Administration degree. Students planning to transfer to CSU, Sacramento School of Business Administration should complete their MIS 001, 002, 003 in the form of our CISA 308, CISA 310, CISC 308 to be admitted to the School of Business. MIS Majors should also complete CISP 370 (VB.NET) before transferring. Students should plan to take the prerequisites (CISC 310 and CISP 301 concurrently) with enough time to complete the required courses before transfer.

Students planning to transfer to CSU, Chico, should include computer-programming languages in C++, Java, assembly language, data structures, one year of calculus, and physics.

Students must also meet university admission requirements and other general education courses as outlined by each university.
Computer Science
Associate in Science Degree
Certificate of Achievement

Program Information
The Computer Information Science program is designed for students preparing for careers in computer programming and systems analysis. It provides a foundation in currently used and advanced programming languages. It will enhance students' skills so that they can transfer to four-year universities or qualify as entry-level programmers who pursue careers in the computer industry.

Career Opportunities
Technical positions include computer operator, computer programmer, system analyst, database administrators, computer support, or help desk specialists, Web developers, and application developers.

Opportunities in networking include network support specialists, network administrators and technicians, network security specialist, computer forensics specialist, Webmasters, Web developers, and Web site designers.

Required Program

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CISC 310, Introduction to Computer Information Science</td>
<td>3</td>
</tr>
<tr>
<td>CISP 301, Algorithm Design and Implementation</td>
<td>4</td>
</tr>
<tr>
<td>CISC 323, Linux Operating System</td>
<td>1</td>
</tr>
<tr>
<td>CISC 324, Intermediate Linux Operating System</td>
<td>1</td>
</tr>
<tr>
<td>CISP 360, Introduction to Structured Programming</td>
<td>4</td>
</tr>
<tr>
<td>CISA 323, Database Management using Microsoft Access</td>
<td>2</td>
</tr>
<tr>
<td>CISA 324, Database Management using SQL</td>
<td>2</td>
</tr>
<tr>
<td>CISP 310, Assembly Language Programming for Microcomputers</td>
<td>4</td>
</tr>
<tr>
<td>CISP 400, Object Oriented Programming with C++ (4)</td>
<td>4</td>
</tr>
<tr>
<td>or CISP 401, Object Oriented Programming with Java (4)</td>
<td>4</td>
</tr>
<tr>
<td>CISP 430, Data Structures</td>
<td>4</td>
</tr>
</tbody>
</table>

A minimum of 6 units from the following: 6
CISC 305 Introduction to the Internet (1)
CISC 351 Introduction to Local Area Networks (1)
CISC 355, Introduction to Data Communications (1.5)
CISN 303, Network Administration - Linux Server (3)
CISW 320, Introduction to Web Site Development (3)
CISW 325, Intermediate Web Site Development (4)
CISP 320, COBOL Programming (4)
CISP 350, Database Programming (3)
CISP 370, Beginning Visual Basic (4)
CISP 401 Object Oriented Programming with Java (4)
CISP 440, Discrete Structures for Computer Science (3)
CISP 452, Introduction to Systems Programming (3)
CISP 457, Computer Systems Analysis and Design (3)
CISS 300, Introduction to Information Systems Security (1)
CISS 301, Ethical Hacking (2)
CISS 310, Network Security Fundamentals (3)
CISW 410, Middleware Web Scripting (4)
CISC 305, Introduction to the Internet (1)

Total Units Required 35

Management Information Science
Associate in Science Degree
Certificate of Achievement

Program Information
The Management Information Science option is designed for students preparing for careers in business while using and managing computers effectively. The focus of the program is to develop student proficiency in a variety of computer applications and operating systems so that they can produce timely and accurate information. Elective courses give an opportunity to develop further skills in computer programming, data management, networking, Web development, and information systems security. It will enhance students' skills so that they may transfer to a four-year university or qualify for entry-level positions in a variety of careers.

Note to Transfer Students
If you are interested in transferring to a four-year college or university to pursue a bachelor's degree in this major, it is critical that you meet with a SCC counselor to select and plan courses for your major. Schools vary widely in terms of the required preparation.

Career Opportunities

Required Program

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CISA 305, Beginning Word Processing</td>
<td>2</td>
</tr>
<tr>
<td>CISA 310, Introduction to Electronic Spreadsheets</td>
<td>1</td>
</tr>
<tr>
<td>CISA 323, Database Management using Microsoft Access</td>
<td>2</td>
</tr>
<tr>
<td>CISA 340, Presentation Graphics</td>
<td>2</td>
</tr>
<tr>
<td>CISC 320, Operating Systems (1)</td>
<td>1</td>
</tr>
<tr>
<td>or CISC 323, Linux Operating System</td>
<td>1</td>
</tr>
<tr>
<td>CISC 305, Introduction to the Internet</td>
<td>1</td>
</tr>
<tr>
<td>CISC 310, Introduction to Computer Information Science</td>
<td>3</td>
</tr>
<tr>
<td>CISP 301, Algorithm Design and Implementation</td>
<td>4</td>
</tr>
<tr>
<td>CISP 360, Introduction to Structured Programming (4)</td>
<td>4</td>
</tr>
<tr>
<td>or CISP 320, COBOL Programming (4)</td>
<td>4</td>
</tr>
<tr>
<td>or CISP 370, Beginning Visual Basic (4)</td>
<td>4</td>
</tr>
</tbody>
</table>
A minimum of 4 units from the following: ...................................... 4
CISP 320, COBOL Programming (4)
CISP 370, Beginning Visual Basic (4)
CISP 400, Object Oriented Programming with C++ (4)
CISP 401, Object Oriented Programming with Java (4)

A minimum of 4 units from the following: ...................................... 4
CIS 306, Intermediate Word Processing (2)
CISA 311, Intermediate Electronic Spreadsheets (1)
CISA 324, Database Management using SQL (2)
CISC 110, Using ePortfolios (1)
CISC 321, Intermediate Operating Systems (1)
CISC 324, Intermediate Linux Operating System (1)
CISC 355, Introduction to Data Communications (1.5)
CISC 360, Microcomputer Support and Maintenance (4)

A minimum of 6 units from the following: ...................................... 6
CISC 306, Introduction to Web Page Creation (1)
CISC 355, Introduction to Data Communications (1.5)
CISN 300, Network Systems Administration (3)
CISN 303, Network Administration - Linux Server (3)
CISN 306, Advanced Network Systems Administration (3)
CISN 308, Internetworking with TCP/IP (3)
CISP 310, Assembly Language Programming for Microcomputers (4)
CISP 320, COBOL Programming (4)
CISP 342, Structured Programming with FORTRAN (4)
CISP 350, Database Programming (3)
CISP 370, Beginning Visual Basic (4)
CISP 400, Object Oriented Programming with C++ (4)
CISP 401, Object Oriented Programming with Java (4)
CISP 430, Data Structures (4)
CISP 440, Discrete Structures for Computer Science (3)
CISP 452, Introduction to Systems Programming (3)
CISP 457, Computer Systems Analysis and Design (3)
CISS 300, Introduction to Information Systems Security (1)
CISS 301, Ethical Hacking (2)
CISS 310, Network Security Fundamentals (3)
CISW 321, Web Site Development using Dreamweaver (3)
CISW 325, Intermediate Web Site Development (3)
CISW 400, Client-side Web Scripting (4)
CISW 410, Middleware Web Scripting (4)
CISW 420, Server-side Web Scripting (4)

Total Units Required .......................................................... 34

Other Electives
ACCT 301, 311; BUS 310, ECON 302, 304; ENGR 300; MATH 120, 400, 401; MGMT 306, STAT 300.

Associate in Science (A.S.) Degree
The Associate in Science Degree in Management Information Science may be obtained by completion of the required program, plus sufficient general education requirements, plus sufficient electives to meet a 60-unit total. See SCC graduation requirements.

Certificate of Achievement
The Certificate of Achievement may be obtained by completion of the required program with grades of “C” or better.

Database Management
Certificate of Achievement

Program Information
Database administrators need to manipulate existing or new databases such as inventories, lists, directories, etc. for the corporate world. With the explosion of technology, other computer-related positions are now requiring skills in one or more database packages. This certificate provides the basic knowledge and skills needed for positions in database administration and support.

Career Opportunities
Database administrators are in high demand by nearly every organization and company. Employment opportunities include database support assistant, administrative assistant, customer or client service representatives, data entry clerk, Web developer, database manager, database administrator, and database developer.

Required Program

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CISA 310</td>
<td>Introduction to Electronic Spreadsheets</td>
<td>1</td>
</tr>
<tr>
<td>CISA 324</td>
<td>Database Management using Microsoft Access</td>
<td>2</td>
</tr>
<tr>
<td>CISA 325</td>
<td>Database Management using SQL</td>
<td>2</td>
</tr>
<tr>
<td>CISP 320</td>
<td>Operating Systems (1)</td>
<td></td>
</tr>
<tr>
<td>or CISC 323</td>
<td>Linux Operating System (1)</td>
<td>1</td>
</tr>
<tr>
<td>CISP 301</td>
<td>Algorithm Design and Implementation</td>
<td>4</td>
</tr>
<tr>
<td>CISP 350</td>
<td>Database Programming</td>
<td>3</td>
</tr>
<tr>
<td>CISP 370</td>
<td>Beginning Visual Basic</td>
<td>4</td>
</tr>
<tr>
<td>CISW 320</td>
<td>Introduction to Web Site Development</td>
<td>3</td>
</tr>
<tr>
<td>CISW 410</td>
<td>Middleware Web Scripting</td>
<td>4</td>
</tr>
<tr>
<td>or CISW 420</td>
<td>Server-side Web Scripting</td>
<td>4</td>
</tr>
</tbody>
</table>

Total Units Required .................................................. 24

Certificate of Achievement
The Certificate of Achievement may be obtained by completion of the required program with grades of “C” or better.

Programming
Certificate of Achievement

Program Information
The programming certificate provides the basic proficiencies required of computer programmers for entry-level software technician positions or further study in Computer Science.

Career Opportunities

Required Program

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 310</td>
<td>Business Communications (3)</td>
<td></td>
</tr>
<tr>
<td>or ENGR 300</td>
<td>Database Management</td>
<td>3</td>
</tr>
<tr>
<td>or ENGR 100</td>
<td>College Composition (3)</td>
<td>3</td>
</tr>
<tr>
<td>CISP 301</td>
<td>Algorithm Design and Implementation</td>
<td>4</td>
</tr>
<tr>
<td>CISP 360</td>
<td>Introduction to Structured Programming</td>
<td>4</td>
</tr>
<tr>
<td>CISP 400</td>
<td>Object Oriented Programming with C++</td>
<td>4</td>
</tr>
<tr>
<td>or CISP 401</td>
<td>Object Oriented Programming with Java</td>
<td>4</td>
</tr>
<tr>
<td>CISP 430</td>
<td>Data Structures</td>
<td>4</td>
</tr>
<tr>
<td>CISP 457</td>
<td>Computer Systems Analysis and Design</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Units Required .................................................. 22

Certificate of Achievement
The Certificate of Achievement may be obtained by completion of the required program with grades of “C” or better.
Information Processing
Associate in Science Degree

Program Information
This degree combines microcomputer software proficiencies, and competencies in hardware support, maintenance, and repair with general education requirements. Students will be able to incorporate three inter-related certificates (Word Processing Technician, Information Processing Technician, and Information Processing Specialist) as major fields of study with course work in natural science, social science, humanities, languages and rationality, and living skills to earn an Associate in Science degree in Information Processing.

Career Opportunities
Students who have obtained certificates (Word Processing Technician, Information Processing Technician, and Information Processing Specialist) are interested in attaining associate degrees for continued job advancement. Many employees with advance software proficiencies and competencies in hardware support, maintenance, and repair are considered top candidates for supervisory or managerial positions.

Such positions include: health information technician, customer service representatives, and customer support specialists. Based on recent Bureau of Labor Statistics (2002-2012) figures, job demands in these areas will grow from a low of 24% to a high of 47%, and will continue to exceed the number of available and trained workers.

Required Program

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CISC 300, Computer Familiarization (1)</td>
<td>or CISC 310, Introduction to Computer Information Science</td>
<td>1-3</td>
</tr>
<tr>
<td>CISA 305, Beginning Word Processing</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>CISA 305, Beginning Word Processing</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>CISA 306, Intermediate Word Processing</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>CISA 306, Intermediate Word Processing</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>CISA 310, Introduction to Electronic Spreadsheets</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>CISA 311, Intermediate Electronic Spreadsheets</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>CISC 320, Operating Systems</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>CISA 340, Presentation Graphics</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>CISC 305, Introduction to the Internet</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>CISC 110, Using ePortfolios</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>CISA 320, Introduction to Database Management (1)</td>
<td>and CISA 321, Intermediate Database Management (1)</td>
<td>2</td>
</tr>
<tr>
<td>or CISA 323, Database Management using Microsoft Access</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>ET 145, Basic Computer System Repair I (1)</td>
<td>and ET 146, Basic Computer System Repair II (3)</td>
<td>4-7</td>
</tr>
<tr>
<td>or CISC 360, Microcomputer Support and Maintenance</td>
<td>4-7</td>
<td></td>
</tr>
</tbody>
</table>

Total Units Required: 22 - 27

1. MS-WORD
2. COREL WordPerfect - Windows or LINUX
3. MS-WORD
4. COREL WordPerfect - Windows or LINUX
5. Windows or UNIX/LINUX

Suggested Electives
CISC 306, 324, 351; CISS 300, ET 490.

Associate in Science (A. S.) Degree
The Associate in Science Degree in Information Processing may be obtained by completion of the required program, plus general education requirements, plus sufficient electives to meet a 60-unit total. See SCC graduation requirements.

Information Processing Specialist
Certificate of Achievement

Program Information
This Certificate of Achievement builds upon a previous background in the use of microcomputer application programs. As the student advances in an office-related career path, technical expertise in all aspects of information processing is expected. In addition to advanced software courses in spreadsheet and database management, this certificate also provides the student with hands-on training in hardware support and maintenance.

Career Opportunities
Many students who are currently employed in mid-level office positions are interested in opportunities for advancement to lead or resource person. These positions require a high proficiency with office software applications as well as the ability to identify and troubleshoot microcomputer problems.

Such positions include: first line supervisors, administrative analysts, information resource personnel, or lead administrative specialists. Based on recent Bureau of Labor Statistics (2002-2012) figures, job demands in these areas will grow approximately 6.6% and will continue to exceed the number of available and trained workers.

Enrollment Limitation: Required Certificate Information Processing Technician. (Courses required for the Word Processing Technician Certificate are included in the following list of required courses for this certificate.)

Prerequisite: Required Certificate - Word Processing Technician

Required Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CISC 300, Computer Familiarization (1)</td>
<td>or CISC 310, Introduction to Computer Information Science</td>
<td>1-3</td>
</tr>
<tr>
<td>CISA 305, Beginning Word Processing</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>CISA 305, Beginning Word Processing</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>CISA 306, Intermediate Word Processing</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>CISA 306, Intermediate Word Processing</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>CISA 310, Introduction to Electronic Spreadsheets</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>CISA 320, Operating Systems</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>CISA 340, Presentation Graphics</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>CISC 305, Introduction to the Internet</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>CISC 110, Using ePortfolios</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>CISA 320, Introduction to Database Management (1)</td>
<td>and CISA 321, Intermediate Database Management (1)</td>
<td>2</td>
</tr>
<tr>
<td>or CISA 323, Database Management using Microsoft Access</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>ET 145, Basic Computer System Repair I (1)</td>
<td>and ET 146, Basic Computer System Repair II (3)</td>
<td>4-7</td>
</tr>
<tr>
<td>or CISC 360, Microcomputer Support and Maintenance</td>
<td>4-7</td>
<td></td>
</tr>
</tbody>
</table>

Total Units Required: 22-27

1. MS-WORD
2. COREL WordPerfect - Windows or LINUX
3. MS-WORD
4. COREL WordPerfect - Windows or LINUX
5. Windows or UNIX/LINUX
Certificate of Achievement
The Certificate of Achievement may be obtained by completion of the required program with grades of “C” or better.

Information Processing Technician
Certificate of Completion, Level 3

Program Information
This information processing technician certificate builds upon previous training in the use of word processing programs. As employees become more proficient with basic entry-level skills in word processing, advancement in the work place requires competencies in other microcomputer software programs. These include skills in the operating system, spreadsheet, database management, graphics, and the use of the Internet.

This certificate is one of two under-18 unit certificates designed for students interested in job advancement requiring additional computer skills.

Career Opportunities
Students who are currently employed in entry-level office-related jobs (many of which use word processing skills) are interested in opportunities for advancement. These positions usually require competencies in additional microcomputer applications courses in the Windows operating system, spreadsheet, database management, graphic presentations, and the use of the Internet.

Such positions include: health information technician, customer or client service representatives, and customer support specialists. Based on recent Bureau of Labor Statistics (2002-2012) figures, job demands in these areas will grow from a low of 24% to a high of 47%, and will continue to exceed the number of available and trained workers.

Enrollment Limitation: Required Certificate Information Processing Technician. (Courses required for the Word Processing Technician Certificate are included in the following list of required courses for this certificate.)

Required Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CISC 300, Computer Familiarization (1) or CISC 310, Introduction to Computer Information Science (3)</td>
<td>1-3</td>
</tr>
<tr>
<td>CISA 305, Beginning Word Processing</td>
<td>2</td>
</tr>
<tr>
<td>CISA 305, Beginning Word Processing</td>
<td>2</td>
</tr>
<tr>
<td>CISA 306, Intermediate Word Processing</td>
<td>2</td>
</tr>
<tr>
<td>CISA 306, Intermediate Word Processing</td>
<td>2</td>
</tr>
<tr>
<td>CISC 110, Using ePortfolios</td>
<td>1</td>
</tr>
<tr>
<td>CISA 340, Presentation Graphics</td>
<td>2</td>
</tr>
<tr>
<td>CISC 305, Introduction to the Internet</td>
<td>1</td>
</tr>
<tr>
<td>CISA 310, Introduction to Electronic Spreadsheets</td>
<td>1</td>
</tr>
<tr>
<td>CISC 320, Operating Systems</td>
<td>1-3</td>
</tr>
<tr>
<td>CISA 320, Introduction to Database Management (1) or CISA 323, Database Management using Microsoft Access (2)</td>
<td>1-2</td>
</tr>
</tbody>
</table>

Total Units Required 16 - 19

Certificate of Completion
The Certificate of Completion may be obtained by completion of the required courses with grades of “C” or better.

Word Processing Technician
Certificate of Completion, Level 2 or Level 3

This word processing certificate introduces students to microcomputer concepts and skills in two major word processing software packages currently used in the United States. This certificate allows students to bring basic computer knowledge and word processing skills to entry level positions. It also provides students with electronic documentation of all past and current educational and professional accomplishments and experiences to fit individual job requirements in business companies, private non-profit organizations, government agencies, and legal firms.

Career Opportunities
Word processing skills are in high demand by nearly every organization, company, or agency. Entry-level clerical, secretarial, and receptionist positions traditionally use software packages designed for word processing of memos and correspondence, reports, and manuals.

With the explosion and integration of technology in the work place, the demand for employees competent in manipulating text has evolved to other computer-related office positions. Such positions include office assistants and clerks, information and records clerks, and correspondence clerks. Based on recent Bureau of Labor Statistics (2002-2012) figures, job demands in these areas will grow an average of 7% annually and will continue to exceed the number of available and trained workers.

Additionally, areas such as web site design, accounting or bookkeeping, and supervisory/managerial positions require some skills in text processing as integral parts of the job.

Required Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CISC 300, Computer Familiarization (1) or CISC 310, Introduction to Computer Information Science (3)</td>
<td>1-3</td>
</tr>
<tr>
<td>CISA 305, Beginning Word Processing</td>
<td>2</td>
</tr>
<tr>
<td>CISA 305, Beginning Word Processing</td>
<td>2</td>
</tr>
<tr>
<td>CISA 306, Intermediate Word Processing</td>
<td>2</td>
</tr>
<tr>
<td>CISA 306, Intermediate Word Processing</td>
<td>2</td>
</tr>
<tr>
<td>CISC 110, Using ePortfolios</td>
<td>1</td>
</tr>
</tbody>
</table>

Total Units Required 10-12 Units

Certificate of Completion
The Certificate of Completion may be obtained by completion of the required courses with grades of “C” or better.
Information Systems Security
Associate in Science Degree

Program Information
Information systems security has become a critical knowledge area for those interested in a career as an information technology professional. This degree provides the information and skills necessary for network administration professionals to implement security from internal and external threats for an enterprise network. It covers client and server security on different operating systems, disaster recovery planning, and forensics. This program also provides preparation for several computer information security certification exams, including the Computer Technology Industry Association (CompTIA) Security+ exam, Microsoft Certified Systems Engineer (MCSE) exams, and several of the Certified Information Systems Professional (CISSP) certification exams.

Career Opportunities
Information Security Systems Specialist, Computer Technician, Network Administrator, Network Systems Engineer.

Required Program for the Degree

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CISC 320</td>
<td>Operating Systems</td>
<td>1</td>
</tr>
<tr>
<td>or CISC 323</td>
<td>Linux Operating System</td>
<td></td>
</tr>
<tr>
<td>CISN 300</td>
<td>Network Systems Administration</td>
<td>3</td>
</tr>
<tr>
<td>or CISN 303</td>
<td>Network Administration - Linux Server (3)</td>
<td></td>
</tr>
<tr>
<td>CISN 302</td>
<td>Intermediate Network Systems Administration</td>
<td>3</td>
</tr>
<tr>
<td>CISN 306</td>
<td>Advanced Network Systems Administration (3)</td>
<td></td>
</tr>
<tr>
<td>or CISN 307</td>
<td>Windows Active Directory Services (3)</td>
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</tr>
<tr>
<td>CISS 310</td>
<td>Network Security Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>CISS 320</td>
<td>Implementing Network Security and Counter Measures</td>
<td>3</td>
</tr>
<tr>
<td>CISS 330</td>
<td>Implementing Internet Security and Firewalls</td>
<td>3</td>
</tr>
<tr>
<td>CISS 341</td>
<td>Implementing Windows Operating System Security (3)</td>
<td></td>
</tr>
<tr>
<td>or CISS 342</td>
<td>Implementing Linux Operating System Security (3)</td>
<td></td>
</tr>
<tr>
<td>CISS 350</td>
<td>Disaster Recovery</td>
<td>3</td>
</tr>
<tr>
<td>CISS 360</td>
<td>Computer Forensics and Investigation</td>
<td>3</td>
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</table>

A minimum of 3 units from the following:                                           3

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CISN 310</td>
<td>Introduction to Computer Information Science (3)</td>
<td></td>
</tr>
<tr>
<td>CISN 355</td>
<td>Introduction to Data Communications (1.5)</td>
<td></td>
</tr>
<tr>
<td>CISN 351</td>
<td>Introduction to Local Area Networks (1)</td>
<td></td>
</tr>
<tr>
<td>CISN 360</td>
<td>Microcomputer Support and Maintenance (4)</td>
<td></td>
</tr>
<tr>
<td>CISN 306</td>
<td>Advanced Network Systems Administration (3)</td>
<td></td>
</tr>
<tr>
<td>CISN 308</td>
<td>Internetworking with TCP/IP (3)</td>
<td></td>
</tr>
<tr>
<td>CISN 322</td>
<td>Designing a Secure Windows Network (3)</td>
<td></td>
</tr>
<tr>
<td>CISN 374</td>
<td>Messaging Server Administration (3)</td>
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<tr>
<td>CISN 378</td>
<td>Database Administration for Microsoft SQL Server (3)</td>
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<td>CISS 324</td>
<td>Designing Windows Networking Services (3)</td>
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<td>CISN 140</td>
<td>CISCO Networking Academy (CCNA)Tm: Data Communication and Networking Fundamentals (3)</td>
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</tr>
<tr>
<td>CISN 370</td>
<td>Web Server Administration (3)</td>
<td></td>
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<tr>
<td>CISN 324</td>
<td>Intermediate Linux Operating System (1)</td>
<td></td>
</tr>
<tr>
<td>CISS 300</td>
<td>Introduction to Information Systems Security (1)</td>
<td></td>
</tr>
<tr>
<td>CISS 301</td>
<td>Ethical Hacking (2)</td>
<td></td>
</tr>
<tr>
<td>CISS 315</td>
<td>Advanced Network Administration (2)</td>
<td></td>
</tr>
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</table>

Total Units Required 31

Suggested Electives
BUS 310, ENGWR 300, ESLW 340

Associate in Science Degree
The Associate in Science degree may be obtained by completion of the required program, plus general education requirements, plus sufficient electives to meet a 60-unit total. See SCC graduation requirements.

Information Systems Security
Certificate of Achievement

Program Information
Information systems security has become a critical knowledge area for those interested in a career as an information technology professional. This degree provides the information and skills necessary for network administration professionals to implement security from internal and external threats for an enterprise network. It covers client and server security on different operating systems, disaster recovery planning, and forensics. This program also provides preparation for several computer information security certification exams, including the Computer Technology Industry Association (CompTIA) Security+ exam, Microsoft Certified Systems Engineer (MCSE) exams, and several of the Certified Information Systems Security Professional (CISSP) certification exams.

Career Opportunities
Information Security Systems Specialist, Computer Technician, Network Administrator, Network Systems Engineer.

Required Program for the Certificate of Achievement

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CISC 320</td>
<td>Operating Systems</td>
<td>1</td>
</tr>
<tr>
<td>or CISC 323</td>
<td>Linux Operating System</td>
<td></td>
</tr>
<tr>
<td>CISN 300</td>
<td>Network Systems Administration</td>
<td>3</td>
</tr>
<tr>
<td>or CISN 303</td>
<td>Network Administration - Linux Server (3)</td>
<td></td>
</tr>
<tr>
<td>CISN 304</td>
<td>Networking Technologies</td>
<td>3</td>
</tr>
<tr>
<td>CISS 310</td>
<td>Network Security Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>CISS 320</td>
<td>Implementing Network Security and Counter Measures</td>
<td>3</td>
</tr>
<tr>
<td>CISS 330</td>
<td>Implementing Internet Security and Firewalls</td>
<td>3</td>
</tr>
<tr>
<td>CISS 341</td>
<td>Implementing Windows Operating System Security (3)</td>
<td></td>
</tr>
<tr>
<td>or CISS 342</td>
<td>Implementing Linux Operating System Security (3)</td>
<td></td>
</tr>
<tr>
<td>CISS 350</td>
<td>Disaster Recovery</td>
<td>3</td>
</tr>
<tr>
<td>CISS 360</td>
<td>Computer Forensics and Investigation</td>
<td>3</td>
</tr>
</tbody>
</table>

A minimum of 6 units from the following:                                           6

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CISN 322</td>
<td>Designing a Secure Windows Network (3)</td>
<td></td>
</tr>
<tr>
<td>CISN 360</td>
<td>Computer Forensics and Investigation (3)</td>
<td></td>
</tr>
<tr>
<td>CISN 350</td>
<td>Disaster Recovery</td>
<td>3</td>
</tr>
<tr>
<td>CISN 355</td>
<td>Information Systems Security and Assurance Principles (3)</td>
<td></td>
</tr>
</tbody>
</table>

Total Units Required 22

Certificate of Achievement
The Certificate of Achievement may be obtained by completion of the required program with grades of “C” or better.
**Network Administration**

**Associate in Science Degree**

**Certificate of Achievement**

**Program Information**

The Network Administration Degree and Certificate of Achievement recognize the basic skills needed in the networking environment. Focus is on the knowledge and skills required for day-to-day operation and management of computer networks. The Network Administration Degree and Certificate of Achievement prepare students for entry-level positions in computer network administration.

**Career Opportunities**

Network technical support staff, network administrators, network designers, network troubleshooters, and information systems security specialists.

**Required Program**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CISC 320</td>
<td>Operating Systems (1)</td>
<td>1</td>
</tr>
<tr>
<td>CISC 322</td>
<td>Linux Operating System (1)</td>
<td></td>
</tr>
<tr>
<td>CISN 300</td>
<td>Network Systems Administration (3)</td>
<td>3</td>
</tr>
<tr>
<td>or CISN 303, Network Administration - Linux Server (3)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>or CISN 304, Networking Technologies (3)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CISN 302</td>
<td>Intermediate Network Systems Administration</td>
<td>3</td>
</tr>
<tr>
<td>CISN 306</td>
<td>Advanced Network Systems Administration</td>
<td>3</td>
</tr>
<tr>
<td>CISN 308</td>
<td>Internetworking with TCP/IP</td>
<td>3</td>
</tr>
<tr>
<td>CISS 300</td>
<td>Introduction to Information Systems Security</td>
<td>1</td>
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</table>

A minimum of 13 units from the following: ........................13

<table>
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<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CISC 310</td>
<td>Introduction to Computer Information Science (3)</td>
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</tr>
<tr>
<td>CISC 324</td>
<td>Intermediate Linux Operating System (1)</td>
<td></td>
</tr>
<tr>
<td>CISC 351</td>
<td>Introduction to Local Area Networks (1)</td>
<td></td>
</tr>
<tr>
<td>CISC 355</td>
<td>Introduction to Data Communications (1.5)</td>
<td></td>
</tr>
<tr>
<td>CISN 340</td>
<td>CISCO Networking Academy (CCNA)Tm: Data</td>
<td></td>
</tr>
<tr>
<td>or CISN 336, Wireless Technologies (3)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>or CISN 324, Designing Windows Networking Services (3)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CISN 323, Linux Operating System (1)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CISN 303</td>
<td>Network Administration - Linux Server (3)</td>
<td></td>
</tr>
<tr>
<td>CISN 304</td>
<td>Networking Technologies (3)</td>
<td></td>
</tr>
<tr>
<td>CISN 305</td>
<td>Managing a Windows Network Environment (3)</td>
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</tr>
<tr>
<td>CISN 315</td>
<td>Advanced Network Administration (2)</td>
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</tr>
<tr>
<td>CISN 320</td>
<td>Designing Windows Directory Services (3)</td>
<td></td>
</tr>
<tr>
<td>CISN 322</td>
<td>Designing a Secure Windows Network (3)</td>
<td></td>
</tr>
<tr>
<td>CISN 324</td>
<td>Designing Windows Networking Services (3)</td>
<td></td>
</tr>
<tr>
<td>CISN 346</td>
<td>Network Design and Projects (3.5)</td>
<td></td>
</tr>
<tr>
<td>CISN 370</td>
<td>Web Server Administration (3)</td>
<td></td>
</tr>
<tr>
<td>CISN 374</td>
<td>Messaging Server Administration (3)</td>
<td></td>
</tr>
<tr>
<td>CISS 301</td>
<td>Ethical Hacking (2)</td>
<td></td>
</tr>
<tr>
<td>CISS 310</td>
<td>Network Security Fundamentals (3)</td>
<td></td>
</tr>
<tr>
<td>CISS 320</td>
<td>Implementing Network Security and Counter</td>
<td></td>
</tr>
<tr>
<td>Measures (3)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CISS 330</td>
<td>Implementing Internet Security and Firewalls (3)</td>
<td></td>
</tr>
<tr>
<td>CISS 360</td>
<td>Computer Forensics and Investigation (3)</td>
<td></td>
</tr>
</tbody>
</table>

**Total Units Required** 27

**Suggested Electives**

BUS 310, ENWR 300, ESLW 340

**Associate in Science Degree**

The Associate in Science degree may be obtained by completion of the required program, plus general education requirements, plus sufficient electives to meet a 60-unit total. See SCC graduation requirements.

**Certificate of Achievement**

The Certificate of Achievement may be obtained by completion of the required program with grades of “C” or better.

---

**Network Design**

**Associate in Science Degree**

**Certificate of Achievement**

**Program Information**

The Network Design Degree and Certificate of Achievement recognize the basic skills needed in the networking environment. Focus is on the knowledge and skills required for day-to-day operation and management of computer networks. The Network Design Degree and Certificate of Achievement prepare students for entry-level positions in computer network design.

**Career Opportunities**

Network technical support staff, network administrators, network designers, network troubleshooters, and information systems security specialists.

**Required Program**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CISC 320</td>
<td>Operating Systems (1)</td>
<td>1</td>
</tr>
<tr>
<td>or CISC 323, Linux Operating System (1)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CISN 340</td>
<td>CISCO Networking Academy (CCNA)Tm: Data</td>
<td>3</td>
</tr>
<tr>
<td>or CISN 336, Wireless Technologies (3)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CISN 341</td>
<td>CISCO Networking Academy (CCNA)Tm: Networking</td>
<td>3</td>
</tr>
<tr>
<td>or CISN 324, Designing Windows Networking Services (3)</td>
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<tr>
<td>CISN 342</td>
<td>CISCO Networking Academy (CCNA)Tm: Advanced</td>
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<tr>
<td>or CISN 336, Wireless Technologies (3)</td>
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<tr>
<td>CISN 343</td>
<td>CISCO Networking Academy (CCNA)Tm: Wide Area</td>
<td>3</td>
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<tr>
<td>or CISN 336, Wireless Technologies (3)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CISN 346</td>
<td>Network Design and Projects (3.5)</td>
<td>3-3.5</td>
</tr>
<tr>
<td>CISN 370</td>
<td>Web Server Administration (3)</td>
<td>3</td>
</tr>
<tr>
<td>CISN 374</td>
<td>Messaging Server Administration (3)</td>
<td></td>
</tr>
<tr>
<td>CISS 310</td>
<td>Network Security Fundamentals (3)</td>
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</tbody>
</table>

A minimum of 6 units from the following: ........................... 6

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CISC 310</td>
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<tr>
<td>CISC 310, Introduction to Computer Information Science (3)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CISC 300</td>
<td>Network Systems Administration (3)</td>
<td></td>
</tr>
<tr>
<td>CISN 303</td>
<td>Network Administration - Linux Server (3)</td>
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</tr>
<tr>
<td>CISN 304</td>
<td>Networking Technologies (3)</td>
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</tr>
<tr>
<td>CISN 324</td>
<td>Designing Windows Networking Services (3)</td>
<td></td>
</tr>
<tr>
<td>CISN 346</td>
<td>Network Design and Projects (3.5)</td>
<td></td>
</tr>
<tr>
<td>CISN 370</td>
<td>Web Server Administration (3)</td>
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</tr>
<tr>
<td>CISN 374</td>
<td>Messaging Server Administration (3)</td>
<td></td>
</tr>
<tr>
<td>CISS 301</td>
<td>Ethical Hacking (2)</td>
<td></td>
</tr>
<tr>
<td>CISS 310</td>
<td>Network Security Fundamentals (3)</td>
<td></td>
</tr>
<tr>
<td>CISS 320</td>
<td>Implementing Network Security and Counter</td>
<td></td>
</tr>
<tr>
<td>Measures (3)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CISS 330</td>
<td>Implementing Internet Security and Firewalls (3)</td>
<td></td>
</tr>
<tr>
<td>CISS 360</td>
<td>Computer Forensics and Investigation (3)</td>
<td></td>
</tr>
</tbody>
</table>

**Total Units Required** 28-28.5

**Associate in Science Degree**

The Associate in Science degree may be obtained by completion of the required program, plus general education requirements, plus sufficient electives to meet a 60-unit total. See SCC graduation requirements.

**Certificate of Achievement**

The Certificate of Achievement may be obtained by completion of the required program with grades of “C” or better.
### Advanced CISCO Networking

**Certificate of Completion, Level 3**

**Program Information**
The Advanced CISCO Networking Certificate recognizes the advanced skills needed for job enhancement and promotion in today’s networking and Internet environment. It focuses on advanced knowledge and skills required for supervisory, management, and troubleshooting computer network operations. It prepares students for promotional positions in computer network design.

**Career Opportunities**
Network technical support staff, network administrators, network designers, network troubleshooters, and information systems security specialists.

**Required Program**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CISN 350</td>
<td>CISCO Networking Academy (CCNP)Tm: Advanced Router Configuration</td>
<td>3</td>
</tr>
<tr>
<td>CISN 351</td>
<td>CISCO Networking Academy (CCNP)Tm: Remote Access</td>
<td>3</td>
</tr>
<tr>
<td>CISN 352</td>
<td>CISCO Networking Academy (CCNP)Tm: Multi-Layer Switching</td>
<td>3</td>
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<tr>
<td>CISN 353</td>
<td>CISCO Networking Academy (CCNP)Tm: Internetwork Troubleshooting</td>
<td>3</td>
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<td>Total Units Required</td>
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<td>12</td>
</tr>
</tbody>
</table>

**Certificate of Completion**
The Certificate of Completion may be obtained by completion of the required courses with grades of “C” or better.

### Microcomputer Technician

**Associate in Science Degree**

**Certificate of Achievement**

**Program Information**
Designed for Electronics Technology and Computer Information Science students pursuing employment in the area of programming and maintaining microcomputer systems.

**Required Program**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CISC 310</td>
<td>Introduction to Computer Information Science</td>
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</tr>
<tr>
<td>CISP 301</td>
<td>Algorithm Design and Implementation</td>
<td>4</td>
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<tr>
<td>CISP 363</td>
<td>Structured Programming with BASIC</td>
<td>2</td>
</tr>
<tr>
<td>CISC 320</td>
<td>Operating Systems (1)</td>
<td>1</td>
</tr>
<tr>
<td>or CISC 323, Linux Operating System (1)</td>
<td></td>
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<tr>
<td>CISA 310</td>
<td>Introduction to Electronic Spreadsheets</td>
<td>1</td>
</tr>
<tr>
<td>CISA 311</td>
<td>Intermediate Electronic Spreadsheets</td>
<td>1</td>
</tr>
<tr>
<td>CISA 320</td>
<td>Introduction to Database Management (1)</td>
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</tr>
<tr>
<td>or CISA 323, Database Management using Microsoft Access</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>ET 145</td>
<td>Basic Computer System Repair I (1)</td>
<td>4</td>
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<tr>
<td>or ET 146, Basic Computer System Repair II (3)</td>
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<tr>
<td>or CISC 360, Microcomputer Support and Maintenance (4)</td>
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<td>ET 340</td>
<td>Basic Microprocessors</td>
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<tr>
<td>ET 390</td>
<td>Microprocessor Systems - Troubleshooting</td>
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<tr>
<td>ET 490</td>
<td>Advanced Student Projects Laboratory</td>
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</tr>
<tr>
<td>CISC 355</td>
<td>Introduction to Data Communications (1.5)</td>
<td>1</td>
</tr>
<tr>
<td>or CISP 300, Network Systems Administration (3)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>or CISP 303, Network Administration - Linux Server (3)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Units Required</td>
<td></td>
<td>21-24.5</td>
</tr>
</tbody>
</table>

**Career Opportunities**
Career opportunities for students receiving the Microcomputer Technician degree include entry level positions in the following areas: Technical Salesperson, Help Desk Support Technician, Systems Analyst, Data Entry Personnel, Assistant Documentation Specialist, and Assistant Trainer.

### PC Support

**Certificate of Achievement**

**Program Information**
With the rapid expansion of computers into all aspects of society, there is a growing need for technicians with a broad range of knowledge in computer applications to install, maintain, and support computers and the networks that they utilize. Students earning this certificate are prepared to acquire entry-level positions in computer support. Employers hiring students earning this certificate will immediately benefit from the skills the students bring to their jobs.

**Career Opportunities**
Career opportunities for students receiving the PC Support Certificate include entry level positions in the following areas: Technical Salesperson, Help Desk Support Technician, Systems Analyst, Data Entry Personnel, Assistant Documentation Specialist, and Assistant Trainer.

**Required Program**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 310</td>
<td>Business Communications (3)</td>
<td>3</td>
</tr>
<tr>
<td>or ENGWR 300, College Composition (3)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>or ESLW 340, Advanced Composition (4)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CISC 310</td>
<td>Introduction to Computer Information Science</td>
<td>3</td>
</tr>
<tr>
<td>CISC 320</td>
<td>Operating Systems</td>
<td>1</td>
</tr>
<tr>
<td>CISA 305</td>
<td>Beginning Word Processing</td>
<td>2</td>
</tr>
<tr>
<td>CISA 310</td>
<td>Introduction to Electronic Spreadsheets</td>
<td>1</td>
</tr>
<tr>
<td>CISA 320</td>
<td>Introduction to Database Management</td>
<td>1</td>
</tr>
<tr>
<td>CISC 355</td>
<td>Introduction to Data Communications</td>
<td>1.5</td>
</tr>
<tr>
<td>CISC 351</td>
<td>Introduction to Local Area Networks</td>
<td>1</td>
</tr>
<tr>
<td>CISC 305</td>
<td>Introduction to the Internet</td>
<td>1</td>
</tr>
<tr>
<td>CISA 340</td>
<td>Presentation Graphics</td>
<td>2</td>
</tr>
<tr>
<td>CISC 306</td>
<td>Introduction to Web Page Creation (1)</td>
<td>1.3</td>
</tr>
<tr>
<td>or CISW 320, Introduction to Web Site Development (3)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CISC 360</td>
<td>Microcomputer Support and Maintenance (4)</td>
<td>4</td>
</tr>
<tr>
<td>or ET 145, Basic Computer System Repair I (1)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>and ET 146, Basic Computer System Repair II (3)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Units Required</td>
<td></td>
<td>21.5-24.5</td>
</tr>
</tbody>
</table>
Certificate of Achievement
The Certificate of Achievement may be obtained by completion of the required program with grades of “C” or better.

Web Developer
Associate in Science Degree
Certificate of Achievement

Program Information
Web Developers are proficient at creating Web site structure and interactivity. The Web Developer degree requires students to use database tools and custom applications to design, code, and test interactive Web sites. There is emphasis on learning the programming and scripting languages that connect a database to a Web site. The certificate was previously called Web Programming.

Career Opportunities

Required Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CISW 320, Introduction to Web Site Development</td>
<td>3</td>
</tr>
<tr>
<td>CISC 323, Linux Operating System (1)</td>
<td></td>
</tr>
<tr>
<td>CISC 324, Intermediate Linux Operating System</td>
<td>1</td>
</tr>
<tr>
<td>CISA 324, Database Management using SQL</td>
<td>2</td>
</tr>
<tr>
<td>CISP 401, Object Oriented Programming with Java</td>
<td>4</td>
</tr>
<tr>
<td>CISP 350, Database Programming</td>
<td></td>
</tr>
<tr>
<td>CISW 325, Intermediate Web Site Development</td>
<td>4</td>
</tr>
<tr>
<td>CISW 370, Designing Accessible Web Sites</td>
<td>1</td>
</tr>
<tr>
<td>CISW 400, Client-side Web Scripting</td>
<td>4</td>
</tr>
<tr>
<td>CISW 410, Middleware Web Scripting (4)</td>
<td></td>
</tr>
<tr>
<td>or CISW 420, Server-side Web Scripting (4)</td>
<td></td>
</tr>
<tr>
<td>CISW 440, XML: Introduction to Extensible Markup Language</td>
<td>2</td>
</tr>
<tr>
<td>CISW 470, Web Projects</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Units Required 32

1 CISW 300 can be used to fulfill this requirement.
2 CISW 310 can be used to fulfill this requirement.

Associate in Science (A. S.) Degree
The Associate in Science degree may be obtained by completion of the required program, plus general education requirements, plus sufficient electives to meet a 60-unit total.

Certificate of Achievement
The Certificate of Achievement may be obtained by completion of the required program with grades of “C” or better.

Active Server Pages Developer
Certificate of Completion, Level 3

Program Information
This Certificate of Completion is designed to prepare students to develop, design, manage, and create Websites using Active Server Pages (ASP).

Career Opportunities
Webmaster, Web Developer, IT Specialist, IT Developer, Technology Specialist, Web Administrator.

Required Program

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CISW 320, Introduction to Web Site Development</td>
<td>3</td>
</tr>
<tr>
<td>CISW 325, Intermediate Web Site Development</td>
<td>4</td>
</tr>
<tr>
<td>CISW 370, Designing Accessible Web Sites</td>
<td>1</td>
</tr>
<tr>
<td>CISW 410, Middleware Web Scripting</td>
<td>4</td>
</tr>
<tr>
<td>CISW 411, Middleware Scripting Database Web Applications</td>
<td>2</td>
</tr>
<tr>
<td>CISW 470, Web Projects</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Units Required 17

Certificate of Completion
The Certificate of Completion may be obtained by completion of the required program with grades of “C” or better.

International Computer Driving License
Certificate of Completion, Level 2

Program Information
Designed for students in any field who want to pass all seven examinations that are part of the International Computer Driving License (ICDL). These courses prepare students by teaching them the terminology used in the world of computers and the World Wide Web. Then it teaches students how to create files using a word processor, a spreadsheet, a database, a digital presentation package, and a Web page creation tool. Students who complete these courses should be prepared to take all seven examinations from ICDL.

Career Opportunities
Office Worker, Administrative Assistant, Business Office Employee, Information Technician, Insurance Agent, Retail Clerk, Office Clerk.

Required Program

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CISC 310, Introduction to Computer Information Science</td>
<td>3</td>
</tr>
<tr>
<td>CISA 305, Beginning Word Processing</td>
<td>2</td>
</tr>
<tr>
<td>CISA 310, Introduction to Electronic Spreadsheets</td>
<td></td>
</tr>
<tr>
<td>CIS 320, Introduction to Database Management (1)</td>
<td>1</td>
</tr>
<tr>
<td>CISW 323, Database Management using SQL</td>
<td></td>
</tr>
<tr>
<td>Microsoft Access (2)</td>
<td></td>
</tr>
<tr>
<td>CISA 340, Presentation Graphics</td>
<td>2</td>
</tr>
<tr>
<td>CISC 305, Introduction to the Internet</td>
<td>1</td>
</tr>
</tbody>
</table>

Total Units Required 10 - 11

Certificate of Completion
The Certificate of Completion may be obtained by completion of the required courses with grades of “C” or better.
Webmaster, Level 1  
Certificate of Achievement

Program Information
Webmasters are practitioners of communication via the World Wide Web who are proficient in the technical aspects of Web site design and development, as well as the implementation and administration of Web servers. The Webmaster, Level 1 certificate requires learning to use current markup languages and industry standard software for Web content development and presentation, following the international standards as recommended by the World Wide Web Consortium. This certificate prepares the student for employment as a member of a Web development team.

Career Opportunities
Webmaster, Web Team Member, Information System Analyst, Information Technology Analyst, Web Designer.

Required Program

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CISC 305</td>
<td>Introduction to the Internet</td>
<td>1-1.5</td>
</tr>
<tr>
<td>or GCOM 101</td>
<td>Introduction to the Macintosh</td>
<td>1.5</td>
</tr>
<tr>
<td>CISC 320</td>
<td>Operating Systems</td>
<td>1.5</td>
</tr>
<tr>
<td>or GCOM 360</td>
<td>Graphics for the Web</td>
<td>1.5</td>
</tr>
<tr>
<td>or GCOM 361</td>
<td>Linux Operating System</td>
<td>1.5</td>
</tr>
<tr>
<td>MKT 330</td>
<td>Internet Marketing</td>
<td>3</td>
</tr>
<tr>
<td>CISW 320</td>
<td>Introduction to Web Site Development</td>
<td>3</td>
</tr>
<tr>
<td>or CISW 321</td>
<td>Web Site Development using Dreamweaver</td>
<td>3</td>
</tr>
<tr>
<td>CISW 350</td>
<td>Imaging for the Web</td>
<td>3</td>
</tr>
<tr>
<td>or GCOM 361</td>
<td>Graphics for the Web</td>
<td>1.5</td>
</tr>
<tr>
<td>CISC 355</td>
<td>Introduction to Data Communications</td>
<td>1</td>
</tr>
<tr>
<td>CISC 323</td>
<td>Linux Operating System</td>
<td>1</td>
</tr>
<tr>
<td>CISC 355</td>
<td>Introduction to Data Communications</td>
<td>1.5</td>
</tr>
<tr>
<td>CISW 320</td>
<td>Introduction to Web Site Development</td>
<td>3</td>
</tr>
<tr>
<td>or CISW 321</td>
<td>Web Site Development using Dreamweaver</td>
<td>3</td>
</tr>
<tr>
<td>CISS 310</td>
<td>Network Security Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>CISS 308</td>
<td>Internetworking with TCP/IP</td>
<td>3</td>
</tr>
<tr>
<td>CISS 330</td>
<td>Implementing Internet Security and Firewalls</td>
<td>3</td>
</tr>
<tr>
<td>CISN 370</td>
<td>Web Server Administration</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Units Required 25-28

1CISW 300 can be used to fulfill this requirement.
2CISW 310 can be used to fulfill this requirement.

Certificate of Achievement
The Certificate of Achievement may be obtained by completion of the required program with grades of “C” or better.

Webmaster, Level 2  
Certificate of Achievement

Program Information
Webmasters are practitioners of communication via the World Wide Web who are proficient in the technical aspects of Web site design and development, as well as the implementation and administration of Web servers. The Webmaster, Level 2 certificate requires learning standards-based Web site development and basic skills related to servers, routers, security, network management, and systems maintenance. This certificate prepares the student for entry-level employment as a Webmaster or Web server administrator.

Career Opportunities
Webmaster, Web Team Member, Information System Analyst, Information Technology Analyst, Web server administrator.

Required Program

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CISC 320</td>
<td>Operating Systems</td>
<td>1-1.5</td>
</tr>
<tr>
<td>or GCOM 101</td>
<td>Introduction to the Macintosh</td>
<td>1.5</td>
</tr>
<tr>
<td>CISC 323</td>
<td>Linux Operating System</td>
<td>1</td>
</tr>
<tr>
<td>CISC 355</td>
<td>Introduction to Data Communications</td>
<td>1.5</td>
</tr>
<tr>
<td>CISW 320</td>
<td>Introduction to Web Site Development</td>
<td>3</td>
</tr>
<tr>
<td>or CISW 321</td>
<td>Web Site Development using Dreamweaver</td>
<td>3</td>
</tr>
<tr>
<td>CISS 310</td>
<td>Network Security Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>CISS 308</td>
<td>Internetworking with TCP/IP</td>
<td>3</td>
</tr>
<tr>
<td>CISS 330</td>
<td>Implementing Internet Security and Firewalls</td>
<td>3</td>
</tr>
<tr>
<td>CISN 370</td>
<td>Web Server Administration</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Units Required 25.5-26

Certificate of Achievement
The Certificate of Achievement may be obtained by completion of the required program with grades of “C” or better.
CISA 305  Beginning Word Processing  2 Units
Prerequisite: CISC 300 or 310 with a grade of “C” or better.
Advisory: Completion of BUSTEC 300.1 or BUSTEC 100.1 with a grade of “C” or better or keyboarding at 28 wpm.
Course Transferable to CSU
Hours: 27 hours LEC; 27 hours LAB
The course introduces the student, through hands-on operation, to the use of word processing on microcomputers. The course includes basic word processing operations such as terminology and screen formats, dialog boxes, text editing, text formatting, text enhancements, sorting, tables, merging functions, saving and retrieving, and printing text. The course may be taken two times for credit on a different software package or operating system.

CISA 306  Intermediate Word Processing  2 Units
Prerequisite: CISA 305 with a grade of “C” or better.
Course Transferable to CSU
Hours: 27 hours LEC; 27 hours LAB
This course builds upon previous training in the use of word processing programs. The course includes a brief review of basic editing and text concepts, then covers intermediate software features such as document processing functions, macro programming functions, complex document styles and commands, and table and graphics application. The course incorporates all word processing features into the production of one final presentation/job portfolio. The course may be taken two times for credit on a different software package or operating system.

CISA 308  Exploring Word Processing and Presentation Software  1 Unit
Prerequisite: None.
Course Transferable to CSU
Hours: 18 hours LEC; 18 hours LAB
This course introduces the student to word processing and presentation software. The basic features and skills of creating, editing, formatting, inserting tables and graphics, and enhancing word documents and PowerPoint presentations are covered. This course meets the requirement for MIS 003 at CSUS. This course does not meet the requirements for SCC CIS certificates or degrees.

CISA 310  Introduction to Electronic Spreadsheets  1 Unit
Prerequisite: None
Advisory: Completion of CISC 300 or CISC 310 and BUSTEC 100.1 or BUSTEC 300.1 with a grade of “C” or better or touch-typing at 28 wpm. Touch-typing skill will make spreadsheet preparation easier.
Course Transferable to CSU
Hours: 18 hours LEC; 18 hours LAB
This course introduces the student to the use of electronic spreadsheet programs. The course includes designing a spreadsheet, developing formulas for automatic calculations, using special functions, developing lists, and producing printed reports. Graphic capabilities are presented. The course may be taken three times for credit on a different software package or operating system.

CISA 311  Intermediate Electronic Spreadsheets  1 Unit
Prerequisite: CISA 310 with a grade of “C” or better.
Advisory: Completion of CISC 300 or CISC 310 and BUSTEC 100.1 or BUSTEC 300.1 with a grade of “C” or better or touch-typing at 28 wpm. Touch-typing skill will make spreadsheet preparation easier.
Course Transferable to CSU
Hours: 18 hours LEC; 18 hours LAB
This course will extend the capabilities of students who have started to use electronic spreadsheet software. Topics and laboratory assignments will include using multiple sheets and workbooks, web tools, scenario management, solver, imported data, the lookup function, and macros. The course may be taken three times for credit on a different software package or operating system.

CISA 320  Introduction to Database Management  1 Unit
Prerequisite: None
Advisory: CISC 300 or 310 with a grade of “C” or better.
Course Transferable to CSU
Hours: 18 hours LEC; 18 hours LAB
This course introduces database management systems. Using Windows application programs, students will design and implement practical database applications. Topics include database and reports design, data views and queries, and data maintenance. This course may be taken three times for credit on different software programs or operating systems.

CISA 321  Intermediate Database Management  1 Unit
Prerequisite: CISC 320 with a grade of “C” or better.
Advisory: Completion of CISC 300 or CISC 310 with a grade of “C” or better.
Course Transferable to CSU
Hours: 18 hours LEC; 18 hours LAB
This course will extend the capabilities of students who have completed a first course in microcomputer database management. Students design and implement practical database applications, including relational database design to develop programming applications. The course may be taken three times for credit on a different software package or operating system.
CISA 323 Database Management using Microsoft Access
Prerequisite: CISC 300 or 310 with a grade of “C” or better.
Course Transferable to CSU
Hours: 27 hours LEC; 27 hours LAB
This course introduces database management systems in a single-user environment. Students will learn to use a Windows-based application, including the full development of an original database. Topics include database objects, data types, data integrity, relational tables, complex queries, forms, reports, sharing data with other Windows applications, and data maintenance. Students who have completed both CISA 320 and CISA 321 with the same version of software may not receive credit for this course. This course may be taken three times for credit with a different version of the software.

CISA 324 Database Management using SQL
Prerequisite: CISA 323 (Database Management using Microsoft Access) with a grade of “C” or better; or CISA 320 and CISA 321 with grades of “C” or better.
Advisory: CISC 310 with a grade of “C” or better.
Course Transferable to CSU
Hours: 27 hours LEC; 27 hours LAB
This course will extend the capabilities of students who have completed a first course in microcomputer database management, with emphasis on database design, reporting, application building, and utilization of files created using other software. Using Structured Query Language (SQL) in multiple relational database environments, students will design and implement practical database applications. Topics include relational database design, data normalization, administering databases on a server, and creating queries using select statements.

CISA 340 Presentation Graphics
Prerequisite: None
Advisory: Completion of BUSTEC 300.1 or BUSTEC 100.1 or touch typing at 28 wpm, and CISC 300 or CISC 310 with a grade of “C” or better.
Course Transferable to CSU
Hours: 27 hours LEC; 27 hours LAB
This course presents an in-depth look at using computers as a graphics presentation tool to assist oral, written, and on-screen presentations. Topics include system requirements, graphic software, elements of a good presentation, types of graphics, and designing slide show techniques for visual presentations. Students will learn how to edit and format presentations, animation, organizational charts, and clips (graphics, sounds, or video). Designing presentations linked to word processing, spreadsheet, or database programs is included. Students will use a variety of computer hardware and software to produce individual and/or group projects. The class will include both lecture and hands-on experience.

CISA 495 Independent Studies: Computer Information Science Applications
Prerequisite: None
Course Transferable to CSU
Hours: 54 hours LAB
See Independent Studies.

CISA 499 Experimental Offering in Computer Information Science - Applications
Prerequisite: None
Course Transferable to CSU
Hours: 54 hours LEC; 36 hours LAB
See Experimental Offerings.

CISC 90 Computer Skills for New Users
Prerequisite: None
Hours: 18 hours LEC
This course introduces the beginning computer student, through hands-on operation, to the features of the microcomputer. The student will learn how to purchase a computer system, how the computer works and what computers can do, including a brief overview of Windows operations, word processing, spreadsheets, the use of the Internet and e-mail. This course does not fulfill the prerequisite requirement for any Computer Information Science course in applications, programming, web page, or networking. This course is non-degree, non-certificate applicable. This course is designated as a credit/no credit course only and may be taken a maximum of three times. This course will prepare the student for beginning computer courses.

CISC 110 Using ePortfolios
Prerequisite: None
Hours: 18 hours LEC
The course covers ePortfolios which is the electronic equivalent of portfolio applications. It is designed to demonstrate how students can assemble digital content files of any types and structured data forms to build multiple, tailored views of these items, and share each of the views with appropriate third parties over the Internet. Students will learn how to include work samples, grades and essays, biographical information, in-progress course work, digital media, special versions of different resumes for different jobs, reference letters, transcripts, writing samples, and other work products.

CISC 295 Independent Studies in Computer Information Science-Core
Prerequisite: None
Hours: 54 hours LEC
See Independent Studies.

CISC 299 Experimental Offering in Computer Information Science-Core
Prerequisite: None
Hours: 72 hours LEC
See Experimental Offerings.
Computer Information Science
Sequence of Modern Programming Language Courses

- CIS and MIS majors should enroll in both CISC 310 and CISP 301 at the same time.
- Transfer students should check with their counselor for degree requirements.
**Computer Information Science**

**Sequence of Web Courses**

- **CISC 305** - Introduction to the Internet or **CISC 355** - Introduction to Data Communications
- **CISC 320** - Operating Systems or **CISC 320** - Linux Operating Systems or **GCOM** - Introduction to Macintosh
- **CISC 320** - Operating Systems or **CISC 320** - Linux Operating Systems or **GCOM** - Introduction to Macintosh
- **CISW 320** - Introduction to Web Site Development
- **CISW 321** - Web Site Development using Dreamweaver
- **CISW 325** - Intermediate Web Site Development
- **CISW 350** - Imaging for the Web or **GCOM 360** - Graphics for the Web
- **CISW 420** - Server-side Web Scripting
- **CISW 470** (or **GCOM 370**) - Web Projects

**Web Developer Additional Courses**
- **CISC 324** - Intermediate Linux Operating System
- **CISA 324** - Database Management using SQL
- **CISP 401** - Object Oriented Programming with Java
- **CISP 350** - Database Programming

**Webmaster, Level 2 Additional Courses**
- **CISN 300** - Network Systems Administration or **CISN 303** - Network Administration
- **CISS 310** - Network Security Fundamentals
- **CISN 308** - Internetworking with TCP/IP
- **CISS 330** - Implementing Internet Security and Firewalls
- **CISN 370** - Web Server Administration

Note: There is also another sequence of Web Design courses in Graphic Communications. All students should consult with a counselor to select the best courses to meet their academic goals.
CISC 300  Computer Familiarization  1 Unit
Prerequisite: None.
Advisory: Completion of BUSTEC 300.1 or BUSTEC 100.1 with a grade of “C” or better or touch typing at 28 wpm.
General Education: AA/AS Area II(b)
Course Transferable to CSU
Hours: 18 hours LEC; 18 hours LAB
This course acquaints students with how computers are used in the home and in business functions. The course will emphasize microcomputers, how they work, how they can be used, and the terminology of the computer world. Microcomputer applications using the Windows environment will be presented, and hands-on laboratory assignments will be given. This course does not serve as a prerequisite to computer science programming courses, but does serve as a prerequisite/advisory for Computer Information Science application courses. The course is specially designed for students wishing a very general, non-technical, introductory course in computers.

CISC 305  Introduction to the Internet  1 Unit
Prerequisite: None
Advisory: CISC 300 or CISC 310 with a grade of “C” or better.
Course Transferable to CSU
Hours: 18 hours LEC
This course explains how the Internet works, how to connect, and how to use Internet services. Laws that guide the use of the Internet will be covered. Other topics include Internet protocols, e-mail, news groups, discussion lists, connecting to a remote server, File Transfer Protocol (FTP), World Wide Web, and emerging technologies.

CISC 306  Introduction to Web Page Creation  1 Unit
Prerequisite: CISC 300 or 310 with a grade of “C” or better.
Advisory: Completion of CISC 305 with a grade of “C” or better.
Course Transferable to CSU
Hours: 18 hours LEC; 18 hours LAB
This course covers the production of Web pages, including formatting, layout, construction, and presentation. A current markup language, such as XHTML, is used to format Web pages. Students may also use a Web authoring tool to create Web pages.

CISC 308  Exploring Computer Environments and the Internet  1 Unit
Prerequisite: None.
Course Transferable to CSU
Hours: 18 hours LEC; 18 hours LAB
The course acquaints the student with the fundamentals of microcomputer hardware, software and computer networking, focusing on widely used hardware and operating system, IBM personal computers and the Windows operating system. The fundamentals of the Internet and Internet tools are introduced. This course meets the requirement for MIS 001 at CSUS. This course does not meet the requirements for SCC CIS certificates and degrees.

CISC 310  Introduction to Computer Information Science  3 Units
Prerequisite: None.
Advisory: CISC 300 with a grade of “C” or better.
General Education: AA/AS Area II(b)
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course is a survey of the computer field covering the function and purpose of computer hardware and software, computer programming concepts, productivity software, employment opportunities, and the social impact of the computer.

CISC 320  Operating Systems  1 Unit
Prerequisite: None
Advisory: CISC 300 or CISC 310 with a grade of “C” or better.
Course Transferable to CSU
Hours: 18 hours LEC; 18 hours LAB
This course introduces the students to the microcomputer operating system. The student will become familiar with basic features, file and program management, disk management commands, and menus. This course may be taken three times for credit for different operating systems.

CISC 321  Intermediate Operating Systems  1 Unit
Prerequisite: CISC 320 with a grade of “C” or better
General Education: AA/AS Area II(b)
Course Transferable to CSU
Hours: 18 hours LEC; 18 hours LAB
The course covers the study of intermediate and advanced commands, effective utility use, advanced batch files/script files, program logic, disk organization, making user-friendly systems, and anticipating, and preventing system problems. The course may be taken three times using different operating systems or versions.

CISC 323  Linux Operating System  1 Unit
Prerequisite: None
Advisory: CISC 300 with a grade of “C” or better and ability to touch type.
Course Transferable to CSU
Hours: 18 hours LEC; 18 hours LAB
This course introduces the Linux operating system for microcomputers. Concepts include kernels, file structures, daemons, shells, GUIs, procedures for installing software, creation of user accounts, shell commands, scripts, and file security.

CISC 324  Intermediate Linux Operating System  1 Unit
Prerequisite: CISC 323 with a grade of “C” or better.
Course Transferable to CSU
Hours: 18 hours LEC; 18 hours LAB
This course is a continuation of CISC 323. It covers advanced shell scripting. C Shell, K Shell, BASH, and other varieties will be compared. It also includes decision-making logic, looping, nesting, and other scripting tools will be used.
CISC 351  Introduction to Local Area Networks  1 Unit

Prerequisite: CISC 355 with a grade of “C” or better.
Advisory: Completion of CISC 320 with a grade of “C” or better.
Course Transferable to CSU
Hours: 18 hours LEC; 18 hours LAB
This course introduces local area networks and provides hands-on training in Local Area Network (LAN) applications and administration. Topics include planning, installing, and maintaining a LAN, responsibilities of the system administrator, and human implications. Lab activities will be completed using local area network.

CISC 355  Introduction to Data Communications  1.5 Units

Prerequisite: None
Advisory: Completion of CISC 300 or 310 with a grade of “C” or better.
Course Transferable to CSU
Hours: 27 hours LEC
This course will introduce business data communications. Students will learn about media, telecommunications, protocols, interfaces, and packet switching. Independent assignments will include research using the Internet for locating, viewing, printing, and downloading information.

CISC 360  Microcomputer Support and Maintenance  4 Units

Prerequisite: CISC 300 or CISC 310 and CISC 320 and CISC 351 with grades of “C” or better.
Course Transferable to CSU
Hours: 36 hours LEC; 108 hours LAB
This course is an introduction to technical support and maintenance of microcomputers. It includes lecture and hands-on application of help desk concepts and responsibilities, hardware and software troubleshooting in a networked environment, system documentation, and technical communication skills. Seventy-two hours of internship are required as part of the laboratory component of the course.

CISC 495  Independent Studies in Computer Information Science-Core  1-3 Units

Prerequisite: None
Course Transferable to CSU
Hours: 54 hours LAB
See Independent Studies.

CISC 498  Work Experience in Computer Information Science  1-4 Units

Prerequisite: None
Course Transferable to CSU
Hours: 72 hours LEC
See Work Experience.

CISC 499  Experimental Offering in Computer Information Science-Core  .5-4 Units

Prerequisite: None
Course Transferable to CSU
Hours: 54 hours LEC; 36 hours LAB
See Experimental Offerings.

CISN 299  Experimental Offering in Computer Information Science - Network  .5-4 Units

Prerequisite: None
Hours: 72 hours LEC
See Experimental Offerings.

CISN 300  Network Systems Administration  3 Units

Prerequisite: None.
Advisory: CISC 320 (Windows or Linux) with a grade of “C” or better.
General Education: AA/AS Area II(b)
Course Transferable to CSU
Hours: 48 hours LEC; 27 hours LAB
This course covers the administration of a server in a client/server network. Topics include designing a basic network, installing, and configuring a network share, setting up and managing network printers, backing up servers, monitoring and troubleshooting network resources, and establishing policies and procedures for network operations. This course covers materials required for the Microsoft Networking examinations. This course may be taken four times for credit for recertification due to industry standards.

CISN 302  Intermediate Network Systems Administration  3 Units

Prerequisite: CISC 300 with a grade of “C” or better
General Education: AA/AS Area II(b)
Course Transferable to CSU
Hours: 48 hours LEC; 27 hours LAB
This course covers advanced system administration in a client/server network. Topics include configuring the server environment, implementing system policies, implementing and managing fault-tolerant disk volumes, managing applications, managing connectivity for different network and client operating systems, managing remote servers, implementing directory replication and file synchronization, and advanced troubleshooting techniques. This course may be taken four times for credit for different operating systems. This course covers material required for the Microsoft Networking examinations. This course may be taken four times for credit for recertification due to industry standards.
CISN 303  Network Administration - Linux Server  3 Units
Prerequisite: None.  
Advisory: CISC 323 with a grade of “C” or better  
General Education: AA/AS Area II(b)  
Course Transferable to CSU  
Hours: 54 hours LEC; 36 hours LAB  
This course provides introductory coverage of Linux Network Administration. Topics covered include connecting to a network; utilizing network utilities; planning, accessing, and managing file systems; planning and implementing login and file system security; administering and maintaining the user and printer environment; protecting network data; and installing network applications. This course covers material required for software manufacturer’s certification.

CISN 304  Networking Technologies  3 Units
Prerequisite: CISC 310, 320, and 355 with grades of “C” or better  
General Education: AA/AS Area II(b)  
Course Transferable to CSU  
Hours: 48 hours LEC; 27 hours LAB  
This course provides a comprehensive survey of local and wide area networks, technologies, protocols, and connectivity. Topics covered include network topologies, the Open Systems Interconnection seven-layer model for communication, communication protocols and standards, access methods, and data translation and transmission equipment and media. This course is intended to prepare students for the COMPTIA N+ industry certification. This course may be taken four times for credit for recertification due to industry standards.

CISN 305  Managing a Windows Network Environment  3 Units
Prerequisite: Successful completion of CISN 302 with a grade of “C” or better.  
Course Transferable to CSU  
Hours: 45 hours LEC; 27 hours LAB  
This course provides students with knowledge and skills necessary to administer, manage, support, and troubleshoot information systems that incorporate medium to large Windows networks. The student will learn to create, configure, and manage file, print, and web resources; manage data storage; create shared resources and configure access rights; monitor and manage network security; configure and troubleshoot TCP/IP on servers and client computers; monitor and troubleshoot server health and performance; deploy software by using Group Policy; and implement and troubleshoot Terminal Services.

CISN 306  Advanced Network Systems Administration  3 Units
Prerequisite: CISN 300 with a grade of “C” or better  
General Education: AA/AS Area II(b)  
Course Transferable to CSU  
Hours: 45 hours LEC; 27 hours LAB  
This course covers the administration of a server in an enterprise network. Topics include designing an enterprise network, optimizing network servers for enterprise-related roles, managing enterprise users, groups and resources, planning and implementing connectivity to other networks within the enterprise; server and network optimization, and troubleshooting techniques at the enterprise level. This course covers material required for the Microsoft Networking examinations.

CISN 307  Windows Active Directory Services  3 Units
Prerequisite: CISN 300 with a grade of “C” or better  
Course Transferable to CSU  
Hours: 48 hours LEC; 27 hours LAB  
This course covers installing, configuring, and administering Microsoft Windows Active Directory services. It also focuses on implementing Group Policy and understanding the Group Policy tasks required to manage users and computers. Group Policies are used to configure and manage the user desktop environment, configure and manage software, and implement and manage security settings. Installation and configuration of Domain Naming System (DNS) and Windows Internet Naming System (WINS) is covered, as well as publishing, replication and the backup of the directory services data base. This course may be taken four times for credit for recertification due to industry standards.

CISN 308  Internetworking with TCP/IP  3 Units
Prerequisite: CISN 300 with a grade of “C” or better  
General Education: AA/AS Area II(b)  
Course Transferable to CSU  
Hours: 48 hours LEC; 27 hours LAB  
This course covers the implementation of the TCP/IP protocol suite in an enterprise network. Topics include installing, configuring and testing TCP/IP, planning and implementing sub-networks, managing IP address assignments and IP routing, installing and configuring DNS, TCP/IP network printing, troubleshooting the network with TCP/IP utilities, and planning for IPv6. This course may be taken four times for credit for recertification due to industry standards.

CISN 315  Advanced Network Administration  2 Units
Prerequisite: CISN 303 with a grade of “C” or better  
General Education: AA/AS Area II(b)  
Course Transferable to CSU  
Hours: 36 hours LEC; 18 hours LAB  
This course covers topics necessary for an experienced network administrator to monitor, maintain, and improve the performance of an existing Local Area Network (LAN). This course covers part of the material required for software manufacturer’s certification. This course may be twice for credit on a different operating system.
CISN 320  Designing Windows Directory  3 Units
Services
Prerequisite: CISN 306 with a grade of “C” or better
General Education: AA/AS Area II(b)
Course Transferable to CSU
Hours: 45 hours LEC; 27 hours LAB
This course provides students with the knowledge and skills necessary to design a Microsoft Windows directory services infrastructure in an enterprise network. Topics include: implementing group policies, Windows Internet Naming System (WINS), Domain Name Systems (DNS), Dynamic Host Configuration Protocol (DHCP), Routing and Remote Access (RRAS) and server placement in a network infrastructure. Also included are the design of an Active Directory structure for an enterprise; the development a plan to secure and delegate administrative authority over Active Directory; the design of a site topology for a multi-domain organization; and the design of an Active Directory replication plan based on the site topology design.

CISN 322  Designing a Secure Windows  3 Units
Network
Prerequisite: CISN 306 with a grade of “C” or better
General Education: AA/AS Area II(b)
Course Transferable to CSU
Hours: 45 hours LEC; 27 hours LAB
This course provides students with the knowledge and skills necessary to design a security framework for small, medium, and enterprise networks using Microsoft Windows technologies. Emphasis is on secure access to local network users, to remote users and remote offices, and between private and public networks. Topics include: group policy, site topology, Virtual Private Networks (VPNs), e-commerce, printer security, and security for non-Microsoft clients.

CISN 324  Designing Windows  3 Units
Networking Services
Prerequisite: CISN 308 with a grade of “C” or better
General Education: AA/AS Area II(b)
Course Transferable to CSU
Hours: 45 hours LEC; 27 hours LAB
This course provides students with the knowledge and skills necessary to create a networking services infrastructure design that supports the required network applications. Each module provides a solution based on the needs of the organization. The course includes designing and planning for Dynamic Host Configuration Protocol (DHCP), Domain Name Service (DNS) Internet Protocol (IP) address configuration, routing solutions using Open Shortest Path First (OSPF) and Internet Group Management Protocol (IGMP), Internet connectivity design using Network Address Translation, Internet connectivity using Microsoft Proxy Server 3.0, remote access connectivity; and a management strategy for networking services.

CISN 336  Wireless Technologies  3 Units
Prerequisite: CISN 141 or 341 with a grade of “C” or better
General Education: AA/AS Area II(b)
Course Transferable to CSU
Hours: 54 hours LEC; 20 hours LAB
This introductory course to wireless networking focuses on the design, planning, implementation, operation and troubleshooting of wireless networks. It covers a comprehensive overview of technologies, security, and design best practices with particular emphasis on hands-on skills in set up and troubleshooting; 802.11a and 802.11b technologies, products and solutions; site surveys; resilient WLAN design, installation, and configuration; WLAN security and vendor interoperability strategies. This course may be taken four times for credit for recertification due to industry standards. Formerly CISN 136.

CISN 340  CISCO Networking Academy  3 Units
(CCNA)tm: Data Communication and Networking
Prerequisite: None.
Advisory: CISC 320 and one of CISC 300 or CISC 310 with grades of “C” or better.
General Education: AA/AS Area II(b)
Course Transferable to CSU
Hours: 54 hours LEC; 18 hours LAB
This course is designed to introduce students to data communication and networking fundamentals. The course surveys data communication hardware and software components and basic networking concepts. Topics covered include: data communication, the OSI Model, IP addressing, routing concepts, LAN media, and network management and analyses. This is the first course in preparation for CISCO CCNA certification examination. SCC is a certified CISCO Networking Academy and all courses are taught by CISCO Certified Academy Instructors (CCAI). This course may be taken four times for credit for recertification due to industry standards. Formerly CISN 140.

CISN 341  CISCO Networking Academy  3 Units
(CCNA)tm: Networking Theory and Routing Technologies
Prerequisite: CISN 140 or 340 with a grade of “C” or better
General Education: AA/AS Area II(b)
Course Transferable to CSU
Hours: 54 hours LEC; 18 hours LAB
This course provides an introduction to networking theory and routing technologies, including OSI Model, beginning router configurations, and routed and routing protocols. This is the second course in preparation for CISCO CCNA certification examination. SCC is a certified CISCO Networking Academy and all courses are taught by CISCO Certified Academy Instructors (CCAI). This course may be taken four times for credit for recertification due to industry standards. Formerly CISN 141.
CISN 342  CISCO Networking Academy  3 Units
(CCNA)tm: Advanced Routing and Switching
Prerequisite: CISN 141 or 341 with a grade of “C” or better
Course Transferable to CSU
Hours: 54 hours LEC; 20 hours LAB
This course provides advanced routing and switching technologies. Topics include advanced router configurations, network management, advanced network design, LAN switching, and VLANs. This is the third course in preparation for CISCO CCNA certification examination. SCC is a certified CISCO Networking Academy and all courses are taught by CISCO Certified Academy Instructors (CCAI). This course may be taken four times for credit for recertification due to industry standards. Formerly CISN 142.

CISN 343  CISCO Networking Academy  3 Units
(CCNA)tm: Wide Area Network and Project-Based
Prerequisite: CISN 142 or 342 with a grade of “C” or better
Course Transferable to CSU
Hours: 54 hours LEC; 20 hours LAB
This course develops knowledge and skills to design and configure advanced wide area network (WAN) projects using CISCO IOS command set. This is the fourth course in preparation for CISCO CCNA certification examination. SCC is a certified CISCO Networking Academy and all courses are taught by CISCO Certified Academy Instructors (CCAI). This course may be taken four times for credit for recertification due to industry standards. Formerly CISN 143.

CISN 346  Network Design and Projects  3.5 Units
Prerequisite: CISN 141 or 341 with a grade of “C” or better
General Education: AA/AS Area II(b)
Hours: 54 hours LEC; 27 hours LAB
This course covers various state-of-the-art topics to design CISCO network infrastructures to support network services and solutions. Individual topics may include: introduction to voice design concepts; design principles; network structure and IP addressing design concepts; basic campus switching design and WAN design considerations; routing protocol design considerations; introduction to security design concepts and network management design concepts. This course may be taken four times for credit for recertification due to industry standards. Formerly CISN 146.

CISN 350  CISCO Networking Academy  3 Units
(CCNP)tm: Advanced Router Configuration
Prerequisite: CISN 143 or 343 with a grade of “C” or better, or valid CISCO Certified Network Associate (CCNA) certification.
Course Transferable to CSU
Hours: 54 hours LEC; 20 hours LAB
This course develops knowledge and skills in advanced outer configurations using CISCO IOS command set. Topics include advanced IOS command set, network design, scalable routing protocols (OSPF), Enhanced Interior Gateway Routing Protocol (EIGRP), and Border Gateway protocol (BGP). This is the first course in a series of four advanced courses in preparation for CISCO certification examination. This course may be taken four times for credit for recertification due to industry standards. Formerly CISN 150.

CISN 351  CISCO Networking Academy  3 Units
(CCNP)tm: Remote Access
Prerequisite: CISN 143 or 343 with a grade of “C” or better, or valid CISCO Certified Network Associate (CCNA) certification.
Course Transferable to CSU
Hours: 54 hours LEC; 20 hours LAB
This course develops knowledge and skills in building remote access networks. Topics include design, configuration, enabling on-demand connections, enabling permanent connections, scaling remote access networks and remote access network setup, and management. This is the second course in a series of four advanced courses in preparation for the CISCO certification examination. This course may be taken four times for credit for recertification due to industry standards. Formerly CISN 151.

CISN 352  CISCO Networking Academy  3 Units
(CCNP)tm: Multi-Layer Switching
Prerequisite: CISN 143 or 343 with a grade of “C” or better, or valid CISCO Certified Network Associate (CCNA) certification.
Course Transferable to CSU
Hours: 54 hours LEC; 20 hours LAB
This course develops knowledge and skills in multi-layer switched networks. Topics include how routing and switching technologies work together, building campus networks using multi-layer switching technologies, using VLAN, improving IP performance and securing the campus network model. This is the third course in a series of four advanced courses in preparation for the CISCO certification examination. This course may be taken four times for credit for recertification due to industry standards. Formerly CISN 152.

CISN 353  CISCO Networking Academy  3 Units
(CCNP)tm: Internetwork Troubleshooting
Prerequisite: CISN 143 or 343 with a grade of “C” or better, or valid CISCO Certified Network Associate (CCNA) certification.
Course Transferable to CSU
Hours: 54 hours LEC; 20 hours LAB
This course develops knowledge and skills in fundamental hardware maintenance and troubleshooting routers and switches. Topics include managing and maintaining networks, troubleshooting tools and methodology, routing and routed protocol troubleshooting, campus switch and VLAN troubleshooting and WAN troubleshooting. This is the fourth course in a series of four advanced courses in preparation for the CISCO certification examination. This course may be taken four times for credit for recertification due to industry standards. Formerly CISN 153.

CISN 370  Web Server Administration  3 Units
Prerequisite: CISN 300 or 303 with a grade of “C” or better
General Education: AA/AS Area II(b)
Course Transferable to CSU
Hours: 45 hours LEC; 27 hours LAB
This course covers Web server installation and administration for the Internet and Intranets. Topics include the installation, configuration, management and tuning of Web servers; WWW and FTP services; security features; on-line transaction processing; and Web site optimization.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>CISN 374</td>
<td>Messaging Server Administration</td>
<td>3</td>
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<td><strong>Prerequisite:</strong> CISN 302 with a grade of “C” or better.</td>
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<td><strong>Course Transferable to CSU</strong></td>
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<td></td>
<td><strong>Hours:</strong> 45 hours LEC; 27 hours LAB</td>
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<td></td>
<td>This course covers the installation and administration of messaging servers.</td>
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<td>Topics include installation, configuration, management, and tuning of mail</td>
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<td>and messaging services on both servers and clients, mail access protocols,</td>
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<td>security issues and Internet connectivity.</td>
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<td>CISN 378</td>
<td>Database Administration for Microsoft SQL Server</td>
<td>3</td>
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<td></td>
<td><strong>Prerequisite:</strong> CISN 302 with a grade of “C” or better</td>
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<td><strong>General Education:</strong> AA/AS Area II(b)</td>
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<td><strong>Course Transferable to CSU</strong></td>
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<td></td>
<td><strong>Hours:</strong> 45 hours LEC; 27 hours LAB</td>
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<td>This course provides students with the knowledge and technical skills</td>
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<td>required to install, configure, administer, and troubleshoot the client/server</td>
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<td>database management system of Microsoft SQL Server. The students will also</td>
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<td>learn to manage files and databases; choose and configure a login security</td>
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<td>method; plan and implement database permissions; secure SQL Server in an</td>
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<td>enterprise network; perform and automate administrative tasks; create</td>
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<td>custom administrative tools; monitor and optimize SQL Server performance;</td>
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<td></td>
<td>and replicate data from one SQL Server to another.</td>
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<tr>
<td>CISN 499</td>
<td>Experimental Offering in .5-4 Units</td>
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<tr>
<td></td>
<td>Computer Information Science-Network</td>
<td>.5-4</td>
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<td></td>
<td><strong>Prerequisite:</strong> None</td>
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<td><strong>Course Transferable to CSU</strong></td>
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<td></td>
<td><strong>Hours:</strong> 72 hours LEC</td>
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<td></td>
<td>See Experimental Offerings</td>
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</table>

**Computer Info Science -Programming (CISP)**

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<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>CISP 301</td>
<td>Algorithm Design and Implementation</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td><strong>Prerequisite:</strong> None</td>
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<tr>
<td></td>
<td><strong>Advisory:</strong> CISC 310; At least one year of high school algebra or MATH 100</td>
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<td><strong>General Education:</strong> AA/AS Area II(b)</td>
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<td><strong>Course Transferable to CSU</strong></td>
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<td></td>
<td><strong>Hours:</strong> 54 hours LEC; 54 hours LAB</td>
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<tr>
<td></td>
<td>This course provides an introduction to the analysis, design, and</td>
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<td>implementation of software solutions to business-related problems. An</td>
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<td>overview of the following topics will also be included: main and</td>
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<td>cache memory, data representation, two’s-complement addition and</td>
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<td></td>
<td>subtraction, instruction processing by the central processing unit,</td>
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<td>computer programming languages, and the software development process.</td>
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<tr>
<td>CISP 310</td>
<td>Assembly Language Programming for Microcomputers</td>
<td>4</td>
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<tr>
<td></td>
<td><strong>Prerequisite:</strong> CISP 301 and 360 with grades of “C” or better</td>
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<td><strong>General Education:</strong> AA/AS Area II(b)</td>
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<td><strong>Course Transferable to UC/CSU</strong></td>
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<td></td>
<td><strong>Hours:</strong> 54 hours LEC; 54 hours LAB</td>
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<tr>
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<td>This is an introductory course in assembly language for the Intel family of</td>
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<td>microprocessors. Students will write and debug programs that use</td>
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<td>control structures, subroutines, bit operations, interrupts, arrays, and</td>
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<td>recursion. Upon completion of the course, students will have a much better</td>
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<td>understanding of the internal operations of computers.</td>
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<td>CISP 320</td>
<td>COBOL Programming</td>
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<td></td>
<td><strong>Prerequisite:</strong> CISP 301 with a grade of “C” or better</td>
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<td><strong>Course Transferable to CSU</strong></td>
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<td></td>
<td><strong>Hours:</strong> 54 hours LEC; 54 hours LAB</td>
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<td></td>
<td>This course is an introduction to the COBOL programming language. Course</td>
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<td>elements include top-down design and structured programming methods.</td>
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<td>Laboratory assignments cover a variety of input/output techniques</td>
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<td>including data validation, arithmetic operations, output editing, array</td>
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<td>processing, control-break concepts, and the creation and update of</td>
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<td>sequential files.</td>
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<td>CISP 342</td>
<td>Structured Programming with FORTRAN</td>
<td>4</td>
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<td></td>
<td><strong>Prerequisite:</strong> CISP 301 with a grade of “C” or better</td>
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<td></td>
<td><strong>Advisory:</strong> MATH 120 with a grade of “C” or better</td>
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<td><strong>General Education:</strong> AA/AS Area II(b)</td>
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<td><strong>Course Transferable to UC/CSU</strong></td>
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<td></td>
<td><strong>Hours:</strong> 54 hours LEC; 54 hours LAB</td>
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<td>FORTRAN (formula translation) is an automatic coding system that allows the</td>
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<td>engineer, scientist or technician to utilize a computer for problem solving.</td>
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<td>Structured programming will be emphasized, dividing big jobs into smaller</td>
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<td>tasks to make them easier to solve. The student will design, code, test, and</td>
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<td>debug many FORTRAN programs.</td>
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<tr>
<td>CISP 350</td>
<td>Database Programming</td>
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<td><strong>Prerequisite:</strong> CISA 323 with a grade of “C” or better</td>
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<td><strong>Advisory:</strong> proficiency in any high-level programming language</td>
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<td><strong>General Education:</strong> AA/AS Area II(b)</td>
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<td><strong>Course Transferable to CSU</strong></td>
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<td><strong>Hours:</strong> 36 hours LEC; 54 hours LAB</td>
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<td>This is an introductory course to programming in database. The topics</td>
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<td>include analysis and design, modular programming, screen displays and menus,</td>
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<td>and multiple databases. This course may be taken three times for credit on a</td>
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<td>different software package or version.</td>
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CISP 360  Introduction to Structured Programming  4 Units
Prerequisite: CISP 301 with a grade of “C” or better
General Education: AA/AS Area II(b)
Course Transferable to UC/CSU
Hours: 54 hours LEC; 54 hours LAB
This course is an introduction to structured programming and objects. Topics include program design, use of variables and constants, operators, control structures, functions, standard libraries, pointers, arrays, and input/output (including file I/O).

CISP 363  Structured Programming with BASIC  2 Units
Prerequisite: CISP 301 with a grade of “C” or better.
General Education: AA/AS Area II(b)
Course Transferable to UC/CSU
Hours: 36 hours LEC; 18 hours LAB
This course is an introduction to structured programming with Beginner’s All-purpose Symbolic Instruction Code (BASIC). Topics include program design, use of variables, flow control, constants, libraries, arrays, functions, arguments, and input/output.

CISP 370  Beginning Visual Basic  4 Units
Prerequisite: CISP 301 with a grade of “C” or better
General Education: AA/AS Area II(b)
Course Transferable to UC/CSU
Hours: 54 hours LEC; 54 hours LAB
This course is an introduction to object oriented/event driven programming in a Windows environment. Topics include buttons, boxes, graphics, data handling, error handling, control, and form handling. This course will enable students to understand object oriented programming concepts such as form, methods, projects, and modules and to design useful Windows layouts.

CISP 371  Intermediate Visual Basic  4 Units
Prerequisite: CISP 370 with a grade of “C” or better
General Education: AA/AS Area II(b)
Course Transferable to UC/CSU
Hours: 54 hours LEC; 54 hours LAB
This course covers the study of intermediate and advanced object oriented programming using Visual BASIC. The student will learn about multiple document interface (MDI), advanced error handling, creating classes, collections and client-server architecture. Topics include: data access, application programming interface (API), and application configuration management.

CISP 400  Object Oriented Programming with C++  4 Units
Prerequisite: CISP 360 with a grade of “C” or better.
Advisory: CISC 323; with a grade of “C” or better.
General Education: AA/AS Area II(b)
Course Transferable to UC/CSU
Hours: 54 hours LEC; 54 hours LAB
This course is an introduction to object oriented programming using C++. Topics include differences between C and C++ including declarations, constants, operators, function calling by value and reference, strict type checking; function members and overloading; inheritance and multiple inheritance; derived classes, protected members, and virtual functions.

CISP 401  Object Oriented Programming with Java  4 Units
Prerequisite: CISP 360 with a grade of “C” or better
General Education: AA/AS Area II(b)
Course Transferable to UC/CSU
Hours: 54 hours LEC; 54 hours LAB
This course is an introduction to Object Oriented Programming using the Java language. The student will learn how to design and implement object oriented applications. Topics will include: objects, classes, UML, function overloading, inheritance, static and dynamic class relationships, polymorphism, components, event driven programming, class associations, testing and debugging.

CISP 430  Data Structures  4 Units
Prerequisite: CISP 400 or 401 with a grade of “C” or better
General Education: AA/AS Area II(b)
Course Transferable to UC/CSU
Hours: 54 hours LEC; 54 hours LAB
This course is an introduction to the design and implementation of complex data structures used in large computer applications. List, stack, queue and tree data structures are implemented using pointers and recursion. Topics include software requirements specification, algorithm analysis, debugging and testing, searching and sorting techniques, and object oriented programming methodology.

CISP 440  Discrete Structures for Computer Science  3 Units
Prerequisite: CISP 430 and MATH 370 with grades of “C” or better
General Education: AA/AS Area B4; IGETC Area 2
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course introduces the essential discrete structures used in computer science with emphasis on their applications. Topics to be covered include: elementary formal logic and set theory, elementary combinatorics, recursive programming and algorithm analysis, digital logic and switching and combinatorial circuits, and computer arithmetic. Computer programming assignments will be included.

CISP 452  Introduction to Systems Programming  3 Units
Prerequisite: CISP 430 with a grade of “C” or better
Advisory: C structured programming language experience
General Education: AA/AS Area II(b)
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course is an introduction to Systems Programming concepts using the C language. The course covers features of the C language commonly used in Systems Programming. Topics include C preprocessor macros, file systems, shells and shell script programming, make files and Source Code Control Systems (SCCS), and program relocation and linking concepts. Knowledge of the C language and data structures is required.
CISP 457  Computer Systems Analysis and Design  3 Units
Prerequisite: CISP 301 with a grade of “C” or better; and any one of the following: CISP 320, CISP 321, CISP 342, CISP 360, CISP 370, CISP 371, CISP 400, or CISP 401 with grade of “C” or better.
General Education: AA/AS Area II(b)
Course Transferable to CSU
Hours: 54 hours LEC; 18 hours LAB
This course covers the methods used to analyze, design, and implement a computer system that meets client business needs. The methodology emphasizes the skills needed by a system analyst throughout the steps of a system development life cycle. These steps include system feasibility, analysis, design, implementation, documentation, and evaluation.

CISP 499  Experimental Offering in Computer Information Science-Programming  .5-4 Units
Prerequisite: None
Course Transferable to CSU
Hours: 90 hours LEC
See Experimental Offerings.

Computer Information Science - Security (CISS)

CISS 300  Introduction to Information Systems Security  1 Unit
Prerequisite: None.
General Education: AA/AS Area II(b)
Course Transferable to CSU
Hours: 18 hours LEC; 18 hours LAB
This course provides an introduction to network-based and Internet-based security applications and standards. Topics include cryptography, security protocols, network security applications, encryption, hash functions, digital signatures, viruses and key exchange. Some experience and/or courses in networking is recommended prior to taking this course.

CISS 301  Ethical Hacking  2 Units
Prerequisite: None.
Advisory: CISC 320 with a grade of “C” or better.
General Education: AA/AS Area II(b)
Course Transferable to CSU
Hours: 27 hours LEC; 27 hours LAB
This course introduces basic security concepts, principles and “best practices” and explores ways in which security for a standalone PC and a network-connected PC can be compromised. It provides ways in which the security of a PC can be checked and evaluated. Principles of ethical hacking are discussed. Internal and external security threats are discussed, including viruses, worms, trojans, scripts and other malicious e-mail content. Network vulnerabilities, common exploits and basic countermeasures are discussed.

CISS 310  Network Security Fundamentals  3 Units
Prerequisite: None
Advisory: CISS 140 or CISS 300 or CISS 304 with a grade of “C” or better.
Course Transferable to CSU
Hours: 45 hours LEC; 27 hours LAB
Organizations today are linking their information systems across enterprise-wide networks and Virtual Private Networks, as well as increasing their exposure to the Internet. Each connection magnifies the vulnerability to unauthorized access. This course provides the fundamental knowledge needed to analyze risks to the system and implement a workable security policy that protects information assets from potential intrusion, damage or theft. Students will learn which countermeasures to deploy to thwart potential attacks. This course will also prepare students for CompTIA’s Security+ Exam.

CISS 320  Implementing Network Security and Counter Measures  3 Units
Prerequisite: CISS 310 with a grade of “C” or better.
Course Transferable to CSU
Hours: 45 hours LEC; 27 hours LAB
With the growing reliance on e-commerce, network-based services and the Internet, organizations are faced with an ever-increasing responsibility to protect their systems from attack. Internet Detection Systems (IDS) are the latest and most powerful tools for identifying and responding to network- and host-based intrusions. Students will research network and operating system exploits, and deploy the proper countermeasures. Virtual Private Networks (VPN) are countermeasures which provide a significant cost savings by allowing remote users and multiple sites to securely communicate across a public network. A thorough understanding of the many standards and technologies available is essential for a successful VPN implementation. In this course, students will gain the knowledge required to evaluate, implement and manage secure remote-access technologies.

CISS 330  Implementing Internet Security and Firewalls  3 Units
Prerequisite: CISS 310 with a grade of “C” or better.
Course Transferable to CSU
Hours: 54 hours LEC; 18 hours LAB
With the increased connectivity to the Internet and the widespread availability of automated cracking tools, organizations can no longer simply rely on operating system security to protect their valuable corporate data. The firewall has emerged as a primary tool used to prevent unauthorized access. Students will learn how to allow access to key services while maintaining an organization’s security, as well as how to implement firewall-to-firewall Virtual Private Networks (VPNs). This course will aid students in preparing for Check Point Security’s “Check Point Certified Security Administrator” (CCSA) certification.
CISS 355 
**Information Systems Security** 
3 Units 
**and Assurance Principles** 
Prerequisite: CISS 310 with a grade of “C” or better 
Course Transferable to CSU 
Hours: 54 hours LEC 
This course provides the foundation for understanding the key issues associated with protecting information assets; determining the levels of protection and response to security incidents; and designing a consistent, reasonable information security system, with appropriate intrusion detection and reporting features. The purpose of the course is to provide the student with an overview of the field of Information Systems Security and Assurance. Students will be exposed to a wide-spectrum of Security activities, methods, methodologies, and procedures. Coverage will include inspection and protection of information assets, detection of and reaction to threats to information assets, and examination of pre- and post-incident procedures, technical and managerial responses and an overview of the Information Systems Security Planning and Staffing functions.

CISS 342 
**Implementing Linux** 
3 Units 
**Operating System Security** 
Prerequisite: None. 
Advisory: CISC 323 and CISS 310; with a grade of “C” or better 
Course Transferable to CSU 
Hours: 45 hours LEC; 27 hours LAB 
The Linux family of operating systems is prized by developers and other IT professionals for its flexibility and openness. Vulnerabilities in standard configurations, however, can make Linux systems susceptible to security threats. For the many organizations that depend upon Linux systems, protection against intrusion is an absolute requirement. This course provides the knowledge and skills you need to establish security for the Linux platform. It will present in-depth explanations of operating system security features as well as step-by-step configuration guides for proper operating system configuration. This course also will cover the knowledge and skills students will need to maintain the integrity, authenticity, availability, and privacy of data. This course may be taken up to 4 times for recency.

CISS 350 
**Disaster Recovery** 
3 Units 
Prerequisite: None. 
Advisory: CISS 310; with a grade of “C” or better 
Course Transferable to CSU 
Hours: 54 hours LEC 
This course presents methods to identify vulnerabilities and implement appropriate countermeasures to prevent and mitigate failure risks for the business enterprise. This course covers but is not limited to an understanding of what disaster recovery is, development of a disaster recovery plan and development and implementation of Policies and Procedures. This course may be taken up to 4 times for recency.

CISS 341 
**Implementing Windows** 
3 Units 
**Operating System Security** 
Prerequisite: None. 
Advisory: CISC 320 and CISS 310; with a grade of “C” or better 
Course Transferable to CSU 
Hours: 45 hours LEC; 27 hours LAB 
As organizations increasingly come to rely on Windows-based networks, it is essential that system administrators have a complete understanding of the security models integral to Windows Server and Workstation. This course will provide in-depth explanations of operating system security features as well as step-by-step configuration guides for proper operating system configuration. It also provides the knowledge and skills students will need to know in order to maintain the integrity, authenticity, availability, and privacy of data. This course may be taken up to 4 times for recency.

CISW 299 
**Experimental Offering in** 
.5-4 Units 
**Computer Information Science-Web** 
Prerequisite: None 
Course Transferable to CSU 
Hours: 72 hours LEC 
See Experimental Offerings.
CISW 304  Cascading Style Sheets  2 Units
Prerequisite: CISW 300 or 320 with a grade of “C” or better.
Course Transferable to CSU
Hours: 27 hours LEC; 27 hours LAB
This course continues the study of technical aspects of standards-based Web design for experienced students and Web professionals. Topics include the separation of content from presentation, dynamic user interaction and designing for alternative devices, using Cascading Style Sheets (CSS) in combination with Extensible Hypertext Markup Language (XHTmL).

CISW 320  Introduction to Web Site 3 Units Development
Prerequisite: CISC 320 or 323 with a grade of “C” or better; or equivalent experience
Advisory: CISC 305 or CISC 306 with a grade of “C” or better
Course Transferable to CSU
Hours: 54 hours LEC
This course is an introduction to the technical aspects of Web site development for students and Web professionals. Topics include creating Web pages with markup languages, including XHTmL, cascading style sheets, an introduction to scripting, the use of images and other media on the Web, interactive tools like forms and image maps, file management for the Web, and uploading files via File Transfer Protocol (FTP) to a Web server. Emphasis will be on the study and implementation of current World Wide Web Consortium (W3C) standards and a structured approach to Web site development in which students will identify the information dissemination needs of a client, and then develop and implement an appropriate Web solution. Students who have completed CISW 300 since Fall 2004 may not receive credit for this course.

CISW 321  Web Site Development using Dreamweaver 3 Units
Prerequisite: CISW 300, CISW 320, or GCOM 361 with a grade of “C” or better; or equivalent experience.
Course Transferable to CSU
Hours: 36 hours LEC; 54 hours LAB
This course covers the use of Dreamweaver, a visual Web-authoring tool, to develop and implement Web sites. The topics covered include: creating Web pages that contain text, images, links, tables, frames, forms, Cascading Style Sheets and image maps, enhancing Web pages with Flash text, Flash buttons and the built-in scripting language, developing effective Web site structures, using Web site management tools, Web site documentation, making global updates to a Web site, and extending Dreamweaver. Students will work individually and as a member of a team to plan, implement, test, and evaluate Web sites.

CISW 325  Intermediate Web Site Development 4 Units
Prerequisite: CISW 320 with a grade of “C” or better; or the ability to create Websites by hand coding using XHTmL and cascading stylesheets.
Advisory: CISP 301 with a grade of “C” or better.
Course Transferable to CSU
Hours: 72 hours LEC
This course introduces the systematic development of interactive Web sites to experienced students and Web professionals. Topics include dynamic HTmL, form validation and processing, client-side programming with JavaScript, server-side programming with Hypertext pre-processor (PHP), CGI scripting with Perl, and database-driven Web development.

CISW 350  Imaging for the Web 1 Unit
Prerequisite: CISC 306, CISW 300, or CISW 320 with a grade of “C” or better.
Course Transferable to CSU
Hours: 18 hours LEC; 18 hours LAB
This course is an introduction to designing graphics for the Web, not intended for Graphic Communication students. Industry standard graphic software is used to create original graphics as well as to manipulate found imagery. Topics include developing graphic elements for a Web site using a visual theme, creating buttons and intuitive navigational elements, making background textures and images, understanding Web file formats, scanning, and simple animation. This course may be taken twice for credit on a different platform or graphics software package. Not open to students who have completed GCOM 360 or CISW 351.

CISW 370  Designing Accessible Web Sites 1 Unit
Prerequisite: CISW 300, CISW 320, or GCOM 361 with a grade of “C” or better; or equivalent experience designing Web pages with Extensible Hypertext Markup Language (XHTmL).
Course Transferable to CSU
Hours: 18 hours LEC
This course provides an overview of the methods that are used to design Web sites for people with disabilities. Current legal requirements for accessible Web sites, especially the Americans with Disabilities Act (ADA) are emphasized.

CISW 400  Client-side Web Scripting 4 Units
Prerequisite: CISW 300 or 320 with a grade of “C” or better
Advisory: Completion of CISC 310 and CISP 301 with grades of “C” or better
General Education: AA/AS Area II(b)
Course Transferable to CSU
Hours: 54 hours LEC; 54 hours LAB
This course emphasizes the creation of dynamic and interactive Web sites using a client-side scripting language such as Javascript. Topics include the Document Object Model that defines structured Web pages, core features of the client-side scripting language, event handling, control of windows and frames, functions, and form validation. This course may be taken twice with a different client-side Web scripting language.
CISW 405  ActionScript for Flash  3 Units
Prerequisite: GCOM 363 with a grade of “C” or better
Advisory: CISP 301 with a grade of “C” or better or any high level
programming language.
General Education: AA/AS Area II(b)
Course Transferable to CSU
Hours: 54 hours LEC
This course introduces Macromedia Flash users to programming
with ActionScript, including using ActionScript to animate, process
data, create dynamic content, and manipulate components. The
course emphasizes the object-oriented capabilities of Macrome-
dia Flash, and teaches students how to use ActionScript objects,
methods, events, properties, and functions, with an eye toward
ActionScript best practices.

CISW 410  Middleware Web Scripting  4 Units
Prerequisite: CISW 320 or CISW 300 and CISP 301 or one program-
ing course or any programming experience.
General Education: AA/AS Area II(b)
Course Transferable to CSU
Hours: 54 hours LEC; 54 hours LAB
This course emphasizes the creation of interactive Web sites using
a middleware Web scripting environment such as PHP, ASP, or
ASP.NET. Topics include core features of the middleware Web
scripting language, embedding server commands in HTML pages,
control structures, functions, arrays, form validations, cookies, envi-
ronmental variables, email applications, the .NET environment, and
database driven Web applications. This course may be taken three
times in a different middleware Web scripting environment.

CISW 411  Middleware Scripting  2 Units
Database Web Applications
Prerequisite: CISW 320 and CISW 410 with grades of “C” or better.
General Education: AA/AS Area II(b)
Course Transferable to CSU
Hours: 27 hours LEC; 27 hours LAB
This course includes interactive database applications for the
Web using a database and middleware scripting language. Topics
include organizing data, developing tables for databases, creating
middleware scripts that add, delete, sort, edit and merge the data
in the database. Maintaining database integrity, and using DHTML
or other code to streamline certain client side functions such as
form validation are covered. Students may bring their own real
Web applications to use as a project. This course may be taken
two times for credit using different languages or projects.

CISW 420  Server-side Web Scripting  4 Units
Prerequisite: CISW 320 or CISW 300 with a grade of “C” or better.
Advisory: CISW 325 with a grade of “C” or better or CISP 301 with
a grade of “C” or better or experience writing programs in any
high level programming language.
General Education: AA/AS Area II(b)
Course Transferable to CSU
Hours: 54 hours LEC; 54 hours LAB
This course emphasizes the creation of interactive Web sites
using a server-side scripting language such as Perl or Java. Topics
include core features of the server-side scripting language, control
structures, functions, arrays, form validations, regular expressions,
cookies, environmental variables, email applications, and database-
driven Web applications. This course may be taken twice with a
different server-side scripting language.

CISW 440  XML: Introduction to Extensible Markup Language  2 Units
Prerequisite: CISW 320 or CISW 300 with a grade of “C” or better.
Advisory: Either CISA 320, CISA 323, or CISP 350 with a grade of
“C” or better.
General Education: AA/AS Area II(b)
Course Transferable to CSU
Hours: 36 hours LEC
XML is a universal method for representing information that is
especially well suited for distribution over the Internet. This course
will address the most fundamental XML questions - what XML is,
why it is needed, and how it can be used. Students will learn the
most current, practical XML technologies available at the present
time. This course may be taken two times on different versions of
XML.

CISW 470  Web Projects  3 Units
Same As: GCOM 370.
Prerequisite: Completion of one of the following: CISW 300, CISW
320, CISW 325, CISW 400, CISW 410, CISW 420, GCOM 361,
GCOM 362, GCOM 363, or equivalent with a grade of “C” or
better.
Course Transferable to CSU
Hours: 36 hours LEC; 54 hours LAB
This course focuses on Web project management on a real-world
Website. Emphasis will be placed on the project development life
cycle including design specification, research, production, modifi-
cation, and presentation. Web projects utilized in the class will be
multifaceted, approaching the complexity that individuals would
be expected to encounter in the Web development industry.
(Students may bring their own Web Projects to class.) This course
may be taken two times with different projects.

CISW 499  Experimental Offering in Computer Information Science-Web  .5-4 Units
Prerequisite: None
Course Transferable to CSU
Hours: 54 hours LEC
See Experimental Offerings.
Cosmetology

Associate in Science Degree
Certificate of Achievement
Art and Science of Nail Technology, Certificate of Completion, Level 3

Program Information
The course of study for Cosmetology is approved by the Board of Barbering and Cosmetology. It is designed to train students to become cosmetologists and, at the same time, an Associate of Science Degree with the completion of general educational requirements. The instruction requires 1600 hours of training in cosmetology and completing a minimum number of operations in order to be eligible to sit for the California State Examination for the cosmetology license. The cosmetology training covers all of the required operations such as permanent waving, manicuring, hair styling and hair cutting, hair coloring, facial procedures, customer relations, professionalism, and salon business.

In COSM 100, students will be introduced through lecture to the field of Cosmetology and Nail Technology (manicuring). COSM 100 is designed to give students a clear understanding of the subject matter and procedures of Cosmetology and Nail Technology, along with the policies of the SCC Cosmetology department. In addition, students will also receive training in customer relations, professionalism, and working with other students.

All students planning on entering any Cosmetology Department course designed for licensure must attend COSM 100, which must be satisfactorily completed with a “C” grade or better with perfect attendance in the semester prior to enrollment in either COSM 110 and COSM 111, or COSM 150. A COSM 100 certificate will be issued upon successful completion and must be presented the first day of class in COSM 110 and 111 or COSM 150.

Transfers
Transfer students from another Cosmetology or Nail Technology program (public or private) must take COSM 100 and complete this class with a “C” grade or better with perfect attendance and will then be required to enroll in COSM 110 and COSM 111 or COSM 150. After completing the first semester, COSM 110 and 111, the cosmetology student will be evaluated by department staff for determination of advanced course placement. The Nail Technology student will enroll in COSM 151 to complete the hours and requirements necessary to sit for the California State Examination for manicuring.

Program Costs
Program Costs: Approximately $1000.00 is needed at the beginning of the first semester for students in the Cosmetology Program for personal supplies and materials. (textbooks, uniforms, and student-kits, etc.) Students must be able to purchase the required kits and uniforms on the first day of COSM 110/111. Failure to meet this requirement will result in a student being dropped from the program for that semester. Kits and textbooks and some uniform pieces are available at the College Store. If students anticipate that these costs may create a financial burden, they should consult the Financial Aid Office for possible assistance prior to enrollment.

Career Opportunities
Cosmetologists are employed in every community. Many are self-employed, while others are employed in large or small establishments. It is a lucrative field for both men and women. A cosmetologist may specialize as a platform stylist, color or hair cutting specialist, salon owner or manager, educator, State Board Expert Witness, or travel throughout the world working in the cosmetology industry.

Recommended High School Preparation
Art, anatomy, physiology, chemistry, English and math.

Cosmetology
Associate in Science Degree
Certificate of Achievement

Enrollment Eligibility: Units
COSM 100, Introduction to Cosmetology ......................................... 2

First full semester:
COSM 110, Related Technical Knowledge of the Basic
Fundamental Skills ........................................................................ 5
COSM 111, Basic Foundation of Practical Skills ......................... 10

Second full semester:
COSM 120, Intermediate Certificate Course Theory .................. 5
COSM 121, Intermediate Certificate Course - Laboratory .......... 10

Third full semester:
COSM 130, Advanced-Certificate Course - Theory .................. 5
COSM 131, Advanced-Certificate Course - Laboratory .......... 10
Total Units Required 47

Associate in Science (A. S.) Degree
The Associate in Science degree may be obtained by completion of the required program, plus general education requirements, plus sufficient electives to meet a 60-unit total. See SCC graduation requirements.

Certificate of Achievement
The Certificate of Achievement may be obtained by completion of the required program with grades of “C” or better. The Cosmetology Certificate of Achievement is covered in three semesters requiring attendance in Cosmetology classes for 32.5 hours a week.
Art and Science of Nail Technology  
Certificate of Completion, Level 3

This is a one-semester program offering beginning, intermediate, and advanced training in manicuring. At the end of the program, the student will have learned the Art and Science of Nail Technology. The theoretical and operational requirements will enable them to pass the California Examination in Manicuring. The program will include: professional image, basic procedures for manicuring (hand and arm massage), basic procedures for pedicure (foot and leg massage), acrylic nails, nail tip and wraps, gel nails (light and no-light cured), airbrushing, nail art and design, and nail salon business.

Required Course 
COSM 150, Art and Science of Nail Technology ......................... 16
Total Units Required  16

Students who fail to complete the necessary hours for the State Board of California Barbering and Cosmetology programs licensure while taking COSM 150 (due to excessive absences) may take COSM 151 for supplemental Nail Technology practical hours.

Certificate of Achievement
The Certificate of Achievement may be obtained by completion of the required program with grades of “C” or better. The Cosmetology Certificate of Achievement is covered in three semesters requiring attendance in Cosmetology classes for 32.5 hours a week.

Cosmetology (COSM)

COSM 100  Introduction to Cosmetology   2 Units
Prerequisite: None.
Hours:  36 hours LEC
Students will receive training in customer relations and professional behavior and appearance. The course also includes an introduction to the basic skills in Cosmetology course work. A final grade of “C” or better is necessary to move on to COSM 110, 111, and 150.

COSM 110  Related Technical Knowledge   5 Units of the Basic Fundamental Skills
Prerequisite: COSM 100 with a grade of “C” or better
Corequisite: Concurrent enrollment in COSM 111.
Hours:  90 hours LEC
This course provides instruction of technical and theoretical knowledge that directly relates to the basic skills of all phases of Cosmetology. The course material includes Bacteriology, Decontamination, Hairstyling, Haircutting, Hair Structure, Massage, Nail Structure, Nail Disease and Disorders, PH Scale, Permanent Waving, Color Wheel, Hair-Coloring, and Hair Lightening.

COSM 111  Basic Foundation of Practical Skills  10 Units
Prerequisite: COSM 100 with a grade of “C” or better.
Corequisite: Concurrent enrollment in COSM 110.
Hours:  540 hours LAB
This course provides instruction for those persons interested in becoming licensed cosmetologists. Individual instruction is given in practical application of the basic skills learned in COSM 110. Emphasis is placed on basic hair coloring, permanent waving, hair styling, hair cutting, manicuring, facials, and make-up. Also covered in the course are: transferring of basic training to intermediate and advanced levels in hairstyling, shaping, thermal curling, and hair straightening.

COSM 120  Intermediate Certificate Course Theory  5 Units
Prerequisite: COSM 110 and 111 with grades of “C” or better
Corequisite: Concurrent enrollment in COSM 121
Hours:  90 hours LEC
This course provides instruction in theoretical knowledge relating to intermediate and advanced levels in all phases of Cosmetology (anatomy and physiology, hair styling, cold waving, manicuring, facials, hair coloring, scalp treatment reconditioning, hair cutting, thermal pressing and curling).

COSM 121  Intermediate Certificate Course - Laboratory  10 Units
Prerequisite: COSM 100, 110, and 111 with grades of “C” or better.
Corequisite: Concurrent enrollment in COSM 120.
Hours:  540 hours LAB
This course provides instruction in technical knowledge relating to intermediate and advanced levels in all phases of cosmetology (anatomy and physiology, hair styling, cold waving, manicuring, facials, hair coloring, scalp treatment reconditioning, hair cutting, thermal pressing and curling).
COSM 130  Advanced-Certificate  5 Units
Course - Theory
Prerequisite: COSM 100, 110, 111, 120 and 121 with grades of “C” or better
Corequisite: Concurrent enrollment in COSM 131
Hours: 90 hours LEC
This course encompasses all areas of the theoretical portion of cosmetology relating to the California State Board of Cosmetology examination. It is designed for the senior student who will enter the business world at the end of the semester. Special emphasis is placed on professionalism, salon management, the Cosmetology Act, and the California State Board of Cosmetology Rules and Regulations.

COSM 131  Advanced-Certificate  10 Units
Course - Laboratory
Prerequisite: COSM 100, 110, 111, 120, and 121 with grades of “C” or better
Corequisite: Concurrent enrollment in COSM 130
Hours: 540 hours LAB
This course encompasses all areas of the practical portion of cosmetology relating to the California State Board of Cosmetology examination. It is designed for the senior student who will enter the business world at the end of the semester. Special emphasis is placed on professionalism, salon management, the Cosmetology Act, and the California State Board of Cosmetology Rules and Regulations.

COSM 140  Supplemental Training  1-5 Units
Prerequisite: COSM 100 with a grade of “C” or better
Hours: 270 hours LAB
This course provides training in current trends in hair styling, advanced hair coloring, and cold waving. It also satisfies the hours and requirements for re-entering and out-of-state candidates who want to apply for a California Cosmetology license.

COSM 141  Skills Building for Cosmetology  3 Units
Prerequisite: COSM 100, 110, 111, 120, 121, 130, and 131 with grades of “C” or better
Hours: 162 hours LAB
This course provides practice in the following salon services: Wet Hairstyling, Thermal Hairstyling, Press and Curl, Perm Waving, Chemical Straightening, Hair Cutting, Hair Coloring, Bleaching, Scalp & Hair Treatment, Manual, Electrical & Chemical facials, Brow Arch & Wax, Make Up, Manicuring, Pedicuring, Nail Wraps, Tips and Repairs. This course also develops problem solving techniques in the services that require chemical treatment.

COSM 150  Art and Science of Nail  16 Units
Technology
Prerequisite: COSM 100 with a grade of “C” or better.
Hours: 198 hours LEC; 270 hours LAB
This is a one-semester course offering beginning, intermediate, and advanced training in manicuring. After completion of this theoretical and operational 400-hour minimum course, students will be eligible to sit for the California State Examination in manicuring. The course will include professional image, basic procedures for manicuring (hand and arm massage), basic procedures for pedicure (foot and leg massage), acrylic nails, nail tip and wraps, gel nails (light and no-light cured), basic electric file application, basic airbrushing techniques, nail art and design, and nail salon business.

COSM 151  Art and Science of Nail  5 Units
Technology--Supplemental Hours
Prerequisite: COSM 100 and 150 with grades of “C” or better
Hours: 60 hours LEC; 90 hours LAB
This course is taken to fulfill hours and requirements not completed in the COSM 150 course, to be eligible to sit for the California State Board Examination for the manicure license.

COSM 294  Topics in Cosmetology  0.5-4 Units
Prerequisite: COSM 100 with a grade of “C” or better
Hours: 216 hours LAB
This course reviews the latest California State Board of Cosmetology Acts, Rules, Regulations, Performance Criteria and the latest cosmetology trends, application and procedures. This course may be taken four times for credit provided there is no duplication of topics.

COSM 295  Independent Studies in  1-3 Units
Cosmetology
Prerequisite: None.
Hours: 162 hours LAB
This course reviews the latest trends in the cosmetology industry and latest California State Cosmetology Acts, Rules and Regulations. This course may be taken four times for credit provided there is no duplication of topics.

COSM 299  Experimental Offering in  0.5-4 Units
Cosmetology
Prerequisite: None
Hours: 90 hours LEC
See Experimental Offerings.
Career Opportunities
This program prepares the student for employment as a dental assistant. The dental assistant works with the dentist in providing patient treatment, including restorations, x-rays and preventive services. Employment opportunities are excellent, not only in private dental offices, but also in public and private hospitals; clinics and laboratories; dental schools; dental supply houses; and in the armed forces.

Program Information
The dental assisting program, 27 units, is a full-time day program to which students are admitted in August of each year. The curriculum is approved by the Commission on Dental Accreditation of the American Dental Association and leads to a Certificate of Achievement in Dental Assisting. After successful completion of the curriculum the student is eligible to take the National Board Examination and upon passing becomes a Certified Dental Assistant. This evidence of competence is recognized throughout the United States. In addition, graduates will be able to apply for and take the Dental Board of California examination for state licensure as a Registered Dental Assistant. In addition to normal student expenses (for textbooks, etc.), the Dental Assisting Program requires an expenditure of approximately $2,100 during the one-year program for uniforms and special supplies. If this creates a hardship, check with the Financial Aid Office for possible assistance before entering the program.

The program is accredited by the Commission on Dental Accreditation of the American Dental Association, a specialized accrediting body recognized by the United States Department of Education. The Commission on Dental Accreditation can be contacted at 312-440-4653 or at 211 East Chicago Avenue, Chicago, Illinois 60611.

Program Eligibility
To be eligible for the dental assisting program, the applicant must satisfy one of the following:

1. Successful completion, with a grade of “C” or better, of an English Reading class which is equal to or greater than ENGRD 11 or ESLR 310 OR
2. Eligibility to enroll in ENGRD 110 or ESLR 320.

Proof of eligibility can be obtained by either (1) submitting an official college transcript indicating the successful completion of an appropriate level English Reading class or (2) submitting the results of assessment testing which verifies placement in an appropriate level English Reading class.

High school or college grade point averages are not used to establish eligibility for the dental assisting program.

Enrollment Process
1. Send application and proof of eligibility directly to the Dental Health Office.
2. Applications will be accepted after January 1. To be eligible, applicants must have both their application and proof of eligibility in to the Dental Health Office. Eligible applicants will be selected for enrollment based on the date the completed application and proof of eligibility are received in the Dental Health Office.

After the class has filled, other eligible applicants will be placed on an alternate list according to the date their application and proof of eligibility arrived in the Dental Health Office. As positions become available, eligible applicants will be taken off this list in chronological order. Eligible applicants may be selected for enrollment up to the first day of class in the Fall.
# Dental Assisting

**Associate in Science Degree**

**Certificate of Achievement**

<table>
<thead>
<tr>
<th>Required Program</th>
<th>Units</th>
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<tbody>
<tr>
<td>DAST 101, Biodental Science</td>
<td>2</td>
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<tr>
<td>DAST 104, Anatomy and Morphology</td>
<td>3</td>
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<tr>
<td>DAST 102, Chairside Assisting I</td>
<td>6</td>
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<tr>
<td>DAST 107, Dental Radiology I</td>
<td>2</td>
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<tr>
<td>DAST 116, Practice Management for Dental Assistant</td>
<td>2</td>
</tr>
<tr>
<td>DAST 111, Dental Nutrition and Prevention</td>
<td>1</td>
</tr>
<tr>
<td>DAST 115, Coronal Polishing and Pit and Fissure Sealant Placement</td>
<td>2</td>
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<tr>
<td>AH 104, Aging and its Implications</td>
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<tr>
<td>DAST 112, Chairside Assisting II</td>
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<tr>
<td>DAST 117, Dental Radiology II</td>
<td>1</td>
</tr>
<tr>
<td>DAST 119, Clinical Experience I</td>
<td>3</td>
</tr>
<tr>
<td>DAST 129, Clinical Experience II (Summer Session)</td>
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</tr>
<tr>
<td>Total Units Required</td>
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</table>

**Associate in Science (A. S.) Degree**

The Associate in Science degree may be obtained by completion of the required program, plus general education requirements, plus sufficient electives to meet a 60-unit total. See SCC graduation requirements.

**Certificate of Achievement**

The Certificate of Achievement may be obtained by completion of the required program with grades of “C” or better.

General education requirements may be completed either before or after completing the sequence of dental assisting courses listed above.

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**Dental Assisting (DAST)**

**DAST 101  Biodental Science  2 Units**

*Prerequisite:* See enrollment limitations.

*Enrollment Limitation:* Acceptance into the Dental Assisting program and successful completion of an English reading course equal to or greater than ENGRD 11 or ESLR 310; or placement into ENGRD 110 or ESLR 320 through the assessment process.

*36 hours Lecture*

Biodental Science deals with microbiology and asepsis, dental pathology, sterilization, pharmacology, medical emergencies, and hazardous materials in the dental practice.

**DAST 102  Chairside Assisting I  6 Units**

*Prerequisite:* See enrollment limitations.

*Enrollment Limitation:* Acceptance into the Dental Assisting program and successful completion of an English reading course equal to or greater than ENGRD 11 or ESLR 310; or placement into ENGRD 110 or ESLR 320 through the assessment process.

*72 hours Lecture; 108 hours Laboratory*

This course is an introduction to chairside dental assisting and the principles of four-handed dentistry, including materials and instrumentation. In this course, emphasis is given to step-by-step procedures and the function, use, and care of dental equipment and operatory. Extra time outside the normal school schedule may be required for field trips, conventions, community projects, etc.

**DAST 104  Anatomy and Morphology  3 Units**

*Prerequisite:* See enrollment limitations.

*Enrollment Limitation:* Acceptance into the Dental Assisting program and successful completion of an English reading course equal to or greater than ENGRD 11 or ESLR 310; or placement into ENGRD 110 or ESLR 320 through the assessment process.

*54 hours Lecture*

This course is the study of dental morphology including the form, function, and location of the hard and soft structures of the mouth. In addition the course also studies the anatomy and physiology of the head and neck as they relate to the practice of dentistry.

**DAST 107  Dental Radiology I  2 Units**

*Prerequisite:* See enrollment limitations.

*Enrollment Limitation:* Acceptance into the Dental Assisting program and successful completion of an English reading course equal to or greater than ENGRD 11 or ESLR 310; or placement into ENGRD 110 or ESLR 320 through the assessment process.

*36 hours Lecture; 54 hours Laboratory*

Dental Radiology I is an introduction to the basic principles of dental radiology including theory and techniques, operation of the x-ray machine, safety practices, darkroom procedures, and exposing, processing, mounting, and evaluation of dental films.
DAST 111  Dental Nutrition and Prevention  1 Unit
Prerequisite: DAST 101, 102, 104, and 107 with grades of “C” or better; See enrollment limitations.
Enrollment Limitation: Enrollment in the Dental Assisting program.
12 hours Lecture; 36 hours Laboratory
This course is the study of nutrition from both a whole body concept and its interrelated effects on the dental environment. The course will integrate these concepts into preventive dentistry concepts and the role of the Dental Assistant in community/public health involvement.

DAST 112  Chairside Assisting II  2.5 Units
Prerequisite: DAST 101, 102, 104, and 107 with grades of “C” or better.
Enrollment Limitation: Enrollment in the Dental Assisting program.
24 hours Lecture; 72 hours Laboratory
The course entails the study of practical applications of advanced four-handed dental techniques. Instruction in California’s “Expanded Duties” is part of the course.

DAST 115  Coronal Polishing and Pit and Fissure Sealant Placement  2 Units
Prerequisite: DAST 101, 102, 104, and 107 with grades of “C” or better
Enrollment Limitation: Enrollment in the Dental Assisting program.
108 hours Laboratory
This course will provide instruction in the practical application of coronal polishing techniques in the clinical setting. The course also includes the theory and practical application of pit and fissure sealants.

DAST 116  Practice Management for the Dental Assistant  2 Units
Prerequisite: DAST 101, 102, 104, and 107 with grades of “C” or better
Enrollment Limitation: Enrollment in the Dental Assisting program.
36 hours Lecture
Practice Management includes the principles of dental office management including: secretarial procedures, record keeping, dental histories, financial arrangements, bookkeeping, insurance procedures, patient communication, patient psychology, and job-finding skills.

DAST 117  Dental Radiology II  1 Unit
Prerequisite: DAST 101, 102, 104, and 107 with grades of “C” or better
Enrollment Limitation: Enrollment in the Dental Assisting program.
12 hours Lecture; 36 hours Laboratory
Dental Radiology II includes advanced principles of dental radiology including special techniques and clinical application of procedures involved in exposing, processing, evaluating, and interpreting dental radiographs.

DAST 119  Clinical Experience I  3 Units
Prerequisite: DAST 101, 102, 104, and 107 with grades of “C” or better.
Enrollment Limitation: Enrollment in the Dental Assisting program.
240 hours Laboratory
This course involves performance of dental assisting duties in an assigned dental clinic or private office during a full-time (40 hours/week) clinical affiliation of six weeks. Students will meet for six hours of seminar. This course is graded on a credit/no-credit basis.

DAST 129  Clinical Experience II  2 Units
Prerequisite: DAST 111, 112, 115, 116, 117, and 119 with grades of “C” or better.
Enrollment Limitation: Enrollment in the Dental Assisting program.
108 hours Laboratory
This course involves performance of basic dental assisting duties as well as expanded duties in an assigned dental clinic or private office during 105 hours of clinical affiliation to be arranged. Students will meet for three hours of seminar. This course is graded on a credit/no-credit basis.

DAST 295  Independent Studies in Dental Assisting  1-3 Units
Prerequisite: None
Enrollment Limitation: Student must be enrolled in the Dental Assisting program.
162 hours Laboratory
This is a course for those dental assisting students requesting special projects related to their dental assisting education.

DAST 299  Experimental Offering in Dental Assisting  .5-4 Units
See Experimental Offerings.
Dental Hygiene  

**Associate in Science Degree**

**Career Opportunities**
This program prepares the student for employment as a dental hygienist. The registered dental hygienist is a licensed, professional, oral health educator and clinician who works under the direction and supervision of a licensed dentist to provide preventive and therapeutic services for the control of oral diseases. Dental hygienists aid individuals and groups in attaining and maintaining optimum oral and general health through provision of services such as assessment of medical and dental conditions, oral hygiene education, oral prophylaxis - the removal of plaque, calculus, and stains from the teeth, and application of preventive agents such as fluoride and sealants. The dental hygienist may be employed in dental offices, schools, health care facilities, public health agencies, industry, and educational institutions.

**Recommended Preparation**
High school and college preparatory courses including algebra, biology, chemistry, and physiology are recommended.

**Program Information**
The Dental Hygiene Program consists of 35-39.5 units of prerequisite courses in addition to 43.5 units of dental hygiene courses. The student must obtain an Associate in Science Degree in Dental Hygiene, and therefore, must satisfy any additional requirements for that degree. The program is accredited by the Commission on Dental Accreditation of the American Dental Association. The Commission is a specialized accrediting body recognized by the United States Department of Education and can be contacted at 211 East Chicago Avenue, Chicago, Illinois 60611. Program graduates are eligible to take the National Board Dental Hygiene Examination, which is administered by the Joint Commission on National Dental Examinations, the California RDH Examination, and other state and regional licensing examinations.

In addition to normal student expenses (tuition, books, etc.), the Dental Hygiene Program requires an expenditure of over $4,900 during the two-year program for uniforms, instruments, and special supplies. More than $3,500 will be needed at the beginning of the first semester. If this creates a financial burden, students should consult the Financial Aid Office for possible assistance several months before entering the program.

**Enrollment Requirements**
Enrollment in the Dental Hygiene program is based on satisfactory completion of prerequisite courses with grades of “C” or better and submission of an application and official transcripts to the Dental Health Office. Prerequisite courses include:

- BIOL 430 and 431, Anatomy & Physiology
- BIOL 440, General Microbiology
- CHEM 305 & CHEM 306, Introduction to Chemistry, with a cumulative minimum GPA of 3.0.
- FCS 340, Nutrition or NUTRI 300, Nutrition
- PSYC 300, General Principles
- SOC 300, Introductory Sociology
- COMM 301, Introduction to Public Speaking
- ENGWR 300, College Composition
- DHYG 100, Introduction to Dental Hygiene, with a cumulative minimum GPA of 2.5.

Completion of ENGRD 110, Efficient Reading, with a grade of “C” or better, or eligibility for ENGRD 310, College Analytical and Speed Reading, as determined by the Sacramento City College reading assessment process for all applicants who do not have an AA degree or higher. Courses taken for Credit/No Credit (C/NC) will be calculated into GPAs as a “C” grade.

**Enrollment Process**
Applications for enrollment and official transcripts supporting completion of prerequisite courses must be submitted to the Science and Allied Health Division by the posted due date. Enrollment applications and deadlines are available from the Science & Allied Health Division Office (Mohr Hall, Room 18 or 558-2271) or the SCC website at http://www.scc.losrios.edu/~dental/.

Completion of the enrollment eligibility requirements places the applicant in the random selection pool. Eligible students who are not selected for program enrollment will be considered alternates.

High school and college preparatory courses including algebra, biology, chemistry, and physiology are recommended.
Dental Hygiene
Associate in Science Degree

Required Program

<table>
<thead>
<tr>
<th>Prerequisite Courses</th>
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<tr>
<td>BIOL 430, Anatomy and Physiology</td>
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<td>BIOL 431, Anatomy and Physiology</td>
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<td>CHEM 305, Introduction to Chemistry</td>
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<td>BIOL 440, General Microbiology</td>
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<td>FCS 340, Nutrition</td>
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<td>or NUTR 300, Nutrition</td>
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<td>PSYC 300, General Principles</td>
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<tr>
<td>COMM 301, Introduction to Public Speaking</td>
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<td>SOC 300, Introductory Sociology</td>
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<td>ENGWR 300, College Composition</td>
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<tr>
<td>DHYG 100, Introduction to Dental Hygiene</td>
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First Semester (Fall) | Units
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<tr>
<td>DHYG 101, Introduction to Clinical Dental Hygiene</td>
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<td>DHYG 107, Dental Morphology</td>
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<tr>
<td>DHYG 104, Patient Education and Nutrition</td>
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<tr>
<td>DHYG 103, Oral Histology and Embryology</td>
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<td>DHYG 109, Infection Control and Hazardous Materials</td>
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Second Semester (Spring) | Units
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<td>DHYG 117, Dental Radiology</td>
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<td>DHYG 111, Clinical Dental Hygiene I</td>
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<tr>
<td>DHYG 112, Periodontics I</td>
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<tr>
<td>DHYG 113, Embryology - Head and Neck Anatomy</td>
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Summer Session | Units
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<tr>
<td>DHYG 121, Clinical Dental Hygiene II</td>
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<tr>
<td>DHYG 127, Dental Materials</td>
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Third Semester (Fall) | Units
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<tr>
<td>DHYG 134, Community Dental Health</td>
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<td>DHYG 139, Pharmacology</td>
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<td>DHYG 131, Clinical Dental Hygiene III</td>
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<td>DHYG 132, Periodontics II</td>
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<td>DHYG 138, Oral Pathology</td>
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<td>DHYG 135, Clinical Seminar</td>
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Fourth Semester (Spring) | Units
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<td>DHYG 149, Ethics, Jurisprudence and Dental Hygiene Practice</td>
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<td>DHYG 145, Clinical Seminar II</td>
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<td>DHYG 141, Clinical Dental Hygiene IV</td>
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<tr>
<td>AH 104, Aging and its Implications for Health Care</td>
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Total Units Required | 83

Associate in Science (A.S.) Degree
The Associate in Science Degree in Dental Hygiene must be obtained for graduation from the program.

NOTE: A grade of “C” or better in all Dental Hygiene courses is required for progression in the Dental Hygiene program and for recommendation to apply for the Dental Hygiene licensing examination.

Graduation Requirements
Additional courses are necessary to meet Graduation Requirements. These may include Social Sciences, Ethnic Multicultural Studies, Humanities, Language/Rationality-Communication and Analytical Thinking; Living Skills, and Competency Requirements.

Students must consult with a counselor to determine their individual educational plan.
### Dental Hygiene (DHYG)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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<td>DHYG 103</td>
<td>Oral Histology and Embryology</td>
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<td>DHYG 104</td>
<td>Patient Education and Nutrition</td>
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<td>DHYG 107</td>
<td>Dental Morphology</td>
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<td>DHYG 109</td>
<td>Infection Control and Hazardous Materials</td>
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<tr>
<td>DHYG 111</td>
<td>Clinical Dental Hygiene I</td>
<td>4</td>
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</table>

**DHYG 100 Introduction to Dental Hygiene**

Prerequisite: None

9 hours Lecture

This course is an introduction to the practice of Dental Hygiene. Topics include vital signs, dental terminology, infection control, study strategies, and the expectations and concerns of the dental hygiene professional.

**DHYG 101 Introduction to Clinical Dental Hygiene**

Prerequisite: See enrollment limitations.

Enrollment Limitation: Acceptance into the dental hygiene program and completion of BIOL 430, 431, and 440; CHEM 305 and 306 with grades of “C” or better, and with a cumulative GPA of 3.0 or better; completion of DHYG 100, FCS 340, ENGRD 300, COMM 301, PSYC 300, and SOC 300 with grades of “C” or better and a cumulative GPA of 2.5 or better; completion of ENGRD 110 or eligibility for ENGRD 310 as determined by the reading assessment process for all applicants who do not have an AA degree or higher.

36 hours Lecture; 108 hours Laboratory

This course provides an introduction to dental hygiene concepts and procedures. Emphasis is placed on the assessment phase of patient care as well as on the theory and performance of basic dental hygiene instrumentation procedures.

**DHYG 103 Oral Histology and Embryology**

Prerequisite: See enrollment limitations.

Enrollment Limitation: Acceptance into the dental hygiene program and completion of BIOL 430, 431, and 440; CHEM 305 and 306 with grades of “C” or better, and with a cumulative GPA of 3.0 or better; completion of DHYG 100, FCS 340, ENGRD 300, COMM 301, PSYC 300, and SOC 300 with grades of “C” or better and a cumulative GPA of 2.5 or better; completion of ENGRD 110 or eligibility for ENGRD 310 as determined by the reading assessment process for all applicants who do not have an AA degree or higher.

18 hours Lecture

Oral Histology and Embryology is the study of microscopic tissues and structures of the teeth, periodontium, and oral cavity as related to the clinical practice of dental hygiene. Extra time outside the normal school schedule may be required for professional meetings.

**DHYG 104 Patient Education and Nutrition**

Prerequisite: See enrollment limitations

Enrollment Limitation: Acceptance into the dental hygiene program and completion of BIOL 430, 431, and 440; CHEM 305 and 306 with grades of “C” or better, and with a cumulative GPA of 3.0 or better; completion of DHYG 100, FCS 340, ENGRD 300, COMM 301, PSYC 300, and SOC 300 with grades of “C” or better and a cumulative GPA of 2.5 or better; completion of ENGRD 110 or eligibility for ENGRD 310 as determined by the reading assessment process for all applicants who do not have an AA degree or higher.

36 hours Lecture

This course studies the principles and practices of preventing and controlling dental disease with emphasis on nutrition, plaque control, motivation, and chairs side patient education.

**DHYG 107 Dental Morphology**

Prerequisite: See enrollment limitations.

Enrollment Limitation: Acceptance into the dental hygiene program and completion of BIOL 430, 431, and 440; CHEM 305 and 306 with grades of “C” or better, and with a cumulative GPA of 3.0 or better; completion of DHYG 100, FCS 340, ENGRD 300, COMM 301, PSYC 300, and SOC 300 with grades of “C” or better and a cumulative GPA of 2.5 or better; completion of ENGRD 110 or eligibility for ENGRD 310 as determined by the reading assessment process for all applicants who do not have an AA degree or higher.

18 hours Lecture; 27 hours Laboratory

Dental Morphology is the study of the formation, function, and structure of the teeth, and their supporting structures.

**DHYG 109 Infection Control and Hazardous Materials**

Prerequisite: See enrollment limitations.

Enrollment Limitation: Acceptance into the dental hygiene program and completion of BIOL 430, 431, and 440; CHEM 305 and 306 with grades of “C” or better, and with a cumulative GPA of 3.0 or better; completion of DHYG 100, FCS 340, ENGRD 300, COMM 301, PSYC 300, and SOC 300 with grades of “C” or better and a cumulative GPA of 2.5 or better; completion of ENGRD 110 or eligibility for ENGRD 310 as determined by the reading assessment process for all applicants who do not have an AA degree or higher.

9 hours Lecture

This course emphasizes the legal and ethical aspects of infectious disease transmission and their prevention. Included is the necessary information to meet OSHA and CDC requirements for education on infection control and hazardous material management.

**DHYG 111 Clinical Dental Hygiene I**

Prerequisite: DHYG 101, 103, 104, 107, and 109 with grades of “C” or better

Enrollment Limitation: Enrollment in the dental hygiene program.

36 hours Lecture; 108 hours Laboratory

This is the clinical practice of oral prophylaxis through practical applications of procedures learned in DHYG 101. In clinic, students demonstrate various procedures on each other before applying them to patients: children over 5 years old and young adults. Techniques in patient education will be practiced. The lecture includes the rationale for more difficult traditional dental hygiene skills.
DHYG 112  Periodontics I  2 Units
Prerequisite: DHYG 101, 103, 104, 107, and 109 with grades of “C” or better
Enrollment Limitation: Enrollment in the dental hygiene program.
36 hours Lecture
This is a course in periodontics which includes the identification of the normal periodontium and recognition of deviations from normal. It includes the etiology and principles of periodontal disease, examination procedures, treatment, and preventive measures.

DHYG 113  Embryology- Head and Neck Anatomy  2 Units
Prerequisite: DHYG 101, 103, 104, 107, and 109 with grades of “C” or better
Enrollment Limitation: Enrollment in the dental hygiene program.
36 hours Lecture
This is a course of oral anatomy designed for the study of the head and neck structures or group of structures in relation to their function for the clinical practice of dental hygiene especially the areas pertaining to local anesthesia. Extra time outside of class may be required for professional meetings.

DHYG 117  Dental Radiology  3 Units
Prerequisite: DHYG 101, 103, 104, 107, and 109 with grades of “C” or better
Enrollment Limitation: Enrollment in the dental hygiene program.
36 hours Lecture; 54 hours Laboratory
Topics in this course include the principles of dental radiology, including laboratory experience and clinical application of procedures involved in exposing, processing, interpreting, and evaluating dental radiographs. Extra time outside the normal school schedule may be required for field trips, conventions, and community projects.

DHYG 121  Clinical Dental Hygiene II  2 Units
Prerequisite: DHYG 111, 112, 113, and 117 with grades of “C” or better
Enrollment Limitation: Enrollment in the dental hygiene program.
96 hours Laboratory
This is the continued clinical experience in performing oral prophylaxis with wider variety of clinical cases, as well as case studies with the use of oral roentgenograms. Assignments in clinical X-ray will be provided.

DHYG 127  Dental Materials  2 Units
Prerequisite: DHYG 111, 112, 113, and 117 with grades of “C” or better
Enrollment Limitation: Enrollment in the dental hygiene program.
18 hours Lecture; 54 hours Laboratory
This course is the survey of dental materials and techniques in using these materials in all phases of dentistry. This course is graded on a credit/no credit basis.

DHYG 131  Clinical Dental Hygiene III  4 Units
Prerequisite: Completion of DHYG 121 with a grade of “C” or better.
216 hours Laboratory
This course provides continued clinical experience in the provision of comprehensive dental hygiene services to a wide variety of patients with different medical and dental needs. The course focuses on progressive development of the student’s skills in areas of dental hygiene assessment, diagnosis, treatment planning, preventive and therapeutic services, evaluation and time management.

DHYG 132  Periodontics II  1 Unit
Prerequisite: DHYG 121 and 127 with grades of “C” or better
Enrollment Limitation: Enrollment in the dental hygiene program.
54 hours Laboratory
This course will develop clinical skills applicable in the treatment of patients with advanced periodontal disease. The course includes demonstrations and performance of tasks on appropriate laboratory materials. It also includes working with a periodontist in the clinical setting using expanded functions skills, including administration of local anesthesia and soft tissue curettage.

DHYG 134  Community Dental Health  2 Units
Prerequisite: DHYG 121 and 127 with grades of “C” or better
Enrollment Limitation: Enrollment in the dental hygiene program.
18 hours Lecture; 54 hours Laboratory
Community Dental Health is the study of the philosophy and background of community dental health with emphasis on program planning, implementation, and evaluation. This course includes practical experience implementing programs in various community settings. Extra time outside the normal school schedule may be required for completion of community projects.

DHYG 135  Clinic Seminar  1 Unit
Prerequisite: DHYG 121 and 127 with grades of “C” or better
Enrollment Limitation: Enrollment in the dental hygiene program.
18 hours Lecture
This seminar integrates more advanced concepts and skills into the clinical experiences of the third semester dental hygiene student. Emphasis is placed on development and implementation of comprehensive patient treatment plans, identification of resources to support evidence-based patient care, and critical thinking skills.

DHYG 138  Oral Pathology  2 Units
Prerequisite: DHYG 121 and 127 with grades of “C” or better
Enrollment Limitation: Enrollment in the dental hygiene program.
36 hours Lecture
This course is the introduction to general pathology with a special emphasis on oral pathology.
DHYG 139  Pharmacology  2 Units
Prerequisite: DHYG 121 and 127 with grades of “C” or better
Enrollment Limitation: Enrollment in the dental hygiene program.
36 hours Lecture
Pharmacology is the classification and study of drugs according to origin, physical and chemical properties, therapeutic effect and values, particularly of drugs utilized in dentistry.

DHYG 141  Clinical Dental Hygiene IV  4 Units
Prerequisite: DHYG 131, 132, 134, 135, 138, and 139 with grades of “C” or better
Enrollment Limitation: Enrollment in the dental hygiene program.
216 hours Laboratory
This course is the continued clinical experience in performing oral prophylaxis, oral roentgenographic surveys, charting cases, and patient education. The clinical experience is related to all aspects of dentistry.

DHYG 145  Clinic Seminar II  1 Unit
Prerequisite: DHYG 131, 132, 134, 135, 138, and 139 with grades of “C” or better
Enrollment Limitation: Enrollment in the dental hygiene program.
54 hours Laboratory
This course provides instruction in nitrous oxide/oxygen analgesia and caries detection. Students develop their critical thinking skills through the discussion of problems and special interest cases encountered in clinical experience. There will be presentations from outside speakers. Extra time outside the normal school schedule is required for students to participate in such activities as dental health faire screenings.

DHYG 149  Ethics, Jurisprudence and Dental Hygiene Practice  2 Units
Prerequisite: DHYG 131, 132, 143, 135, 138, and 139 with grades of “C” or better.
Enrollment Limitation: Enrollment in the Dental Hygiene Program.
36 hours Lecture
This course is the study of the fundamental factors necessary to be employed and practice within the ethical and legal framework of the California State Dental Practice Act and the code of ethics of the American Dental Hygienists’ Association. Extra time outside the normal school schedule may be required to complete projects and assignments.

DHYG 295  Independent Studies in Dental Hygiene  1-3 Units
Prerequisite: See enrollment limitations.
Enrollment Limitation: Enrollment in the Dental Hygiene program.
162 hours Laboratory
This course is designed to provide a mechanism for current dental hygiene students to complete independent studies in dental hygiene education.

DHYG 299  Experimental Offering in Dental Hygiene  .5-5 Units
See Experimental Offerings.
Early Childhood Education

Associate in Arts Degree
Certificate of Achievement
Certificate of Completion

Early Childhood Education, Degree and Certificate of Achievement
Associate Teacher, Certificate of Completion, Level 3
Teacher, Certificate of Achievement
Master Teacher, Degree and Certificate of Achievement
Site Supervisor, Degree
Infant Care and Education, Degree
Infant Care and Education Teacher, Certificate of Achievement
School-Age Care and Education Degree

Program Information
This program provides preparation for employment in child development programs, public and private preschools, and children's centers. The program meets the course requirements for teachers and directors in private child development centers licensed by the California State Department of Social Services. The Associate Teacher, Teacher, Master Teacher, and Site Supervisor Certificates are aligned with the Child Development Permits issued by California's Commission on Teacher Credentialing (January 1997) although actual experience in a program may be required. California law requires that teachers in state-funded child care and development centers possess a Child Development Permit. The School-Age Assistant, Associate, Teacher, Master Teacher, and Site Supervisor are aligned with the Child Development Permit Matrix. Please see the ECE coordinator for more information. In addition, Early Childhood Education offers a Teacher Preparation Program that is articulated with California State University, Sacramento.

The following certificates and degrees (Associate Teacher, Teacher, Master Teacher, and Site Supervisor) are aligned with the Child Development Permit matrix issued by the Commission on Teacher Credentialing.
Early Childhood Education

Associate in Arts Degree
Certificate of Achievement

Program Information
This program provides preparation for employment in early care and education settings. The program meets the course requirements for staff and directors (with administration courses as electives) in private early care and education settings licensed by the California State Department of Social Services. The A.A. degree course work is aligned with the Child Development Permits issued by the California Commission or Teacher Credentialing for staff in state funded early care and education programs. California law requires that staff in state funded early care and education settings possess a Child Development Permit.

The A.A. degree meets the requirements of the Teacher Permit under alternative qualifications option two.

Career Opportunities
Students receiving an A.A. degree in Early Childhood Education are eligible for employment at many levels in the diverse early care and education field. Students who successfully complete this program may serve as teachers or with the appropriate administration classes as a director in a privately owned setting. The A.A. degree also prepares graduates for employment in other settings that require knowledge of child development and best practices for programs.

Enrollment Eligibility: To be eligible for enrollment in the program, the student must meet the following criteria:
- ability to pass the Criminal Record Clearance or receive an exemption proving they are eligible to work with children
- test negative for tuberculosis

Required Program

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tr>
<td>ECE 312, Child Development (3)</td>
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<tr>
<td>or ECE 314, The Child, Family and the Community (3)</td>
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<tr>
<td>ECE 341, Principles of Pre-School Skills Building: Planning Creative Play Environments (3)</td>
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<td>ECE 342, Constructive Math and Science in Early Childhood Education (3)</td>
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<td>ECE 345, Art in Early Childhood (3)</td>
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<td>ECE 347, Music for Children (3)</td>
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<td>ECE 350, Principles and Practices in Early Childhood Education (3)</td>
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<td>ECE 360, Advanced Principles and Practices in Early Childhood Education (3)</td>
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<td>ECE 361, Art in Early Childhood (3)</td>
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<td>ECE 362, Music for Children (3)</td>
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<td>FCS 312, Child Development and the Community (3)</td>
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<tr>
<td>or SOC 312, The Child, Family and the Community (3)</td>
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<tr>
<td>ECE 321, Advanced Principles and Practices in Early Childhood Education (3)</td>
<td>4</td>
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<tr>
<td>ECE 400, Children with Exceptional Needs (3)</td>
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<tr>
<td>or ECE 404, Children with Special Needs (3)</td>
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<tr>
<td>or ECE 402, Infants with Atypical Development (3)</td>
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<tr>
<td>ECE 430, Culture and Diversity in Early Childhood Education (3)</td>
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<tr>
<td>ECE 440, Health and Safety in Child Care Settings (1)</td>
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</tbody>
</table>

Suggested Electives

Certificate of Completion

Enrollment Eligibility: To be eligible for enrollment in the program, the student must meet the following criteria:
- ability to pass the Criminal Record Clearance or receive an exemption proving they are eligible to work with children
- test negative for tuberculosis

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<td><strong>Total Units Required</strong></td>
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</tbody>
</table>

Certificate of Completion, Level 3

Program Information
This program provides preparation for employment in early care and education settings. The courses in the program offer a well-rounded foundation in theory and practice for early childhood educators. The program meets the course requirements for staff at the teacher level in private early care and education settings licensed by the California State Department of Social Services. The Associate Teacher Certificate course work is aligned with the Child Development Associate Teacher Permit issued by California’s Commission on Teacher Credentialing.

Career Opportunities
Students with the Associate Teacher Certificate are eligible for employment as teachers in private early care and education programs. With the addition of 50 days of three plus hours per day of experience, students who successfully complete this program are eligible for the Associate Teacher Permit which makes them eligible for positions in state funded programs. California law requires that teachers in state funded early care and education settings possess a Child Development Permit.

Enrollment Eligibility: To be eligible for enrollment in the program, the student must meet the following criteria:
- ability to pass the Criminal Record Clearance or receive an exemption proving they are eligible to work with children
- test negative for tuberculosis

Required Program

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<td>or FCS 314, The Child, Family and the Community (3)</td>
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<td>or SOC 312, The Child, Family and the Community (3)</td>
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<td>A minimum of 3 units from the following:</td>
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<td>ECE 321, Advanced Principles and Practices in Early Childhood Education (3)</td>
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<tr>
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<tr>
<td>or HEED 330, Health and Safety in Child Care Settings (1)</td>
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<td><strong>Total Units Required</strong></td>
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A minimum of 3 units from the following: ........................................ 3
ECE 322, Promoting Children’s Social Competence (3)
ECE 342, Constructive Math and Science in Early Childhood Education (3)
ECE 343, Language and Literacy Development in Early Childhood (3)
ECE 344, Principles of Pre-School Skills Building: Planning Creative Play Environments (3)
ECE 360, Art in Early Childhood (3)
ECE 362, Music for Children (3)
FCS 346, Children’s Health, Safety and Nutrition (3)
ECE 320, Principles and Practices in Early Childhood Education................................. 4
ECE 321, Advanced Principles and Practices in Early Childhood Education.............................. 4
ECE 410, Health and Safety in Child Care Settings (1)........................................ 1
or HEED 330, Health and Safety in Child Care Settings (1)
ECE 430, Culture and Diversity in Early Childhood Education...... 3

Total Units Required  12

Certificate of Completion

The Certificate of Completion may be obtained by completion of the required program with grades of “C” or better.

Teacher Certificate of Achievement

Program Information

This program provides preparation for employment in early care and education settings. The program meets the course requirements for staff at the teacher level in private early care and education settings licensed by the California State Department of Social Services. The Teacher Certificate course work is aligned with the Child Development Teacher Permit issued by California’s Commission on Teacher Credentialing. California law requires that teachers in state funded early care and education settings possess a Child Development Permit.

The requirements for the Teacher Permit include completion of the required 24 units plus 16 graduation level general education units, including one course from each of the following: English, Humanities, Social Science, and Mathematics or Science. Students who complete the Certificate of Achievement, the G.E requirements, and have 175 days of teaching experience within the last four years may be eligible to apply for the Child Development Teacher Permit issued by the Commission on Teacher Credentialing.

Career Opportunities

Students with the Teacher Certificate are eligible for employment at teachers in private early care and education programs. With the addition of 175 days of three plus hours per day of experience within the last four years, students who successfully complete this program are eligible for the Teacher Permit which makes them eligible for positions in state funded programs.

Enrollment Eligibility: To be eligible for enrollment in the program, the student must meet the following criteria:

* ability to pass the Criminal Record Clearance or receive an exemption proving they are eligible to work with children

* test negative for tuberculosis

Required Program

Units

ECE 312, Child Development (3)
or FCS 312, Child Development (3) ................................................. 3
ECE 314, The Child, the Family and the Community (3)
or FCS 314, The Child, the Family and the Community (3)
or SOC 312, The Child, the Family and the Community (3) ................................................. 3
ECE 300, Introduction to Early Childhood Education.......................... 3
Master Teacher
Associate in Arts Degree
Certificate of Achievement

Program Information
This program provides preparation for employment in early care and education settings. The program meets the course requirements for staff at the teacher level in private early care and education settings licensed by the California State Department of Social Services. The Master Teacher A.A. Degree is aligned with the Child Development Master Teacher Permit issued by California’s Commission on Teacher Credentialing. California law requires that teachers in state funded early care and education settings possess a Child Development Permit.

Students who complete the Master Teacher A.A. Degree and have 350 days of teaching experience within the last four years may be eligible to apply for the Child Development Master Teacher Permit issued by the Commission on Teacher Credentialing.

Career Opportunities
Students with the Master Teacher A.A. Degree or Certificate of Achievement are eligible for employment as teachers in private early care and education programs. With the addition of 350 days of three plus hours per day of experience within the last four years, students who successfully complete this program are eligible for the Master Teacher Permit which makes them eligible for positions in state funded programs. The Master Teacher Permit is required to apply to the California Early Childhood Mentor Teacher Program to become mentors for less experienced staff. Graduates of the program would also be prepared for employment in other settings that require knowledge of child development and best practices for programs serving young children.

Enrollment Eligibility: To be eligible for enrollment in the program, the student must meet the following criteria:
* ability to pass the Criminal Record Clearance or receive an exemption proving they are eligible to work with children
* test negative for tuberculosis

Required Program

<table>
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<tr>
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<td>ECE 312</td>
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<td>ECE 300</td>
<td>Introduction to Early Childhood Education</td>
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<td>ECE 410</td>
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<td>Promoting Children’s Social Competence (3)</td>
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<td>ECE 323</td>
<td>The Effective Parent-Teacher (3)</td>
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<td>ECE 342</td>
<td>Constructive Math and Science in Early Childhood Education (3)</td>
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<td>ECE 343</td>
<td>Language and Literacy Development in Early Childhood (3)</td>
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<td>ECE 344</td>
<td>Principles of Pre-School Skills Building: Planning Creative Play Environments (3)</td>
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<td>ECE 360</td>
<td>Art in Early Childhood (3)</td>
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<td>ECE 362</td>
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<td>or ECE 415</td>
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<tr>
<td>ECE 320</td>
<td>Principles and Practices in Early Childhood Education</td>
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The specialization for the Master Teacher A.A Degree should be one course from ECE on a topic and one other course that is complimentary. The second course may be from any department. Please see the ECE faculty to plan your specialization.

Total Units Required 35

Suggested Electives


Associate in Arts (A. A.) Degree
The Associate in Arts degree may be obtained by completing the required program, plus general education requirements, plus electives sufficient to meet a 60-unit total. See SCC graduation requirements.

Certificate of Achievement
The requirements for the Master Teacher Certificate of Achievement include completion of the required units plus 16 graduation level general education units, including one course from each of the following: English, Humanities, Social Science, and Math or Science. Students who complete the Master Teacher Certificate of Achievement and have 350 days of teaching experience within the last four years may be eligible to apply for the Child Development Master Teacher Permit issued by the Commission on Teacher Credentialing.

Site Supervisor
Associate in Arts Degree

Program Information
This program provides preparation for employment in early care and education settings. The program meets the course requirements for directors in private early care and education settings licensed by the California State Department of Social Services. The A.A. degree course work is aligned with the Child Development Permits issued by the Teacher Credentialing Commission for staff in state funded early care and education programs. California law requires that staff in state funded early care and education settings possess a Child Development Permit.

The A.A. degree meets the educational requirements of the Site Supervisor Permit. To be eligible for the Site Supervisor Permit, students must also have 350 days of three plus hours per day within the last four years including at least 100 days of supervising adults.

In addition, Early Childhood Education offers a Teacher Preparation Program that is articulated with California State University, Sacramento.

Career Opportunities
Students receiving an Site Supervisor A.A. degree are eligible for employment at many levels in the diverse early care and education field. Students who complete the program may serve as teachers or as directors in a privately owned settings. With the Site Supervisor Permit from the California Commission or Teacher Credentialing students who successfully complete this program would be eligible to supervise a single site of a state funded program. Graduates would also be prepared for employment in other settings that require knowledge of child development and best practices for programs.
**Enrollment Eligibility:** To be eligible for enrollment in the program, the student must meet the following criteria:

- ability to pass the Criminal Record Clearance or receive an exemption proving they are eligible to work with children
- test negative for tuberculosis

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<td>ECE 400, Children with Exceptional Needs (3)</td>
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<td>or ECE 404, Children with Special Needs (3)</td>
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<td>or ECE 402, Infants with Atypical Development (3)</td>
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<tr>
<td>ECE 410, Health and Safety in Child Care Settings (1)</td>
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<td>or HEED 330, Health and Safety in Child Care Settings (1)</td>
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<td>ECE 420, Administration of Child Development Centers</td>
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<td>ECE 422, Advanced Coordination and Supervision of Child Development Programs</td>
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<tr>
<td><strong>Total Units Required</strong></td>
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</table>

**Suggested Electives**

ECE 305, 323, 330, 331, 350, 356, 358, 450, 498; ENGLT 370.

**Associate in Arts (A. A.) Degree**

The Associate in Arts degree may be obtained by completing the required program, plus general education requirements, plus electives sufficient to meet a 60-unit total. See SCC graduation requirements.

**Infant Care and Education Associate in Arts Degree**

**Program Information**

This program provides preparation for employment in early care and education settings. The Infant Care and Education A.A. degree emphasizes knowledge and skills for working with children birth to age three. The program meets the course requirements for staff at the teacher level working with infants in private early care and education settings licensed by the California State Department of Social Services. The Teacher Certificate course work is aligned

with the Child Development Teacher Permit issued by California’s Commission on Teacher Credentialing. California law requires that teachers in state funded early care and education settings possess a Child Development Permit.

**Career Opportunities**

Students with the Infant Care and Education A.A. degree are eligible for employment as teachers with infants in private early care and education programs. With the appropriate administration units as electives degree holders may be eligible to direct a private center that serves infants. The Infant Care and Education A.A. Degree makes the student eligible for the Teacher Permit under alternative qualifications, option 2.

**Enrollment Eligibility:** To be eligible for enrollment in the program, the student must meet the following criteria:

- ability to pass the Criminal Record Clearance or receive an exemption proving they are eligible to work with children
- test negative for tuberculosis

<table>
<thead>
<tr>
<th>Required Program</th>
<th>Units</th>
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<tbody>
<tr>
<td>ECE 312, Child Development (3)</td>
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<td>or FCS 312, Child Development (3)</td>
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<td>or FCS 314, The Child, the Family and the Community (3)</td>
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<td>or SOC 312, The Child, the Family and the Community (3)</td>
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<td>ECE 342, Constructive Math and Science in Early Childhood Education (3)</td>
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<td>ECE 344, Principles of Pre-School Skills Building: Planning Creative Play Environments (3)</td>
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<td>ECE 360, Art in Early Childhood (3)</td>
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<td>ECE 362, Music for Children (3)</td>
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<tr>
<td>ECE 415, Children’s Health, Safety and Nutrition (3)</td>
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<td>or FCS 346, Children’s Health, Safety and Nutrition (3)</td>
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<td>ECE 330, Infant Development (3)</td>
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<td>ECE 300, Introduction to Early Childhood Education</td>
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<td>ECE 410, Health and Safety in Child Care Settings (1)</td>
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<td>or HEED 330, Health and Safety in Child Care Settings (1)</td>
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<td>ECE 404, Children with Special Needs (3)</td>
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<td>ECE 424, Adult Supervision: Mentoring in a Collaborative Learning Setting</td>
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<tr>
<td><strong>Total Units Required</strong></td>
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</table>

**Suggested Electives**

ECE 305, 323, 321, 342, 343, 344, 360, 362, 402, 415 (or FCS 346), 420, 422, 424, 498; ENGLT 370.

**Associate in Arts (A. A.) Degree**

The Associate in Arts Degree may be obtained by completing the required program, plus general education requirements, plus sufficient electives to meet a 60-unit total. See SCC graduation requirements.
Infant Care and Education Teacher
Certificate of Achievement

Program Information
This program provides preparation for employment in early care and education settings. The program meets the course requirements for staff at the teacher level working with infants in private early care and education settings licensed by the California State Department of Social Services. The Teacher Certificate course work is aligned with the Child Development Teacher Permit issued by California’s Commission on Teacher Credentialing. California law requires that teachers in state funded early care and education settings possess a Child Development Permit.

The requirements for the Teacher Permit include completion of 24 ECE units plus 16 graduation level general education units, including one course from each of the following: English, Humanities, Social Science, and Mathematics or Science. Students with 175 days of teaching experience within the last four years may be eligible to apply for the Child Development Teacher Permit issued by the Commission on Teacher Credentialing.

Career Opportunities
Students with the Teacher Certificate are eligible for employment as teachers with infants in private early care and education programs. Upon completion of the general education units and with 175 days of three plus hours per day of teaching experience within the last four years, students who successfully complete this program are eligible for the Teacher Permit which makes them eligible for positions in state funded programs.

Enrollment Eligibility: To be eligible for enrollment in the program, the student must meet the following criteria:

* ability to pass the Criminal Record Clearance or receive an exemption proving they are eligible to work with children
* test negative for tuberculosis

Required Program

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>ECE 312, Child Development (3)</td>
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<td>or FCS 312, Child Development (3)</td>
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<td>ECE 314, The Child, the Family and the Community (3)</td>
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<td>or FCS 314, The Child, the Family and the Community (3)</td>
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<td>or SOC 312, The Child, the Family and the Community (3)</td>
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<td>or ECE 400, Children with Exceptional Needs (3)</td>
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<tr>
<td>or FCS 346, Children’s Health, Safety and Nutrition (3)</td>
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A minimum of 3 units from the following: ............................................. 3

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>ECE 322, Promoting Children’s Social Competence (3)</td>
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<td>ECE 362, Music for Children (3)</td>
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ECE 415, Children’s Health, Safety and Nutrition (3)
or FCS 346, Children’s Health, Safety and Nutrition (3)

Total Units Required 28

Certificate of Achievement
The Certificate of Achievement may be obtained by completion of the required program with grades of “C” or better.

School-Age Care and Education
Associate in Arts Degree

Program Information
This program provides preparation for employment in school age care and education settings. The program meets the course requirements for staff and directors (with administration courses as electives), in private care and education settings licensed by the California State Department of Social Services. The A.A. degree course work is aligned with the Child Development Permits issued by the California Commission on Teacher Credentialing for staff in state funded early care and education programs. California law requires that staff in state funded early care and education programs possess a Child Development Permit. The School-Age A.A. degree meets the requirements of the Teacher Permit with the School-Age emphasis under alternative qualifications option two.

Career Opportunities
Students receiving an A.A. degree in School-Age Care and Education are eligible for employment at many levels in the diverse school-age and early care and education field. Graduates may serve as teachers or with the appropriate administration classes as directors in privately owned settings. Students who successfully complete this program would also be prepared for employment in other settings that require knowledge of child development and best practices for programs. The School-Age A.A. Degree offers opportunities that would be excellent preparation for transfer into a K-8 teacher preparation program.

In addition, Early Childhood Education offers a Teacher Preparation Program that is articulated with California State University, Sacramento.

Enrollment Eligibility: To be eligible for enrollment in the program, the student must meet the following criteria:

* ability to pass the Criminal Record Clearance or receive an exemption proving they are eligible to work with children
* test negative for tuberculosis

Required Program

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<tr>
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<td>or SOC 312, The Child, the Family and the Community (3)</td>
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<td>ECE 330, Infant Development (3)</td>
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<td>ECE 331, Education and Care of Infants in Group Settings</td>
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<tr>
<td>ECE 300, Introduction to Early Childhood Education</td>
<td>3</td>
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<tr>
<td>ECE 410, Health and Safety in Child Care Settings (1)</td>
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<tr>
<td>or HEED 330, Health and Safety in Child Care Settings (1)</td>
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<tr>
<td>ECE 404, Children with Special Needs (3)</td>
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<tr>
<td>or ECE 402, Infants with Atypical Development (3)</td>
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<td>or ECE 400, Children with Exceptional Needs (3)</td>
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<tr>
<td>ECE 415, Children’s Health, Safety and Nutrition (3)</td>
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<tr>
<td>or FCS 346, Children’s Health, Safety and Nutrition (3)</td>
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<tr>
<td>ECE 430, Culture and Diversity in Early Childhood Education</td>
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A minimum of 3 units from the following: ............................................. 3

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<tr>
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<td>ECE 343, Language and Literacy Development in Early Childhood (3)</td>
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<td>ECE 344, Principles of Pre-School Skills Building: Planning Creative Play Environments (3)</td>
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<tr>
<td>or FCS 346, Children’s Health, Safety and Nutrition (3)</td>
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</table>

Total Units Required 28

Certificate of Achievement
The Certificate of Achievement may be obtained by completion of the required program with grades of “C” or better.
A minimum of 3 units from the following: 
ECE 322, Promoting Children’s Social Competence (3) 
ECE 342, Constructive Math and Science in Early Childhood Education (3) 
ECE 343, Language and Literacy Development in Early Childhood (3) 
ECE 415, Children’s Health, Safety and Nutrition (3) 
or FCS 346, Children’s Health, Safety and Nutrition (3) 

Total Units Required 32

Suggested Electives
ECE 190, 300, 305, 322, 323, 330, 342, 343, 344, 360, 362, 404, 415 (or FCS 346), 420, 422, 424, 498; ENGLT 370.

Associate in Arts (A. A.) Degree
The Associate in Arts Degree may be obtained by completing general education requirements, plus the required program, plus electives sufficient to meet a 60-unit total. See SCC graduation requirements.

School-Age Care and Education

Teacher Certificate of Achievement

Program Information
This program provides preparation for employment in school-age care and education settings. The program meets the course requirements for staff at the teacher level in private school-age care and education settings licensed by the California State Department of Social Services. The School-Age Teacher Certificate course work is aligned with the Child Development Teacher Permit with the School-Age emphasis issued by California’s Commission on Teacher Credentialing. California law requires that teachers in state funded early care and education settings possess a Child Development Permit.

The requirements for the Child Development School-Age Teacher Permit include completion of the required 24 units of ECE plus 16 graduation level general education units, including one course from each of the following: English, Humanities, Social Science, and Mathematics or Science. Students who complete the Certificate of Achievement and have 175 days of teaching experience within the last four years may be eligible to apply for the Child Development Teacher Permit issued by the California Commission on Teacher Credentialing.

Career Opportunities
Students with the School-Age Teacher Certificate are eligible for employment at teachers in private school-age care and education programs. With the addition of 175 days of three plus hours per day of experience within the last four years students who successfully complete this program are eligible for the Teacher Permit with the School-Age emphasis which makes them eligible for positions in state funded programs. The School-Age Certificate offers opportunities that would be excellent preparation for transfer into a K-12 teacher preparation program or a career in recreation programs for children.

In addition Early Childhood Education offers a Teacher Preparation Program that is articulated with California State University, Sacramento.

Enrollment Limitations: To be eligible for enrollment in the program, the student must meet the following criteria:

* ability to pass the Criminal Record Clearance or receive an exemption proving they are eligible to work with children
* test negative for tuberculosis

Required Program

<table>
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<tr>
<th>Units</th>
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<tr>
<td>ECE 312, Child Development (3)</td>
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<td>or FCS 312, Child Development (3)</td>
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<td>ECE 314, The Child, the Family and the Community (3)</td>
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<td>or FCS 314, The Child, the Family and the Community (3)</td>
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<td>or SOC 312, The Child, the Family and the Community (3)</td>
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<td>ECE 356, Programs for the School-Age Child</td>
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<td>or HEED 330, Health and Safety in Child Care Settings (1)</td>
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<td>ECE 450, Science Activities for School-Age Children</td>
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<tr>
<td>ECE 350, Introduction to Elementary Teaching with Field Experience</td>
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<td>ECE 430, Culture and Diversity in Early Childhood Education</td>
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A minimum of 3 units from the following: 
ECE 320, Principles and Practices in Early Childhood Education (4) 
ECE 321, Advanced Principles and Practices in Early Childhood Education (4) 
ECE 322, Promoting Children’s Social Competence (3) 
ECE 342, Constructive Math and Science in Early Childhood Education (3) 
ECE 343, Language and Literacy Development in Early Childhood (3) 
ECE 360, Art in Early Childhood (3) 
ECE 400, Children with Exceptional Needs (3) 
ECE 415, Children’s Health, Safety and Nutrition (3) 
or FCS 346, Children’s Health, Safety and Nutrition (3) 

Total Units Required 25

Certificate of Achievement

The Certificate of Achievement may be obtained by completion of the required program with grades of “C” or better.
Early Childhood Education

**Family Child Care**

Certificate of Completion, Level 3

**Program Information**

This program prepares students to operate early care and education programs within their own homes. The courses listed exceed the course requirements for the Department of Social Services, Community Care Licensing. Students may wish to learn more about specific age groups by enrolling in additional courses focusing on different ages.

**Career Opportunities**

Students completing this certificate will have the required units to open and operate a family child care business in their homes. Community Care Licensing requires additional background checks, home inspection, etc. before a provider may become licensed. These courses are also acceptable for work in licensed centers and count towards the Child Development Permit.

**Enrollment Eligibility:** To be eligible for enrollment in the program, the student must meet the following criteria:

* ability to pass the Criminal Record Clearance or receive an exemption proving they are eligible to work with children
* test negative for tuberculosis

**Required Courses**

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<td>ECE 410, Health and Safety in Child Care Settings (1)</td>
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<td>ECE 314, The Child, the Family and the Community (3)</td>
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<td>ECE 300, Introduction to Early Childhood Education (3)</td>
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<td>ECE 320, Principles and Practices in Early Childhood Education</td>
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<td>ECE 331, Education and Care of Infants in Group Settings (3)</td>
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</table>

**Total Units Required:** 12-16

**Certificate of Completion**

The Certificate of Completion may be obtained by completion of the required courses with grades of “C” or better.

**School-Age Assistant Teacher**

Certificate of Completion, Level 2

**Program Information**

This program provides preparation for employment in school age care and education settings. The program meets the course requirements for staff at the assistant level in private early care and education settings licensed by the California State Department of Social Services. The School Age Assistant Teacher Certificate course work is aligned with the Child Development School Age Assistant Teacher Permit issued by California’s Commission on Teacher Credentialing. California law requires that teachers in state funded early care and education settings possess a Child Development Permit.

**Career Opportunities**

Students with the School Age Assistant Certificate are eligible for employment in early care and education programs. Students may be eligible for the School Age Assistant Teacher Permit which makes them eligible for positions in state funded programs.

**Enrollment Eligibility:** To be eligible for enrollment in the program, the student must meet the following criteria:

* ability to pass the Criminal Record Clearance or receive an exemption proving they are eligible to work with children
* test negative for tuberculosis

**Required Courses**

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<th>Course</th>
<th>Units</th>
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<td>or ECE 315, Child Development (3)</td>
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<td>ECE 300, Introduction to Early Childhood Education (3)</td>
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<td>or ECE 498, Work Experience in Early Childhood Education (1-4)</td>
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<td>or ECE 331, Education and Care of Infants in Group Settings (3)</td>
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</table>

**Total Units Required:** 7

Students who complete the required courses for the School Age Assistant Teacher Certificate of Completion may be eligible to apply for the Child Development Assistant Teacher Permit issued by the Commission on Teacher Credentialing.

**Certificate of Completion**

The Certificate of Completion may be obtained by completion of the required courses with grades of “C” or better.

**School-Age Associate Teacher**

Certificate of Completion, Level 3

**Program Information**

This program provides preparation for employment in school age care and education settings. The program meets the course requirements for staff at the teacher level in private school-age care and education settings licensed by the California State Department of Social Services. The School Age Associate Teacher Certificate course work is aligned with the Child Development Associate Teacher Permit with the School-Age emphasis issued by the California Commission on Teacher Credentialing. California law requires that teachers in state funded early care and education settings possess a Child Development Permit.

**Career Opportunities**

Students with the School Age Associate Certificate are eligible for employment as school-age teachers in private school-age care and education programs. With the addition of 50 days of three plus hours per day of teaching experience within two years students who successfully complete this program are eligible for the School Age Associate Teacher Permit which makes them eligible for positions in state funded programs. The program offers coursework that is valuable preparation for a career teaching in elementary education.

In addition Early Childhood Education offers a Teacher Preparation Program that is articulated with California State University, Sacramento.

**Enrollment Eligibility:** To be eligible for enrollment in the program, the student must meet the following criteria:

* ability to pass the Criminal Record Clearance or receive an exemption proving they are eligible to work with children
* test negative for tuberculosis
School-Age Master Teacher
Certificate of Achievement

Program Information
This program provides preparation for employment in school-age care and education settings. The program meets the course requirements for staff at the teacher level in private early care and education settings licensed by the California State Department of Social Services. The School-Age Master Teacher Certificate course work is aligned with the Child Development Master Teacher Permit with the School-Age emphasis issued by California’s Commission on Teacher Credentialing. California law requires that teachers in state funded early care and education settings possess a Child Development Permit.

The requirements for the School-Age Master Teacher Permit include completion of the required units plus 16 graduation level general education units, including one course from each of the following: English, Humanities, Social Science, and Mathematics or Science. Students who complete the Master Teacher Certificate of Achievement and have 350 days of teaching experience within the last four years may be eligible to apply for the Child Development Master Teacher Permit with School-Age emphasis issued by the Commission on Teacher Credentialing.

Career Opportunities
Students with the School-Age Master Teacher Certificate are eligible for employment as teachers in private early care and education programs. With the addition of 350 days of three plus hours per day of experience within the last four years students who successfully complete this program are eligible for the Master Teacher Permit with the School-Age emphasis which makes them eligible for positions in state funded programs. Students who successfully complete this program are also eligible to apply to the California Early Childhood Mentor Teacher Program to become mentors for less experienced staff.

In addition Early Childhood Education offers a Teacher Preparation Program that is articulated with California State University, Sacramento.

Enrollment Eligibility: To be eligible for enrollment in the program, the student must meet the following criteria:

* ability to pass the Criminal Record Clearance or receive an exemption proving they are eligible to work with children
* test negative for tuberculosis

<table>
<thead>
<tr>
<th>Required Courses</th>
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<tr>
<td>ECE 312, Child Development (3)</td>
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<td>ECE 314, The Child, the Family and the Community (3)</td>
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</table>
| or SOC 312, The Child, the Family and the Community (3) | ...
| A minimum of 6 units from the following:             | 6     |
| ECE 356, Programs for the School-Age Child (3)       |       |
| ECE 358, Activities for the School-Age Child (Six to Fourteen Years) (3) |       |
| ECE 350, Introduction to Elementary Teaching with Field Experience (3) |       |

Total Units Required 12

Certificate of Completion
The Certificate of Completion may be obtained by completion of the required program with grades of “C” or better.

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<tr>
<td>ECE 410, Health and Safety in Child Care Settings (1)</td>
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<td>or HEED 330, Health and Safety in Child Care Settings (1)</td>
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<tr>
<td>ECE 424, Adult Supervision: Mentoring in a Collaborative Learning Setting</td>
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<tr>
<td>A minimum of 6 units from the following:</td>
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<td>The specialization for the School-Age Master Teacher Certificate should be one course from ECE on a topic and one other course that is complimentary. The second course may be from any department. Please see the ECE faculty to plan your specialization.</td>
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Total Units Required 34

Certificate of Achievement
Completion of the units shown above plus 16 General Education units, including one course from each of the following: English, Humanities, Social Science, and Mathematics or Science. Students who complete the Certificate of Achievement and have the required career experience may be eligible to apply for the Child Development Master Teacher Permit issued by the Commission on Teacher Credentialing.
**School-Age Site Supervisor**

**Associate in Arts Degree**

This program provides preparation for employment in school-age care and education settings. The program meets the course requirements for directors in private care and education settings licensed by the California State Department of Social Services. The School-Age Site Supervisor A.A. degree course work is aligned with the Child Development Permits issued by the Teacher Credentialing Commission for staff in state funded early care and education programs. California law requires that staff in state funded early care and education settings possess a Child Development Permit.

The A.A. degree meets the educational requirements of the Site Supervisor Permit, with a School-Age emphasis. To be eligible for the Site Supervisor Permit students must also have 350 days of three plus hours per day within the last four years including at least 100 days of supervising adults.

In addition, Early Childhood Education offers a Teacher Preparation Program that is articulated with California State University, Sacramento.

**Career Opportunities**

Students receiving an School-Age Site Supervisor A.A. degree are eligible for employment at many levels in the diverse early care and education field. Students who successfully complete this program may serve as teachers or as directors in a privately owned settings serving children of multiple ages. With the Site Supervisor Permit the student or Teacher Credentialing individuals would be eligible to supervise a single site of a state funded program. This program offers excellent preparation for a career teaching in elementary education or recreation with children.

**Enrollment Eligibility:** To be eligible for enrollment in the program, the student must meet the following criteria:

* ability to pass the Criminal Record Clearance or receive an exemption proving they are eligible to work with children
* test negative for tuberculosis

**Required Program**

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<td>ECE 322, Promoting Children’s Social Competence (3)</td>
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<tr>
<td>ECE 342, Constructive Math and Science in Early Childhood Education (3)</td>
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<td>ECE 343, Language and Literacy Development in Early Childhood (3)</td>
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**Total Units Required**

40

**Electives**

ECE 305, 321, 322, 323, 330, 331, 342, 343, 344, 360, 362, 404, 415, 498; ENGLT 370.

**Associate in Arts Degree**

The Associate in Arts Degree may be obtained by completion of the required program, plus general education requirements, plus sufficient electives to meet a 60-unit total. See SCC graduation requirements.
**Early Childhood Education (ECE)**

**ECE 104 Parenting Workshop 1 Unit**  
Prerequisite: None.  
Hours: 18 hours LEC  
This course is designed for, but not limited to, student-parents of either infant/toddler or preschool children that are enrolled at the Child Development Center on campus. The course is designed to give students the opportunity to discuss, explore, and learn more about how to be an effective parent, including the skills required for clear communication, setting boundaries, developing self-esteem in the child, and practicing discipline. The course is designed as four separate modules and may be taken four times for credit providing there is no duplication of modules.

**ECE 106 Parenting Through Participation 1 Unit**  
Prerequisite: None.  
Hours: 54 hours LAB  
This course is designed for student-parents who have their children enrolled in the Child Development Center on campus. The focus of the course is on basic parenting skills through weekly participation at the Center (three hours per week) and lecture/workshops throughout the semester. This course may be taken four times for credit.

**ECE 190 The Art of Storytelling and Expressive Listening 2 Units**  
Prerequisite: None.  
Hours: 36 hours LEC  
This course introduces students to storytelling in both its traditional and contemporary uses. The effective use of oral language for sharing stories, myths, epics, legends, and fables in and out of the classroom will be developed. Time will be spent on improvisational storytelling, tandem and group storytelling, and group participation storytelling.

**ECE 294 Topics in Early Childhood Education .5-4 Units**  
Prerequisite: None.  
Hours: 72 hours LEC  
This course is designed to give students an opportunity to study topics in Early Childhood Education which are not included in current offerings. The course may be repeated for credit up to four times providing there is no duplication of topics. The course requires 18 hours lecture or 54 hours lab for each unit of credit.

**ECE 295 Independent Studies in Early Childhood Education 1-3 Units**  
Prerequisite: None  
Hours: 54 hours LEC; 54 hours LAB

**ECE 299 Experimental Offering in Early Childhood Education .5-4 Units**  
Prerequisite: None  
Hours: 54 hours LEC  
See Experimental Offerings.

**ECE 300 Introduction to Early Childhood Education 3 Units**  
Prerequisite: None.  
Course Transferable to CSU  
Hours: 54 hours LEC  
This course is an introduction to early childhood education, including an overview of the history of the field, current curriculum approaches, and programs serving children from infancy through the school-age years. It reviews the current status of education for young children, with a focus on integrated education. Students will learn and apply techniques for observing, documenting, and interpreting the work of young children and interpreting these documents in order to plan subsequent curriculum. Opportunities to observe in a variety of early childhood education settings are included.

**ECE 305 Introduction to Family Child Care 1 Unit**  
Prerequisite: None.  
Course Transferable to CSU  
Hours: 18 hours LEC  
This course is an orientation to Family Child Care. It includes local regulations, health and safety, curriculum, behavior management, and business requirements of in-home child care services.

**ECE 312 Child Development 3 Units**  
Same As: FCS 312  
Prerequisite: None.  
Advisory: ENGRD 110 and ENGWR 100; or ESLR 340 and ESLW 340 and ESL 114; and LIBR 318 with grades of “C” or better  
General Education: AA/AS Area V(b); CSU Area D9; CSU Area E1; IGETC Area 4G; IGETC Area 4I  
Course Transferable to UC/CSU  
Hours: 54 hours LEC  
This course is designed for students to study the growth and development of children from the prenatal stage through adolescence. For each stage of development, the physical, cognitive, linguistic, social-moral, and emotional aspects of development with attention to both typical as well as atypical development in each area is discussed. Included are the influences of culture, family, and the environment. The material on this course is designed as a foundation for teaching, nursing, early childhood education, and parenting. (Credit offered for ECE 312 or FCS 312, but not both.)
ECE 314 The Child, the Family and the Community 3 Units

Same As: FCS 314 and SOC 312
Prerequisite: None.
Advisory: ENGRD 110 and ENGRW 100; or ESLR 340 and ESLW 340 and ESL 114; and FCS 312 or ECE 312; and LIBR 318 with grades of “C” or better
General Education: AA/AS Area V(b); AA/AS Area III(b); CSU Area D7; CSU Area E1; IGETC Area 4G; IGETC Area 4J
Course Transferable to UC/CSU

Hours: 54 hours LEC

The course is designed for students to examine the child in the family and community. Influences on growth and development including media, social class, gender, sexual orientation, racial/ethnic groups, and their relationship to family behavior will be studied. Students will identify and evaluate personal family dynamics and consequences. Additionally, students are given the opportunity to research and review the diverse community activities and resources available to support the child and the family. (Students may receive credit for ECE 314, FCS 314, or SOC 312, maximum one course.)

ECE 320 Principles and Practices in Early Childhood Education 4 Units

Prerequisite: ECE 300, ECE 312, or FCS 312 with a grade of “C” or better
Enrollment Limitation: Students must show proof of negative T.B. test prior to participating in the lab.
Course Transferable to CSU
Hours: 36 hours LEC; 108 hours LAB

In this supervised field experience course, students are enrolled in both a lecture and lab section. During weekly in-class meetings with the instructor, students are presented the developmentally appropriate theory which grounds curriculum and interactions in high quality early childhood education classrooms. Students are required to attend a lab section each week where they are exposed to a model curriculum and high quality adult/child interactions. Students gain experience in observing, planning and interpreting activities with young children, in creating settings for learning within a classroom, and in guiding children’s behavior. The students will be assigned to the Campus Child Development Center during specific times of the day for supervised laboratory experiences. Students may also complete up to 50 percent of their lab hours at selected schools. (108 hours of laboratory experience are required for completion.) A current TB test is also required.

ECE 321 Advanced Principles and Practices in Early Childhood Education 4 Units

Prerequisite: ECE 320 with a grade of “C” or better
Enrollment Limitation: Students must show proof of negative T.B. test prior to participating in the lab.
Course Transferable to CSU
Hours: 36 hours LEC; 108 hours LAB

In this advanced practicum course, students work alongside a more experienced teacher in a classroom with young children and attend weekly lectures where the principles and practices of effective early childhood curriculum design and overall classroom management are presented and discussed. Students will plan and implement long-term projects with young children, applying their skills in observation, documentation, and interpretation of children’s work. Assuming the role of lead classroom teacher, students will plan, provision, and supervise the overall setting for learning and demonstrate leadership in guiding children’s behavior, individually and during group gatherings. Students will be assigned to the Campus Child Development Center or selected schools for supervised laboratory practicum.

ECE 322 Promoting Children’s Social Competence 3 Units

Prerequisite: None.
Course Transferable to CSU
Hours: 54 hours LEC

This course is designed for teachers in early education programs to promote positive guidance methods. It is based on supporting children’s development of social competence. The course includes strategies for understanding and responding to children’s behavior in ways that are congruent with the core values of early childhood education. Concepts of guidance relating to typical and atypical development, culture, and environment will be presented. Parents of young children may also find the course of value.

ECE 323 The Effective Parent-Teacher 3 Units

Prerequisite: None.
Advisory: Completion of ENGRW 100 or ENGRD 310 with a grade “C” or better.
Course Transferable to CSU
Hours: 54 hours LEC

This course will present material and learning experiences that assist parents and teachers in developing skills in areas of discipline and behavior with young children. Alternative approaches to handling behavior problems will be reviewed and discussed. The importance of providing quality child care for children, including children with special needs, will also be addressed.
ECE 330  Infant Development  3 Units
Prerequisite: None.
Advisory: ENGRD 110, ENGWR 100, and LIBR 318; with a grade of “C” or better
Course Transferable to CSU
Hours: 54 hours LEC
This course is an examination of the development of children from conception to three years of age. The course includes information on the unique brain development that occurs during the first three years of life in typically developing infants. The course presents research on physical, social, emotional, cognitive, and language development to assist parents and professionals understand the importance of infancy in human development.

ECE 331  Education and Care of Infants  3 Units
in Group Settings
Prerequisite: ECE 312, ECE 330, or FCS 312 with a grade of “C” or better
Enrollment Limitation: Students must show proof of negative T.B. test prior to participating in the lab.
Course Transferable to CSU
Hours: 36 hours LEC; 54 hours LAB
This course applies current research in infant development to the teaching and care of infants in group settings. Emphasis is on early childhood education principles and practices when applied to the care and education of infants from birth to three years of age. It includes strategies for designing, implementing, and evaluating group care programs for infants. The course requires participation for a designated three hours per week with infants and or toddlers under the supervision of experienced care givers in a selected infant toddler setting.

ECE 342  Constructive Math and  3 Units
Science in Early Childhood Education
Prerequisite: None.
Course Transferable to CSU
Hours: 54 hours LEC
The course is an introduction to the constructivist approach to teaching mathematics and science in early childhood education. The content and teaching techniques support the perspective that children construct knowledge through a dynamic, interactive process that facilitates their development of working theories relating to math and science. The course introduces concepts aligned with California Preschool Learning Foundations in Mathematics.

ECE 343  Language and Literacy  3 Units
Development in Early Childhood
Prerequisite: None.
Course Transferable to CSU
Hours: 54 hours LEC
This course will prepare early childhood educators to recognize, understand, and enhance the emergent language and literacy experiences of young children. The knowledge of developmentally appropriate language and literacy instructional practices will improve early childhood educators’ abilities to support young children from birth to age 5 in building a strong foundation for learning to use language, both spoken and written, in the primary grades.

ECE 344  Principles of Pre-School Skills  3 Units
Building: Planning Creative Play Environments
Prerequisite: None.
Advisory: ENGRD 110 or ENGRD 310 with a grade of “C” or better
Course Transferable to CSU
Hours: 54 hours LEC
This course is a study of the function and influence of the early childhood environment in supporting children’s growth and development. The course will help students plan safe, developmentally appropriate play environments that promote active learning for young children. It will also cover the importance of fostering child-child and adult-child interactions in the environment. Students will be able to analyze the use of physical indoor and outdoor space in early childhood settings to implement program goals and philosophy.

ECE 350  Introduction to Elementary  3 Units
Teaching with Field Experience
Prerequisite: None.
Advisory: FCS 312 or ECE 312 with a grade of “C” or better.
Course Transferable to CSU
Hours: 36 hours LEC; 54 hours LAB
This course is a career exploration course with an early field experience for those students considering the field of K-8 teaching. It includes a supervised field placement of three hours weekly in a local elementary school in addition to weekly class meetings on campus. It will fulfill one of the early field experiences for the CSUS blended liberal studies major. Course content includes the profession and culture of teaching, observation skills, communication skills, diversity and social issues. Students’ field experiences will integrate and apply the course content. Students will also complete a service learning project at participating schools.

ECE 356  Programs for the School-Age  3 Units
Child
Prerequisite: None.
Advisory: ENGRD 110 and ENGRD 100; or ESLR 340 and ESLW 340 and ESL 114; and FCS 312 or ECE 312; and FCS 314 or ECE 314 or SOC 312; and LIBR 318 with grades of “C” or better
Course Transferable to CSU
Hours: 54 hours LEC
Students will be introduced to the fundamentals of planning, implementing, and evaluating programs for the before- and after-school care of school-age children (K-8). Emphasis will be placed on day-to-day program operation, teaching strategies, development levels of the school-age child and age-appropriate activities. Assignments are incorporated for students to observe and evaluate school-age care programs in our community.
ECE 358  Activities for the School-Age Child (Six to Fourteen Years)
Prerequisite: None.
Advisory: ENGRD 110 and ENGW 100; or ESLR 340 and ESLW 340 and ESL 114; and FCS 312 or ECE 312; and FCS 314 or ECE 314 or SOC 312; and ECE 356; and LIBR 318 with grades of “C” or better
Course Transferable to CSU
Hours: 54 hours LEC
Students will study developmentally appropriate activities for the school-age child (K-8). Topics include conflict management, construction, diversity, music, movement, science, nature, and drama. Students will explore other topics such as cooperative program planning, environments, guidance techniques and the importance of positive interpersonal relationships between the adults and the children in a school-age care program. As a semester project, the design, implementation and evaluation of school-age activities become the responsibility of the students.

ECE 360  Art in Early Childhood
Prerequisite: None.
Course Transferable to CSU
Hours: 54 hours LEC
This course is a study of the use of creative visual art in early childhood education programs. The appropriate use of art materials and activities for children at different developmental stages will be reinforced. Children’s use of creative arts to represent their experiences and feelings will be examined as a developmental stage in the use of symbols and the development of literacy. The integration of creative art processes across the curriculum and the adaptation of these processes to support young children’s development will be emphasized.

ECE 362  Music for Children
Prerequisite: None.
Course Transferable to CSU
Hours: 54 hours LEC
This course provides the fundamentals of music for early childhood professionals working with children from infancy through early childhood. Theoretical perspectives are blended with practical classroom applications. The use of music and movement to develop pre-academic skills, in classroom management, for community building, and to facilitate transitions will be presented. The course explores the place of children’s music and movement in various cultures and traditions and teaches how to involve children in the diversity of musical traditions.

ECE 400  Children with Exceptional Needs
Prerequisite: ECE 312 or FCS 312 with a grade of “C” or better
Course Transferable to CSU
Hours: 54 hours LEC
This course is an overview of the developmental issues, characteristics, and learning differences of children from birth to adolescence with exceptional needs, including gifted and talented. Current educational strategies including assessment and curriculum design will be presented. Community resources, advocacy, and challenges for children with exceptional needs and their families will be examined.

ECE 402  Infants with Atypical Development
Prerequisite: None.
Advisory: ECE 330 and ECE 312 or FCS 312 with grades of “C” or better
Course Transferable to CSU
Hours: 54 hours LEC
This course is designed to acquaint the student with the characteristics of atypical Infant assessment procedures and techniques for intervention in the developmental areas of sensory stimulation and integration, gross and fine motor control, cognition, language, social and self-help skills. The course will explore community services, agencies, career and vocational opportunities in fields related to the infant with atypical development; medicine, nursing, physical therapy, special education, counseling, social work, institutional settings, and aide positions.

ECE 404  Children with Special Needs
Prerequisite: ECE 312 or FCS 312 with a grade of “C” or better
Course Transferable to CSU
Hours: 54 hours LEC
This course is designed to provide a broad overview of the characteristics, assessment techniques, methods of intervention and education, community and family resources, and current issues of young children from birth to age eight with exceptional needs and differing abilities. The focus is to increase the awareness and understanding of children’s individual needs in an early childhood setting and to provide practical information to those currently involved with children with exceptional needs. Observations in public or private children’s programs, schools, and agencies are required and may be completed independently by each student outside of class.

ECE 410  Health and Safety in Child Care Settings
Same As: HEED 330
Prerequisite: None.
Advisory: ENGW 100 and ENGRD 310 with grades of “C” or better.
Course Transferable to CSU
Hours: 18 hours LEC
This course covers health and safety issues in child care centers and family day care homes. Topics include pediatric cardiopulmonary resuscitation, pediatric first aid, and preventative health practices such as control of infectious diseases, injury prevention, nutrition, sanitation, and emergency preparedness and evacuation. This course meets requirements of mandated training for child care providers. (Student may receive credit for ECE 410 or HEED 330, but not both).
ECE 415  Children’s Health, Safety and Nutrition  3 Units
Same As: FCS 346
Prerequisite: None.
Advisory: ENGRD 110 and ENGWR 100; or ESLR 340 and ESLW 340 and ESL 114; and LIBR 318; and MATH 34; and ECE 410 or HEED 330; and FCS 312 or ECE 312; and FCS 314 or ECE 314 or SOC 312; and NUTRI 300 with grades of “C” or better
General Education: AA/AS Area III(b)
Course Transferable to CSU
Hours: 54 hours LEC
Students will study the basic health, safety, and nutritional needs of children from the prenatal period through school-age. Topics include identification of the nutrients in foods as they affect a child’s physical, and mental development. Course emphasis is placed on maintaining the optimal health, safety, and nutritional status of children at home, and in group care. Projects related to health, safety, and nutrition education are included as part of the curriculum. One field trip is required. (Students may receive credit for exactly one of the following: FCS 346 or ECE 415.)

ECE 420  Administration of Child Development Centers  3 Units
Prerequisite: ECE 300 and ECE 312, same as FCS 312, with grades of “C” or better.
Course Transferable to CSU
Hours: 54 hours LEC
This is an introductory course in the elements of program planning, legal requirements, supervision and personnel administration for early childhood education and care facilities that serve families and children. The emphasis in this course is on privately funded facilities licensed under the Department of Social Services Community Care Licensing, Title 22, Health and Safety Code.

ECE 422  Advanced Coordination and Supervision of Child Development Programs  3 Units
Prerequisite: ECE 320 or ECE 420 with a grade of “C” or better
Advisory: At least one year of experience working with children in a child care and development program.
Course Transferable to CSU
Hours: 54 hours LEC
This is an advanced course in the administration and coordination of multi-faceted Child Development Programs. The focus of the course will be programs funded with public money or administered by a board of directors. Additional emphasis will be on personnel management including teacher classifications under the Child Development Permit Matrix. This course meets the requirements of the Education Code under Title 5 and the Commission for Teacher Credentialing, California Site Supervisor Permit.

ECE 424  Adult Supervision: Mentoring in a Collaborative Learning Setting  2 Units
Prerequisite: None.
Course Transferable to CSU
Hours: 36 hours LEC
This course is a study of the methods and principles of the collaborative learning approach with emphasis on supervising teachers in early childhood education. Emphasis is on the role of a mentor who functions to guide the teaching team while simultaneously addressing the needs of children, parents and their staff. This course satisfies the adult supervision requirement for receiving a supervising teacher permit from the California Commission or Teacher Credentialing.

ECE 430  Culture and Diversity in Early Childhood Education  3 Units
Prerequisite: None.
Advisory: ENGWR 100, and FCS 312 or ECE 312 with a grade “C” or better
General Education: AA/AS Area VI
Course Transferable to CSU
Hours: 54 hours LEC
This course covers culturally responsive care and education in early childhood settings. It includes the study of childrearing and communication styles as they vary across the diverse cultures represented in the classroom and as they impact a child’s development. Included are strategies for helping children negotiate and resolve conflicts caused by cultural differences, with a focus on using an anti-bias approach in the classroom.

ECE 450  Science Activities for School-Age Children  3 Units
Prerequisite: None.
Advisory: ENGRD 110 and ENGWR 100; or ESLR 340 and ESLW 340 and ESL 114; and LIBR 318; and ECE 356; and ECE 358; and FCS 312 or ECE 312; and FCS 314 or ECE 314 or SOC 312; and MATH 34 with grades of “C” or better
Enrollment Limitation: Current TB clearance.
Course Transferable to CSU
Hours: 36 hours LEC; 54 hours LAB
Participation in this course will provide students with early field experience teaching science to children. Students will be introduced to science education, as well as children’s physical, social, and cognitive developmental characteristics. A hands-on approach will be emphasized, using inquiry-based materials. In addition to weekly class meetings, students will observe and implement planned activities in a school-age care program located off campus for three hours a week. Students’ experiences and reflections will be documented in a learning portfolio format. ECE 450 is one component of the Science Specialization for Master Teacher Certificate of Achievement. Proof of current TB clearance is required before working directly with school-age children.
ECE 455  Environment Rating Scales in Early Childhood Programs  1 Unit
Prerequisite: None.
Course Transferable to CSU
Hours: 18 hours LEC
This course examines Environment Rating Scales (Infant/Toddler, Early Childhood, School Age Programs and Family Child Care) as tools for quality improvement in a variety of child development programs. Emphasis is given to theory and best practices in order to evaluate classrooms, materials, and interactions between adults and children.

ECE 495  Independent Studies in Early Childhood Education  .5-3 Units
Prerequisite: None
Course Transferable to UC/CSU
Hours: 54 hours LEC
Independent Studies in Early Childhood Education offers students the opportunity to explore topics and interests that are not available through a current semester’s regular course offerings. Students must have a faculty member willing to support and evaluate the student’s progress towards the student’s objectives. This course may be taken for credit up to four times.

ECE 498  Work Experience in Early Childhood Education  1-4 Units
Prerequisite: None.
Advisory: ENGRD 110 and ENGWR 100 with grades of “C” or better.
Enrollment Limitation: Employment or volunteer work in a position related to Early Childhood Education and enrolled in a minimum for 7 units which may include Work Experience in Early Childhood Education. Students must show proof of negative T.B. test prior to employment or volunteering in an early care and education program according to the state requirements for licensed out of home care for children.
Course Transferable to CSU
Hours: 18 hours LEC; 162 hours LAB
This course provides work experience in early childhood settings, primarily child care and development centers, with opportunities to work with children, infancy through the school age years. By combining volunteer or paid work experience with college training, jobs are used as earning settings and together with the employer and college instructor establish learning objectives for the semester. Enrollment is dependent on employment or on availability of voluntary work placement. The student is required to fulfill 18 lecture and 75 hours of related, paid work experience or 60 hours of volunteer work experience for one unit; 75 or 60 hours of related work experience for each additional unit. This course may be taken four times for a maximum of eight units.

ECE 499  Experimental Offering in Early Childhood Education  .5-4 Units
Prerequisite: None
Course Transferable to CSU
Hours: 54 hours LEC; 36 hours LAB
See Experimental Offerings
ECON 100  Introduction to Economics  3 Units
Prerequisite: None.
General Education: AA/AS Area V(b)
Hours: 54 hours LEC
This course introduces the purpose, terminology, and basic concepts of economic theory; examines the fundamental economic problem of scarcity and describes how our society is organized to deal with scarcity. It considers some of the problems (unemployment, inflation, poverty) that economic theory may help solve.

ECON 299  Experimental Offering in Economics  .5-4 Units
Prerequisite: None
Hours: 72 hours LEC
See Experimental Offerings.

ECON 302  Principles of Macroeconomics  3 Units
Prerequisite: None.
Advisory: High school Algebra II or MATH 120 with a grade of “C” or better.
General Education: AA/AS Area V(b); CSU Area D2; IGETC Area 4B
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course describes the interaction among households, business, government, and the foreign sectors of the economy. It relates the link between money, interest rates, government expenditure and taxation, in determining the levels of output, employment, prices, incomes, national debt, and balance of trade.

ECON 304  Principles of Microeconomics  3 Units
Prerequisite: None.
Advisory: High school Algebra II or MATH 120 with a grade of “C” or better.
General Education: AA/AS Area V(b); CSU Area D2; IGETC Area 4B
Course Transferable to UC/CSU
Hours: 54 hours LEC
The pricing and allocation of resources under varying market competitive conditions are the focus of this course. Consideration of the effect government action may have on the efficiency, effectiveness, and equity of market behavior, and an investigation of factor markets, including labor markets and also market failure are included. Other topics may be covered as time permits.

ECON 310  Economic Statistics  3 Units
Prerequisite: High school Algebra II or MATH 120 with a grade of “C” or better.
General Education: AA/AS Area II(b); CSU Area B4; IGETC Area 2
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course covers the collection, presentation, analysis, and interpretation of numerical data, statistical analysis including central tendency, variation, probability, sampling, inference, analysis of variance, linear regression, and correlation is included.

ECON 330  Fundamentals of Investment Management and Financial Markets  3 Units
Prerequisite: None
Course Transferable to CSU
Hours: 54 hours LEC
Fundamentals of Investment Management and Financial Markets will provide important information that individuals should know before investing their funds or managing Investments. The course will be equally valuable to those who have little or no knowledge of investing and financial markets as well as those who are already investors and want to sharpen their skills. The course will provide a blend of the traditional and modern approaches to investment decision making (and financial markets). The traditional approach is largely descriptive, while the modern approach emphasizes quantitative techniques. The emphasis will be on understanding the underlying concepts rather than the mathematics.

ECON 480  Principles of Economics - Honors  3 Units
Prerequisite: None.
Advisory: High school Algebra II or MATH 120 with a grade of “C” or better.
General Education: AA/AS Area V(b); CSU Area D2; IGETC Area 4B
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course uses statistical, historical, and comparative data to develop an understanding of economic theory, problems, policies, and issues. It includes the foundation of economics: the nature of markets; problems and issues of the role of government; development of theory and its application in public policy; issues relating to expenditure, money, taxation, and international trade in determining the levels of employment, the price level, national income, budget and trade balances. This honors section uses an intensive instructional methodology designed to challenge and motivate students and to heighten understanding of economic dynamics.
ECON 482  Economic Statistics - Honors   3 Units
Prerequisite: High school Algebra II or MATH 120 with a grade of “C” or better.
General Education: AA/AS Area II(b); CSU Area B4; IGETC Area 2
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course covers the collection, presentation, analysis, and interpretation of numerical data; statistical analysis including central tendency, variation, probability, sampling, inference, index numbers, linear regression, and correlation.

ECON 495  Independent Studies in Economics   1-3 Units
Prerequisite: None
Course Transferable to CSU
Hours:  54 hours LAB
See Independent Studies.

ECON 499  Experimental Offering in Economics   .5-4 Units
Prerequisite: None
Course Transferable to UC/CSU
Hours:  72 hours LEC
See Experimental Offerings.
Electric Vehicle Technology (EVT)

**EVT 100  Introduction to Electric Vehicles**

*Prerequisite: None.*
*Hours: 54 hours LEC*

This course will provide an overview of the electric vehicle and hybrid technology. The topics covered will include electric vehicle technology, hybrid technology, economics, regulations, environmental impact, and safety.

**EVT 110  Introduction to Electric Vehicle Conversions**

*Prerequisite: None.*
*Hours: 54 hours LEC; 54 hours LAB*

This course will cover the theory and actual conversion of an internal combustion engine (ICE) to a battery powered electric vehicle. Topics to be covered are the process of conversion of an ICE vehicle to electric power, to include modifications, assembly, operation, testing and general maintenance of electric vehicles.

**EVT 130  Electric Vehicle Batteries**

*Prerequisite: None.*
*Hours: 54 hours LEC*

This course introduces students to current battery technology as it relates to electric vehicles. Students will be instructed on the various types of batteries found in automobiles, motorcycles, aircraft and marine batteries. Emphasis will be placed on battery theory, safety, handling, construction and maintenance.
Electronics Technology ET

Associate in Science Degree
Certificate of Achievement

Division of Advanced Technology
Donnetta Webb, Dean
Technology 106
916-558-2491

Automated Systems Technician, Degree and Certificate of Achievement
Electronics Facilities Maintenance Technician, Degree and Certificate of Achievement
Microcomputer Technician, Degree and Certificate of Achievement
Telecommunications Technician, Degree and Certificate of Achievement
Electronics Mechanic, Certificate of Achievement

Career Opportunities
The Electronics Technology Program consists of five major career preparation options:

Automated Systems Technician: Designed to prepare students for employment in the programming, testing, repair and maintenance of digital and analog computer controlled systems.

Electronics Facilities Maintenance Technician: Designed to prepare students for employment in Federal Aviation Administration facilities or any facilities with advanced computer and communications electronics

Microcomputer Technician: Designed for Electronics Technology or Computer Information Science students pursuing employment in the area of programming and maintaining microcomputer systems

Telecommunications Technician: Designed to prepare students for employment in the calibrating, testing, repair and maintenance of electronic communications equipment.

Electronics Mechanic: Designed to prepare students for employment in the assembly and testing of electronic circuit devices.

Recommended High School Preparation
Courses in electricity, electronics, English, algebra, physics, chemistry and computers.

Program Costs
In addition to the normal student expenses (for textbooks, personal equipment and supplies), laboratory materials fees may be required. Students will be responsible for providing some of their own parts and a basic Electronics tool kit. These will be available as ready-made sets in the College Store. For specific class required materials and texts, check with the Electronics faculty or the College Store. These fees may vary each semester. If these fees create a financial burden, students should consult the Financial Aid Office for possible assistance.

Automated Systems Technician
Associate in Science Degree
Certificate of Achievement

Career Opportunities
This program is designed for students pursuing employment in the programming, testing, repair, and maintenance of digital and analog computer controlled systems.

Required Program

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ET 300, DC Theory and Circuit Fundamentals</td>
<td>2.5</td>
</tr>
<tr>
<td>ET 301, AC Theory and Circuit Fundamentals</td>
<td>2.5</td>
</tr>
<tr>
<td>ET 306, Electronics Fabrication and Soldering Techniques</td>
<td>2</td>
</tr>
<tr>
<td>ET 310, Mathematics for DC Circuit Fundamentals, Part I</td>
<td>1.5</td>
</tr>
<tr>
<td>ET 311, Mathematics for AC Circuit Fundamentals, Part II</td>
<td>1.5</td>
</tr>
<tr>
<td>ET 315, Mathematics for Semiconductor Theory</td>
<td>3</td>
</tr>
<tr>
<td>ET 320, Semiconductor Theory</td>
<td></td>
</tr>
<tr>
<td>ET 330, Analog and Digital Integrated Circuit Applications</td>
<td>5</td>
</tr>
<tr>
<td>ET 340, Basic Microprocessors</td>
<td></td>
</tr>
<tr>
<td>ET 360, Electronic Servicing and Calibration Techniques</td>
<td>3</td>
</tr>
<tr>
<td>ET 390, Microprocessor Systems - Troubleshooting</td>
<td>3</td>
</tr>
<tr>
<td>ET 400, Microwave Communications Techniques</td>
<td>4</td>
</tr>
<tr>
<td>CISC 310, Introduction to Computer Information Science</td>
<td>3</td>
</tr>
<tr>
<td>ET 490, Advanced Student Projects Laboratory</td>
<td>2</td>
</tr>
<tr>
<td>ET 490, Advanced Student Projects Laboratory</td>
<td>2</td>
</tr>
</tbody>
</table>

Total Units Required 45

Associate in Science (A. S.) Degree
The Associate in Science Degree may be obtained by completion of requirements in the required program, plus general education requirements, plus sufficient electives to meet a 60-unit total. See SCC graduation requirements.

Certificate of Achievement
The Certificate of Achievement may be obtained by completion of all courses in the required program with grades of “C” or better.
# Electronics Facilities Maintenance Technician

**Associate in Science Degree**  
**Certificate of Achievement**

## Career Opportunities

This program is designed for students pursuing internships and employment in the Federal Aviation Administration and other related industries in the areas of computer systems, environmental systems, communication equipment, and navigation equipment maintenance and repair.

### Required Program

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ET 300, DC Theory and Circuit Fundamentals</td>
<td>2.5</td>
<td></td>
</tr>
<tr>
<td>ET 301, AC Theory and Circuit Fundamentals</td>
<td>2.5</td>
<td></td>
</tr>
<tr>
<td>ET 306, Electronics Fabrication and Soldering Techniques</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>ET 310, Mathematics for DC Circuit Fundamentals, Part I</td>
<td>1.5</td>
<td></td>
</tr>
<tr>
<td>ET 311, Mathematics for AC Circuit Fundamentals, Part II</td>
<td>1.5</td>
<td></td>
</tr>
<tr>
<td>ET 315, Mathematics for Semiconductor Theory</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ET 320, Semiconductor Theory</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>ET 330, Analog and Digital Integrated Circuit Applications</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>ET 340, Basic Microprocessors</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>ET 350, Receiver Circuits</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>ET 390, Microprocessor Systems - Troubleshooting</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ET 400, Microwave Communications Techniques</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>ET 410, Transmitter Fundamentals</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>MATH 334, Trigonometry</td>
<td>4</td>
<td></td>
</tr>
</tbody>
</table>

**Total Units Required** 49

### Associate in Science (A. S.) Degree

The Associate in Science Degree may be obtained by completion of the required program, plus general education requirements, plus sufficient electives to meet a 60-unit total. See SCC graduation requirements.

### Certificate of Achievement

The Certificate of Achievement may be obtained by completion of the required program with grades of “C” or better.

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# Microcomputer Technician

**Associate in Science Degree**  
**Certificate of Achievement**

## Career Opportunities

This program is designed for Electronics Technology and Computer Information Science students pursuing employment in the area of programming and maintaining microcomputer systems.

### Required Program

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CISC 310, Introduction to Computer Information Science</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>CISP 301, Algorithm Design and Implementation</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>CISP 363, Structured Programming with BASIC</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>CISC 320, Operating Systems (1)</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>or CISC 323, Linux Operating System (1)</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>CISA 310, Introduction to Electronic Spreadsheets</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>CISA 311, Intermediate Electronic Spreadsheets</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>CISA 320, Introduction to Database Management (1)</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>or CISA 323, Database Management using Microsoft Access</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>ET 145, Basic Computer System Repair I 1</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>and ET 146, Basic Computer System Repair II (3)</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>or CISC 360, Microcomputer Support and Maintenance</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>ET 340, Basic Microprocessors</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>ET 390, Microprocessor Systems - Troubleshooting</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ET 490, Advanced Student Projects Laboratory</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>CISC 355, Introduction to Data Communications (1.5)</td>
<td>1.5-3</td>
<td></td>
</tr>
<tr>
<td>or CISE 300, Network Systems Administration (3)</td>
<td>1.5-3</td>
<td></td>
</tr>
<tr>
<td>or CISE 303, Network Administration - Linux Server (3)</td>
<td>1.5-3</td>
<td></td>
</tr>
</tbody>
</table>

A minimum of 4 units from the following:  
- ET 300, DC Theory and Circuit Fundamentals (2.5)  
- ET 301, AC Theory and Circuit Fundamentals (2.5)  
- ET 306, Electronics Fabrication and Soldering Techniques (2)  
- ET 310, Mathematics for DC Circuit Fundamentals, Part I (1.5)  
- ET 311, Mathematics for AC Circuit Fundamentals, Part II (1.5)  
- ET 320, Semiconductor Theory (5)  
- EDT 310, Computer Aided Drafting (3)  
- EDT 352, Electrical and Electronics Drafting Design (4)  
- CISN 300, Network Systems Administration (3)  
- CISC 351, Introduction to Local Area Networks (1)  
- CISN 303, Network Administration - Linux Server (3)  
- CISN 304, Networking Technologies (3)

**Total Units Required** 32.5-35

### Associate in Science (A. S.) Degree

The Associate in Science Degree may be obtained by completion of the required program, plus general education requirements, plus sufficient electives to meet a 60-unit total. See SCC graduation requirements.

### Certificate of Achievement

The Certificate of Achievement may be obtained by completion of all courses in the required program with grades of “C” or better in all courses or equivalent.
## Telecommunications Technician

**Associate in Science Degree**

**Certificate of Achievement**

### Career Opportunities

This program is designed for students pursuing employment in the calibration, testing, repair and maintenance of electronic communication equipment.

<table>
<thead>
<tr>
<th>Required Program</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ET 300, DC Theory and Circuit Fundamentals</td>
<td>2.5</td>
</tr>
<tr>
<td>ET 301, AC Theory and Circuit Fundamentals</td>
<td>2.5</td>
</tr>
<tr>
<td>ET 306, Electronics Fabrication and Soldering Techniques</td>
<td>2</td>
</tr>
<tr>
<td>ET 310, Mathematics for DC Circuit Fundamentals, Part I</td>
<td>1.5</td>
</tr>
<tr>
<td>ET 311, Mathematics for AC Circuit Fundamentals, Part II</td>
<td>1.5</td>
</tr>
<tr>
<td>ET 315, Mathematics for Semiconductor Theory</td>
<td>3</td>
</tr>
<tr>
<td>ET 320, Semiconductor Theory</td>
<td>5</td>
</tr>
<tr>
<td>ET 330, Analog and Digital Integrated Circuit Applications</td>
<td>5</td>
</tr>
<tr>
<td>ET 340, Basic Microprocessors</td>
<td>5</td>
</tr>
<tr>
<td>ET 350, Receiver Circuits</td>
<td>5</td>
</tr>
<tr>
<td>ET 360, Electronic Servicing and Calibration Techniques (3) or ET 390,</td>
<td>3</td>
</tr>
<tr>
<td>Microprocessor Systems - Troubleshooting (3)</td>
<td></td>
</tr>
<tr>
<td>ET 400, Microwave Communications Techniques</td>
<td>4</td>
</tr>
<tr>
<td>ET 410, Transmitter Fundamentals</td>
<td>5</td>
</tr>
</tbody>
</table>

**Total Units Required**  **45**

### Associate in Science (A. S.) Degree

The Associate in Science Degree may be obtained by completion of the required program, plus general education requirements, plus sufficient electives to meet a 60-unit total. See SCC graduation requirements.

### Certificate of Achievement

The Certificate of Achievement may be obtained by completion of the required program with grades of “C” or better in all courses or equivalent.

## Electronics Mechanic

**Certificate of Achievement**

### Career Opportunities

This program is designed for students pursuing employment in the assembly and testing of electronic circuit devices.

<table>
<thead>
<tr>
<th>Required Program</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ET 300, DC Theory and Circuit Fundamentals</td>
<td>2.5</td>
</tr>
<tr>
<td>ET 301, AC Theory and Circuit Fundamentals</td>
<td>2.5</td>
</tr>
<tr>
<td>ET 306, Electronics Fabrication and Soldering Techniques</td>
<td>2</td>
</tr>
<tr>
<td>ET 310, Mathematics for DC Circuit Fundamentals, Part I</td>
<td>1.5</td>
</tr>
<tr>
<td>ET 311, Mathematics for AC Circuit Fundamentals, Part II</td>
<td>1.5</td>
</tr>
<tr>
<td>ET 315, Mathematics for Semiconductor Theory</td>
<td>3</td>
</tr>
<tr>
<td>ET 320, Semiconductor Theory</td>
<td>5</td>
</tr>
</tbody>
</table>

A minimum of 13 units from the following: ............................................. 13
- CISC 310, Introduction to Computer Information Science (3)
- MET 351, Basic Machinery Systems (5)
- MET 352, Machinery Systems Calculations (5)

**Total Units Required**  **31**

### Certificate of Achievement

The Certificate of Achievement may be obtained by completion of the required program with grades of “C” or better or equivalent.

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### Electronics Technology (ET)

<table>
<thead>
<tr>
<th>ET 15</th>
<th>Beginning Mathematics for Electronics</th>
<th>3 Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prerequisite: None.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hours: 54 hours LEC</td>
<td></td>
<td></td>
</tr>
<tr>
<td>This is a basic course for those interested in electronics who do not meet the requirements for ET 300 and ET 301. Units of instruction include DC and AC circuit mathematics, scientific calculators, powers of ten, and introduction to algebraic concepts as related to electronics.</td>
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<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ET 145</th>
<th>Basic Computer System</th>
<th>1 Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Repair I</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prerequisite: None.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hours: 12 hours LEC; 18 hours LAB</td>
<td></td>
<td></td>
</tr>
<tr>
<td>This is an introductory course to personal computer repair. The course will begin with an overview of the history of computer repair and discussion of common computer repair nomenclature, diagnostic software, and the theory of computer operations. The course will also introduce the student to the use of the Internet for locating technical repair documentation on the Web.</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>ET 146</th>
<th>Basic Computer System</th>
<th>3 Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Repair II</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prerequisite: ET 145 with a grade of “C” or better or equivalent.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hours: 36 hours LEC; 54 hours LAB</td>
<td></td>
<td></td>
</tr>
<tr>
<td>This is the second of three courses in computer repair. It will use knowledge and skills of ET 145 to expand the students familiarity with computer hardware and software at a component level. This will give students an overview of repair procedures of a computer system. The scope of the course will include personal computer fabrication and common problem solutions. Troubleshooting philosophies and techniques are emphasized.</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>ET 147</th>
<th>Basic Computer System</th>
<th>3 Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Repair III</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prerequisite: ET 146 with a grade of “C” or better or equivalent.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hours: 36 hours LEC; 54 hours LAB</td>
<td></td>
<td></td>
</tr>
<tr>
<td>This is the third of three courses in computer system repair. It will use knowledge and skills of ET 145 and ET 146 to train the student in the advanced skills needed for desktop and network computer repair. The scope of the course will include PC board and component level repair of a typical desk top computer system. Troubleshooting philosophies and techniques are emphasized.</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>ET 210</th>
<th>Applied Mathematics for Electronics</th>
<th>3 Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prerequisite: None.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hours: 54 hours LEC</td>
<td></td>
<td></td>
</tr>
<tr>
<td>This is a basic course for those interested in cabling and installation electronics who do not meet the requirements for ET 300. Units of instruction include DC and AC circuit application mathematics, scientific calculators, powers of ten and introduction to algebraic concepts as related to electronics.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
ET 220 A Survey of AC and DC Circuit Fundamentals 5 Units
Prerequisite: ET 210 and 230 with grades of “C” or better or equivalent.
Hours: 54 hours LEC; 108 hours LAB
This course is designed to provide instruction in the basic concepts of AC and DC theory including a study of resistors, capacitors and inductors in series and parallel circuits. Laboratory use of meters, oscilloscopes, signal generators and power supplies will be stressed.

ET 230 Laboratory Practices and Techniques 1 Unit
Prerequisite: None.
Advisory: Concurrent enrollment in ET 210.
Hours: 54 hours LAB
This course provides instruction in the language of electronics, safe and efficient use of tools, equipment, and chemical processes used in the laboratory including: high voltage precautions, printed circuit fabrication, equipment panel fabrication silkscreen, and state-of-the-art soldering techniques.

ET 240 A Survey of Semiconductor Theory 5 Units
Prerequisite: ET 220 with a grade of “C” or better or equivalent.
Hours: 54 hours LEC; 108 hours LAB
This course provides a survey of diodes, transistors, FET’s, linear and digital IC’s and how they are installed and used in modern electronic equipment. Laboratory will stress the hands-on manufacturing and troubleshooting of modern electronic equipment.

ET 295 Independent Studies in Electronics Technology 1-3 Units
Prerequisite: None.
Hours: 54 hours LEC
Independent study of an electronic topic or research project. This course is for students who wish to develop an in-depth understanding in fundamental topics of electronics technology and to learn to work in a collaborative atmosphere with instructors and other students. Instructor approval is required to enroll in this course.

ET 299 Experimental Offering in Electronics Technology .5-4 Units
Prerequisite: None.
Hours: 72 hours LEC
See Experimental Offerings.

ET 300 DC Theory and Circuit Fundamentals 2.5 Units
Prerequisite: One year of high school algebra or ET 15 with a grade of “C” or better or equivalent prerequisite.
Advisory: Concurrent enrollment in ET 306 and ET 310.
Course Transferable to CSU
Hours: 27 hours LEC; 54 hours LAB
This course is designed to provide instruction in the basic concepts of DC theory including a study of the composition of matter, circuit fundamentals, voltage, current, and resistance in series, parallel and combination circuit configurations. Laboratory activities provide hands-on projects that include operation and use of electronic equipment required by industry.

ET 301 AC Theory and Circuit Fundamentals 2.5 Units
Prerequisite: Successful completion of ET 300 with a grade of “C” or better or equivalent prerequisite.
Advisory: Concurrent enrollment in ET 306 and ET 311.
Course Transferable to CSU
Hours: 27 hours LEC; 54 hours LAB
This course is designed to provide instruction in the basic concepts of AC theory including a study of circuit fundamentals, voltage, current, resistance and RLC impedances in series, and parallel and combination circuit configurations. Laboratory activities provide hands-on projects that include operation and use of electronic equipment required by industry.

ET 306 Electronics Fabrication and Soldering Techniques 2 Units
Prerequisite: None.
Advisory: Successful completion of or concurrent enrollment in ET 300 and ET 301.
Course Transferable to CSU
Hours: 18 hours LEC; 54 hours LAB
This course covers the skills needed for identification and the safe and efficient use of hand tools and soldering equipment used in basic electronics repair. Familiarization with fabrication, soldering/de-soldering techniques, electrostatic discharge (ESD), assembly, and safety practices are covered.

ET 310 Mathematics for DC Circuit Fundamentals, Part I 1.5 Units
Prerequisite: One year of high school algebra or ET 15 with a grade of “C” or better, or qualifying mathematics assessment test scores or equivalent.
Advisory: Concurrent enrollment in ET 300.
General Education: AA/AS Area II(b)
Course Transferable to CSU
Hours: 27 hours LEC
This course focuses on the application of the basic concepts of algebra to solve electronic problems in DC resistive series parallel circuits. Instruction will be given in the use of powers of ten, algebra, and other mathematical concepts necessary for calculation of resistance, DC voltage, and current distribution in series, parallel, and combination circuits.
ET 311 Mathematics for AC Circuit 1.5 Units
Fundamentals, Part II
Prerequisite: Successful completion of ET 310 with a grade of “C” or better or equivalent prerequisite.
Advisory: Concurrent enrollment in ET 301.
General Education: AA/AS Area II(b)
Course Transferable to CSU
Hours: 27 hours LEC
This course focuses on the application of the basic concepts of algebra and trigonometry to solve electronic problems in AC-RLC series/parallel circuits. Instruction will be given in the use of powers of ten, logarithms, algebra, and other mathematical concepts necessary for calculation of resistances, reactances, AC voltage, and current distribution in series, parallel, and combination circuits.

ET 315 Mathematics for Semiconductor Theory 3 Units
Prerequisite: ET 300, 301, 310, and 311 with grades of “C” or better.
Advisory: Concurrent enrollment in ET 320 and 330.
Course Transferable to CSU
Hours: 54 hours LEC
This course provides a detailed study of the mathematics required to solve problems in semiconductor circuit theory. Some of these math functions include: vector algebra, load line plotting, decibel theory and application, common and natural log functions, power supply analysis, calculation of input and output bandwidth characteristics of semiconductor amplifiers, use of rate-of-change functions to study slope of lines and their relationship to amplifier impedances, and use of network theorems to simplify complex biasing networks.

ET 320 Semiconductor Theory 5 Units
Prerequisite: ET 300, 301, 310, and 311 with grades of “C” or better or equivalent.
Advisory: Concurrent enrollment in ET 315.
Course Transferable to CSU
Hours: 54 hours LEC; 108 hours LAB
This course provides a detailed study of diodes, transistors, FET’s, linear IC’s and their use in power supplies, AC and DC small signal and large signal amplifiers. Laboratory will stress the troubleshooting and repair of each type of power supply and amplifier circuit.

ET 330 Analog and Digital Integrated Circuit Applications 5 Units
Prerequisite: ET 300, 301, 310, and 311 with grades of “C” or better or equivalent.
Advisory: Concurrent enrollment in ET 315 and ET 320.
Course Transferable to CSU
Hours: 54 hours LEC; 108 hours LAB
This course focuses on logic gates, and truth tables for TTL and CMOS circuits. Theory and practical applications of decoders, flip-flops, latches, and counters will be covered. Theory and practical applications for operational amplifiers and comparators will be covered. Theory and applications of timers, phase-lock loops, op-amp integrators and active filters will be covered.

ET 340 Basic Microprocessors 5 Units
Prerequisite: None.
Advisory: Concurrent enrollment in ET 490.
Course Transferable to CSU
Hours: 54 hours LEC; 108 hours LAB
This is a beginning course dealing with the circuitry and use of the microprocessor. Peripheral hardware is also considered so that the student may gain an overview of a complete computer system. The scope of the course includes machine language programming in order to provide a base for understanding the dynamic operation of the entire system. Troubleshooting philosophy is stressed.

ET 350 Receiver Circuits 5 Units
Prerequisite: ET 315, 320, and 330 with grades of “C” or better or equivalent.
Course Transferable to CSU
Hours: 54 hours LEC; 108 hours LAB
This course focuses on the principles of radio receivers using AM, FM, and single sideband modulation systems. The course will also present associated control circuits and power supply circuitry for receivers.

ET 360 Electronic Servicing and Calibration Techniques 3 Units
Prerequisite: ET 315, 320, and 330 with grades of “C” or better or equivalent.
Course Transferable to CSU
Hours: 36 hours LEC; 54 hours LAB
This course focuses on developing familiarization with laboratory and test instruments and techniques of calibration and repair. It is a practical step-by-step approach for the beginning technician to the art of troubleshooting techniques on all the electronic equipment available in the electronics laboratory.

ET 390 Microprocessor Systems - Troubleshooting 3 Units
Prerequisite: ET 340 with a grade of “C” or better or equivalent.
Course Transferable to CSU
Hours: 54 hours LEC; 108 hours LAB
This course will focus on the principles of microprocessor system control and troubleshooting. Study will include measurement transducers, analog-to-digital and digital-to-analog converters, power supplies, and power users. All concepts processes will be coordinated by a microprocessor to perform a desired function.

ET 400 Microwave Communications Techniques 4 Units
Prerequisite: ET 315, 320, and 330 with grades of “C” or better or equivalent.
Course Transferable to CSU
Hours: 36 hours LEC; 108 hours LAB
This course is a study of electromagnetic waves and antennas. The course will present types of microwave generators, microwave communications systems, and antenna guidance systems. The use of lasers and fiber optics in communications systems and as a source of high tech energy control will also be presented.
ET 410  Transmitter Fundamentals  5 Units  
Prerequisite: ET 315, 320, and 330 with grades of “C” or better or equivalent.
Course Transferable to CSU
Hours: 54 hours LEC; 108 hours LAB
This is a fundamental course in AM/FM and single side-band transmitters. The course will present students with preparation for employment in the communications industry. It will include instruction in adjustment and tuning of transmitters. Students will be presented with symptoms of malfunctions and remedies in troubleshooting transmitters.

ET 490  Advanced Student Projects  2 Units Laboratory
Prerequisite: ET 306 with a grade of “C” or better or equivalent.
Advisory: ET 300 and ET 301 with grades of “C” or better. Concurrent enrollment in ET 340 is advised.
Course Transferable to CSU
Hours: 108 hours LAB
This course provides an opportunity for students to pursue advanced projects selected by the Electronics Technology Department staff. This course may be taken twice for credit.

ET 494  Topics in Electronics  .5-4 Units Technology
Prerequisite: None.
Course Transferable to CSU
Hours: 9 hours LEC; 216 hours LAB
This is a specialized course developed in cooperation with industry to address emerging training needs. This course may be repeated for credit provided there is no duplication of topics. Units are awarded on the basis of .5 unit for each 9 hours of lecture or 27 hours of lab.

ET 495  Independent Studies in  1-3 Units Electronics Technology
Prerequisite: None.
Course Transferable to CSU
Hours: 162 hours LAB
Independent study of an electronic topic or research project. This course is for students who wish to develop an in-depth understanding in fundamental topics of electronics technology and to learn to work in a collaborative atmosphere with instructors and other students. Instructor approval is required to enroll in this course.

ET 498  Work Experience in  1-4 Units Electronics Technology
Prerequisite: None
Enrollment Limitation: According to Education Code Title V regulations, a student cannot earn academic credits in a Work Experience class unless s/he has either a job or an internship.
Course Transferable to CSU
Hours: 18 hours LEC; 300 hours LAB
This course provides students with opportunities to develop or add marketable skills related to their vocational study programs. Course content will include understanding the application of the student’s education to the workforce; the responsibilities of an internship (where applicable); completion of Title V Education Code papers (the student’s Application, Learning Objectives, Time sheet, and Evaluations), which document the student’s progress and hours spent at the work or internship site; and developing workplace (soft) skills identified by the Secretary’s Commission on Achieving Necessary Skills (SCANS) Competencies, as well as by local employers. In addition, the student is required to fulfill 18 hours lecture and 75 hours of related, paid work experience or 60 hours of volunteer work experience for one unit; 75 or 60 hours of related work experience for each additional unit. The program allows the transfer student to combine practical, paid or non-paid work experience with college training. The course may be taken up to four times when there is new or expanded learning on the job for a total of 16 units. Only one Work Experience course may be taken per semester.

ET 499  Experimental Offering in  .5-4 Units Electronics Technology
Prerequisite: None
Course Transferable to CSU
Hours: 54 hours LEC; 36 hours LAB
See Experimental Offerings.
Career Opportunities
The Engineering Associate in Science degree is designed to meet lower division requirements for various majors in engineering. Completion of the Associate in Science degree should qualify the student to transfer at the upper division level to an engineering program at a four-year institution. The degree has a common engineering core requirement as well as specific field requirements. The specific field requirements do vary depending on the four-year institution to which the student will transfer. Thus, requirements for specific universities should be checked before selecting specific field courses.

See next page for degrees
Civil Engineering
Associate in Science Degree

Required Program

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM 400, General Chemistry</td>
<td>5</td>
</tr>
<tr>
<td>ENGR 300, Introduction to Engineering</td>
<td>1</td>
</tr>
<tr>
<td>ENGR 312, Engineering Graphics</td>
<td>3</td>
</tr>
<tr>
<td>ENGR 400, Introduction to Electrical Circuits and Devices</td>
<td>3</td>
</tr>
<tr>
<td>ENGR 405, Engineering Problem Solving (3)</td>
<td>3-4</td>
</tr>
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</tr>
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</tr>
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<td>5</td>
</tr>
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<td>MATH 401, Calculus II</td>
<td>5</td>
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<tr>
<td>MATH 402, Calculus III</td>
<td>5</td>
</tr>
<tr>
<td>MATH 420, Differential Equations</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 410, Mechanics of Solids and Fluids</td>
<td>5</td>
</tr>
<tr>
<td>PHYS 420, Electricity and Magnetism</td>
<td>5</td>
</tr>
<tr>
<td>Subtotal Units</td>
<td>50 - 51</td>
</tr>
</tbody>
</table>

Additional Civil Engineering requirements (consult the Engineering Department Chair and counseling)

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGR 310, Engineering Survey Measurements</td>
<td>4</td>
</tr>
<tr>
<td>MATH 410, Introduction to Linear Algebra</td>
<td>3</td>
</tr>
<tr>
<td>PHYS 430, Heat, Waves, Light and Modern Physics (5)</td>
<td>5</td>
</tr>
<tr>
<td>or CHEM 401, General Chemistry (5)</td>
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</tr>
<tr>
<td>Total Units Required</td>
<td>62 - 63</td>
</tr>
</tbody>
</table>

Associate in Science (A. S.) Degree
The Associate in Science degree may be obtained by completing the required program, plus general education requirements, plus electives sufficient to meet a 60-unit total. See SCC graduation requirements.

Civil Engineering Course Flow

First Semester
- CHEM 400
- ENGR 300
- MATH 400
- ENGR 312

Second Semester
- CHEM 401
- ENGR 405
- MATH 401
- PHYS 410

Third Semester
- MATH 402
- ENGR 412
- MATH 410
- PHYS 420

Fourth Semester
- ENGR 422
- PHYS 430
- ENGR 310

Note 1: Take CHEM 401 or PHYS 430 depending on your transfer school
Note 2: Take ENGR 405 or CISP 360 depending on transfer school
Note 3: Take this course only if required by your transfer school
Note 4: Take this course only if required by your transfer school, offered in spring semester only.
Electrical/Computer Engineering
Associate in Science Degree

Required Program

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<td>5</td>
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</tbody>
</table>

Subtotal Units: 41 - 42

Additional Electrical/Computer Engineering Requirements (Consult Engineering Department Chair and Counseling)

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CISP 310, Assembly Language Programming for Microcomputers</td>
<td>4</td>
</tr>
<tr>
<td>ENGR 412, Properties of Materials</td>
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<td>5</td>
</tr>
</tbody>
</table>

Units: 18

Total Units Required: 59 - 60

Associate in Science (A. S.) Degree

The Associate in Science degree may be obtained by completing the required program, plus general education requirements, plus electives sufficient to meet a 60-unit total. See SCC graduation requirements.

Electrical/Computer Engineering
Course Flow

First Semester: CHEM 400, MATH 400, ENGR 300, CISP 310

Second Semester: CHEM 401 (See Note 1 and 3), MATH 401 (See Note 2), ENGR 405 (See Note 2), PHYS 410 (See Note 3)

Third Semester: MATH 402 (See Note 3), MATH 410 (See Note 3), MATH 420, ENGR 412

Fourth Semester: MATH 420, PHYS 420, ENGR 400, PHYS 430 (See Note 1 and 3)

Note 1: Take CHEM 401 or PHYS 430 depending on your transfer school

Note 2: Take ENGR 405 or CISP 360 depending on transfer school

Note 3: Take this course only if required by your transfer school

C: Corequisite
P: Prerequisite
Engineering, General
Associate in Science Degree

Required Program

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</table>

Subtotal Units 41 - 42

Additional General Engineering requirements (consult the Engineering Department Chair and counseling)

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<tbody>
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<td>or CHEM 401, General Chemistry (5)</td>
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</tbody>
</table>

Units: 17

Total Units Required 58 - 59

Associate in Science (A. S.) Degree
The Associate in Science degree may be obtained by completing the required program, plus general education requirements, plus electives sufficient to meet a 60-unit total. See SCC graduation requirements.

General (Undecided) Engineering Course Flow

First Semester
- CHEM 400
- ENGR 300
- MATH 400
- PHYS 410
- ENGR 312

Second Semester
- CHEM 401
- ENGR 405
- MATH 401
- PHYS 410
- ENGR 312

Third Semester
- MATH 402
- MATH 410
- MATH 420
- PHYS 420
- ENGR 422

Fourth Semester
- ENGR 412
- MATH 420
- PHYS 430
- ENGR 400

Note 1: Take CHEM 401 or PHYS 430 depending on your transfer school
Note 2: Take ENGR 405 or CISP 360 depending on transfer school
Note 3: Take this course only if required by your transfer school
# Mechanical/Aeronautical Engineering

## Associate in Science Degree

### Required Program

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<tr>
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</tr>
</tbody>
</table>

**Subtotal Units**  
50 - 51

### Additional General Engineering requirements (consult the Engineering Department Chair and counseling)

- MATH 410, Introduction to Linear Algebra     3  
- PHYS 430, Heat, Waves, Light and Modern Physics (5)  5  
- or CHEM 401, General Chemistry  5  

**Units: 8**

### Total Units Required

58 - 59

### Associate in Science (A. S.) Degree

The Associate in Science degree may be obtained by completing the required program, plus general education requirements, plus electives sufficient to meet a 60-unit total. See SCC graduation requirements.

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### Mechanical/Aeronautical Engineering Course Flow

[Diagram showing course flow with notes and prerequisites]

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Note 1: Take CHEM 401 or PHYS 430 depending on your transfer school

Note 2: Take ENGR 405 or CISP 360 depending on transfer school

Note 3: Take this course only if required by your transfer school

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Sacramento City College
ENGR 300  Introduction to Engineering  1 Unit
Prerequisite: None
Course Transferable to UC/CSU
Hours: 18 hours LEC
This course provides an introduction to the different engineering disciplines and careers, the role of the engineer in society, the engineering approach to problem solving, the design process, and engineering ethics. The development of effective communication and study skills required of engineers is emphasized. This course is required of most engineering majors.

ENGR 306  Basic Technical Drafting  3 Units
Same As: EDT 300
Prerequisite: None.
Course Transferable to CSU
Hours: 36 hours LEC; 54 hours LAB
This is the first course in drafting for drafting, architectural, and engineering students. Studies include drafting instrument care and use, sketching, scale reading, drafting conventions, lettering, orthographic and pictorial drawings, dimensioning techniques, sections, auxiliary views, surface developments, topographics, and working drawing development. Credit may be earned for EDT 300 or ENGR 306, but not for both. Students are required to provide their own drafting equipment.

ENGR 310  Engineering Survey  4 Units
Measurements
Prerequisite: MATH 334 with a grade of “C” or better.
Advisory: Completion of or concurrent enrollment in a basic drafting course such as ENGR 306 or ENGR 312.
Course Transferable to UC/CSU
Hours: 54 hours LEC; 54 hours LAB
This course covers the basic fundamentals of surveying for engineers. This includes the theory and practice of measurements for distance, elevations and angles, analysis and adjustment of errors (systematic and random), and traverse calculation and adjustments. Additional topics include discussions on profiles and cross-sections, horizontal curves, and vertical curves. This course has an inside lecture component as well as a required outside field component. This course is designed for engineering students and is usually required for civil engineering majors depending on the transfer institution.

ENGR 312  Engineering Graphics  3 Units
Prerequisite: None
Advisory: Knowledgeable in the use of a personal computer.
Course Transferable to UC/CSU
Hours: 36 hours LEC; 72 hours LAB
Fundamental training is provided in the use of hand drawing instruments and Computer Aided Design/Drafting (CADD) software to analyze, interpret, and solve engineering problems. Topics covered include elements of drafting, descriptive geometry, multi-view drawing, design process, and solution of engineering problems, culminating in a design project.

ENGR 400  Introduction to Electrical Circuits and Devices  3 Units
Prerequisite: PHYS 420 with a grade of “C” or better.
Corequisite: MATH 420.
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course provides the engineering student with the basic fundamentals of electrical circuit theory and analysis. DC and sinusoidal circuits; the following circuit elements are covered: resistors, capacitors, inductors, independent sources, and dependent sources. Topics include circuit analysis techniques, sinusoidal analysis, phasors, Thevenin/Norton equivalence, natural and step response of first-and second-order circuits, three-phase analysis, complex power, and operational amplifiers.

ENGR 405  Engineering Problem Solving  3 Units
Prerequisite: Completion of MATH 401 with a grade of “C” or better or concurrent enrollment in MATH 401.
Advisory: Knowledgeable in the use of a personal computer.
Course Transferable to UC/CSU
Hours: 36 hours LEC; 54 hours LAB
This course provides an introduction to the use of computers in solving engineering problems using MATLAB. Students will learn to use basic programming techniques including program control, relational/logical operators, selection scripting, and file management as they implement computational solutions.

ENGR 412  Properties of Materials  3 Units
Prerequisite: CHEM 400 and PHYS 410 with grades of “C” or better.
Course Transferable to UC/CSU
Hours: 36 hours LEC; 54 hours LAB
This course covers atomic and crystal structures and mechanical, electrical, and magnetic properties of engineering materials. Also covered are the steady and non-steady state diffusion, phase diagram analysis, heat treatment of metals, and corrosion. Laboratory exercises cover both destructive and non-destructive testing of materials.

ENGR 422  Engineering Mechanics, Statics  3 Units
Prerequisite: MATH 401 and PHYS 410 with grades of “C” or better.
Course Transferable to UC/CSU
Hours: 54 hours LEC
This is the first course in engineering mechanics. Topics in this course include two and three dimensional force system analysis using vector techniques, moments and couples in two and three dimensions, centroids and moment of inertia, friction, forces in beams, and truss analysis. This course is required for Mechanical, Civil, Aeronautical engineering transfer students and by some electrical engineering programs. Contact an engineering instructor and/or the transfer center for specific transfer institution requirements.
ENGR 494  Topics in Engineering  .5-4 Units
Prerequisite: None
Course Transferable to UC/CSU
Hours: 54 hours LEC; 54 hours LAB
This course is designed to enable both science and non-science students to learn about recent developments in engineering. Selected topics would not include those that are part of current course offerings. This course may be repeated for credit providing there is no duplication of topics.

ENGR 495  Independent Studies in Engineering  1-3 Units
Prerequisite: None
Course Transferable to UC/CSU
Hours: 54 hours LAB
See Independent Studies.

ENGR 498  Work Experience in Engineering  1-4 Units
Prerequisite: None
Course Transferable to UC/CSU
Hours: 72 hours LEC
See Work Experience.

ENGR 499  Experimental Offering in Engineering  .5-4 Units
Prerequisite: None
Course Transferable to UC/CSU
Hours: 54 hours LEC; 36 hours LAB
See Experimental Offerings.
Engineering Design Technology

**Associate in Science Degree**

**Certificate of Achievement**

---

**Division of Advanced Technology**

Donnetta Webb, Dean

Technology 106

916-558-2491

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**Engineering Design Technology, Degree and Certificate of Achievement**

**Architectural/Structural Drafting, Degree and Certificate of Achievement**

**Electric (Power-Lighting Systems), Degree and Certificate of Achievement**

**Mechanical (HVAC/Plumbing Systems), Degree and Certificate of Achievement**

**HVAC Systems Design, Degree and Certificate of Achievement**

**Surveying (Geomatics), Certificate of Achievement**

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**Career Opportunities**

This program is designed for students pursuing entry level employment in architectural, electrical and mechanical engineering, and commercial construction drafting fields. Depending on their technical field of interest and capabilities, students who complete the program may find employment in any of the following types of jobs: Engineering Aide I, Engineering Aide II, Drafting Aide I, Drafting Aide II, Junior Drafter, Architectural Drafter, Mechanical Drafter/Designer Trainee, Electrical Drafter/Designer Trainee, Structural Drafter/Designer Trainee, Topographical Drafter/Designer Trainee, General Construction Drafter/Designer Trainee, Computer Aided Drafter or Technical Sales representatives.

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**Recommended High School Preparation**

Completion of English and general mathematics. It is desirable, but not required, that a student complete courses in drafting, industrial arts shop courses, one year of algebra, plane geometry, general science and introduction to computers.

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**Program Information**

Engineering Design Technology is studied in lecture and drafting practice classes. Mathematics, science, and engineering fundamentals, which are all related to the content of this program, are studied in the Engineering Design Technology program or through recommended elective courses. General Education courses complete the recommended classes for the Engineering Design Technology curriculum.

The program is open to all students. An orientation interview with a member of the Engineering Design Technology staff is encouraged to help students become acquainted with the program requirements. For information call (916) 558-2232 or 558-2491.

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**Program Costs**

Normal student expenses for textbooks, personal equipment and supplies may be required. These expenses may vary each semester. If these expenses create a financial burden, students should consult the Financial Aid Office for possible assistance.

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**Transfer Students**

Students who, after completing this program, are planning to continue specialization in this field by transferring to a four-year college, should consult the Requirements of Transfer Institutions section in this catalog and the engineering or related major sections of the specific catalog for the institution to which they wish to transfer. Consultation with an SCC counselor is advised.

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**Required Program**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDT 300, Basic Technical Drafting (same as ENGR 306)</td>
<td>3</td>
</tr>
<tr>
<td>EDT 310, Computer Aided Drafting</td>
<td>3</td>
</tr>
<tr>
<td>EDT 320, Architectural/Structural Drafting</td>
<td>4</td>
</tr>
<tr>
<td>EDT 330, Air Conditioning, Plumbing and Piping Design Documents</td>
<td>4</td>
</tr>
<tr>
<td>EDT 332, Air Conditioning, Plumbing and Piping</td>
<td>3</td>
</tr>
<tr>
<td>EDT 350, Electrical and Electronics Drafting/Design Problem Solving</td>
<td>3</td>
</tr>
<tr>
<td>EDT 352, Electrical and Electronics Drafting Design</td>
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</tr>
<tr>
<td>Select seven (7) units from the following:</td>
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</tr>
<tr>
<td>EDT 302, 312, 314, 336, 340, 342, 356</td>
<td></td>
</tr>
<tr>
<td>MET 220</td>
<td></td>
</tr>
<tr>
<td>SURVY 300, 310</td>
<td></td>
</tr>
<tr>
<td><strong>Total Units Required</strong></td>
<td><strong>31</strong></td>
</tr>
</tbody>
</table>

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**Associate in Science (A. S.) Degree**

The Associate in Science Degree may be obtained by completion of the required program, plus general education requirements, plus sufficient electives to meet a 60-unit total. See SCC graduation requirements.

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**Certificate of Achievement**

The Certificate of Achievement may be obtained by completion of the required program with grades of “C” or better or equivalent.
Architectural/Structural Drafting
Associate in Science Degree
Certificate of Achievement

Program Information
This degree and Certificate of Achievement option is designed for students pursuing employment or upgrade in employment in Manual and CAD drafting applications in Architectural or Structural Engineering related offices.

Required Program

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDT 300, Basic Technical Drafting (same as ENGR 306)</td>
<td>3</td>
</tr>
<tr>
<td>EDT 310, Computer Aided Drafting</td>
<td>3</td>
</tr>
<tr>
<td>EDT 312, Intermediate Computer Aided Drafting</td>
<td>3</td>
</tr>
<tr>
<td>EDT 320, Architectural and Structural Drafting</td>
<td>4</td>
</tr>
<tr>
<td>EDT 314, Advanced Computer Aided Drafting and Design</td>
<td>2</td>
</tr>
</tbody>
</table>

Select six (6) units from the following: ................................................... 6
   EDT 302, 352, 332, 340, 342, 350, 356, 330, 336, 498
   MET 220; MATH 334
   SURVY 300, 310

Total Units Required 21

Associate in Science (A. S.) Degree
The Associate in Science Degree may be obtained by completion of the required program, plus general education requirements, plus sufficient electives to meet a 60-unit total. See SCC graduation requirements.

Certificate of Achievement
The Certificate of Achievement may be obtained by completion of the required program with grades of “C” or better or equivalent as determined by the Engineering Design Technology Department.

Electric (Power-Lighting Systems)
Associate in Science Degree
Certificate of Achievement

Program Information
Designed for students pursuing employment or upgrade in employment in Manual and CAD drafting applications in Architectural or Structural Engineering related offices.

Required Program

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDT 300, Basic Technical Drafting (same as ENGR 306)</td>
<td>3</td>
</tr>
<tr>
<td>EDT 350, Electrical and Electronics Drafting/Design Problem Solving</td>
<td>3</td>
</tr>
<tr>
<td>EDT 352, Electrical and Electronics Drafting Design</td>
<td>4</td>
</tr>
<tr>
<td>EDT 310, Computer Aided Drafting</td>
<td>3</td>
</tr>
<tr>
<td>EDT 312, Intermediate Computer Aided Drafting</td>
<td>3</td>
</tr>
<tr>
<td>EDT 314, Advanced Computer Assisted Drafting and Design</td>
<td>2</td>
</tr>
</tbody>
</table>

Select seven (7) units from the following: ............................................... 7
   EDT 302, 356, 340, 342, 332, 320, 330, 336, 498
   MET 220; MATH 334
   SURVY 300, 310

Total Units Required 25

Associate in Science (A. S.) Degree
The Associate in Science degree may be obtained by completion of the required program, plus general education requirements, plus sufficient electives to meet a 60-unit total. See SCC graduation requirements.

Certificate of Achievement
The Certificate of Achievement may be obtained by completion of the required program with grades of “C” or better or equivalent.

HVAC Systems Design
Associate in Science Degree
Certificate of Achievement
CADD (Heating, Ventilating, Air Conditioning)

Program Information
This program is designed for students pursuing employment or upgrade in training in computer applications of heating, ventilation, and air conditioning (HVAC) systems design.

Required Program

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDT 300, Basic Technical Drafting (same as ENGR 306)</td>
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</tr>
<tr>
<td>EDT 310, Computer Aided Drafting</td>
<td>3</td>
</tr>
<tr>
<td>EDT 312, Intermediate Computer Aided Drafting</td>
<td>3</td>
</tr>
<tr>
<td>EDT 336, Air Conditioning System Design</td>
<td>3</td>
</tr>
</tbody>
</table>

Select 10 units from the following: .................................................. 10
   EDT 302, 314, 330, 332, 498
   MET 220

Total Units Required 22

Associate in Science (A. S.) Degree
The Associate in Science degree may be obtained by completion of the required program, plus general education requirements, plus sufficient electives to meet a 60-unit total. See SCC graduation requirements.

Certificate of Achievement
The Certificate of Achievement may be obtained by completion of the required program with grades of “C” or better or equivalent.
Mechanical (HVAC/Plumbing Systems)
Associate in Science Degree
Certificate of Achievement

Designed for students pursuing employment or upgrade in employment in Manual and CAD drafting applications in Architectural or Structural Engineering related offices.

Required Program

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDT 300, Basic Technical Drafting</td>
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</tr>
<tr>
<td>(same as ENGR 306)</td>
<td></td>
</tr>
<tr>
<td>EDT 310, Computer Aided Drafting</td>
<td>3</td>
</tr>
<tr>
<td>EDT 312, Intermediate Computer Aided Drafting</td>
<td>3</td>
</tr>
<tr>
<td>EDT 322, Air Conditioning, Plumbing and Piping Design</td>
<td>3</td>
</tr>
<tr>
<td>Documents</td>
<td></td>
</tr>
<tr>
<td>EDT 330, Air Conditioning, Plumbing and Piping Design</td>
<td>3</td>
</tr>
<tr>
<td>EDT 314, Advanced Computer Assisted Drafting and Design</td>
<td>2</td>
</tr>
<tr>
<td>Select three (3) units from the following:</td>
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<tr>
<td>EDT 302, 340, 342, 350, 352, 320, 336, 498</td>
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</tr>
<tr>
<td>MET 220</td>
<td></td>
</tr>
<tr>
<td>MATH 334; SURVY 300, 310</td>
<td></td>
</tr>
<tr>
<td>Total Units Required</td>
<td>21</td>
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</table>

Associate in Science (A. S.) Degree
The Associate in Science degree may be obtained by completion of the required program, plus general education requirements, plus sufficient electives to meet a 60-unit total. See SCC graduation requirements.

Certificate of Achievement
The Certificate of Achievement may be obtained by completion of the required program with grades of “C” or better or equivalent.

Surveying (Geomatics) SURVY
Certificate of Achievement

Program Information
The curriculum provides the student with instruction in survey theory and fundamentals of office and field practice. The objective is to prepare students for employment as described above.

Career Opportunities
Students may find employment in field jobs as surveyor assistants to do specific jobs as rod, chain, level and instrument person and notekeeper. In office jobs, students may do survey computations, draw maps of property lines, topographic maps, profiles of construction sites, and compute acreage.

Employers are private survey and engineering firms and government agencies throughout the United States. Job titles are Boundary, Technicians, Survey Technicians, Engineering Technicians, Engineering Aide, and Survey Aide.

Recommended High School Preparation
Courses in algebra, trigonometry, physics, and geography.

Material is sufficient, when coupled with the legally required experience, to prepare the student for the State licensing examinations conducted by The Board of Registration for Professional Engineers.

There are numerous specialties in survey employment and early counseling is suggested to help select the proper optional classes.

Required Program

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>SURVY 300, Elementary Surveying</td>
<td>4</td>
</tr>
<tr>
<td>SURVY 320, Advanced Survey</td>
<td>4</td>
</tr>
<tr>
<td>SURVY 330, Special Surveying Projects</td>
<td>4</td>
</tr>
<tr>
<td>SURVY 340, Basics of Photogrammetry</td>
<td>3</td>
</tr>
<tr>
<td>SURVY 350, Boundary Control and Legal Principles</td>
<td>4</td>
</tr>
<tr>
<td>SURVY 352, Evidence and Procedures</td>
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</tr>
<tr>
<td>for Boundary Location</td>
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<tr>
<td>A minimum of 3 units from the following</td>
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<tr>
<td>SURVY 310, Survey Map Production (4)</td>
<td></td>
</tr>
<tr>
<td>SURVY 360, Survey Business Practices (3)</td>
<td></td>
</tr>
<tr>
<td>GEOG 330, Introduction to Geographic Information Systems (3)</td>
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</tr>
<tr>
<td>Total Units Required</td>
<td>26</td>
</tr>
</tbody>
</table>

Certificate of Achievement
The Certificate of Achievement may be obtained by completion of the required program with grades of “C” or better.

Transfer Students
The required courses are consistent with that four-year institutions offering surveying. Students desiring four years to further their survey education are cautioned to complete the mathematics and science requirements of the four-year college. Consultation with an SCC counselor is advised.
EDT 300  Basic Technical Drafting  3 Units
Same As: ENGR 306
Prerequisite: None.
Course Transferable to CSU
Hours: 36 hours LEC; 54 hours LAB
This is the first course in drafting for drafting, architectural, and engineering students. Studies include drafting instrument care and use, sketching, scale reading, drafting conventions, lettering, orthographic and pictorial drawings, dimensioning techniques, sections, auxiliary views, surface developments, topographics, and working drawing development. Credit may be earned for EDT 300 or ENGR 306, but not for both. Students are required to provide their own drafting equipment.

EDT 302  Building Trades Blueprint  2 Units
Reading
Prerequisite: None.
Course Transferable to CSU
Hours: 36 hours LEC
This is a course in blueprint reading and sketching related to building trades. Architectural, structural, electrical and mechanical drawings and specifications will be examined in detail for residential, commercial, and industrial construction. This course may be taken two times for credit provided that the code versions have changed.

EDT 310  Computer Aided Drafting  3 Units
Prerequisite: None.
Advisory: EDT 300 with a grade of “C” or better or equivalent
Course Transferable to CSU
Hours: 36 hours LEC; 54 hours LAB
This course is an introduction to computer-aided drafting (CAD). It covers orthographic and isometric projection concepts. CAD topics include, but are not limited to: Entity Editing; Linetypes; Layers; Entity Drawing; Object Snaps; Grips; Polylines; Dimensioning; Multilines; Pictorial Drawings; Program Customization; Drawing Plotting - Plotters and Printing; Selection Sets and Blocks. Instruction is provided in the commands, application, techniques, standards and settings of CAD software to produce basic technical drawings that conform to current industry standards. A lecture/lab format is used to develop student comprehension of CAD software and to develop appropriate skills required to operate the software in a professional manner in the production of Architectural and Engineering related drawings. This course may be taken two times for credit provided that the software version has changed.

EDT 312  Intermediate Computer Aided Drafting  3 Units
Prerequisite: EDT 310 with a grade of “C” or better or equivalent.
Course Transferable to CSU
Hours: 36 hours LEC; 54 hours LAB
This is a second course in Computer Aided Drafting (CAD) that emphasizes advanced CAD commands and design graphics drawing principles and helps develop job-applicable speed and competence on AutoCAD software. Topics include but are not limited to: Windows Explorer; Paths and Filenames; Directory Structures; CAD Layering Standards; Floor Plans; Limits, Layers, Scale Factors; Drawing Sheet Sizes; Limits; Zoom xP; AutoCAD Geometric Calculator; AutoCAD Filters and Selection Sets; Architectural Dimension settings; AutoCAD Customization; Command Aliases; Toolbar and Menu Customization; Macros; POP Sections; Menugroups / Image Tile Menus; Preferences/Profiles/Advanced Plotting Techniques; Attributes; Scripts and Bill of Materials. This course offers in-service training and upward mobility training to the professional CAD drafter. Emphasis is on in-office related production skills and program customization. This course may be taken two times for credit, provided that the software version has changed.

EDT 314  Advanced Computer Assisted Drafting and Design  2 Units
Prerequisite: EDT 310 with a grade of “C” or better
Course Transferable to CSU
Hours: 18 hours LEC; 54 hours LAB
This course covers advanced study in computer aided drafting with emphasis on construction related topics. Course subject areas include basic three-dimensional studies, pictorial (isometric) and three dimensional drawings and dimensioning; customization using the AutoLISP programming language; use of database application to integrate drawing and schedule information in project drawing sets; 3D and UCS Coordinate Systems; Spherical and Cylindrical Coordinates; Solids and Primitives; Solid Model Editing 3D Objects; Wireframes; 3D Faces, Rendering; Light Sources and Backgrounds; Raster and PostScript Files, and applications of CAD to drafting development. The concepts also relate to other computer drafting applications. This course may be taken two times for credit, provided that the software version has changed.

EDT 320  Architectural/Structural Drafting  4 Units
Prerequisite: EDT 300 and EDT 310 with grades of “C” or better or equivalent.
Course Transferable to CSU
Hours: 36 hours LEC; 108 hours LAB
This course provides instruction in drafting practices involving building construction drawings and specifications and surveying practices related to construction work. This course may be taken two times for credit, provided that the software version has changed.
EDT 330  Air Conditioning, Plumbing and Piping Design  
Prerequisite: EDT 300 and EDT 310 with grades of “C” or better or equivalent.
Course Transferable to CSU
Hours: 54 hours LEC
This course provides instruction in the design of air conditioning, plumbing and piping systems. Topics include cooling and heating load calculations, zoning, system and equipment selection, ductwork systems, controls, plumbing and industrial piping systems. This course may be taken two times for credit, provided that the software version has changed.

EDT 332  Air Conditioning, Plumbing and Piping Design Documents  
Prerequisite: EDT 300 and EDT 310 with grades of “C” or better or equivalent.
Course Transferable to CSU
Hours: 36 hours LEC; 108 hours LAB
This course provides instruction in the preparation of construction drawings and specifications for air conditioning, plumbing, and piping systems. The emphasis is on preparing drawings and related documentation that meet building department and construction industry standards, using computer aided drafting applications. This course may be taken two times for credit, provided that the software version has changed.

EDT 336  Air Conditioning System Design  
Prerequisite: None.
Course Transferable to CSU
Hours: 54 hours LEC
This course focuses on the calculations of heat gain and heat loss in buildings, types of HVAC systems, equipment selection, ductwork design, environmental comfort considerations, psychrometrics, and temperature control systems. This course may be taken two times for credit, provided that the software version has changed.

EDT 340  Plumbing and Piping Systems Design I  
Prerequisite: EDT 300 and EDT 310 with grades of “C” or better or equivalent.
Course Transferable to CSU
Hours: 36 hours LEC
This course provides introductory level instruction in the design of water, waste, and gas piping systems for residential and commercial buildings including study of the materials, methods, codes, and practices. This course may be taken two times for credit, provided that the code version or the software version has changed.

EDT 342  Plumbing and Piping Systems Design II  
Prerequisite: None.
Course Transferable to CSU
Hours: 36 hours LEC
This course provides further instruction in the design of water, waste, and gas piping systems for residential and commercial buildings including study of the materials, methods, codes, and practices. This course may be taken two times for credit, provided that the Code version or the software version has changed.

EDT 350  Electrical and Electronics Drafting/Design Problem Solving  
Prerequisite: None.
Advisory: Concurrent enrollment in EDT 352.
Course Transferable to CSU
Hours: 36 hours LEC
This course involves problem solving related to electrical and electronics drafting, formula solutions, application of Ohms Law, series-parallel circuitry, basic electrical power and sizing formula, and general lighting calculations. This course may be taken two times for credit, provided that the software version has changed.

EDT 352  Electrical and Electronics Drafting Design  
Prerequisite: EDT 300 and EDT 310 with grades of “C” or better or equivalent.
Course Transferable to CSU
Hours: 36 hours LEC; 108 hours LAB
This course provides instruction in basic electron theory, electrical/electronic circuitry, drafting practices involving residential, commercial, industrial electrical drawings, material specifications, and an introduction to printed circuit board layout. Field trips to local construction projects or existing installation or manufacturing facilities may be included. Course work involves applying calculations from EDT 350 to design basic electrical power wiring, lighting, and control signal systems. This course may be taken two times for credit, provided that the Code version or the software version has changed.

EDT 356  Electrical Systems Design  
Prerequisite: None.
Course Transferable to CSU
Hours: 36 hours LEC; 18 hours LAB
This is a basic course on electrical systems for residential and commercial buildings with emphasis on practical industry, materials, methods, and codes. This course may be taken two times for credit provided the Code version or the software version has changed.

EDT 494  Topics in Engineering Design Technology .5-4 Units  
Prerequisite: None.
Course Transferable to CSU
Hours: 36 hours LEC; 108 hours LAB
This specialized course has been developed in cooperation with industry to address emerging training needs. This course may be taken four times provided there is no duplication of topics.
EDT 495  Independent Studies in  1-3 Units
Engineering Design Technology
Prerequisite: None.
Course Transferable to CSU
Hours: 162 hours LAB
Independent study of an Engineering Design Technology topic or research project. This course is for students who wish to develop an in-depth understanding in fundamental topics of Engineering Design Technology and to learn to work in a collaborative atmosphere with instructors and other students. Instructor approval is required to enroll in this course. This course may be taken four times for credit providing there is no duplication of topics.

EDT 498  Work Experience in  1-4 Units
Engineering Design Technology
Prerequisite: EDT 300 and 310 with grades of “C” or better
General Education: AA/AS Area III(b)
Enrollment Limitation: According to Education Code Title V regulations, a student cannot earn academic credits in a Work Experience class unless s/he has either a job or an internship.
Course Transferable to CSU
Hours: 18 hours LEC; 300 hours LAB
This course provides students with opportunities to develop or add marketable skills related to their vocational study programs. Course content will include understanding the application of the student’s education to the workforce; the responsibilities of an internship (where applicable); completion of Title V Education Code papers (the student’s Application, Learning Objectives, Time sheet, and Evaluations), which document the student’s progress and hours spent at the work or internship site; and developing workplace (soft) skills identified by the Secretary’s Commission on Achieving Necessary Skills (SCANS) Competencies, as well as by local employers. In addition, the student is required to fulfill 18 hours lecture and 75 hours of related, paid work experience or 60 hours of volunteer work experience for one unit; 75 or 60 hours of related work experience for each additional unit. The program allows the transfer student to combine practical, paid or non-paid work experience with college training. The course may be taken up to four times when there is new or expanded learning on the job for a total of 16 units. Only one Work Experience course may be taken per semester.

EDT 499  Experimental Offering in  .5-4 Units
Engineering Design Technology
Prerequisite: None
Course Transferable to CSU
Hours: 54 hours LEC; 54 hours LAB
See Experimental Offerings

SURVY 300  Elementary Surveying  4 Units
Prerequisite: None.
Advisory: MATH 334 with a grade of “C” or better.
General Education: AA/AS Area II(b)
Course Transferable to UC/CSU
Hours: 45 hours LEC; 81 hours LAB
This course provides an introduction to the principles and practices of plane surveying. Survey instrumentation and methods of measuring distances, angles, and differences in elevation will be presented. Fundamental surveying methods including traversing, area computations, and use and care of electronic survey equipment will be stressed. Computation methods associated with surveying will be covered.

SURVY 310  Survey Map Production  4 Units
Prerequisite: None.
Course Transferable to CSU
Hours: 45 hours LEC; 81 hours LAB
This course provides an exposure to the special procedures and requirements unique to computer-assisted survey mapping. Fundamental survey drafting methods and types of maps will be stressed. Conformance with local agency and State mapping requirements will be addressed. Students will work with state of the art computer hardware and software to produce industry standard survey maps.

SURVY 320  Advanced Survey  4 Units
Prerequisite: SURVY 300 with a grade of “C” or better; or equivalent.
Advisory: Completion of or concurrent enrollment in MATH 334 with a grade of “C” or better.
Course Transferable to CSU
Hours: 45 hours LEC; 81 hours LAB
This course focuses on real-world surveying applications such as, primary control, construction layout and staking, horizontal and vertical curves, above and underground structural staking, subdivision lotting, and street improvement construction. Introduction to boundary surveying and photogrammetric surveys, California State Plane Coordinate System, and theory of geodetic and control surveys. GPS, GIS, and electronic surveys and mapping are also introduced. Student should provide hand-held Electronic Scientific Style calculator equipped with trigonometric capabilities.

SURVY 330  Special Surveying Projects  4 Units
Prerequisite: None.
Course Transferable to CSU
Hours: 45 hours LEC; 81 hours LAB
This course focuses on real world surveying applications, construction control, layout and staking, horizontal and vertical curves, above and underground structural staking, subdivision lotting, and street improvement construction. This course will provide an introduction to boundary surveying and photogrammetric surveys, theory of geodetic and control surveys, Global Positioning Systems (GPS), Geographic Information System (GIS), and electronic surveys and mapping are also included.
SURVY 340  Basics of Photogrammetry  3 Units
Prerequisite: SURVY 320 with a grade of "C" or better, or equivalent work experience.
Course Transferable to CSU
Hours: 54 hours LEC
This course provides an introduction to the theory and practice of Photogrammetry, including image systems and quality, theory of stereo photography, and orientation and design of stereo models. The class will also address design and operating principles of stereo plotting, photogrammetric and orthophoto mapping. This course also focuses on considerations for flight and control planning, control identification techniques, advanced field completion surveys, and property line investigations. 2 field trips are required.

SURVY 350  Boundary Control and Legal Principles  4 Units
Prerequisite: None.
Course Transferable to CSU
Hours: 72 hours LEC
An introduction to concepts and legal principles associated with the historic and current practices of surveying and mapping procedures used in locating boundaries and land ownership lines. This course has been developed for those in the fields of surveying, civil engineering, title insurance, and real estate.

SURVY 352  Evidence and Procedures for Boundary Location  4 Units
Prerequisite: None.
Course Transferable to CSU
Hours: 72 hours LEC
This is a continuation of boundary location with emphasis on procedures rather than principles. It provides an introduction to the historical development, current concepts, and evidence and procedures used in boundary determination. Techniques of gathering and evaluating evidence used in boundary locations and methods of presenting that evidence in the form of maps and descriptions are emphasized. This course is designed for those in the fields of engineering, land surveying, land law, real estate, and title insurance.

SURVY 360  Survey Business Practices  3 Units
Prerequisite: None.
Course Transferable to CSU
Hours: 54 hours LEC
This course is directed to surveyors who want or are considering opening a successful business. The course offers an introduction to surveying business economics; contracts and specifications; organizing, staffing, hiring, training, and supervision of professional/technical personnel, surveyor-client relationships, and ethics of practice.

SURVY 495  Independent Studies in Surveying  1-3 Units
Prerequisite: None
Course Transferable to CSU
Hours: 54 hours LAB
See Independent Studies.

SURVY 498  Work Experience in Surveying  1-4 Units
Prerequisite: None
Course Transferable to CSU
Hours: 18 hours LEC; 75 hours LAB
See Work Experience.

SURVY 499  Experimental Offering in Surveying  .5-4 Units
Prerequisite: None
Course Transferable to CSU
Hours: 54 hours LEC; 54 hours LAB
See Experimental Offerings.
A Major in English offers students an opportunity to take courses in literature, composition, and creative writing. It prepares students for university-level studies in English or other disciplines and also readies students for the workforce by emphasizing reading, writing, and critical thinking skills.

**English**  
**Associate in Arts Degree**

**Required Program**  
<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGWR 300, College Composition (3)</td>
<td>3</td>
</tr>
<tr>
<td>or ENGWR 480, Honors College Composition</td>
<td></td>
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<tr>
<td>ENGWR 301, College Composition and Literature</td>
<td>3</td>
</tr>
<tr>
<td>ENGLT 320, American Literature</td>
<td>3</td>
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<td>ENGLT 321, American Literature</td>
<td>3</td>
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<tr>
<td>ENGLT 310, English Literature</td>
<td>3</td>
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<tr>
<td>ENGLT 311, English Literature</td>
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<td>Select six (6) units from the following:</td>
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</tr>
<tr>
<td>ENGCW 400, 410, 420, 431, 450; ENGLT 303, 304, 325, 331, 332, 334, 335, 345, 360, 380, 401, 480, 481, 494; ENGWR 302</td>
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<tr>
<td><strong>Total Units Required</strong></td>
<td><strong>24</strong></td>
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**Associate in Arts (A. A.) Degree**
The Associate in Arts degree may be obtained by the completion of the required program, plus general education requirements, plus sufficient electives to meet a 60-unit total. See SCC graduation requirements.

Sacramento City College provides reading and composition skills courses within three levels. Each is a distinct level of development and does not necessarily provide entrance to another.

**English Assessment Requirement**
To place in the appropriate level of instruction, all students enrolling in English skills or composition classes are strongly advised to complete the assessment process prior to registration in any classes. An alternative is designated course completion, which will provide entrance into certain classes.

**Success in Reading, Writing, and English as a Second Language (ESL)**
The success of our students is of utmost importance to us at Sacramento City College. For that reason, we strongly advise students to develop skills in the basics of reading and writing. By reading, we mean understanding and remembering what you read so that you will be able to learn the information in all of your textbooks. By writing, we mean spelling correctly, punctuating accurately, using the grammar of standard written English, and organizing ideas into paragraphs and essays that are clear, unified, and coherent.

For students who are non-native speakers of English, we strongly advise taking classes in our English as a Second Language program.

With a strong foundation in the skills of reading and writing, your opportunities for success in college-level classes will be greatly increased.

**Student Literary Journal**
The student literary journal, Susurrus, is annually produced by the students in ENGCW 450, a three-unit laboratory course. The journal accepts poetry, fiction, essays, photos and art by Sacramento City College students for consideration each fall; the book-quality journal is published in the spring.
Reading Curriculum

English Curriculum

- **English-Writing 40** Writing Skills
- **ENGWR 49** Developmental English Skills
  
- **English-Writing 50** Developmental Writing
- **ENGWR 59** Intermediate English Skills

- **English-Writing 100** * College Writing
  
- **English-Writing 300** College Composition

- **English-Writing 301** College Composition and Literature
- **English-Writing 302** AdvancedComposition and Critical Thinking

* Fulfills Written Expression Competency for associate degree
ENGCW 400 Creative Writing 3 Units
Prerequisite: Eligibility for ENGWR 300.
General Education: AA/AS Area I; CSU Area C2
Course Transferable to UC/CSU
Hours: 54 hours LEC
The class emphasizes writing of poetry, short fiction, and autobiography. It includes analysis of student work by the instructor and class in a workshop atmosphere. Students explore their creative impulses through the medium of language, and not only learn the techniques of poetry, fiction, and autobiography but also develop an appreciation of literature by creating it. This course may be taken twice for credit.

ENGCW 410 Fiction Writing Workshop 3 Units
Prerequisite: Eligibility for ENGWR 300.
General Education: AA/AS Area I; CSU Area C2
Course Transferable to UC/CSU
Hours: 54 hours LEC
This is a creative writing course designed for students who wish to concentrate on fiction writing. The class will be conducted in a workshop format, which will focus primarily on constructive, in-class analysis of students' short stories and/or novel chapters. Through lecture, discussion, assigned reading, and in-class writing exercises, students will examine critically the elements of literary creation. Students will keep a journal and prepare a portfolio of their work. This course may be taken twice for credit.

ENGCW 420 Poetry Writing Workshop 3 Units
Prerequisite: Eligibility for ENGWR 300.
General Education: AA/AS Area I; CSU Area C2
Course Transferable to UC/CSU
Hours: 54 hours LEC
This is a creative writing course for students who wish to concentrate on poetry writing. The workshop format will focus on analysis of poetry written by students in the class. Through lecture, discussion, assigned reading, collaborative writing projects and in-class writing exercises, students will examine literary devices in contemporary poetry and will practice revising and editing. Students will prepare a portfolio of original work. This course may be taken twice for credit.

ENGCW 431 Autobiography Writing Workshop 3 Units
Prerequisite: Eligibility for ENGWR 300.
General Education: AA/AS Area I; CSU Area C2
Course Transferable to UC/CSU
Hours: 54 hours LEC
This is a creative writing workshop in autobiography and creative non-fiction. The class focuses on constructive, in-class analysis of personal essays written by students. Through lecture, discussion, collaborative writing, assigned reading, out-of-class interviews, and in-class writing exercises, students will examine critically the elements of personal, ecological, multi-cultural, multi-generational, multi-disciplinary, and mythological writing. Students will interview family members and other people of personal significance, keep a journal, and prepare a portfolio of completed work. This course may be taken twice for credit.

ENGCW 450 College Literary Magazine 3 Units
Prerequisite: Eligibility for ENGWR 300.
General Education: AA/AS Area I
Course Transferable to CSU
Hours: 54 hours LEC
This course provides instruction in techniques and experience in writing, editing, and structuring the college literary magazine. Students will write, select, and edit manuscripts and graphics, discuss and design layout, process copy for printing and participate in magazine production. Students will gain experience in marketing, distribution and other matters related to production management. The class may be taken four times for credit.

ENGCW 495 Independent Studies in English-Creative Writing 1-3 Units
Prerequisite: None
Course Transferable to UC/CSU
Hours: 54 hours LEC
See Independent Studies.

ENGCW 499 Experimental Offering in English - Creative Writing .5-4 Units
Prerequisite: None
Course Transferable to UC/CSU
Hours: 54 hours LEC
See Experimental Offerings.

ENGED 305 Structure of English 3 Units
Prerequisite: ENGWR 300 with a grade of “C” or better.
Course Transferable to CSU
Hours: 54 hours LEC
This course is a study of the structure of English grammar systems, especially as they relate to writing. It includes the study and practice of traditional and transformational grammar, standard usage, with emphasis on the relationship of grammar to writing (2000 word writing requirement); it also includes the study of the history of the English language and varied methods of language acquisition among the culturally diverse population in California schools. It is designed for those who plan to teach or who are especially interested in grammar as it relates to writing. ENGED 305 meets the CSU requirement for Liberal Studies and English majors.
ENGED 320  Service Learning: Tutoring  3 Units

Elementary Students in Reading
Prerequisite: ENGRD 110 with a grade of “C” or better or placement through the assessment process.
Course Transferable to CSU
Hours: 36 hours LEC; 54 hours LAB
This course offers students an opportunity to learn and practice basic methods of tutoring elementary children to read. Students will meet on campus for the first part of the semester to be trained, and then will be assigned to a elementary school where they will have in-depth practice tutoring elementary children who are reading below grade level. This course is one of the two required field experience courses for the CSUS Blended Teacher Preparation. Prior to beginning work in the schools, students may be required to be fingerprinted and show proof of a negative TB test.

ENGED 495  Independent Studies in  1-3 Units

English-Education
Prerequisite: None
Course Transferable to CSU
Hours: 54 hours LAB
See Independent Studies.

ENGED 499  Experimental Offering in  .5-4 Units

English - Education
Prerequisite: None
Course Transferable to CSU
Hours: 54 hours LEC
See Experimental Offerings.

ENGLB 299  Experimental Offering in  .5-4 Units

English-Laboratory
Prerequisite: None
Hours: 90 hours LEC
See Experimental Offerings.

ENGLT 303  Introduction to the Short Story  3 Units

Prerequisite: Eligibility for ENGWR 300.
General Education: AA/AS Area I; CSU Area C2; IGETC Area 3B
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course is designed to introduce students to the art of the short story. It will provide a history of the short story and distinguishing characteristics of the genre. The emphasis will be on the connection between literature and the human experience. The purpose will be to help students develop an appreciation, understanding and knowledge of literature.

ENGLT 304  Introduction to Poetry  3 Units

Prerequisite: Eligibility for ENGWR 300.
General Education: AA/AS Area I; CSU Area C2; IGETC Area 3B
Course Transferable to UC/CSU
Hours: 54 hours LEC
Designed to introduce students to the art of poetry, ENGLT 304 includes analysis and appreciation of poems by a wide variety of traditional and contemporary poets. This course focuses on how to respond as a reader and how to help give poetry meaning in the light of one’s accumulated feelings, interests, and ideas.

ENGLT 310  English Literature  3 Units

Prerequisite: Eligibility for ENGWR 300.
General Education: AA/AS Area I; CSU Area C2; IGETC Area 3B
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course surveys significant works in the English language from Beowulf through the works of Alexander Pope. This course requires critical reading of poetry, novels, essays, and plays, as well as written analysis and significant research about these texts. Other works and writers include Sir Gawain and the Green Knight, Geoffrey Chaucer, Edmund Spenser, William Shakespeare, Christopher Marlowe, John Milton, John Donne, Renaissance lyric poets, Aphra Behn, and Jonathan Swift.

ENGLT 311  English Literature  3 Units

Prerequisite: Eligibility for ENGWR 300.
General Education: AA/AS Area I; CSU Area C2; IGETC Area 3B
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course surveys significant works in the English language from Romanticism in the 18th Century to post colonialism in the 20th century. Students will read poetry, novels, plays and nonfiction prose by a variety of authors, including Wordsworth, Coleridge, the Brownings, Dickens, Yeats, Joyce, Woolf, Ezekiel and Walcott. Field trips may be required.

ENGLB 55  Individualized Reading Skills .5-2 Units

Prerequisite: None
Hours: 108 hours LAB
This course provides individualized, self-paced, and/or small group instruction of reading skills ranging from word attack skills through critical reading. There is a strong emphasis on content-based reading. Students meet with an instructor for diagnosis of reading needs and an agreed upon prescription is then determined. Students are awarded units based on the successful completion of work assigned and post testing. One-half unit requires 27 hours of lab time. Students may earn .5 to 2 units per semester and repeat this class until reaching a maximum of six units. This lab class may be required by instructors of ENGRD 10, 11, 110, and 310 for students needing additional skills work and may be added until the end of the twelfth week. It will be graded on a Credit/No Credit basis.
ENGLT 317  The English Bible as Literature  3 Units  
Prerequisite: ENGWR 100 or ESLW 320 and ESLR 320 with grades of “C” or better  
Course Transferable to CSU  
Hours: 54 hours LEC  
This course introduces students to some of the literary forms found in the Bible: the poems, proverbs, short stories, wisdom literature, drama, epics, and epistles that are the bases of some of the most enduring symbols and allusions in the literature of the Western world. At the same time, it introduces them to the major Bible characters on whose lives these poems, short stories, wisdom literature, drama, epistles, and epics are centered. Additionally, the course traces the influence of the Bible on the works of selected authors. It is not a study of Jewish or Christian doctrine, nor is it a Bible study course.

ENGLT 320  American Literature  3 Units  
Prerequisite: Eligibility for ENGWR 300.  
General Education: AA/AS Area I; CSU Area C2; IGETC Area 3B  
Course Transferable to UC/CSU  
Hours: 54 hours LEC  
This course surveys representative works in American literature from approximately 1493-1865. Readings and discussion will highlight the multicultural nature of American literature and society. Students will read a variety of stories, novels, autobiographical narratives and poetry by such authors as Edgar Allen Poe, Nathaniel Hawthorne, Frederick Douglass, Anne Bradstreet, Washington Irving, Harriet Jacobs, Herman Melville and Phillis Wheatley.

ENGLT 321  American Literature  3 Units  
Prerequisite: Eligibility for ENGWR 300.  
General Education: AA/AS Area I; CSU Area C2; IGETC Area 3B  
Course Transferable to UC/CSU  
Hours: 54 hours LEC  
This course surveys representative works in American literature from approximately 1865 to the present. Readings and discussion will highlight the multicultural nature of American literature and society. Students will read a variety of stories, novels, plays and poetry by such authors as Mark Twain, Henry James, Kate Chopin, Ernest Hemingway, F. Scott Fitzgerald, Langston Hughes, Zora Neale Hurston, Black Elk, Richard Wright, Toni Morrison, Sandra Cisneros, and Maxine Hong Kingston.

ENGLT 325  Modern American Literature  3 Units  
Prerequisite: ENGWR 100 with a grade of “C” or better; or placement through the assessment process.  
Advisory: LIBR 318  
General Education: AA/AS Area I; CSU Area C2; IGETC Area 3B  
Course Transferable to UC/CSU  
Hours: 54 hours LEC  
Students read and discuss selected American novels, poems, and plays dealing explicitly with social problems and attitudes. Emphasis will be on novels of literary or historical importance. Topics may include, but will not necessarily be limited to, such problems or themes as industrialization, urbanization, poverty, race relations, sexual equality, and war. Students will gain greater insight into and understanding of the American mosaic through this course in which they will read at least four full-length novels.

ENGLT 327  Literature of California  3 Units  
Prerequisite: ENGWR 300 with a grade of “C” or better  
General Education: AA/AS Area I; AA/AS Area VI; CSU Area C2; IGETC Area 3B  
Course Transferable to UC/CSU  
Hours: 54 hours LEC  
This course examines the literature of California in the context of its ethnic, social, political, and geographical history. The course will examine a wide range of literature (fiction, non-fiction, poetry, memoirs, and essays) including but not limited to Native American legends, early California exploration accounts, prose and poetry from the California heartland, childhood memoirs, and more, with emphasis on what makes the California experience unique.

ENGLT 331  African-American Literature  3 Units  
(1730-1930)  
Prerequisite: ENGWR 100 with a grade of “C” or better; or placement through the assessment process.  
Advisory: LIBR 318  
General Education: AA/AS Area I; CSU Area C2; IGETC Area 3B  
Course Transferable to UC/CSU  
Hours: 54 hours LEC  
ENGLT 331 is a study of major African-American authors and their literature from 1730 to 1930. This course includes critical reading of slave narratives, autobiographies, essays, novels, plays, short stories, poetry, and folklore. The course examines the cultural, political, and historical contexts for the readings and the connections between the literature and the experiences that inspired it. Some of the writers studied include Lucy Terry, Jupiter Hammon, Frederick Douglass, Phillis Wheatley, William Wells Brown, Frances Harper, Booker T. Washington, W. E. B Dubois, Charles Chestnutt, Alain Locke, Zora Neale Hurston and many others. Field trips may be required.

ENGLT 332  African-American Literature (1930-Present)  
Prerequisite: ENGWR 100 with a grade of “C” or better; or placement through the assessment process.  
Advisory: LIBR 318  
General Education: AA/AS Area I; CSU Area C2; IGETC Area 3B  
Course Transferable to UC/CSU  
Hours: 54 hours LEC  
ENGLT 332 is a study of major African-American authors and their literature from 1930 to the present. This course includes critical reading of essays, novels, plays, short stories, poetry, and folklore. The course also examines the cultural, historical, and political contexts for the literature. Some of the writers studied include Richard Wright, Ann Petry, Gwendolyn Brooks, Amiri Baraka, Owen Dodson, August Wilson, Rita Dove, J. California Cooper, Bebe Moore Campbell, Mari Evans, Ralph Ellison, Maya Angelou, Toni Morrison, Alice Walker and many others. Field trips may be required.
ENGLT 334  Asian-American Literature  3 Units
Prerequisite: ENGWR 100 with a grade of “C” or better; or placement through the assessment process.
General Education: AA/AS Area I; AA/AS Area VI; CSU Area C2; CSU Area D3; IGETC Area 3B
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course surveys autobiographies, fiction, drama, and poetry written by Asian Americans. The course focuses primarily on works written by Filipino-, Chinese-, Japanese-, and Korean-Americans but also includes the work of other Pan-Asian American writers. Students explore the ways the experience of being Asian American in America has shaped the literature and examine the differences and similarities of these experiences across cultures, generations, and genders. Field trips may be required.

ENGLT 335  Latino, Mexican-American, and Chicano Literature  3 Units
Prerequisite: ENGWR 100 with a grade of “C” or better; or placement through the assessment process.
Advisory: LIBR 318
General Education: AA/AS Area I; AA/AS Area VI; CSU Area C2; IGETC Area 3B
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course surveys U.S. literature (prose, poetry, drama, creative non-fiction) authored by Latino, Mexican-American, and Chicano writers. Emphasizing the historical and cultural roots of this body of literature, the course examines the contested meanings of such concepts as: Latino, Mexican-American, and Chicano identity; the relationship between social/political activism and literary expression; immigration and the border; and gender relations and sexuality within the many Latino communities. Special attention will be paid to literary forms such as the corrido, the testimonio, and the Chicano theater movement. Knowledge of some Spanish is helpful, but not required. Field trips may be required.

ENGLT 345  Mythologies of the World  3 Units
Prerequisite: Eligibility for ENGWR 300.
General Education: AA/AS Area I; CSU Area C2; IGETC Area 3B
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course offers a thematic approach to myth and legend from a variety of cultures, stressing the following types of stories: beginnings of the world, creation of living creatures, explanation of natural phenomena, relationships between gods and mortals, and deeds of superhumans, destruction, death and afterlife.

ENGLT 346  Latin American Literature  3 Units
Prerequisite: ENGWR 100 with a grade of “C” or better; or placement through the assessment process.
Advisory: LIBR 318
General Education: AA/AS Area I; AA/AS Area VI; CSU Area C2; IGETC Area 3B
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course introduces students to the literature of Latin America. The course is taught in English, and the texts will be read in translation. Beginning with pre-Columbian literature, the course examines the relationship of history and culture to literary production. Literary movements such as the Boom, the New Latin American Cinema, and magical realism will be studied. Major authors may include Nobel Prize winners Pablo Neruda, Gabriel García Márquez, Rigoberta Menchú, and Octavio Paz. The course examines both literary texts and films. Knowledge of some Spanish is helpful, but not required. Field trips may be required.

ENGLT 360  Women in Literature  3 Units
Prerequisite: ENGWR 100 with a grade of “C” or better; or placement through the assessment process.
Advisory: LIBR 318
General Education: AA/AS Area I; AA/AS Area VI; CSU Area C2; IGETC Area 3B
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course surveys literature by and/or about women. It emphasizes American and British writers and the multicultural nature of the women’s canon. Readings may include literature from any nation, culture, or historical period and focus on a comparative analysis of gender issues.

ENGLT 370  Children and Literature  3 Units
Prerequisite: ENGWR 100 with a grade of “C” or better; or placement through the assessment process.
Advisory: LIBR 318
General Education: AA/AS Area I; CSU Area C2
Course Transferable to CSU
Hours: 54 hours LEC
This course is a survey of the best literature, past and present, created for children, and of the criteria for selecting, evaluating, and discussing children’s literature. It includes discussion of the history of children’s literature and of current issues such as censorship, literacy, and multicultural diversity. This course is intended for prospective teachers, early childhood education (ECE) majors, librarians, and anyone who is or will be in frequent contact with children. It includes reading to children in a formal group situation.

ENGLT 380  Introduction to Shakespeare  3 Units
Prerequisite: Eligibility for ENGWR 300.
General Education: AA/AS Area I; CSU Area C2; IGETC Area 3B
Course Transferable to UC/CSU
Hours: 54 hours LEC
“All the world’s a stage, and all the men and women merely players.” This course will guide the student through interpretation of several of Shakespeare’s most popular plays and sonnets by taking a close look at his language, themes, and values to illustrate Shakespeare’s relevance in today’s world. By bringing their own perspectives to the texts, students will appreciate the vitality and universality of Shakespeare’s works.
ENGLT 392  Science Fiction and Fantasy  3 Units
Prerequisite: ENGWR 100 with a grade of “C” or better; or placement through the assessment process.
General Education: AA/AS Area I; CSU Area C2; IGETC Area 3B
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course introduces students to significant works in science fiction and fantasy literature. Students will explore connections between the literature and concerns about social, ethical, and scientific developments or trends. Authors may include Octavia Butler, William Gibson, Aldous Huxley, Ursula LeGuin, Neal Stephenson, J.R.R. Tolkien, and Kurt Vonnegut.

ENGLT 400  Introduction to Film  3 Units
Same As: TA 310
Prerequisite: ENGWR 50 and ENGRD 11 or ESLR 310 and ESLW 310 with grades of “C” or better or placement through the assessment process.
General Education: AA/AS Area I; CSU Area C1; IGETC Area 3A
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course explores the artistic, business, and social elements of modern film. It examines the elements that go into making films: acting, directing, cinematography, writing, and editing. It investigates the techniques used to manipulate the audience into fear, laughter, and sadness and compares the commercial box office hit and “movie star” to enduring artistic films and actors. This class will view and analyze films to evaluate filmmaking techniques and the impact of films and the movie business on society. This course is cross-listed with TA 310. It may be taken only once for credit as TA 310 or as ENGLT 400, but not both.

ENGLT 401  Women in Film and Literature  3 Units
Prerequisite: Eligibility for ENGWR 300.
General Education: AA/AS Area I; AA/AS Area VI; CSU Area C2; IGETC Area 3B
Course Transferable to UC/CSU
Hours: 54 hours LEC
From its earliest days, Hollywood has played an important role in shaping and reflecting cultural assumptions, myths, and fears. This course examines the underlying messages about race and gender in Hollywood’s portrayal of women. The course also compares and contrasts representation of different groups of women, including minority and marginalized, in independent and experimental films. In addition to viewing a variety of film genres, the reading assignments include works of fiction and essays from sociology, psychology, linguistics, and critical theory.

ENGLT 403  Film Adaptations  3 Units
Prerequisite: ENGWR 100 with a “C” or better, concurrent enrollment in ENGWR 100, appropriate placement through the English assessment process, or eligibility for ESLR 340 and ESLW 340.
General Education: AA/AS Area I; CSU Area C1; CSU Area C2; IGETC Area 3A; IGETC Area 3B
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course examines the process, pitfalls, and successes of adapting literary, stage, and previous film material into films. The course will discuss faithful and unfaithful adaptations, reading the original texts and viewing the film with an awareness of their historical and cultural contexts. The course analyzes intention, creative distinctions, and the limits and strengths of each medium.

ENGLT 480  World Literature: Antiquity to the Early Modern World - Honors
Prerequisite: ENGWR 100 with a grade of “C” or better; or placement through the assessment process.
General Education: AA/AS Area I; AA/AS Area VI; CSU Area C2; IGETC Area 3B
Enrollment Limitation: Eligibility for the Honors Program.
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course is a comparative study of works that have made important contributions to world literature. Students learn to recognize and explain developmental stages and important themes in representative works written from antiquity to the early modern period and to analyze multicultural issues the works address. Students analyze literary expressions of values, ideas, and multicultural issues typical of major world cultures. An important purpose of the course is to examine significant aspects of culture, social experiences, and contributions of non-Western cultures. The class is conducted as a seminar in which students give at least one oral presentation and write a minimum of 6,000 words, including at least two textual analyses and one research paper.

ENGLT 481  World Literature: Seventeenth Century to Present - Honors
Prerequisite: ENGWR 100 with a grade of “C” or better; or placement through the assessment process.
General Education: AA/AS Area I; AA/AS Area VI; CSU Area C2; IGETC Area 3B
Enrollment Limitation: Eligibility for the Honors Program.
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course is a comparative study of works that have made important contributions to world literature. Students learn to recognize and explain developmental stages and important themes in representative works written from the seventeenth-century to the present and to analyze multicultural issues the works address. Students analyze literary expressions of values, ideas, and multicultural issues typical of major world cultures. An important purpose of the course is to examine significant aspects of culture, social experiences, and contributions of non-Western cultures. The class is conducted as a seminar in which students give at least one oral presentation and write a minimum of 6,000 words, including at least two textual analyses and one research paper.
ENGRD 110  Comprehension Strategies  3 Units
and Vocabulary Development
For College
Prerequisite: ENGRD 11 with a grade of “C” or better; or placement through the assessment process.
Advisory: ENGWR 50 with a grade of “C” or better.
Hours: 54 hours LEC
This course is designed to develop efficient reading skills required of community college students. Areas of concentration include vocabulary development, literal and inferential comprehension skills, and study reading as applied to fiction, non-fiction, and textbooks. Individual work in the Reading Lab may be required by the instructor. This course may be taken twice for credit.

ENGRD 299  Experimental Offering in  .5-4 Units
English-Reading
Prerequisite: None
Hours: 90 hours LEC
See Experimental Offerings.

ENGRD 310  Prose Analysis and 3 Units
Interpretation
Prerequisite: ENGRD 110 with a grade of “C” or better; or placement through the assessment process.
Advisory: Completion of ENGWR 50 and LIBR 318 with grades of “C” or better.
Course Transferable to CSU
Hours: 54 hours LEC
This course covers theory and practice of advanced critical reading skills and strategies needed for college level texts with emphasis on the following: critical and analytical evaluation of printed material, vocabulary development, proficient comprehension skills, development of flexible reading rate and speed, and application in textbook, fiction, and nonfiction reading. One or more additional hours per week may be required in the Reading Lab.

ENGRD 495  Independent Studies in 1-3 Units
English-Reading
Prerequisite: None
Course Transferable to CSU
Hours: 54 hours LAB
See Independent Studies.

ENGRD 499  Experimental Offering in .5-4 Units
English-Reading
Prerequisite: None
Course Transferable to CSU
Hours: 54 hours LEC
See Experimental Offerings.

English - Reading (ENGRD)

ENGRD 10  Basic Reading Skill 3 Units
Development
Prerequisite: None
Hours: 54 hours LEC
This course provides competency-based instruction for improving basic word attack, literal comprehension, vocabulary development, dictionary skills, and word parts. The course is graded A-F and may be taken twice for credit. Completion of modules in ENGLB 55 may be required by the instructor.

ENGRD 11  Reading Skill Development 3 Units
Prerequisite: ENGRD 10 with a grade of “C” or better; or placement through the assessment process.
Corequisite: ENGWR 40 advised.
Hours: 54 hours LEC
This course provides competency-based instruction for improving skills basic to all reading. It involves intensive work with literal comprehension, beginning inferential comprehension, vocabulary development, and study skills, including practice with various kinds of reading materials and strategies. This course is graded A-F and may be taken twice for credit. Completion of modules in ENGLB 55 may be required by the instructor.

ENGLT 494  Topics in English - Literature 3 Units
Prerequisite: None
Course Transferable to CSU
Hours: 54 hours LEC
This course is scheduled as needed under a title describing specific content. Students study the works of a significant writer or group of writers, or of work on one theme, region, vocation, or human experience. Possible titles: Death in Literature, The Literature of the Occult, Film and Literature, The Hero in Fiction, The Love Story, The Literature of War. Not recommended as substitute for genre or survey courses. May be taken twice for credit.

ENGLT 495  Independent Studies in 1-3 Units
English-Literature
Prerequisite: None
Course Transferable to CSU
Hours: 54 hours LAB
See Independent Studies.

ENGLT 499  Experimental Offering in .5-4 Units
English-Literature
Prerequisite: None
Course Transferable to UC/CSU
Hours: 54 hours LEC
See Experimental Offerings.

ENGRD 110  Comprehension Strategies  3 Units
and Vocabulary Development
For College
Prerequisite: ENGRD 11 with a grade of “C” or better; or placement through the assessment process.
Advisory: ENGWR 50 with a grade of “C” or better.
Hours: 54 hours LEC
This course is designed to develop efficient reading skills required of community college students. Areas of concentration include vocabulary development, literal and inferential comprehension skills, and study reading as applied to fiction, non-fiction, and textbooks. Individual work in the Reading Lab may be required by the instructor. This course may be taken twice for credit.

ENGRD 299  Experimental Offering in  .5-4 Units
English-Reading
Prerequisite: None
Hours: 90 hours LEC
See Experimental Offerings.

ENGRD 310  Prose Analysis and 3 Units
Interpretation
Prerequisite: ENGRD 110 with a grade of “C” or better; or placement through the assessment process.
Advisory: Completion of ENGWR 50 and LIBR 318 with grades of “C” or better.
Course Transferable to CSU
Hours: 54 hours LEC
This course covers theory and practice of advanced critical reading skills and strategies needed for college level texts with emphasis on the following: critical and analytical evaluation of printed material, vocabulary development, proficient comprehension skills, development of flexible reading rate and speed, and application in textbook, fiction, and nonfiction reading. One or more additional hours per week may be required in the Reading Lab.

ENGRD 495  Independent Studies in 1-3 Units
English-Reading
Prerequisite: None
Course Transferable to CSU
Hours: 54 hours LAB
See Independent Studies.

ENGRD 499  Experimental Offering in .5-4 Units
English-Reading
Prerequisite: None
Course Transferable to CSU
Hours: 54 hours LEC
See Experimental Offerings.
**ENGWR 40 Writing Skills**  
3 Units  
Prerequisite: None  
Corequisite: ENGWR 49 or a grade of “CR” in ENGWR 49 in a previous semester.  
Advisory: Concurrent enrollment in ENGRD 11.  
Hours: 54 hours LEC  
This basic writing course offers individualized and group instruction for students who need concentrated work on developing their writing skills. Each student writes a minimum of 1,500 words divided into at least six writing assignments (including a minimum of two in-class writings). Reading is used to stimulate writing. Principles of basic grammar, spelling, capitalization, and punctuation are included, as well as effective sentence structure and basic formal paragraph development. Students must have passed ENGWR 49 with “CR” or be enrolled concurrently in ENGWR 49. ENGWR 40 may be taken twice for credit.

**ENGWR 49 Developmental English Skills**  
2 Units  
Prerequisite: None.  
Hours: 36 hours LEC  
This course offers practice in basic grammar, punctuation, usage, spelling, and sentence writing skills. Students take this course concurrently with ENGWR 40. This course is also open to other students seeking help to improve their grammar skills. Students complete a required number of assignments designed to help them master specific writing skills. This course is taken for a credit/no credit grade.

**ENGWR 50 Developmental Writing**  
3 Units  
Prerequisite: ENGWR 40 with a grade of “C” or better; or placement through the assessment process.  
Corequisite: ENGWR 59 or a grade of “CR” in ENGWR 59 in a previous semester.  
Advisory: Concurrent enrollment in ENGRD 110 and/or ENGLB 55  
Hours: 54 hours LEC  
This developmental writing course offers individualized and group instruction for students who need to improve their ability to write increasingly complex and varied formal paragraphs and to advance to the writing of short essays. Each student writes a minimum 2,500 words divided into at least twelve writing assignments (formal and informal, to include paragraphs, short essays, and in-class, timed writings). Principles of basic grammar, effective sentence structure, formal paragraph, and short essay development are included. Reading is used to stimulate writing. Students must have passed ENGWR 59 with a “CR” or be enrolled concurrently in ENGWR 59. ENGWR 50 may be taken twice for credit.

**ENGWR 59 Intermediate English Skills**  
2 Units  
Prerequisite: ENGWR 40 with a grade of “C” or better; or placement through the assessment process.  
Hours: 36 hours LEC  
This course offers an introduction to intermediate grammar, punctuation and sentence-writing skills. Students take this course concurrently with ENGWR 50. This course is also open to students enrolled in ENGWR 100 or ENGWR 300 and to other students seeking to improve their writing and/or grammar skills. This course is taken for a credit/no credit grade.

**ENGWR 100 College Writing**  
3 Units  
Prerequisite: ENGWR 50 with a grade of “C” or better; or placement through the assessment process.  
Advisory: Concurrent enrollment in ENGRD 310, ENGRD 110, and/or ENGLB 55; concurrent enrollment in ENGWR 59.  
General Education: AA/AS Area II(a)  
Hours: 54 hours LEC  
This writing course uses individual and group instruction to help students improve critical thinking and writing skills. Each student writes a minimum of 6,000 words including at least TWO in-class midterms and a departmental final exam. Writing assignments are often based on analysis of readings. The course prepares students for college composition and also satisfies graduation requirements. Instructors may require some students to complete additional individual work in the ENGWR 59. writing lab. ENGWR 100 may be taken twice for credit.

**ENGWR 299 Experimental Offering in English-Writing**  
.5-4 Units  
Prerequisite: None  
Hours: 90 hours LEC  
See Experimental Offerings.

**ENGWR 300 College Composition**  
3 Units  
Prerequisite: ENGWR 100 with a grade of “C” or better; or placement through the assessment process.  
Advisory: Concurrent enrollment in ENGWR 59; completion of ENGRD 310.  
General Education: AA/AS Area II(a); CSU Area A2; IGETC Area 1A  
Course Transferable to UC/CSU  
Hours: 54 hours LEC  
This writing course emphasizes reading, writing, and critical thinking skills that are essential for successful completion of a four-year college program. Students write a minimum of 8,500 words divided among 6-8 essays, including at least one research paper and one in-class essay. Instructors may recommend that some students complete individual work in ENGWR 59.
ENGWR 301 College Composition and Literature 3 Units
Prerequisite: ENGWR 300 with a grade of “C” or better
General Education: AA/AS Area II(a); AA/AS Area I; CSU Area A3; IGETC Area 1B
Course Transferable to UC/CSU
Hours: 54 hours LEC
ENGWR 301 is an introduction to critical thinking and writing about four major genres of literature: poetry, drama, short story, and novel. In the course, students: 1) further their study and practice in analytical reading and writing; 2) cover principles of logic such as inductive and deductive reasoning, recognizing logical fallacies, and suspending judgment; 3) learn to apply the conventions of literary criticism and to analyze, interpret, and explicate literary works. Students are required to write a minimum of 6,000 words presenting reasoned arguments of literary texts.

ENGWR 302 Advanced Composition and Critical Thinking 3 Units
Prerequisite: ENGWR 300 with a grade of “C” or better
General Education: AA/AS Area II(a); CSU Area A3; IGETC Area 1B
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course further develops analytical skills through writing and discussion. It examines methods by which people are persuaded to think, believe, and/or act. It also includes analyses of arguments or expressions of opinions for their validity and soundness. Finally, it focuses on critically assessing, developing and effectively expressing opinions on issues. It emphasizes thinking clearly and organizing thought carefully by using principles of logic. This course includes writing a minimum of 6,500 words.

ENGWR 330 Writing for Publication 3 Units
Same As: JOUR 340
Prerequisite: None
Advisory: Eligibility for ENGWR 300.
Course Transferable to CSU
Hours: 54 hours LEC
This is an introductory course in writing non-fiction for publication. Emphasis will be on developing a saleable magazine article; finding ideas; analyzing magazines; writing a query letter; researching and interviewing; organizing, writing, and illustrating an article. Credit may be awarded for ENGWR 330 or JOUR 340, but not for both.

ENGWR 330.1 Writing for Publication: 1.5 Units
Writing and Editing Concentration
Same As: JOUR 340.1
Prerequisite: None
Advisory: Eligibility for ENGWR 300.
Course Transferable to CSU
Hours: 27 hours LEC
This is an introductory course in writing and editing non-fiction articles for publication. The course will emphasize audience analysis, researching facts, conducting interviews, organizing articles, determining focus, preparing drafts, editing and rewriting. Students will have the opportunity to write a variety of types of articles and will be encouraged to prepare these for sale. Particular concentration will be on improving writing style, learning new styles and forms, looking for weaknesses in writing, developing an eye for areas that could be stronger, and learning how to rewrite. Students will learn copyediting and proofreading, and will get ample practice to make them more confident about editing their work. Credit may be awarded for ENGWR 330.1 or JOUR 340.1, but not for both.

ENGWR 330.2 Writing for Publication: 1.5 Units
Marketing Concentration
Same As: JOUR 340.2
Prerequisite: None
Advisory: Eligibility for ENGWR 300.
Course Transferable to CSU
Hours: 27 hours LEC
This is an introductory course in developing salable magazine articles. The course will emphasize analyzing markets, writing query letters, focusing ideas, approaching editors, preparing articles for publication, working with editors on editing or changing articles, using information in a number of articles, and becoming familiar with a wide range of publications. Credit may be awarded for ENGWR 330.2 or JOUR 340.2, but not for both.

ENGWR 384 Mass Media and Society 3 Units
Same As: COMM 351 and JOUR 310
Prerequisite: None.
Advisory: ENGWR 100 or ESLW 320 with a “C” or better.
General Education: AA/AS Area V(b); CSU Area D4; IGETC Area 4G
Course Transferable to UC/CSU
Hours: 54 hours LEC
This is an interdisciplinary course exploring aspects of communication and the impact of mass media on the individual and society. The survey includes basic communication models, books, magazines, newspapers, recordings, movies, radio, television, advertising, public relations, the Internet, theories of communication, relationships between mass media and business and government, and processes and effects from a social science perspective. (Credit may be awarded for COMM 351, ENGWR 384 or JOUR 310.)
ENGWR 480 Honors College Composition  
3 Units
Prerequisite: ENGWR 100 with a grade of “C” or better, or placement through the assessment process. Students must also be eligible for admission to the Honors Program.
General Education: AA/AS Area II(a); CSU Area A2; IGETC Area 1A
Enrollment Limitation: Eligibility for the Honors Program.
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course offers the honors student a challenging course that will develop skills in composition and critical thinking. Students will analyze essays exhibiting a variety of structures and styles, and write a minimum of 8,500 words divided among at least five essays. Students will write carefully reasoned, stylistically sophisticated, properly documented essays of varying lengths. Students also lead discussions, workshops rough drafts, and may collaborate on presentations or projects.

ENGWR 482 Honors Advanced Composition and Critical Thinking  
3 Units
Prerequisite: ENGWR 300 or 480 with a grade of “C” or better
General Education: AA/AS Area II(b); AA/AS Area II(a)
Enrollment Limitation: Eligibility for the Honors Program
Course Transferable to CSU
Hours: 54 hours LEC
This is a course in critical reasoning, reading, and writing requiring a high level of competence in English composition. Complex texts (essay and book-length works) reflecting a variety of cultural, historical, and philosophical perspectives will be read, discussed, and analyzed. The course includes inductive and deductive reasoning, fallacious reasoning, and use of persuasive language. The minimum word requirement of 6,500 words will be divided among at least four formal essays, ranging from 1,000-3,000 words each, two of which will include primary and secondary research and MLA format. Several group and individual class presentations will be required.

ENGWR 495 Independent Studies in English-Writing  
1-3 Units
Prerequisite: None
Course Transferable to UC/CSU
Hours: 54 hours LAB
See Independent Studies.

ENGWR 499 Experimental Offering in English - Writing  
.5-4 Units
Prerequisite: None
Course Transferable to UC/CSU
Hours: 54 hours LEC
See Experimental Offerings.
English as a Second Language  ESL, ELSG, ESLL, ESP, ESLR, ESLW

Division of Language and Literature
Albert Garcia, Dean
Rodda South 226
916-558-2325

English as a Second Language (ESL)

ESL 40 ESL Through Computer  4 Units
   Technology
Prerequisite: ESL 30, ESLR 30, and ESLW 30 with grades of “C” or better or placement through the Sacramento City College assessment process.
Advisory: Concurrent enrollment in ESL 40 and/or ESLR 40 and/or ESLW 40 or other ESL courses at the appropriate level.
Hours: 72 hours LEC
The course is designed to introduce ESL students to essential vocabulary and language skills connected with computer usage. It includes use of student e-mail, the Sacramento City College web site, basic word processing, and the Internet. This course is offered as credit/no credit only.

ESL 92 ESL Center: Intermediate  0.5-1 Units
   Independent Lab
Prerequisite: ESL 30, ESLR 30, or ESLW 30 with a grade of “C” or better, or placement in level 40 or above through the Sacramento City College assessment process.
Advisory: Concurrent enrollment in at least one ESL course
Hours: 54 hours LAB
This course provides individualized, self-paced, and/or small group instruction to non-native English speakers at the intermediate levels. This course can help students improve their writing skills at the sentence, paragraph, and essay level to succeed in ESL composition and other courses that require writing. This course can also help students who wish to do independent work in other skill areas. A variety of self-study materials are available on such topics as grammar, composition, reading, vocabulary, listening, pronunciation, study skills, and workplace skills to develop and reinforce the use of the English language. Students may register until the end of the tenth week of the semester if space allows. This course is credit/no credit and is not a substitute for other ESL courses. Students must complete 27 hours of work to earn 0.5 units of credit. Students may earn up to one unit per semester. This course may be taken a maximum of four times for credit, for a maximum of 4 units.

ESL 114 Career Communication Skills:  4 Units
   Intermediate
Prerequisite: Eligibility is determined by the Sacramento City College assessment process or completion of ESL 50 and either ESLG 50 or ESLW 50 with grades of “C” or better.
Advisory: Students are advised to take ESL 92 concurrently with ESL 114.
Hours: 72 hours LEC
This course gives students the opportunity to develop oral communication skills needed for success in job-preparatory coursework, job searches, and career development. Students discuss cultural practices and learn functional language patterns applicable to various occupational and classroom situations. In addition, intensive work in pronunciation helps students communicate more effectively with instructors, classmates, supervisors, and co-workers.
ESL 299  Experimental Offering in English as a Second Language .5-4 Units

Prerequisite: None
Hours: 90 hours LEC
This is an experimental offering designed to provide students with courses not normally offered by the ESL department. Course topics will be structured around new and emerging issues related to the field of ESL.

ESL 324  Career Communication 4 Units Skills: Advanced

Prerequisite: Eligibility is determined by the Sacramento City College assessment process, completion of ESL 114 with a grade of “C” or better, or completion of ESLG 310, ESLW 310, and ESLR 310 with grades of “C” or better.
Advisory: ESL 93
Course Transferable to CSU
Hours: 72 hours LEC
This course offers students advanced work in improving oral communication skills needed for success in college coursework and career development. Students examine cultural contrasts and misconceptions while participating in activities designed to promote peer and self-evaluation in communicative situations. In addition, intensive work in pronunciation and practice with functional language patterns help students gain a mastery of spoken English that will lead to more effective communication with instructors, classmates, supervisors, and colleagues.

ESL 495  Independent Studies in English as a Second Language 1-3 Units

Prerequisite: None.
Course Transferable to CSU
Hours: 54 hours LEC
An independent studies project involves an individual student or small group of students in study, research, or activities beyond the scope of regularly offered courses.

ESL 499  Experimental Offering in English as a Second Language .5-4 Units

Prerequisite: None
Course Transferable to CSU
Hours: 54 hours LEC; 36 hours LAB
See Experimental Offering.
This is an experimental course offering designed to provide students with courses not normally offered by the ESL department. Course topics will be structured around new and emerging issues related to the field of ESL.
English as a Second Language

1. Prerequisites are assessment at SCC or successful completion of the previous course only.
2. Prerequisites vary for Level 30, Labs, and Electives. Please check prerequisites and corequisites carefully.
3. ESLW 340 and ESLR 340 meet the Writing and Reading Competency requirements for the A.A. degree.
4. Courses numbered 300 and above are transferable. Check with a counselor about transfer requirements.
5. Elective courses are indicated by dotted lines and are open to students at the level indicated and all higher levels.
ESLG 50  Intermediate-Mid Grammar  4 Units  
Prerequisite: Eligibility is determined by the Sacramento City College assessment process or completion of ESLW 40 with a grade of “C” or better.  
Advisory: ESL 92, ESLW 50, and ESLR 50, or other ESL courses at the appropriate level.  
Hours: 72 hours LEC  
This course concentrates on the fundamental grammatical structures of English at the Intermediate-Mid Level. Students will develop skill and accuracy in using these grammatical structures in appropriate contexts. Oral and written practice activities emphasize verb tenses and sentence structure.

ESLG 310  Intermediate-High Grammar  4 Units  
Prerequisite: Eligibility is determined by the completion of ESLG 50 with a grade of “C” or better, or by the Sacramento City College assessment process.  
Advisory: ESL 92, ESLW 310, and ESLR 310, or other ESL courses at the appropriate level.  
Course Transferable to CSU  
Hours: 72 hours LEC  
This course focuses on further practice of the forms, meanings, and usage of grammatical structures of English at the Intermediate-High level with an emphasis on verb usage. Students will continue to develop their skills and accuracy in using these grammatical structures in appropriate contexts. Both oral and written activities will focus on verb tenses, noun phrase formation, and time clauses.

ESLG 320  Advanced-Low Grammar  4 Units  
Prerequisite: Eligibility is determined by the Sacramento City College assessment process or completion of ESLG 310 with a grade of “C” or better.  
Advisory: ESL 93, ESLW 320, and ESLR 320, or other ESL courses at the appropriate level.  
Course Transferable to UC/CSU  
Hours: 72 hours LEC  
This course focuses on the forms and meanings of major structures used in writing at the Advanced-Low level with an emphasis on clause structure. Oral practice reinforces the structures studied. Students practice writing extensively, both in and out of class. Assignments emphasize sentence structure in the context of longer written work.

ESLG 499  Experimental Offering in  .5-4 Units  
English as a Second Language - Grammar  
Prerequisite: None  
Course Transferable to CSU  
Hours: 54 hours LEC  
This is an experimental course offering designed to provide students with courses not normally offered by the ESL department. Course topics will be structured around new and emerging issues related to the field of ESL.
ESLL 90  ESL Center: Intermediate-Low Listening Skills in ESL
.5-1 Units
Prerequisite: ESLL 30, ESLR 30, or ESLW 30 with a grade of “C” or better, or placement in level 40 or above through the Sacramento City College assessment process.
Advisory: Concurrent enrollment in at least one ESL course
Hours: 54 hours LAB
This course provides individualized, self-paced, and/or small group instruction to non-native English speakers. A variety of self-study materials and media are available on such topics as listening, pronunciation, and vocabulary. Coursework is designed to develop and reinforce English language skills at the intermediate-low level. Students may register until the end of the tenth week of the semester if space allows. The course is graded credit/no credit and is not a substitute for other English as a Second Language courses. Students must complete 27 hours of work to earn 0.5 units of credit. They may earn .5–1.0 units per semester and may take this class a maximum of four times for credit.

ESLL 91  ESL Center: Intermediate-Mid Listening Skills in ESL
.5-1 Units
Prerequisite: ESLL 40, ESLR 40, or ESLW 40 with a grade of “C” or better, or placement in level 50 or above through the Sacramento City College assessment process.
Advisory: Concurrent enrollment in at least one ESL course
Hours: 54 hours LAB
This course provides individualized, self-paced, and/or small group instruction to non-native English speakers. A variety of self-study materials and media are available on such topics as listening, pronunciation, and vocabulary. Coursework is designed to develop and reinforce English language skills at the intermediate-mid level. Students may register until the end of the tenth week of the semester if space allows. The course is graded credit/no credit and is not a substitute for other English as a Second Language courses. Students must complete 27 hours of work to earn 0.5 units of credit. They may earn .5–1.0 units per semester and may take this class a maximum of four times for credit.

ESLR 30  Novice-High Reading 4 Units
Prerequisite: None.
Advisory: ESLR 30 and ESLW 30 or other ESL courses at the appropriate level; advise adult school before taking ESLR 30.
Hours: 72 hours LEC
This course focuses on reading words, phrases, sentences, and paragraphs in short texts at the Novice-High level. Students will learn core vocabulary, spelling rules, phonetics, and grammar necessary to understand short readings.

ESLR 40  Intermediate-Low Reading 4 Units
Prerequisite: Eligibility is determined by the Sacramento City College assessment process or completion of ESLR 30 with a grade of “C” or better.
Corequisite: ESLR 90
Advisory: ESLR 40 and ESLW 40, or other English as a Second Language courses at the appropriate level
Hours: 72 hours LEC
This course focuses on developing academic reading skills at the Intermediate-Low level with an emphasis on building vocabulary, literal comprehension, and on increasing fluency. Students will discuss and write about readings.

ESLR 50  Intermediate-Mid Reading 4 Units
Prerequisite: Completion of ESLR 40 with a grade of “C” or better, or assessment through the Sacramento City College assessment process.
Corequisite: ESLR 90
Advisory: ESLR 50, ESLW 50, ESLG 50, or other English as a Second Language courses at the appropriate level
Hours: 72 hours LEC
This course focuses on developing academic reading skills at the Intermediate-Mid level, with an emphasis on vocabulary expansion, literal comprehension, inference, and dictionary skills. Students will practice critical thinking skills to understand, analyze, discuss, and write responses to ideas expressed in readings.

ESLR 90  ESL Center: Intermediate-Low Reading Skills in ESL
.5-1 Units
Prerequisite: ESLL 30, ESLR 30, or ESLW 30 with a grade of “C” or better, or placement in level 40 or above through the Sacramento City College assessment process.
Advisory: Concurrent enrollment in at least one ESL course
Hours: 54 hours LAB
This course provides individualized, self-paced, and/or small group instruction to non-native English speakers. A variety of self-study materials and media are available on such topics as reading, vocabulary, and study skills. Coursework is designed to develop and reinforce English language skills at the intermediate-low level. Students may register until the end of the tenth week of the semester if space allows. This course is graded credit/no credit and is not a substitute for other English as a Second Language courses. Students must complete 27 hours of work to earn 0.5 units of credit. They may earn .5–1.0 units per semester and may take this course a maximum of four times for credit.
ESLR 91  ESL Center: Intermediate-.5-1 Units Mid Reading Skills in ESL
Prerequisite: ESL 40, ESL 40, or ESLW 40 with a grade of “C” or better, or placement in level 50 or above through the Sacramento City College assessment process
Advisory: Concurrent enrollment in at least one ESL course
Hours: 54 hours LAB
This course provides individualized, self-paced, and/or small group instruction to non-native English speakers. A variety of self-study materials and media are available on such topics as reading, vocabulary, and study skills. Coursework is designed to develop and reinforce English language skills at the intermediate-low level. Students may register until the end of the tenth week of the semester if space allows. The course is graded credit/no credit and is not a substitute for other English as a Second Language courses. Students must complete 27 hours of work to earn 0.5 units of credit. They may earn .5–1.0 units per semester and may take this class a maximum of four times for credit.

ESLR 92  ESL Center: Intermediate-.5-1 Units High Reading Skills in ESL
Prerequisite: ESL 50, ESL 50, or ESLW 50 with a grade of “C” or better, or placement in level 310 or above through the Sacramento City College assessment process
Advisory: Concurrent enrollment in at least one ESL course
Hours: 54 hours LAB
This course provides individualized, self-paced, and/or small group instruction to non-native English speakers. A variety of self-study materials and media are available on such topics as reading, vocabulary, and study skills. Coursework is designed to develop and reinforce English language skills at the intermediate-high level. Students may register until the end of the tenth week of the semester if space allows. The course is graded credit/no credit and is not a substitute for other English as a Second Language courses. Students must complete 27 hours of work to earn 0.5 units of credit. They may earn .5–1.0 units per semester and may take this class a maximum of four times for credit.

ESLR 93  ESL Center: Advanced-Low .5-1 Units Reading Skills in ESL
Prerequisite: ESLG 310, ESLR 310, or ESLW 310 with a grade of “C” or better, or placement in level 320 or above through the Sacramento City College assessment process
Advisory: Concurrent enrollment in at least one English as a Second Language course
Hours: 54 hours LAB
This course provides individualized, self-paced, and/or small group instruction to non-native English speakers. A variety of self-study materials and media are available on such topics as reading, vocabulary, and study skills. Coursework is designed to develop and reinforce English language skills at the advanced-low level. Students may register until the end of the tenth week of the semester if space allows. The course is graded credit/no credit and is not a substitute for other English as a Second Language courses. Students must complete 27 hours of work to earn 0.5 units of credit. They may earn .5–1.0 units per semester and may take this class a maximum of four times for credit.

ESLR 310  Intermediate-High Reading 4 Units
Prerequisite: Eligibility is determined by the Sacramento City College assessment process or completion of ESLR 50 with a grade of “C” or better.
Corequisite: ESLR 92
Advisory: ESLG 310 and ESLW 310, or other ESL courses at the appropriate level.
Course Transferable to CSU
Hours: 72 hours LEC
This course focuses on developing academic reading skills at the Intermediate-High level with an emphasis on speed, vocabulary expansion, and comprehension of ideas, and introduces students to library use. Students will use critical thinking skills to understand, paraphrase, summarize, and respond orally and in writing to ideas expressed in fiction and non-fiction readings.

ESLR 320  Advanced-Low Reading 4 Units
Prerequisite: Eligibility is determined by the Sacramento City College assessment process or completion of ESLR 310 with a grade of “C” or better.
Corequisite: ESLR 93
Advisory: ESLG 320 and ESLW 320, or other ESL courses at the appropriate level.
Course Transferable to CSU
Hours: 72 hours LEC
This course focuses on refining academic reading skills at the Advanced-Low level with an emphasis on speed, vocabulary expansion, and analytical comprehension. Students will expand their skills in using the library to practice research. Students will use critical thinking skills to paraphrase, summarize, and synthesize readings. They will also do extensive discussion and writing based on critical analysis of readings.

ESLR 340  Advanced Reading Skills 4 Units Through Literature
Prerequisite: Eligibility is determined by the Sacramento City College assessment process or completion of ESLR 320 with a grade of “C” or better.
Corequisite: ESLR 92
Advisory: ESLG 340, or ESLW 341, or other ESL courses at the appropriate level
General Education: AA/AS Area I; AA/AS Area VI; CSU Area C2
Course Transferable to UC/CSU
Hours: 72 hours LEC
This course is designed to improve vocabulary and reading skills for the advanced ESL learner. Students will gain an appreciation of various forms of literature from a variety of cultural groups. Reading selections include essays, poetry, drama, short stories and novels. This course emphasizes critical thinking and reading skills needed for academic performance: (1) vocabulary development, (2) analysis and comprehension skills, (3) flexibility of reading rate. The course also emphasizes the comparison and contrast of universal and metaphorical themes. This course fulfills the Reading Competency requirement for the A.A. and A.S. degrees.
ESLR 499  Experimental Offering in  .5-4 Units  
English as a Second Language -  
Reading  
Prerequisite: None  
Course Transferable to CSU  
Hours: 54 hours LEC  
This is an experimental course offering designed to provide students with courses not normally offered by the ESL department. Course topics will be structured around new and emerging issues related to the field of ESL.

ESL - Writing (ESLW)

ESLW 30  Novice-High Writing  4 Units  
Prerequisite: None.  
Advisory: ESLR 30 and ESLL 30 or other ESL courses at the appropriate level. Advise adult school before taking ESLW 30.  
Hours: 72 hours LEC  
In this Novice-High writing course, students will learn simple sentences and paragraph structures. This course is an introduction to writing in English for non-native speakers who plan to take college courses.

ESLW 40  Intermediate-Low Writing  4 Units  
Prerequisite: Eligibility is determined by the Sacramento City College assessment process or completion of ESLW 30 with a grade of “C” or better.  
Advisory: ESL 92, ESL 40 and ESLR 40, or other ESL courses at the appropriate level.  
Hours: 72 hours LEC  
In this course, students will learn to write multiple drafts of paragraphs with a clear beginning, middle, and end while developing correct sentence structure at the Intermediate-Low level. They will learn to use critical thinking skills and level-appropriate grammar in their writing.

ESLW 50  Intermediate-Mid Writing  4 Units  
Prerequisite: Eligibility is determined by the Sacramento City College assessment process or completion of ESLW 40 with a grade of “C” or better.  
Advisory: ESL 92, ESL 50, ESLR 50, and ESLG 50, or other English as a Second Language courses at the appropriate level.  
Hours: 72 hours LEC  
This is a course for non-native English speakers at the Intermediate-Mid Level that focuses first on the development of paragraph writing in a variety of rhetorical modes through guided writing and practice. By the end of the semester, students will be writing multi-paragraph essays. Students will learn techniques essential to essay writing and continue to develop sentence structure skills.

ESLW 85  Parts of Speech  2 Units  
Prerequisite: Eligibility is determined by the Sacramento City College assessment process or completion of ESLW 40 and ESLR 40 with grades of “C” or better or ENGWR 40 with a grade of “C” or better.  
Hours: 36 hours LEC  
This course covers the most important parts of speech in English. Students will learn to identify and use nouns, pronouns, adjectives, adverbs, verbs, prepositions, and conjunctions in basic sentences.

ESLW 86  Spelling  2 Units  
Prerequisite: Eligibility is determined by the Sacramento City College assessment process or completion of ESLW 40 and ESLR 40 with grades of “C” or better or completion of ENGWR 40 with a grade of “C” or better.  
Hours: 36 hours LEC  
This course is designed for students who need to improve their spelling. It includes an introduction to the basic spelling rules and patterns of English. Students will also learn to recognize and differentiate homophones, and to recognize and utilize common affixes and plurals. Students will develop competence in the ability to spell.

ESLW 299  Experimental Offering in  .5-4 Units  
English as a Second Language-Writing  
Prerequisite: None  
Hours: 90 hours LEC  
See Experimental Offerings.  
This is an experimental course offering designed to provide students with courses not normally offered by the ESL department. Course topics will be structured around new and emerging issues related to the field of ESL.  

ESLW 310  Intermediate-High Writing  4 Units  
Prerequisite: Eligibility is determined by the Sacramento City College assessment process or completion of ESLW 50 with a grade of “C” or better.  
Advisory: ESL 92, ESLG 310 and ESLR 310, or other ESL courses at the appropriate level; BUSTEC 300  
Course Transferable to UC/CSU  
Hours: 72 hours LEC  
In this course, students at the High-Intermediate level will develop their ability to respond to a variety of essay assignments. They will use the writing process to produce developed, organized, and unified essays. They will practice critical thinking skills through class discussion and written response to readings. They will refine their ability to control a range of grammatical structures.
ESLW 320  Advanced-Low Writing  4 Units
Prerequisite: Eligibility is determined by the Sacramento City College assessment process or completion of ESLW 310 with a grade of “C” or better.
Advisory: ESL 93, ESLG 320, and ESLR 320, or other ESL courses at the appropriate level; BUSTEC 300.
Course Transferable to UC/CSU
Hours: 72 hours LEC
In this course, students will use critical thinking skills and the writing process to produce a variety of focused, developed, and organized essays at the Advanced-Low level. The course emphasizes the development of ideas in body paragraphs, and the analysis and use of readings as a basis for ideas in essays. Sentence variety and the mechanics of English in the context of the essay are also covered in the course. Essays incorporate ideas and quotations from outside sources as well as personal experience.

ESLW 340  Advanced Composition  4 Units
Prerequisite: Eligibility is determined by completion of ESLG 320 and ESLW 320 with grades of “C” or better, or by assessment through the Sacramento City College assessment process.
Advisory: ESL 93, ESLW 341 and ESLR 340, or other ESL courses at the 340 level or below; LIBR 318, BUSTEC 300
General Education: AA/AS Area II(a); CSU Area A2
Course Transferable to UC/CSU
Hours: 72 hours LEC
This course emphasizes advanced writing and critical thinking skills that are essential for successful completion of a four-year college program. Writing assignments include expository and argumentative prose based on analysis of a variety of readings. Students write a minimum of 8,500 words divided among 6-8 essays, including one fully documented research paper and two to three in-class essays. This course satisfies the Writing Competency for AA/AS graduation requirement, the California State University General Education-Breadth requirements for Area A2, and may satisfy some required composition coursework at California State Universities.

ESLW 341  Developing Editing Skills and 2 Units
Advanced Grammar Review for ESL Writers
Prerequisite: ESLG 320 with a grade of “C” or better and either completion with a grade of “C” or better or concurrent enrollment in ESLW 320 or ESLW 340; or completion with a grade of “C” or better or concurrent enrollment in ENGWR 100; or placement through the Sacramento City College assessment process.
Course Transferable to CSU
Hours: 36 hours LEC
This course is designed to increase awareness of common higher level ESL grammar errors typical to the composition process. Reading, writing, and editing assignments focus on improved analysis and the development of self-help strategies. Assignments focus on clarity, conciseness, and punctuation. This course is most beneficial when taken concurrently with an advanced writing course. This course may be taken before or after ESLW 342. ESLW 341 may be taken for a letter grade or for credit/no credit grading.

ESLW 342  Building Editing Skills and 2 Units
Advanced Grammar Review for ESL Writers
Prerequisite: ESLG 320 with a grade of “C” or better and either completion with a grade of “C” or better or concurrent enrollment in ESLW 320 or ESLW 340; or completion with a grade of “C” or better or concurrent enrollment in ENGWR 100; or placement through the Sacramento City College assessment process.
Course Transferable to CSU
Hours: 36 hours LEC
This course is designed to increase awareness of common higher level ESL grammar errors typical to the composition process. Reading, writing, and editing assignments focus on improved analysis and the development of self-help strategies. Assignments focus on sentence structure and the English verb system. This course is most beneficial when taken concurrently with an advanced writing course. This course may be taken before or after ESLW 341. ESLW 342 may be taken for a letter grade or for credit/no credit grading.

ESLW 499  Experimental Offering in .5-4 Units
English as a Second Language - Writing
Prerequisite: None
Course Transferable to CSU
Hours: 72 hours LEC
This is an experimental course offering designed to provide students with courses not normally offered by the ESL department. Course topics will be structured around new and emerging issues related to the field of ESL.
Ethnic Studies

Associate in Arts Degree

African-American Emphasis
Asian-American Emphasis
Mexican-American Emphasis
Native-American Studies

Department of Social Science
Division of Behavioral and Social Sciences
J. Frank Malaret, Dean
Rodda North 226
916-558-2401

Program Information

The need for a more extensive inclusion of minority groups in the American educational system is widely recognized. Open to all Sacramento City College students, the Ethnic Studies program serves as a response to the needs, demands, and experiences of Sacramento’s minority communities. It can be of vital importance to the student because the program makes available a perspective on ethnic groups not ordinarily fully provided in educational institutions.

At Sacramento City College a program is offered with emphases on African American, Mexican American, Asian American, and Native Americans. In addition to the required introductory course in Ethnic Studies, general courses on American ethnic groups are offered in Sociology, Psychology, Anthropology, and History.

Career Opportunities

The Ethnic Studies program can fulfill a liberal arts major for the transfer or non-transfer student who wishes to be informed in the field. The program will also give a background to students hoping to teach.

Ethnic Studies, African-American Emphasis

Required Program

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOCSC 300</td>
<td>Introduction to Ethnic Studies</td>
<td>3</td>
</tr>
</tbody>
</table>

A minimum of 15 units from the following:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOCSC 320</td>
<td>Socio-Cultural, Economic and Political Experience of the African- American</td>
<td>3</td>
</tr>
<tr>
<td>ENGLT 331</td>
<td>African-American Literature (1730-1930)</td>
<td>3</td>
</tr>
<tr>
<td>ENGLT 332</td>
<td>African-American Literature (1930-Present)</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Units Required: 18

Suggested Electives

ARTH 328, 330; ANTH 310, 430, 431; PSYC 367; SOC 300, 321

Ethnic Studies, Asian-American Emphasis

Required Program

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOCSC 300</td>
<td>Introduction to Ethnic Studies</td>
<td>3</td>
</tr>
<tr>
<td>SOCSC 325</td>
<td>Asian Experience in America</td>
<td>3</td>
</tr>
<tr>
<td>HIST 344</td>
<td>Survey of California History: A Multicultural Perspective</td>
<td>3</td>
</tr>
<tr>
<td>HIST 364</td>
<td>Asian Civilization</td>
<td>3</td>
</tr>
<tr>
<td>HIST 365</td>
<td>Asian Civilization</td>
<td>3</td>
</tr>
<tr>
<td>ENGLT 334</td>
<td>Asian-American Literature</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Units Required: 18

Suggested Electives

ANTH 310, 317, 320, 341; ARTH 332; CANT 401, 402, 411, 412; JAPAN 401, 402, 411, 412; MAND 401, 402, 411, 412; PSYC 367; SOC 300, 321; TGLG 401, 402; VIET 401, 402

Associate in Arts (A. A.) Degree

The Associate in Arts Degree may be obtained by completion of the required program, plus general education requirements, plus sufficient electives to meet a 60-unit total. See SCC graduation requirements.
Ethnic Studies, Mexican-American Emphasis

Required Program

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOCSC 300, Introduction to Ethnic Studies</td>
<td>3</td>
</tr>
</tbody>
</table>

A minimum of 15 units from the following: 15

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOCSC 330, Mexican-Americans in the United States</td>
<td>3</td>
</tr>
<tr>
<td>SOCSC 332, The Sociology and Psychology of the Mexican American</td>
<td>3</td>
</tr>
<tr>
<td>HIST 370, History of the Americas through the 19th Century Wars of Independence</td>
<td>3</td>
</tr>
<tr>
<td>or HIST 371, History of the Americas from the 19th Century Wars of Independence to the Present</td>
<td>3</td>
</tr>
<tr>
<td>or HIST 373, History of Mexico</td>
<td>3</td>
</tr>
<tr>
<td>HIST 344, Survey of California History: A Multicultural Perspective</td>
<td>3</td>
</tr>
<tr>
<td>ENGLT 335, Latino, Mexican-American, and Chicano Literature</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Units Required 18

Suggested Electives

ARTH 324, ANTH 310, ANTH 320, ANTH 341, PSYC 350, PSYC 367, SOC 300, SOC 321, SPAN 401, SPAN 402, SPAN 411, SPAN 412

Associate in Arts (A. A.) Degree

The Associate in Arts Degree may be obtained by completion of the required program, plus general education requirements, plus sufficient electives to meet a 60-unit total. See SCC graduation requirements.

Ethnic Studies, Native-American Studies

Required Program

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOCSC 300, Introduction to Ethnic Studies</td>
<td>3</td>
</tr>
</tbody>
</table>

A minimum of 15 units from the following: 15

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOCSC 335, Introduction to Native-American Studies</td>
<td>3</td>
</tr>
<tr>
<td>SOCSC 336, Native-American Culture and the Impact of Federal Policy</td>
<td>3</td>
</tr>
<tr>
<td>HIST 310, History of the United States</td>
<td>3</td>
</tr>
<tr>
<td>HIST 344, Survey of California History: A Multicultural Perspective</td>
<td>3</td>
</tr>
<tr>
<td>ANTH 332, Native Peoples of California</td>
<td>3</td>
</tr>
<tr>
<td>ANTH 334, Native Peoples of North America</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Units Required 18

Suggested Electives

ANTH 341, ARTH 324, PSYC 367, SOC 300, SOC 321

Associate in Arts (A. A.) Degree

The Associate in Arts Degree may be obtained by completion of the required program, plus general education requirements, plus sufficient electives to meet a 60-unit total. See SCC graduation requirements.
Experimental Offering In (Subject)

**499 Experimental Offering in (Subject) .5-4 Units**

**299 Not transferable**

499 Acceptable for credit: CSU (elective units) UC (Credit is contingent upon evaluation of course outline by each UC campus after transfer); only those marked with an asterisk (499*) are UC transferable.

An Experimental Offering is a course that is offered on a trial basis. Refer to the Schedule of Classes for more specific offerings.

ACCT 299, 499
ADAPT 499*
ADMI 499
AERO 299, 499
AH 299, 499
ANTH 499*
ART 499*
ARTH 499*
ASTR 499*
BIOL 299, 499*
BUS 499
BUSTEC 299, 499
CANT 499*
CHEM 299, 499*
COMM 499*
COMDE 499
CISA 499
CISC 299, 499
CISN 299, 499
CISP 499
CISS 499
CISW 499
COSM 299
DANCE 499*
DAST 299
DHYG 299
ECE 299, 499
ECON 299, 499*
EDT 499
ET 299, 499
ENGR 499*
ENGCW 499*
ENGED 499
ENGLB 299
ENGLT 499*
ENGRD 299, 499
ENGW 299, 499*
ESL 299, 499
ESLG 499
ESLR 499
ESLW 299, 499
FCS 499
FARSI 499
FASHN 299, 499
FITNS 499*
FREN 299, 499*
GEOG 499*
GEOL 499*
GERM 299, 499*
GERON 499
GCOM 299, 499
HCD 299, 499
HEED 499
HIST 499*
HSER 499
HUM 499*
IDES 499
JAPAN 299, 499*
JOUR 499
LIBR 499
LIBT 499
MGMT 299, 499
MAND 299, 499*
MKT 499
MATH 299, 499*
MET 499
MTRCL 299
MUFHL 499
MUJIV 499
MUP 499
MUSM 499*
NURSE 499
NUTRI 499
OTA 299
PACT 499*
PHIL 499*
PHOTO 299, 499
PET 499*
PTA 299
PHYS 499*
POLS 499*
PSYC 499*
PNJABI 499
RAILR 299
RE 499
RECR 499
RUSS 499*
SILA 499
SOCSC 499*
SOC 499*
SPAN 299, 499*
STAT 499*
SGVT 499
SURVY 499
TGLG 499
TmACT 499*
TA 499*
VIET 499
VN 299
Family and Consumer Science

Associate in Arts Degree

Please find degree and certificate program requirements and detailed course listings under their respective programs:

Early Childhood Education, Degrees and Certificate of Achievements
Fashion Degrees and Certificate of Achievements
Gerontology, Degree and Certificate of Achievement
Instructional Assisting, Degrees and Certificate of Achievements
Interior Design Sewing, Degree and Certificate of Achievement
(see Fashion and Interior Design)
Liberal Studies for Elementary Teachers, Degree
Nutrition courses

Family and Consumer Science

Program Information
The Family and Consumer Science A.A. Degree curricula is designed to provide an occupational program of study for students interested in pursuing careers related to Child Development, Early Childhood Education, Family Studies, Fashion, Food Preparation, Instructional Assisting, Interior Design, Gerontology, Life Management, or Nutrition. Courses within the curriculum provide course work to meet state licensing requirements to work with individuals across the age span and provide part of the undergraduate requirements necessary for students wishing to transfer to a four-year institution. Selected courses provide students with lifelong learning skills. Students with A.A. degrees in Family and Consumer Science will have studied the relationship between the physical, social, emotional, and intellectual environment in and of the home and family and the development of individuals, including instruction in the natural and social sciences and humanities in the development of attitudes, knowledge, and ability pertaining to programs in fashion, interior design, life management, child development, family studies, and gerontology, and nutrition, foods, and culinary arts.

Career Opportunities
Opportunities for students with an A.A. Degree in Family and Consumer Science would include: Child Development/Resource and Referral Specialist, Early Intervention Assistant, Para-educator, Family Support Service Worker, Community Activity Planner, Community Services Worker, Recreation Specialist, Senior Supportive Services, Human Services Worker, Social Work Assistant, Family Services Worker, Life Skills Counselor, Physical Therapy Aide, Occupational Therapy Aide, Respiratory Therapy Aide, Community Support Worker, Mental Health Aide, Registry Coordinator, and Intergenerational Care Provider.

By careful selection of required and elective courses, students can develop a broad major or prepare themselves for advanced study leading to such careers as: Dietitian, Foods Consultant, Market Consultant, Clothing Designer, Family and Consumer Science Educator, Public Utility Field Representative, Interior Designer, Extension Service Advisor, Educator in Child Development and Family Relations, Consultant in Consumer Economics, Researcher in Textiles, Foods, Child Development, and Gerontology.

Transfer Students
Transfer Students: Students who plan to complete the Bachelor’s degree in Family and Consumer Science or related fields at four-year institutions should consult the Requirements of Transfer Institutions section of this catalog and the related major sections of the catalog for the institution to which they wish to transfer. Consultation with the Family and Consumer Science faculty and with counselors is advised.

Students preparing for teaching credentials in Family and Consumer Science are advised to see a counselor for planning assistance and should read the Teacher Education section of this catalog (see Pre-Professional Programs and Liberal Arts Degree for Elementary Teaching).
Required Program Units
FCS 340, Nutrition (3) .......................................................... 3
or NUTRI 300, Nutrition (3)
FCS 344, Principles of Food Preparation ................................. 3
FASHN 320, Textiles ............................................................. 3
FASHN 310, Fashion Analysis/Clothing Selection ...................... 3
or FASHN 351, Principles of Apparel
Construction/Intermediate Sewing ........................................... 3
FCS 320, Marriage and the Family (3) ..................................... 3
or SOC 310, Marriage and the Family (3)
FCS 314, The Child, the Family and the Community (3) ............ 3
or SOC 312, The Child, the Family and the Community (3)
or ECE 314, The Child, the Family and the Community (3)
FCS 330, Sociology of Aging (3) ............................................. 3
or GERON 300, Sociology of Aging (3)
or SOC 335, Sociology of Aging (3)
IDES 300, Fundamentals of Interior Design ............................ 3
FCS 332, Psychology of Aging: Adult .................................... 3
Development and Aging (3)
or GERON 302, Psychology of Aging: Adult Development and Aging (3)
or PSYC 374, Psychology of Aging: Adult Development and Aging (3)
ECE 323, The Effective Parent-Teacher (3) .............................. 3
or ECE 322, Promoting Children’s Social Competence (3)
Total Units Required 33

Suggested Electives
ECE 415 (Same as FCS 346), FCS 312 (Same as ECE 312), 3
324 (Same as PSYC 370), 342 (Same as NUTRI 310); SOC 380, 382.

Associate in Arts (A.A.) Degree
The Associate in Arts degree may be obtained by completion of the required program, plus general education requirements, plus sufficient electives to meet a 60-unit total. See SCC graduation requirements.

Family and Consumer Science (FCS)

FCS 294 Topics in Family and Consumer Science .5-4 Units
Prerequisite: None.
Hours: 72 hours LEC
This course is designed to give the students an opportunity to study topics in Family and Consumer Science that are consumer or job oriented and not included in current course offerings. Topic courses may be taken four times up to a maximum of 16 units with no duplication of topics.

FCS 295 Independent Studies in Family and Consumer Science 1-3 Units
Prerequisite: None
Hours: 54 hours LEC
See Independent Studies.

FCS 304 Concepts in Personal Finance 3 Units
Same As: BUS 320
Prerequisite: None.
Advisory: ENGWR 50 or ESLW 50 with a grade of “C” or better.
General Education: AA/AS Area III(b); CSU Area E1
Course Transferable to CSU
Hours: 54 hours LEC
This course is designed to assist individuals to analyze their financial affairs. Elements and conceptual basis of financial planning analysis, and decision making in areas of budgeting, taxes, borrowing, money management, insurance, investments, and retirement will be examined with an emphasis on principles to develop students’ economic decision making.

FCS 306 Family Law Issues 3 Units
Same As: ADMJ 326
Prerequisite: None
Advisory: Eligibility for ENGWR 100.
Course Transferable to CSU
Hours: 54 hours LEC
This is an introductory course that provides basic knowledge of both civil and criminal laws dealing with family and domestic issues. The course explores paternity suits, pre-nuptial agreements, divorce, child custody, child support, alimony, spousal abuse, restraining orders, child visitation violations, parental kidnapping, and numerous other domestic problems faced by the justice system and families.

FCS 312 Child Development 3 Units
Same As: ECE 312
Prerequisite: None.
Advisory: ENGRD 110 and ENGWR 100; or ESLR 340 and ESLW 340 and ESL 114; and LIBR 318 with grades of “C” or better
General Education: AA/AS Area V(b); CSU Area D7; CSU Area D9; CSU Area E1; IGETC Area 4I
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course is designed for students to study the growth and development of children from the prenatal stage through adolescence. For each stage of development, the physical, cognitive, linguistic, social-moral, and emotional aspects of development with attention to both typical as well as atypical development in each area is discussed. Included are the influences of culture, family, and the environment. The material on this course is designed as a foundation for teaching, nursing, early childhood education, and parenting. (Credit offered for ECE 312 or FCS 312, but not both.)
FCS 314  The Child, the Family and the Community  3 Units
Same As: ECE 314 and SOC 312
Prerequisite: None.
Advisory: ENGRD 110 and ENGRWR 100; or ESLR 340 and ESLW 340 and ESL 114; and FCS 312 or ECE 312; and LIBR 318 with grades of “C” or better
General Education: AA/AS Area V(b); AA/AS Area III(b); CSU Area D0; CSU Area D7; CSU Area E1; IGETC Area 4G; IGETC Area 4J
Course Transferable to UC/CSU
Hours: 54 hours LEC
The course is designed for students to examine the child in the family and community. Influences on growth and development including media, social class, gender, sexual orientation, racial/ethnic groups, and their relationship to family behavior will be studied. Students will identify and evaluate personal family dynamics and consequences. Additionally, students are given the opportunity to research and review the diverse community activities and resources available to support the child and the family. (Students may receive credit for ECE 314, FCS 314, or SOC 312, maximum one course.)

FCS 320  Marriage and the Family  3 Units
Same As: SOC 310
Prerequisite: None.
Advisory: ENGRD 110 and ENGRWR 100; or ESLR 340 and ESLW 340 and ESL 114; and LIBR 318 with grades of “C” or better.
General Education: AA/AS Area V(b); AA/AS Area III(b); CSU Area D7; CSU Area E1; IGETC Area 4J
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course is designed for the student to examine the social, psychological, historical, and economic factors relating to changing family, marriage, remarriage, and significant relationship patterns. Exploration of changing gender roles, the meaning of love and sexuality, dating, communication skills, and parenting are included. (Credit may be awarded for either SOC 310 or FCS 320.)

FCS 324  Human Development: A Life Span  3 Units
Same As: PSYC 370
Prerequisite: None.
Advisory: ENGRWR 100 and ENGRD 110, or ESLR 340 and ESLR 340; and ESL 114 with grades of “C” or better.
General Education: AA/AS Area V(b); CSU Area D9; CSU Area E1; IGETC Area 4G
Course Transferable to UC/CSU
Hours: 54 hours LEC
Students will study the physical, cognitive, social, and emotional development of humans from conception through the life span. Emphasis will be placed on the theoretical and practical application of developmental principles. Topics include major developmental theories, conception and prenatal development, physical growth, health and development, language, learning, cognitive, and brain development, personality, morality, and emotional development, societal influences on development, and mental health, and an introduction to death and bereavement. This is a foundation course for careers in the educational, social, psychological, and medical fields. (Students may receive credit for FCS 324 or PSYC 370, but not both.)

FCS 326  Sex and Gender in the U.S.  3 Units
Same As: SOC 341
Prerequisite: None.
Advisory: ENGRD 110 and ENGRWR 100; or ESLR 340 and ESLW 340 and ESL 114; and LIBR 318 with grades of “C” or better.
General Education: AA/AS Area V(b); CSU Area D0; CSU Area D4; CSU Area E1; IGETC Area 4D; IGETC Area 4J
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course provides a study of the changing roles of women and men in America. Theories of women’s and men’s “natures,” gender role socialization, gender related inequalities, health and body issues, and current examination of the women’s and men’s movements will be explored. (Credit for FCS 326 or SOC 341.)

FCS 330  Sociology of Aging  3 Units
Same As: GERON 300 and SOC 335
Prerequisite: None.
Advisory: ENGRD 110 and ENGRWR 100 or ESLR 340 and ESLW 340 and ESL 114; and FCS 324; and LIBR 318 with grades of “C” or better.
General Education: AA/AS Area V(b); AA/AS Area III(b); CSU Area D0; CSU Area E1; IGETC Area 4J
Course Transferable to UC/CSU
Hours: 54 hours LEC
In this course students will examine the aging process with emphasis on social factors affecting and affected by an aging population. It includes an analysis of demographics, history of aging in America, social conditions, resources and support systems, employment, retirement, social class, and cultural differences. Students will be encouraged to reflect on their status in the sociology of aging process. (Credit awarded for FCS 330 or GERON 300 or SOC 335.)

FCS 332  Psychology of Aging: Adult Development and Aging  3 Units
Same As: GERON 302 and PSYC 374
Prerequisite: None.
Advisory: ENGRD 110 and ENGRWR 100, or ESLR 340 and ESLW 340 and ESL 114, and FCS 324 or PSYC 370, and LIBR 318 with grades of “C” or better.
General Education: AA/AS Area III(b); CSU Area D9; CSU Area E1; IGETC Area 4J
Course Transferable to UC/CSU
Hours: 54 hours LEC
Students will explore the description and explanation of the evolution of adult behavior over the life span. Topics include theoretical as well as practical approaches to understanding aging in terms of physical, cognitive, and socio-emotional development such as: the study of the nature and changes of capabilities, skills, feelings, emotions, and social behavior with age, aging stereotypes, social bonds, environmental factors, sexuality, physical health, mental health, death and bereavement. (Credit for FCS 332 or PSYC 374 or GERON 302.)
FCS 340 Nutrition 3 Units

Same As: NUTRI 300
Prerequisite: None.
Advisory: ESLR 320 and ESLW 320 or ESL 114; and MATH 34; with grades of “C” or better.
General Education: AA/AS Area III(b); AA/AS Area IV; CSU Area E1
Course Transferable to UC/CSU
Hours: 54 hours LEC

Students will study the basic principles of nutrition, sources and functions of the nutrients in all stages of the life cycle, nutrition as a world problem, and consumer problems related to food. Course topics such as weight loss, sports nutrition, food safety, the diet-disease relationship, global nutrition, and analysis of special nutritional requirements and needs during the life cycle, are emphasized. An evaluation of personal dietary habits using current dietary guidelines and nutritional assessment methods will also be completed to help students access their own nutritional health.

FCS 342 Cultural Foods of the World 3 Units

Same As: NUTRI 310
Prerequisite: None.
Advisory: ENGWR 50 and ENGRD 110; or ESLW 320 and ESLR 320; and MATH 34 with grades of “C” or better
General Education: AA/AS Area VI
Course Transferable to UC/CSU
Hours: 54 hours LEC

Students will explore the typical food customs and meal patterns of various cultures throughout the world. Students will be introduced to the social, religious, economic, and aesthetic significance of these cultures and examine how geographical, agricultural, and socioeconomic factors influence their nutritional status. Students will also explore the preparation and evaluation of the food products. There will be one mandatory field trip to a specialty market/restaurant.

FCS 344 Food Theory and Preparation 3 Units

Prerequisite: None.
Advisory: ENGWR 50 and MATH 27 with grades of “C” or better.
General Education: CSU Area E1
Course Transferable to CSU
Hours: 54 hours LEC

This course provides a comprehensive study of food ingredients and the basic principles and techniques involved in food preparation. It will also examine the factors that influence foods and the changes that occur in foods during preparation. The laboratory emphasizes basic cooking skills and theory applications. The emphasis in this course is on the reasons for procedures and phenomena and the prevention and/or correction of cooking failures.

FCS 346 Children’s Health, Safety and Nutrition 3 Units

Same As: ECE 415
Prerequisite: None.
Advisory: ENGRD 110 and ENGRW 100; or ESLR 340 and ESLW 340 and ESL 114; and LIBR 318; and MATH 34; and ECE 410; and FCS 312 or ECE 312; and FCS 314 or ECE 314 or SOC 312; and NUTRI 300 with grades of “C” or better
General Education: AA/AS Area III(b)
Course Transferable to CSU
Hours: 54 hours LEC

Students will study the basic health, safety, and nutritional needs of children from the prenatal period through school-age. Topics include identification of the nutrients in foods as they affect a child’s physical, and mental development. Course emphasis is placed on maintaining the optimal health, safety, and nutritional status of children at home, and in group care. Projects related to health, safety, and nutrition education are included as part of the curriculum. One field trip is required. (Students may receive credit for exactly one of the following: FCS 346 or ECE 415.)

FCS 480 Nutrition Honors 3 Units

Same As: NUTRI 480
Prerequisite: None.
General Education: AA/AS Area III(b); AA/AS Area IV; CSU Area E1
Enrollment Limitation: Eligibility for the Honors Program.
Course Transferable to UC/CSU
Hours: 54 hours LEC

This is an enriched study of nutrition for honors students. The course uses a seminar model to study nutrients and their physiological functions. Current issues such as: food safety, vegetarian diets, world hunger, trans-fats, and vitamin/mineral supplementation are examined. Students analyze and evaluate their diet using diet analysis software. Scientific research methods are studied in journal articles for weekly discussions. Debates encourage critical thinking from opposing points of view. Students will research and present portions of the course material. This Honors section uses an intensive instructional methodology designed to challenge motivated students.

FCS 495 Independent Studies in 1-3 Units

Family and Consumer Science

Prerequisite: None
Course Transferable to CSU
Hours: 54 hours LAB
See Independent Studies.

FCS 499 Experimental Offering in .5-4 Units

Family and Consumer Science

Prerequisite: None
Course Transferable to CSU
Hours: 72 hours LEC
See Experimental Offerings.
Fashion and Interior Design

Fashion Design and Production, Degree and Certificate of Achievement

Custom Apparel Construction and Alterations, Degree and Certificate of Achievement

Interior Design Sewing, Degree and Certificate of Achievement

Production Sewing, Certificate of Completion, Level 2

Fashion Design and Production

Associate in Arts Degree
Certificate of Achievement

Program Information
The Fashion Curriculum is designed to provide a vocational program of study for students interested in pursuing a career in Fashion: Merchandising, Design, Production, and Textiles. Selected courses provide students with lifelong learning knowledge and consumer skills. The Fashion Design and Production A.A. Degree provides students with an option for a career or the requisite foundation for transfer to a four-year college or university.

California’s apparel industry is a major success story. It is an important, but often overlooked, contributor to the state’s economy. San Francisco and Los Angeles are the largest centers for apparel manufacturing outside of New York City. One of the largest apparel wholesale markets in the world is the California Mart in Los Angeles.

California apparel jobs have grown steadily with the success of the industry. Jobs increased in the 1990’s, a time when the rest of the U.S. lost apparel jobs, and have even continued to grow. This is because the high-end tasks are performed here, such as computer aided design and pattern making, size grading, and color setting, as well as the planning and management of offshore production.

Emerging careers in this high growth industry will require “state of the art” high tech training.

Career Opportunities
Entry-level jobs in this field can be found in apparel production companies, apparel manufacturing plants, designer workrooms, custom sewing workrooms, and theatrical production. This program can also prepare a student for self-employment or entrepreneurship. Examples of careers in Fashion Design and Production include: Assistant Designer, CAD Technician, Computer Digitizer, Costing Engineer, Customer Services, Designer, Design Room Assistant, Fashion Illustrator, Fashion Stylist, First Pattern Maker, Grader, Manufacturer’s Sales Representative, Marker Maker, Operation Manager, Piece Goods Buyer, Product Specialist, Production Manager, Production Pattern Maker, Quality Controller, Quick Response Manager, Sales Manager, Sample Maker, Sewing Room Supervisor, Showroom Assistant, Tailor, Textile Colorist, Textile

Croquis Painter, Textile Designer, Textile Researcher, Textile Tester, and Trim Buyer.

Required Program

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>FASHN 140</td>
<td>Fashion Illustration</td>
<td>3</td>
</tr>
<tr>
<td>FASHN 150</td>
<td>Fundamentals of Sewing/Beginning Sewing</td>
<td>3</td>
</tr>
<tr>
<td>FASHN 153</td>
<td>Serger Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>FASHN 351</td>
<td>Principles of Apparel Construction/Intermediate Sewing</td>
<td>3</td>
</tr>
<tr>
<td>FASHN 372</td>
<td>Pattern Making and Design</td>
<td>3</td>
</tr>
<tr>
<td>FASHN 182</td>
<td>Making Your Own Dress Form</td>
<td>3</td>
</tr>
<tr>
<td>FASHN 183</td>
<td>French Draping</td>
<td>3</td>
</tr>
<tr>
<td>FASHN 310</td>
<td>Fashion Analysis/Clothing Selection</td>
<td>3</td>
</tr>
<tr>
<td>FASHN 320</td>
<td>Textiles</td>
<td>3</td>
</tr>
<tr>
<td>FASHN 330</td>
<td>History of Western World Fashion</td>
<td>3</td>
</tr>
<tr>
<td>FASHN 376</td>
<td>Advanced Design - Drafting, Advanced Flat Pattern Techniques and Computer Aided Design</td>
<td>3</td>
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</tbody>
</table>

Total Units Required 32

Suggested Electives
FASHN 158, 198, 352, 355, 356, 360, 370, 372; ACCT 301 or 101; ART 300, 320, 336; BUS 106, 220; CISC 300; MGMT 372; MKT 310; WEXP 298.

Associate in Arts (A.A.) Degree
The Associate in Arts Degree may be obtained by completion of the required program, plus general education requirements, plus sufficient electives to meet a 60-unit total. See SCC graduation requirements.

Certificate of Achievement
The Certificate of Achievement may be obtained by completion of the required program with grades of “C” or better or equivalent.
Custom Apparel Construction and Alterations  
Associate in Arts Degree 
Certificate of Achievement

Program Information
Students enrolled in this program will have developed advanced skills in apparel construction as well as custom techniques to repair, fit, and alter ready-to-wear clothing.

Career Opportunities
Entry level jobs in this field can be found in dry-cleaning establishments, clothing stores, and department stores. This program can also prepare the student for self-employment. Other examples include: Alteration Specialist, Costume Designer, Museum Curator, Textile Restoration, Bridal Consultant, Entrepreneur, Design Room Assistant, First Pattern Maker, Grader, and Tailor.

Required Program

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>FASHN 320, Textiles</td>
<td>3</td>
</tr>
<tr>
<td>FASHN 310, Fashion Analysis/Clothing Selection</td>
<td>3</td>
</tr>
<tr>
<td>FASHN 150, Fundamentals of Sewing/Beginning Sewing</td>
<td>3</td>
</tr>
<tr>
<td>FASHN 351, Principles of Apparel Construction/Intermediate Sewing</td>
<td>3</td>
</tr>
<tr>
<td>FASHN 352, Advanced Apparel Construction/Couture Sewing</td>
<td>3</td>
</tr>
<tr>
<td>FASHN 370, Pattern Adjustment and Fit</td>
<td>3</td>
</tr>
<tr>
<td>FASHN 372, Pattern Making and Design</td>
<td>3</td>
</tr>
<tr>
<td>FASHN 355, Traditional Tailoring, or FASHN 356, Contemporary Tailoring</td>
<td>3</td>
</tr>
<tr>
<td>FASHN 198, Sewing as a Business</td>
<td>3</td>
</tr>
<tr>
<td>FASHN 360, Clothing Alterations</td>
<td>3</td>
</tr>
<tr>
<td>FASHN 182, Making Your Own Dress Form</td>
<td>3</td>
</tr>
<tr>
<td>FASHN 183, French Draping</td>
<td>3</td>
</tr>
<tr>
<td>FASHN 153, Serger Fundamentals</td>
<td>3</td>
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</table>

Total Units Required: 39

Suggested Electives
ACCT 101, 301; ART 320, BUS 106, 220; CISC 300; FASHN 140, 158, 355, 356, 376; MGMT 372

Associate in Arts (A.A.) Degree
The Associate in Arts Degree may be obtained by completion of the required program, plus general education requirements, plus sufficient electives to meet a 60-unit total. See SCC graduation requirements.

Certificate of Achievement
The Certificate of Achievement may be obtained by completion of the required program with grades of “C” or better or equivalent.

Interior Design Sewing
Associate in Arts Degree 
Certificate of Achievement

A student with the Interior Design Sewing A.A. Degree will be prepared to become a professional within the Interior Design field. Interior designers identify, research, and creatively solve challenges pertaining to the function of interior design environments in order to protect the health, safety and welfare of the public. This dynamic field pertinent to the California economy addresses function and aesthetics, lifestyle, technology, historical perspectives, environmental needs, demographic changes, legislative issues and universal design. Academic and technical preparation essential to the profession include analysis and synthesis of user needs, business, technical and communication skills, as well as creative expression, fabrication skills and development.

Career Opportunities
The Interior Design Sewing A.A. degree provides students with an option for a career or the requisite foundation for transfer to a four-year college or university. Completion of an A.A. degree in Interior Design Sewing requiring a minimum of 60 semester credit hours provides students with design assistant level qualifications in production, installation, planning, illustration, specifications, estimating, management, merchandising, self-employment or entrepreneurship.

Working conditions and hours can be varied and may involve travel. Salaries are based on education, experience and job responsibilities. Incomes of experienced professionals vary greatly depending on location, volume of business and their reputation. The greatest number of job opportunities and highest wages generally exist in larger urban areas. Employment opportunities can be found from the sole practitioner to large corporate firms.

Career Opportunities
The Interior Design Sewing A.A. degree provides students with an option for a career or the requisite foundation for transfer to a four-year college or university. Completion of an A.A. degree in Interior Design Sewing requiring a minimum of 60 semester credit hours provides students with design assistant level qualifications in production, installation, planning, illustration, specifications, estimating, management, merchandising, self-employment or entrepreneurship.

Required Program

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>FASHN 320, Textiles</td>
<td>3</td>
</tr>
<tr>
<td>FASHN 150, Fundamentals of Sewing/Beginning Sewing</td>
<td>3</td>
</tr>
<tr>
<td>IDES 300, Fundamentals of Interior Design</td>
<td>3</td>
</tr>
<tr>
<td>IDES 322, Materials of Interior Design</td>
<td>3</td>
</tr>
<tr>
<td>FASHN 153, Serger Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>IDES 402.1, Soft Furnishings Fabrication-Table Accessories</td>
<td>1</td>
</tr>
<tr>
<td>IDES 402.2, Soft Furnishings Fabrication- Pillows, Cushions, and Chair Coverings</td>
<td>1</td>
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<tr>
<td>IDES 402.3, Soft Furnishings Fabrication- Bedding</td>
<td>1</td>
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<tr>
<td>IDES 403.1, Soft Furnishings Fabrication- Window Shades</td>
<td>1</td>
</tr>
<tr>
<td>IDES 403.2, Soft Furnishings Fabrication- Curtains and Draperies</td>
<td>1</td>
</tr>
<tr>
<td>IDES 403.3, Soft Furnishings Fabrication- Window Top Treatments</td>
<td>1</td>
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</tbody>
</table>

Total Units Required: 21

Suggested Electives
ACCT 101, 301; ART 320, BUS 106, 130, 220; CISC 300; FASHN 198, 351; MGMT 372, WEXP 298.

Associate in Arts (A. A.) Degree
The Associate in Arts Degree may be obtained by completion of the required program, plus general education requirements, plus sufficient electives to meet a 60-unit total. See SCC graduation requirements.

Certificate of Achievement
The Certificate of Achievement may be obtained by completion of the required program with grades of “C” or better or equivalent.
Production Sewing
Certificate of Completion, Level 2

Career Opportunities
Students enrolled in this certificate program will learn how to do production sewing for apparel or other sewn products. Entry level jobs can be found in apparel production plants or workrooms. This program can also prepare the student for self-employment or entrepreneurship.

Required Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>FASHN 150, Fundamentals of Sewing/Beginning Sewing</td>
<td>3</td>
</tr>
<tr>
<td>FASHN 351, Principles of Apparel Construction</td>
<td>3</td>
</tr>
<tr>
<td>FASHN 153, Serger Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Units Required</strong></td>
<td><strong>9</strong></td>
</tr>
</tbody>
</table>

Certificate of Completion
The Certificate of Completion may be obtained by completion of the required courses with grades of “C” or better or equivalent.

Fashion (FASHN)

FASHN 140  Fashion Illustration  2 Units
Prerequisite: None.
Advisory: ENGRD 110 and ENGWR 100; or ESLR 320 and ESLW 320 or ESL 114; and LIBR 318 with grades of “C” or better.
Hours: 18 hours LEC; 54 hours LAB
This course explores the processes of fashion design and illustration through two-dimensional media. Illustration is reemerging as a key medium in the representation and marketing of fashion. Students are introduced to the application of different media in relation to both design development and illustration. The emphasis is on individual instruction and practical demonstration. Topics to be covered include: figure drawing, media skills, fabric interpretation, and personal style. Students will create a portfolio of specific illustration techniques as applied to the fashion promotion, fashion design, and theatrical costume design industries.

FASHN 150  Fundamentals of Sewing/Beginning Sewing  3 Units
Prerequisite: None
Advisory: ENGRD 110 and ENGWR 100; or ESLR 320 and ESLW 320 or ESL 114; and LIBR 318; and MATH 34 with grades of “C” or better.
Hours: 36 hours LEC; 54 hours LAB
This course covers the basic techniques for construction of men’s, women’s, and children’s clothing and home accessories. Materials and sewing supplies selection, sewing machine operation, reading pattern instructions and simple construction techniques are included. This course is designed for the student with little or no previous sewing experience. One field trip is required. This course may be taken two times for credit providing there is no duplication of topics.

FASHN 153  Serger Fundamentals  3 Units
Prerequisite: FASHN 150 with a grade of “C” or better.
Advisory: ENGRD 110 and ENGWR 100; or ESLR 340 and ESLW 340 and ESL 318; and MATH 34 with grades of “C” or better.
Hours: 36 hours LEC; 54 hours LAB
This course will cover basic operation, care, and use of serger sewing machines. Students will also learn about the various types, their features, accessories, tools, and notions necessary for constructing serger projects. This course may be taken two times for credit providing there is no duplication of topics.

FASHN 158  Fashion Accessories  3 Units
Prerequisite: FASHN 150 with a grade of “C” or better.
Advisory: ENGRD 110 and ENGWR 100; or ESLR 320 and ESLW 320 or ESL 114; and LIBR 318; and MATH 34 with grades of “C” or better.
Hours: 36 hours LEC; 54 hours LAB
Students will learn the basic techniques necessary for the design, construction, and marketing of headgear, soft jewelry, bags, scarfs, belts, shoes, and other contemporary fashion accessories. Topics will also include materials and trims resources, production and marketing techniques, and the history and identification of various accessory items, along with basic manufacturing processes.

FASHN 160  Beginning Industrial and Production Sewing  4 Units
Prerequisite: FASHN 150 and 153 with grades of “C” or better
Advisory: FASHN 320, 351, and 372 with grades of “C” or better
Hours: 36 hours LEC; 108 hours LAB
This course provides training in basic marker making, laying up small pieces and rolls of materials, and cutting uncomplicated layouts with industrial cutting equipment. A variety of basic industrial machines will be mastered along with the individual sewing operations used in mass-production and sample making while maintaining quality of production and observing health and safety procedures. Basic technique samples and garments will be constructed using appropriate industrial sewing equipment. One field trip is required.

FASHN 161  Advanced Industrial and Production Sewing  4 Units
Prerequisite: FASHN 160 with a grade of “C” or better
Advisory: FASHN 320, 351, and 372 with grades of “C” or better
Hours: 36 hours LEC; 108 hours LAB
This course provides training in making more complex markers, laying up multiple layers of materials, and cutting complicated layouts with industrial cutting equipment. A variety of advanced industrial machines will be mastered and applied to garments involving complex construction operations. Handling more difficult materials, component parts and finishing garments while maintaining quality of production and observing health and safety procedures will be included.
FASHN 182  Making Your Own Dress Form  3 Units
Prerequisite: FASHN 150 with a grade of “C” or better.
Hours: 36 hours LEC; 54 hours LAB
This is an innovative course in the construction of a personalized
dress or full body form that will duplicate the student’s body in
contour, bone structure, and posture. Students will cast and cover
their own dress or body form and learn how to use their form in
various ways. This course may be taken two times for credit provid-
ing there is no duplication of topics.

FASHN 183  French Draping  3 Units
Prerequisite: FASHN 150 with a grade of “C” or better.
Advisory: FASHN 372 with a grade of “C” or better.
Hours: 36 hours LEC; 54 hours LAB
This is an advanced creative course designed to give the student
variation in dressmaking design through the media of fabric
manipulation (or draping) on a personal custom dress or full body
form or full scale or half-scale dress or full body form. Students will
drape several garments in muslin and one final garment in fashion
fabric. This course may be taken two times for credit providing
there is no duplication of topics.

FASHN 198  Sewing as a Business  3 Units
Prerequisite: None
Advisory: ENGRD 110 and ENGWR 100; or ESLR 320 and ESLW
320 or ESL 114; and LIBR 318; and MATH 34 with grades of “C”
or better.
Hours: 54 hours LEC
This course is designed for the fashion industry, sewing, interior de-
sign, and related fields. Students will study the necessary business
practices and practical aspects of setting up and running their own
sewing-related businesses. Topics will include: ethical practices,
methods of compensation, establishing clients’ budget, estimating
costs, purchasing, billing, marketing, and sales. Students will
develop a model business plan and explore resources necessary to
be successful in their (fashion industry, sewing, interior design or
related fields) business. One field trip is required.

FASHN 295  Independent Studies in  1-3 Units
Fashion
Prerequisite: None
Course Transferable to CSU
Hours: 54 hours LEC
See Independent Studies.

FASHN 299  Experimental Offering in  .5-4 Units
Fashion
Prerequisite: None
Hours: 54 hours LEC; 36 hours LAB
See Experimental Offering

FASHN 310  Fashion Analysis/
Clothing Selection  3 Units
Prerequisite: None.
Advisory: ENGRD 110 and ENGWR 100; or ESLR 320 and ESLW
320 or ESL 114; and LIBR 318 with grades of “C” or better.
General Education: AA/AS Area III(b)
Course Transferable to CSU
Hours: 54 hours LEC
This is an introduction to the socio-psychological aspects of cloth-
ing within the U.S. culture. U.S. clothing behavior (economic and
political influences on fashion, fashion terminology, and past and
present fashion cycles) are contrasted with other contemporary
cultures around the world. Essential theories of color perception
and applied problems dealing with color interaction, line, design,
and texture will be presented. Analysis of wardrobe planning, buy-
ning ready-to-wear, and care and maintenance of family clothing are
included.

FASHN 320  Textiles  3 Units
Prerequisite: None.
Advisory: ENGRD 110 and ENGWR 100; or ESLR 320 and ESLW
320 or ESL 114; and LIBR 318 with grades of “C” or better.
Course Transferable to UC/CSU
Hours: 36 hours LEC; 54 hours LAB
This is a consumer-oriented introduction to textiles that includes
study of the characteristics of fibers, yarns, and fabric construction
including weaves and fabric finishes. Information will be pre-
related to consumer satisfaction in selecting and caring for
fabrics, apparel, furnishing, and other textile products in daily use.
One optional field trip will be taken.

FASHN 330  History of Western World  3 Units
Fashion
Prerequisite: None.
Advisory: ENGRD 110 and ENGWR 100; or ESLR 320 and ESLW
320 or ESL 114; and LIBR 318 with grades of “C” or better.
General Education: AA/AS Area I; CSU Area C2
Course Transferable to CSU
Hours: 54 hours LEC
Students will study dress in Western civilization from ancient
times through the present. An interdisciplinary approach is used
to examine how clothing communicates values displayed by the
individual and functions as a reflection of trends in technology,
political events, social ideals, and cultural developments such as
art and music. Emphasis will be placed on differing roles in the
production, dissemination, and consumption of clothing in relation
to socioeconomic groups. One field trip is required.
FASHN 335  Historic Costuming  3 Units
Same As: TA 436
Prerequisite: None.
Advisory: ENGRD 110 and ENCWR 100; or ESLR 320 and ESLW 320; or ESL 114; FASHN 140 and FASHN 150 and LIBR 318 and MATH 34 with grades of “C” or better.
Course Transferable to UC/CSU
Hours: 36 hours LEC; 54 hours LAB
The impact of social, political, cultural, and economic issues on costume is explored from the cradle of civilization through modern times. Specific periods of fashion are researched to design and construct historically correct garments. Students will learn how to apply the principles of modern pattern making to various historical styles and use this knowledge to design and create historical costumes. The unique cut and construction of each historical period is covered, from undergarments to accessories for each fashion period. Students will learn to create necessary adaptations to these garments for successful stage applications. One field trip is required. This course may be taken four times providing there is no duplication of topics.

FASHN 351  Principles of Apparel  3 Units
Construction/Intermediate Sewing
Prerequisite: FASHN 150 with a grade of “C” or better.
Course Transferable to CSU
Hours: 36 hours LEC; 54 hours LAB
This course presents intermediate apparel construction techniques, such as working with more complex pattern adjustments, patterns, notions, and fabrics. Comprehensive custom sewing techniques for men, women, and children will be applied to four student-made garments. The course may be taken two times for credit providing there is no duplication of topics.

FASHN 352  Advanced Apparel  3 Units
Construction/Couture Sewing
Prerequisite: FASHN 351 with a grade of “C” or better
Course Transferable to CSU
Hours: 36 hours LEC; 54 hours LAB
This course covers apparel construction techniques applied to several challenging designs that will be student-made using unusual and difficult fabrics. Use of couture as well as new construction techniques, applied to details and finishes found on more expensive garments will be explored. The course may be taken two times for credit providing there is no duplication of topics.

FASHN 355  Traditional Tailoring  3 Units
Prerequisite: FASHN 351 with a grade of “C” or better or equivalent.
Course Transferable to CSU
Hours: 36 hours LEC; 54 hours LAB
The course is designed for the advanced clothing construction student who wishes to increase knowledge and proficiency in the many aspects of traditional tailoring. Instruction will include custom fitting, equipment, and garment components selection and steps in the very fine handwork details and techniques of traditional tailoring for men’s or women’s suits and coats. This course may be taken two times for credit providing there is no duplication of topics.

FASHN 356  Contemporary Tailoring  3 Units
Prerequisite: FASHN 351 with a grade of “C” or better or equivalent.
Course Transferable to CSU
Hours: 36 hours LEC; 54 hours LAB
This course is for the advanced clothing construction student who wishes to increase knowledge and proficiency in the many aspects of contemporary tailoring. Instruction will include: speed methods in custom fitting, equipment and garment components selection suitable for these methods, and construction techniques of machine or fusible contemporary tailoring for faster construction of men’s and women’s suits and coats. One optional field trip will be taken. This course may be taken two times for credit providing there is no duplication of topics.

FASHN 360  Clothing Alterations  3 Units
Prerequisite: FASHN 150 with a grade of “C” or better or equivalent.
Advisory: FASHN 351 with grade of “C” or better.
Course Transferable to CSU
Hours: 36 hours LEC; 54 hours LAB
This course provides instruction in techniques for operating commercial sewing machines, pressing equipment, and sewing tools to perform the various sewing skills in making ready-to-wear alterations and repairs. The student will analyze properly and improperly fitted garments and predict, and complete alterations necessary for women’s, men’s, and children’s ready-to-wear garments. Two field trips are required. The course may be taken two times for credit providing there is no duplication of topics.

FASHN 370  Pattern Adjustment and Fit  3 Units
Prerequisite: FASHN 351 with a grade of “C” or better or equivalent.
Course Transferable to CSU
Hours: 36 hours LEC; 54 hours LAB
This course is a study of how to make patterns fit, take body and pattern measurements, and their relationship to a variety of body fitting differences. Extensive pattern adjustment techniques will be demonstrated, practiced, and applied to a “basic” dress pattern, which will become a sloper for flat pattern design. Garment fitting techniques and refinements will be done through garment alterations on a fitting “muslin” of the “basic” dress. The course may be taken two times for credit providing there is no duplication of topics.

FASHN 372  Pattern Making and Design  3 Units
Prerequisite: FASHN 351 with a grade of “C” or better, or equivalent.
Course Transferable to CSU
Hours: 36 hours LEC; 54 hours LAB
This course offers an introduction to the flat pattern method of apparel design. Students will develop/refine a personal sloper from a commercial basic pattern. This sloper will be used to create various full size patterns and a student designed garment. Pattern making techniques will be perfected with 1/2 or 1/4 size patterns. Students will learn how to combine pattern design variations to create new designs. The course may be taken two times for credit providing there is no duplication of topics.
FASHN 376  Advanced Design - Drafting,  3 Units  
Advanced Flat Pattern Techniques and Computer Aided Design
Prerequisite: FASHN 372 with a grade of “C” or better
Advisory: CISC 300 with grade of “C” or better.
Course Transferable to CSU
Hours: 36 hours LEC; 54 hours LAB
This course will include how to draft basic pattern pieces from measurements, create advanced slopers for the torso, basic jacket and knits, and create advanced flat pattern design details. Students will be introduced to CAD, computer aided design. Everything that can be done by hand can be done on the computer including: drawing flats (fashion illustrations of garment designs), pattern measuring and adjustments, flat pattern design techniques, “digitizing-in” patterns, grading patterns, layout, marker making, and plotting pattern pieces. The course may be taken two times for credit providing there is no duplication of topics.

FASHN 495  Independent Studies in Fashion  
Prerequisite: None
Course Transferable to CSU
Hours: 54 hours LEC
See Independent Studies.

FASHN 499  Experimental Offering in Fashion  
Prerequisite: None
Course Transferable to CSU
Hours: 54 hours LEC; 36 hours LAB
See Experimental Offering

IDES 300  Fundamentals of Interior Design  3 Units  
Prerequisite: None.
Advisory: ENGRD 110 and ENGW 100; or ESLR 320 and ESLW 320 or ESL 114; and LIBR 318; and MATH 34 with grades of “C” or better.
Course Transferable to CSU
Hours: 54 hours LEC
This introductory survey course addresses various aspects of the interior design industry and profession. It includes the study and application of design principles and elements; influences of historical, cultural and functional design factors; the selection and arrangement of interior furnishings and materials; and an overview of career options in interior design.

IDES 322  Materials of Interior Design  3 Units  
Prerequisite: None.
Advisory: ENGRD 110 and ENGW 100; or ESLR 320 and ESLW 320 or ESL 114; and IDES 300; and LIBR 318; and MATH 34 with grades of “C” or better.
Course Transferable to CSU
Hours: 54 hours LEC
The focus of this course covers the materials used in interior design, their characteristics, sources, and applications. Students will study the design process, technology in the industry, aesthetics, furnishings, specifications of interior finish materials, and current issues in the field. The professional role of the interior designer in relation to that of the client, contractor, and consultants also will be examined. One field trip is required.

IDES 402  Soft Furnishings Fabrication - Home Accessories  3 Units  
Prerequisite: FASHN 150 with a grade of “C” or better
Advisory: FASHN 351, IDES 300, and IDES 322 with grades of “C” or better.
Course Transferable to CSU
Hours: 36 hours LEC; 54 hours LAB
Students will be introduced to skills needed for soft furnishing home accessory projects, such as table accessory, pillow, cushion, chair covering and bedding fabrication. Students will create projects using the specialized tools, fabrics, and techniques used by professionals in the interior design industry. One field trip is required.

IDES 402.1  Soft Furnishings Fabrication- Table Accessories  1 Unit  
Prerequisite: FASHN 150 with a grade of “C” or better
Advisory: ENGRD 110 and ENGW 100; or ESLR 320 and ESLW 320 or ESL 114; and FASHN 351; and IDES 300; and IDES 322; and LIBR 318; and MATH 34 with grades of “C” or better.
Course Transferable to CSU
Hours: 12 hours LEC; 18 hours LAB
Students will be introduced to skills needed for table accessory fabrication. Students will create projects using the specialized tools, fabrics, and techniques used by professionals in the interior design industry. One field trip is required to observe an interior design production facility. This course may be taken twice for credit providing there is no duplication of topics.

IDES 402.2  Soft Furnishings Fabrication- Pillows, Cushions, and Chair Coverings  1 Unit  
Prerequisite: FASHN 150 with a grade of “C” or better
Advisory: ENGRD 110 and ENGW 100; or ESLR 320 and ESLW 320 or ESL 114; and FASHN 351; and IDES 300; and IDES 322; and LIBR 318; and MATH 34 with grades of “C” or better.
Course Transferable to CSU
Hours: 12 hours LEC; 18 hours LAB
Students will be introduced to skills needed for pillow, cushion, and chair-covering fabrication. Students will create projects using the specialized tools, fabrics, and techniques used by professionals in the interior design industry. One field trip is required to observe an interior design production facility. This course may be taken twice for credit providing there is no duplication of topics.
IDES 402.3 Soft Furnishings Fabrication- 1 Unit
Bedding
Prerequisite: FASHN 150 with a grade of “C” or better
Advisory: ENGRD 110 and ENGW 100; ESLR 320 and ESLW 320 or ESL 114; and FASHN 153; and FASHN 320; and FASHN 351; and IDES 300; and IDES 322; and LIBR 318; and MATH 34 with grades of “C” or better.
Course Transferable to CSU
Hours: 12 hours LEC; 18 hours LAB
Students will be introduced to skills needed for bedding fabrication. Students will create projects using the specialized tools, fabrics, and techniques used by professionals in the interior design industry. One field trip is required to observe an interior design production facility. This course may be taken twice for credit providing there is no duplication of topics.

IDES 403 Soft Furnishings Fabrication - 3 Units
Window Treatments
Prerequisite: FASHN 150 with a grade of “C” or better
Advisory: FASHN 351, IDES 300, and IDES 322 with grades of “C” or better.
Course Transferable to CSU
Hours: 36 hours LEC; 54 hours LAB
Students will be introduced to skills needed for soft furnishings window treatment projects such as window shade, curtain, drapery, and window top treatment fabrication. Students will create projects using the specialized tools, fabrics, and techniques used by professionals in the interior design industry. One field trip is required.

IDES 403.1 Soft Furnishings Fabrication- 1 Unit
Window Shades
Prerequisite: FASHN 150 with a grade of “C” or better
Advisory: ENGRD 110 and ENGW 100; ESLR 320 and ESLW 320 or ESL 114; and FASHN 153; and FASHN 320; and FASHN 351; and IDES 300; and IDES 322; and LIBR 318; and MATH 34 with grades of “C” or better.
Course Transferable to CSU
Hours: 12 hours LEC; 18 hours LAB
Students will be introduced to skills needed for window shade fabrication. Students will create projects using the specialized tools, fabrics, and techniques used by professionals in the interior design industry. One field trip is required to observe an interior design production facility. This course may be taken twice for credit providing there is no duplication of topics.

IDES 403.2 Soft Furnishings Fabrication- 1 Unit
Curtains and Draperies
Prerequisite: FASHN 150 with a grade of “C” or better
Advisory: ENGRD 110 and ENGW 100; ESLR 320 and ESLW 320 or ESL 114; and FASHN 153; and FASHN 320; and FASHN 351; and IDES 300; and IDES 322; and LIBR 318; and MATH 34 with grades of “C” or better.
Course Transferable to CSU
Hours: 12 hours LEC; 18 hours LAB
Students will be introduced to skills needed for curtain and drapery fabrication. Students will create projects using the specialized tools, fabrics, and techniques used by professionals in the interior design industry. One field trip is required to observe an interior design production facility. This course may be taken twice for credit providing there is no duplication of topics.

IDES 403.3 Soft Furnishings Fabrication- 1 Unit
Window Top Treatments
Prerequisite: FASHN 150 with a grade of “C” or better
Advisory: ENGRD 110 and ENGW 100; ESLR 320 and ESLW 320 or ESL 114; and FASHN 153; and FASHN 320; and FASHN 351; and IDES 300; and IDES 322; and LIBR 318; and MATH 34 with grades of “C” or better.
Course Transferable to CSU
Hours: 12 hours LEC; 18 hours LAB
Students will be introduced to skills needed for window top treatment fabrication. Students will create projects using the specialized tools, fabrics, and techniques used by professionals in the interior design industry. One field trip is required to observe an interior design production facility. This course may be taken twice for credit providing there is no duplication of topics.

IDES 495 Independent Studies in 1-3 Units
Interior Design
Prerequisite: None
Course Transferable to CSU
Hours: 54 hours LEC
See Independent Studies.

IDES 499 Experimental Offering in .5-4 Units
Interior Design
Prerequisite: None
Course Transferable to CSU
Hours: 54 hours LEC; 36 hours LAB
See Experimental Offerings.
Fine Arts

Associate in Arts Degree

Required Program
A minimum of 18 units from a combination of courses in:
- ART – Art
- ARTH – Art History
- HUM – Humanities
- MUFHL – Music
- MUIVI – Music
- MUP – Music
- MUSM – Music
- PHOTO – Photography
- TA – Theatre Arts and Film
A student must take courses from at least four of the five areas.

Associate in Arts (A. A.) Degree
The Associate in Arts Degree may be obtained by completion of the required program, plus general education requirements, plus sufficient electives to meet a 60-unit total. See SCC graduation requirements.
Foreign Languages

Arabic - ARABIC
Chinese - Cantonese-CANT/Mandarin-MAND
Farsi - FARSI
French - FREN
German - GERM
Italian - ITAL
Japanese - JAPAN
Korean - KOREAN
Punjabi - PNJABI
Russian - RUSS
Spanish - SPAN
Tagalog - TGLG
Vietnamese - VIET

Arabic (ARABIC)

ARABIC 401 Elementary Arabic  5 Units
Prerequisite: None.
General Education: AA/AS Area I; CSU Area C2; IGETC Area 6
Course Transferable to UC/CSU
Hours: 90 hours LEC
This beginning course in Arabic emphasizes the development of
listening, speaking, reading, and writing language skills; mastering
the sound and writing systems of Arabic; understanding and using
formulaic and functional phrases; using numbers; and mastering
some basic morphological and syntactic features of the language.

ARABIC 402 Elementary Arabic  5 Units
Prerequisite: ARABIC 401 with a grade of “C” or better
General Education: AA/AS Area I; CSU Area C2; IGETC Area 6
Course Transferable to UC/CSU
Hours: 90 hours LEC
This course allows students to further develop language skills in un-
derstanding, speaking, reading, and writing Arabic. Students will
learn past and future tenses and how to express negation, expand
vocabulary relating to people, places, objects, and professions;
and learn to keep a written journal in Arabic. The emphasis is on
communicating effectively in Arabic.

ARABIC 495 Independent Studies in Arabic  1-3 Units
Prerequisite: None
Course Transferable to CSU
Hours: 54 hours LEC
See Independent Studies.

Division of Humanities and Fine Arts
Chris Iwata, Dean
Auditorium 19a
916-558-2551

Cantonese (CANT)

CANT 401 Elementary Cantonese  4 Units
Prerequisite: None.
General Education: AA/AS Area I; CSU Area C2; IGETC Area 6
Course Transferable to UC/CSU
Hours: 72 hours LEC
This beginning course in Cantonese Chinese emphasizes pronun-
ciation drill, sentence pattern analysis, and the development of
language skills in listening, speaking, reading, and writing. Funda-
mentals of character reading and writing will be introduced. The
course also provides an introduction to the culture of Cantonese
speaking regions of the world.

CANT 402 Elementary Cantonese  4 Units
Prerequisite: CANT 401 with a grade of “C” or better; or two years
of high school Cantonese with grades of “C” or better.
General Education: AA/AS Area I; CSU Area C2; IGETC Area 6
Course Transferable to UC/CSU
Hours: 72 hours LEC
This course is the continuation of CANT 401. Further acquisi-
tion of language skills in listening, speaking, reading, and writing
will be emphasized. Basic character reading and writing will be
introduced. Students will gain proficiency in understanding and
speaking Cantonese in everyday situations.

CANT 411 Intermediate Cantonese  4 Units
Prerequisite: CANT 402 with a grade of “C” or better; or three years
of high school Cantonese with grades of “C” or better.
General Education: AA/AS Area I; CSU Area C2; IGETC Area 3B;
IGETC Area 6
Course Transferable to UC/CSU
Hours: 72 hours LEC
This course is the continuation of CANT 402 with a review of
grammar and further development of reading and writing skills in
Cantonese. Passages from Chinese literature and readings about
Chinese society will be studied to provide a deeper understanding
of Cantonese speaking cultures.
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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Prerequisite</th>
<th>General Education</th>
<th>Course Transferable to UC/CSU</th>
<th>Hours</th>
<th>Remarks</th>
<th>Additional Notes</th>
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<tbody>
<tr>
<td>MAND 401</td>
<td>Elementary Mandarin</td>
<td>4 Units</td>
<td>Prerequisite: None</td>
<td>General Education: AA/AS Area I; CSU Area C2; IGETC Area 6</td>
<td>Course Transferable to UC/CSU</td>
<td>72 LEC</td>
<td>This beginning course in Mandarin Chinese emphasizes pronunciation drill, sentence pattern analysis, and the development of language skills in listening, speaking, reading, and writing. Character reading and writing are introduced. The students will also gain a better understanding of Chinese culture through the study of its language.</td>
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<tr>
<td>CANT 412</td>
<td>Intermediate Cantonese</td>
<td>4 Units</td>
<td>Prerequisite: CANT 411 with a grade of “C” or better; or four years of high school Cantonese with grades of “C” or better.</td>
<td>General Education: AA/AS Area I; CSU Area C2; IGETC Area 6</td>
<td>Course Transferable to UC/CSU</td>
<td>72 LEC</td>
<td>This course is the continuation of CANT 411 with further development of reading and writing skills in Cantonese. Passages from Chinese literature and reading on Chinese culture will be studied.</td>
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<tr>
<td>MAND 495</td>
<td>Independent Studies in Cantonese</td>
<td>1-3 Units</td>
<td>Prerequisite: None</td>
<td>Course Transferable to UC/CSU</td>
<td>See Independent Studies.</td>
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<tr>
<td>MAND 499</td>
<td>Experimental Offering in Cantonese</td>
<td>.5-4 Units</td>
<td>Prerequisite: None</td>
<td>Course Transferable to CSU</td>
<td>See Experimental Offerings.</td>
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<tr>
<td>MAND 101</td>
<td>Conversational Mandarin,</td>
<td>3 Units</td>
<td>Prerequisite: None</td>
<td>General Education: AA/AS Area I</td>
<td>This beginning course in conversational Mandarin emphasizes the development of oral language skills essential for understanding and speaking elementary Mandarin useful for everyday communication.</td>
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<tr>
<td>MAND 102</td>
<td>Conversational Mandarin,</td>
<td>3 Units</td>
<td>Prerequisite: None</td>
<td>General Education: AA/AS Area I</td>
<td>This course is a continuation of MAND 101. Further acquisition of language skills in understanding and speaking will be emphasized. Additional vocabulary and sentence patterns will be introduced. Students will gain proficiency in understanding and speaking Mandarin in everyday situations.</td>
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<tr>
<td>MAND 299</td>
<td>Experimental Offering</td>
<td>.5-4 Units</td>
<td>Prerequisite: None</td>
<td>Hours: 90 hours LEC</td>
<td>See Experimental Offerings.</td>
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<tr>
<td>MAND 405</td>
<td>Chinese Characters</td>
<td>1 Unit</td>
<td>Prerequisite: None</td>
<td>Course Transferable to UC/CSU</td>
<td>See Independent Studies.</td>
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**Mandarin (MAND)**

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<tr>
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<th>General Education</th>
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<th>Hours</th>
<th>Remarks</th>
<th>Additional Notes</th>
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<tbody>
<tr>
<td>MAND 411</td>
<td>Intermediate Mandarin</td>
<td>4 Units</td>
<td>Prerequisite: MAND 401 with a grade of “C” or better; or two years of high school Mandarin</td>
<td>General Education: AA/AS Area I; CSU Area C2; IGETC Area 3B</td>
<td>Course Transferable to UC/CSU</td>
<td>72 LEC</td>
<td>This course is the continuation of MAND 401 with further development of reading and writing skills in Mandarin. Passages from Chinese literature and readings on Chinese culture will be studied.</td>
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<tr>
<td>MAND 412</td>
<td>Intermediate Mandarin</td>
<td>4 Units</td>
<td>Prerequisite: MAND 411 with a grade of “C” or better; or four years of high school Mandarin</td>
<td>General Education: AA/AS Area I; CSU Area C2; IGETC Area 3B</td>
<td>Course Transferable to UC/CSU</td>
<td>72 LEC</td>
<td>This course is the continuation of MAND 411 with further development of reading and writing skills in Mandarin. Passages from Chinese literature and readings on Chinese culture will be studied.</td>
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</table>
MAND 495  Independent Studies in Elementary
Prerequisite: None
Course Transferable to UC/CSU
Hours: 54 hours LAB
See Independent Studies.

MAND 499  Experimental Offering in Elementary
Prerequisite: None
Course Transferable to UC/CSU
Hours: 54 hours LEC; 36 hours LAB
See Experimental Offerings.

Farsi (FARSI)

FARSI 401  Elementary Farsi 4 Units
Prerequisite: None.
General Education: AA/AS Area I; CSU Area C2; IGETC Area 6
Course Transferable to UC/CSU
Hours: 72 hours LEC
This beginning course is an introduction to the modern language of Iran. The course will focus on the development of all language skills (listening, reading, speaking and writing) in a cultural context. Students will learn basic communication skills in the language as well as gaining a deeper understanding of the peoples and culture of Iran.

FARSI 402  Elementary Farsi 4 Units
Prerequisite: FARSI 401 with a grade of “C” or better.
General Education: AA/AS Area I; CSU Area C2; IGETC Area 6
Course Transferable to UC/CSU
Hours: 72 hours LEC
This is a second semester course in the modern language of Iran. The course continues with the development of all language skills: listening, reading, speaking, and writing. The student further develops his/her communication competency in the language and increases his/her understanding of Persian speaking cultures.

FARSI 495  Independent Studies in Farsi 1-3 Units
Prerequisite: None
Course Transferable to CSU
Hours: 54 hours LEC
See Independent Studies.

FARSI 499  Experimental Offering in Farsi .5-4 Units
Prerequisite: None
Course Transferable to CSU
Hours: 72 hours LEC
See Experimental Offerings.

French (FREN)

FREN 101  Conversational French, Elementary 3 Units
Prerequisite: None.
General Education: AA/AS Area I
Hours: 54 hours LEC
This is a first semester introduction to the French language. It is designed for beginning students with little or no previous exposure to the language. It is characterized by an emerging ability to understand and produce appropriate responses in high frequency situations utilizing learned materials. Speaking and writing will be comprehensible to a sympathetic listener. Verbal and written expression is limited to short, culturally appropriate communication. Students will acquire a knowledge of the geography, culture, and people of regions where French is spoken and of French-speakers’ contributions to North American and world cultures.

FREN 102  Conversational French, Elementary 3 Units
Prerequisite: FREN 101 with a grade of “C” or better
Hours: 54 hours LEC
This is second semester of Elementary French Conversation. It provides refinement of skills begun in the first semester course. Students will gain increased accuracy and ability to understand and produce appropriate responses in high frequency situations utilizing learned materials. Speaking and writing will be comprehensible to a sympathetic listener. Verbal and written expression will be limited to short, culturally appropriate communication on a broader scale than at the first semester level. Students will acquire a knowledge of the geography, culture, and people of regions where French is spoken and of French-speakers’ contributions to North American and world cultures. This course is conducted primarily in French.

FREN 111  Conversational French, Intermediate 3 Units
Prerequisite: FREN 102 with a grade of “C” or better; or 3 years of high school French
Hours: 54 hours LEC
This third semester course is conducted exclusively in French and provides students with continued practice in developing their skills for meaningful communication in the target language. Students will engage in interactive social situations based on practical and relevant topics, with emphasis on the French cultural settings.

FREN 112  Conversational French, Intermediate 3 Units
Prerequisite: FREN 111 with a grade of “C” or better; or 4 years of high school French
Hours: 54 hours LEC
The emphasis of this course is on further development of the student’s speaking ability and self-expression in relevant situations. The concentration of this course of study is on verb and tense mastery and on the expansion of vocabulary, as well as further mastery of useful cultural idioms and language patterns. This course is conducted exclusively in French.
FREN 299 Experimental Offering in .5-4 Units French
Prerequisite: None
Hours: 90 hours LEC
See Experimental Offerings.

FREN 401 Elementary French 4 Units
Prerequisite: None.
General Education: AA/AS Area I; CSU Area C2; IGETC Area 6
Course Transferable to UC/CSU
Hours: 72 hours LEC
This class offers the basic language skills with special emphasis on listening, comprehension, and speaking. Aspects of French culture will be integrated throughout the course. It provides thorough training in the fundamentals of structure so that the student learns to understand spoken French, to speak French with reasonable fluency and accurate pronunciation, and to read and write French at an elementary level.

FREN 402 Elementary French 4 Units
Prerequisite: FREN 401 with a grade of “C” or better or two years high school French
General Education: AA/AS Area I; CSU Area C2; IGETC Area 6
Course Transferable to UC/CSU
Hours: 72 hours LEC
In this class there will be further development of the skills outlined in FREN 401, with emphasis on authentic French dialogues. Coursework includes comprehensive pronunciation drills, systematic and concise description of structures, cultural readings, and numerous exercises for both oral and written practice.

FREN 411 Intermediate French 4 Units
Prerequisite: FREN 402 with a grade of “C” or better or three years of high school French.
General Education: AA/AS Area I; CSU Area C2; IGETC Area 3B; IGETC Area 6
Course Transferable to UC/CSU
Hours: 72 hours LEC
As a continuation of FREN 402, this course provides further development of vocabulary and grammatical concepts to enhance reading, writing, and speaking skills in French. In addition to grammar exercises, cultural commentaries, poems and literary excerpts are read and discussed in class. This course will be taught entirely in French.

FREN 412 Intermediate French 4 Units
Prerequisite: FREN 411 with a grade of “C” or better; or four years of high school French
General Education: AA/AS Area I; CSU Area C2; IGETC Area 6
Course Transferable to UC/CSU
Hours: 72 hours LEC
As a continuation of French 411, this course provides further development of reading, writing, and speaking skills. Frequent short essays and one long essay will be required. Students are expected to be able to read French texts of increasing difficulty and express themselves orally and in writing at the intermediate level.

FREN 495 Independent Studies in 1-3 Units French
Prerequisite: None
Course Transferable to UC/CSU
Hours: 54 hours LAB
See Independent Studies.

FREN 499 Experimental Offering in .5-4 Units French
Prerequisite: None
Course Transferable to UC/CSU
Hours: 54 hours LEC; 36 hours LAB
See Experimental Offerings.

GERM 299 Experimental Offering in .5-4 Units German
Prerequisite: None
Hours: 72 hours LEC
See Experimental Offerings.

GERM 401 Elementary German 4 Units
Prerequisite: None.
General Education: AA/AS Area I; CSU Area C2; IGETC Area 6
Course Transferable to UC/CSU
Hours: 72 hours LEC
This is a beginning course providing for the development of speaking, writing, understanding, and reading skills. The readings focus on German culture.

GERM 402 Elementary German 4 Units
Prerequisite: GERM 401 with a grade of “C” or better; or two years of high school German with grades of “C” or better.
General Education: AA/AS Area I; CSU Area C2; IGETC Area 6
Course Transferable to UC/CSU
Hours: 72 hours LEC
This course is a further development of the four basic skills: listening, speaking, reading, and writing. It is a continued study of pronunciation, fundamentals of German grammar, and German culture.

GERM 411 Intermediate German 4 Units
Prerequisite: GERM 401 with a grade of “C” or better; or two years of high school German with grades of “C” or better.
General Education: AA/AS Area I; CSU Area C2; IGETC Area 6
Course Transferable to UC/CSU
Hours: 72 hours LEC
This course includes the reading and discussion of 20th century German literature, continued development of reading, writing, understanding, and speaking skills, and a grammar review. The course also provides insights into German culture through an understanding and application of the language.
GERM 412  Intermediate German  4 Units
Prerequisite: GERM 411 with a grade of “C” or better; or four years of high school German.
General Education: AA/AS Area I; CSU Area C2; IGETC Area 3B; IGETC Area 6
Course Transferable to UC/CSU
Hours: 72 hours LEC
This course is a continuation of GERM 411 with further development of reading and writing skills in the German language. Literature will be analyzed and discussed to provide a deeper understanding of both the German language and culture.

GERM 495  Independent Studies in German  1-3 Units
Prerequisite: None
Course Transferable to UC/CSU
Hours: 54 hours LAB
See Independent Studies.

GERM 499  Experimental Offering in German  .5-4 Units
Prerequisite: None
Course Transferable to UC/CSU
Hours: 90 hours LEC
See Experimental Offerings.

Italian (ITAL)

ITAL 401  Elementary Italian  4 Units
Prerequisite: None.
General Education: AA/AS Area I; CSU Area C2
Course Transferable to UC/CSU
Hours: 72 hours LEC
This course introduces basic essentials of elementary grammar, sentence structure, and conversation. It also introduces Italian character, tradition, and culture. Reading of simple prose will be included.

ITAL 402  Elementary Italian  4 Units
Prerequisite: ITAL 401 with a grade of “C” or better
General Education: AA/AS Area I; CSU Area C2
Course Transferable to UC/CSU
Hours: 72 hours LEC
This course is a continuation of ITAL 401. It includes additional grammar essentials, further practice in conversation and composition, and a continued study of Italian culture.

Japanese (JAPAN)

JAPAN 101  Conversational Japanese, Elementary  3 Units
Prerequisite: None.
General Education: AA/AS Area I
Hours: 54 hours LEC
JAPAN 101 covers pronunciation, intonation, basic vocabulary, idioms, and grammar of spoken Japanese. The grammar emphasizes word order, postpositions, and some conjugation in simple sentences. The course includes introduction to Japanese culture.

JAPAN 299  Experimental Offering in Japanese  .5-4 Units
Prerequisite: None
Hours: 90 hours LEC
See Experimental Offerings.

JAPAN 401  Elementary Japanese  4 Units
Prerequisite: JAPAN 401 with a grade of “C” or better; or two years of high school Japanese with grades of “C” or better.
General Education: AA/AS Area I; CSU Area C2; IGETC Area 6
Course Transferable to UC/CSU
Hours: 72 hours LEC
JAPAN 401 covers pronunciation, intonation, basic vocabulary, and grammar of spoken Japanese. The grammar emphasis is word order, postpositions, and some conjugation in simple sentences. Students are required to learn Hiragana script. The course includes introduction to Japanese culture.

JAPAN 402  Elementary Japanese  4 Units
Prerequisite: JAPAN 401 with a grade of “C” or better; or two years of high school Japanese with grades of “C” or better.
General Education: AA/AS Area I; CSU Area C2; IGETC Area 6
Course Transferable to UC/CSU
Hours: 72 hours LEC
JAPAN 402 continues teaching vocabulary, idioms, and grammar, including more complex subordinate phrases and clauses. In addition to Hiragana, students are required to learn Katakana and simple Kanji ideographs. Recognition and application of these linguistic concepts occurs within the context of an examination of Japanese culture.

JAPAN 411  Intermediate Japanese  4 Units
Prerequisite: JAPAN 401 with a grade of “C” or better; or three years of high school Japanese with grades of “C” or better.
General Education: AA/AS Area I; CSU Area C2; IGETC Area 3B; IGETC Area 6
Course Transferable to UC/CSU
Hours: 72 hours LEC
JAPAN 411 continues teaching vocabulary, idioms, and grammar with emphasis on more complex sentence patterns requiring understanding of additional verb forms. Students are required to learn about 150 new Kanji ideographs. Students are encouraged to learn some Japanese language skills independently using media and teaching aids. Discussions on Japanese culture are continued.
JAPAN 412  Intermediate Japanese  4 Units
Prerequisite: JAPAN 411 with a grade of “C” or better; or four years of high school Japanese with grades of “C” or better.
General Education: AA/AS Area I; CSU Area C2; IGETC Area 3B; IGETC Area 6
Course Transferable to UC/CSU
Hours: 72 hours LEC
JAPAN 412 continues teaching vocabulary, idioms, and grammar with emphasis on Japanese speech styles. Students are required to learn additional Kanji and to read and write simple sentences of literary Japanese. The course includes discussions of some aspects of Japanese culture.

JAPAN 495  Independent Studies in  1-3 Units
Japanese
Prerequisite: None
Course Transferable to UC/CSU
Hours: 54 hours LAB
See Independent Studies.

JAPAN 499  Experimental Offering in  .5-4 Units
Japanese
Prerequisite: None
Course Transferable to UC/CSU
Hours: 54 hours LEC; 36 hours LAB
See Experimental Offerings.

KOREAN 401  Elementary Korean  4 Units
Prerequisite: None.
General Education: AA/AS Area I; CSU Area C2; IGETC Area 6
Course Transferable to UC/CSU
Hours: 72 hours LEC
Elementary Korean 401 is designed for those who have minimal or no knowledge of Korean. The course will provide equal emphasis on reading, writing, speaking and listening skills. The course is intended to help students acquire and develop a solid foundation of the modern Korean language.

KOREAN 402  Elementary Korean  4 Units
Prerequisite: KOREAN 401 with a grade of “C” or better
General Education: AA/AS Area I; CSU Area C2; IGETC Area 6
Course Transferable to UC/CSU
Hours: 72 hours LEC
The basic language skills of reading, writing, speaking and comprehension are further developed in this course. The class introduces students to Korean script, hangul, as well as more complex grammatical concepts including connectives and indefinite pronouns.

KOREAN 495  Independent Studies in  1-3 Units
Korean
Prerequisite: None
Course Transferable to CSU
Hours: 54 hours LEC
See Independent Studies.

PNJABI 401  Elementary Punjabi  4 Units
Prerequisite: None.
General Education: AA/AS Area I; CSU Area C2
Course Transferable to UC/CSU
Hours: 72 hours LEC
This course is a continuation of PNJABI 401. It includes additional grammar essentials, further practice in conversation and composition, and a continued study of Punjabi culture.

PNJABI 402  Elementary Punjabi  4 Units
Prerequisite: PNJABI 401 with a grade of “C” or better
General Education: AA/AS Area I; CSU Area C2
Course Transferable to UC/CSU
Hours: 72 hours LEC
This course introduces basic essentials of elementary grammar, sentence structure, and conversation. The course also introduces Punjabi history, traditions, and culture. Reading of simple prose will be included.

PNJABI 499  Experimental Offering in  .5-4 Units
Punjabi
Prerequisite: None
Course Transferable to CSU
Hours: 72 hours LEC
This is an experimental course offering designed to provide students with courses not normally offered by the Foreign Language Department. Course topics will be structured around new and emerging issues related to the field of Foreign Languages.

RUSS 401  Elementary Russian  4 Units
Prerequisite: None.
General Education: AA/AS Area I; CSU Area C2; IGETC Area 6
Course Transferable to UC/CSU
Hours: 72 hours LEC
RUSS 401 teaches Russian alphabet pronunciation, grammar, elementary reading, writing, and conversation. The grammar emphasizes noun declension and verb conjugation. The course includes discussions on Russian culture.

RUSS 402  Elementary Russian  4 Units
Prerequisite: RUSS 401 with a grade of “C” or better; or two years of high school Russian with grades of “C” or better
General Education: AA/AS Area I; CSU Area C2; IGETC Area 6
Course Transferable to UC/CSU
Hours: 72 hours LEC
This course is a continuation of reading, writing, and conversation. The course extends the study of noun declensions and adds adjective declensions. The study of verb conjugations is also continued. The course further explores the Russian people and their culture, including comparisons with the U.S.
SPAN 112  Conversational Spanish, 3 Units
Intermediate
Prerequisite: None
Course Transferable to UC/CSU
Hours: 54 hours LEC
The emphasis of this course is primarily to develop the speaking ability of the students' self-expression in brief, practical discussions. The concentration of this course is on verb-tense mastery, vocabulary, and idioms. This course may be repeated once for credit.

SPAN 299  Experimental Offering in .5-4 Units
Spanish
Prerequisite: None
Course Transferable to UC/CSU
Hours: 90 hours LEC
See Experimental Offerings.

SPAN 401  Elementary Spanish 4 Units
Prerequisite: None.
General Education: AA/AS Area I; CSU Area C2; IGETC Area 6
Course Transferable to UC/CSU
Hours: 72 hours LEC
This beginning course in Spanish is conducted almost entirely in Spanish. It emphasizes the development of language skills in listening, reading, speaking, and writing by focusing on the application of simple, grammatical concepts.

SPAN 402  Elementary Spanish 4 Units
Prerequisite: SPAN 401 with a grade of "C" or better; or two years of high school Spanish.
General Education: AA/AS Area I; CSU Area C2; IGETC Area 6
Course Transferable to UC/CSU
Hours: 72 hours LEC
The four skills—understanding, speaking, reading, and writing—are further developed in this course. The course covers the following grammatical concepts: direct and indirect object pronouns, double object pronouns, the preterit tense, the reflexive, the affirmative informal command, the uses of the verbs saber and conocer and the prepositions por and para, and a review of the verbs ser and estar. The students prepare short oral talks in most of the above. Also, they write short paragraphs in most of the above in class and outside of class. Vocabulary is built through the exploration of cultural areas such as the home, vacations, jobs, childhood, youth, expressing emotions, foods, markets, and restaurants. The emphasis is on speaking and oral comprehension.

SPAN 411  Intermediate Spanish 4 Units
Prerequisite: SPAN 402 with a grade of "C" or better; or three years of high school Spanish.
General Education: AA/AS Area I; CSU Area C2; IGETC Area 3B; IGETC Area 6
Course Transferable to UC/CSU
Hours: 72 hours LEC
This course is the continuation of SPAN 402, conducted entirely in Spanish. It provides further development of the listening, speaking, reading, and writing skills. The grammatical focus is on the study and application of past tenses and the subjunctive mood. Students will be expected to engage in meaningful communicative situations. Students will increase their knowledge of the culture and traditions of the Spanish speaking world.
SPAN 412 Intermediate Spanish 4 Units
Prerequisite: SPAN 411 with a grade of “C” or better; or four years of high school Spanish.
General Education: AA/AS Area I; CSU Area C2; IGETC Area 3B; IGETC Area 6
Course Transferable to UC/CSU
Hours: 72 hours LEC
This second semester of Intermediate Spanish is designed to help students to further develop skills acquired in SPAN 411. Readings in the original of the various literary genres (the short story, poetry, drama, the essay), by Hispanic authors, provide topics for discussion as well as venues in which to practice grammatical concepts and to develop vocabulary. Literary analysis is used as a tool for oral and written practice on grammatical points needed by the students. Students will develop increased cultural awareness and will continue to acquire knowledge of geography, culture, history, customs, traditions, and Spanish-speakers' contributions to the world community. The class is conducted exclusively in Spanish. Students will be able to handle complicated conversations using past and future time frames. The emphasis is on composition and conversation.

SPAN 495 Independent Studies in Spanish 1-3 Units
Prerequisite: None
Course Transferable to UC/CSU
Hours: 54 hours LAB
See Independent Studies.

SPAN 499 Experimental Offering in Spanish .5-4 Units
Prerequisite: None
Course Transferable to UC/CSU
Hours: 54 hours LEC
See Experimental Offerings.

TGLG 401 Elementary Tagalog 4 Units
Prerequisite: None.
General Education: AA/AS Area I; CSU Area C2; IGETC Area 6
Course Transferable to UC/CSU
Hours: 72 hours LEC
TGLG 401 is an introduction to Tagalog. The course teaches Tagalog sounds, pronunciation, pitch and intonations, basic vocabulary, and grammar. Grammar will emphasize simple sentences, sentence formations, verb conjugations, and functions. The development of basic skills (listening, speaking, and writing) in a cultural context will be a special focus.

TGLG 402 Elementary Tagalog 4 Units
Prerequisite: TGLG 401 with a grade of “C” or better
General Education: AA/AS Area I; CSU Area C2; IGETC Area 6
Course Transferable to UC/CSU
Hours: 72 hours LEC
This is a second semester course in Tagalog that continues with the basic grammar and further development of all language skills. TGLG 402 continues teaching vocabulary, idioms, and more complex phrases and readings. Discussion of Filipino-American culture continues.

TGLG 495 Independent Studies in Tagalog 1-3 Units
Prerequisite: None
Course Transferable to CSU
Hours: 54 hours LEC
See Independent Studies.

TGLG 499 Experimental Offering in Tagalog .5-4 Units
Prerequisite: None
Course Transferable to CSU
Hours: 54 hours LEC
See Experimental Offerings.

Vietnamese (VIET)

VIET 401 Elementary Vietnamese 4 Units
Prerequisite: None.
General Education: AA/AS Area I; CSU Area C2; IGETC Area 6
Course Transferable to UC/CSU
Hours: 72 hours LEC
This course will provide an introduction to the Vietnamese language at the Novice Low Level, which is characterized by an emerging ability to understand and produce appropriate responses in high-frequency situations utilizing learned materials, standardized messages, phrases and expressions including numbers, dates, days, weather, time, foods, and Vietnamese names. Speaking and writing will be comprehensible to a sympathetic listener, including a native speaker used to interacting with non-native speakers. Verbal written expression is limited to short, culturally-appropriate communication, including kinship terms and nouns of address. Students will acquire a knowledge and an appreciation of the geography, culture, and people of regions where Vietnamese is spoken and of Vietnamese-speakers’ contributions to North American and world-wide culture.
VIET 402  Elementary Vietnamese  4 Units
Prerequisite: VIET 401 with a grade of “C” or better
General Education: AA/AS Area I; CSU Area C2; IGETC Area 6
Course Transferable to UC/CSU
Hours: 72 hours LEC
This course will provide continued refinement of the Novice Low Level skills begun in VIET 401 while working toward the Novice Mid and High Levels. The student will gain increased accuracy; improve ability to understand and produce appropriate responses in high frequency situations utilizing learned materials, standardized messages, phrases and expressions, including numbers, dates, days, weather, time, foods, and names of family members; and improve ability to understand discourse on an increased number of topics. Speaking and writing will be comprehensible to a sympathetic listener, including a native speaker used to interacting with non-native speakers, and will demonstrate an emerging ability to create with the language. Verbal and written expression will be limited to short, culturally appropriate communication with greater accuracy and on a broader scale of topics than that found at the VIET 401 level. Students will acquire a knowledge and an appreciation of the geography, culture, and people of regions where Vietnamese is spoken and of Vietnamese-speakers’ contributions to North American and world-wide culture.

VIET 495  Independent Studies in Vietnamese  1-3 Units
Prerequisite: None
Course Transferable to CSU
Hours: 54 hours LAB
See Independent Studies.

VIET 499  Experimental Offering in Vietnamese  .5-4 Units
Prerequisite: None
Course Transferable to CSU
Hours: 54 hours LEC; 36 hours LAB
See Experimental Offerings.
Geography  GEOG

GEOG 300  Physical Geography:  3 Units
Exploring Earth’s Environmental Systems
Prerequisite: None.
Advisory: MATH 34 with a grade of “C” or better, ENGRD 310 and ENGWR 100, or ESLR 320 and ESLW 310, with grades of “C” or better.
General Education: AA/AS Area IV; CSU Area B1; IGETC Area 5A
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course is a spatial study of planet Earth’s dynamic physical systems and processes. Topics include weather, climate, landforms, natural hazards, water resources, vegetation, and soils. Emphasis is placed on interrelationships among Earth systems and processes and their resulting patterns and distributions. Relevant application of these concepts to today’s world is also stressed to help students better understand Earth’s physical environment as well as human-environmental interaction. Optional field trips may be included.

GEOG 301  Physical Geography  1 Unit
Laboratory
Prerequisite: None.
Corequisite: GEOG 300
General Education: AA/AS Area IV; CSU Area B3; IGETC Area 5A
Course Transferable to UC/CSU
Hours: 54 hours LAB
This course will provide laboratory study and field observation of selected geographic phenomena including: map interpretations and GIS applications, weather and climate, rocks and landforms, soils, flora, and fauna. Emphasis will be on applying scientific methods and techniques, using scientific instruments, working with maps, and interpreting spatial phenomena. Optional field trips may be included.

GEOG 306  Weather and Climate  3 Units
Prerequisite: None.
Advisory: MATH 34 with a grade of “C” or better, ENGRD 310 and ENGWR 100, or ESLR 320 and ESLW 310, with grades of “C” or better.
General Education: AA/AS Area IV; CSU Area B1; IGETC Area 5A
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course is an introduction to atmospheric processes including energy and moisture exchanges, atmospheric pressure, winds, and global circulation. Severe weather conditions such as hurricanes and tornadoes are also studied. World, regional, and local climates are investigated. Student work will include weather observations and analysis of atmospheric data using charts, weather maps, and radar and satellite imagery from the Internet and other sources. Because this course involves the use of some quantitative concepts, students are encouraged to have fundamental algebraic skills prior to enrolling in this course.

GEOG 308  Introduction to  3 Units
Oceanography
Prerequisite: None.
Advisory: MATH 34 with a grade of “C” or better, ENGRD 310 and ENGWR 100, or ESLR 320 and ESLW 310, with grades of “C” or better.
General Education: AA/AS Area IV; CSU Area B1; IGETC Area 5A
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course is an integrated study of water on Earth emphasizing physical oceanography. Topics include ocean and shoreline processes, plate tectonics, sea floor morphology, types and distribution of seafloor sediment, ocean sediment transport, ocean chemistry, ocean currents, marine resources, and environmental concerns. Regional oceanographic features are emphasized.
GEOG 310  Human Geography: Exploring Earth’s Cultural Landscapes  
3 Units  
Prerequisite: None.  
Advisory: ENGRD 310 and ENGWR 100, or ESLR 320 and ESLW 310, with grades of “C” or better.  
General Education: AA/AS Area V(b); AA/AS Area VI; CSU Area D5; IGETC Area 4E  
Course Transferable to UC/CSU  
Hours: 54 hours LEC  
This course investigates the diverse patterns of human activity on earth when considering cultural and environmental factors. Major themes include human-environment interaction, globalization, spatial and cultural conflict, and cultural diversity. The following topical areas will be utilized to examine these dynamic concepts: population and migration, language, religion, ethnicity, political and economic systems, development issues, agriculture, urbanization, and resource issues.

GEOG 320  World Regional Geography  
3 Units  
Prerequisite: None.  
Advisory: ENGRD 310 and ENGWR 100, or ESLR 320 and ESLW 310, with grades of “C” or better.  
General Education: AA/AS Area V(b); CSU Area D5; IGETC Area 4E  
Course Transferable to UC/CSU  
Hours: 54 hours LEC  
This course is a global survey of the world’s cultural regions. Basic geographic concepts and ideas are used to study and compare people, resources, landscapes, livelihood, economics, and origins across eight major geographic regions. The interaction of countries and regions, their global roles, and the conflicting pressures of cultural diversity versus globalization are presented. The widening gap between more developed and less developed countries is integrated throughout the course. Cultural and ethnic diversity, as it pertains to the expanding population of the United States, is evaluated throughout the course.

GEOG 322  Geography of California  
3 Units  
Prerequisite: None.  
Advisory: ENGRD 310 and ENGWR 100, or ESLR 320 and ESLW 310, with grades of “C” or better.  
General Education: AA/AS Area V(b); CSU Area D5; IGETC Area 4E  
Course Transferable to UC/CSU  
Hours: 54 hours LEC  
This course provides a study of California’s physical and cultural environments. The interrelationships between California’s geographic regions, landforms, vegetation, hydrological features, resources, history, population dynamics, diversity, and economic development will be examined. Contemporary issues relating to these overriding themes will also be considered.

GEOG 330  Introduction to Geographic Information Systems  
3 Units  
Prerequisite: None.  
Advisory: CISC 300 or equivalent with a grade of “C” or better.  
General Education: AA/AS Area II(b)  
Course Transferable to UC/CSU  
Hours: 54 hours LEC  
A Geographic Information System (GIS) is a computer-based data processing tool used to manage and analyze spatial information. There are many applications for geographic information systems, including environmental assessment, analysis of natural hazards, site analysis for business and industry, resource management, and land-use planning. This course introduces students to basic spatial and GIS concepts along with the tools and techniques used within GIS.

GEOG 332  Introduction to Desktop GIS  
2 Units  
Prerequisite: None.  
Advisory: CISC 300 or equivalent with a grade of “C” or better.  
Course Transferable to CSU  
Hours: 27 hours LEC; 27 hours LAB  
Geographic Information Systems (GIS) are computer-based mapping programs that analyze spatial data. This course provides the foundation for using desktop GIS software. A conceptual overview along with hands-on experience will be used to explore basic GIS software functionality. Emphasis will be placed on display characteristics, attribute querying, and database exploration and management. This course is the first of a two-part series.

GEOG 333  Intermediate Desktop GIS  
2 Units  
Prerequisite: GEOG 332 with a grade of “C” or better  
Advisory: CISC 300 or equivalent with a grade of “C” or better.  
Course Transferable to CSU  
Hours: 27 hours LEC; 27 hours LAB  
Geographic Information Systems (GIS) are computer-based mapping programs that analyze spatial data. This course builds on the material covered in GEOG 332 by further exploring the capabilities and functionality of desktop GIS software. Emphasis will be placed on spatial analysis, data creation, and cartographic presentation.

GEOG 390  Field Studies in Geography  
.5-4 Units  
Prerequisite: None.  
Course Transferable to CSU  
Hours: 24 hours LEC; 144 hours LAB  
This course involves the study of geographic principles and processes in selected locations of geographic interest. The course content will vary by destination but may include topics in physical geography (e.g., plant and animal communities, climate and weather, geology and geomorphology, natural hazards, environmental impacts, etc.), human geography (e.g., cultural landscapes, economic activities, transportation issues, land use patterns, etc.), and/or introduction to tools and techniques used for geographic field research (e.g., map and compass use, the Global Positioning System (GPS), Geographic Information Systems (GIS), etc.). Field excursions are required. This course may be taken four times under a new topic or destination.
GEOG 480  World Regional Geography,  3 Units
Honors
Prerequisite: None.
General Education: AA/AS Area V(b); CSU Area D5; IGETC Area 4E
Enrollment Limitation: Eligibility for the Honors Program
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course is a global survey of the world’s cultural regions. Basic geographic concepts and ideas are used to study and compare people, resources, landscapes, livelihood and economics, and origins across eight major geographic regions. The interaction of countries and regions, their global roles, and the conflicting pressures of cultural diversity versus globalization are presented. The widening gap between more developed and less developed countries is integrated throughout the course. Cultural and ethnic diversity, as it pertains to the expanding population of the United States, is evaluated throughout the course. This honors section uses intensive instructional methodology designed to challenge motivated students. This course uses a seminar-model to explore the world’s cultural regions.

GEOG 495  Independent Studies in  1-3 Units
Geography
Prerequisite: None.
Enrollment Limitation: Student must obtain approval from an instructor to conduct an independent study.
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course is for students who wish to develop an in-depth understanding in fundamental topics in Geography. Instructor approval is required to enroll in this course.

GEOG 499  Experimental Offering in  .5-4 Units
Geography
Prerequisite: None
Course Transferable to UC/CSU
Hours: 72 hours LEC
This is an experimental course designed to provide students with courses not normally offered by the Geography Department. Course topics will be structured around emerging issues related to Geographic inquiry.
GEOL 302  Physical Geology  4 Units
Prerequisite: None.
Advisory: MATH 100 with a grade of “C” or better and ENGRD 310 and ENGWR 300, or ESLW 340 and ESLW 340, with grades of “C” or better; or equivalent.
General Education: AA/AS Area IV; CSU Area B1; CSU Area B3; IGETC Area 5A
Course Transferable to UC/CSU
Hours: 54 hours LEC; 54 hours LAB
This in-depth course provides an understanding of the dynamic nature of Earth through the study of earth processes including plate tectonics, the major rock types and the minerals that comprise them, volcanoes, earthquakes and Earth’s interior, crustal deformation and mountain building, fossils and deep time, energy and mineral resources, surface water and groundwater, oceans and coasts, glaciers, deserts, and global change. The course uses real-world examples of the scientific method as a foundation for understanding the geological sciences, and focuses on the relevance of geology to our everyday lives. At least one field trip or an appropriate alternative activity will be required as an introduction to geological environments and field methods in geology.

GEOL 305  Earth Science  3 Units
Prerequisite: None.
Corequisite: GEOL 306
Advisory: MATH 100 with a grade of “C” or better and ENGRD 310 and ENGWR 300, or ESLW 340 and ESLW 340, with grades of “C” or better; or equivalent.
General Education: AA/AS Area IV; CSU Area B1; IGETC Area 5A
Course Transferable to UC/CSU
Hours: 54 hours LEC
Earth science is an introductory science course that covers a broad range of topics including geology, oceanography, meteorology, and astronomy. Sub-topics are introduced and placed into a framework using the scientific method. Using recent, historical, and prehistorical earth science events as examples, the course emphasizes the interrelatedness of the various disciplines and focuses on Earth as a dynamic, synthetic, and continually evolving - yet stable - planet.

GEOL 306  Earth Science Laboratory  1 Unit
Prerequisite: None.
Corequisite: GEOL 305
Advisory: MATH 100 with a grade of “C” or better and ENGRD 310 and ENGWR 300, or ESLW 340 and ESLW 340, with grades of “C” or better; or equivalent.
General Education: AA/AS Area IV; CSU Area B1; IGETC Area 5A
Course Transferable to UC/CSU
Hours: 54 hours LAB
This course emphasizes scientific methods and systematic laboratory procedures the earth sciences. It includes practical and written experience in rock and mineral identification, plate tectonics and earthquakes, river and glacial topography, geologic and topographic maps, oceanography and meteorology exercises, and concepts in astronomy. At least one field trip or an appropriate alternative activity will be required as an introduction to geological environments and field methods in geology. Not available for credit to students who have completed GEOL 302.

GEOL 308  Introduction to Geology  3 Units
Prerequisite: None.
Advisory: MATH 34 with a grade of C or better and ENGRD 110 and ENGWR 100, or ESLW 320 and ESLW 320, with grades of “C” or better; or equivalent.
General Education: AA/AS Area IV; CSU Area B1; IGETC Area 5A
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course provides an introduction to geological processes and the dynamic nature of Earth as a system. It includes discussion of fundamental geological concepts such as plate tectonics, the major rock types and the minerals that comprise them, volcanoes, earthquakes and Earth’s interior, crustal deformation and mountain building, deep time, fossils and evolution, and the history of Earth. A focus on the relevance of geology to our everyday lives makes this course ideal for introductory-level and non-science majors and those students desiring a stronger background in the basic sciences.
GEOL 310  Historical Geology  3 Units  
Prerequisite: None.  
Advisory: ENGRD 310 and ENGW 300, or ESLR 340 and ESLW 340, and MATH 100, with grades of "C" or better; or placement through the assessment process.  
General Education: AA/AS Area IV; CSU Area B1; IGETC Area 5A 
Course Transferable to UC/CSU 
Hours: 54 hours LEC  
This course covers the origin and geologic history of the Earth and the evolution of its living organisms. Plate tectonic theory is used to explain changes in composition and structure of rocks of the Earth's crust from the formation of the Earth to the present. Emphasis is placed on the formation of sedimentary rocks and the fossils contained with them for the purpose of understanding how they record changes in Earth's environmental processes and ecosystems. Evolution and extinction are studied to understand how they reflect environmental changes in the Earth's ocean, atmosphere, and surface.

GEOL 311  Historical Geology Laboratory  1 Unit  
Prerequisite: None.  
Corequisite: GEOL 310  
Advisory: ENGRD 310 and ENGW 300, or ESLR 340 and ESLW 340, and MATH 100, with grades of "C" or better; or placement through the assessment process.  
General Education: AA/AS Area IV; CSU Area B3; IGETC Area 5A 
Course Transferable to UC/CSU 
Hours: 54 hours LAB  
Laboratory studies will accompany and complement GEOL 310, Historical Geology. Use of sedimentary rocks, fossils, geologic maps, and cross sections will aid in interpreting ancient environments, tectonic settings, and geologic history. Other concepts addressed include age relations and correlation of rock and time units, and introduction to fossil identification and biostratigraphy. At least one field trip or an appropriate alternative activity will be required as an introduction to sedimentary environments and field methods in geology.

GEOL 345  Geology of California  3 Units  
Prerequisite: None.  
Advisory: ENGRD 310 and ENGW 300, or ESLR 340 and ESLW 340, and MATH 100, with grades of "C" or better; or placement through the assessment process.  
General Education: AA/AS Area IV; CSU Area B1; IGETC Area 5A 
Course Transferable to UC/CSU 
Hours: 54 hours LEC  
This course provides a survey of the physical and historical aspects of California geology, emphasizing the linkage of geology and people through economic and social impacts. This course is recommended for non-majors and majors in geology and is of particular value to science, engineering, environmental studies, education, and economics majors. One field trip may be required.

GEOL 391  Field Studies in Geology  1-3 Units  
Prerequisite: For course topic “Geology and Natural History of the Eel River, Northern California,” students must demonstrate swimming and basic canoeing abilities. Students must be able to swim 50 yards and demonstrate they can enter and exit a canoe from beach and dock; paddle forward, turn, stop and reverse; right a capsized canoe; and perform an assisted entry from the water. Swim testing and canoe testing will be administered by the CSU Sacramento Aquatic Center at Lake Natoma or the Humboldt State University Center Activities Program at Humboldt Bay.  
Course Transferable to CSU 
Hours: 18 hours LEC; 108 hours LAB  
This course involves required field trips to selected locations of geologic interest. Course content varies according to field trip destination but may include topics in physical geology, environmental geology, economic geology, natural history, and/or introduction to tools and techniques used for geosciences field research [e.g. map and compass, the Global Positioning System (GPS), Geographic Information Systems (GIS), etc.]. This course may be taken up to four times for a total of three (3) units under a new topic or destination. Units are awarded based on both lecture and laboratory (one unit per 18 hours lecture and/or 54 hours laboratory or a combination of lecture and laboratory hours).

GEOL 495  Independent Studies in  1-3 Units  
Geology  
Prerequisite: None  
Course Transferable to UC/CSU 
Hours: 18 hours LEC; 54 hours LAB  
See Independent Studies.

GEOL 499  Experimental Offering in  .5-4 Units  
Geology  
Prerequisite: None  
Course Transferable to UC/CSU 
Hours: 54 hours LEC; 36 hours LAB  
See Experimental Offerings.
The Gerontology Program will prepare students to manage the health, psychological, and social needs of the elderly population. The need for specialization in gerontology is clearly shown in population trends and documented in literature citing the lack of adequately prepared geriatric caregivers. Students who are planning to continue specialization in gerontology by transferring to a four-year college should consult the Requirements for Transfer Institutions section of this catalog. Consultation with an SCC counselor is advised.

Career Opportunities
Career Opportunities may be found as Care/Case Aide Registry Coordinator, Volunteer Services, Elder Care Provider, Program Aide or Assistant, Geriatric Aide, Home Care Specialist, Home Health Aide, Intergenerational Care Provider, and Professional Caregiver.

Gerontology
Associate in Science Degree
Certificate of Achievement

Required Program

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>PSYC 374, Psychology of Aging: Adult Development and Aging (3)</td>
<td>3</td>
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<tr>
<td>or GERON 302, Psychology of Aging: Adult Development and Aging (3)</td>
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<td>or FCS 332, Psychology of Aging: Adult Development and Aging (3)</td>
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<td>or FCS 324, Human Development: A Life Span (3)</td>
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<td>or PSYC 370, Human Development: A Life Span (3)</td>
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<td>GERON 300, Sociology of Aging (3)</td>
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<td>or SOC 335, Sociology of Aging (3)</td>
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<td>or FCS 330, Sociology of Aging (3)</td>
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<tr>
<td>PSYC 390, Psychology of Death and Dying</td>
<td>3</td>
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<td>PSYC 392, Loss and Grief</td>
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<td>GERON 330, Communicating with and Validating Older Adults</td>
<td>3</td>
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<tr>
<td>GERON 334, Reminiscence Therapy</td>
<td>3</td>
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<tr>
<td>FCS 340, Nutrition (3)</td>
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<td>or NUTRI 300, Nutrition (3)</td>
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<td>A minimum of 3 units from the following:</td>
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<td>GERON 498, Work Experience in Gerontology (1-4)</td>
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<td>A minimum of 3 units from the following:</td>
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<tr>
<td>GERON 360, Ethnic Diversity and Aging (0.5)</td>
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<td>GERON 364, Medical World of Elderly: Pharmacology (0.5)</td>
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<td>GERON 366, Coping with Death and Related Bereavement (0.5)</td>
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<td>GERON 372, Alzheimer’s Workshop (0.5)</td>
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<td>GERON 376, Aging and Family Dynamics (0.5)</td>
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<td>GERON 378, Body Mechanics and Safety (0.5)</td>
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<td>GERON 380, Nutrition and Aging (0.5)</td>
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<td>GERON 389, Treatment of the Geriatric Patient (0.5)</td>
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<td>GERON 404, Sexuality and Aging (0.5)</td>
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<td>GERON 406, End-Stage Life Care (0.5)</td>
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<tr>
<td>GERON 382, Stress Management: New Approaches (0.5)</td>
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Total Units Required 26

Suggested Electives
FCS 320, 326; PSYC 300, SOC 300, 301, 310, 341

Associate in Science (A. S.) Degree
The Associate in Science degree may be obtained by completion of the required program with grades of “C” or better, plus general education requirements, plus sufficient electives to meet a 60-unit total. See SCC graduation requirements.

Certificate of Achievement
The Certificate of Achievement may be obtained by completion of the required program with grades of “C” or better.

Gerontology (GERON)

GERON 300 Sociology of Aging 3 Units
Same As: FCS 330 and SOC 335
Prerequisite: None.
Advisory: ENGRD 110 and ENGW 100 or ESLR 340 and ESLW 340 and ESL 114; and FCS 324; and LIBR 318 with grades of “C” or better.
General Education: AA/AS Area V(b); AA/AS Area III(b); CSU Area D0; CSU Area E1; IGETC Area 4J
Course Transferable to UC/CSU
Hours: 54 hours LEC
In this course students will examine the aging process with emphasis on social factors affecting and affected by an aging population. It includes an analysis of demographics, history of aging in America, social conditions, resources and support systems, employment, retirement, social class, and cultural differences. Students will be encouraged to reflect on their status in the sociology of aging process. (Credit awarded for FCS 330 or GERON 300 or SOC 335.)
GERON 302  Psychology of Aging: Adult  3 Units  
Development and Aging 
Same As: FCS 332 and PSYC 374 
Prerequisite: None. 
Advisory: ENGRD 110 and ENGRW 100, or ESLR 340 and ESLW 340 and ESL 114, and FCS 324 or PSYC 370, and LIBR 318 with grades of “C” or better 
General Education: AA/AS Area III(b); CSU Area D9; CSU Area E1; IGETC Area 4J; IGETC Area 4I 
Course Transferable to UC/CSU 
Hours: 54 hours LEC 
Students will explore the description and explanation of the evolution of adult behavior over the life span. Topics include theoretical as well as practical approaches to understanding aging in terms of physical, cognitive, and socio-emotional development such as: the study of the nature and changes of capabilities, skills, feelings, emotions, and social behavior with age, aging stereotypes, social bonds, environmental factors, sexuality, physical health, mental health, death and bereavement. (Credit for FCS 332 or PSYC 374 or GERON 302.) 

GERON 330  Communicating with and Validating Older Adults  3 Units 
Prerequisite: None. 
Advisory: ENGRW 100 and ENGRD 110 with a grade “C” or better. 
Course Transferable to CSU 
Hours: 54 hours LEC 
This course introduces the basic theory, techniques, and experiences for communication, validation and stimulation with the elderly at different cognitive levels. 

GERON 334  Reminiscence Therapy  3 Units 
Prerequisite: None. 
Advisory: ENGRW 100 and ENGRD 110 with a grade “C” or better. 
General Education: AA/AS Area III(b) 
Course Transferable to CSU 
Hours: 54 hours LEC 
This course introduces the basic theory and techniques of Reminiscence Therapy and provides experience in planning, facilitating, and evaluating reminiscence groups with the elderly in an institutional setting. 

GERON 360  Ethnic Diversity and Aging  .5 Units 
Prerequisite: None 
Advisory: ENGRW 100 and ENGRD 110 with a grade “C” or better. 
Course Transferable to CSU 
Hours: 9 hours LEC 
This course is an overview of ethnicity as a factor in the aging process. Emphasis will be placed on how values, beliefs, and culture must be considered in the design and delivery of service. This course is graded Credit/No Credit. 

GERON 364  Medical World of Elderly: Pharmacology  .5 Units 
Prerequisite: None 
Advisory: ENGRW 100 or ENGRD 110 with a grade “C” or better. 
Course Transferable to CSU 
Hours: 9 hours LEC 
This course examines possible causes and effects of alcohol abuse and polypharmacy on the health and overall quality of life in older adults. This course is graded Credit/No Credit. 

GERON 366  Coping with Death and Related Bereavement  .5 Units 
Prerequisite: None 
Advisory: ENGRW 100 and ENGRD 110 with a grade “C” or better. 
Course Transferable to CSU 
Hours: 9 hours LEC 
This course is an exploration of our societal and personal views of death, dying, and bereavement with the focus on ways in which our Western society treats the subject of death, right-to-die issues, and the theoretical stages of death and bereavement. This course is graded Credit/No Credit. 

GERON 368  Mental Health and Aging  .5 Units 
Prerequisite: None 
Advisory: ENGRW 100 or ENGRD 110 with a grade “C” or better. 
Course Transferable to CSU 
Hours: 9 hours LEC 
This course is an examination of mental health as it is impacted by the aging process, focusing on correlates of mental health, incidence of mental illness, depression, dementia, substance abuse, intervention, and resources. This course is graded Credit/No Credit only. 

GERON 370  Topics in Gerontology: Elder Abuse  .5 Units 
Prerequisite: None 
Advisory: ENGRW 100 and ENGRD 110 with a grade “C” or better. 
Course Transferable to CSU 
Hours: 9 hours LEC 
This course is an overview of elder abuse, focusing on occurrence, prevention strategies, and resources. This course is graded Credit/No Credit only. 

GERON 372  Alzheimer’s Workshop  .5 Units 
Prerequisite: None 
Advisory: ENGRW 100 and ENGRD 110 with a grade “C” or better. 
Course Transferable to CSU 
Hours: 9 hours LEC 
This course is an overview of current information on all aspects of dementia and caregiving issues, focusing on research, legal issues, grief, resources, medication, behavior management and activities. This course is graded Credit/No Credit.
GERON 376  Aging and Family Dynamics  .5 Units
Prerequisite: None
Advisory: ENGRD 100 and ENGRD 110 with a grade “C” or better.
Course Transferable to CSU
Hours: 9 hours LEC
This course is an overview of how the aging process affects individuals, families, and relationships. The focus is on changing roles and relationship strategies for negotiating these transitions and helping families resolve aging issues. This course is graded Credit/No Credit.

GERON 378  Body Mechanics and Safety  .5 Units
Prerequisite: None
Advisory: ENGRD 100 and ENGRD 110 with a grade “C” or better.
Course Transferable to CSU
Hours: 9 hours LEC
This course is an overview of body mechanics emphasizing a problem-solving approach. Focus is on basic methods and techniques of positioning, transfer, and ambulation, as well as personal safety, adaptive exercise, and assistive devices. This course is graded Credit/No Credit.

GERON 380  Nutrition and Aging  .5 Units
Prerequisite: None
Advisory: ENGRD 100 and ENGRD 110 with a grade “C” or better.
Course Transferable to CSU
Hours: 9 hours LEC
This course concentrates on the practical aspects of nutrition and aging. Information will be provided on choosing recipes that provide nutrient-dense meals in a cost-effective manner. In addition, the impact of nutrition on the aging process will be discussed. This course is graded Credit/No Credit.

GERON 382  Stress Management: New Approaches  .5 Units
Prerequisite: None
Advisory: ENGRD 100 and ENGRD 110 with a grade “C” or better.
Course Transferable to CSU
Hours: 9 hours LEC
This course examines stress from a communication perspective. The concept of high-risk messages will be introduced focusing on how stress reactions affect behavior and morale in residential care facilities and other systems. Emphasis is on how a message is translated and how it affects stress, overload, and spill-over effects. Stress management skills will be demonstrated. This course is graded Credit/No Credit only.

GERON 386  Strategies for Caregivers: Effectively Caring for the Elderly in the Community  .5 Units
Prerequisite: None
Advisory: ENGRD 100 and ENGRD 110 with a grade “C” or better.
Course Transferable to CSU
Hours: 9 hours LEC
This course covers effective strategies for providing effective care for the elderly, including how it is complicated by dementia, role reversal, and guilt. Common sense strategies will be explained for caregiving that not only meet the needs of the elderly but also lessen the caregiving burden. This course graded Credit/No Credit only.

GERON 388  Interpersonal Relationships  .5 Units
Prerequisite: None
Advisory: ENGRD 100 and ENGRD 110 with a grade “C” or better.
Course Transferable to CSU
Hours: 9 hours LEC
This course covers listening, communication skills, understanding emotions, family involvement, and adaptive behavior in long-term care settings. Demonstrations with role play will provide practical experience to enhance understanding. This course graded Credit/No Credit only.

GERON 389  Treatment of the Geriatric Patient  .5 Units
Prerequisite: None
Advisory: ENGRD 100 and ENGRD 110 with a grade “C” or better.
Course Transferable to CSU
Hours: 9 hours LEC
This course explores the demographic, socioeconomic, and physiologic aspects of aging as they relate to the treatment of the elderly. Other issues will include institutionalized and home care, community resources, and health care systems. This course graded Credit/No Credit.

GERON 396  End-Stage Life Care  .5 Units
Prerequisite: None
Advisory: ENGRD 100 and ENGRD 110 with a grade “C” or better.
Course Transferable to CSU
Hours: 9 hours LEC
This course includes effective strategies for assisting the dying patient and his/her family. Topics include concepts of sub-acute care, physician-assisted suicide, euthanasia, and their effect on the elderly society. This course graded Credit/No Credit only.

GERON 403  Legal Issues for the Elderly  .5 Units
Prerequisite: None
Advisory: ENGRD 100 and ENGRD 110 with a grade “C” or better.
Course Transferable to CSU
Hours: 9 hours LEC
This course is designed to examine current legal issues specific to older adults. It includes assets management and a survey of legal tools. This course is graded Credit/No Credit.

GERON 404  Sexuality and Aging  .5 Units
Prerequisite: None
Advisory: Eligibility for ENGRD 100, ENGRD 310, or ENGRD 110.
Course Transferable to CSU
Hours: 9 hours LEC
This course examines basic sexual anatomy and physiology of men and women with emphasis on the changes that occur with aging. Sexuality, menopause, impotence, sexually transmitted diseases, and diverse lifestyles within the older population will be explored.
GERON 494  Topics in Gerontology  .5-4 Units
Prerequisite: None
Advisory: ENGWR 100 and ENGRD 110 with a grade “C” or better.
Course Transferable to CSU
Hours: 72 hours LEC
Designed to examine current issues or specific topics relevant to
the field of gerontology. The particular topics to be covered each
semester will be determined by gerontology staff. This course
graded Credit/No Credit. May be taken four times.

GERON 495  Independent Studies in  1-3 Units
Gerontology
Prerequisite: None
Course Transferable to UC/CSU
Hours: 54 hours LEC
See Independent Studies.

GERON 498  Work Experience in  1-4 Units
Gerontology
Prerequisite: None
Course Transferable to CSU
Hours: 18 hours LEC; 300 hours LAB
This course provides “hands-on” experience for students to
explore their interests and capabilities in assessing and applying
therapeutic interventions when working with the elderly. Students
will be under the supervision of the instructor and a designated
professional in the assigned facility.

GERON 499  Experimental Offering in  .5-4 Units
Gerontology
Prerequisite: None
Course Transferable to CSU
Hours: 54 hours LEC; 36 hours LAB
See Experimental Offerings.
Graphic Communication

Associate in Science Degree
Certificate of Achievement
Certificate of Completion

Graphic Communication, Degree and Certificate of Achievement
Digital Illustration, Certificate of Completion, Level 1
Graphic Design Production, Certificate of Completion, Level 3
Image Editing, Certificate of Completion, Level 2
Web Design Basics, Certificate of Completion, Level 3
Page Layout, Certificate of Completion, Level 2
Prepress, Certificate of Completion, Level 2

Graphic Communication develops curriculum in conjunction with Northern California industry leaders. Our courses offer students both current technology and theory in electronic prepress, graphic design, digital illustration, image editing, web design, page layout, and computer animation.

The Graphic Communication Department partners with industry leaders to develop curriculum that blends solid theoretical training with the latest software versions. Faculty members ensure student understanding of typography, color theory, layout, composition, visual message-making, and principles of animation while preparing them for real-world employment. GC has been inspiring creative emergence and developing professional marketability for over three decades.

The program consists of three distinct areas:
- Electronic Prepress/Graphic Design
- Web Design
- Computer Animation

Courses within these areas focus on specific skills and technical competencies to promote success in the workplace and transfer to four-year colleges and art schools.

Electronic Prepress/Graphic Design
These courses focus on computer-related and design skills that are applicable to the print design industry. This area offers industry standard software classes as well as basic design theory. Courses will prepare students for transfer to a four-year college or employment opportunities within the print design industry. Employers include newspapers, book and magazine publishers, graphic design studios, prepress departments within commercial print shops, government agencies, and in-house design studios.

Web Design
Web design courses combine the latest computer technology and graphic design concepts/theory. The curriculum is under close advisement from industry contacts to offer students skills that are “hireable.” Opportunities in this area might include transfer to a four-year college, employment with a Web design team, or self-employment as a Web designer.

Computer Animation
These courses are being developed with the help of industry partners who are leaders in computer animation in Northern California. Opportunities include transfer to a four-year college, transfer to private animation schools, employment in animation studios, special effects houses, the gaming industry, the motion picture industry, and independent filmmaking.

Recommended High School Preparation
Courses in art, computer skills, photography, journalism, and English.

Contact department faculty at 916-558-2415.
Graphic Communication
Associate in Science Degree
Certificate of Achievement

Required Program

A minimum of 21 units from the following: ........................................... 21
GCOM 101, Introduction to Macintosh (1.5)
GCOM 103, Introduction to Adobe Acrobat (1.5)
GCOM 104, Real World Scanning (1.5)
GCOM 105, Photoshop Special Features (1.5)
GCOM 280, Experimental Offering in Graphic Communication,
Design Related (.5-4)
GCOM 284, Experimental Offering in Graphic Communication,
Image Editing Related (.5-4)
GCOM 286, Experimental Offering in Graphic Communication,
Multi-media Related (.5-4)
GCOM 288, Experimental Offering in Graphic Communication,
Page Layout Related (.5-4)
GCOM 300, Prepress and the Printing Process (3)
GCOM 310, Beginning Page Layout, Using Adobe PageMaker (3)
GCOM 313, Beginning Page Layout, Using Adobe InDesign (3)
GCOM 314, Advanced Page Layout Using Adobe InDesign (3)
GCOM 316, Beginning Page Layout, Using Quark XPress (3)
GCOM 317, Advanced Page Layout, Using Quark XPress (3)
GCOM 319, Newspaper Design (3)
GCOM 330, Beginning Photoshop (3)
GCOM 331, Advanced Image Editing, Using Adobe Photoshop (3)
GCOM 340, Beginning Adobe Illustrator (3)
GCOM 341, Advanced Digital Illustration, Using Adobe Illustrator (3)
GCOM 343, Graphic Design Production (3)
GCOM 345, Advanced Graphic Design Production (3)
GCOM 349, Portfolio (1.5)
GCOM 360, Graphics for the Web (3)
GCOM 361, Creative Web Page Design (3)
GCOM 362, Intermediate Creative Web Page Design (Dreamweaver II) (3)
GCOM 363, Advanced Creative Web Page Design (Macromedia Flash) (3)
GCOM 383, Interactive and Motion Design Using Macromedia Flash (3)
GCOM 370, Web Projects (3)
or GCOM 470, Web Projects (3)
GCOM 400, Introduction to the Principles of Animation (3)
GCOM 401, Introduction to Computer Animation (3)
GCOM 402, Beginning 3D Modeling and Rigging (3)
GCOM 410, Advanced 3D Animation - Character Animation Production (3)
GCOM 498, Work Experience in Graphic Communication (1 - 4)
GCOM 490, Graphic Communication Studio (0.5 - 4)

Total Units Required ................................................ 21

Certificate of Achievement

The Certificate of Achievement may be obtained by completion of 21 units in Graphic Communication courses with grades of “C” or better or equivalent.

Digital Illustration
Certificate of Completion, Level 1

Digital Illustration involves creating artwork (graphics), Web graphics, press-ready illustrations, and poster art. The Digital Illustration Certificate involves learning industry standard illustration software. The certificate should prepare students for an internship or entry-level position working in a graphic design related field.

Career Opportunities

Career Opportunities may be found in graphic design studios, professional printing facilities, newspapers, magazines, and Web design studios.

Required Courses

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>GCOM 340, Beginning Adobe Illustrator</td>
<td>3</td>
</tr>
<tr>
<td>GCOM 341, Advanced Digital Illustration, Using Adobe Illustrator</td>
<td>3</td>
</tr>
<tr>
<td>Total Units Required</td>
<td>6</td>
</tr>
</tbody>
</table>

Certificate of Completion

The Certificate of Completion may be obtained by completion of the required program with grades of “C” or better or equivalent.

Graph Design Production
Certificate of Completion, Level 3

Graphic Design Production involves the setting up and designing of text and graphics for print. The Graphic Design Production Certificate involves learning industry standard software, as well as design principles like color, type, and composition. This certificate should prepare students for an internship or entry-level position working in a graphic design related field.

Career Opportunities

Career Opportunities may be found in graphic design studios, newspapers, magazines, and professional printing facilities.

Required Courses

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>GCOM 310, Beginning Page Layout, Using Adobe PageMaker</td>
<td>3</td>
</tr>
<tr>
<td>or GCOM 313, Beginning Page Layout, Using Adobe InDesign</td>
<td>3</td>
</tr>
<tr>
<td>or GCOM 314, Advanced Page Layout Using Adobe InDesign</td>
<td>3</td>
</tr>
<tr>
<td>or GCOM 316, Beginning Page Layout, Using Quark XPress</td>
<td>3</td>
</tr>
<tr>
<td>or GCOM 317, Advanced Page Layout, Using Quark XPress</td>
<td>3</td>
</tr>
<tr>
<td>GCOM 330, Beginning Photoshop</td>
<td>3</td>
</tr>
<tr>
<td>or GCOM 331, Advanced Image Editing, Using Adobe Photoshop</td>
<td>3</td>
</tr>
<tr>
<td>GCOM 340, Beginning Adobe Illustrator</td>
<td>3</td>
</tr>
<tr>
<td>GCOM 343, Graphic Design Production</td>
<td>3</td>
</tr>
<tr>
<td>GCOM 345, Advanced Graphic Design Production</td>
<td>3</td>
</tr>
<tr>
<td>GCOM 349, Portfolio</td>
<td>1.5</td>
</tr>
<tr>
<td>Total Units Required</td>
<td>251</td>
</tr>
</tbody>
</table>

Certificate of Completion

The Certificate of Completion may be obtained by completion of the required courses with grades of “C” or better or equivalent.
Image Editing
Certificate of Completion, Level 2

Image Editing involves creating artwork (graphics) used in print publications or Web sites. The Image Editing certificate involves learning industry standard image editing software, as well as design principles like color, type, and composition. The certificate should prepare students for an internship or entry-level position working in a graphic design or Web design area.

Career Opportunities
Career opportunities may be found in graphic design studios, Web design studios, newspapers, magazines, and professional printing facilities.

Required Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>GCOM 330, Beginning Photoshop</td>
<td>3</td>
</tr>
<tr>
<td>GCOM 331, Advanced Image Editing, Using Adobe Photoshop</td>
<td>3</td>
</tr>
<tr>
<td>GCOM 105, Photoshop Special Features (1.5)</td>
<td>1.5</td>
</tr>
<tr>
<td>or CGOM 104, Real World Scanning (1.5)</td>
<td></td>
</tr>
<tr>
<td>or CGOM 360, Graphics for the Web</td>
<td></td>
</tr>
</tbody>
</table>

Total Units Required 7.5

Certificate of Completion
The Certificate of Completion may be obtained by completion of the required program with grades of “C” or better or equivalent.

Web Design Basics
Certificate of Completion, Level 3

Web Design involves the visual design of Web graphics and the visual design of a Web site experience. The Web Design Certificate requires learning visual design principles for Web technology, industry standard software, and basic Web page construction and design. It also could include animation and interactivity on Web sites with the GCOM 363 or GCOM 383 Option. This certificate should prepare students for an internship or entry-level position working in a Web design-related field.

Career Opportunities
Career Opportunities may be found in the Web design industry.

Required Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>GCOM 360, Graphics for the Web</td>
<td>3</td>
</tr>
<tr>
<td>GCOM 361, Creative Web Page Design</td>
<td>3</td>
</tr>
<tr>
<td>GCOM 362, Intermediate Creative Web Page Design</td>
<td></td>
</tr>
<tr>
<td>(Dreamweaver II)</td>
<td></td>
</tr>
<tr>
<td>GCOM 363, Advanced Creative Web Page Design</td>
<td></td>
</tr>
<tr>
<td>(Macromedia Flash) (3)</td>
<td></td>
</tr>
<tr>
<td>or GCOM 383, Interactive and Motion Design Using Macromedia Flash (3)</td>
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</tr>
</tbody>
</table>

Total Units Required 12

Certificate of Completion
The Certificate of Completion may be obtained by completion of the required program with grades of “C” or better or equivalent.

Page Layout
Certificate of Completion, Level 2

Page Layout involves the page design of text and graphics. The Page Layout Certificate involves learning industry standard page layout software, as well as design principles like color, type, and composition. The certificate should prepare students for an internship or entry-level position working in a graphic design field.

Career Opportunities
Career Opportunities may be found in graphic design studios, newspapers, magazines, and professional printing facilities.

Required Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>GCOM 310, Beginning Page Layout, Using Adobe PageMaker (3)</td>
<td></td>
</tr>
<tr>
<td>GCOM 313, Beginning Page Layout, Using Adobe InDesign (3)</td>
<td></td>
</tr>
<tr>
<td>GCOM 316, Beginning Page Layout, Using Quark XPress (3)</td>
<td></td>
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</tbody>
</table>

A minimum of 6 units from the following: 6

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>GCOM 314, Advanced Page Layout Using Adobe InDesign (3)</td>
<td></td>
</tr>
<tr>
<td>GCOM 317, Advanced Page Layout Using Quark XPress (3)</td>
<td></td>
</tr>
<tr>
<td>GCOM 319, Newspaper Design (3)</td>
<td></td>
</tr>
</tbody>
</table>

A minimum of 3 units from the following: 3

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>GCOM 310, Beginning Page Layout, Using Adobe PageMaker (3)</td>
<td></td>
</tr>
<tr>
<td>GCOM 313, Beginning Page Layout, Using Adobe InDesign (3)</td>
<td></td>
</tr>
<tr>
<td>GCOM 316, Beginning Page Layout, Using Quark XPress (3)</td>
<td></td>
</tr>
</tbody>
</table>

Total Units Required 9

Certificate of Completion
The Certificate of Completion may be obtained by completion of the required program with grades of “C” or better or equivalent.

Prepress
Certificate of Completion, Level 2

Prepress work involves using page layout, image editing, and illustration software to create print publications and to pre-flight documents. The Pre Press Certificate involves learning industry standard software for the printing and graphics industries, as well as design principles like color, type, and composition. The certificate should prepare students for an internship or entry level position in printing or graphic design related fields, such as prepress departments in print shops, newspapers, magazines, and in-house graphic design departments.

Career Opportunities
Career Opportunities may be found in prepress departments in print shops, newspapers, magazines, and in-house graphic design departments.

Required Courses

<table>
<thead>
<tr>
<th>Course</th>
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</tr>
</thead>
<tbody>
<tr>
<td>GCOM 310, Beginning Page Layout, Using Adobe PageMaker (3)</td>
<td></td>
</tr>
<tr>
<td>GCOM 313, Beginning Page Layout, Using Adobe InDesign (3)</td>
<td></td>
</tr>
<tr>
<td>GCOM 316, Beginning Page Layout, Using Quark XPress (3)</td>
<td></td>
</tr>
<tr>
<td>GCOM 330, Beginning Photoshop</td>
<td></td>
</tr>
<tr>
<td>GCOM 340, Beginning Adobe Illustrator</td>
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</tbody>
</table>

Total Units Required 9

Certificate of Completion
The Certificate of Completion may be obtained by completion of the required program with grades of “C” or better or equivalent.
Graphic Communication (GCOM)

GCOM 101  Introduction to the Macintosh    1.5 Units
Prerequisite: None.
Hours: 18 hours LEC; 27 hours LAB
This course is designed to give students a basic understanding of the Macintosh platform. Instruction will include setting up the Macintosh hardware—from box to operation; adding peripherals; installing the most current system software; general operating techniques which include system software tips and proper startup and shutdown procedures; and troubleshooting procedures. Also included is an introduction to the iLife series of software that comes with the Mac.

GCOM 103  Introduction to Adobe Acrobat    1.5 Units
Prerequisite: None.
Hours: 18 hours LEC; 27 hours LAB
Students will learn to use Adobe Acrobat to create, modify, and enhance PDF documents in Portable Document Format (PDF). Additionally, students will learn to create a PDF document from either an electronic or paper file. A variety of tools and features allow students to add interactive elements to documents from custom hyperlinks and media clips to form fields and buttons. Students will also learn to use Acrobat to create a searchable electronic library of files. This course may be taken three times for credit, provided that the software version has changed.

GCOM 104  Real World Scanning    1.5 Units
Prerequisite: None.
Hours: 18 hours LEC; 27 hours LAB
Real World Scanning is designed to help graphics professionals and enthusiasts, as well as more novice student, consistently achieve top-quality results with a variety of scanned images. The course begins with digital image and scanner fundamentals, then quickly advances to cover simple and complex line art scans, calibrating a scanner for optimal results, capturing grayscale and color photos, descreening, Optical Character Recognition (OCR), transparencies, scanning 3-D objects, and more. This course will help individual students make better decisions when purchasing a scanner as well as helping those who own, or have access to a scanner, to be able to create better scans. During this hands-on course, students will scan a variety of images: instructor provided materials of actual photos, line art, ephemera, printed matter, etc. or you may choose your own materials for scanning. Whether you are a first-time scanner user or a seasoned veteran, this course will help you produce quality scans for use on your inkjet or laser printer, the web, or producing scans intended for commercial printing.

GCOM 105  Photoshop Special Features    1.5 Units
Prerequisite: GCOM 330 with a grade of “C” or better; or equivalent experience.
Hours: 18 hours LEC; 27 hours LAB
Students will learn how to use Adobe Photoshop techniques in the process of creating artistic pieces and a final design project. Through lecture and hands-on exercises, students will learn to create and edit digital image types for any digital, creative, or visual situation. Topics include the use of channels, layers, brushes, filters, typography, color, gradients, and adjustments. Emphasis is placed on gaining creative control over every step in the creative process as well as efficient practices in handling the program. The techniques covered in this course can be applied to various digital media output methods including print design, Web design, 3D animation, and digital video.

GCOM 280  Experimental Offering in Graphic Communication, Design Related    .5-4 Units
Prerequisite: None.
Hours: 36 hours LEC; 54 hours LAB
This is a specialized course in Graphic Design, developed in cooperation with industry to address new and emerging technology and occupational training needs. Please see schedule note for specific course topic.

GCOM 284  Experimental Offering in Graphic Communication, Image Editing Related    .5-4 Units
Prerequisite: None
Hours: 54 hours LEC; 162 hours LAB
A specialized course developed in cooperation with industry to address new and emerging technology and occupational training needs in the area of image editing. This course may be taken three times for credit as software versions change. Students will receive .5 unit for each 9 hours of lecture or 27 hours of lab work completed.

GCOM 286  Experimental Offering in Graphic Communication, Multi-Media Related    .5-4 Units
Prerequisite: None
Hours: 54 hours LEC; 162 hours LAB
A specialized course developed in cooperation with industry to address new and emerging technology and occupational training needs. This course may be taken three times as software versions change. Students will receive .5 unit for each 9 hours of lecture or 27 hours of lab work completed.
**GCOM 288 Experimental Offering in Graphic Communication, Page Layout Related**

*Prerequisite: None*

*Hours: 54 hours LEC; 162 hours LAB*

A specialized course developed in cooperation with industry to address new and emerging technology and occupational training needs. This course may be taken three times as software versions change. Students will receive .5 unit for each 9 hours of lecture or 27 hours of lab work completed.

**GCOM 294 Topics in Graphic Communication**

*Prerequisite: None*

*Hours: 18 hours LEC; 54 hours LAB*

This is a specialized course developed in cooperation with industry to address emerging training needs. This course may be repeated no more than three times for credit provided there is no duplication of topics.

**GCOM 295 Independent Studies in Graphic Communication**

*Prerequisite: None.*

*Hours: 36 hours LEC*

This course allows students to have a learning experience in the areas of graphic design, Web design, or animation that is not currently covered by other course curriculum. Students will gain new skills, a real-world experience, and portfolio pieces while independently studying under the advisement of a current Graphic Communication faculty member.

**GCOM 299 Experimental Offering in Graphic Communication**

*Prerequisite: None*

*Hours: 90 hours LEC*

See Experimental Offerings.

**GCOM 300 Prepress and the Printing Process**

*Prerequisite: GCOM 310, or 313, or 316, or 340, or equivalent with a grade of “C” or better.*

*Course Transferable to CSU*

*Hours: 36 hours LEC; 54 hours LAB*

This course offers computer and hands-on experience in prepress and preflight preparation, as well as printing a simple project. Through lecture, homework assignments, and tours, students learn to make appropriate decisions with software, output, and estimating costs for the variety of modern printing opportunities. The first segment of this course will cover pre-press through using tools in graphic design software. The second segment of the class will involve actual printing. Projects may include preparation and printing of business cards, letterhead, envelopes, and notepads.

**GCOM 310 Beginning Page Layout, Using Adobe PageMaker**

*Prerequisite: None.*

*Course Transferable to CSU*

*Hours: 36 hours LEC; 54 hours LAB*

This course focuses on the basic elements of layout design using Adobe PageMaker. Students will learn to create single and multipage publications using basic graphic design guidelines; work with text and drawing tools; place and integrate text and graphics, set up master pages and columns; change type and paragraph specifications; use the story editor, styles, text wrap and control palette. Students will have the opportunity to experiment with publication page layouts and produce press-ready material including flyers, newsletters, brochures, and business packages. This course may be taken up to three times if the software version has changed.

**GCOM 313 Beginning Page Layout, Using Adobe InDesign**

*Prerequisite: None.*

*Course Transferable to CSU*

*Hours: 36 hours LEC; 54 hours LAB*

This course covers page layout design using an industry-standard application, Adobe InDesign. Topics include setting up and managing multipage documents for professional printing, controlling and creating graphics within the software, importing graphics from other software, and preparing files for printing purposes. Use of the Adobe InDesign tools, embedding fonts, importing QuarkXpress and PageMaker documents, color management systems, preparing files for the Web, and file conversion / cross platform font issues are included as well. This course may be taken three times for credit if the software version has changed.

**GCOM 314 Advanced Page Layout Using Adobe InDesign**

*Prerequisite: GCOM 313 with a grade of “C” or better or equivalent.*

*Course Transferable to CSU*

*Hours: 36 hours LEC; 54 hours LAB*

This is an in-depth course about page layout design, multipage production and electronic publishing, utilizing a page layout industry standard software- Adobe InDesign. Through lecture, demonstration, and hands-on methods, as well as class/instructor critiques, students will employ the graphic design process for page layout design from creative concept to printed page. Topics include multipage publications, using a grid, typography, composition, and interfacing with professional printing services. This course may be taken three times for credit if the version of software being taught has changed.

**GCOM 316 Beginning Page Layout, Using QuarkXPress**

*Prerequisite: None.*

*Course Transferable to CSU*

*Hours: 36 hours LEC; 54 hours LAB*

This course is an introduction to page layout, page composition, and electronic publishing utilizing a graphic design industry standard software, QuarkXPress. Students will discover how to effectively use the software to design brochures, newsletters, catalogs, and a variety of other publishing materials that follow basic page layout and design principles. This course may be taken up to three times for credit if the version of software being taught has changed.
GCOM 317  Advanced Page Layout, Using QuarkXPress  3 Units
Prerequisite: GCOM 316 with a grade of “C” or better
Advisory: GCOM 330 with a grade of “C” or better or equivalent.
Course Transferable to CSU
Hours: 36 hours LEC; 54 hours LAB
This is an in-depth course covering creative page layout and graphic design, production, and electronic publishing. Utilizing the graphic design industry standard software, QuarkXPress, students will design and produce dynamic portfolio-quality projects. Through lecture, demonstration, and hands-on methods as well as class/instructor critiques, students will demonstrate and understanding of the graphic design process from creative concept to final production and the printed page. Topics include poster design, advertising design, typography, color theory, composition, publication cover and page design, brochure and packaging layout, basic web page design, book design, working with clients, and working with a service bureaus and printers. This course may be taken up to three times if the version of software being taught has changed.

GCOM 319  Newspaper Design  3 Units
Prerequisite: GCOM 313 with a grade of “C” or better
Course Transferable to CSU
Hours: 36 hours LEC; 54 hours LAB
This course examines newspaper design. Students are responsible for the design and production of the award-winning Sacramento City College school newspaper, using the fundamental design concepts and theory involving grid, page layout, typefaces, and visual communication. This course offers an opportunity to build a portfolio and to gain experience while working on a real-world project. This course may be taken three times for credit as students acquire more advanced skills and project responsibilities.

GCOM 330  Beginning Photoshop  3 Units
Prerequisite: None
Course Transferable to CSU
Hours: 36 hours LEC; 54 hours LAB
Discover the ultimate power of creating, manipulating, and enhancing images by using the professional graphic design and Web design imaging software of choice, Adobe Photoshop. This beginner’s course covers how to effectively use this software for the graphic design industry, as well as how to plan and carry out a digital imaging project. This course may be taken twice for credit if the version of software being taught has changed.

GCOM 331  Advanced Image Editing, Using Adobe Photoshop  3 Units
Prerequisite: GCOM 330 with a grade of “C” or better or equivalent.
Course Transferable to CSU
Hours: 36 hours LEC; 54 hours LAB
This course centers on advanced image editing techniques using the latest version of Photoshop. In addition to learning advanced capabilities of Photoshop, students will learn how to alter existing images realistically, compose artwork in graphic situations, and creatively apply techniques to original artwork. Students will also learn how to work with service bureaus and commercial printers to produce quality out-put. This course may be taken three times for credit if the version of software being taught has changed.

GCOM 340  Beginning Adobe Illustrator  3 Units
Prerequisite: None
Course Transferable to CSU
Hours: 36 hours LEC; 54 hours LAB
When illustrating digitally for print or Web media, one of the skills designers and illustrators need to have is the ability to draw with vector digital tools. This beginner’s course provides professional tips and techniques in Illustrator software, while introducing graphic design and Web design students to theories of composition, typography, and color theory. Students learn how digital illustrations are produced, are exposed to a variety of different illustration styles, learn about the current trends, and discover the designers using digital illustration as a communication tool. This course gives students the foundation to create original graphics and illustrations digitally. The course may be taken up to three times for credit if the software version has changed.

GCOM 341  Advanced Digital Illustration, Using Adobe Illustrator  3 Units
Prerequisite: GCOM 340 with a grade of “C” or better or equivalent.
Advisory: ART 300 with a grade of “C” or better or equivalent.
Course Transferable to CSU
Hours: 36 hours LEC; 54 hours LAB
This course takes an in-depth look at digital illustration, using Adobe Illustrator software. Work in this course focuses on using graphic design problem solving in conjunction with developing an individual art style. Topics include color, typography, composition, visual theme, drawing technique, using images for the Web, and understanding the offset printing process. Students complete the course with several professionally designed, original illustrations for their portfolios. This course may be taken three times for credit if the version of software being taught has changed.

GCOM 343  Graphic Design Production  3 Units
Prerequisite: None
Advisory: GCOM 313 or GCOM 340 with a grade of “C” or better or equivalent.
Course Transferable to CSU
Hours: 36 hours LEC; 54 hours LAB
This in-depth course is an introduction to the principles of graphic design and Web design students to theories of composition, balance and visual hierarchy; integration of text and image on the two-dimensional page; and introduction to typographic exploration. This course is a foundation course for graphic design students, but is also relevant to students studying Web design and computer animation.
GCOM 345  Advanced Graphic Design  3 Units
Production
Prerequisite: GCOM 330 with a grade of “C” or better or equivalent AND GCOM 340 with a grade of “C” or better or equivalent AND choose one page layout course: GCOM 310 or GCOM 313 or GCOM 316 with a grade of “C” or better or equivalent.
Course Transferable to CSU
Hours: 36 hours LEC; 54 hours LAB
This is an in-depth graphic design course about page layout, graphic production, and electronic publishing. Students will utilize different industry standard software applications to complete projects resembling “real world” studio work. Students will understand the graphic design process from concept to printed page. Topics include logo design, working with a service bureau, file formats, importing from other applications, multi-page publication design, packaging design, and combining software packages. This course may be taken up to three times, as software versions change.

GCOM 349  Portfolio  1.5 Units
Prerequisite: None.
Advisory: Students should have at least four pieces of artwork or design projects to use in this course.
Course Transferable to CSU
Hours: 18 hours LEC; 27 hours LAB
This course is intended for new or returning students who wish to present a portfolio of work in the Graphic Communication-related and creative industries for the purpose of job interviews or admission to a four-year art/design school. Through lecture, demonstration, and hands-on methods, students will gain understanding of the aesthetics, organization, and physical preparation in creating a portfolio of work. Topics include portfolio mediums, mounting and presentation, self-promotion resumes, pursuing a job or transfer school, interviewing for a creative position, and getting your Graphic Design or Web Design work noticed.

GCOM 360  Graphics for the Web  3 Units
Prerequisite: GCOM 330 with a grade of “C” or better or equivalent.
Course Transferable to CSU
Hours: 36 hours LEC; 54 hours LAB
This course is for those wishing to design professional quality Web graphics. The course takes an in-depth look at designing graphics for the Web. Using industry standard graphic software, students will create original graphics as well as manipulate found imagery. Through lecture, demonstration, hands-on methods, and class/instructor critiques, students will understand the process for designing graphics for Web use. Topics include developing graphic elements for a Web site using a visual theme, creating buttons and intuitive navigational elements, making background textures and images, understanding Web file formats, scanning, presenting to a client, and simple animation that enhances a Web site. This course may be taken twice for credit if the software version has changed.

GCOM 361  Creative Web Page Design  3 Units
Prerequisite: GCOM 330 or GCOM 340 or GCOM 360 or CISW 350 with a grade of “C” or better or equivalent.
Course Transferable to CSU
Hours: 36 hours LEC; 54 hours LAB
This beginner’s course uses Macromedia Dreamweaver as a tool for creating the look and feel of Web sites. With an in-depth look at graphic and visual design concepts, students will create a professional quality, fully functional Web site. The portfolio-worthy project will be catered to a specific audience and will feature both technical skill and visual design ability. This course may be taken three times if the software version has changed.

GCOM 362  Intermediate Creative Web Page Design (Dreamweaver II)
Prerequisite: GCOM 361 with a grade of “C” or better or the equivalent.
Course Transferable to CSU
Hours: 36 hours LEC; 54 hours LAB
This course applies the basic and intermediate principles of graphic design, HTML, and Cascading Style Sheets (CSS) to create W3C compliant websites. This course will use Dreamweaver as a tool for students to practice and implement the design process for Web projects. Students will create and redesign fully functional Web sites, make good design decisions, create intuitive navigation, and consistent visual themes. This course may take three times if using a different software package or version of Dreamweaver.

GCOM 363  Advanced Creative Web Page Design (Macromedia Flash)
Prerequisite: GCOM 361 with a grade of “C” or better or equivalent.
Course Transferable to CSU
Hours: 36 hours LEC; 54 hours LAB
This course covers the creation of vector-based graphics, animation, and interactivity within the Web environment. Emphasis will be placed on applying design principles to the elements of motion and interactivity. The basic operating principles of Macromedia Flash will be applied in order to create Web sites with animation, interactive buttons, and sound. Issues of creative process for Web design, working with a client, bandwidth restrictions, and optimal delivery will be covered. This course may be taken three times for credit if the version of software being taught has changed.

GCOM 370  Web Projects  3 Units
Same As: CISW 470.
Prerequisite: Completion of one of the following: CISW 300, CISW 320, CISW 325, CISW 400, CISW 410, CISW 420, GCOM 361, GCOM 362, GCOM 363, or equivalent with a grade of “C” or better.
Course Transferable to CSU
Hours: 36 hours LEC; 54 hours LAB
This course focuses on Web project management on a real-world Website. Emphasis will be placed on the project development life cycle including design specification, research, production, modification, and presentation. Web projects utilized in the class will be multifaceted, approaching the complexity that individuals would be expected to encounter in the Web development industry. (Students may bring their own Web Projects to class.) This course may be taken two times with different projects.
GCOM 383 Interactive and Motion Design Using Macromedia Flash
Prerequisite: GCOM 363 with a grade of “C” or better or equivalent experience.
Course Transferable to CSU
Hours: 36 hours LEC; 54 hours LAB
This course is for students who have a solid understanding of animation and Flash basics and would like an introduction to more advanced techniques in motion design. Topics will include more advanced animation/motion design principles, complex animations and graphical effects, Flash Actions, nesting symbols, remote movie clips, and using multiple timelines. Skills learned in this course could be applied to designing Web sites, presentations, or any interactive medium. This course may be taken up to three times, as the software version changes.

GCOM 400 Introduction to the Principles of Animation
Prerequisite: None
Advisory: ART 300 or 304 with grades of “C” or better or equivalent.
Course Transferable to CSU
Hours: 36 hours LEC; 54 hours LAB
This course introduces students to the animation industry: a historical perspective, industry overview, and the principles and theory that guide animation. The principles of animation are emphasized through lecture and the use of 2D software tools. Students learn the animation production process and industry trends. Students work on hands-on projects creating 2D animations. This course is required for entry into GCOM 401.

GCOM 401 Introduction to Computer Animation
Prerequisite: GCOM 400 with a grade of “C” or better or equivalent course.
Advisory: ART 304 with grades of “C” or better or equivalent.
Course Transferable to CSU
Hours: 36 hours LEC; 54 hours LAB
This course introduces students to the creation of believable animation using the personal computer. The principles of animation are emphasized through lecture and the use of 3D software tools. Students experience the animation production process and are exposed to industry trends. Students work on hands-on projects creating 3D animations. This course may be taken two times for credit on a different software version.

GCOM 402 Beginning 3D Modeling and Rigging
Prerequisite: None.
Advisory: GCOM 341, GCOM 400 and ART 304 with grades of “C” or better.
Course Transferable to CSU
Hours: 36 hours LEC; 54 hours LAB
This course introduces the student to 3D graphics and 3D animation using industry standard 3D animation software. Through exercises and hands on projects, students explore concepts and principles in 3D graphics and character rigging. Topics include: 3D modeling, character rigging, shading, lighting, and rendering. This course may be taken two times for credit on a different software version.

GCOM 410 Advanced 3D Animation - Character Animation Production
Prerequisite: GCOM 402 with a grade of “C” or better
Advisory: GCOM 400, GCOM 341, ART 304, and TA 331 with grades of “C” or better.
Course Transferable to CSU
Hours: 36 hours LEC; 54 hours LAB
This course entails a hands-on study of the challenging subject of 3D character animation. Areas of focus include 3D character design, modeling, rigging, and character animation using industry standard software, as well as the synchronization of voice, sound effects, and music. Students will explore advanced techniques in designing 3D characters and animating them in producing short stories. The animation production process and principles of animation will be reinforced throughout this course. This course may be taken two times for credit on a different software version.

GCOM 420 Video Game Design
Prerequisite: None.
Course Transferable to CSU
Hours: 36 hours LEC; 54 hours LAB
This introductory course to video game design studies the art, technology, and science involved in the creation and development of computer games. The course covers video game history, game theory, design of computer-based games, delivery systems, development cycle, case studies, ethical and social issues, and emerging technologies and trends. This course emphasizes the understanding and the interdisciplinary nature of video game design; this course is not a computer programming course.

GCOM 490 Graphic Communication Studio
Prerequisite: OPTION 1 (Graphic Design): GCOM 313 or GCOM 316 AND GCOM 340 or GCOM 330 with a grade of “C” or better or equivalent OR OPTION 2 (Web Design): GCOM 361 with a grade of “C” or better or equivalent. OR OPTION 3 (Computer Animation): GCOM 400 or GCOM 402 with a grade of “C” or better or equivalent.
Course Transferable to CSU
Hours: 43 hours LEC; 87 hours LAB
Graphic Communication Studio will introduce career-driven design students to producing, creating, and completing real-world graphic design, Web design, or animation projects for non-profit organizations and the Sacramento community. Through lecture, demonstration, client meetings, and brainstorming sessions, students will have the opportunity to develop a portfolio of completed projects. Students will also experience deadlines, the client-designer relationship, how to set pricing for projects, and strategies for presenting concepts and design work. This course may be taken up to 3 times if there is a change in design medium (graphic design, Web design, or Animation).

GCOM 495 Independent Studies in Graphic Communication
Prerequisite: None
Course Transferable to CSU
Hours: 54 hours LAB
See Independent Studies.
GCOM 498  Work Experience in  Graphic Communication  1-4 Units

Prerequisite: None.
Course Transferable to CSU
Hours: 48 hours LEC
This course involves 12 hours lecture and 18 hours of graphic design, Web design, or animation-related work experience for one unit; 12 hours of lecture and 18 hours of graphic design, Web design, or animation-related work experience can be scheduled for each additional unit. Students are responsible for finding placement or may use internship services available on campus.

GCOM 499  Experimental Offering in  Graphic Communication  .5-4 Units

Prerequisite: None
Course Transferable to CSU
Hours: 54 hours LEC; 36 hours LAB
See Experimental Offerings.
HEED 300  Health Science  3 Units
Prerequisite: None.
Advisory: ENGRD 310 and ENGWR 100 with grades of “C” or better.
General Education: AA/AS Area III(b); CSU Area E1
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course will include, but not be limited to, the study of physical and psychological health, creating healthy and caring relationships, avoiding and overcoming harmful habits, building healthy lifestyles, preventing and fighting disease, and facing life’s challenges. Specific topics may include the study of physical, mental, and emotional health; managing stress; violence; sexuality; birth control; pregnancy; childbirth; sexually transmitted diseases, including AIDS; drug, alcohol, and tobacco use and abuse; nutrition and fitness; prevention and fighting communicable disease; aging; environmental health; and consumerism.

HEED 314  Community First Aid and Safety  2 Units
Prerequisite: None.
Course Transferable to UC/CSU
Hours: 36 hours LEC
This course is the official American Red Cross First Aid/Cardiopulmonary Resuscitation/Automated External Defibrillator for Schools and the Community course. Students will learn adult, child, and infant cardiopulmonary resuscitation (CPR). Students will also learn to safely operate an automated external defibrillator (AED) and basic first-aid. Students need to purchase face shields to work on manikins. American Red Cross Community CPR, AED and First Aid certificates will be issued upon completion of this course with a grade of “B” or better and payment of a $5.00 fee. This certification is valid for one year after the course completion date. This course may be taken four times for credit.

HEED 321  CPR: BLS for the Professional Rescuer  1 Unit
Prerequisite: None.
General Education: AA/AS Area III(b)
Course Transferable to CSU
Hours: 9 hours LEC; 27 hours LAB
Cardio-Pulmonary Resuscitation (CPR): Basic Life Support (BLS) for the Professional Rescuer is designed to meet the special needs of the people who are expected to respond in emergency situations. Included are methods for adult, child, and infant CPR as well as performing two-rescuer CPR, operating an automated external defibrillator (AED), and using rescue-breathing devices. Students will learn the skills the skills a professional rescuer needs to act as a crucial link in the emergency medical services (EMS) system. Students will need to purchase a pocket mask rescue-breathing device. Students who earn at least a “B” in the course and pay a $5.00 fee will be eligible to receive an American Red Cross certificate in CPR for the Professional Rescuer. This certification is valid for one year after the course completion date. This course may be taken four times for credit.

HEED 330  Health and Safety in Child Care Settings  1 Unit
Same As: ECE 410
Prerequisite: None.
Advisory: ENGWR 100 and ENGRD 310 with grades of “C” or better.
Course Transferable to CSU
Hours: 18 hours LEC
This course covers health and safety issues in child care centers and family day care homes. Topics include pediatric cardiopulmonary resuscitation, pediatric first aid, and preventative health practices such as control of infectious diseases, injury prevention, nutrition, sanitation, and emergency preparedness and evacuation. This course meets requirements of mandated training for child care providers. Students may receive credit for HEED 330 or ECE 410, but not both.)
HEED 340  College Success For The Student Athlete  3 Units

Prerequisite: None.
Advisory: ENGRD 110 and ENGWR 100 with grades of “C” or better
General Education: AA/AS Area III(b)
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course is designed to assist student athletes in obtaining the skills and knowledge necessary to reach their educational objective. Topics to be covered include: eligibility and recruitment information as mandated by the California Community College Athletic Association (CCCCAA) and transfer requirements mandated by the National Collegiate Athletic Association. Other topics include: motivation, discipline, memory development, time management, career planning, study skills and techniques, nutrition, drug and alcohol abuse, and violence. Campus resources will be covered. It is highly recommended for student athletes.

HEED 495  Independent Studies in Health Education  1-3 Units

Prerequisite: None
Course Transferable to CSU
Hours: 54 hours LAB
See Independent Studies.
This course involves an individual student or small group of students in study, research, or activities beyond the scope of regular courses, pursuant to an agreement among college, faculty members, and students. Independent Studies in Health Education offers students a chance to do research that is more typical of community and graduate student work. This course may be taken four times for a maximum of 12 units provided there is no duplication of content areas.

HEED 499  Experimental Offering in Health Education  .5-4 Units

Prerequisite: None
Course Transferable to CSU
Hours: 54 hours LEC; 36 hours LAB
See Experimental Offerings.
This is an experimental course offering designed to provide students with courses not normally offered by the Health Education Department. Course topics will be structured around new and emerging issues related to the field of Health Education. This course may be taken four times for a maximum of 16 units as long as there is no duplication of topics.
The history major fosters an understanding of ourselves and our world through the study of the past—both remote and recent. The program develops critical thinking and a broad background in issues and ideas from our past. The major thus prepares students for transfer to B.A. programs in history. It also offers all students fundamental preparation for careers in business, government, teaching, and a number of professional fields (for example, paralegal or law careers).

### History

**Associate in Arts Degree**

<table>
<thead>
<tr>
<th>Required Program</th>
<th>Units</th>
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<tbody>
<tr>
<td>Introduction to Early United States History</td>
<td>3</td>
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</table>
| HIST 310, History of the United States (3)  
  or HIST 320, History of the United States:  
  African-American Emphasis (3)  
  or HIST 483, History of the United States - Honors (3) | |
| Introduction to Recent United States History | 3 |
| HIST 311, History of the United States (3)  
  or HIST 321, History of the United States:  
  African-American Emphasis (3)  
  or HIST 484, History of the United States - Honors (3) | |
| Western Civilization or World History | 6 |
| HIST 300, History of Western Civilization (3)  
  and HIST 302, History of Western Civilization (3)  
  or HIST 307, History of World Civilizations to 1500 (3)  
  and HIST 308, History of World Civilizations, 1500 to Present (3) | |

**Breadth Area:**

- A minimum of 3 units from the following: 3
  - HIST 360, History of African Civilizations (3)
  - HIST 364, Asian Civilization (3)
  - HIST 365, Asian Civilization (3)
  - HIST 370, History of the Americas through the 19th Century Wars of Independence (3)
  - HIST 371, History of the Americas from the 19th Century Wars of Independence to the Present (3)
  - HIST 373, History of Mexico (3)
  - HIST 380, History of the Middle East (3)

A minimum of 3 units from the following: 3
One additional history course

**Total Units Required** 18

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**History (HIST)**

**HIST 300  History of Western Civilization 3 Units**

**Prerequisite:** None.

**Advisory:** Completion of ENGWR 100 with a grade of C or better or ESLW 320 and ESLR 320 with grades of C or better.

**General Education:** AA/AS Area V(b); AA/AS Area I; CSU Area C2; CSU Area D6; IGETC Area 3B

**Course Transferable to UC/CSU**

**Hours:** 54 hours LEC

This is a study of Western Civilization from pre-historic times to the Renaissance. The focus of the course will be on the history of Europe, including a general account of those political, economic, and social institutions as well as the cultural and intellectual forces that help explain our present day civilization. The course includes the general study of the nature of history, prehistorical culture, the Ancient Near East, Greece, Rome, the Middle Ages and the Renaissance.

**HIST 302  History of Western Civilization 3 Units**

**Prerequisite:** None.

**Advisory:** Completion of ENGWR 100 or ESLW 320 and ESLR 320 with grades of “C” or better.

**General Education:** AA/AS Area V(b); AA/AS Area I; CSU Area C2; CSU Area D6; IGETC Area 3B

**Course Transferable to UC/CSU**

**Hours:** 54 hours LEC

This course is a study of Western Civilization concentrating on the history of Europe. A general account of political, economic, and social institutions as well as the cultural and intellectual forces that help explain our present day civilization will be covered from the High Renaissance to the present.
HIST 305 Women in Western Civilization 3 Units
Prerequisite: None.
Advisory: Completion of ENGWR 100 with a grade of “C” or better, or ESL 320 and ESLR 320 with grades of “C” or better.
General Education: AA/AS Area V(b); AA/AS Area l; CSU Area C2; CSU Area D6; IGETC Area 3B
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course surveys women’s contributions to the major ideas, institutions, and events of Western Civilization. Diversified roles of women are examined from antiquity to the present with emphasis on the interaction of the sexes. The effects on the society of the patriarchal structure of the family and consequently the pervasive impact on all institutions of western culture are closely examined.

HIST 307 History of World Civilizations to 1500 3 Units
Prerequisite: None.
Advisory: Completion of ENGWR 100 with a grade of “C” or better, or ESL 320 and ESLR 320 with grades of “C” or better.
General Education: AA/AS Area V(b); AA/AS Area Vi; CSU Area C2; CSU Area D6; IGETC Area 4F
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course surveys world history to 1500 with an emphasis on the dynamic interaction of cultures and peoples. The course will emphasize the role of social, political, economic, cultural and intellectual forces as they shape the major world civilizations. It will also focus on the legacy of these civilizations and their contributions to our present cultures.

HIST 308 History of World Civilizations 3 Units 1500 to Present
Prerequisite: None.
Advisory: Completion of ENGWR 100 or ESL 320 and ESLR 320 with grades of “C” or better.
General Education: AA/AS Area V(b); AA/AS Area Vi; CSU Area C2; CSU Area D6; IGETC Area 4F
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course is a survey of world history from 1500 to the present with an emphasis on the dynamic interaction of cultures and peoples. The course will emphasize the role of social, political, economic, cultural and intellectual forces in shaping the major world civilizations, the legacies of these civilizations, and the on-going tension between tradition and modernity.

HIST 309 World History in the Twentieth Century 3 Units
Prerequisite: None.
Advisory: Completion of ENGWR 100 with a grade of “C” or better, or ESL 320 and ESLR 320 with grades of “C” or better.
General Education: AA/AS Area V(b); AA/AS Area Vi; CSU Area D6; IGETC Area 4F
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course examines the major historical developments of the 20th Century world: nationalist and revolutionary movements; the development of modern capitalist, communist, and fascist systems; the dynamics of modern colonialism; postcolonial challenges; ethnic conflict, and the emergence of new global systems.

HIST 310 History of the United States 3 Units
Prerequisite: None.
Advisory: Completion of ENGWR 100 with a grade of “C” or better, or ESL 320 and ESLR 320 with grades of “C” or better.
General Education: AA/AS Area V(a); AA/AS Area Vi; CSU Area D5; CSU Area D6; CSU Area F1; CSU Area F2; IGETC Area 4F
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course covers the development of American Institutions and society through Reconstruction and partially fulfills American Institutions requirements. The course emphasizes the role played by political, economic, social, cultural, and intellectual forces on the culture and development of multiple ethnic groups in a comparative format.

HIST 311 History of the United States 3 Units
Prerequisite: None.
Advisory: Completion of ENGWR 100 with a grade of “C” or better, or ESL 320 and ESLR 320 with grades of “C” or better.
General Education: AA/AS Area V(a); CSU Area D6; IGETC Area 4F
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course covers the development of American Institutions and society from Reconstruction to the present and partially fulfills American Institutions requirements. The course emphasizes the role played by political, economic, social, cultural, and intellectual forces on the culture and development of multiple ethnic groups in a comparative format.

HIST 314 Recent United States History 3 Units
Prerequisite: None.
Advisory: Completion of ENGWR 100 with a grade of “C” or better, or ESLR 320 with grades of “C” or better.
General Education: AA/AS Area V(a); CSU Area D6; IGETC Area 4F
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course covers United States history from 1945 to the present, offering an in-depth study of post-World War II United States history. Emphasis will be placed on domestic policy, foreign policy, and social and political movements.

HIST 320 History of the United States: African-American Emphasis 3 Units
Prerequisite: None.
Advisory: Completion of ENGWR 100 with a grade of “C” or better, or ESL 320 and ESLR 320 with grades of “C” or better.
General Education: AA/AS Area V(a); CSU Area D3; CSU Area D6; CSU Area F1; CSU Area F2; IGETC Area 4F
Course Transferable to UC/CSU
Hours: 54 hours LEC
Covering the U.S. Constitution and founding of American governmental institutions, this course focuses on United States history from the establishment of the first New World colonies to the end of the Civil War. This course will pay particular attention to the ways in which black people have influenced the formation and development of this nation. This course will also examine the ways in which racial issues have shaped American society, culture, and politics.
HIST 321  History of the United States: 3 Units
African-American Emphasis
Prerequisite: None.
Advisory: Completion of ENGWR 100 with a grade of “C” or better or ESLR 320 and ESLW 320 with grades of “C” or better.
General Education: AA/AS Area V(a); AA/AS Area V(b); CSU Area D3; CSU Area D6; CSU Area F1; CSU Area F3; IGETC Area 4F
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course focuses on United States history from 1865 to Present, including coverage of state and local government, with an emphasis on the role of African Americans. This course will pay close attention to the ways in which black people have shaped American society, culture, and politics.

HIST 344  Survey of California History: 3 Units
A Multicultural Perspective
Prerequisite: None.
Advisory: Completion of ENGWR 100 with a grade of “C” or better, or ESLR 320 and ESLW 320 with grades of “C” or better.
General Education: AA/AS Area V(b); AA/AS Area VI; CSU Area D6; IGETC Area 4F
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course is a survey of the history of California with an emphasis on the evolution of the state as a multicultural society, beginning with Native Californian cultures and continuing to the present. Above all, the course evaluates the historical experiences and dynamic interaction of Mexican, Asian, African American, European American, and other cultural groups. Field trips to local sites of historical significance may be included.

HIST 360  History of African Civilizations
Prerequisite: None.
Advisory: Completion of ENGWR 100 with a grade of “C” or better, or ESLR 320 and ESLW 320 with grades of “C” or better.
General Education: AA/AS Area V(a); AA/AS Area VI; CSU Area D6; IGETC Area 4F
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course is an introductory survey of African history from prehistory to the present. Major topics will include the rise of societies and states in Africa to 1500 CE, the Atlantic slave trade, European colonialism, and the emergence of nation states in modern Africa. The course examines the development of social, political, and economic institutions in Africa, the interactions of peoples and cultures, and the impact of the outside influences of Islam and the West on African history.

HIST 364  Asian Civilization
Prerequisite: None.
Advisory: Completion of ENGWR 100 with a grade of “C” or better, or ESLR 320 and ESLW 320 with grades of “C” or better.
General Education: AA/AS Area V(b); AA/AS Area I; AA/AS Area VI; CSU Area C2; CSU Area D6; IGETC Area 3B
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course provides a general survey of Asian civilizations with an emphasis on East Asia, from earliest known settlements through 1600. The course will highlight overviews of the various political, philosophical, cultural, and religious foundations in China, Korea, Japan, and India and examine the influence of these states on each other and the rest of Asia.

HIST 365  Asian Civilization
Prerequisite: None.
Advisory: Completion of ENGWR 100 with a grade of “C” or better, or ESLR 320 and ESLW 320 with grades of “C” or better.
General Education: AA/AS Area V(b); AA/AS Area I; AA/AS Area VI; CSU Area C2; CSU Area D6; IGETC Area 3B
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course provides an examination of the political, social, economic and cultural transformation of Asia since 1600 with an emphasis on East Asia. A focus will be placed on how these cultures responded to meet the challenges of western civilization.

HIST 370  History of the Americas through the 19th Century Wars of Independence
Prerequisite: None.
Advisory: Completion of ENGWR 100 or ESLR 320 and ESLW 320 with grades of “C” or better.
General Education: AA/AS Area V(a); AA/AS Area VI; CSU Area D6; CSU Area F1; IGETC Area 4F
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course provides a general historical survey of the Americas, North and South, from Precolumbian times through the Wars of Independence in the 19th century.

HIST 371  History of the Americas from the 19th Century Wars of Independence to the Present
Prerequisite: None.
Advisory: Completion of ENGWR 100 or ESLR 320 and ESLW 320 with grades of “C” or better.
General Education: AA/AS Area V(a); AA/AS Area VI; CSU Area D6; CSU Area F1; IGETC Area 4F
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course offers a general survey of the Americas, North, South, and Central, from the 19th Century Wars of Independence to the present day. Special emphasis is placed on the comparison of the political and economic development of the United States and that of Latin America, as well as on Latin American-United States relations.
HIST 373 History of Mexico 3 Units
Prerequisite: None.
Advisory: Completion of ENGWR 100 or ESLR 320 and ESLW 320 with grades of “C” or better.
General Education: AA/AS Area V(b); AA/AS Area I; AA/AS Area VI; CSU Area C2; CSU Area D6; IGETC Area 3B
Course Transferable to UC/CSU
Hours: 54 hours LEC
A general history course of Mexico from earliest times to the present, this course provides a comprehensive study of Indian-Mexico, the Spanish conquest, Colonial New Spain, War of Independence, Age of Santa Ana, Reign of Diaz, Revolution of 1910, and reconstruction and contemporary Mexico.

HIST 380 History of the Middle East 3 Units
Prerequisite: None.
Advisory: Completion of ENGWR 100 with a grade of “C” or better or ESLR 320 and ESLW 320 with grades of “C” or better.
General Education: AA/AS Area V(b); AA/AS Area I; AA/AS Area VI; CSU Area C2; CSU Area D6; IGETC Area 4C; IGETC Area 4F
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course surveys the history of the Middle East (Southwest Asia) and North Africa with emphasis on the period from the 6th century CE (AD) to the present. The course focuses on the major social, economic, political and cultural transformations of the region, while taking into account both regional and global contexts of interaction and change in a comparative format. This course will provide students with a historical understanding of the impact of European colonialism, the discovery of petroleum and its consequences, the Palestinian-Israeli conflict, and the role played by the United States in the region.

HIST 400 Critical Thinking in History 3 Units
Prerequisite: ENGWR 300 with a grade of “C” or better
Advisory: Successful completion of at least one college history course.
General Education: AA/AS Area V(b); AA/AS Area II(b); CSU Area A3; IGETC Area 1B
Course Transferable to UC/CSU
Hours: 54 hours LEC
Students will apply critical thinking skills to historical problems and contemporary issues. Assigned writing projects will develop critical thinking skills and a working knowledge of the problems and opportunities facing the discipline of history in the world of postmodernism and the World Wide Web. Students will be required to successfully complete writing projects totaling at least 8,500 words, including an extended research project.

HIST 483 History of the United States - 3 Units Honors
Prerequisite: None.
General Education: AA/AS Area V(a); AA/AS Area VI; CSU Area D6; CSU Area F1; CSU Area F2; IGETC Area 4F
Enrollment Limitation: Eligibility for the Honors Program.
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course covers the development of American Institutions and society through Reconstruction and partially fulfills American Institutions requirements. The course emphasizes the role played by political, economic, social, cultural, and intellectual forces on the culture and development of multiple ethnic groups in a comparative format. The class is conducted in a seminar format and requires that the student engage in the reading of at least four other major books besides the required text. This honors section uses an intensive instructional methodology and is designed to challenge motivated students.

HIST 484 History of the United States - 3 Units Honors
Prerequisite: None.
General Education: AA/AS Area V(a); AA/AS Area VI; CSU Area D6; CSU Area F1; CSU Area F3; IGETC Area 4F
Enrollment Limitation: Eligibility for the Honors Program.
Course Transferable to UC/CSU
Hours: 54 hours LEC
The course will focus on the development of American institutions from 1877 to the present. It is not recommended for students who have completed HIST 317. This honors section uses an intensive instructional methodology designed to challenge motivated students.

HIST 485 Recent United States History - 3 Units Honors
Prerequisite: Admission to the Honors Program.
General Education: AA/AS Area V(a); CSU Area D6; IGETC Area 4F
Course Transferable to UC/CSU
Hours: 54 hours LEC
The course covers United States history from 1945 to the present, offering an in-depth study of post World War II U.S. History. Emphasis will be placed on domestic policy, foreign policy, and social and political movements. This honors section uses an intensive instructional methodology designed to challenge motivated students.

HIST 494 Topics in History .5-4 Units
Prerequisite: None
Course Transferable to UC/CSU
Hours: 54 hours LEC
Content will differ each time course is offered. Objective is to focus content on issues of national and international significance at the time of offering course.

HIST 495 Independent Studies in 1-3 Units
History
Prerequisite: None
Course Transferable to UC/CSU
Hours: 54 hours LAB
See Independent Studies.

HIST 499 Experimental Offering in .5-4 Units
History
Prerequisite: None
Course Transferable to UC/CSU
Hours: 54 hours LEC
See Experimental Offerings.
The Honors Program provides an enriched and unique educational experience with small classes in a seminar format. All courses are transferable and meet the general education/breadth requirements. Honors students have easy access to their instructors and are expected to utilize critical thinking skills throughout their course work. Eligibility: 3.0 GPA, eligibility for ENGWR 300, or upon application and letters of recommendation. Applications are available from Anna Joy, (916) 558-2615, located in Rodda South 211 or from the Language and Literature Division Office in Rodda South 226. Students completing 12 units of Honors courses with an "A" average are designated "Honors Scholars" at graduation and on their transcript.

Honors courses may be found in these subject areas:
- Anthropology (ANTH 480, 481, 487)
- Art History (ARTH 484, 486)
- Chemistry (CHEM 484)
- Economics (ECON 480, 482)
- English - Literature (ENGLT 480, 481)
- English - Writing (ENGWR 480, 482)
- Family and Consumer Science (FCS 480)
- Geography (GEOG 480)
- History (HIST 483, 484, 485)
- Humanities (HUM 480, 483)
- Mathematics (MATH 482)
- Music (MUFHL 481, 482)
- Nutrition (NUTRI 480)
- Philosophy (PHIL 480, 481, 482)
- Political Science (POLS 480, 481)
- Psychology (PSYC 480, 489)
- Sociology (SOC 480)
- Statistics (STAT 480)
### Human Career Development HCD

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Prerequisite</th>
<th>Hours:</th>
</tr>
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<tbody>
<tr>
<td>HCD 80</td>
<td>Diagnostic/Prescriptive Educational Assessment</td>
<td>1</td>
<td>Intake Interview</td>
<td>18 hours LEC</td>
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<tr>
<td>HCD 81</td>
<td>Diagnostic Assessment</td>
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<td>None</td>
<td>9 hours LEC</td>
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<tr>
<td>HCD 83</td>
<td>Diagnostic Learning in English</td>
<td>2</td>
<td>None</td>
<td>18 hours LEC; 54 hours LAB</td>
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<tr>
<td>HCD 84</td>
<td>Advanced Diagnostic Learning in English</td>
<td>2</td>
<td>HCD 83 with a grade of “C” or better</td>
<td>18 hours LEC; 54 hours LAB</td>
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<tr>
<td>HCD 85</td>
<td>Diagnostic Learning in Mathematics</td>
<td>2</td>
<td>None</td>
<td>18 hours LEC; 54 hours LAB</td>
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<td></td>
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<tr>
<td>HCD 89</td>
<td>Study Strategies Lab</td>
<td>.5-1</td>
<td>None</td>
<td>54 hours LAB</td>
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<tr>
<td>HCD 99</td>
<td>Workplace Success: A Sociological Map to Succeeding in the Workplace</td>
<td>3</td>
<td>None</td>
<td>54 hours LEC</td>
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<tr>
<td>HCD 110</td>
<td>Building Foundations for Success</td>
<td>3</td>
<td>None</td>
<td>54 hours LEC</td>
</tr>
</tbody>
</table>

**HCD 80 Diagnostic/Prescriptive Educational Assessment**

Prerequisite: Intake Interview.

Hours: 18 hours LEC

This course is designed for students with normal or above intelligence who have a suspected learning disability. One-to-one assessment with a learning disabilities specialist will help evaluate learning strengths, areas of concern and learning styles with a goal toward establishing appropriate educational objectives and improved academic performance. Initial and follow-up group instruction strengthens the students understanding of test results and applications. The course may be repeated for credit as indicated in the Student’s Individual Educational Plan.

**HCD 85 Diagnostic Learning in Mathematics**

Prerequisite: None

Hours: 18 hours LEC; 54 hours LAB

This course is designed for students with disabilities who have difficulty learning mathematics through traditional modes of instruction. The emphasis is on assisting students with learning disabilities to prepare for college-level mathematics. It offers individualized, self-paced instruction based upon students’ current skills and educational goals. This course may be taken four times for credit.

**HCD 89 Study Strategies Lab**

Prerequisite: None.

Hours: 54 hours LAB

This course will provide non-traditional instructional support for students with disabilities who are enrolled in other college courses. Graded on a credit/no credit basis. This is an open-entry, open-exit course that can be taken for 0.5-1.0 units. This course may be taken four times for a maximum of 4 units.

**HCD 99 Workplace Success: A Sociological Map to Succeeding in the Workplace**

(\textit{Same as SOC 99})

Prerequisite: None

Hours: 54 hours LEC

This course teaches students how to use the sociological perspective to reconceptualize the workplace and develop the interpersonal and organizational skills it requires. It is a non-transferable course designed for students in need of strategies to help them attain success in the workplace. (Credit may be awarded for either HCD 99 or SOC 99, but not both.)

**HCD 110 Building Foundations for Success**

Prerequisite: None.

General Education: AA/AS Area III(b)

Hours: 54 hours LEC

This course provides success strategies and support services to entry level students. The strategies and support services are threaded through three critical areas that enhance student success: academic skills, personal life management, and educational navigation.
HCD 116 Orientation to College .5-1 Units  
Prerequisite: None.  
Hours: 18 hours LEC; 6 hours LAB  
This course is designed to introduce the student to college resources, programs, and services. Topics covered include short-term goal setting, skill and interest assessment, educational alternatives, college requirements, and procedures. A field trip may be required.

HCD 138 MESA/CCCP Orientation 1 Unit  
Prerequisite: None.  
Hours: 18 hours LEC; 6 hours LAB  
This course is designed to assist MESA students in obtaining the knowledge and skills necessary to reach their educational objectives in engineering, mathematics, and science related fields. Topics to be covered include: decision making on careers, education and personal enrichment, study skills and habits, time management, academic preparation, career ladders, building of self-confidence, educational and career strategies and compatibility with success in college. A field trip may be offered.

HCD 299 Experimental Offering in .5-4 Units  
Human Career Development  
Prerequisite: None  
Hours: 90 hours LEC  
See Experimental Offerings.

HCD 300 Independent and Group .5-4 Units  
Studies  
Prerequisite: None.  
Course Transferable to CSU  
Hours: 72 hours LEC  
This course is a group activity in an area of human services and/or personal/educational development not available through existing courses. Such an activity shall be defined by regularly scheduled group experiences. Field trips may be required. Students may receive variable credit of .5-4 units per semester. A maximum of two activities will be allowed per semester. This course may be taken four times for credit for a maximum of sixteen (16) units.

HCD 302 The Puente Project 1 Unit  
Prerequisite: None.  
Course Transferable to CSU  
Hours: 18 hours LEC  
This course is designed to assist under-represented, motivated students by promoting transfer, student success, and community leadership and is open to all students. Topics in this course include time management, graduation and transfer requirements, campus and community resources, creating a personal statement, and developing mentor relationships. Field trips and activities outside of class may be required. This course may be taken twice for credit for a maximum of two units.

HCD 310 College Success 3 Units  
Prerequisite: None.  
Advisory: ENGRD 11 and ENGWR 50 or ESLR 310 and ESLW 310 with grades of “C” or better.  
General Education: AA/AS Area III(b); CSU Area E1  
Course Transferable to UC/CSU  
Hours: 54 hours LEC  
This course is designed to assist students in obtaining the skills and knowledge necessary to reach their educational objectives. Topics to be covered include: motivation and discipline, memory development, time management, communication skills, career planning, study skills and techniques, question asking skills, and personal issues that face many college students. College resources and information competency will also be covered. It is highly recommended for new and continuing students. The course may be offered for specific populations. An optional field trip may be included.

HCD 312 Guidance for U.S. Newcomers 3 Units  
Prerequisite: None.  
General Education: AA/AS Area III(b)  
Course Transferable to CSU  
Hours: 54 hours LEC; 6 hours LAB  
This course will introduce newcomers to cross cultural vocational issues and college expectations. Teaching materials are designed to transmit concepts on cultural adjustment, occupational information, work in America and expectations of work and education. Field trips may be required.

HCD 318 Transfer: Making It Happen 2 Units  
Prerequisite: None.  
General Education: AA/AS Area III(b)  
Course Transferable to UC/CSU  
Hours: 36 hours LEC  
This course will introduce students to strategies for successful transfer and eventual graduation from a four-year college or university. College research, general breadth/major requirements, self-analysis, and differentiation between college selection and majors will be included. Optional field trips may be included.

HCD 320 Skills for Online Student Success 1 Unit  
Prerequisite: None.  
Advisory: CISC 300 with a grade of “C” or better.  
Course Transferable to CSU  
Hours: 18 hours LEC  
This course is designed to familiarize students with the skills required to succeed in an online course. Students will explore how to use various Internet tools to effectively learn in an online environment. Topics include online course equipment needs; using a word processor to support class assignments; sending e-mail attachments; effective use of discussion groups, e-mail, and synchronous chat sessions; researching on the Internet; evaluating Internet sources; working collaboratively online.
HCD 330  Life and Career Planning  1 Unit
Prerequisite: None.
Advisory: ENGRD 11 or ENGW 50 or ESLR 310 or ESLW 310 with a grade of “C” or better.
General Education: AA/AS Area III(b)
Course Transferable to CSU
Hours: 18 hours LEC
This course offers a holistic approach to life and career planning based on extensive measurement of interests, aptitudes, skills, values, personality, and life and personal circumstances. Personal and career goals will be formulated using career research and decision-making strategies.

HCD 360  Academic Skills  1 Unit
Prerequisite: None.
Course Transferable to CSU
Hours: 18 hours LEC
This modularized course is designed for students who want to improve their academic skills. Students will have an opportunity to assess their learning needs in order to develop and improve study techniques for textbook reading, notetaking, and test taking. In addition, students will learn how to apply time management, concentration, memory improvement, and listening strategies in order to become successful students.

HCD 495  Independent Studies in  1-4 Units
Human Career Development
Prerequisite: None
Course Transferable to CSU
Hours: 72 hours LEC
See Independent Studies.

HCD 499  Experimental Offering in  .5-4 Units
Human Career Development
Prerequisite: None
Course Transferable to CSU
Hours: 54 hours LEC; 36 hours LAB
See Experimental Offerings.
Human Services

See Recommended Program for Instructional Assisting: Bi-Lingual/Bi-Cultural, General, Special Education; and Community Studies (Emphasis on Direct Services).

These two-year vocational programs are designed to give background training to students wishing to qualify for jobs in the human services professions (such as Education, Mental Health and Social Service agencies) at the subprofessional level as aides under the supervision of workers with professional degrees.

HSER 92 Prerequisite Skills Assistance .5-4 Units

Prerequisite: None.
Hours: 216 hours LAB
This course offers individualized instruction designed to help the student acquire or improve basic reading, writing, and/or arithmetic skills. Course offering varies depending on individual student needs and abilities. Students may enroll in this open-entry/open exit course up to the 12th week of the semester. This course is intended as a supplement to other courses and not as a substitute for any basic skills course. Students earn .5 unit of credit for each 27 hours of work. This course may be repeated to a maximum of four (4) units. This course is graded credit/no-credit.

HSER 370 Introduction to Individual Peer Tutoring 1 Unit

Prerequisite: Tutors must complete the course they wish to tutor with a grade of “B” or better.
Course Transferable to CSU
Hours: 18 hours LEC
This course is designed to train students to become peer tutors. It introduces students to the role of a peer tutor and to the methods of effective tutoring.

HSER 373 Introduction to Group Peer Tutoring 1 Unit

Prerequisite: Tutors must complete the course they wish to tutor with a grade of “B” or better.
Course Transferable to CSU
Hours: 18 hours LEC
This course is designed to familiarize the student with the role of the tutor and the methods of effective group tutoring. This course emphasizes collaborative, interactive approaches to learning in a group setting. This course is offered in coordination with the Beacon Peer-Assisted Learning Program.

HSER 495 Independent Studies in Human Services 1-3 Units

Prerequisite: None.
Course Transferable to CSU
Hours: 162 hours LAB
This course involves an individual student or small groups of students in study, research, or activities beyond the scope of regularly offered courses, pursuant to an agreement among college, faculty members and students. Independent studies in human services offers students a chance to do research and/or experimentation that is more typical of industry and graduate student work. This course may be taken four times for credit.

HSER 499 Experimental Offering in Human Services .5-4 Units

Prerequisite: None
Course Transferable to CSU
Hours: 72 hours LEC
This course will be an experimental offering on topics not yet covered by current Human Services courses or an offering that addresses topics as they arise. This course can be repeated for credit four times as long as there is no duplication of topics.

HSER 1000 Supervised Tutoring 0 Units

Enrollment Limitation: Student must be enrolled in a college credit course and be referred by an instructor or counselor.
Hours: hours LAB
This course offers individualized tutoring designed to assist students to increase their success in college courses. Content will vary depending upon the adjunct course. Attention will be given to essential study skills and utilization of campus learning resources. Students may enroll for support of more than one college course per semester. This course may be repeated in subsequent semesters.
Program Information
The Humanities program allows students to focus on classical, Western, and non-Western humanities. Courses examine the art, architecture, literature, music, philosophy, religion, and historical movements of world cultures.

Humanities
Associate in Arts Degree

Required Program

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HUM 300, Classical Humanities</td>
<td>3</td>
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<tr>
<td>or HUM 310, Modern Humanities</td>
<td></td>
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<tr>
<td>A minimum of 15 units from the following:</td>
<td>15†</td>
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<tr>
<td>ARTH 300, Introduction to Art</td>
<td>3</td>
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<tr>
<td>ARTH 302, Art: Stone Age Through the Middle Ages</td>
<td>3</td>
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<tr>
<td>ARTH 304, Ancient Art</td>
<td>3</td>
</tr>
<tr>
<td>ARTH 306, Medieval Art</td>
<td>3</td>
</tr>
<tr>
<td>ARTH 310, Modern Art</td>
<td>3</td>
</tr>
<tr>
<td>ARTH 308, Renaissance Tradition in Art</td>
<td>3</td>
</tr>
<tr>
<td>ARTH 312, Women in Art</td>
<td>3</td>
</tr>
<tr>
<td>ARTH 324, Art of the Americas</td>
<td>3</td>
</tr>
<tr>
<td>ARTH 328, Survey of African Art</td>
<td>3</td>
</tr>
<tr>
<td>ARTH 330, Survey of African-American Art</td>
<td>3</td>
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<tr>
<td>ARTH 332, Asian Art</td>
<td>3</td>
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<tr>
<td>ENGLT 303, Introduction to the Short Story</td>
<td>3</td>
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<tr>
<td>ENGLT 310, English Literature</td>
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<tr>
<td>ENGLT 311, English Literature</td>
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<tr>
<td>ENGLT 320, American Literature</td>
<td>3</td>
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<tr>
<td>ENGLT 321, American Literature</td>
<td>3</td>
</tr>
<tr>
<td>ENGLT 331, African-American Literature (1730-1930)</td>
<td>3</td>
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<tr>
<td>ENGLT 332, African-American Literature (1930-Present)</td>
<td>3</td>
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<tr>
<td>ENGLT 345, Mythologies of the World</td>
<td>3</td>
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<td>ENGLT 360, Women in Literature</td>
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<tr>
<td>ENGLT 370, Children and Literature</td>
<td>3</td>
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<tr>
<td>ENGLT 380, Introduction to Shakespeare</td>
<td>3</td>
</tr>
<tr>
<td>ENGLT 392, Science Fiction and Fantasy</td>
<td>3</td>
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<td>ENGLT 401, Women in Film and Literature</td>
<td>3</td>
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<td>ENGLT 494, Topics in Literature</td>
<td>3</td>
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<td>Any foreign language course 411 or 412</td>
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<td>HIST 300, History of Western Civilization</td>
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<td>HIST 302, History of Western Civilization</td>
<td>3</td>
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<td>HIST 364, Asian Civilization</td>
<td>3</td>
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<tr>
<td>HIST 365, Asian Civilization</td>
<td>3</td>
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<td>Any Humanities courses</td>
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<td>MUFHL 305, Music Appreciation</td>
<td>3</td>
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<tr>
<td>MUFHL 310, Survey of Music History and Literature</td>
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<td>MUFHL 311, Survey of Music History and Literature</td>
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Total Units Required 18

† A student must take courses from at least five of the nine areas.

Associate in Arts (A.A.) Degree
The Associate in Arts Degree may be obtained by completion of the required program, plus general education requirements, plus sufficient electives to meet a 60-unit total. See SCC graduation requirements.

Humanities (HUM)

HUM 300 Classical Humanities 3 Units
Prerequisite: None.
Advisory: ENGWRC 100 or ESLW 340 with a grade of “C” or better.
General Education: AA/AS Area I; CSU Area C2; IGETC Area 3B
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course is a survey of Western culture that focuses on human accomplishment expressed through painting, sculpture, architecture, music, literature, religion, and philosophy. Emphasis is on the civilizations of the ancient world, Egypt, Greece, Rome, and the Middle Ages. Optional field trips may be used.

HUM 310 Modern Humanities 3 Units
Prerequisite: None.
General Education: AA/AS Area I; CSU Area C2; IGETC Area 3B
Course Transferable to UC/CSU
Hours: 54 hours LEC
This is an interdisciplinary course dealing with Western Civilization: literature, art, music, philosophy, and history. This course concentrates on the period from the Renaissance in Europe to the present day.
HUM 332  American Humanities  3 Units  
Prerequisite: None.  
General Education: AA/AS Area I; AA/AS Area VI; CSU Area C1; CSU Area C2; IGETC Area 3B  
Course Transferable to UC/CSU  
Hours: 54 hours LEC  
This course analyzes the literature, art, music, philosophy and history in America, both before and after the arrival of European explorers. The arts of African American, Native American, Asian American, Eurocentric, and Latino cultures are investigated in order to understand issues of race, ethnicity, class, and gender as they impact American life and culture.

HUM 350  Classical Mythology in  3 Units  
Literature, Art, and Music  
Prerequisite: None  
General Education: AA/AS Area I  
Course Transferable to UC/CSU  
Hours: 54 hours LEC  
This course is a study of the influences of Greek and Roman mythology on literature, art, music, drama, and opera in the Western world.

HUM 352  Religious Themes in Western  3 Units  
Art, Literature and Music  
Prerequisite: None.  
Advisory: ENGW 300 with a grade of “C” or better.  
General Education: AA/AS Area I; CSU Area C1; CSU Area C2; IGETC Area 3B  
Course Transferable to UC/CSU  
Hours: 54 hours LEC  
This course explores major religious themes and their influence on cultural forms such as visual art, literature, philosophy, music, and film. The course emphasizes increasing students’ appreciation of the works studied and encourages students to recognize the relationship between these works and the social context in which they were produced.

HUM 480  Classical Humanities - Honors  3 Units  
Prerequisite: None.  
General Education: AA/AS Area I; CSU Area C2; IGETC Area 3B  
Enrollment Limitation: Eligibility for admission to the Honors Program.  
Course Transferable to UC/CSU  
Hours: 54 hours LEC  
This course is a survey of Western culture that focuses on human accomplishment expressed through painting, sculpture, architecture, music, literature, religion, and philosophy. Emphasis is on the civilizations of the ancient world, Egypt, Greece, Rome, and the Middle Ages. This honors section leads the student through an intensive and scholarly approach to the subject matter in a seminar environment and uses an intensive instructional methodology designed to challenge motivated students.

HUM 483  American Humanities -  3 Units  
Honors  
Prerequisite: None.  
General Education: AA/AS Area I; AA/AS Area VI; CSU Area C1; CSU Area C2; IGETC Area 3B  
Enrollment Limitation: Eligibility for admission to the Honors Program.  
Course Transferable to UC/CSU  
Hours: 54 hours LEC  
This course analyzes the literature, art, music, philosophy and history in America, both before and after the arrival of European explorers. The arts of African American, Native American, Asian American, Eurocentric, and Latino cultures are investigated in order to understand issues of race, ethnicity, class, and gender as they impact American life and culture. This honors section leads the student through an intensive and scholarly approach to the subject matter in a seminar environment and uses an intensive instructional methodology designed to challenge motivated students.

HUM 495  Independent Studies in  1-3 Units  
Humanities  
Prerequisite: None  
Course Transferable to UC/CSU  
Hours: 54 hours LEC  
See Independent Studies.

HUM 499  Experimental Offering in  .5-4 Units  
Humanities  
Prerequisite: None  
Course Transferable to UC/CSU  
Hours: 54 hours LEC  
See Experimental Offerings.
# Independent Studies

## Independent Studies in 1-3 Units

### 295

Not transferable

### 495

Acceptable for Credit:
- **CSU (elective units)**
- **UC** - only those marked with an asterisk (495*) are UC transferable; UC (credit is contingent upon evaluation of course outline by each UC campus after transfer)

This is an Independent Studies course that involves an individual student or small group of students in study, research, or activities beyond the scope of regular offered courses, pursuant to an agreement among the college, faculty member and student(s).

An application for Independent Studies must be filed before the end of the eighth week of the semester in which the study is to be completed. If the study is not completed by the end of the semester, a new application is not required if the unit(s) are to be granted in a subsequent semester.

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Industrial Technology

Associate in Arts Degree

Program Information
This program is designed for those students who wish to pursue a single subject credential in Industrial Arts to teach junior and senior high school, grades 7 -12. (Refer to Teacher Education in this catalog under Pre-professional Majors.) It is also for those students who are pursuing a Bachelor’s Degree in Industrial Technology, Manufacturing Systems Technology, Mechanical Engineering Technology, Graphic Communication, Construction Technology, Electronics Engineering Technology, and Computer Technology in the California State University system.

Industrial Technology
Associate in Arts (A. A.) Degree

The Associate in Arts Degree may be obtained by completion of a total of 24 units concentrated in one of the following technical areas plus general education requirements and sufficient electives to meet a 60-unit total. See SCC graduation requirements.

- Engineering Design Technology
- Electronics Technology
- Mechanical-Electrical Technology
- Photography
- Graphic Communication
Instructional Assisting

Associate in Arts Degree
Certificate of Achievement

Instructional Assisting-Bilingual/Bicultural Emphasis, Degree and Certificate of Achievement

Instructional Assisting-General, Degree and Certificate of Achievement

Instructional Assisting-Special Education, Degree and Certificate of Achievement

Career Opportunities
To prepare students for work in K-12 and related educational institutions at the paraprofessional level under the supervision of those with professional degrees and/or to serve as the first level of training in a career ladder leading to professional degrees in education. It is anticipated that future developments in the field of education will contain many openings at the paraprofessional level.

In order to provide intermediate recognition of students’ achievements, certificates of achievement are available in three areas: Instructional Assisting: General, Special Education, and Bilingual/Bicultural Emphasis. Certificates should assist students’ job search. Students proposing entry into this program should consult with counselors and Early Childhood Education instructors before pursuing it.

Instructional Assisting- Bilingual/Bicultural Emphasis
Associate in Arts Degree
Certificate of Achievement

Required Program

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<td>FCS 312, Child Development (3) or ECE 312, Child Development (3)</td>
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<td>ECE 314, The Child, the Family and the Community (3) or FCS 314, The Child, the Family and the Community (3) or SOC 312, The Child, the Family and the Community (3)</td>
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<tr>
<td>ECE 400, Children with Exceptional Needs</td>
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<tr>
<td>ECE 350, Introduction to Elementary Teaching with Field Experience</td>
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<tr>
<td>ECE 430, Culture and Diversity in Early Childhood Education</td>
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<tr>
<td>A minimum of 12 units from the following:</td>
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<td>Foreign Language Courses 401, 402, 411, 412</td>
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Suggested Electives
ECE 300, 320, 321, 323, 358, 360, 362, 415, 498; FCS 346; TA 404, ENGED 320, ENGLT 370

Associate of Arts Degree (A.A.)
The Associate in Arts Degree may be obtained by completion of the required program, plus general education requirements, plus sufficient electives to meet the 60-unit total. See SCC graduation requirements.

Certificate of Achievement
The Certificate of Achievement may be obtained by completion of the required program with grades of “C” or better.
### Instructional Assisting-General

**Associate in Arts Degree**

**Certificate of Achievement**

#### Required Program

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<td>ECE 350, Introduction to Elementary Teaching with Field Experience</td>
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<tr>
<td>ECE 410, Health and Safety in Child Care Settings (1)</td>
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<td>or HEED 330, Health and Safety in Child Care Settings</td>
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<tr>
<td>ECE 358, Activities for the School-Age Child</td>
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<td>(Six to Fourteen Years)</td>
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<td>ECE 323, The Effective Parent-Teacher (3)</td>
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<td>or ECE 322, Promoting Children’s Social Competence (3)</td>
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<td>ENGED 320, Service Learning: Tutoring Elementary Students in Reading</td>
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<td>ECE 320, Principles and Practices in Early Childhood Education (4)</td>
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<td>ECE 356, Programs for the School-Age Child (3)</td>
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<td>TA 404, Techniques of Puppetry (3)</td>
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<td>FCS 336, Children’s Health, Safety and Nutrition (3)</td>
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**Total Units Required** 28

#### Suggested Electives

ECE 300, 320, 321, 356, 362, 415, 498; FCS 330, 340, 346; GERON 300, SOC 335, TA 404, ENGED 320, ENGLT 370; NUTRI 300

### Instructional Assisting-Special

**Education**

**Associate in Arts Degree**

**Certificate of Achievement**

#### Required Program

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<tr>
<td>ENGLT 370, Children and Literature (3)</td>
<td></td>
</tr>
<tr>
<td>FCS 336, Children’s Health, Safety and Nutrition (3)</td>
<td></td>
</tr>
<tr>
<td>or ECE 415, Children’s Health, Safety and Nutrition (3)</td>
<td></td>
</tr>
<tr>
<td>SOC 335, Sociology of Aging (3)</td>
<td></td>
</tr>
<tr>
<td>or GERON 300, Sociology of Aging (3)</td>
<td></td>
</tr>
<tr>
<td>or FCS 330, Sociology of Aging (3)</td>
<td></td>
</tr>
</tbody>
</table>

**Total Units Required** 29

#### Suggested Electives

ECE 300, 320, 356, 358, 360, 362, 415, 498; FCS 346, TA 404, ENGLT 370

### Associate in Arts (A. A.) Degree

The Associate in Arts Degree may be obtained by completion of the required program, plus general education requirements, plus sufficient electives to meet the 60-unit total. See SCC graduation requirements.

### Certificate of Achievement

The Certificate of Achievement may be obtained by completion of the required program with grades of “C” or better.
Interdisciplinary Studies

(See Liberal Arts for degree information)

INDIS 240  Service Learning Component  1 unit
Prerequisite: None
Enrollment Limitation: This is a service learning component that is linked to designated service learning courses. Students must be co-enrolled in a designated service learning course, and the prerequisites of that course must be met. Consultation with the instructor is required prior to enrollment and will generally take place during the first week of class.
General Education: AA/AS Area III(b)
Acceptable for credit: CSU
18 hours Lecture
This is an one-unit service learning course that can be added only to specific classes that will be designated in the Schedule of Classes. Students must be co-enrolled in a designated service learning course, and the prerequisites of that course must be met. Consultation with the instructor is required prior to enrollment and will generally take place during the first week of class. This course is designed to provide students with civic activities related to their coursework and will allow students to take an experiential approach to learning practical applications of course concepts. It can be added to existing classes in a variety of disciplines and may be taken up to four (4) times with different classes that have been designated in the Schedule of Classes.

INDIS 340  Service Learning Component  1 Unit
Prerequisite: None.
General Education: AA/AS Area III(b)
Enrollment Limitation: This is a service learning component which is linked to designated service learning courses. Students must be co-enrolled in a designated service learning course, and the prerequisites of that course must be met. Consultation with the instructor is required prior to enrollment and will generally take place during the first week of class.
Course Transferable to CSU
Hours: 18 hours LEC
This is an one-unit service learning course that can be added only to specific classes that will be designated in the Schedule of Classes. Students must be co-enrolled in a designated service learning course, and the prerequisites of that course must be met. Consultation with the instructor is required prior to enrollment and will generally take place during the first week of class. This course is designed to provide students with civic activities related to their coursework and will allow students to take an experiential approach to learning practical applications of course concepts. It can be added to existing classes in a variety of disciplines and may be taken up to four (4) times with different classes that have been designated in the Schedule of Classes.
International Studies
Associate in Arts Degree

Program Information
The major consists of a core of 30-32 units, which satisfy university transfer requirements. Elective courses allow students to pursue interests in languages, culture, business, philosophy, history, fine arts, literature, and other studies. Students who undertake the ISP major will prepare for transfer to universities that offer International Studies Majors or related fields; engage in course work that will broaden their perspective and skills in the field of international relations; have access to individual counseling for program planning and career development through a mentoring program with the Program Director; and be afforded the opportunity to develop foreign language proficiency.

Career Opportunities
The International Studies degree is designed to facilitate students’ successful transfer to B.A. programs and, in so doing, prepare them for advanced study in a variety of graduate programs. Careers can be found in Foreign Service, Governmental Relations, Public Affairs, International Trade, Civil Service, Lobbyist, Law, Fiscal Analysis, Teaching, Non-Governmental Organizations, Language Specialist, International Advocacy, International Consultancy.

Recommended High School Preparation
Standard college preparatory program.

Four Year Transfer Information
UC/CSU systems require standard/basic preparatory course work prior to transfer. The ISP core courses (30 units) are designed to meet articulation and transferability to International Studies, International Relations, and International Business major requirements.

International Studies
Associate in Arts Degree

Required Program

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTH 310, Cultural Anthropology</td>
<td>3</td>
</tr>
<tr>
<td>COMM 325, Intercultural Communication</td>
<td>3</td>
</tr>
<tr>
<td>ECON 302, Principles of Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>or ECON 480, Principles of Macroeconomics-Honors</td>
<td>3</td>
</tr>
<tr>
<td>GEOG 320, World Regional Geography</td>
<td>3</td>
</tr>
<tr>
<td>HIST 308, World History from 1500 to Present</td>
<td>3</td>
</tr>
<tr>
<td>HIST 311, History of the United States</td>
<td>3</td>
</tr>
<tr>
<td>POLS 310, Introduction to International Relations</td>
<td>3</td>
</tr>
<tr>
<td>or POLS 480, Introduction to International Relations - Honors</td>
<td>3</td>
</tr>
<tr>
<td>SOCSC 493, Topics in International Studies</td>
<td>5-4</td>
</tr>
</tbody>
</table>

Total Units Required 29.5-33

Suggested Electives
ARTH 320; ECON 304; ENGLT 480, 481; FCS 342; HCD 310; HIST 307; MUFHL 331, 332; PHIL 352; SOCSC 352

Associate in Arts (A.A.) Degree
The Associate in Arts Degree may be obtained by completing the required program, plus general education requirements, plus sufficient electives to meet a 60-unit total. See SCC graduation requirements.
The Journalism Department produces The Express, a weekly newspaper (which regularly wins regional, state, and national awards for excellence). The newspaper is produced by reporters, editors, photographers, and designers enrolled in JOUR 402, a three-unit laboratory course. The paper is distributed free on Thursdays in stands around campus.

Career Opportunities
This program gives students the opportunity to prepare for entry-level positions as writers, reporters, photographers, and designers for small newspapers, newsletters, or magazines. It also prepares them for work as newsletter or in-house publication writers, editors, and designers; copyeditors, technical writers, or editors; page designers; or other positions that include writing, editing, photography, and/or page layout and design.

### Journalism

**Associate in Arts Degree**

**Publications Specialist, Certificate of Achievement**

**Required Program for the Degree**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>JOUR 300</td>
<td>Newswriting and Reporting</td>
<td>3</td>
</tr>
<tr>
<td>JOUR 402</td>
<td>College Newspaper Production</td>
<td>3</td>
</tr>
<tr>
<td>PHOTO 301</td>
<td>Beginning Photography</td>
<td>3</td>
</tr>
</tbody>
</table>

A minimum of 6 units from the following:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>JOUR 320</td>
<td>Race and Gender in the Media</td>
<td>3</td>
</tr>
<tr>
<td>ENGWR 330</td>
<td>Writing for Publication</td>
<td>3</td>
</tr>
<tr>
<td>or JOUR 340</td>
<td>Writing for Publication</td>
<td>3</td>
</tr>
<tr>
<td>ENGWR 330.1</td>
<td>Writing for Publication: Writing and Editing Concentration</td>
<td>1.5</td>
</tr>
<tr>
<td>or JOUR 340.1</td>
<td>Writing for Publication: Writing and Editing Concentration</td>
<td>1.5</td>
</tr>
</tbody>
</table>

A minimum of 4 units from the following:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CISA 305</td>
<td>Beginning Word Processing</td>
<td>2</td>
</tr>
<tr>
<td>CISA 306</td>
<td>Intermediate Word Processing</td>
<td>2</td>
</tr>
<tr>
<td>GCOM 101</td>
<td>Introduction to the Macintosh</td>
<td>1.5</td>
</tr>
<tr>
<td>GCOM 300</td>
<td>Prepress and the Printing Process</td>
<td>3</td>
</tr>
<tr>
<td>GCOM 330</td>
<td>Beginning Photoshop</td>
<td>3</td>
</tr>
<tr>
<td>PHOTO 350</td>
<td>Photojournalism</td>
<td>3</td>
</tr>
<tr>
<td>ENGWR 300</td>
<td>College Composition</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Units Required**: 26-29

### Associate in Arts (A. A.) Degree

The Associate in Arts Degree may be obtained by completing the required program, plus general education requirements, plus sufficient electives to meet a 60-unit total. See SCC graduation requirements.
# Journalism (JOUR)

## Required Program for the Certificate

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>JOUR 300, Newswriting and Reporting</td>
<td>3</td>
</tr>
<tr>
<td>JOUR 402, College Newspaper Production</td>
<td>3</td>
</tr>
<tr>
<td>PHOTO 301, Beginning Photography</td>
<td>3</td>
</tr>
<tr>
<td>JOUR 498, Work Experience in Journalism</td>
<td>1-4</td>
</tr>
</tbody>
</table>

A minimum of 6 units from the following:
- JOUR 320, Race and Gender in the Media (3)
- JOUR 340, Writing for Publication (3) or ENGWR 330, Writing for Publication (3)
- JOUR 340.1, Writing for Publication: Writing and Editing Concentration (1.5) or ENGWR 330.1, Writing for Publication: Writing and Editing Concentration (1.5)
- ENGW 330.2, Writing for Publication: Marketing Concentration (1.5) or JOUR 340.2, Writing for Publication: Marketing Concentration (1.5)
- ENGW 384, Mass Media and Society (3) or JOUR 310, Mass Media and Society (3) or COMM 351, Mass Media and Society (3)
- JOUR 405, Publications Production Skills Lab (0.5 - 3)
- JOUR 404, Editing and Production (3) or GCOM 310, Beginning Page Layout, Using Adobe Pagemaker (3) or GCOM 313, Beginning Page Layout, Using Adobe InDesign (3) or GCOM 316, Beginning Page Layout, Using QuarkXPress (3)
- GCOM 314, Advanced Page Layout Using Adobe InDesign (3) or GCOM 317, Advanced Page Layout, Using QuarkXPress (3)

A minimum of 4 units from the following:
- CISA 305, Beginning Word Processing (2)
- CISA 306, Intermediate Word Processing (2)
- GCOM 101, Introduction to the Macintosh (1.5)
- GCOM 300, Prepress and the Printing Process (3)
- GCOM 330, Beginning Photoshop (3)
- PHOTO 350, Photojournalism (3)
- ENGW 300, College Composition (3)

**Total Units Required**: 26-29

## Certificate of Achievement

A Certificate of Achievement may be obtained by completion of the required program with grades of “C” or better or equivalent.

### JOUR 300  Newswriting and Reporting  3 Units

**Prerequisite**: JOUR 302 with a grade of “C” or better or may be taken concurrently.

**Advisory**: ENGWR 100 with a grade of “C” or better.

**Course Transferable to CSU**

**Hours**: 54 hours LEC

This is a beginning course in newswriting and reporting. It provides instruction and practice in news reporting and fundamentals of news writing, including analyses of news stories and different types of stories in newspapers and magazines. The course concentrates on the lead and simple story types, organization and structure of news stories, and the language and style of journalism.

### JOUR 302  Style for Media Writers  1 Unit

**Prerequisite**: None

**Course Transferable to CSU**

**Hours**: 18 hours LEC

This course provides a review of English grammar for writers who seek careers in the mass media. Students will review basic grammar, spelling, punctuation, and Associated Press style, focusing on their use in newspaper and magazine articles.

### JOUR 310  Mass Media and Society  3 Units

**Same As**: COMM 351 and ENGWR 384

**Prerequisite**: None.

**Advisory**: ENGWR 100 or ESLW 320 with a “C” or better.

**General Education**: AA/AS Area V(b); CSU Area D3; CSU Area D4; IGETC Area 4G

**Course Transferable to UC/CSU**

**Hours**: 54 hours LEC

This is an interdisciplinary course exploring aspects of communication and the impact of mass media on the individual and society. The survey includes basic communication models, books, magazines, newspapers, recordings, movies, radio, television, advertising, public relations, the Internet, theories of communication, relationships between mass media and business and government, and processes and effects from a social science perspective. (Credit may be awarded for COMM 351, ENGWR 384 or JOUR 310.)

### JOUR 320  Race and Gender in the Media  3 Units

**Prerequisite**: None.

**General Education**: AA/AS Area V(b); AA/AS Area VI; CSU Area D3; CSU Area D4; IGETC Area 4C; IGETC Area 4D

**Course Transferable to UC/CSU**

**Hours**: 54 hours LEC

This multi-media course is an overview of print and broadcast journalism in the U.S. from World War I to the present. Using readings from selected texts, old newsreels, clips from movies, radio and television broadcasts, as well as period literature, students will analyze and debate the changes in journalism with particular focus on social class, gender, and ethnicity. Critical thinking will be emphasized in this course.
JOUR 340  Writing for Publication  3 Units
(Same as ENGWR 330)
Prerequisite: None
Advisory: Eligibility for ENGWR 300.
Course Transferable to CSU
Hours: 54 hours LEC
This is an introductory course in writing nonfiction for publication. Emphasis will be on developing a saleable magazine article; finding ideas; analyzing magazines; writing a query letter; researching and interviewing; organizing, writing, and illustrating an article. Credit may be awarded for JOUR 340 or ENGWR 330, but not for both.

JOUR 340.1  Writing for Publication:  1.5 Units
Writing and Editing
Concentration
Same As: ENGWR 330.1
Prerequisite: None
Advisory: Eligibility for ENGWR 300.
Course Transferable to CSU
Hours: 27 hours LEC
This is an introductory course in writing and editing non-fiction articles for publication. The course will emphasize audience analysis, researching facts, conducting interviews, organizing articles, determining focus, preparing drafts, editing and rewriting. Students will have the opportunity to write a variety of types of articles, and will be encouraged to prepare these for sale. Particular concentration will be on improving writing style, learning new styles and forms, looking for weaknesses in writing, developing an eye for areas that could be stronger, and learning how to rewrite. Students will learn copyediting and proofreading, and will get ample practice to make them more confident about editing their work. Credit may be awarded for JOUR 340.1 or ENGWR 330.1, but not for both.

JOUR 340.2  Writing for Publication:  1.5 Units
Marketing Concentration
Same As: ENGWR 330.2
Prerequisite: None
Advisory: Eligibility for ENGWR 300.
Course Transferable to CSU
Hours: 27 hours LEC
This is an introductory course in developing salable magazine articles. The course will emphasize analyzing markets, writing query letters, focusing ideas, approaching editors, preparing articles for publication, working with editors on editing or changing articles, using information in a number of articles, and becoming familiar with a wide range of publications. Credit may be awarded for JOUR 340.2 or ENGWR 330.2, but not for both.

JOUR 350  Writing For Broadcasting  3 Units
Prerequisite: None
Advisory: Eligibility for ENGWR 300.
Course Transferable to CSU
Hours: 54 hours LEC
This course covers the theory and technique of writing for the broadcast media. It includes reporting for radio and television news, writing and storyboarding commercials and public service programming, and an introduction to production techniques. The course is recommended for students who plan to work in broadcasting, instructional media, and related fields.

JOUR 402  College Newspaper  3 Units
Production
Prerequisite: JOUR 302 with a grade of “C” or better or concurrent enrollment.
Advisory: ENGWR 100 with a grade of “C” or better.
Course Transferable to CSU
Hours: 18 hours LEC; 108 hours LAB
This is a course in which students produce the college newspaper 12 times a semester. The course develops students' ability in news writing, advertising, graphics, art work, photography, or editing. This course may be taken four times for credit.

JOUR 403  College Magazine Production  3 Units
Prerequisite: ENGWR 100 with a grade of “C” or better; JOUR 302 with a grade of “C” or better or concurrent enrollment.
Course Transferable to CSU
Hours: 18 hours LEC; 108 hours LAB
This is a course in which students produce a non-fiction college magazine one or two times per semester. This course is designed for students interested in writing, graphics, page layout, art, photography, or editing. This course may be taken four times for credit.

JOUR 404  Editing and Production  3 Units
Prerequisite: Eligibility for ENGWR 300.
Course Transferable to CSU
Hours: 36 hours LEC; 54 hours LAB
This course emphasizes editing and designing newspapers, magazines, and other publications. Topics include news and feature writing, copy editing, headline writing, page make-up and design, and production methods. Editorial writing, press ethics, and press law are also discussed.

JOUR 405  Publications Production .5-3 Units
Skills Lab
Prerequisite: None
Corequisite: JOUR 402 or 404.
Course Transferable to CSU
Hours: 162 hours LAB
This lab course helps students improve their writing, editing, and computer skills as an addition to their enrollment in editing and production and/or college newspaper production. Students may enroll three times for a maximum of 6 units.

JOUR 495  Independent Studies in 1-3 Units
Journalism
Prerequisite: None
Course Transferable to CSU
See Independent Studies.
JOUR 498  Work Experience in Journalism  1-4 Units
Prerequisite: None
Advisory: ENGWR 100 with a “C” or better.
Course Transferable to CSU
Hours: 18 hours LEC; 162 hours LAB
This is a supervised internship in reporting, editing, or photographing, for the print or electronic media or for online publications. This course may be repeated for credit as long as there is new or expanded learning on the job. Students may enroll in the course four times for a maximum of 16 units.

JOUR 499  Experimental Offering in Journalism  .5-4 Units
Prerequisite: None
Course Transferable to CSU
Hours: 54 hours LEC; 162 hours LAB
See Experimental Offerings.
Liberal Arts

Associate in Arts Degree

Program Information
The Liberal Arts degree is designed for students who wish to attain a broad knowledge of liberal arts and sciences plus additional studies in an “Area of Emphasis”. This major would be an ideal choice for students planning on transferring to the California State University or University of California. The student will be able to satisfy general education requirements, plus focus on transferable course work that relates to a specific major. The student will choose one “Area of Emphasis” to complete this major.

The “Areas of Emphasis” are explained as follows:

I. Arts and Humanities
These courses emphasize the study of cultural, literary, and 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.
(Possible majors to include, but not limited to: humanities, theater arts, liberal arts, and fine arts.)

II. Communication, English, and Critical Thinking
These courses emphasize the content of communication as well as the form and should provide an understanding of the psychological basis and the social significance of communication. Students will be able to assess communication as the process of human symbolic interaction. Students will also develop skills in the areas of reasoning and advocacy, organization, accuracy, and reading and listening effectively. Students will be able to integrate important concepts of critical thinking as related to the development of analysis and critical evaluation. Students will also learn to reason inductively and deductively in order to make important decisions regarding life and society at large.
(Possible majors to include, but not limited to: English, communications, and philosophy.)

III. Social and Behavioral Sciences
These courses emphasize the perspectives, concepts, theories, and methodologies of the disciplines typically found in the vast variety of disciplines that comprise study in the Social and Behavioral Sciences. Students will study about themselves and others as members of a larger society. Topics and discussions 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.
(Possible majors to include, but not limited to: sociology, social studies, psychology, and family science.)

IV. Math/Science
These 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.
(Possible majors to include, but not limited to: mathematics, biology, chemistry, and physical science.)

V. Understanding and Self Development
These courses emphasize the integration of various principles that impart to the student aspects of healthful living by the integration of physical, psychological, social, and spiritual factors for the student and larger society. Students will learn how to incorporate these principles into their own lives. Students will be able to critically evaluate their personal choices regarding disease prevention, healthy living, and making positive life choices.
(Possible majors to include, but not limited to: physical education, recreation and leisure studies, and health.)

Required Program
A minimum of 18 units from the following: ................................. 18
Choose ONE “Area of Emphasis” in which to complete a minimum of 18 units, from at least three different disciplines.


II. Communication, English, and Critical Thinking: COMM 301, 302, 311, 315, 316, 331, 361; ENGW 300, 301, 302, 480; ESLW 340; HIST 400; PHIL 300, 320, 322, 325; SOC 305
III. Social and Behavioral Sciences: ADMJ 302, 303, 342; ANTH 310, 315, 317, 320, 330, 332, 334, 341, 481; BUS 330, 345; COMM 321, 325, 328, 335, 341, 351, 363; ECE 312, 314; ECON 302, 304, 480; ENGLT 334; ENGWR 384; FCS 312, 314, 320, 324, 326, 330, 332; GEOG 310, 320, 322, 480; GERON 300, 302; HIST 300, 302, 305, 307, 308, 309, 310, 311, 314, 320, 321, 344, 360, 364, 365, 370, 371, 373, 380, 483, 484, 485; JOUR 310, 320; PHIL 368, 482; POLS 301, 302, 304, 310, 312, 313, 320, 322, 340, 480, 481; PSYC 300, 314, 316, 320, 335, 340, 353, 356, 360, 363, 367, 370, 374, 376, 390, 392, 405, 480; SOC 300, 301, 310, 312, 321, 330, 335, 341, 343, 344, 345, 375, 480; SOCSC 300, 320, 325, 330, 332, 335, 336, 350, 352

IV. Math/Science: ANTH 300, 301, 480; ASTR 310, 320, 330, 400; BIOL 305, 308, 309, 323, 342, 350, 370, 402, 412, 422, 430, 431, 440, 464, 465; CHEM 300, 305, 306, 320, 330, 331, 336, 400, 401, 410, 420, 421, 425, 426, 484; CISP 440; ECON 310, 482; GEOG 300, 301, 306, 308; GEOL 302, 305, 306, 308, 310, 311, 345; all 300-level and 400-level MATH courses; PHYS 310, 350, 360, 410, 420, 430; PSYC 310, 311; STAT 300, 480

V. Understanding and Self Development: BIOL 342; BUS 320; ECE 312, 314; FCS 304, 312, 314, 320, 324, 326, 330, 332, 340, 344, 480; GERON 300, 302; HEED 300; HCD 310; one-unit maximum from any 300-level or 400-level ADAPT, DANCE, FITNS (except FITNS 371), PACT, SPORT, TMACT; PSYC 340, 353, 356, 358, 360, 370, 374, 390, 392, 410; SOC 310, 312, 335, 341, 344

Associate in Arts (A. A.) Degree
The Associate in Arts Degree may be obtained by completion of the required program, plus general education requirements, plus sufficient electives to meet a 60-unit total. See SCC graduation requirements.
Liberal Studies

Associate in Arts Degree

Required Program
This degree is comprised of eighteen (18) transferable units total.

A minimum of 18 units from the following:

Nine (9) units must be taken from one of the following four areas:
1) English (ENGCW, ENGED, ENGLT, ENGRD, ENGWR);
2) English as a Second Language (ESL, ESLG, ESLR, ESLW);
3) Journalism; or
4) Foreign Languages (including Sign Language).

Additionally, one three-unit course must be taken from EACH of these three (3) areas:
1) Communication (including Theatre Arts and Film);
2) Humanities; and
3) Philosophy.

Total Units Required 18

Associate in Arts (A. A.) Degree
The Associate in Arts Degree may be obtained by completing the required program, plus general education requirements, plus sufficient electives to meet a 60-unit total. See SCC graduation requirements.
This major is designed for students interested in teaching kindergarten through 8th grade. Courses included in this major transfer into the Blended Elementary Teacher Education Program at California State University, Sacramento. Students who complete this major will be eligible to apply for the CSUS program to complete a bachelor degree and the requirements for a Multiple Subject Teacher Credential.

Note: Students completing the required program and other CSUS requirements may apply for a special admit to CSUS. Grade point average must be a minimum of 2.67 for all transferable baccalaureate courses.

The Writing Proficiency Exam should be taken at CSUS the last semester before transfer.

Students must meet the Reading Competency requirement through either assessment, a class, or a college-level reading examination.

The Intermediate Algebra Diagnostic exam should be taken at CSUS the last semester before transfer.

It is recommended that the CBEST be taken anytime after taking ENGWR 300, ENGWR 302, and MATH 310.

Other CSUS graduation requirements: 0-8 Units
SOC 321, Race, Ethnicity, and Inequality in the United States
or ENGLT 334, Asian-American Literature
or COMM 325, Intercultural Communication
or SOCS 300, Introduction to Ethnic Studies

Foreign Language: Students must complete the second semester of a foreign language (or satisfy CSUS foreign language graduation requirement.)

Liberal Studies for Elementary Teachers

Required Program Units

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECE 350, Introduction to Elementary Teaching with Field Experience</td>
<td>3</td>
</tr>
<tr>
<td>ENGWR 300 College Composition</td>
<td>3</td>
</tr>
<tr>
<td>or ENGWR 480, Honors College Composition</td>
<td>3</td>
</tr>
<tr>
<td>ENGWR 302, Advanced Composition and Critical Thinking</td>
<td>3</td>
</tr>
<tr>
<td>ENGED 305, Structure of English</td>
<td>3</td>
</tr>
<tr>
<td>ENGED 320, Service Learning: Tutoring Elementary Students in Reading</td>
<td>3</td>
</tr>
<tr>
<td>ECON 302, Principles of Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>HIST 307, History of World Civilizations to 1500</td>
<td>3</td>
</tr>
<tr>
<td>HIST 308, History of World Civilizations, 1500 to Present</td>
<td>3</td>
</tr>
<tr>
<td>HIST 310, History of the United States</td>
<td>3</td>
</tr>
<tr>
<td>or HIST 483 History of the United States - Honors</td>
<td>3</td>
</tr>
<tr>
<td>MATH 310, Mathematical Discovery</td>
<td>3</td>
</tr>
</tbody>
</table>

POLS 301, Introduction to Government: United States  3
COMM 361, The Communication Experience                              3
GEOG 305, Earth Science                                             3
GEOG 306, Earth Science Laboratory                                  1
BIOL 308, Contemporary Biology                                      3
BIOL 309, Contemporary Biology Laboratory                           1
ART 430, Art and Children                                           3
FCS 312, Child Development                                          3
SOCI 321, Race, Ethnicity and Inequality in the United States (3)    3
ENGLT 334, Asian-American Literature (3)                            3
COMM 325, Intercultural Communication (3)                           3
SOC 300, Introduction to Ethnic Studies (3)                         3

Total Units Required 53

Students must meet the Reading Competency requirement through either assessment, a class, or a college-level reading examination.

Suggested Electives
CISC 300, COMM 331, 360, 430; ENGLT 334; HIST 311, 320, 321; SILA 334, SOC 321, SOCS 320, 325, 330, 332, 335, 336

Students should consult a counselor for other associate degree graduation requirements.

Associate in Arts (A. A.) Degree

The Associate in Arts Degree may be obtained by completing the required program, plus general education requirements, plus sufficient electives to meet a 60-unit total. See SCC graduation requirements.

Other Associate in Arts Degree Requirements

Physical Education - any activity course.
The Sacramento City College Library credit courses are designed to equip students with vital research skills, enabling their success in college classes and on the job. Students will gain “research survival skills” to cope with the information rich environment in which they live and work. In particular, these classes teach students how to find and evaluate information from print, the Internet, and other online resources.

SCC Librarians have created handouts to assist students with research and offer non-credit sessions demonstrating the use of library resources and the Internet. The library web site (http://www.scc.losrios.edu/~library) links to a wide variety of sources provided for SCC students and staff to satisfy a range of research and information needs. Librarians are also available to guide students through the research process at their own pace and according to their own needs whenever the library is open. Please drop by the reference desk on the second floor of the Learning Resource Center for assistance or more information.

LIBR 305  Legal Information Resources  .5 Units
Prerequisite: None
Advisory: ENGWR 100 and ENGRD 310; or ESLW 320 and ESLR 320 with grades of “C” or better; or placement through the assessment process. Basic familiarity with computers is recommended for this course.
Course Transferable to CSU
Hours: 9 hours LEC
This course will explore both print and electronic legal information resources. Students will gain a general understanding of the legal system in the United States and the associated legal resources. They will learn how to analyze topics, define information needs, and utilize appropriate legal resources. It is designed for people working in libraries with legal resources, students who might be doing legal research, or individuals interested in the legal field. This course may be taken twice for credit based on significant changes in online and print resources.

LIBR 306  Genealogy Research  .5 Units
Prerequisite: None
Advisory: ENGWR 100 and ENGRD 310; or ESLW 320 and ESLR 320 with grades of “C” or better; or placement through the assessment process. Basic familiarity with computers is recommended for this course.
Course Transferable to CSU
Hours: 9 hours LEC
This course will introduce the basics of the genealogical research process including various strategies for obtaining and sharing information about your family background. It will explore many of the print and online resources available for genealogical research and will train students to analyze and evaluate genealogical resources. It is designed for people who are interested in learning genealogy, but who have no previous training or experience with genealogical research. This course may be taken twice for credit based on significant changes in online and print resources.

LIBR 307  Medical Information  .5 Units
Resources
Prerequisite: None
Advisory: ENGWR 100 and ENGRD 310; or ESLW 320 and ESLR 320 with grades of “C” or better; or placement through the assessment process. Basic familiarity with computers is recommended for this course.
Course Transferable to CSU
Hours: 9 hours LEC
This hands-on course will explore print and electronic sources of medical information. It is designed for people working in libraries with medical resources or individuals interested in the medical field. This course may be taken twice for credit based on significant changes in online and print resources.

LIBR 309  Consumer Business Reference  .5 Units
Prerequisite: None
Advisory: ENGWR 100 and ENGRD 310; or ESLW 320 and ESLR 320 with grades of “C” or better; or placement through the assessment process. Basic familiarity with computers is recommended for this course.
Course Transferable to CSU
Hours: 9 hours LEC
This course explores basic resources that today’s business consumers can utilize to fulfill their business information needs. Topics include sources for investment decisions, small business and franchise information, career resources and consumer research. The class uses a hands-on problem solving approach that emphasizes Internet and other electronic sources. This course may be taken twice for credit based on significant changes in online and print resources.
LIBR 311  
**Online Searching**  
.5 Units  
Prerequisite: None  
Advisory: ENGWR 100 and ENGRD 310; or ESLR 320 and ESLW 320 with grades of “C” or better; or placement through the assessment process. Basic familiarity with computers is recommended for this course.  
Course Transferable to CSU  
Hours: 9 hours LEC  
This course will help students develop an understanding of search strategies and online databases and catalogs using resources such as online library catalogs, databases, and the Internet. It is designed for students who wish to become comfortable utilizing a variety of informational resources for research and to improve their ability to find and evaluate information in an online environment. This course may be taken twice for credit based on significant changes in online resources.

LIBR 318  
**Library Research and Information Literacy**  
1 Unit  
Prerequisite: None.  
Advisory: ENGWR 100 (College Writing) and ENGRD 310 (Prose Analysis and Interpretation); or ESLR 320 (Advanced-Low Writing) and ESLW 320 (Intermediate High Reading) with grades of “C” or better; or placement through the assessment process. Basic familiarity with computers is recommended for this course.  
General Education: AA/AS Area III(b)  
Course Transferable to UC/CSU  
Hours: 18 hours LEC  
This course will help students acquire the information competency skills necessary for success in their academic studies, in the workplace, and in their personal lives in the contemporary environment of rapid technological change and proliferating information resources. It provides a step-by-step guide to the research process that is applicable to term papers, course work, personal interest and life-long learning. It emphasizes developing effective search strategies, selecting information tools, locating and retrieving information sources, analyzing and critically evaluating information, organizing and using information. This course may be taken twice for credit based on significant changes in online and print resources.

LIBR 320  
**Introduction to Internet Research**  
1 Unit  
Prerequisite: None.  
Advisory: ENGWR 100 (College Writing) and ENGRD 310 (Prose Analysis and Interpretation); or ESLW 320 (Advanced-Low Writing) and ESLR 320 (Intermediate High Reading) with grades of “C” or better; or placement through the assessment process. Basic familiarity with computers is recommended for this course.  
Course Transferable to CSU  
Hours: 18 hours LEC  
This course will acquaint students with the history, structure, and tools of the Internet as used for academic and personal research. Topics will include using the Internet for communication (email, mailing lists, ‘blogs, etc.), selecting appropriate search tools, learning search strategies and evaluating the quality of information obtained online. This course may be taken twice for credit based on significant changes in the Internet.

LIBR 325  
**Internet Research Skills**  
3 Units  
Same As: LIBT 325  
Prerequisite: None.  
Advisory: ENGWR 100 (College Writing) and ENGRD 310 (Prose Analysis and Interpretation); or ESLR 320 (Advanced-Low Writing) and ESLW 320 (Intermediate High Reading) with grades of “C” or better; or placement through the assessment process. Basic familiarity with computers is recommended for this course.  
General Education: AA/AS Area III(b)  
Course Transferable to UC/CSU  
Hours: 54 hours LEC  
This course is an introductory survey to the content, use, and the evaluation of electronic information sources. Emphasis is placed on the effective use of the Internet as a research tool. This course covers Internet resources, online databases, email, newsgroups, listservs, blogs, and the invisible web. Database search strategies and techniques are covered. Historical and social issues surrounding the Internet are also discussed.

LIBR 495  
**Independent Studies in Library**  
1-3 Units  
Prerequisite: None  
Course Transferable to CSU  
Hours: 162 hours LAB  
This course involves an individual student or small groups of students in study, research, or activities beyond the scope of regular offered courses, pursuant to an agreement among college, faculty, and students. Independent studies in LIBR allows students to investigate and explore areas of interest in the field.

LIBR 499  
**Experimental Offering in Library**  
.5-4 Units  
Prerequisite: None  
Course Transferable to CSU  
Hours: 54 hours LEC  
See Experimental Offerings.
Career Opportunities
The Library and Information Technology program is designed to assist students in the development of a wide range of technical skills in both library and media services that can lead to or enhance employment in the library field as paraprofessionals. Additionally, the curriculum is a valuable introduction to the field for students who plan to go into graduate studies to become librarians.

Almost every community in the nation has a library. In the greater Sacramento area alone, there are almost 200 libraries of various kinds employing professional librarians and library clerks and technicians. Jobs are available in public, school, businesses, and special libraries as well as in media centers.

Library and Information Technology
Associate in Arts Degree
Certificate of Achievement

Required Program

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>LIBT 300, Introduction to the Library</td>
<td>3</td>
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<tr>
<td>LIBT 325, Internet Research Skills (3)</td>
<td>3</td>
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<tr>
<td>or LIBR 325, Internet Research Skills (3)</td>
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<tr>
<td>LIBT 330, Library Technical Processes</td>
<td>3</td>
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<tr>
<td>LIBT 331, Library Cataloging Procedures</td>
<td>3</td>
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<tr>
<td>LIBT 333, Library Media/Materials and Equipment</td>
<td>1</td>
</tr>
<tr>
<td>LIBT 343, Library Reference Services</td>
<td>3</td>
</tr>
<tr>
<td>LIBT 345, Library Operations</td>
<td>2</td>
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</tbody>
</table>

A minimum of 3 units from the following:                      3
LIBT 498, Work Experience in Library and Information
Technology (1-4)

Total Units Required: 21

Suggested Electives
BUSTEC 300, CISA 305, CISC 310; ENGLT 370, LIBR 305, 306, 307, 309, 311, 318, 320; LIBT 340, 341, 499

Associate in Science (A. S.) Degree
The Associate in Science degree may be obtained by completion of all courses in the required program, plus general education requirements, plus sufficient electives to meet a 60-unit total. See SCC graduation requirements.

Certificate of Achievement
The Certificate of Achievement may be obtained by completion of all courses in the required program with a minimum grade of “C” plus approval of the Library and Information Technology Department.
**LIBT 300  Introduction to the Library  3 Units**  
Prerequisite: None  
Advisory: ENGW 100 and ENGRD 310; or ESLW 320 and ESLR 320 with grades of “C” or better; or placement through the assessment process. Basic familiarity with computers is recommended for this course.  
Course Transferable to CSU  
Hours: 54 hours LEC  
This course is designed for persons interested in exploring para-professional library employment and for students interested in acquiring basic skills in using library resources. The course covers the history and types of libraries and information providers; an overview of library services; instruction and practice in the use of library classification systems; instruction in developing searching strategies for using library catalogs, databases, and the Internet; and library employment opportunities. Field trips or alternative assignments will be required.

**LIBT 325  Internet Research Skills  3 Units**  
Same As: LIBR 325  
Prerequisite: None.  
Advisory: ENGW 100 (College Writing) and ENGRD 310 (Prose Analysis and Interpretation); or ESLW 320 (Advanced-Low Writing) and ESLR 320 (Intermediate High Reading) with grades of “C” or better; or placement through the assessment process. Basic familiarity with computers is recommended for this course.  
General Education: AA/AS Area III(b)  
Course Transferable to UC/CSU  
Hours: 54 hours LEC  
This course is an introductory survey to the content, use, and the evaluation of electronic information sources. Emphasis is placed on the effective use of the Internet as a research tool. This course covers Internet resources, online databases, email, newsgroups, listservs, blogs, and the invisible web. Database search strategies and techniques are covered. Historical and social issues surrounding the Internet are also discussed.

**LIBT 330  Library Technical Processes  3 Units**  
Prerequisite: LIBT 300 with a grade of “C” or better OR current enrollment in LIBT 300.  
Advisory: ENGW 100 and ENGRD 310; or ESLW 320 and ESLR 320 with grades of “C” or better; or placement through the assessment process. Basic familiarity with computers is recommended for this course.  
Course Transferable to CSU  
Hours: 54 hours LEC  
This course will introduce the student to the work in a library Technical Services department. A primary focus will be duties and responsibilities of the library paraprofessional in regard to acquisition processes (selection, verification, ordering, and receiving). Also included is an overview of other Technical Services responsibilities, such as cataloging and catalog maintenance. Field trips or alternative assignments may be required.

**LIBT 331  Library Cataloging Procedures  3 Units**  
Prerequisite: LIBT 300 and LIBT 330 with grades of “C” or better.  
Advisory: ENGW 100 and ENGRD 310; or ESLW 320 and ESLR 320 with grades of “C” or better; or placement through the assessment process. Basic familiarity with computers is recommended for this course.  
Course Transferable to CSU  
Hours: 54 hours LEC  
This course will introduce the student to the rules and practices of cataloging. The course includes the study of both descriptive and subject cataloging, and classification systems. The course will also cover the formats required for both computerized and traditional catalog records. Field trips or alternative assignments may be required.

**LIBT 332  Library/Media Materials and Equipment  1 Unit**  
Prerequisite: LIBT 300 with a grade of “C” or better.  
Advisory: ENGW 100 and ENGRD 310; or ESLW 320 and ESLR 320 with grades of “C” or better, or placement through the assessment process. Basic familiarity with computers is recommended for this course.  
Course Transferable to CSU  
Hours: 18 hours LEC  
This is a survey course in the understanding, use, and care of electronic media materials and equipment used in libraries. The course includes the utilization of computers and computer networks, audio, video and related technologies. At least one field trip or alternative assignments will be required.

**LIBT 340  The School Library Media Center  3 Units**  
Prerequisite: None  
Advisory: The completion of ENGW 100 and ENGRD 310; or ESLW 320 and ESLR 320 with a grade of “C” or better; or placement through the assessment process. Basic familiarity with computers is recommended for this course.  
Course Transferable to CSU  
Hours: 54 hours LEC  
This course on the School Library Media Center provides a broad overview of its philosophy, history, function, and relationship to elementary and secondary schools. The course covers collections, technology, programming, marketing and public relations, budgeting, professional development, staffing, organization, advocacy, and the relationship between the library program and the school curriculum. Field trips or alternative assignments will be required.
LIBT 341 Library Services for Children and Youth 3 Units

Prerequisite: None
Advisory: ENGRD 310; or ESLR 320 with grades of “C” or better; or placement through the assessment process. Basic familiarity with computers is recommended for this course.
Course Transferable to CSU
Hours: 54 hours LEC
This course will be an exploration of the literature and electronic resources essential to working effectively with children and adolescents. Material selection and evaluation, information literacy, and programming will be related to classic and popular literature and media, multiculturalism, and other contemporary subjects. Students will experience storytelling, book talking, program preparation, and other ways of sharing literature with children and youth. Field trips or alternative assignments will be required.

LIBT 343 Library Reference Services 3 Units

Prerequisite: LIBT 300 with a grade of “C” or better or current enrollment in LIBT 300.
Advisory: ENGRD 310 or ESLR 320 with grades of “C” or better; or placement through the assessment process. Basic familiarity with computers is recommended for this course.
Course Transferable to CSU
Hours: 54 hours LEC
This course acquaints students with library reference services including the different aspects of interacting with library patrons in a public environment. Students will also learn to select and successfully utilize the appropriate print and electronic reference source to be able to answer questions and find information for library patrons. These print and electronic sources include general and specialized encyclopedias, yearbooks, dictionaries, handbooks and other subject specific tools. Field trips or alternative assignments will be required.

LIBT 345 Library Operations 2 Units

Prerequisite: LIBT 300 with a grade of “C” or better
Advisory: ENGRD 310; or ESLR 320 with grades of “C” or better; or placement through the assessment process. Basic familiarity with computers is recommended for this course.
Course Transferable to CSU
Hours: 36 hours LEC
This course will introduce students to basic skills and competencies needed to operate a school/library media center, small library, or department within a large library. The course includes working within an organization, effective communication, planning and organization, time management, marketing and public relations, customer relations, budgeting, operational manuals and reports, problem behavior, disaster preparedness, and principles of supervision, such as hiring, training, motivating, delegating, counseling and disciplining, evaluating, grievances, labor relations, and termination.

LIBT 494 Topics in Library and Information Technology .5-4 Units

Prerequisite: None
Course Transferable to CSU
Hours: 72 hours LEC
This course is designed to enable library technology students to learn about recent developments in the library field. Selected topics would not include those which are part of current course offerings. This course may be taken four times providing there is no duplication of topics.

LIBT 495 Independent Studies in Library and Information Technology 1-3 Units

Prerequisite: None
Course Transferable to CSU
Hours: 162 hours LAB
This course involves an individual student or small groups of students in study, research, or activities beyond the scope of regular offered courses, pursuant to an agreement among college, faculty, and students. Independent studies in LIBR allows students to investigate and explore areas of interest in the field.

LIBT 498 Work Experience in Library and Information Technology 1-4 Units

Prerequisite: LIBT 300 and 330 with grades of “C” or better.
Advisory: ENGRD 310; or ESLR 320 with grades of “C” or better; or placement through the assessment process. Basic familiarity with computers is recommended for this course.
Course Transferable to CSU
Hours: 18 hours LEC; 60 hours LAB
This is structured, on-the-job training experience in Sacramento area libraries and school library media centers under the supervision of professional librarians and library media specialists. The student, in collaboration with the work experience supervisors, will prepare learning objectives that are approved by the instructor. In addition, each student will be required to keep a job journal, write a career essay, and prepare a resume. Credit hours may be earned for three or four units. One unit of credit will be granted for each 60 hours of unpaid work per unit or 75 hours of paid work. There will be a midterm and a final examination. For the Library and Information Technology degree or certificate, each student is required to work in a minimum of two libraries. If the student is already working in a library at a paraprofessional level, the current job may be counted as one of the libraries.

LIBT 499 Experimental Offering in Library and Information Technology .5-4 Units

Prerequisite: None
Course Transferable to CSU
Hours: 54 hours LEC
See Experimental Offerings.
Program Information
This program gives students the opportunity to complete the lower-division coursework in preparation for transfer to a four-year program in mathematics.

Career Opportunities
Mathematicians work as statisticians, analysts, computer programmers, actuaries, researchers, planners and educators.

This major is designed to meet some of the lower-division requirements for a major in Mathematics.

Mathematics
Associate in Science Degree

Required Program

A minimum of 21 units from the following:

- MATH 400, Calculus I ......................................................... 5
- MATH 401, Calculus II ....................................................... 5
- MATH 402, Calculus III ...................................................... 5
- MATH 420, Differential Equations ................................. 4
- MATH 410, Introduction to Linear Algebra .................. 3
- STAT 300, Introduction to Probability and Statistics .... 4

Total Units Required 21

Note: Students planning to transfer to four-year institutions are advised to meet with a counselor for general education requirements.

Associate in Science (A. S.) Degree
The Associate in Science degree may be obtained by completion of all courses in the required program, plus general education requirements, plus sufficient electives to meet a 60-unit total. See SCC graduation requirements.

Note: The University of California has a credit restriction on certain combinations of mathematics courses. See counselor for detailed information on the current UC Articulation Agreement.

MATH 27 Self-Paced Basic Skills .5-2 Units
Mathematics

Prerequisite: None

Hours: 108 hours LAB
This is a self-paced course in basic mathematics skills including the basic operations of addition, subtraction, multiplication, and division applied to the whole numbers, fractions, and decimals. This course is graded Credit/No Credit and does not fulfill the learning skills requirement for graduation. This is an open-entry/open-exit course with admission as late as the 12th week. This course may be taken up to four times for a maximum of two units.

MATH 34 Pre-algebra 4 Units

Prerequisite: Successful completion of MATH 27 or eligibility as determined by the assessment process.

Hours: 72 hours LEC
The emphasis in this course will be on skills necessary for success in elementary algebra. Course content will include review of fundamentals of arithmetic including whole numbers, common fractions, decimal fractions, and percentages. Other topics include order of operations, signed numbers, complex fractions, exponents, and scientific notation. There will be an introduction to the algebra of polynomials as time permits.

MATH 80 Mathematics Study Skills 1 Unit

Prerequisite: Successful completion of MATH 27 or placement through the assessment process.

Advisory: ENGRD 110 with a grade of “C” or better.

Hours: 18 hours LEC
This course will help students increase their motivation and confidence and maximize their abilities in any mathematics course. Students will consider their current levels of math and test anxieties and make progress in lowering them to a productive level. Students will gain strategies to overcome barriers to mathematical success. Specific concepts will be designed for the current level of each student. Students may take this course along with another Mathematics or Statistics course, or may wish to take the course as preparation before enrolling in a Mathematics or Statistics course. This class is graded as Credit/No Credit.
Math Sequence

Mathematics

27 (Arithmetic)

Math 27 required for Mathematics 34
4 units (Algebra Readiness)

Math 34 required

Math 100 5 units
Math 103 3 units
Math 104 3 units

Elementary Algebra

Math 120 and Math 110 may be taken in either order

Math 100 or Math 104 required for Mathematics 110
5 units (Geometry)

Math 120 or 104
Math 123 3 units
Math 124 3 units

Intermediate Algebra

Math 110 and Math 120 required for Mathematics 310
3 units (Mathematical Discovery)

Math 334 required for Mathematics 350
3 units (Calculus for Social & Life Sciences I)

Math 350 required for Mathematics 351
3 units (Calculus for Social & Life Sciences II)

Math 430 required for Mathematics 410
3 units (Linear Algebra)

Math 401 required for Mathematics 420
4 units (Differential Equations)

Math 400 required for Mathematics 401
5 units (Calculus II)

Math 400 required for Mathematics 402
5 units (Calculus III)

Math 370 required for Mathematics 400
5 units (Calculus I)

Math 370 required for Mathematics 402
5 units (Honors Proof/Analysis)

Math 334 required for Mathematics 340
3 units (Intro to Mathematical Ideas)

Math 334 required for Mathematics 340
4 units (Intro to Probability & Statistics)

Math 120 required for Statistics 300
3 units (Intro to Business & Economics)

Math 120 required for Mathematics 342
3 units (Modern Business Mathematics)

Math 110 and Math 120 required for Mathematics 310
3 units (Mathematical Discovery)

Math 120 required for Mathematics 310
3 units (Mathematical Discovery)

Math 120 required for Mathematics 310
3 units (Mathematical Discovery)

Math 334 required for Mathematics 370
5 units (Pre-Calculus)

Math 120 and Math 110 may be taken in either order

Math 120 or Math 104
Math 123 3 units
Math 124 3 units

Intermediate Algebra

Math 110 and Math 120 required for Mathematics 310
3 units (Mathematical Discovery)

Math 334 required for Mathematics 350
3 units (Calculus for Social & Life Sciences I)

Math 350 required for Mathematics 351
3 units (Calculus for Social & Life Sciences II)

Math 430 required for Mathematics 410
3 units (Linear Algebra)

Math 401 required for Mathematics 420
4 units (Differential Equations)

Math 400 required for Mathematics 401
5 units (Calculus II)

Math 400 required for Mathematics 402
5 units (Calculus III)

Math 370 required for Mathematics 400
5 units (Calculus I)

Math 370 required for Mathematics 402
5 units (Honors Proof/Analysis)

Mathematics

M

Sacramento City College

292
MATH 100  Elementary Algebra  5 Units
Prerequisite: MATH 34 with a grade of “C” or better; or placement through the assessment process.
General Education: AA/AS Area II(b)
Hours: 90 hours LEC
This course includes the fundamental concepts and operations of algebra with problem solving skills emphasized throughout. Topics include: properties of real numbers, linear equations and inequalities, integer exponents, polynomials, factoring polynomials, rational expressions and equations, radical expressions and equations, rational exponents, systems of linear equations and inequalities, the rectangular coordinate system, graphs and equations of lines, and solving quadratic equations.

MATH 103  Elementary Algebra, Part I  3 Units
Prerequisite: MATH 34 with a grade of “C” or better; or placement through the assessment process.
Hours: 54 hours LEC
This course will cover the first half of the traditional MATH 100 course including a brief review of signed numbers, algebraic expressions, linear equations and inequalities, systems of equalities and inequalities, graphing, and applications.

MATH 104  Elementary Algebra, Part II  3 Units
Prerequisite: MATH 103 with a grade of “C” or better
General Education: AA/AS Area II(b)
Hours: 54 hours LEC
This course covers the second half of the traditional MATH 100 course. The course content includes factoring polynomials, rational expressions, radicals and quadratic equations, and continued development in solving word problems.

MATH 110  Elementary Geometry  5 Units
Prerequisite: MATH 100 or 104 with a grade of “C” or better; or placement through the assessment process.
General Education: AA/AS Area II(b)
Hours: 90 hours LEC
This course introduces Euclidean Geometry. Topics include axioms and postulates, deductive and inductive reasoning, proof, triangles, quadrilaterals, congruence, similarity, constructions, the Pythagorean Theorem, right triangle trigonometry, circles, analytic geometry, and elementary solid geometry.

MATH 120  Intermediate Algebra  5 Units
Prerequisite: MATH 100 or 104 with a grade of “C” or better; or placement through the assessment process.
General Education: AA/AS Area II(b)
Hours: 90 hours LEC
This course reviews and extends the concepts of elementary algebra, with problem solving skills emphasized throughout. Topics that are reviewed and extended include: linear and quadratic equations, factoring polynomials, rational expressions, exponents, radicals, equations of lines, and systems of equations. New topics include: graphs and their translations and reflections, functions, exponential and logarithmic functions, graphs of quadratic and polynomial functions, nonlinear systems of equations, polynomial, rational and absolute value inequalities, and an introduction to conic sections.

MATH 123  Intermediate Algebra, Part I  3 Units
Prerequisite: MATH 100 or 104 with a grade of “C” or better; or placement through the assessment process.
General Education: AA/AS Area II(b)
Hours: 54 hours LEC
This course reviews and extends the concepts of elementary algebra with problem solving skills emphasized throughout. Topics include linear equations and inequalities, factoring of polynomials, rational expressions, exponents, radicals, equations of lines, functions, and absolute value equations and inequalities, and complex numbers.

MATH 124  Intermediate Algebra, Part II  3 Units
Prerequisite: MATH 123 with a grade of “C” or better
General Education: AA/AS Area II(b)
Hours: 54 hours LEC
This course reviews and extends the concepts of elementary algebra and MATH 123 with problem solving skills emphasized throughout. Topics include quadratic expressions, equations, inequalities and graphs, conic sections, rational function graphs, systems of equations, matrices, determinants, exponential and logarithmic functions, and sequences and series.

MATH 170  Algebra Review for Calculus  2 Units
Prerequisite: None.
General Education: AA/AS Area II(b)
Hours: 36 hours LEC
This course is a review of the algebraic skills necessary for success in Calculus. Topics include real numbers, linear equations and inequalities, properties of lines, polynomials and factoring, rational expressions, exponents, quadratic equations, and functions. This is a credit/no credit class.

MATH 295  Independent Studies in Mathematics  1-3 Units
Prerequisite: None
Hours: 54 hours LEC
See Independent Studies.

MATH 299  Experimental Offering in Mathematics  .5-4 Units
Prerequisite: None
Hours: 108 hours LEC
See Experimental Offering.

MATH 300  Introduction to Mathematical Ideas  3 Units
Prerequisite: MATH 120 or 124 with a grade of “C” or better; or placement through the assessment process.
General Education: AA/AS Area II(b); CSU Area B4; IGETC Area 2
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course is intended to help the non-Mathematics major student relate to the spirit of mathematics through a study of some fundamental ideas of mathematics. Several specific topics will be covered, to be chosen from: numeration systems, logic, sets, number theory, algebraic modeling, geometry, combinatorics, probability, statistics, consumer mathematics, graph theory, voting and apportionment, matrices, and perhaps others. This course is not recommended for students entering elementary school teaching or for business administration majors.
MATH 310  Mathematical Discovery  3 Units
Prerequisite: 1) MATH 120 or MATH 124 with a grade of “C” or better or eligibility as determined by the SCC assessment process; AND 2) MATH 110 or a college Geometry course or two semesters of high school Geometry with a grade of “C” or better.
General Education: AA/AS Area II(b); CSU Area B4
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course is designed to introduce students to the spirit of mathematics by involving them in aspects of mathematical processes of exploration, conjecture, and proof. Students will examine mathematical patterns and relations, formulate conjectures, and prove their conjectures. Areas of mathematics from which content may be derived include number theory, statistics, probability, geometry, and sequences and series. This course is recommended for students interested in a career in education.

MATH 315  Exploratory Field Experience  3 Units in Mathematics
Prerequisite: MATH 120 with a grade of “C” or better.
Enrollment Limitation: Current TB clearance is required prior to work in schools. Fingerprinting may also be required.
Course Transferable to CSU
Hours: 36 hours LEC; 54 hours LAB
This course is an education-based field experience in mathematics allowing students to explore teaching as a career choice. Students are assigned to area schools to observe and/or assist in mathematics classrooms. Students have the opportunity to learn and practice essential skills to assist younger students with their progress through the mathematics sequence and to learn about social, cultural, and educational issues related to mathematics and the school environment. Weekly seminars allow students to share experiences and compare observations. This course is recommended for those who may wish to pursue a single-subject credential in mathematics.

MATH 334  Trigonometry  4 Units
Prerequisite: 1) MATH 120 or MATH 124 with a grade of “C” or better or eligibility as determined by the SCC assessment process; AND 2) MATH 110 or a college Geometry course or two semesters of high school Geometry with a grade of “C” or better.
General Education: AA/AS Area II(b); CSU Area B4
Course Transferable to CSU
Hours: 72 hours LEC
This course focuses on the fundamental concepts of trigonometry and its applications. Topics include: functions of angles, circular functions, radian measure, polar coordinates, trigonometric identities and equations, graphing, inverse trigonometric functions, solutions of triangles, and vectors. Other topics may be included at the discretion of the instructor.

MATH 340  Calculus for Business and  3 Units Economics
Prerequisite: MATH 120 (or MATH 124) with a grade of “C” or better or eligibility as determined by the assessment process.
General Education: AA/AS Area II(b); CSU Area B4; IGETC Area 2
Course Transferable to UC/CSU
Hours: 54 hours LEC
The content of this course includes review of the logarithmic and exponential functions, intuitive introduction to limits, development of the derivative, definite integral and partial derivatives. Application of these concepts to economics and business will be emphasized.

MATH 342  Modern Business  3 Units Mathematics
Prerequisite: MATH 120 (or MATH 124) with a grade of “C” or better, or eligibility as determined by the assessment process.
General Education: AA/AS Area II(b); CSU Area B4
Course Transferable to CSU
Hours: 54 hours LEC
This is a course designed around applications of mathematics in economic and business contexts. Specific topics will include functions and related business formulas, tables and graphs, finance (interest and exponential models in economics), rates of changes including applications and optimization, and linear programming.

MATH 350  Calculus for the Life and  3 Units Social Sciences I
Prerequisite: MATH 334 (or MATH 335 at CRC) with a grade of “C” or better, or eligibility as determined by the assessment process.
General Education: AA/AS Area II(b); CSU Area B4; IGETC Area 2
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course is an introduction to calculus. Topics include functions, trigonometric functions, limits, analytic geometry, and differential calculus with applications to business, social and biological sciences. This course is intended for students majoring in social and biological sciences.

MATH 351  Calculus for the Life and  3 Units Social Sciences II
Prerequisite: MATH 350 with a grade of “C” or better
General Education: AA/AS Area II(b); CSU Area B4; IGETC Area 2
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course is a continuation of MATH 350. Topics include: definite and indefinite integrals, power series, analytic geometry, multivariate calculus, and differential equations, with applications to business and social and biological sciences.
MATH 370  Pre-Calculus Mathematics  5 Units
Prerequisite: MATH 334 with a grade of “C” or better; or placement through the assessment process.
General Education: AA/AS Area II(b); CSU Area B4; IGETC Area 2
Course Transferable to UC/CSU
Hours: 90 hours LEC
This course is designed to prepare students for MATH 400, 401, and 402. Course content includes a brief review followed by an in-depth extension of the properties of polynomial, rational, exponential, logarithmic, and trigonometric functions. Additional topics include systems of linear and non-linear equations and inequalities, conic sections, sequences and series, analytic geometry, vectors, polar and parametric equations. Graphing calculators may be required for this course.

MATH 400  Calculus I  5 Units
Prerequisite: MATH 370 with a grade of “C” or better, or eligibility as determined by the assessment process.
General Education: AA/AS Area II(b); CSU Area B4; IGETC Area 2
Course Transferable to UC/CSU
Hours: 90 hours LEC
This course explores the basic concepts of analytic geometry, limits, including indeterminate forms, derivatives and integrals. The topics covered will include graphs, derivatives, and integrals of algebraic, trigonometric, exponential, logarithmic and hyperbolic functions. Many applications will be covered, including those involving rectilinear motion, differentials, related rates, graphing and optimization.

MATH 401  Calculus II  5 Units
Prerequisite: MATH 400 with a grade of “C” or better
General Education: AA/AS Area II(b); CSU Area B4; IGETC Area 2
Course Transferable to UC/CSU
Hours: 90 hours LEC
This course is a continuation of MATH 400. Topics covered will include techniques of integration, numerical integration, improper integrals, infinite series, parametric equations, polar coordinates, and conic sections. Many applications will be covered including those involving plane regions, volumes of revolution, work, moments and centers of mass, average value, arc length, and surface area.

MATH 402  Calculus III  5 Units
Prerequisite: MATH 401 with a grade of “C” or better
General Education: AA/AS Area II(b); CSU Area B4; IGETC Area 2
Course Transferable to UC/CSU
Hours: 90 hours LEC
This course extends the concepts of limits, derivatives, and integrals to vector-valued functions and functions of more than one variable. The topics covered will include three-dimensional analytic geometry and vectors, partial derivatives, multiple integrals, line integrals, surface integrals, and the theorems of Green, Gauss (Divergence) and Stokes. Many applications of calculus will be included.

MATH 410  Introduction to Linear Algebra  3 Units
Prerequisite: MATH 400 with a grade of “C” or better
General Education: AA/AS Area II(b); CSU Area B4; IGETC Area 2
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course introduces linear algebra. Topics include matrices, determinants, systems of equations, vector spaces, linear transformations, eigenvectors and applications. The course is intended for majors in mathematics, engineering, science, and related fields.

MATH 420  Differential Equations  4 Units
Prerequisite: MATH 401 with a grade of “C” or better
General Education: AA/AS Area II(b); CSU Area B4; IGETC Area 2
Course Transferable to UC/CSU
Hours: 72 hours LEC
This course will cover the theory and applications of the solutions of ordinary differential equations and systems of ordinary differential equations. Students will be introduced to various topics useful in the solution of these differential equations including power series, Laplace transforms, matrices, eigenvalues and eigenvectors, and numerical methods.

MATH 482  Honors Introduction to Proof and Analysis  3 Units
Prerequisite: MATH 400 with a grade of “C” or better or concurrent enrollment in MATH 400, eligibility for admission to the Honors Program.
General Education: AA/AS Area II(b); CSU Area B4; IGETC Area 2
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course is intended to give the student an introduction to the theoretical foundations of calculus. Methods of proof will be discussed, especially as they relate to the theorems and techniques of calculus. This honors course uses an emphasis on mathematical proofs to challenge motivated students.

MATH 494  Topics in Mathematics .5-4 Units
Prerequisite: None
Course Transferable to UC/CSU
Hours: 90 hours LEC
This course is designed to enable both mathematics and non-mathematics students to learn about current and emerging topics in mathematics. Selected topics will not include those which are part of current course offerings. This course may be repeated for credit, provided there is no duplication of topics.

MATH 495  Independent Studies in Mathematics  1-3 Units
Prerequisite: None
Course Transferable to UC/CSU
Hours: 54 hours LEC
See Independent Studies.

MATH 499  Experimental Offering in Mathematics  .5-4 Units
Prerequisite: None
Course Transferable to UC/CSU
Hours: 54 hours LEC
See Experimental Offerings.
Mechanical-Electrical Technology

Program Information
The Mechanical-Electrical Technology (MET) programs provides instruction in design, installation, operation, and maintenance of a wide range of mechanical and electrical equipment. The entire spectrum of mechanical and electrical systems is covered. These systems include heating, ventilating, air conditioning and refrigeration (HVAC/R), and water and wastewater systems. Areas of instruction include: energy management, mechanical system commissioning, indoor air quality, building automation systems, heating, cooling, heat pumps, refrigeration, refrigerant recovery and management, electrical controls, pneumatic controls, electronic controls, instrumentation, and the operation of water and wastewater treatment plants.

Students learn the skills and concepts necessary to install, operate, maintain, repair and manage various mechanical and electrical systems from small residential equipment to large commercial and industrial facilities. Effective written, verbal communication, electronic communication, sketching, drafting, mathematical calculations and computer skills are stressed across the curriculum.

The program includes both day and evening lecture and laboratory sections and is designed to give students a solid foundation in general installation, operation, maintenance, repair, and equipment management skills included in HVAC/R and water and wastewater treatment industries. Students will not only learn the theory and fundamentals of mechanical equipment, but also be exposed to hands-on training in sophisticated training laboratories. Laboratory equipment students will work with includes: a water cooled chiller, cooling tower, steam and hot water boilers, thermal energy storage system, power management system, packaged and split systems air conditioners, furnaces, and high and low temperature refrigeration systems. Students will also configure, program, and commission several Direct Digital Control (DDC) systems, pneumatic systems, and programmable logic controllers (PLC) on state-of-the-art computer training stations and directly on the operating systems in the laboratories.

Certificate of Achievements are awarded to students who satisfactorily complete the various programs. Students completing the programs may also qualify for an Associate of Science degree. Certificates are offered in Mechanical-Electrical Technology, Water and Wastewater Treatment Plant Operation, and Mechanical Systems Technician. Preparation for the federal refrigerant transition and recovery license examination is also offered.
# Mechanical-Electrical Technology

## Associate in Science Degree

**Certificate of Achievement**

### Required Program

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>MET 255</td>
<td>Mechanical Systems Maintenance</td>
<td>1.5</td>
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<tr>
<td>MET 256</td>
<td>Fundamentals of Instruments and Electricity</td>
<td>1.5</td>
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<tr>
<td>MET 257</td>
<td>Fundamentals of Workplace Success</td>
<td>1.5</td>
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<tr>
<td>MET 351</td>
<td>Basic Mechanical Systems</td>
<td>5</td>
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<tr>
<td>MET 352</td>
<td>Mechanical Systems Calculations</td>
<td>4</td>
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<tr>
<td>MET 361</td>
<td>Refrigeration Systems</td>
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<td>MET 362</td>
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<tr>
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<td>Refrigerant Transition and Recovery Processes and</td>
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<tr>
<td>MET 364</td>
<td>Electrical Controls</td>
<td>4</td>
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<tr>
<td>MET 371</td>
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<td>4</td>
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<tr>
<td>MET 372</td>
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<td>Calculations</td>
<td>3</td>
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<tr>
<td>MET 373</td>
<td>Piping, Electrical, and Sheet Metal Drafting</td>
<td>4</td>
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<tr>
<td>MET 374</td>
<td>Automatic Control Systems I</td>
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<td>Air Conditioning</td>
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<tr>
<td>MET 383</td>
<td>Instrumentation</td>
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<tr>
<td>MET 384</td>
<td>Automatic Control Systems II</td>
<td>3</td>
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<tr>
<td>MET 392</td>
<td>Heat Pump Operation and Maintenance</td>
<td>3</td>
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<tr>
<td>MIT 100</td>
<td>Introduction to Welding</td>
<td>1.5</td>
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**Total Units Required**

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### Suggested Electives

MET 382, 385, 386; PHYS 310

### Associate in Science (A. S.) Degree

The Associate in Science Degree may be earned by completion of the required program with grades of “C” or better, plus general education requirements, plus sufficient electives to meet a 60-unit total. See SCC graduation requirements.

### Certificate of Achievement

The Certificate of Achievement may be obtained by completion of the required program with grades of “C” or better.

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## Water and Wastewater Treatment Plant Operation

**Associate in Science Degree**

**Certificate of Achievement**

This program focuses on water resources and their preservation, water treatment plant operation and systems, wastewater treatment plant operation and systems, water treatment system components, processes, regulations, and safety practices. In addition, the entire spectrum of mechanical and electrical systems will be covered including energy management, mechanical system commissioning, indoor air quality, building automation systems, refrigerant recovery and management, electrical controls, pneumatic controls, electronic controls, and instrumentation. Effective writing, verbal communication, electronic communication, sketching, drafting, mathematical calculations and computer skills will be stressed throughout the program.

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## Career Opportunities

Upon completion of the MET program, students may find employment in the following industry sectors: government, food production, and manufacturing. Typical jobs include: water treatment plant operator, wastewater treatment plant operator, stationary engineer, maintenance mechanic, and automatic control technician.

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</table>

### Associate in Science (A. S.) Degree

The Associate in Science degree may be obtained by completion of the required program, plus general education requirements, plus sufficient electives to meet a 60-unit total. See SCC graduation requirements.

### Certificate of Achievement

A Certificate of Achievement may be obtained by completion of the MET Required Program with grades of “C” or better.

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## Machinery Systems Technician

**Certificate of Achievement**

### Program Information

The Mechanical Systems Technician Certificate of Achievement is designed to help the student learn the information and entry-level skills necessary to begin working in the Air Conditioning, Heating, Refrigeration, Water and Wastewater Treatment, and related industries. Safety, environmental impact issues, indoor air quality, and equipment maintenance will be emphasized throughout the program.

### Career Opportunities

Upon completion of the MET program, students may find employment in the following industry sectors: government, food production, and manufacturing. Typical jobs include: stationary engineer, air conditioning and refrigeration technician, maintenance mechanic, water and wastewater treatment plant operator, automatic control technician, and equipment and manufacturer's sales representative.
Required Program | Units
---|---
MET 255, Mechanical Systems Maintenance | 1.5
MET 256, Fundamentals of Instruments and Electricity | 1.5
MET 257, Fundamentals of Workplace Success | 1.5
MET 351, Basic Mechanical Systems | 5
MET 352, Mechanical Systems Calculations | 4
MET 361, Refrigeration Systems | 4
MET 362, Refrigeration Systems Calculations | 3
MET 363, Refrigerant Transition and Recovery Processes and Procedures | 1.5
MET 364, Electrical Controls | 4
MIT 100, Introduction to Welding | 1.5

Total Units Required | 27.5

Certificate of Achievement
The Certificate of Achievement may be obtained by completion of the required program with grades of “C” or better.

**Mechanical-Electrical Technology (MET)**

**MET 220  Technical Communication  3 Units**
Prerequisite: ENGW 50 with a grade of “C” or better; or placement through the assessment process. Eligibility is determined by the assessment process or completion of ENGW 50 with a grade of “C” or better.

**General Education: AA/AS Area II(a)**

**Hours: 36 hours LEC; 54 hours LAB**

This course provides applications of writing and speaking skills for the business environment. Each student writes a minimum of 6,000 words, including a final essay exam. Units of instruction include: the process and techniques of technical writing, basic word processor usage, writing and preparing typical job related memos, letters, employment letters, resumes, specifications, procedures, abstracts, summaries, instructions, manuals, requisitions, purchase orders, and other documentation used in industry. An oral report, a formal proposal, and a final written essay will be required.

**MET 255  Mechanical Systems Maintenance  1.5 Units**

Prerequisite: None.

**Hours: 27 hours LEC**

This course introduces the student to basic maintenance concepts for basic mechanical systems. Units of instruction include coil maintenance, filters management, indoor air quality, lubrication, belts and drives, verifying operation, monitoring equipment, and maintenance contracts.

**MET 256  Fundamentals of Instruments and Electricity  1.5 Units**

Prerequisite: None.

**Hours: 27 hours LEC**

This course introduces the student to the fundamentals of electrical instruments and concepts required in commercial and industrial practice. Units of instruction include: fundamentals of electricity, ohms law, use of voltmeters, ammeters, ohmmeters, series and parallel circuits, wiring diagrams and electro-magnetic theory.

**MET 257  Fundamentals of Workplace Success  1.5 Units**

Prerequisite: None.

**Hours: 27 hours LEC**

This course provides the student with basic workplace skills needed to enter the workforce as a machinery systems technician. Units of instruction include teamwork, ethics, diversity, communication skills, writing e-mail messages, Internet websites, conflict resolution, critical thinking, problem solving, conflict resolution, career management, sexual harassment, drug and alcohol use.

**MET 294  Topics in Mechanical-Electrical Technology  .5-4 Units**

Prerequisite: None

**Hours: 27 hours LEC; 54 hours LAB**

This is a specialized course which has been developed in cooperation with industry to address emerging training needs. This course may be taken no more than three times for credit provided there is no duplication of topics.

**MET 295  Independent Studies in Mechanical-Electrical Technology  1-3 Units**

Prerequisite: None

**Hours: 54 hours LEC**

See Independent Studies.

**MET 255  Mechanical Systems Calculations  4 Units**

**Prerequisite: None.**

**Advisory: Completion of MET 352 with a grade of “C” or better or concurrent enrollment in MET 352.**

**Course Transferable to CSU**

**Hours: 54 hours LEC; 108 hours LAB**

This course focuses on the review of mathematical skills; problem solving using metric (SI) units and English and metric unit conversions; solution of word problems involving length, area, volume, weight, strength of materials, work, power, energy, and efficiencies; exponents, scientific notation, and roots; problem solving using graphs and tables; algebraic solution to applied problems; freehand sketching employing multiview, isometric, and oblique drawing methods; and lettering and dimensioning.
MET 361 Refrigeration Systems 4 Units
Prerequisite: MET 351 with a grade of “C” or better.
Course Transferable to CSU
Hours: 54 hours LEC; 54 hours LAB
This is a course devoted to the study of residential and commercial refrigeration systems and equipment. Students learn about mechanical compression and absorption refrigeration devices; their operating characteristics, common applications and typical servicing procedures, and related safety practices. Hand tools, power tools, and test instruments are used by the student in lab to repair and service refrigeration devices. Students gain additional experience by analyzing system performance with pressure-enthalpy diagrams.

MET 362 Refrigeration Systems Calculations 3 Units
Prerequisite: MET 352 with a grade of “C” or better.
Course Transferable to CSU
Hours: 54 hours LEC
This course focuses on mathematical problems involving English and metric (SI) units concerned with installation, operations, and maintenance of commercial and industrial refrigeration systems. Emphasis will be placed on basic heat transfer, loads, piping, equipment performance, and economic factors.

MET 363 Refrigerant Transition and Recovery Processes and Procedures 1.5 Units
Prerequisite: None
Advisory: MET 351 with a grade of “C” or better.
Course Transferable to CSU
Hours: 27 hours LEC
This course focuses on the recovery and recycling of existing refrigerants, the transition to environmentally safe refrigerants, and the preparation for certification testing in refrigerant handling as mandated by the Clean Air Act, 40 CFR, part 82, subpart F and regulated by the Environmental Protection Agency (EPA).

MET 364 Electrical Controls 4 Units
Prerequisite: MET 351 and 352 with grades of “C” or better.
Advisory: Completion of MET 361 and 362 with grades of “C” or better or concurrent enrollment in MET 361 and 362.
Course Transferable to CSU
Hours: 54 hours LEC; 54 hours LAB
This course is an introduction to power and control circuits and devices used with refrigeration, heating, cooling, pumping, water treating and solar heating machinery systems. Units of instruction include a study of electron theory, magnetism, induction, alternating current, direct current, resistance and capacitance. Practice using electrical meters and test instruments in laboratory classes along with related safety practices will also be covered.

MET 371 Heating and Power Machinery 4 Units
Prerequisite: MET 364 with a grade of “C” or better.
Advisory: Concurrent enrollment in MET 372.
Course Transferable to CSU
Hours: 54 hours LEC; 54 hours LAB
This course provides instruction in warm air furnaces, hydronic heating, steam and power plant systems. Instruction includes pumps, pumping head calculations, combustion principles, steam and hot water boilers, warm air furnaces, boiler safety and operating controls, boiler emissions. Laboratory activities include operation, testing, maintenance and troubleshooting of warm air furnaces and steam/hot water heating systems. Components of this course may be offered online. Students may be required to have access to a computer and the Internet and have some familiarity with a computer.

MET 372 Power Machinery, Heating and Air Conditioning Calculations 3 Units
Prerequisite: MET 361 and 362 with grades of “C” or better.
Advisory: Concurrent enrollment in MET 371.
Course Transferable to CSU
Hours: 54 hours LEC
This course focuses on mathematical problems involving English and metric (SI) units concerned with installation, operation, and maintenance of power machinery, and heating and air conditioning systems. Emphasis will be placed on heat transfer, heating/cooling loads, pipe and pump sizing, steam and hot water system performance, psychrometrics, and duct sizing calculations.

MET 373 Piping, Electrical, and Sheet Metal Drafting 4 Units
Prerequisite: MET 361, 362, and 364 with grades of “C” or better.
Course Transferable to CSU
Hours: 54 hours LEC; 54 hours LAB
This course provides instruction in the design and construction of mechanical and piping systems. Units of instruction include mechanical and plumbing codes, basic sketching techniques, recognition of standard symbols, computer aided drawing applications, and construction terms and specifications.

MET 374 Automatic Control Systems I 3 Units
Prerequisite: MET 364 with a grade of “C” or better.
Course Transferable to CSU
Hours: 36 hours LEC; 54 hours LAB
This is the first of two courses (see MET 384) that focus on the study of controls and devices used in heating, ventilation, air conditioning, pumping, water treatment, and manufacturing systems. Units of instruction include introduction to control theory, final controls devices, and pneumatic control systems.
MET 381  Air Conditioning  4 Units
Prerequisite: MET 371 and 372 with grades of “C” or better. 
Advisory: Concurrent enrollment in MET 384.  
Course Transferable to CSU  
Hours: 54 hours LEC; 54 hours LAB  
This course provides instruction in the design, operation, and maintenance of commercial and industrial air conditioning systems. Instruction includes study of air distribution, variable air volume systems, refrigeration compressors, absorption air condition systems, helical-rotary and centrifugal water chillers, chilled water systems, thermal storage, cooling towers, and energy management. Students will gain practical experience by operating commercial air conditioning systems.

MET 382  Air Conditioning Systems  3 Units Calculations
Prerequisite: MET 372 with a grade of “C” or better.  
Course Transferable to CSU  
Hours: 54 hours LEC  
This course provides an introduction to the use of computer applications in solving problems concerned with the design, installation, and operation of air conditioning systems. Units of instruction include calculating heating and cooling loads, piping, air distribution, equipment selection, psychrometric and economic analysis.

MET 383  Instrumentation  4 Units
Prerequisite: MET 361 and 362 with grades of “C” or better.  
Course Transferable to CSU  
Hours: 54 hours LEC; 54 hours LAB  
This course provides instruction in the theory and practice of using instruments for testing and analyzing the operation of refrigerating, air conditioning, mechanical, and electrical building systems. Units of instruction include a study of measurement principles including temperature, humidity, flow, light, sound, velocity, pressure, combustion emissions, air quality, voltage, level, force, and vibration. Laboratory activities will emphasize the practical applications of sensors and measuring instruments.

MET 384  Automatic Control Systems II  3 Units
Prerequisite: MET 374 with a grade of “C” or better. 
Advisory: Concurrent enrollment in MET 381.  
Course Transferable to CSU  
Hours: 36 hours LEC; 54 hours LAB  
This is the second of two courses (see MET 374) that focus on the study of controls and devices used in heating, ventilation, air conditioning, pumping, water treatment, and manufacturing systems. Units of instruction include electronic and direct digital controls, networks, interoperable systems, and programming of controllers.

MET 385  Water Treatment for Heating  3 Units
Prerequisite: None.  
Course Transferable to CSU  
Hours: 54 hours LEC  
This course focuses on basic mechanical system water sides theory of corrosion, scaling, and algae-slime growth-corrosion inhibition, chemicals and feed-bleed-blowdown systems; scaling inhibition, chemicals, and feed-blowdown systems; algae inhibition and chemicals; testing methods, kits, and instruments; and, water quality standards.

MET 386  Air and Water Balance of Mechanical Equipment  3 Units
Prerequisite: None.  
Course Transferable to CSU  
Hours: 54 hours LEC  
This course focuses on air and water flow theory; air and water systems and components; air flow measuring instruments, their calibration and use; and, typical water flow balance work.

MET 387  Heat Pump Operation and Maintenance  3 Units
Prerequisite: None.  
Course Transferable to CSU  
Hours: 54 hours LEC  
This course provides instruction in basic refrigeration and heat pump theory, cooling and heating cycles, defrost cycles, controls, supplemental heat, and flow control devices.

MET 388  Heat Pump Operation and Maintenance  3 Units
Prerequisite: None.  
Course Transferable to CSU  
Hours: 54 hours LEC  
This course provides instruction in advanced refrigeration and heat pump theory, air distribution and duct design, electronic components and control systems, humidity control, troubleshooting theory, and system performance analysis.

MET 389  Basic Potable Water and Wastewater Treatment Processes  3 Units
Prerequisite: None.  
Course Transferable to CSU  
Hours: 54 hours LEC  
This course focuses on water resources and their preservation; potable water treatment systems and processes; system components; wastewater treatment systems and processes; related operation and safety practices.

MET 390  Independent Studies in Mechanical-Electrical Technology  1-3 Units
Prerequisite: None  
Course Transferable to CSU  
Hours: 54 hours LAB  
See Independent Studies.

MET 391  Experimental Offering in Mechanical-Electrical Technology  .5-4 Units
Prerequisite: None  
Course Transferable to CSU  
Hours: 54 hours LEC; 54 hours LAB  
See Experimental Offerings.
<table>
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<td>Introduction to Welding</td>
<td>1.5</td>
<td>None</td>
<td>18 LEC; 27 LAB</td>
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<tr>
<td></td>
<td>This course is an introduction to welding</td>
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<td>processes, including, print reading,</td>
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<td></td>
<td>shielded metal arc, gas metal arc,</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>safety and the proper use, care and setup</td>
<td></td>
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<tr>
<td></td>
<td>of equipment used in this course. This</td>
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<tr>
<td></td>
<td>will be beneficial to the student with</td>
<td></td>
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</tr>
<tr>
<td></td>
<td>limited or no technical knowledge of</td>
<td></td>
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<tr>
<td></td>
<td>Metals Industry Technology. This</td>
<td></td>
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<tr>
<td></td>
<td>course may be taken three times for</td>
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<tr>
<td></td>
<td>credit to build an appropriate skill level.</td>
<td></td>
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<tr>
<td></td>
<td>This course requires safety glasses,</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>leather gloves, work shoes, and hearing</td>
<td></td>
<td></td>
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</tr>
<tr>
<td></td>
<td>protection.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MIT 150</td>
<td>Shielded Metal Arc Welding (SMAW)</td>
<td>1.5</td>
<td>None</td>
<td>18 LEC; 27 LAB</td>
</tr>
<tr>
<td></td>
<td>This course focuses on the industrial</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>importance of the arc welding process.</td>
<td></td>
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</tr>
<tr>
<td></td>
<td>Units of instruction include shop safety,</td>
<td></td>
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<td></td>
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<tr>
<td></td>
<td>SMAW (stick electrodes), processes.</td>
<td></td>
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</tr>
<tr>
<td></td>
<td>Since the materials, tools and machines</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>used in this course are potentially</td>
<td></td>
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<td></td>
</tr>
<tr>
<td></td>
<td>dangerous, only those students who</td>
<td></td>
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</tr>
<tr>
<td></td>
<td>demonstrate competence on a comprehensive</td>
<td></td>
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<tr>
<td></td>
<td>safety test after the second week of</td>
<td></td>
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</tr>
<tr>
<td></td>
<td>instruction will be permitted to continue</td>
<td></td>
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</tr>
<tr>
<td></td>
<td>in the course. Safety glasses, leather</td>
<td></td>
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</tr>
<tr>
<td></td>
<td>gloves, work clothing and work shoes are</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>required. This course may be taken three</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>times for credit.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MIT 326</td>
<td>Advanced Oxy-Acetylene Welding and Related</td>
<td>1.5</td>
<td>Completion of</td>
<td>18 LEC; 27 LAB</td>
</tr>
<tr>
<td></td>
<td>Processes</td>
<td></td>
<td>MIT 322.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Course Transferable to CSU</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Hours: 18 LEC; 27 LAB</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>This course provides instruction in the</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>theory and practice of advanced</td>
<td></td>
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</tr>
<tr>
<td></td>
<td>oxy-acetylene welding and related</td>
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</tr>
<tr>
<td></td>
<td>processes. Units of instruction include:</td>
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<tr>
<td></td>
<td>related safety procedures, out-of-position</td>
<td></td>
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<tr>
<td></td>
<td>welding, pipe welding, braze welding,</td>
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</tr>
<tr>
<td></td>
<td>machine flame cutting, hand forging, heat</td>
<td></td>
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<tr>
<td></td>
<td>treating, case hardening, hard facing and</td>
<td></td>
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<tr>
<td></td>
<td>inspection, and testing procedures. Safety</td>
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<tr>
<td></td>
<td>glasses, leather gloves, work clothing</td>
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<tr>
<td></td>
<td>and work shoes are required. This course</td>
<td></td>
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</tr>
<tr>
<td></td>
<td>may be taken three times for credit.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MIT 495</td>
<td>Independent Studies in Metallic Industry</td>
<td>1-3</td>
<td>None</td>
<td>54 LAB</td>
</tr>
<tr>
<td></td>
<td>Technology</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Course Transferable to CSU</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Hours: 54 LAB</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>See Independent Studies.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MIT 499</td>
<td>Experimental Offering in Metallic Industry</td>
<td>1-3</td>
<td>None</td>
<td>54 LEC; 36 LAB</td>
</tr>
<tr>
<td></td>
<td>Technology</td>
<td></td>
<td></td>
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</tr>
<tr>
<td></td>
<td>Course Transferable to CSU</td>
<td></td>
<td></td>
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</tr>
<tr>
<td></td>
<td>Hours: 54 LEC; 36 LAB</td>
<td></td>
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<tr>
<td></td>
<td>See Experimental Offerings.</td>
<td></td>
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</tbody>
</table>
Motorcycle Maintenance Technician

Associate in Science Degree
Certificate of Achievement

Department of Advanced Transportation Technology
Division of Advanced Technology
Donnetta Webb, Dean
Technology 106
916-558-2491

Career Opportunities
This Motorcycle Maintenance Technician Associate in Science Degree prepares students to enter the motorcycle maintenance field with all of the necessary skills to perform entry-level work as well as to have a thorough understanding of theory so they can participate in advanced training at the dealer or manufacturer.

Motorcycle Maintenance Technician
Associate in Science Degree
Certificate of Achievement

Required Program

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MTRCL 100</td>
<td>Introduction to Motorcycles, Motorcycle Design, and Maintenance Theory</td>
<td>5</td>
</tr>
<tr>
<td>MTRCL 101</td>
<td>Fuel, Lubrication and Cooling</td>
<td>4</td>
</tr>
<tr>
<td>MTRCL 102</td>
<td>Motorcycle Electrical Systems</td>
<td>4</td>
</tr>
<tr>
<td>MTRCL 110</td>
<td>Motorcycle Engine Theory</td>
<td>4</td>
</tr>
<tr>
<td>MTRCL 120</td>
<td>Motorcycle Exhaust, Frame, Suspension, Tires, Wheels, and Brakes</td>
<td>4</td>
</tr>
<tr>
<td>MTRCL 130</td>
<td>Motorcycle Engine Overhaul</td>
<td>3</td>
</tr>
<tr>
<td>MTRCL 140</td>
<td>Motorcycle Tune-Up and General Service</td>
<td>4</td>
</tr>
<tr>
<td>MTRCL 141</td>
<td>Motorcycle Dyno Operation and Data Acquisition</td>
<td>1.5</td>
</tr>
<tr>
<td>MTRCL 150</td>
<td>Power Transmission Systems</td>
<td>4</td>
</tr>
</tbody>
</table>

Total Units Required 33.5

Suggested Electives
CHEM 330; ET 300, 301; MIT 100; PHYS 310, EVT 121.

Associate in Science (A. S.) Degree
The Associate in Science degree may be obtained by completion of the required program, plus general education requirements, plus sufficient electives to reach a 60-unit total. See SCC graduation requirements.

Certificate of Achievement
The Certificate of Achievement may be obtained by completion of the required program with grades of “C” or better.
Motorcycle Maintenance (MTRCL)

MTRCL 100  Introduction to Motorcycles,  5 Units
Motorcycle Design, and Maintenance Theory
Prerequisite: None.
Hours: 90 hours LEC
This course is a prerequisite to all the other courses required for the Certificate of Achievement and/or Associate in Science Degree in Motorcycle Maintenance Technology. This course offers a brief view of the history of motorcycles as well as an in-depth discussion of modern machines. Further, it gives the student an overview of the theory of operation, nomenclature, and design principles involved in modern motorcycle systems maintenance.

MTRCL 101  Fuel, Lubrication and Cooling  4 Units
Prerequisite: MTRCL 100 with a grade of “C” or better; or equivalent.
Hours: 63 hours LEC; 27 hours LAB
This course covers the principles, theory of operation, design and function of motorcycle fuel, lubrication, and cooling systems as well as the inspection, disassembly, cleaning, measuring and rebuilding of the components of those systems. Further, the skills of performing preventive maintenance, troubleshooting discrepancies, repairing the faulty system components, and learning how to assist customers in selecting suitable aftermarket parts in both dealer and independent shop settings are taught. Safety glasses, ear protection, and closed-toe leather shoes are required.

MTRCL 102  Motorcycle Electrical Systems  4 Units
Prerequisite: MTRCL 100 with a grade of “C” or better; or equivalent.
Hours: 63 hours LEC; 27 hours LAB
This course covers the principles of basic electricity including terms, circuits, wiring diagrams and symbols, magnetism, and both magnetic and chemical reaction methods of providing electrical energy for motorcycles. Various electrical components of generation, regulation, distribution, control, switching, and methods of testing of motorcycle electrical systems will be discussed. Further, ignition systems and how they relate to the engine components will be covered. Safety glasses, ear protection, and closed-toe leather shoes are required.

MTRCL 105  Applied Basic Motorcycle Maintenance  3 Units
Prerequisite: None.
Hours: 45 hours LEC; 27 hours LAB
This course is an introduction to basic motorcycle service and preventative maintenance; it is not part of the Motorcycle Maintenance Technology programs. It gives the students a comprehensive overview of the history of motorcycles from antiques to modern machines. Students will learn motorcycle maintenance safety procedure, basic theory of the principles of operation of modern motorcycle systems, and practical applications of those principles including basic electricity, battery care, and alternator operation. Upon the successful completion of this course, the students should be able to perform routine maintenance items such as selecting the correct fuels, oils and filters, checking wheel alignment, lubrication methods, and making informed modification decisions. The students will be prepared to perform routine daily and weekly service as well as proper seasonal storage preparation. Safety glasses, ear protection, and closed-toe leather shoes are required.

MTRCL 106  Motorcycle Engine Theory  4 Units
Prerequisite: MTRCL 100 with a grade of “C” or better; or equivalent.
Hours: 63 hours LEC; 27 hours LAB
This course offers a comprehensive view of how 4-stroke motorcycle engines work through careful discussion of the theory of operation, technical principles and engine components involved in converting fuel to motion. This course is also excellent for technical as well as non-technical students who are interested in understanding any modern internal combustion engine. Safety glasses, ear protection, and closed-toe leather shoes are required.

MTRCL 120  Motorcycle Exhaust, Frame, Suspension, Wheels, and Brakes  4 Units
Prerequisite: MTRCL 100 with a grade of “C” or better; or equivalent.
Hours: 63 hours LEC; 27 hours LAB
This course covers the theory, design, and function of motorcycle exhaust systems; various frame and suspension designs; tires; cast and spoked wheels; and both disk and drum brakes. A student will learn how to perform preventive maintenance, troubleshoot discrepancies, repair the systems, and assist customers in selecting suitable aftermarket parts in both a dealer and independent shop setting. Safety glasses, ear protection, and closed-toe leather shoes are required.

MTRCL 130  Motorcycle Engine Overhaul  3 Units
Prerequisite: MTRCL 100 with a grade of “C” or better; or equivalent.
Hours: 36 hours LEC; 54 hours LAB
This course offers a comprehensive view of the parameters determining the need for overhaul of modern motorcycle engines, the methods and techniques involved and the adjustments and operations check afterwards. Further, it covers the use of overhaul and parts manuals and the logic employed in them. Further, the student should be able to provide advice to the customer about sensible performance modifications. Safety glasses, ear protection, and closed-toe leather shoes are required.
MTRCL 140  Motorcycle Tune-up and General Service  4 Units
Prerequisite: MTRCL 100 with a grade of “C” or better; or equivalent.
Hours: 63 hours LEC; 27 hours LAB
This course covers motorcycle tune-up, general service, ignition and valve adjustment, lubrication, and oil and filter changes as well as the special tools required. Further, it covers service and parts books, micro-fiche and computerized manuals, and the logic employed in them. Students will learn to perform virtually all aspects of scheduled maintenance such as tune-ups, valve adjustment, oil changes, and lubrication service as well as troubleshoot and repair common maintenance discrepancies. Safety glasses, ear protection, and closed-toe leather shoes are required.

MTRCL 141  Motorcycle Dyno Operation  1.5 Units and Data Acquisition
Prerequisite: MTRCL 100 with a grade of “C” or better; or equivalent.
Hours: 18 hours LEC; 27 hours LAB
This is an in-depth course covering motorcycle engine, and component theory and function as related to dynamometer operation. Further, it covers using a dyno for data acquisition for successful maintenance discrepancy diagnosis and solution. Various motorcycles will be run on the SCC dyno so students can use the data to troubleshoot maintenance problems. After the repairs or adjustments, the motorcycles will be run again to measure the results. Safety glasses, ear protection, and closed-toe leather shoes are required.

MTRCL 150  Power Transmission Systems  4 Units
Prerequisite: MTRCL 100 with a grade of “C” or better or equivalent.
Hours: 63 hours LEC; 27 hours LAB
This course covers motorcycle power transmission systems from the engine crankshaft through the clutch and transmission and through the final drive system to the rear wheel. Theory of operation including lubrication requirements, gear ratios, design and function of the primary drive, the clutch, the transmission, and the final drive will be covered. Clutches, transmissions, and drive systems will be removed, disassembled, cleaned, inspected, measured, rebuilt, reinstalled, and checked for proper operation. Safety glasses, ear protection, and closed-toe leather shoes are required.

MTRCL 295  Independent Studies in Motorcycle Maintenance Technician  1-3 Units
Prerequisite: None
Hours: 54 hours LEC
See Independent Studies.

MTRCL 299  Experimental Offering in Motorcycle Maintenance Technician  .5-4 Units
Prerequisite: None
Hours: 36 hours LEC; 54 hours LAB
See Experimental Offerings.
The music courses are divided into four topic areas. They are:

MUFHL, Music Fundamentals/History and Literature
MUP, Music Performance
MUIVI, Instrumental/Voice Instruction
MUSM, Specializations in Music

Music, General
Associate in Arts Degree

Program Information
The general music degree provides the foundation for future performers, composers, educators, writers and researchers, and music therapists. Students receive training in instrumental and vocal techniques and performance, music theory, and music history. Students who plan to transfer to a four-year college or university are advised to complete this course of study.

Recommended High School Preparation
Some background in voice or instrument. Ability to read music.

Required Program

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUFHL 400, Music Theory</td>
<td>4</td>
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<tr>
<td>MUFHL 401, Music Theory</td>
<td>4</td>
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<tr>
<td>MUFHL 410, Advanced Music Theory</td>
<td>4</td>
</tr>
<tr>
<td>MUFHL 411, Advanced Music Theory</td>
<td>4</td>
</tr>
<tr>
<td>MUFHL 310, Survey of Music History and Literature</td>
<td>3</td>
</tr>
<tr>
<td>MUFHL 311, Survey of Music History and Literature</td>
<td>3</td>
</tr>
<tr>
<td>MUIVI 345, Beginning Piano</td>
<td>1-2</td>
</tr>
<tr>
<td>MUIVI 346, Beginning Piano</td>
<td>1-2</td>
</tr>
<tr>
<td>A minimum of 4 units from the following:</td>
<td>4</td>
</tr>
<tr>
<td>Four semesters from one selected field (Voice, Brass, Percussion, Strings, Woodwinds, Keyboard).</td>
<td></td>
</tr>
<tr>
<td>MUIVI 315, Voice Class (1-2)</td>
<td></td>
</tr>
<tr>
<td>MUIVI 325, Voice Class, Intermediate (1-2)</td>
<td></td>
</tr>
<tr>
<td>MUIVI 330, Advanced Voice (1-2)</td>
<td></td>
</tr>
<tr>
<td>MUIVI 410, Applied Music (1)</td>
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</tr>
<tr>
<td>MUIVI 441, Brass Instruction (1-2)</td>
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<tr>
<td>MUIVI 447, Percussion Instruction (1-2)</td>
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<tr>
<td>MUIVI 375, Popular Electric Guitar Styles (1)</td>
<td></td>
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<tr>
<td>MUIVI 443, String Instruction (1-2)</td>
<td></td>
</tr>
<tr>
<td>MUIVI 445, Woodwind Instruction (1-2)</td>
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</tr>
<tr>
<td>MUIVI 355, Intermediate Piano (1-2)</td>
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<tr>
<td>MUIVI 356, Intermediate Piano (1-2)</td>
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<tr>
<td>MUIVI 357, Intermediate Piano (1-2)</td>
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</tr>
<tr>
<td>MUIVI 358, Intermediate Piano (1-2)</td>
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</tr>
<tr>
<td>MUP 419, Piano Ensemble (1-2)</td>
<td></td>
</tr>
</tbody>
</table>

Total Units Required 36-38

A minimum of 8 units from the following:
Music Performance Courses (MUP) ................................. 8

Suggested Electives
ARTH 300, TA 370, 440, PHIL 300 or any music course.

Associate in Arts (A.A.) Degree
The Associate in Arts degree may be obtained by completion of the required program, plus general education requirements, plus sufficient electives to reach a 60-unit total. See SCC graduation requirements.
Transfer Students
In addition to the information above, students should consult the Requirements of Transfer Institutions section in this catalog and the music or related major sections of the specific catalog for the institution to which they wish to transfer, to determine entrance, general graduation, and major requirements. Consultation with SCC music staff and an SCC counselor is strongly recommended.

Recommended Course Sequence

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUFHL 400, Music Theory ..................................................</td>
<td>4</td>
</tr>
<tr>
<td>Performance Group ..........................................................</td>
<td>1-2</td>
</tr>
<tr>
<td>Applied Music ..................................................................</td>
<td>1-2</td>
</tr>
<tr>
<td>Social Science ................................................................</td>
<td>3</td>
</tr>
<tr>
<td>Language/Rationality .......................................................</td>
<td>3</td>
</tr>
<tr>
<td>MUIVI 345, Beginning Piano ...............................................</td>
<td>1-2</td>
</tr>
<tr>
<td>Electives ............................................................................</td>
<td>0-2</td>
</tr>
<tr>
<td><strong>Total</strong> ...........................................................................</td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

Students also must meet competencies in reading, writing, and mathematics. Check with your SCC counselor for requirements.

Students without keyboard proficiency must take MUIVI 345 and MUIVI 346 during this semester.

<table>
<thead>
<tr>
<th>Second Semester</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUFHL 401, Music Theory ..................................................</td>
<td>4</td>
</tr>
<tr>
<td>Performance Group ..........................................................</td>
<td>1-2</td>
</tr>
<tr>
<td>Applied Music ..................................................................</td>
<td>1-2</td>
</tr>
<tr>
<td>Social Science ................................................................</td>
<td>3</td>
</tr>
<tr>
<td>Language/Rationality .......................................................</td>
<td>3</td>
</tr>
<tr>
<td>MUIVI 346, Beginning Piano ...............................................</td>
<td>1-2</td>
</tr>
<tr>
<td>Electives ............................................................................</td>
<td>0-2</td>
</tr>
<tr>
<td><strong>Total</strong> ...........................................................................</td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

Students without keyboard proficiency must take MUIVI 346 during this semester.

<table>
<thead>
<tr>
<th>Third Semester</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUFHL 410, Advanced Music Theory ........................................</td>
<td>4</td>
</tr>
<tr>
<td>MUFHL 310, Survey of Music History and Literature ...................</td>
<td>3</td>
</tr>
<tr>
<td>Performance Group ..........................................................</td>
<td>1-2</td>
</tr>
<tr>
<td>Applied Music ..................................................................</td>
<td>1-2</td>
</tr>
<tr>
<td>Natural Science ..................................................................</td>
<td>3</td>
</tr>
<tr>
<td>Electives ............................................................................</td>
<td>1-3</td>
</tr>
<tr>
<td><strong>Total</strong> ...........................................................................</td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fourth Semester</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUFHL 411, Advanced Music Theory .........................................</td>
<td>4</td>
</tr>
<tr>
<td>MUFHL 311, Survey of Music History and Literature ...................</td>
<td>3</td>
</tr>
<tr>
<td>Performance Group ..........................................................</td>
<td>1-2</td>
</tr>
<tr>
<td>Applied Music ..................................................................</td>
<td>1-2</td>
</tr>
<tr>
<td>Living Skills ...................................................................</td>
<td>1-3</td>
</tr>
<tr>
<td><strong>Total Units Required</strong> ..................................................</td>
<td><strong>34</strong></td>
</tr>
</tbody>
</table>

**Associate in Arts (A. A.) Degree**
The Associate in Arts degree may be obtained upon completion of required program, plus general education requirements, plus sufficient electives to meet a 60-unit total. See SCC graduation requirements. See SCC graduation requirements.

**Certificate of Achievement**
The Certificate of Achievement may be obtained by completion of the required program with grades of “C” or better.

**Commercial Music**
The Commercial Music option includes four areas of emphasis for career preparation.

**Audio Production Emphasis**

**Associate in Arts Degree**

**Certificate of Achievement**

**Program Information**
This program is designed as introductory preparation for employment as in audio engineering. Courses in the theory and practice of recording techniques are offered to give students a well-rounded foundation to begin work and/or to pursue a four-year degree.

**Career Opportunities**
Audio engineers in professional recording studios, smaller electronic oriented demo production studios, and the fast growing area of audio specialist in multi-media post-production for corporate audio-visual departments.

**Required Program**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>MUFHL 320, Exploring Music</td>
<td>3</td>
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<tr>
<td>MUFHL 309, Introduction to American Popular Music</td>
<td>3</td>
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<tr>
<td>MUSM 110, The Business of Music</td>
<td>3</td>
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<tr>
<td>MUSM 342, Recording Studio Techniques</td>
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<td>MUSM 344, Recording Studio Techniques</td>
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<tr>
<td>MUSM 350, Recording Studio Techniques</td>
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<tr>
<td>MUSM 354, Recording Sessions Workshop</td>
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<tr>
<td>MUSM 354, Recording Sessions Workshop</td>
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<tr>
<td>MUSM 356, Pro Tools 101, Introduction to Pro Tools</td>
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<tr>
<td>MUSM 362, Studio Mixdown Techniques</td>
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<td>MUSM 366, Pro Tools 201, Advanced Pro Tools</td>
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<tr>
<td>MUSM 367, Audio for Video Post Production</td>
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</table>

A minimum of 7 units from the following: ........................................... 7

- MUIVI 345, Beginning Piano (1-2)
- MUIVI 300, Beginning Instruments (1-2)
- MUFHL 305, Music Appreciation (3)
- MUFHL 331, World Music: Africa, Europe, and the Middle East (3)
- MUFHL 310, Survey of Music History and Literature (3)
- MUFHL 311, Survey of Music History and Literature (3)
- MUFHL 315, Jazz History (3)
- MUSM 340, Introduction To Desktop Audio (1)
- MUSM 330, Introduction to MIDI: Musical Instrument Digital Interface (2.5)
- MUSM 331, Intermediate MIDI: Musical Instrument Digital Interface (2.5)
- ET 300, DC Theory and Circuit Fundamentals (2.5)
- ET 301, AC Theory and Circuit Fundamentals (2.5)
- ET 320, Semiconductor Theory (5)
Music Business Management

Emphasis

Associate in Arts Degree
Certificate of Achievement

Program Information
This program is designed to prepare students who are interested in music, but not as performers, for entry level positions in the music industry in the areas of artist management, music publishing, talent agencies, concert promotion, and music retail.

Career Opportunities
Artist management and representation, music publishing and distribution, music legal services, public relations, concert promotion, and music retail.

Required Program

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<tr>
<th>Course Code</th>
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<tbody>
<tr>
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<tr>
<td>MUSM 110</td>
<td>The Business of Music</td>
<td>3</td>
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<tr>
<td>BUS 300</td>
<td>Introduction to Business</td>
<td>3</td>
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<tr>
<td>CISC 300</td>
<td>Computer Familiarization</td>
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<tr>
<td>MKT 316</td>
<td>Public Relations</td>
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<tr>
<td>MUSM 342</td>
<td>Recording Studio Techniques</td>
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<tr>
<td>MUFHL 305</td>
<td>Music Appreciation</td>
<td>3</td>
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<tr>
<td>MUFHL 331</td>
<td>World Music: Africa, Europe, and the Middle East</td>
<td>3</td>
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</tbody>
</table>

A minimum of 12 units from the following: .............................. 12
Select at least one course from each group:
- Business Management (CISA 305, 340; MGMT 308; ACCT 101; TA 440; GCOM 310)
- Retail Marketing (MKT 300, 310, 314)
- Communication Skills (COMM 302, 343; MGMT 372, PSYC 358)

Total Units Required 37

Certificate of Achievement
The Certificate of Achievement may be obtained by completion of the required program with grades of “C” or better.

Associate in Arts (A. A.) Degree

The Associate in Arts degree may be obtained upon completion of required program, plus general education requirements, plus sufficient electives to meet a 60-unit total. See SCC graduation requirements.

Songwriting/Arranging Emphasis

Associate in Arts Degree
Certificate of Achievement

Program Information
This program is designed to prepare students for free-lance employment in song-publishing, submission of songs to major recording artists, composition of jingles for advertising agencies, arranging music for schools and churches, and song demo production using MIDI techniques.

Career Opportunities
Freelance songwriting and arranging for commercial groups, advertising, schools, and churches.
Music

Music Fundamentals, History & Literature (MUFHL)

MUFHL 305 Music Appreciation 3 Units
Prerequisite: Eligibility for ENGWR 100 or ESLW 320
General Education: AA/AS Area I; CSU Area C1; IGETC Area 3A
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course is an introduction to classical music style and composers. It includes a study of the basic elements of music (melody, harmony, form, etc.), musical instruments, a historical survey of classical music and some techniques for listening and enjoying music. No previous musical experience is required.

MUFHL 309 Introduction to American Popular Music 3 Units
Prerequisite: None.
Advisory: Eligibility for ENGWR 100 or ESLW 320.
General Education: AA/AS Area I; CSU Area C1; IGETC Area 3A
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course introduces students to the history of popular music in America and the diversity of current styles including classic rock, hard rock, country, jazz, R & B, blues, Latin, rap, reggae, alternative, folk, techno, and others. The emphasis of the course is on listening to music. The course also explores the relationship of popular music to society and other media art forms such as music videos and film.

MUFHL 310 Survey of Music History and Literature 3 Units
Prerequisite: Eligibility for ENGWR 100 or ESLW 320.
General Education: AA/AS Area I; CSU Area C1; IGETC Area 3A
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course is a historical survey of Western classical music from Greek antiquity through the Baroque period (c.1750). Students use listening exercises and readings to study the development of classical music in historical and cultural contexts. Students study the aesthetic principles and values from various eras to develop their own musical and artistic judgments. The course meets the requirement for music majors.

MUFHL 311 Survey of Music History and Literature 3 Units
Prerequisite: Eligibility for ENGWR 100 or ESLW 320.
General Education: AA/AS Area I; CSU Area C1; IGETC Area 3A
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course is a historical survey of Western classical music from the 18th Century Enlightenment through modern times. Students use listening exercises and readings to study the development of classical music in historical and cultural contexts. Students study the aesthetic principles and values from various eras to develop their own musical and artistic judgments. The course meets the requirement for music majors.

Music Fundamentals/History and Literature, MUFHL,
Music Performance, MUP
Instrumental/Voice Instruction, MUIVI
Specializations in Music, MUSM

Required Program

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<tr>
<th>Course Code</th>
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<tbody>
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<td>MUFHL 320</td>
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<td>3</td>
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<tr>
<td>MUFHL 309</td>
<td>Introduction to American Popular Music</td>
<td>3</td>
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<tr>
<td>MUFHL 400</td>
<td>Music Theory</td>
<td>4</td>
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<tr>
<td>MUFHL 401</td>
<td>Music Theory</td>
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<tr>
<td>MUIVI 345</td>
<td>Beginning Piano</td>
<td>1.2</td>
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<tr>
<td>MUSM 110</td>
<td>The Business of Music</td>
<td>3</td>
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<tr>
<td>MUSM 320</td>
<td>Contemporary Songwriting</td>
<td>3</td>
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<tr>
<td>MUSM 321</td>
<td>Advanced Songwriting</td>
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<tr>
<td>MUSM 330</td>
<td>Introduction to MIDI: Musical Instrument Digital</td>
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<td>Interface</td>
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<td>MUSM 331</td>
<td>Intermediate MIDI: Musical Instrument Digital</td>
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<td>MUSM 342</td>
<td>Recording Studio Techniques</td>
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<td>A minimum of 5 units from the following:</td>
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<tr>
<td></td>
<td>MUFHL 410, Advanced Music Theory (4)</td>
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<tr>
<td></td>
<td>MUFHL 411, Advanced Music Theory (4)</td>
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<tr>
<td></td>
<td>MUFHL 430, Commercial Harmony and Arranging (2)</td>
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<tr>
<td></td>
<td>MUFHL 431, Commercial Harmony and Arranging (2)</td>
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<td>MUSM 344, Recording Studio Techniques (3)</td>
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<tr>
<td></td>
<td>MUSM 350, Recording Studio Techniques (3)</td>
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<tr>
<td></td>
<td>MUP 424, Commercial Music Ensemble (2)</td>
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<td>MUFHL 331, World Music: Africa, Europe, and the</td>
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<td>Middle East (3)</td>
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<td>MUFHL 315, Jazz History (3)</td>
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<td>MUFHL 305, Music Appreciation (3)</td>
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<td>MUFHL 310, Survey of Music History and Literature (3)</td>
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<td>MUFHL 311, Survey of Music History and Literature (3)</td>
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<td>ENGCW 400, Creative Writing (3)</td>
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<td>ENGLT 494, Topics in Literature (3)</td>
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<td>ENGLT 303, Introduction to the Short Story (3)</td>
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<td>Total Units Required</td>
<td>37-38</td>
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</table>

Associate in Arts (A.A.) Degree

The Associate in Arts degree may be obtained upon completion of required program, plus general education requirements, plus sufficient electives to meet a 60-unit total. See SCC graduation requirements. See SCC graduation requirements.

Certificate of Achievement

The Certificate of Achievement may be obtained by completion of the required program with grades of “C” or better.

Music

Music Fundamentals/History and Literature, MUFHL,
Music Performance, MUP
Instrumental/Voice Instruction, MUIVI
Specializations in Music, MUSM
MUFHL 315  Jazz History 3 Units
Prerequisite: None.
Advisory: Eligibility for ENGWR 100 or ESLW 320.
General Education: AA/AS Area I; CSU Area C1; IGETC Area 3A
Enrollment Limitation: Students enrolled in online courses must be able to use online computer technology to listen to sound files in specific formats which are part of the course.
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course introduces students to the rich history of jazz and related styles including blues, Dixieland, big band, bebop, cool jazz, jazz-rock fusion, avant-garde, popular jazz, Latin jazz, and many others. The emphasis of the course is on listening to music. The course also explores past and current trends in the relationship of jazz to popular styles such as Rhythm and Blues, hip-hop, alternative, and others. Current and historical cultural influences from African-, European- and Latin-American sources and their effect on jazz styles are identified and compared.

MUFHL 320  Exploring Music 3 Units
Prerequisite: None.
Advisory: Eligibility for ENGWR 100 or ESLW 320.
General Education: AA/AS Area I; CSU Area C1; IGETC Area 3A
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course is an introduction to the basics of music, including rhythmic and pitch reading, writing and playing scales and chords, and a look at small song forms. Through analytical and creative assignments, students will also examine historical and cultural perspectives to gain an aesthetic appreciation of this art form. It is recommended as a general humanities class to those majoring in audio-engineering and to those music majors who have not had sufficient preparation for MUFHL 400. It is also recommended for those interested in teaching children and students registered in beginning instrumental and vocal classes.

MUFHL 321  Basic Musicianship 3 Units
Prerequisite: Successful completion of MUFHL 320 with a grade of “C” or better and ability to play a musical instrument.
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course concentrates on reading music on any instrument, sight singing, ear training and rhythmic reading. It is recommended for all students wishing to improve music reading skills.

MUFHL 330  World Music 3 Units
Prerequisite: ENGWR 50 with a grade of “C” or better; or placement through the assessment process.
General Education: AA/AS Area I; AA/AS Area VI; CSU Area C1; IGETC Area 3A
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course is an introduction to traditional folk, dance, devotional, and popular music from around the world. The emphasis of the course is on listening to music. Music of Africa, Asia and Pacific, Caribbean, Latin and North America, Europe, India, and the Middle East will be compared. Concepts of ethnicity, ethnocentrism, racism, ageism, class differences, and gender issues will be addressed. Occasional live performances by guest artists will be presented in class.

MUFHL 331  World Music: Africa, Europe, and the Middle East 3 Units
Prerequisite: Eligibility for ENGWR 100 or ESLW 320.
General Education: AA/AS Area I; AA/AS Area VI; CSU Area C1; IGETC Area 3A
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course is an introduction to traditional folk, dance, devotional and contemporary popular music from Africa, Europe and the Middle East. In many parts of the world, music is the conscience of the people and has played a dynamic role in reflecting the social issues and lifestyles that people have lived through in the past and in the present. It has been a culturally binding force in expressing the history, myth, tradition and celebration of many diverse cultures.

MUFHL 332  World Music: Latin and North American, Caribbean, India, Asia and Pacific 3 Units
Prerequisite: Eligibility for ENGWR 100 or ESLW 320.
General Education: AA/AS Area I; AA/AS Area VI; CSU Area C1; IGETC Area 3A
Course Transferable to UC/CSU
Hours: 54 hours LEC
MUFHL 332 is a study of the music and culture of Latin and North America, the Caribbean, India and Asia. It will focus on how different societies have used music to process and celebrate the cycles of life such as birth, coming of age, marriage and death. Many traditional cultures also have music and ceremonies to acknowledge the cycles of seasons throughout each year. Songs often contain the collective memory of the history and accomplishments of the ancestors. Many refer to social concerns and patterns of injustice that people have endured, often dignifying these experiences through music.

MUFHL 400  Music Theory 4 Units
Prerequisite: None.
Advisory: Students should have some ability to play a musical instrument and read music. Concurrent enrollment in MUIVI 345 is recommended if the student has had no piano study.
General Education: AA/AS Area I; CSU Area C1; IGETC Area 3A
Course Transferable to UC/CSU
Hours: 72 hours LEC; 18 hours LAB
This course is an introduction to music theory and its applications to classical and commercial music. Students will develop skills in musical analysis, keyboard harmony, dictation, and sight-singing. Short creative assignments will also be included.

MUFHL 401  Music Theory 4 Units
Prerequisite: MUFHL 400 with a grade of “C” or better
General Education: CSU Area C1; IGETC Area 3A
Course Transferable to UC/CSU
Hours: 72 hours LEC; 18 hours LAB
This course is a study of intermediate level harmony (triads, seventh chords, secondary dominants, and modulation), part writing, and small forms in classical and commercial music. It includes the continued development of keyboard, dictation, and sight-singing skills. Short composition assignments are also included.
MUFHL 410 Advanced Music Theory  4 Units
Prerequisite: MUFHL 401 with a grade of “C” or better
General Education: CSU Area C1; IGETC Area 3A
Course Transferable to UC/CSU
Hours: 72 hours LEC; 18 hours LAB
This course is a study of advanced level, chromatic harmony (secondary dominants and leading tone sevenths, borrowed, Neapolitan, and augmented 6th chords), and small instrumental and vocal forms in classical and commercial styles. It includes the continued development of keyboard, dictation, and sight-singing skills. Short composition assignments are also included.

MUFHL 411 Advanced Music Theory  4 Units
Prerequisite: MUFHL 410 with a grade of “C” or better
General Education: CSU Area C1; IGETC Area 3A
Course Transferable to UC/CSU
Hours: 72 hours LEC; 18 hours LAB
This course is a study of more advanced chromatic harmony, extended harmonic structures, and modern techniques such as quartal harmony and synthetic scales. It includes the continued development of keyboard, dictation, and sight-singing skills. Short composition assignments are also included.

MUFHL 430 Commercial Harmony and Arranging  2 Units
Prerequisite: None
Advisory: MUFHL 401.
Course Transferable to CSU
Hours: 36 hours LEC
This course introduces students to the study and application of practical harmony and arranging using a variety of commercial styles (for example, pop, jazz, rock, salsa, and fusion).

MUFHL 431 Commercial Harmony and Arranging  2 Units
Prerequisite: MUFHL 430 with a grade of “C” or better.
Course Transferable to CSU
Hours: 36 hours LEC
This course provides students with a more advanced capability with practical harmony and arranging using a variety of commercial styles (for example, pop, jazz, rock, salsa, and fusion).

MUFHL 481 Survey of Music History and Literature - Honors  3 Units
Prerequisite: Admission to the Honors Program, which includes a 3.0 GPA, eligibility for ENGW 300, or upon application and letters of recommendation.
General Education: AA/AS Area I; CSU Area C1; IGETC Area 3A
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course is a survey of Western classical music from the time of Greek antiquity through the Baroque period (ca. 1750). Students use listening exercises, source readings, and group projects to study the development of classical music in historical and cultural contexts. Students study the aesthetic principles and values from various eras to develop their own musical and artistic judgments. It meets the requirement for music majors. This honors section leads the student through an intensive and scholarly approach to the subject matter in a seminar environment and uses an intensive instructional methodology designed to challenge motivated students.

MUFHL 482 Survey of Music History and Literature - Honors  3 Units
Prerequisite: Admission to the Honors Program, which includes a 3.0 GPA, eligibility for ENGW 300, or upon application and letters of recommendation.
General Education: AA/AS Area I; CSU Area C1; IGETC Area 3A
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course is a survey of Western classical music from the time of 18th century Enlightenment to present day. Students use listening exercises, source readings and group projects to study the development of classical music in historical and cultural contexts. Students study the aesthetic principles and values from various eras to develop their own musical and artistic judgments. It meets the requirement for music majors. This honors section leads the student through an intensive and scholarly approach to the subject matter in a seminar environment and uses an intensive instructional methodology designed to challenge motivated students.

MUFHL 495 Independent Studies in Music/Fundamentals, History and Literature  1-3 Units
Prerequisite: None
Course Transferable to CSU
Hours: 54 hours LAB
See Independent Studies.

MUFHL 499 Experimental Offering in Music/Fundamentals, History and Literature  .5-4 Units
Prerequisite: None
Course Transferable to CSU
Hours: 54 hours LEC; 36 hours LAB
See Experimental Offerings.

Instrumental/Voice Instruction (MUIVI)

MUIVI 300 Beginning Instruments  1-2 Units
Prerequisite: None.
General Education: CSU Area C1
Course Transferable to UC/CSU
Hours: 18 hours LEC; 54 hours LAB
This is a beginning-level course for students who wish to study brass, woodwind, string, and/or percussion instruments. Topics of study include technique, repertoire, instrument care and maintenance, and performance. A minimum of two hours a week practice in the music lab is required for the two-unit option. This course may be taken four times for credit.
MUIVI 315  Voice Class  1-2 Units
Prerequisite: None.
Advisory: ENGWR 50 with a grade of C or better.
General Education: CSU Area C1
Course Transferable to UC/CSU
Hours: 18 hours LEC; 54 hours LAB
This course is a study of the fundamentals of voice production. This course may be taken twice for credit. Concert attendance is required. A minimum of two hours a week practice in the music lab is required for the two-unit option.

MUIVI 325  Voice Class, Intermediate  1-2 Units
Prerequisite: MUIVI 315 with a grade of “C” or better
General Education: CSU Area C1
Course Transferable to UC/CSU
Hours: 18 hours LEC; 54 hours LAB
Students study and perform vocal exercises and analyze vocal music literature for the development of efficient singing techniques. Performance of vocal music is emphasized. A minimum of two hours a week practice in the music lab is required for the two-unit option.

MUIVI 330  Advanced Voice  1-2 Units
Prerequisite: MUIVI 325 with a grade of “C” or better.
Course Transferable to UC/CSU
Hours: 18 hours LEC; 54 hours LAB
This course focuses on the development of the voice and vocal repertoire for advanced vocal students. The music literature includes classical, sacred songs, musical theater, pop, or jazz. All students will perform as soloists in class and in vocal recitals open to the public. A minimum of two hours a week practice in the music lab is required for the two-unit option. This course may be taken twice for credit.

MUIVI 345  Beginning Piano  1-2 Units
Prerequisite: None.
Advisory: Eligibility for ENGWR 100 or ESLW 320.
General Education: CSU Area C1
Course Transferable to UC/CSU
Hours: 18 hours LEC; 54 hours LAB
This course is an introduction to basic piano playing and it is required for all general and commercial music majors. The course prepares students who are transferring for piano proficiency examination. A minimum of two hours a week outside practice is required for the two-unit option.

MUIVI 346  Beginning Piano  1-2 Units
Prerequisite: Successful completion of MUIVI 345 with a grade of “C” or better.
Course Transferable to UC/CSU
Hours: 18 hours LEC; 54 hours LAB
This course continues the work begun in MUIVI 345. A minimum of two hours a week outside practice is required for the two-unit option.

MUIVI 355  Intermediate Piano  1-2 Units
Prerequisite: Successful completion of MUIVI 346 with a grade of “C” or better.
Course Transferable to UC/CSU
Hours: 18 hours LEC; 54 hours LAB
This course is an intermediate study of piano designed for both the music and non-music major. Training includes technique and repertoire for those students who have acquired a basic knowledge of the piano. A minimum of two hours a week outside practice is required for the two-unit option.

MUIVI 356  Intermediate Piano  1-2 Units
Prerequisite: Successful completion of MUIVI 355 with a grade of “C” or better.
Course Transferable to UC/CSU
Hours: 18 hours LEC; 54 hours LAB
This course is an intermediate study of piano, a continuation of the work begun in MUIVI 355, designed for both the music and non-music major. Training includes technique and repertoire for those students who have acquired a basic knowledge of the piano. A minimum of two hours a week outside practice is required for the two-unit option.

MUIVI 357  Intermediate Piano  1-2 Units
Prerequisite: Successful completion of MUIVI 356 with a grade of “C” or better.
Course Transferable to UC/CSU
Hours: 18 hours LEC; 54 hours LAB
This course is an intermediate study of piano, a continuation of the work begun in MUIVI 356, designed for both the music and non-music major. Training includes technique and repertoire for those students who have acquired a basic knowledge of the piano. A minimum of two hours a week outside practice is required for the two-unit option.

MUIVI 358  Intermediate Piano  1-2 Units
Prerequisite: Successful completion of MUIVI 357 with a grade of “C” or better.
Course Transferable to UC/CSU
Hours: 18 hours LEC; 54 hours LAB
This course is an intermediate study of piano, a continuation of the work begun in MUIVI 357, designed for both the music and non-music major. Training includes technique and repertoire for those students who have acquired a basic knowledge of the piano. A minimum of two hours a week outside practice is required for the two-unit option.

MUIVI 365  Popular Piano Styles  1-2 Units
Prerequisite: MUIVI 355 with a grade of “C” or better or equivalent piano skills.
General Education: CSU Area C1
Course Transferable to UC/CSU
Hours: 18 hours LEC; 54 hours LAB
This is an intermediate level course in popular piano styles and techniques. Students will learn how to harmonize, solo, improvise and accompany others in blues, rock, jazz, country, R & B, and Latin styles. This course may be taken four times for credit. A minimum of two hours a week in the music learning lab is needed for the two-unit option.
MUIVI 366  Popular Piano Styles  1-2 Units
Prerequisite: MUIVI 365 with a grade of “C” or better
General Education: CSU Area C1
Course Transferable to UC/CSU
Hours: 18 hours LEC; 54 hours LAB
This is an intermediate level course in popular piano styles and techniques. Students will learn how to harmonize, solo, improvise and accompany others in blues, rock, jazz, country, R & B, and Latin styles. This course may be taken four times for credit. A minimum of two hours a week in the music learning lab is needed for the two-unit option.

MUIVI 367  Popular Piano Styles  1-2 Units
Prerequisite: MUIVI 366 with a grade of “C” or better
General Education: CSU Area C1
Course Transferable to UC/CSU
Hours: 18 hours LEC; 54 hours LAB
This is an intermediate level course in popular piano styles and techniques. Students will learn how to harmonize, solo, improvise and accompany others in blues, rock, jazz, country, R & B, and Latin styles. A minimum of two hours a week in the music learning lab is needed for the two-unit option.

MUIVI 368  Popular Piano Styles  1-2 Units
Prerequisite: MUIVI 367 with a grade of “C” or better
General Education: CSU Area C1
Course Transferable to UC/CSU
Hours: 18 hours LEC; 54 hours LAB
This is an intermediate level course in popular piano styles and techniques. Students will learn how to harmonize, solo, improvise and accompany others in blues, rock, jazz, country, R & B, and Latin styles. This course may be taken four times for credit.

MUIVI 369  Beginning Guitar  2 Units
Prerequisite: None
Course Transferable to UC/CSU
Hours: 36 hours LEC; 18 hours LAB
This is a beginning-level course designed to familiarize students with the techniques and repertoire of the guitar. Students learn to play the instrument through the use of technical exercises and reading music notation. Simple chord progressions, with both strumming and finger-style techniques, will be covered. This class may be taken twice for credit.

MUIVI 370  Intermediate Guitar  2 Units
Prerequisite: Successful completion of MUIVI 370 with a grade of “C” or better
Course Transferable to UC/CSU
Hours: 36 hours LEC; 18 hours LAB
This course is designed to increase repertoire, develop technical skills, and improve sight-reading ability. In addition, ensemble playing will be emphasized and fingerboard theory and harmony will be explored. This course may be taken four times for credit.

MUIVI 371  Improvisation Workshop  2 Units
Prerequisite: Ability to play a musical instrument.
General Education: CSU Area C1
Course Transferable to UC/CSU
Hours: 27 hours LEC; 27 hours LAB
This course is designed to give students an introduction to improvising in a variety of styles. Students will learn about basic scale and chord materials and song forms needed to improvise. Students will gain practical experience playing with others.

MUIVI 372  Improvisation Workshop  2 Units
Prerequisite: MUIVI 371 with a grade of “C” or better
General Education: CSU Area C1
Course Transferable to UC/CSU
Hours: 27 hours LEC; 27 hours LAB
This course is designed to give students an introduction to improvising in a variety of styles. Students will learn about basic scale and chord materials and song forms needed to improvise. Students will gain practical experience playing with others.

MUIVI 373  Popular Electric Bass Styles  1 Unit
Prerequisite: None
Advisory: Ability to read music and play bass at an elementary level.
Course Transferable to UC/CSU
Hours: 18 hours LEC; 18 hours LAB
This course is an introduction to the elements of contemporary electric bass styles, including swing, blues, funk and Latin. This course may be taken four times for credit.

MUIVI 374  Popular Electric Guitar Styles  1 Unit
Prerequisite: MUIVI 370 with a grade of “C” or better
Course Transferable to UC/CSU
Hours: 18 hours LEC; 18 hours LAB
This course introduces electric guitar techniques in several popular music styles: rock, blues, funk, jazz, country, and fusion. Both lead and rhythm guitar skills will be developed with an emphasis on improvisation and fingerboard harmony. This course may be taken four times for credit.

MUIVI 380  Improvisation Workshop  2 Units
Prerequisite: Ability to play a musical instrument.
General Education: CSU Area C1
Course Transferable to UC/CSU
Hours: 27 hours LEC; 27 hours LAB
This course continues work started in MUIVI 370. Students will learn about intermediate-level scale and chord materials and song forms needed to improvise. Students will gain practical experience playing with others.

MUIVI 381  Improvisation Workshop  2 Units
Prerequisite: MUIVI 380 with a grade of “C” or better
General Education: CSU Area C1
Course Transferable to UC/CSU
Hours: 27 hours LEC; 27 hours LAB
This course continues work started in MUIVI 370. Students will learn about intermediate-level scale and chord materials and song forms needed to improvise. Students will gain practical experience playing with others.

MUIVI 382  Improvisation Workshop  2 Units
Prerequisite: MUIVI 381 with a grade of “C” or better
General Education: CSU Area C1
Course Transferable to UC/CSU
Hours: 27 hours LEC; 27 hours LAB
This course continues work started in MUIVI 370. Students will learn about intermediate-level scale and chord materials and song forms needed to improvise. Students will gain practical experience playing with others.
MUIVI 405  Jazz & Pop Styles on Drum Set  1 Unit
Prerequisite: None
Course Transferable to UC/CSU
Hours: 18 hours LEC; 18 hours LAB
This course is an introduction to drumset skills and various jazz and pop styles: rock, jazz, fusion, soul, Rhythm and Blues, Latin, Brazilian, Reggae, and African. Big band jazz styles are included. This course may be taken four times for credit.

MUIVI 410  Applied Music  1 Unit
Prerequisite: None
Course Transferable to UC/CSU
Hours: 18 hours LEC
This course involves off-campus instrumental or vocal study requiring a minimum of one-half hour per week of individual study with a private instructor (at student expense) for a minimum of eighteen weeks. This course meets one hour per week on campus for students to practice performing and to discuss topics related to performance. The course may be taken four times for credit.

MUIVI 441  Brass Instruction  1-2 Units
Prerequisite: Ability to play a brass instrument.
General Education: CSU Area C1
Course Transferable to UC/CSU
Hours: 18 hours LEC; 54 hours LAB
This course is for brass players at the beginning and intermediate levels. Students will be placed on individualized instructional plans with assignments appropriate to their level of ability. A minimum of two hours a week practice in the music lab is required for the two-unit option. This course may be taken four times for credit on any one instrument.

MUIVI 443  String Instruction  1-2 Units
Prerequisite: Ability to play a string instrument.
General Education: CSU Area C1
Course Transferable to UC/CSU
Hours: 18 hours LEC; 54 hours LAB
This course is for string players at the beginning and intermediate levels. Students will be placed on individualized instructional plans with assignments appropriate to their level of ability. A minimum of two hours a week practice in the music lab is required for the two-unit option. This course may be taken four times for credit on any one string instrument.

MUIVI 445  Woodwind Instruction  1-2 Units
Prerequisite: Ability to play woodwind instrument.
General Education: CSU Area C1
Course Transferable to UC/CSU
Hours: 18 hours LEC; 54 hours LAB
This course is for woodwind players at the beginning and intermediate levels. Students will be placed on individualized instructional plans with assignments appropriate to their level of ability. This course may be taken four times for credit on any one instrument. A minimum of two hours a week practice in the music lab is required for the two-unit option.

MUIVI 447  Percussion Instruction  1-2 Units
Prerequisite: Ability to play percussion instruments
Course Transferable to UC/CSU
Hours: 18 hours LEC; 54 hours LAB
This course is for percussion players at the beginning and intermediate levels. Students will be placed on individualized instructional plans with assignments appropriate to their level of ability. A minimum of two hours a week practice in the music lab is required for the two-unit option. This course may be taken four times for credit.

MUIVI 450  Popular Fiddle and Mandolin  1 Unit Instruction
Prerequisite: None
Advisory: The student should play his/her instrument at an intermediate level (one-to-two years of study) to get the most benefit from this course.
Course Transferable to UC/CSU
Hours: 18 hours LEC; 18 hours LAB
This course explores various popular fiddle and mandolin techniques and styles in the U.S. and around the world. It gives an historical overview of old-timey, blues, bluegrass, jazz, country, and rock approaches and techniques. The course also introduces various traditional ethnic styles and explores the adaptation of these styles to the modern popular commercial music scene. Both back-up and solo approaches to playing will be covered. The course will work with treble melody-chord charts of moderate difficulty. This course may be taken four times for credit.

MUIVI 452  World Drumming  1 Unit
Prerequisite: None
Course Transferable to UC/CSU
Hours: 18 hours LEC; 18 hours LAB
This course explores drumming techniques and styles of various cultures around the world. The course also explores the adaptation of these styles to the modern popular commercial music scene. This course may be taken four times for credit.

MUIVI 495  Independent Studies in  1-3 Units
Music Instrumental/
Voice Instruction
Prerequisite: None
Course Transferable to UC/CSU
See Independent Studies.

MUIVI 499  Experimental Offering in .5-4 Units
Music - Instrumental/
Voice Instruction
Prerequisite: None
Course Transferable to CSU
See Experimental Offerings.
MUP 315  Orchestra  1-2 Units
Prerequisite: Ability to play an instrument commonly found in an orchestra and read musical notation.
General Education: CSU Area C1
Course Transferable to UC/CSU
Hours: 18 hours LEC; 54 hours LAB
This course includes the study and performance of orchestral repertoire. It is open to those who play an orchestral instrument. It fulfills the requirements for all music majors. Students need not be music majors to enroll in this course. This course may be taken four times for credit.

MUP 325  Jazz Band  1-2 Units
Prerequisite: Ability to play an instrument commonly found in a jazz band and read musical notation
General Education: CSU Area C1
Course Transferable to UC/CSU
Hours: 18 hours LEC; 54 hours LAB
This course includes the rehearsal and performance of jazz band arrangements in a wide variety of styles, such as swing, fusion, Latin, and funk. It fulfills the requirements for all music majors. Students need not be music majors to enroll in this course. This course may be taken four times for credit.

MUP 335  Concert Band  1 Unit
Prerequisite: Ability to play an instrument commonly found in a concert band and read musical notation
General Education: CSU Area C1
Course Transferable to UC/CSU
Hours: 54 hours LAB
Students study and perform concert band literature covering a wide variety of styles, including classical, popular, Broadway, and jazz. Instructional assistants, with specialties in brass, woodwinds, and percussion, are available weekly during rehearsal for coaching. It fulfills the requirements for all music majors. Students need not be music majors to enroll in this course. This course is open to all students who play a band instrument and it may be taken four times for credit.

MUP 340  Symphonic Band  2 Units
Prerequisite: Ability to play an instrument commonly found in a symphonic band and read musical notation
General Education: CSU Area C1
Course Transferable to UC/CSU
Hours: 18 hours LEC; 54 hours LAB
This course is the study and performance of symphonic literature in a wide variety of styles. This course fulfills the requirements for all music majors. Students need not be music majors to enroll in this course. This course may be taken four times for credit.

MUP 355  College Choir  1-2 Units
Prerequisite: Students should have some choral experience and/or ability to read music notation.
General Education: CSU Area C1
Course Transferable to UC/CSU
Hours: 18 hours LEC; 54 hours LAB
This course includes the rehearsal and performance of choral music covering a wide variety of styles. This course is open to all students and may be taken four times for credit.

MUP 370  Rehearsal and Performance - 0.5-3 Units
Musical Ensemble
Same as TA 466
Prerequisite: None.
Enrollment Limitation: Students are selected through auditions as singers and instrumentalists.
Course Transferable to UC/CSU
Hours: 162 hours LAB
This course is open to students performing in theatrical musical productions. It provides a workshop training experience in the preparation and performance of musical literature. Students are selected through auditions as singers and instrumentalists. The course requires 27 hours of laboratory for each half-unit of credit. This course is cross-listed with TA 466. This course may be taken four times for a maximum of 12 units. Units may be earned from both MUP 370 and TA 466 for a maximum of 12 units.

MUP 402  Vocal Ensemble  1-2 Units
Prerequisite: None.
General Education: CSU Area C1
Course Transferable to UC/CSU
Hours: 18 hours LEC; 54 hours LAB
This course includes the rehearsal and performance of vocal ensemble music covering a wide variety of styles. The course may be taken four times for credit.

MUP 411  Woodwind Ensemble  1-2 Units
Prerequisite: None.
General Education: CSU Area C1
Course Transferable to UC/CSU
Hours: 18 hours LEC; 54 hours LAB
This course includes the rehearsal and performance of ensemble music for woodwinds. The course may be taken four times for credit.

MUP 413  Percussion Ensemble  1-2 Units
Prerequisite: None.
General Education: CSU Area C1
Course Transferable to UC/CSU
Hours: 18 hours LEC; 54 hours LAB
This course includes the rehearsal and performance of ensemble music for percussion. The course may be taken four times for credit.

Sacramento City College
MUP 415  String Ensemble  1-2 Units
Prerequisite: None.
General Education: CSU Area C1
Course Transferable to UC/CSU
Hours: 18 hours LEC; 54 hours LAB
This course offers coaching in the study and performance of music for guitar and/or orchestral starring ensembles. The course may be taken four times for credit.

MUP 417  Brass Ensemble  1-2 Units
Prerequisite: None.
General Education: CSU Area C1
Course Transferable to UC/CSU
Hours: 18 hours LEC; 54 hours LAB
This course includes the rehearsal and performance of ensemble music for brass. The course may be taken four times for credit.

MUP 419  Piano Ensemble  1-2 Units
Prerequisite: None.
Course Transferable to UC/CSU
Hours: 18 hours LEC; 54 hours LAB
This course includes the rehearsal and performance of ensemble music for piano. The course may be taken four times for credit.

MUP 422  Special Ensemble  .5-2 Units
Prerequisite: None
Participation
Course Transferable to UC/CSU
Hours: 108 hours LAB
This course is open to all students who sing or play musical instruments. Instrumentation of groups will vary, including jazz combo, piano quintet, guitar ensemble, and related music as well as choral groups. The course may be taken four times for a maximum of eight units.

MUP 424  Commercial Music Ensemble  2 Units
Prerequisite: Audition required before students may enroll in the class.
Advisory: Ability to play an instrument or sing at the intermediate level.
Course Transferable to UC/CSU
Hours: 18 hours LEC; 54 hours LAB
This course includes the rehearsal and performance of contemporary pop and commercial styles: jazz and rock fusion, rhythm and blues, soul, folk, urban styles, country, and Latin. This course may be taken four times for credit.

MUP 426  World Music Ensemble  1 Unit
Prerequisite: None
Course Transferable to UC/CSU
Hours: 18 hours LEC; 18 hours LAB
This course explores the performance of selected musical styles of different world cultures, such as Celtic, European, Asian, African, Latin American, Native American, Middle Eastern and combinations thereof. This class accommodates students of various instrumentation, music backgrounds and competence. Performance is not required, but is encouraged. The course may be taken four times for credit.

MUP 495  Independent Studies in Music Performance  1-3 Units
Prerequisite: None
Course Transferable to CSU
Hours: 54 hours LAB
See Independent Studies.

MUP 499  Experimental Offering in Music Performance  .5-4 Units
Prerequisite: None
Course Transferable to CSU
Hours: 54 hours LEC; 36 hours LAB
See Experimental Offerings.

Specializations in Music (MUSM)

MUSM 110  The Business of Music  3 Units
Prerequisite: ENGWR 50 with a grade of “C” or better; or placement through the assessment process.
Course Transferable to CSU
Hours: 54 hours LEC
This course presents an overview of the many aspects of today’s music industry, including copyrights, music publishing, recording artist contracts, royalties, advances, licensing music for movies and television, artist management, talent agents, touring, merchandising, producers and other personnel, band membership and issues, and contracts and riders.

MUSM 115  The Development and Management of an Independent Record Label  3 Units
Prerequisite: MUSM 110 with a grade of “C” or better.
Course Transferable to CSU
Hours: 54 hours LEC
This course provides students with a detailed study of the creation and day-to-day management of a music company to release their own music or the music of others. Topics include: locating talent, staffing, budgets, contracts, record-keeping, CD production and packaging, legalities and copyright issues, departments of a record label, developing marketing strategies and schedules, publicity, promotion, channels of distribution, working with vendors and suppliers, and understanding today’s music consumer. This course may be taken two times for credit.

MUSM 306  Live Sound Reinforcement  3 Units
Prerequisite: ENGWR 50 with a grade of “C” or better; or placement through the assessment process.
Course Transferable to CSU
Hours: 36 hours LEC; 54 hours LAB
The course presents an introduction to live sound mixing directed toward employment in the sound reinforcement industry and in operating sound systems in concert venues, churches and other fixed installations. Students will develop skills in operating mixing consoles, speaker placement, microphone techniques, room equalization, reverb, delay, and other effects (gate/compressor/limiters etc.). Students will learn practical techniques for getting the best concert sound. Either this course or MUSM 342 may be used as the prerequisite for MUSM 344.
MUSM 315  Careers in Music  1 Unit
Prerequisite: None
Course Transferable to CSU
Hours: 18 hours LEC
The course introduces the student to business opportunities, responsibilities, and jobs related to music business, technology, and the field of education. Students will research areas of interest: recording and performance, manufacturing, wholesaling, retailing, publishing, copyrighting, agents and managers, songwriting, arranging, producing, critiquing, promotion, and education.

MUSM 320  Contemporary Songwriting  3 Units
Prerequisite: ENGWR 50 with a grade of “C” or better; or placement through the assessment process.
Course Transferable to CSU
Hours: 54 hours LEC
This course covers the process of writing popular songs, including writing lyrics, designing instrumental and vocal arrangements, studying melodic and harmonic skills, learning popular song forms, analyzing musical styles, and creating lead sheets.

MUSM 321  Contemporary Songwriting  3 Units
Prerequisite: MUSM 320 with a grade of “C” or better.
Course Transferable to CSU
Hours: 54 hours LEC
This course covers advanced processes of popular songwriting, including production and song evaluation, lyrical interpretation, publishing songs, and the songwriters’ marketing system.

MUSM 322  Introduction to Film Music  3 Units
Prerequisite: MUFHL 401 with a grade of “C” or better.
Course Transferable to CSU
Hours: 54 hours LEC
This course is an introduction into the different aspects of writing and producing music for film and television. Students will explore the mechanics of putting music to film and video, compositional techniques and the history of musical styles in film. Students will learn about finding work in this field and gain hands-on experience by completing a creative project.

MUSM 330  Introduction to MIDI: Musical Instrument Digital Interface  2.5 Units
Prerequisite: None.
Advisory: MUFHL 320 or MUIVI 345 with a grade “C” or better.
Course Transferable to CSU
Hours: 36 hours LEC; 36 hours LAB
This course is an introductory course to the fields of music technology and desktop music production. Students will utilize contemporary computer, software, and electronic instrument technology to create music of diverse styles and genres.

MUSM 331  Intermediate MIDI: Musical Instrument Digital Interface  2.5 Units
Prerequisite: MUSM 330 with a grade of “C” or better
Course Transferable to CSU
Hours: 36 hours LEC; 36 hours LAB
This course builds on skills learned in MUSM 330 and concentrates on more advanced electronic arranging techniques using computers, synthesizers, and music notation software. Through a series of MIDI projects, students learn how various instruments are combined and mixed to create demo recordings in various styles of music.

MUSM 336  Music Project Studio  1 Unit
Prerequisite: MUSM 331 with a grade of “C” or better
Course Transferable to CSU
Hours: 54 hours LAB
This is a lab course for students who have completed MUSM 331 - Intermediate MIDI and who want to work on a creative project independently. A typical project could include completing a demo recording utilizing the MIDI and audio resources at the college. Students would work independently, but confer with faculty during the course of the project and present their final work at the end of the semester for critique and evaluation. This course may be taken twice for credit.

MUSM 340  Introduction To Desktop Audio  1 Unit
Prerequisite: None
Course Transferable to CSU
Hours: 18 hours LEC; 18 hours LAB
This course covers basic audio techniques used at computer workstations for the creation of music and dialog soundtracks for multimedia and the internet. Some of the areas covered include acoustics, microphone techniques, desktop multimedia, internet and desktop video presentations.

MUSM 342  Recording Studio Techniques  3 Units
Prerequisite: None.
Advisory: Eligibility for ENGWR 100 or ESLW 320.
General Education: CSU Area C1
Course Transferable to CSU
Hours: 54 hours LEC
This course is an introduction to audio engineering in the recording studio including multi-track recording, microphone selection and use, mixing console, signal processing, and four-track demo production. MUSM 342 is the first semester course in the audio production degree program and may be taken twice for credit.

MUSM 344  Recording Studio Techniques  3 Units
Prerequisite: MUSM 306 or 342 with a grade of “C” or better
General Education: CSU Area C1
Course Transferable to CSU
Hours: 36 hours LEC; 54 hours LAB
This lecture and “hands-on” lab class builds on topics covered in MUSM 342 and MUSM 306. It uses 8-track recording techniques utilizing the Alesis ADAT Digital Recorder and the Mackie 8-bus Mixer. Basic, as well as advanced, microphone techniques, acoustics, recording studio design, mixing, monitoring, and audio measurement are covered. Students have the opportunity to engineer live studio recording sessions during class. Two hours per week of outside lab work are required of students during the second half of the semester.
MUSM 350  Recording Studio Techniques  3 Units
Prerequisite: MUSM 344 with a grade of “C” or better.
Course Transferable to CSU
Hours: 36 hours LEC; 54 hours LAB
This is a lecture/lab class in 24-track analog recording studio equipment and operations. Topics of study will be the operation of all equipment used in the SCC control room including the recording console, console automation, 24-track analog tape machine, and a wide variety of outboard equipment used in studio recording. Heavy emphasis is placed on studio signal flow.

MUSM 351  Analog Recording Consoles  1.5 Units
and Tape Machines
Prerequisite: MUSM 344 with a grade of “C” or better
Corequisite: MUSM 354
Course Transferable to CSU
Hours: 18 hours LEC; 27 hours LAB
This is a lecture/lab course in 24-track analog recording studio equipment and operation. Topics of study will include the operation of equipment used in the SCC A-225 Control Room including the Otari Series 54 Recording Console and the Otari MX-80 24-track analog tape recorder. Proper operation of this equipment in a professional work environment will be emphasized.

MUSM 354  Recording Sessions  1.5 Units
Workshop
Prerequisite: MUSM 344 with a grade of “C” or better.
Corequisite: MUSM 350.
Course Transferable to CSU
Hours: 18 hours LEC; 27 hours LAB
This course provides practical hands-on recording session experience in many styles of music for second-year recording students in the commercial music program. Students complete a number of recording sessions under real world situations. Students take responsibility for all studio functions, such as engineer, producer, tape operator, production assistant, studio manager, and promotion staff. This course must be taken twice for the Audio Production degree. This course may be taken four times for credit.

MUSM 355  Advanced Microphone  1.5 Units
Techniques and Analog
Session Outboard Gear
Prerequisite: MUSM 344 with a grade of “C” or better
Corequisite: MUSM 354
Course Transferable to CSU
Hours: 18 hours LEC; 27 hours LAB
MUSM 355 offers the student a wide ranging discussion of microphone techniques used in a variety of recording sessions. In conjunction with examining microphone techniques, the course will explore the use of outboard equipment, such as limiters, compressors, and equalizers in the context of the studio recording session.

MUSM 356  Pro Tools 101, Introduction  1.5 Units
to Pro Tools
Prerequisite: MUSM 344 with a grade of “C” or better.
Course Transferable to CSU
Hours: 27 hours LEC
This course is conducted in the Music Department’s Mac computer lab. It is an introductory course to Digidesign’s Pro Tools digital audio workstation software application. This is the first course offering as part of the College’s Digidesign Certified Training Location alliance. This course fully trains students in the basic operation of Pro Tools LE. Students learn how to record, edit, and mix music and MIDI within the Pro Tools application. This course may be taken twice for credit.

MUSM 357  Pro Tools 110 Intermediate  1.5 Units
Pro Tools
Prerequisite: MUSM 344 and 356 with grades of “C” or better
Corequisite: MUSM 356
Course Transferable to CSU
Hours: 27 hours LEC
This course offers intermediate level instruction in the skills needed to operate Digidesign’s Pro Tools LE digital audio workstation hardware and software applications. This course trains students in recording, editing and mixing audio and MIDI within the Pro Tools environment. It is conducted in the Music Department’s Mac computer lab.

MUSM 362  Studio Mixdown Techniques  1.5 Units
Prerequisite: MUSM 350 and MUSM 354 with grades of “C” or better.
Course Transferable to CSU
Hours: 18 hours LEC; 27 hours LAB
This course instructs students in the methods used to create professional multi-track mixes in the Music Department’s 24-track control room. Advanced techniques in equalization, spatial placement, mixing console automation and reverberation are investigated. Student’s lab work is regularly presented in class for critical evaluation. On a number of occasions outside professionals in the field are invited to speak and demonstrate their techniques to the class. A routine component of the class is exercises to develop “Critical Listening” skills in the students. The course may be taken two times for credit.

MUSM 366  Pro Tools 201, Advanced  1.5 Units
Pro Tools
Prerequisite: MUSM 350, 354, and 356 with grades of “C” or better.
Course Transferable to CSU
Hours: 18 hours LEC; 27 hours LAB
This is the second course offering as part of the SCC, Digidesign Certified Training Location alliance. Pro Tools 201 focuses on a foundation of skills needed to competently operate a Pro Tools TDM system in a professional environment. This course may be taken two times for credit. The third course needed to become a Certified Pro Tools Operator is not offered at SCC. The third course is offered at off-campus private learning centers.
MUSM 367  Audio for Video Post Production  1.5 Units
Prerequisite: MUSM 350, 354, and 356 with grades of “C” or better.
Corequisite: MUSM 366.
Course Transferable to CSU
Hours: 22 hours LEC; 15 hours LAB
In MUSM 367 students learn Post Production, the art and science of adding sound to picture for television, feature films and commercials. Students work in the Pro Tools digital audio workstation environment. Projects include actual work from Post Production Studios submitted to the College. This course may be taken two times for credit.

MUSM 368  Advanced Audio Lab - Independent Project  1 Unit
Prerequisite: MUSM 366 with a grade of “C” or better
Course Transferable to CSU
Hours: 54 hours LAB
This is a lab course for students who have completed MUSM 366 - Pro Tools 201, Advanced Pro Tools, and who want to work on a creative project independently. A typical project could include completing a demo recording utilizing the audio resources at the college. Students would work independently, but confer with faculty during the course of the project and present their final work at the end of the semester for critique and evaluation. This course may be taken twice for credit.

MUSM 494  Topics in Music Specializations in Music  .5-4 Units
Prerequisite: None
Course Transferable to UC/CSU
Hours: 54 hours LEC; 54 hours LAB
This course is designed to give students an opportunity to study a variety of topics dealing with performance and or Musicology. Selected topics would not include current course offerings. This course may be repeated for credit, providing there is no duplication of topics.

MUSM 495  Independent Studies in Music - Specializations in Music  1-3 Units
Prerequisite: None
Course Transferable to UC/CSU
Hours: 54 hours LAB
See Independent Studies.

MUSM 498  Work Experience in Music Specializations in Music  1-4 Units
Prerequisite: None
Course Transferable to CSU
Hours: 72 hours LEC
This course involves 18 hours lecture and 75 hours of related, paid work experience or 60 hours of volunteer work experience for one unit; and, 75 or 60 hours of related work experience for each additional unit. The course may be repeated when there is new or expanded learning on the job.
Nursing, Registered NURSE

Associate in Science Degree

Career Opportunities
This program prepares the student for employment as an entry-level staff nurse in hospitals, doctors’ offices, skilled nursing or extended care facilities, surgery centers, ambulatory care settings, occupational health and other related agencies. Registered nurses provide nursing care to clients and groups of clients throughout the lifespan. They have many responsibilities from direct patient care to leadership roles, depending on the specific setting in which they are working. Program graduates are eligible to apply for the examination given by the National Council Licensure Examination for Registered Nurses.

Recommended High School Preparation
College preparatory courses including algebra, biology, chemistry and physiology. A chemistry course with laboratory experience in a college or university with a grade of “C” or better is required as prerequisite to the basic science courses.

Program Information
The Associate in Science Degree Program of Nursing at Sacramento City College is approved by the California Board of Registered Nursing. Students enrolled in this program are required to complete a combination of general education, science, and nursing education courses with related clinical experiences in cooperating local hospitals. The complete program is four semesters and two summer sessions in length-80-82 units total.

In addition to regular expenses such as enrollment fees, living costs, activity fees and books, nursing major students also have the expense of uniforms, equipment, professional liability insurance, graduation and licensing costs. They also have the responsibility for their physical examinations, required immunizations, background checks, and drug screens as well as transportation to and from clinical agencies for day and evening learning experiences. All enrolled students must have a current CPR Category “C” American Heart Association or Professional Rescuer American Red Cross Certificate.

Additional Information
Informational meetings are held several times each semester and provide prospective students with information on program prerequisites, enrollment process, and other facts about the program. For information call (916) 558-2271 or visit the SCC Web Site at http://www.scc.losrios.edu.

Enrollment Eligibility
Completion of ENGRD 110, with a grade of “C” or better, or eligibility for ENGRD 310 as determined by the reading assessment process for all applicants who do not have an AA degree or higher.

Courses taken for Credit/No Credit (C/NC) will be calculated into GPAs as a “C” grade.

Graduation from an accredited high school (graduates from outside the United States must have transcripts evaluated by an approved independent agency), or successful completion of General Education Development (GED) or California High School Proficiency Exam (CHSPE). These requirements are defined by the current Nurse Practice Act, Title 16, California Code of Regulations, Section 1412.

Enrollment Process
1. Applications for enrollment and official transcripts supporting completion of prerequisite courses must be submitted to the Science and Allied Health Division by the posted due date. Enrollment applications and deadlines are available from the Science & Allied Health Division Office (Mohr Hall, Room 18 or 558-2271) or the SCC website at http://www.scc.losrios.edu/~nursing/.

2. Successful completion of the enrollment eligibility requirements places the applicant in the pool of qualified applicants. A computerized random selection process is used to select students to be offered enrollment.

3. All students offered enrollment into the Nursing program will complete the Test of Essential Academic Skills (TEAS) developed by Assessment Technologies Institute, LLC (ATI). A composite score of 67 is required for program enrollment. Additional information is available from the Nursing department or on the SCC Nursing website.

4. Students accepted to the nursing program will be required to complete a physical examination, inoculations, drug screen, background check, and possess a current CPR card and malpractice insurance prior to the start of the semester.
## Nursing, Registered
### Associate in Science Degree

#### Required Program

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<td>NURSE 405, Fundamentals of Health and Nursing Care</td>
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<td>NURSE 425, Nursing Complex Health Problems Through</td>
<td>11.0</td>
</tr>
<tr>
<td>the Life Cycle</td>
<td></td>
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<tr>
<td><strong>Fourth Semester</strong> -</td>
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<tr>
<td>NURSE 435, Complex and Multiple Patient Care</td>
<td>10.0</td>
</tr>
<tr>
<td>NURSE 445, Clinical Seminar</td>
<td>0.5</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td>43</td>
</tr>
</tbody>
</table>

#### General Education and Science Courses Required for the Nursing Program

| ENGWR 300, College Composition                        | 3     |
| COMM 301, Introduction to Public Speaking (3)         | 3     |
| or COMM 331, Group Discussion                         |       |
| PSYC 300, General Principles                          | 3     |
| SOC 300, Introductory Sociology (3)                   | 3     |
| or ANTH 310, Cultural Anthropology (3)                |       |
| FCS 324, Human Development                            | 3     |
| FCS 340, Nutrition                                    | 3     |
| or NUTRI 300, Nutrition                               |       |
| BIOL 430, Anatomy and Physiology                      | 5     |
| BIOL 431, Anatomy and Physiology                      | 5     |
| BIOL 440, General Microbiology                        | 4     |
| **Subtotal**                                          | 32    |

| **Total Program Units**                                | 75    |

### Associate in Science (A.S.) Degree

All Nursing Students must meet graduation requirements for the Associate Degree which will be obtained by completing the required courses listed above plus the general education requirements.

**NOTE:**
1. Nursing courses must be taken in sequence.
2. Graduation requirements may be taken before entering the nursing program or concurrently. A grade of “C” or better is mandatory in each course in the Required Program above for progression in the program and for recommendation for application for the licensing examination. If the grade for the performance in the clinical area is unsatisfactory, the semester grade will be “F” irrespective of achievement on paper and pencil tests. Students who need tutoring may enroll in HSER 1000.
3. In order to obtain a R.N. License as a graduate, students must be degree by the conclusion of NURSE 435.

#### Enrollment Options for Licensed Vocational Nurses

LVNs seeking entry are subject to space availability. These applicants have four options to prepare for the California licensure examination for Registered Nurses.

1. **30 unit option:** The LVN must complete physiology and microbiology prior to entering the second year nursing courses, NURSE 425 and NURSE 435. This option does not lead to an Associate Degree in Nursing.
2. **LVNs who seek advanced placement by challenge examinations:** (15 units are the maximum number allowed) in the ADN program must meet all program requirements for science, communication and Associate in Science Degree.
3. **LVNs who wish to pursue the Associate in Science Degree in Nursing through the generic program:** must meet all requirements for admission.
4. **LVNs seeking career mobility option:** must meet all the program requirements for science, communication and Associate in Science degree and complete NURSE 305, 425, 435, and 445.

### Baccalaureate Degree

Since the various Schools of Nursing may change prerequisite and admissions procedures, it is important that nursing students who are contemplating transfer to a four-year institution consult with a counselor as early as possible.

### Diploma RN Pursuing Associate Degree

Graduates of hospital schools of nursing who are currently licensed in California may earn an Associate in Science Degree at Sacramento City College. This R.N. will need to do the following:

1. Complete requirements for an Associate in Science Degree (consult with counselor on graduation requirements). At least 12 units must be completed at Sacramento City College to meet the residency requirement.
2. Petition for graduation. At this time the college will grant 30 units in nursing toward the major.

Interested registered nurses should contact the Science & Allied Health Division, Mohr Hall 18, (916) 558-2271.

### Transfer

Transfer students must present evidence of comparable theory and clinical practice and are admitted on a space available basis.

### Enrollment, Reentry or Transfer

Those students seeking enrollment, re-entry or transfer should contact the Director of the Associate Degree Nursing Program, Sacramento City College, 3835 Freeport Boulevard, Sacramento, CA 95822 or call (916) 558-2271.
NURSE 305  Transition to Associate Degree Nursing
Prerequisite: Completion of BIOL 430, BIOL 431, and BIOL 440 with a cumulative GPA of 3.0; PSYC 300, FCS 340, FCS 324; ENGR 300, COMM 301 or 331, and SOC 300 or ANTH 310 with a cumulative GPA of 2.5.
Enrollment Limitation: Student must have completed Registered Vocational Nurse program application enrollment process before they are eligible to enroll in nursing courses.
Student must possess a current California license as a Licensed Vocational Nurse.
Course Transferable to CSU
Hours: 54 hours LEC; 54 hours LAB
This bridge course is designed for the California Licensed Vocational Nurse (LVN) who is admitted for advanced placement into the second year of the Associate Degree Nursing Program. Critical thinking skills necessary for successful role transition are emphasized throughout the course. Topics include care of adult and geriatric clients with specific medical-surgical nursing disorders, assessment skills, pharmacology, nursing process, theory-based nursing practice, legal/ethical issues, cultural and ethnic diversity, and the educator role of the Registered Nurse (RN). Concurrent acute care hospital laboratory experience emphasizes critical thinking, problem solving, decision making, and implementing nursing theory in clinical practice.

NURSE 315  Pharmacology and Implications for Nursing
Prerequisite: None.
Course Transferable to CSU
Hours: 36 hours LEC
This course will detail the principles of pharmacology, pharmacokinetics, pharmacodynamics, pharmacotherapeutics, and adverse drug reactions. The major drug classes and related nursing implications for people receiving drugs that affect the body systems, prevent and treat pain, infections, malignant neoplasms, and seizure disorders will be discussed. In addition, drugs that alter psychogenic behavior and sleep patterns will be presented.

NURSE 325  Medical Dosage Calculations
Prerequisite: None.
Course Transferable to CSU
Hours: 18 hours LEC
This course prepares students to accurately calculate oral and parenteral drug dosages for medication administration. Students will learn three systems of measurement and conversion from one system to another. Basic flow rates of IV fluids will be covered. Course content will also include: 1) review of basic arithmetic operations used in dosage calculations; 2) interpretation of drug labels; 3) common medical abbreviations used in dosage calculations; 4) use of the following methods: basic formulas, ratio and proportion, fractional equation, and dimensional analysis in dosage calculations. Calculators will not be used in this course.

NURSE 370  Focused Learning in the Associate Degree Nursing Program
Prerequisite: See enrollment limitations.
Corequisite: NURSE 405 (Fundamentals of Health and Nursing Care), or NURSE 415 (Nursing and Health Maintenance through Adult Years), or NURSE 425 (Nursing Complex Health Problems throughout the Life Cycle), or NURSE 435 (Complex and Multiple Patient Care).
Enrollment Limitation: Acceptance into the Registered (Associate Degree) Nursing Program.
Course Transferable to CSU
Hours: 6 hours LEC; 63 hours LAB
This course offers strategies to enhance student success in each of the four semesters of the Registered (Associate Degree) Nursing program and in the National Licensure Examination for Nurses after graduation. This course assesses personal aptitudes, learning styles, strengths and weaknesses in written and verbal communication, and potential barriers to successful completion of the nursing program. The course includes the development of personal and professional support systems and development of a purposeful analytic process that results in reasoned decisions and judgments as a healthcare professional. The goal will be to level focused learning from simple to complex as students advance through the nursing program. Course content will address the specific needs of the student as they adapt to clinical, theory and evaluation methods required in the nursing classes and includes evaluation of mastery of the concurrent Registered (Associate Degree) Nursing course objectives and remediation before the final examination. This course utilizes Regional Health Occupations Resource Centers (RHORC) Student Success materials and Assessment Technologies Institute (ATI) teaching materials that supplement and review the Associate Degree content.

NURSE 380  Preparing for a Nursing Career
Prerequisite: ENGWR 100 and MATH 100 with a grade of “C” or better.
Course Transferable to CSU
Hours: 18 hours LEC
This course presents the role of the Registered Nurse (RN) and the Licensed Vocational Nurse (LVN) within various settings in today’s health care systems. Students assess their own learning styles and compare their abilities to those required in nursing; critical thinking is applied to several scenarios. Written, verbal, and math skills are emphasized along with learning resources, study strategies, legal and ethical aspects of practice, and stress management. The rigors of being a nursing student and graduate nurse are presented along with information on the current job market and opportunities for advancement in nursing.
NURSE 405  Fundamentals of Health and Nursing Care  10.5 Units

Prerequisite: See Enrollment Limitations.
Enrollment Limitation: Acceptance into the Registered (Associate Degree) Nursing Program and Completion of BIOL 430, 431 and 440 with a cumulative GPA of 3.0 or better. Completion of FCS 340, FCS 324, ENGWR 300, and PSYC 300 with grades of “C” or better and a cumulative GPA of 2.5 in these four (4) courses. Completion of ENGRD 110 or eligibility for ENGRD 310 as determined by the reading assessment process for all applicants who do not have an AA Degree or higher.
Course Transferable to CSU
Hours: 90 hours LEC; 324 hours LAB
This course utilizes the conceptual framework of the curriculum (Basic Human Needs, Life-Cycle Development, Health Illness, Significant Health Problems, Stress Adaptation) to provide the foundation for the following three semesters of the program. It includes an introduction to nursing, its evolution, present trends and issues, legal aspects, and concepts underlying today’s practice. Basic principles of delegation, management and home care are introduced and integrated into appropriate content. The theory and related clinical experiences prepare the student to utilize critical thinking and the nursing process in providing direct patient care with a focus on basic human needs. The student learns to use standard nursing measures to support patient’s adaptive mechanisms for attaining and maintaining wellness during early, middle and late adulthood. The sub-concepts integrated throughout the course are personal hygiene, nutrition, communications, human sexuality, cultural diversity, legal/ethical aspects, pharmacology and pathophysiology. Emphasis is given to the promotion of health in the elderly and in persons with varying degrees of immobility.

NURSE 415  Nursing and Health Maintenance Through Adult Years  11 Units

Prerequisite: NURSE 405 and COMM 301 or COMM 331 with grades of “C” or better.
Enrollment Limitation: Enrollment in Associate Degree Nursing (Registered Nursing) program.
Course Transferable to CSU
Hours: 72 hours LEC; 351 hours LAB
This course presents theory and practice related to helping patients cope with the physiological stressors commonly encountered in the adult years. Content focuses on common medical-surgical health problems related to the adult and older adult in the acute care, home care, rehabilitation, and community settings. Theory related to personal hygiene, nutrition, communication, pathophysiology, pharmacology, and common health resources is integrated throughout the course. Learning experiences provide students with the opportunity to acquire new clinical skills and apply previously learned principles and concepts in a variety of clinical settings. There is an emphasis on the utilization of the nursing process, management, delegation and critical thinking skills to meet basic human needs, promote health and prevent illness.

NURSE 425  Nursing Complex Health Problems Throughout the Life Cycle  11 Units

Prerequisite: NURSE 415 with a grade of “C” or better; Completion of SOC 300 or ANTH 310 with a grade of “C” or better.
Enrollment Limitation: Enrollment in Associate Degree Nursing (Registered Nursing) program
Course Transferable to CSU
Hours: 90 hours LEC; 324 hours LAB
This course emphasizes theory and clinical experiences related to helping patients/families adapt to pathophysiological and pathopsychological stressors in addition to assisting patients of all ages in meeting their health promotion needs. Content focuses on the application of medical/surgical principles for adult/pediatric patients and application of psychiatric nursing principles for adult/pediatric mental health patients. The sub-concepts integrated throughout the course include pathophysiology, psychopathophysiology, pharmacology, mental health disorders, adult acute/chronic illnesses and pediatric acute/chronic illnesses, family/patient centered care, health promotion, illness prevention, community health, end-of-life and palliative care, rehabilitative concepts, and evaluation of patient centered nursing outcomes. Learning experiences in the classroom and clinical settings provide students the opportunity to utilize the nursing process as well as organizational, decision-making, critical thinking, interdisciplinary communication, and delegation skills when helping patients of all ages attain optimal physical and mental health.

NURSE 435  Complex and Multiple Patient Care  10 Units

Prerequisite: NURSE 425 with a grade of “C” or better
Corequisite: NURSE 445
Enrollment Limitation: Enrollment in the Associate Degree Nursing (Registered Nursing) program
Course Transferable to CSU
Hours: 72 hours LEC; 324 hours LAB
The last semester course focuses on theory and practice related to multiple patient assignments and to caring for patients with complex health problems. The learning experiences provide the student with the opportunity to continue developing skills, emphasizing organization, priority setting, decision making, critical thinking, leadership, management, delegating, and ethical and legal personal accountability. Clinical experiences may include, but are not limited to, acute, subacute, extended care, home health care, and hospice.

NURSE 445  Clinical Seminar .5 Units

Prerequisite: NURSE 425 with a grade of “C” or better
Corequisite: NURSE 435
Enrollment Limitation: Enrollment in the Associate Degree Nursing (Registered Nursing) program
Course Transferable to CSU
Hours: 27 hours LAB
This course is designed to provide supplemental clinical information related to current nursing practice and health care issues.
NURSE 495  Independent Studies in Nursing  1-3 Units
Prerequisite: None
Course Transferable to UC/CSU
Hours: 54 hours LEC
See Independent Studies.

NURSE 499  Experimental Offering in Nursing  .5-4 Units
Prerequisite: None
Course Transferable to CSU
Hours: 54 hours LEC; 63 hours LAB
See Experimental Offerings.

NURSE 1000 NCLEX-RN Review  1-3 Units
Prerequisite: NURSE 425 with a grade of "C" or better
Corequisite: NURSE 435
Hours: 27 hours LEC; 81 hours LAB
This course prepares the student to take the NCLEX-RN (National Council Licensure Examination-Registered Nurse). Coursework includes computer test-taking skills, barriers to success, identification of knowledge deficits via a standardized assessment test, and overview of NCLEX-RN content areas. In the classroom, students may earn .5 unit of credit for every 9 hours. In the lab, students implement an individualized study plan and may earn .5 unit of credit for every 27 hours of work. This course is designed to be taken during the last semester of an RN program or after completion of a nursing program. The course is designed for first-time and repeat test takers. This course is graded as Credit/No Credit.
Career Opportunities
This program prepares the student for employment as a licensed vocational nurse. The LVN may work in hospitals, doctors’ offices, ambulatory care settings, skilled nursing facilities, or extended care facilities to provide basic patient care to clients of all ages under the supervision and direction of physicians or registered nurses. The specific procedures performed vary greatly depending on the work setting.

Recommended High School Preparation
Classes in biology, mathematics, and English.

Program Information
The Vocational Nursing Program at Sacramento City College is approved by the California Board of Vocational Nursing and Psychiatric Technicians. Upon successful completion of the three-semester, 53-unit program the student is eligible to apply for the National Licensing Examination to qualify as a Licensed Vocational Nurse. Students enrolled in this program are required to complete nursing support and nursing education courses with related clinical experiences in cooperating local hospitals. The program prepares for employment and also leads toward the Associate in Science Degree when additional requirements are met. In addition to regular expenses such as enrollment fees, living costs, activity fees, and books, vocational nursing students have the expense of uniforms, professional liability insurance, physical examinations, required immunizations, background checks, drug screens, graduation, and licensing costs.

Students also have the responsibility of their physical examination and required immunizations as well as transportation to and from clinical agencies for day and evening learning experiences. All students must have a current CPR category “C” American Heart Association or Professional Rescuer American Red Cross Certificate.

Additional Information
Informational meetings are held several times each semester and provide prospective students with information on program prerequisites, enrollment process, and other facts about the program. For information call (916) 558-2271 or visit the SCC Web Site at http://www.scc.losrios.edu.

Enrollment Eligibility
- Completion of BIOL 100 (Introduction to Concepts of Human Anatomy and Physiology) with a GPA of 3.0.
- Completion of FCS 324/PSYC 370, Human Development: A Life Span, and FCS 340/NUTRI 300 (Nutrition), and AH 110 (Medical Language for Health-Care Providers) with a cumulative GPA of 2.5 in these three (3) courses.
- The Board of Vocational Nursing and Psychiatric Technicians requires a five-year recency for the prerequisite courses.
- Completion of ENGRD 11, with a grade of “C” or better, or eligibility for ENGRD 110 as determined by the reading assessment process for all applicants who do not have an Associate in Arts degree or higher.
- Be a high school graduate or pass the GED.
- Courses taken for credit/no credit (C/NC) will be calculated into GPA’s as a “C” grade.
- A grade of “C” or better is mandatory in each course in the Required Program above for progression in the program and for recommendation for application for the licensing examination. If the clinical performance is “unsatisfactory,” the semester grade will be “F” regardless of achievement in theory.
- The Board of Vocational Nursing and Psychiatric Technicians requires that the student be a high school graduate or pass the GED.
- Admission, Reentry or Transfer: Contact the Director of Vocational Nursing, Sacramento City College, 3835 Freeport Boulevard, Sacramento, CA 95822 or call (916) 558-2271.

Enrollment Process
1. Applications for enrollment and official transcripts supporting completion of prerequisite courses must be submitted to the Science and Allied Health Division by the posted due date. Enrollment applications and deadlines are available from the Science & Allied Health Division Office (Mohr Hall, Room 18 or 558-2271) or the SCC website at http://www.scc.losrios.edu/~nursing/.
2. Completion of the enrollment eligibility requirements places the applicant in the random selection pool. Eligible students who are not enrolled will be considered alternates. One-third of the class will be randomly selected from the eligible applicants who were alternates from the previous semester. Two-thirds of the class will be selected from all eligible applicants.
3. Students accepted to the nursing program will be required to undergo a criminal background check and an 8-panel drug screen test prior to their clinical laboratory experience.
Nursing, Vocational
Associate in Science Degree
Certificate of Achievement

NOTE: Vocational Nursing courses must be taken in sequence.

<table>
<thead>
<tr>
<th>Prerequisite Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 100, Introduction to Concepts of Human Anatomy and Physiology</td>
<td>3</td>
</tr>
<tr>
<td>FCS 340, Nutrition (3)</td>
<td>3</td>
</tr>
<tr>
<td>or NUTRI 300, Nutrition (3)</td>
<td></td>
</tr>
<tr>
<td>AH 110, Medical Language for Health-Care Providers</td>
<td>3</td>
</tr>
<tr>
<td>FCS 324, Human Development: A Life Span (3)</td>
<td></td>
</tr>
<tr>
<td>or PSYC 370, Human Development: A Life Span (3)</td>
<td>3</td>
</tr>
<tr>
<td><strong>Prerequisite Courses Units</strong></td>
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<table>
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<tr>
<th>Required Program</th>
<th>Units</th>
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<tr>
<td>VN 120, Meeting Adult Basic Health Needs</td>
<td>14</td>
</tr>
<tr>
<td>VN 130, Meeting Health Needs of All Age Groups</td>
<td>12</td>
</tr>
<tr>
<td>VN 140, Meeting Complex Adult Health Needs</td>
<td>12</td>
</tr>
<tr>
<td>PSYC 300, General Principles</td>
<td>3</td>
</tr>
<tr>
<td><strong>Subtotal Units</strong></td>
<td><strong>41</strong></td>
</tr>
<tr>
<td><strong>Total Units Required</strong></td>
<td><strong>53</strong></td>
</tr>
</tbody>
</table>

**Associate in Science (A.S.) Degree**
The Associate in Science Degree may be obtained by completing the required courses listed above, plus the general education requirements, plus sufficient electives to meet a 60-unit total. See SCC graduation requirements.

**Certificate of Achievement**
The Certificate of Achievement may be obtained by completion of the required program with grades of “C” or better.

**Admission, Reentry or Transfer**
Contact the Director of Vocational Nursing, Sacramento City College, 3835 Freeport Boulevard, Sacramento, CA 95822 or call (916) 558-2271.

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**VN 120 Meeting Adult Basic Health Needs 14 Units**

*Prerequisite: See Enrollment Limitations*

*Enrollment Limitation: Acceptance into the Vocational Nursing Program and completion of BIOL 100 with a grade of “B” or better. Completion of AH 110, FCS 340, and FCS 324 with grades of “C” or better and a cumulative GPA of 2.5 in these three (3) courses. Completion of ENGRD 11 or eligibility for ENGRD 110 as determined by the reading assessment process for all applicants who do not have an AA Degree or higher.*

*Hours: 144 hours LEC; 324 hours LAB*

This course is an orientation to Vocational Nursing and role of the Vocational Nurse within the health care team, including historical, ethical, and legal aspects. Theory and practice introduces the nursing process and related concepts (basic human needs, life-cycle development, health-illness continuum, and major health problems related to cardiovascular/respiratory nutrition-elimination, mobility (activity and exercise), hormonal disturbances, and surgical interventions. Fundamental skills and responsibilities involved in patient care, including medication administration, principles of communication, health teaching, cultural diversity, and human sexuality are included. Emphasis is on assessment of patient needs and basic nursing interventions for adults of all ages.

**VN 130 Meeting Health Needs of All Age Groups 12 Units**

*Prerequisite: VN 120 with a grade of “C” or better*

*Enrollment Limitation: Enrollment in the Vocational Nursing program*

*Hours: 108 hours LEC; 324 hours LAB*

Students apply theory in utilizing the nursing process to meet the needs of: 1) adult patients with major health problems related to more complex regulatory, cardio-vascular/respiratory, and reproductive disturbances; 2) mothers during the maternity cycle and newborns; 3) hospitalized children of various ages. Emphasis is on increasing independence in the implementation of care plans. Concepts and principles related to legal and ethical aspects, communications, health teaching, cultural diversity and human sexuality are applied in a variety of clinical settings and with patients of all ages.

**VN 140 Meeting Complex Adult Health Needs 12 Units**

*Prerequisite: VN 130 with a grade of “C” or better*

*Corequisite: PSYC 300*

*Enrollment Limitation: Enrollment in the Vocational Nursing program*

*Hours: 108 hours LEC; 324 hours LAB*

Students apply course theory in utilizing the nursing process to meet the needs of adult patients of all ages with major health problems related to more complex regulatory, elimination, cardiovascular/respiratory and nutritional disorders. Emphasis is on fulfilling all steps of the nursing process. Principles related to legal and bio-ethical aspects, communication, health teaching, cultural diversity and human sexuality are included. Management principles, the Vocational Nursing Practice Act, professional organizations, resume writing and job search are presented.
VN 150  Intravenous Therapy and  1.5 Units
Blood Withdrawal
Prerequisite: VN 130 or NURSE 415 with a grade of “C” or better or equivalent courses (completion of two semesters of nursing).
Hours: 27 hours LEC; 9 hours LAB
This course will provide the student with the knowledge and skills to start and superimpose intravenous fluids and withdraw blood. The course meets the requirements of the Board of Vocational Nursing and Psychiatric Technicians for Licensed Vocational Nurses to become certified in IV therapy and blood withdrawal.

VN 295  Independent Studies in  1-3 Units
Nursing, Vocational
Prerequisite: None
Hours: 54 hours LEC
See Independent Studies.

VN 299  Experimental Offering in  .5-4 Units
Vocational Nursing
Prerequisite: None
Hours: 90 hours LEC
See Experimental Offerings.
NUTRI 300  Nutrition  3 Units
Same As: FCS 340
Prerequisite: None.
Advisory: ESLR 320 and ESLW 320 or ESL 114; and MATH 34; with grades of “C” or better.
General Education: AA/AS Area IV, AA/AS Area III(b)
Acceptable for credit: CSU
54 hours lecture
Students will study the basic principles of nutrition, sources, and functions of the nutrients in all stages of the life cycle, nutrition as a world problem, and consumer problems related to food. Course topics such as weight loss, sports nutrition, food safety, the diet-disease relationship, global nutrition, and analysis of special nutritional requirements and needs during the life cycle, are emphasized. An evaluation of personal dietary habits using current dietary guidelines and nutritional assessment methods will also be completed to help students assess their own nutritional health.

NUTRI 302  Nutrition for Physical Performance  3 Units
Same As: PET 418
Prerequisite: None.
General Education: AA/AS Area III(b)
Acceptable for credit: CSU
54 hours lecture
This course will explore nutrition and fitness with emphasis on the relationship between nutrition, physical activity, lifelong fitness, and health.

NUTRI 310  Cultural Foods of the World  3 Units
Same As: FCS 342
Prerequisite: None.
Advisory: ENGWR 50 and ENGRD 110; or ESLW 320 and ESLR 320; and MATH 34 with grades of “C” or better
Acceptable for credit: CSU
54 hours lecture
Students will explore the typical food customs and meal patterns of various cultures throughout the world. Students will be introduced to the social, religious, economic, and aesthetic significance of these cultures and examine how geographical, agricultural, and socioeconomic factors influence their nutritional status. Students will also explore the preparation and evaluation of the food products. There will be one mandatory field trip to a specialty market/restaurant.

NUTRI 330  Food Theory and Preparation  4 Units
Prerequisite: None.
Advisory: ENGWR 50 and MATH 27 with grades of “C” or better.
Acceptable for credit: CSU
54 hours lecture
This course provides a comprehensive study of food ingredients and the basic principles and techniques involved in food preparation. It will also examine the factors that influence foods and the changes that occur in foods during preparation. The laboratory emphasizes basic cooking skills and theory applications. The emphasis in this course is on the reasons for procedures and phenomena and the prevention and/or correction of cooking failures.

NUTRI 480  Nutrition Honors  3 Units
Same As: FCS 480
Prerequisite: None.
Enrollment Limitation: Eligibility for the Honors Program.
General Education: AA/AS Area IV, AA/AS Area III(b)
Acceptable for credit: CSU
54 hours Lecture
This is an enriched study of nutrition for honors students. The course uses a seminar model to study nutrients and their physiological functions. Current issues such as: food safety, vegetarian diets, world hunger, trans-fats, and vitamin/mineral supplementation are examined. Students analyze and evaluate their diet using diet analysis software. Scientific research methods are studied in journal articles for weekly discussions. Debates encourage critical thinking from opposing points of view. Students will research and present portions of the course material. This Honors section uses an intensive instructional methodology designed to challenge motivated students.

NUTRI 499  Experimental Offering in  .5-4 Units
Nutrition and Foods
See Experimental Offerings.
Career Opportunities
This program prepares the student for employment as an occupational therapy assistant. Occupational therapy assistants work with people of all ages who, because of physical, cognitive, developmental, social, or emotional problems, need specialized assistance in order to lead an independent, productive, and satisfying life. They may work in a wide variety of settings including hospitals, rehabilitation centers, skilled nursing facilities, home health agencies, school systems, psychiatric hospitals, and private practice outpatient clinics.

Program Information
An Associate in Science Degree is required for the Occupational Therapy Assistant Program. The Degree includes Occupational Therapy Assistant courses (42 units), Allied Health courses (5 units), and specific general education and science courses required for the program (19-26 units). Students must also take additional courses to meet graduation requirements of the College. The Allied Health and OTA courses are offered Monday through Thursday in the evening and on Saturdays; and are scheduled sequentially for four semesters and two summer sessions. The shortest time to complete all requirements of the program would be two years and two summer sessions after being admitted. Supervised clinical work experiences are integrated throughout the program. The introduction to clinical practice courses, OTA 132 and 142, require 40 hours of fieldwork; OTA 152 requires 20 hours of fieldwork. There are two required nine-week, full-time fieldwork experiences that take place during the student’s final semester. Fieldwork requires completion of a physical examination, immunizations, a TB test and current CPR certification for health personnel (level C). Background checks, fingerprinting, and drug screens may also be required.

Program Costs
In addition to college enrollment fees, other costs include: books and supplies ($700.00); physical examinations and immunizations ($175.00); malpractice insurance ($40.00); and fee for certification test ($850.00). Students must also plan for travel costs to and from the clinical facilities, many of which are outside the Sacramento area. Some students may need to arrange for housing during the full-time fieldwork. Students in the OTA Program will be required to practice skills on each other in a laboratory setting with instructor supervision. Courses in the OTA Program may include discussion of issues such as race, religion, sexuality, disability, and gender as related to the course content.

Accreditation/Certification
The Occupational Therapy Assistant Program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 4720 Montgomery Lane, P.O. Box 31220, Bethesda, MD 20824-1220. AOTA’s phone number is (301) 652-AOTA. Graduates of the program will be able to sit for the national certification examination for the occupational therapy assistant administered by the National Board for Certification in Occupational Therapy (NBCOT). After successful completion of this exam, the individual will be a Certified Occupational Therapy Assistant (COTA). Most states require licensure in order to practice; however, state licenses are usually based on the results of the NBCOT Certification Examination. Upon successful completion of the NBCOT Examination, graduates intending to practice in California are required to be certified by the California Board of Occupational Therapy. Additional information about these practice regulations can be found at www.bot.ca.gov, or by contacting the Board at (916) 322-3394.

NOTE: The Occupational Therapy Assistant Program enrolls a new class annually in the spring providing a minimum enrollment of 15 students.

Additional Information
Informational meetings are held several times each semester and provide prospective students with information on program prerequisites, enrollment process, and other facts about the program. For information call (916) 558-2271 or visit the SCC Web Site at http://www.scc.losrios.edu.

Enrollment Eligibility
To be eligible for enrollment in the program, the student must meet the following criteria:

1. Completion of BIOL 100, OTA 100, PSYC 370 or FCS 324, and AH 110 with grades of “C” or better and a cumulative GPA of 2.5 in these four (4) courses AND ENGRD 110 with a grade of “C” or better, or eligibility for ENGRD 310 as determined by the reading assessment process for all applicants who do not have an Associate degree or higher; BIOL 100, or BIOL 430 and 431, or equivalent courses must be completed within the last ten (10) years.

2. Courses taken for Credit/No Credit (C/NC) will be calculated into the student’s GPA as a “C” grade.

Enrollment Process
1. Applications for enrollment and official transcripts supporting completion of prerequisite courses must be submitted to the Science & Allied Health Division by the posted due date. Enrollment applications and deadlines are available from the Science & Allied Health Division Office (Mohr Hall, Room 18, or (916) 558-2271).
2. Students applying with courses in progress must indicate so on the application. Enrollment in the program will be dependent upon submission of transcripts verifying successful completion of prerequisite courses.
3. Completion of the enrollment eligibility requirements places the applicant in the random selection pool. Eligible students who are not enrolled will be considered alternates.
4. After a all eligible applicants have been offered admission, eligible applicants applying after the posted due date will be considered.
5. Transfer students: Students from other accredited OTA programs may apply to transfer to the Sacramento City College OTA Program. Enrollment depends upon evidence of completion of equivalent academic and clinical coursework and upon space availability in the program.

**Occupational Therapy Assistant**

**Associate in Science Degree**

**Required Program**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>OTA 100, Introduction to Occupational Therapy</td>
<td>1</td>
</tr>
<tr>
<td>PSYC 370, Human Development: A Life Span</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 370 or FCS 324, Human Development: A Life Span</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 100, Introduction to Concepts of Human Anatomy and Physiology</td>
<td>3</td>
</tr>
<tr>
<td>or BIOL 430, Anatomy and Physiology (5)</td>
<td>3-10^1</td>
</tr>
<tr>
<td>and BIOL 431, Anatomy and Physiology (5)</td>
<td>3</td>
</tr>
<tr>
<td>AH 110, Medical Language for Health-Care Providers</td>
<td>3</td>
</tr>
<tr>
<td>ENGRD 110, Comprehension Strategies and Vocabulary Development For College</td>
<td>3^2</td>
</tr>
</tbody>
</table>

**Occupational Therapy Assistant Courses:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>OTA 110, Functional Biomechanics for the OTA</td>
<td>3</td>
</tr>
<tr>
<td>OTA 111, Functional Biomechanics Lab for the OTA</td>
<td>1</td>
</tr>
<tr>
<td>OTA 150, Occupational Therapy Process and Practice in Developmental Disabilities and Pediatric Conditions</td>
<td>2</td>
</tr>
<tr>
<td>OTA 152, Introduction to Clinical Practice in Pediatric Conditions</td>
<td>5</td>
</tr>
<tr>
<td>OTA 120, Fundamentals of Occupational Therapy Assistant Practice</td>
<td>3</td>
</tr>
<tr>
<td>OTA 131, Occupational Therapy Theory and Process in Psychosocial Dysfunction</td>
<td>5</td>
</tr>
<tr>
<td>OTA 132, Introduction to Clinical Practice in Psychosocial Dysfunction</td>
<td>1</td>
</tr>
<tr>
<td>OTA 140, Theoretical Foundations of Physical Dysfunction</td>
<td>3</td>
</tr>
<tr>
<td>OTA 141, Occupational Therapy Process in Physical Dysfunction</td>
<td>4</td>
</tr>
<tr>
<td>OTA 142, Introduction to Clinical Practice in Physical Dysfunction</td>
<td>1</td>
</tr>
<tr>
<td>OTA 121, Contemporary Models of Practice in Occupational Therapy</td>
<td>3</td>
</tr>
<tr>
<td>OTA 160, Field Work Level II for the Occupational Therapy Assistant</td>
<td>6</td>
</tr>
<tr>
<td>OTA 161, Field Work Level II for the Occupational Therapy Assistant</td>
<td>6</td>
</tr>
</tbody>
</table>

**Allied Health Course**

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AH 106, Communication for Allied Health Careers</td>
<td>2</td>
</tr>
</tbody>
</table>

**General Education and Science Courses Required for the OTA Program:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGWR 300, College Composition</td>
<td>3</td>
</tr>
<tr>
<td>or ENGWR 100, College Writing</td>
<td>3</td>
</tr>
<tr>
<td>NUTRI 300, Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>or FCS 340, Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>COMM 301, Introduction to Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>CISC 300, Computer Familiarization</td>
<td>1</td>
</tr>
<tr>
<td>PSYC 300, General Principles</td>
<td>3</td>
</tr>
<tr>
<td>SOC 300, Introductory Sociology</td>
<td>3</td>
</tr>
<tr>
<td>or ANTH 310, Cultural Anthropology</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Units Required**

<table>
<thead>
<tr>
<th>Units</th>
</tr>
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<tbody>
<tr>
<td>69 - 76</td>
</tr>
</tbody>
</table>

^1 Ten year recency required.

^2 ENGRD 110 or eligibility for ENGRD 310 as determined by the reading assessment process for all applicants who do not have an Associate Degree or higher.

^3 Ten year recency required.

**Associate in Science (A. S.) Degree**

The Associate in Science Degree may be obtained by completion of the required program plus the general education requirements. See SCC graduation requirements.

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**Occupational Therapy Assistant (OTA)**

**OTA 100 Introduction to Occupational Therapy**

*Prerequisite: None.*

*Hours: 18 hours LEC.*

This course has been designed to provide the student with information needed to determine if occupational therapy (OT) is a suitable career option. The student is introduced to human occupation as participation in everyday life activities. In addition, the course will address how health, wellness, disease, and disability affect engagement in life tasks, and how OT interventions are used to maximize performance within chosen activities. The role of the Occupational Therapy Assistant (OTA) is defined, with explanation of the history of OT as well as current and emerging practice settings. Professional activities, requirements, ethics, and behaviors are also discussed. An observation in an OT clinic is required.
OTA 110  Functional Biomechanics for the OTA  3 Units
Prerequisite: See enrollment limitations
Corequisite: OTA 111
Advisory: AH 106 with a grade of “C” or better
Enrollment Limitation: Enrollment in the Occupational Therapy Assistant Program and completion of BIOL 100, OTA 100, FCS 324 or PSYC 370 and AH 110 with grades of “C” or better and a cumulative GPA of 2.5 in these four (4) courses. Completion of ENGRD 110 or eligibility for ENGRD 310 as determined by the reading assessment process for all applicants who do not have an AA Degree or higher.
Hours: 54 hours LEC
In this course, the Occupational Therapy Assistant (OTA) student will explore components of human movement, including joint structure and function, muscle action, motor and reflex development, and balance and sensory influence. In addition to the body structures involved in movement, students will examine the motor and process skills, sensory, and neuromusculoskeletal client factors required for engagement in occupation across the lifespan. As well, students will complete a formal biomechanical activity analysis as it relates to occupational performance.

OTA 111  Functional Biomechanics Lab  1 Unit for the OTA
Prerequisite: See enrollment limitations
Corequisite: OTA 110
Advisory: AH 106 with a grade of “C” or better
Enrollment Limitation: Enrollment in the Occupational Therapy Assistant Program and completion of BIOL 100, OTA 100, FCS 324 or PSYC 370, and AH 110 with grades of “C” or better and a cumulative GPA of 2.5 in these four (4) courses. Completion of ENGRD 110 or eligibility for ENGRD 310 as determined by the reading assessment process for all applicants who do not have an AA Degree or higher.
Hours: 54 hours LAB
In this course, the Occupational Therapy Assistant (OTA) student will use an analysis and problem-solving approach to functional human movement across the lifespan. Through hands-on laboratory activities, students will develop skills in assessment of client factors affecting engagement in occupations. As well, students will explore basic intervention methods and strategies for remediation of and compensation for biomechanical deficits and impairments.

OTA 120  Fundamentals of Occupational Therapy Assistant Practice  3 Units
Prerequisite: OTA 110/111 and ENGRD 100 or ENGRD 300 with grades of “C” or better.
Advisory: AH 106 with a grade of “C” or better
Hours: 54 hours LEC
This course will help the student develop knowledge and understanding of the various contexts in which Occupational Therapy (OT) services are provided. As well, participation in the management of OT services within the scope of the Occupational Therapy Assistant (OTA) is addressed. Included is discussion of the principles of management and systems as they relate to providing OT services to individuals and within organizations. Professional responsibilities are examined, with an emphasis on development of professional attitudes and behaviors.

OTA 121  Contemporary Models of Practice in Occupational Therapy  2 Units
Prerequisite: OTA 131 and 132 with grades of “C” or better
Hours: 36 hours LEC
Significant changes in health care have resulted in a move away from the medical/institutional models to community-based models. This course will provide the Occupational Therapy Assistant (OTA) student with a foundation of knowledge that will allow the student to pursue practice opportunities in community-based programs. In this course, the student will gain an understanding of the various disciplines involved in community-based programs, the role or potential of OT within these organizations, and funding sources. As well, the student will explore legislative advocacy of OT and community-based services, further developing their professional advocacy skills. The student will perform an analysis of community-based services and resources within their region, identifying the utilization of occupational therapy (OT) within these programs. The student will develop and market educational materials to selected organizations, promoting the potential benefits of OT as an opportunity for program development. Students may be required to participate in field trips as a part of the course.

OTA 131  Occupational Therapy Theory and Process in Psychosocial Dysfunction  5 Units
Prerequisite: OTA 110, 111, AH 106, PSYC 300 (within the last 10 years), and ENGRD 300 or ENGRD 100 with grades of “C” or better.
Corequisite: OTA 132
Hours: 72 hours LEC; 54 hours LAB
This course examines the role of the Occupational Therapy Assistant (OTA) when working with individuals who have mental health conditions and disregulated behaviors. Students will explore areas of occupation, performance skills, performance patterns, contexts, activity demands, and client factors that affect engagement in occupation throughout the lifespan, and how these are influenced by psychosocial factors. Occupational Therapy (OT) process will be addressed, to include an understanding of an occupational profile, analysis of occupational performance, intervention planning and implementation, and methods to elicit therapeutic outcomes. Students will also develop skills in activity analysis, and the use of professional literature and resources, as well as an awareness of the theoretical models that influence clinical decision-making.
OTA 132  Introduction to Clinical Practice in Psychosocial Dysfunction

Prerequisite: OTA 110, 111, AH 106, PSYC 300 (within the last 10 years) and ENGRD 300 or ENGRD 100 with grades of “C” or better.
Corequisite: OTA 131
Hours: 54 hours LAB

Through Level I Fieldwork experiences, students will be introduced to clinical practice for individuals with mental health conditions and disregulated behaviors that limit or affect engagement in occupation. As participant observers, students will integrate academic experiences with Occupational Therapy (OT) process in settings serving clients with a variety of psychosocial challenges and degrees of disability. Through interactions with clients and staff, students will develop skills in observation of occupational performance, clinical safety, therapeutic communication and clinical relationships, professional behavior and boundary-setting, and the self-awareness necessary to be a successful OT practitioner. Students will be required to complete 40 hours of clinical fieldwork and attend 14 hours of on-campus discussion group. This course is graded Credit/No Credit. Note: Fieldwork sites may require completion of a physical examination, immunizations, a TB test and/or current CPR certification for health personnel (level C). Background checks, fingerprinting, and drug screens may also be required. Proof of automobile insurance may be required if driving is involved.

OTA 140  Theoretical Foundations of Physical Dysfunction

Prerequisite: OTA 120 with a grade of “C” or better
Corequisite: OTA 141 and 142
Hours: 54 hours LEC

This course introduces the Occupational Therapy Assistant (OTA) student to neurological, orthopedic, and medical conditions that result in physical disabilities. Students will explore areas of occupation, performance skills, performance patterns, contexts, activity demands, and client factors that affect engagement in occupation throughout the lifespan, and how these are influenced by physical dysfunction. Students will also develop skills in the use of professional literature and resources, as well as an awareness of the theoretical models that influence clinical decision-making.

OTA 141  Occupational Therapy Process in Physical Dysfunction

Prerequisite: OTA 131 and 132 with grades of “C” or better
Corequisite: OTA 140 and 142
Hours: 54 hours LEC; 54 hours LAB

This course examines the role of the Occupational Therapy Assistant (OTA) when working with individuals who have orthopedic, neurological, or medical conditions. Occupational Therapy (OT) process will be addressed, to include an understanding of an occupational profile, analysis of occupational performance, as well as intervention planning, implementation, and approaches. Students will also develop skills in selected assessments, clinical documentation, and the selection and use of therapeutic activities and media to elicit engagement in occupation and therapeutic outcomes.

OTA 142  Introduction to Clinical Practice in Physical Dysfunction

Prerequisite: OTA 131 and 132 with grades of “C” or better
Corequisite: OTA 141
Hours: 54 hours LAB

Through Level I Fieldwork experiences, students will be introduced to clinical practice for individuals with physical disabilities that limit or affect engagement in occupation. As participant observers, students will integrate academic experiences with Occupational Therapy (OT) process in settings serving clients with a variety of physical challenges and degrees of disability. Through interactions with clients and staff, students will develop skills in observation of occupational performance, clinical safety, therapeutic communication and clinical relationships, professional behavior and boundary-setting, and the self-awareness necessary to be a successful OT practitioner. Students will be required to complete 40 hours of clinical fieldwork and attend 14 hours of on-campus discussion group. This course is graded Credit/No Credit. Note: Fieldwork sites may require completion of a physical examination, immunizations, a TB test and/or current CPR certification for health personnel (level C). Background checks, fingerprinting, and drug screens may also be required. Proof of automobile insurance may be required if driving is involved.

OTA 150  Occupational Therapy Process and Practice in Developmental Disabilities and Pediatric Conditions

Prerequisite: See enrollment limitations
Corequisite: OTA 152
Enrollment Limitation: Enrollment in the Occupational Therapy Assistant Program and completion of BIO 100, OTA 100, AH 110, FCS 324 or PSYC 370 with grades “C” or better and a cumulative GPA of 2.5 in these four (4) courses. Completion of ENGRD 110 or eligibility for ENGRD 310 as determined by the reading assessment process for all applicants who do not have an AA degree or higher.
Hours: 36 hours LEC; 27 hours LAB

This course introduces developmental disabilities and common conditions of children referred for occupational therapy treatment. The scope of occupational therapy, the types of practice settings, and the role of the occupational therapy assistant in pediatrics and developmental disabilities are also covered. Common frames of references, evaluation tools and procedures, and intervention strategies used in pediatric occupational therapy practice are presented.

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OTA 152  Introduction to Clinical Practice in Pediatric Conditions
Prerequisite: See enrollment limitations
Corequisite: OTA 150
Enrollment Limitation: Enrollment in the Occupational Therapy Assistant Program and completion of BIOL 100, OTA 100, FCS 324 or PSYC 370, and AH 110, with grades of “C” or better and a cumulative GPA of 2.5 in these four (4) courses. Completion of ENGRD 110 or eligibility for ENGRD 310 as determined by the reading assessment process for all applicants who do not have an AA Degree or higher.
Hours: 27 hours LAB
Through Level I Fieldwork experiences, students will be introduced to clinical practice for individuals with pediatric or developmental conditions that limit or affect engagement in occupation. As participant observers, students will integrate academic experiences with Occupational Therapy (OT) process in settings serving clients with a variety of occupational challenges and degrees of disability. Through interactions with clients and staff, students will develop skills in observation of occupational performance, clinical safety, therapeutic communication and clinical relationships, professional behavior and boundary-setting, and the self-awareness necessary to be a successful OT practitioner. Students will be required to complete 20 hours of clinical fieldwork and attend 7 hours of on-campus discussion group. This course is graded Credit/No Credit. Note: Fieldwork sites may require completion of a physical examination, immunizations, a TB test and/or current CPR certification for health personnel (level C). Background checks, fingerprinting, and drug screens may also be required. Proof of automobile insurance may be required if driving is involved.

OTA 160  Field Work Level II for the Occupational Therapy Assistant
Prerequisite: OTA 131 and 132 with grades of “C” or better
Hours: 360 hours LAB
This course concentrates on the application of knowledge and skills for the occupational therapy assistant student. The student is placed in a supervised fieldwork setting, which provides the student with the opportunity for carrying out professional responsibility with appropriate supervision and professional role modeling. Students complete 360 hours of supervised fieldwork in a facility working with clients/patients with physical and/or psychosocial dysfunction. Students will be placed in two distinctly different clinical settings for OTA 160 and OTA 161 in order to experience a broad range of clinical expectations and scenarios, while progressively refining and advancing skills from one course to the next. Fieldwork sites are assigned by the fieldwork coordinator. Regularly scheduled seminars with the academic instructor and peers, in which attendance is mandatory, are included as a part of the 360 hours. This course is graded Credit/No Credit. Note: Fieldwork sites may require completion of a physical examination, immunizations, a TB test and/or current CPR certification for health personnel (level C). Background checks, fingerprinting, and drug screens may also be required. Proof of automobile insurance may be required if driving is involved.

OTA 161  Field Work Level II for the 6 Units Occupational Therapy Assistant
Prerequisite: OTA 121, 141, and 142 with grades of “C” or better
Hours: 360 hours LAB
This course concentrates on the application of knowledge and skills for the occupational therapy assistant student. The student is placed in a supervised fieldwork setting, which provides the student with the opportunity for carrying out professional responsibility with appropriate supervision and professional role modeling. Students complete 360 hours of supervised fieldwork in a facility working with clients/patients with physical and/or psychosocial dysfunction. Students will be placed in two distinctly different clinical settings for OTA 160 and OTA 161 in order to experience a broad range of clinical expectations and scenarios, while progressively refining and advancing skills from one course to the next. Fieldwork sites are assigned by the fieldwork coordinator. Regularly scheduled seminars with the academic instructor and peers, in which attendance is mandatory, are included as a part of the 360 hours. This course is graded Credit/No Credit. Note: Fieldwork sites may require completion of a physical examination, immunizations, a TB test and/or current CPR certification for health personnel (level C). Background checks, fingerprinting, and drug screens may also be required. Proof of automobile insurance may be required if driving is involved.

OTA 295  Independent Studies in 1-3 Units Occupational Therapy Assistant
Prerequisite: None
Hours: 54 hours LEC
This course allows an individual student to study, research and participate in the clinical or community activities beyond the scope of regularly offered classes, pursuant to an agreement among the college, faculty members, and the student.

OTA 299  Experimental Offering in .5-4 Units Occupational Therapy Assistant
Prerequisite: None
Hours: 72 hours LEC
This is an experimental course offering designed to provide students with coursework not normally offered by the Occupational Therapy Assistant Program. Course topics will be structured around new and emerging issues related to the field of occupational therapy.
Program Information
Philosophy examines basic questions regarding such topics as the nature of truth, sound reasoning, goodness, beauty, God, justice, and reality. Philosophy courses apply the insights of different cultural traditions to contemporary life. Diligent study of philosophy will improve one’s critical thinking skills.

Career Opportunities
Teaching; Medical Ethics; Public Service; Religious Service; Publishing; Social Work.

PHIL 300 Introduction to Philosophy 3 Units
Prerequisite: None.
Advisory: ENGWR 100 with a grade of “C” or better, or by the assessment process.
General Education: AA/AS Area II(b); AA/AS Area I; CSU Area A3; CSU Area C2; IGETC Area 3B
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course will apply critical thinking techniques of analysis and evaluation to the methods, arguments, and positions of several philosophers on topics such as human freedom, the belief in God, the nature and limits of scientific knowledge, natural rights, the nature of the State, and the basis of moral judgments.

PHIL 310 Introduction to Ethics 3 Units
Prerequisite: None.
General Education: AA/AS Area I; CSU Area C2; IGETC Area 3B
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course introduces the student to classical and contemporary ethical theories and their application to a variety of contemporary moral issues such as capital punishment, animal rights, affirmative action, abortion, euthanasia, torture, and same-sex marriage.

PHIL 320 Logic and Critical Reasoning 3 Units
Prerequisite: None.
General Education: AA/AS Area II(b); CSU Area A3
Course Transferable to UC/CSU
Hours: 54 hours LEC
Logic and critical reasoning provides instruction on the tools needed to be an effective rational person. The student will learn to identify premises and conclusions in arguments and to identify cogent inductive arguments and valid deductive arguments. Special emphasis is placed on recognizing and overcoming perceptual and cognitive errors and biases that hinder the ability to think critically. The standards of critical thinking and logic will be discussed in terms of their historical development and their cultural impact on society.
PHIL 322 Critical Thinking About the Paranormal 3 Units
Prerequisite: ENGWR 300 with a grade of “C” or better
General Education: AA/AS Area II(b); CSU Area A3; IGETC Area 1B
Course Transferable to UC/CSU
Hours: 54 hours LEC
The primary emphasis of this course is on learning to evaluate the experience of paranormal phenomena using fundamental principles of critical thinking and logical analysis. The need for scientific experiments testing paranormal claims is explained, as are the logical requirements and limitations of such experiments and the inherent difficulties of meeting those requirements. Students will write a minimum of 8,000 words divided among at least five essays, all of which require research.

PHIL 325 Symbolic Logic 3 Units
Prerequisite: None.
Advisory: ENGWR 100 with a grade of “C” or better, or placement by the assessment process.
General Education: AA/AS Area II(b); CSU Area A3
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course is an introduction to the nature of deductive systems of logic and their application. Students will learn to evaluate argument forms for validity and soundness. This course is recommended for students of the sciences, computer programming, mathematics, and philosophy.

PHIL 330 History of Classical Philosophy 3 Units
Prerequisite: None.
Advisory: Completion of ENGWR 100 with a “C” or better
General Education: AA/AS Area I; CSU Area C2; IGETC Area 3B
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course is a study of the origin and development of Western philosophy from the period of the ancient Greeks and Romans. The course is recommended for all philosophy, history, and humanities majors.

PHIL 331 History of Modern Philosophy 3 Units
Prerequisite: None.
Advisory: Eligibility for ENGWR 300.
General Education: AA/AS Area I; CSU Area C2; IGETC Area 3B
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course is a study of the development of Western philosophy from the period the Renaissance through the period of modern Europe and America. The course is recommended for all philosophy, history and humanities majors.

PHIL 333 J.R.R. Tolkien, C.S. Lewis, Charles Williams and Romantic Idealism and the Meaning of Life 3 Units
Prerequisite: None.
General Education: AA/AS Area I; CSU Area C2; IGETC Area 3B
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course focuses on the philosophy of literature. J.R.R. Tolkien, C.S. Lewis, Charles Williams, and the medieval grail myths will be the literary basis for philosophic issues and discussion. Plato, neoplatonism, and Romantic Idealism will be the basis for concepts in metaphysics and aesthetics. This will include concepts of myth, art, Tibetan metaphysics/magic, and fairy tales, as well as concepts of beauty and eros.

PHIL 338 Contemporary Philosophy 3 Units
Prerequisite: None.
Advisory: Completion of ENGWR 100 with a “C” or better
General Education: AA/AS Area I; CSU Area C2; IGETC Area 3B
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course is recommended for students interested in an introduction to philosophy with a focus on existential concerns, such as alienation, authenticity, anxiety, and on problems in the philosophy of mind and language, such as the structure of consciousness and the meaning of “meaning” and language games.

PHIL 352 Introduction to World Religions 3 Units
Prerequisite: None.
General Education: AA/AS Area I; AA/AS Area VI; CSU Area C2; IGETC Area 3B
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course is an introductory survey of selected world religions. Emphasis is on the origins, beliefs, and interpretations of philosophical concepts underlying Hinduism, Buddhism, Confucianism, Taoism, Judaism, Christianity, Islam, African, and Native American religions. Major topics include ideas of revelation, mysticism, religious myths, worship, and ritual.

PHIL 353 Religions of the Far East 3 Units
Prerequisite: None.
Advisory: ENGWR 100 with a grade “C” or better
General Education: AA/AS Area I; AA/AS Area VI; CSU Area C2; IGETC Area 3B
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course is an introduction to the major religions of the Far East: Hinduism, Jainism, Buddhism, Sikhism, Taoism, Confucianism, Shintoism, and Sufism. The origins, myths, basic teachings, development, and modern forms of each religion will be surveyed through comparison and contrast with each other in order to clarify religious concepts and practices. The influences of these religions on Western cultures will be examined.
PHIL 354  Religions of the West  3 Units
Prerequisite: None.
Advisory: ENGWR 300
General Education: AA/AS Area I; CSU Area C2
Course Transferable to UC/CSU
Hours: 54 hours LEC
Study of the origins, history, development, important teachings, mythology, and modern forms of the major Western religions—Judaism, Christianity, and Islam. Zoroastrianism, a forerunner of these, will also be examined in detail. In order to clarify concepts and practices, comparison and contrast with other religions will be used as a basis for discussion. The influences of these religions on the Western world will be identified and examined.

PHIL 368  Law, Justice, and Punishment  3 Units
Prerequisite: None.
General Education: AA/AS Area V(b); AA/AS Area I; CSU Area C2; CSU Area D8; IGETC Area 3B
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course introduces the student to the historical, cultural, legal, and philosophical development in American culture of (1) abstract principles such as rights, justice, the nature of law, freedom of speech, equal protection of the law, and following precedent; and (2) theoretical issues such as statutory and constitutional interpretation, utilitarian and retributive theories of punishment, and justice as fairness; and (3) practices such as the exclusionary rule, plea bargaining, and the insanity defense.

PHIL 480  History of Classical Philosophy - Honors  3 Units
Prerequisite: ENGWR 100 with a grade of “C” or better; or placement through the assessment process.
General Education: AA/AS Area I; CSU Area C2; IGETC Area 3B
Enrollment Limitation: Eligibility for the Honors Program
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course is a study of the origin and development of Western philosophy from the period of the ancient Greeks and Romans. The course is recommended for all philosophy, history, and humanities majors. This honors section uses an intensive instructional methodology designed to challenge motivated students.

PHIL 481  History of Modern Philosophy - Honors  3 Units
Prerequisite: ENGWR 100 with a grade of “C” or better; or placement through the assessment process.
General Education: AA/AS Area I; CSU Area C2; IGETC Area 3B
Enrollment Limitation: Eligibility for the Honors Program
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course examines, analyzes, and critically evaluates key philosophical works from Descartes to Kant. In addition, this honors course uses an intensive instructional methodology designed to challenge motivated students.

PHIL 482  Law, Justice, and Punishment - Honors  3 Units
Prerequisite: None.
General Education: AA/AS Area V(b); AA/AS Area I; CSU Area C2; CSU Area D8; IGETC Area 3B
Enrollment Limitation: Eligibility for the Honors Program
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course introduces the student to the historical, cultural, legal, and philosophical development in American culture of (1) abstract principles such as rights, justice, the nature of law, freedom of speech, equal protection of the law, and following precedent; and (2) theoretical issues such as statutory and constitutional interpretation, utilitarian and retributive theories of punishment, and justice as fairness; and (3) practices such as the exclusionary rule, plea bargaining, and the insanity defense.

PHIL 495  Independent Studies in Philosophy  1-3 Units
Prerequisite: None
Course Transferable to UC/CSU
Hours: 54 hours LAB
See Independent Studies.

PHIL 499  Experimental Offering in Philosophy  .5-4 Units
Prerequisite: None
Advisory: Eligibility for ENGWR 300; one or more courses in philosophy with a grade of “C” or better.
Course Transferable to UC/CSU
Hours: 54 hours LEC
Experimental offerings in Philosophy 499 will encompass topics from the following areas: (a) knowledge and existence, (b) self and mind, (c) philosophy and the arts, (d) norms and politics, (e) philosophy of the East and West, (f) philosophical literature and myths, (g) science and human nature, and (h) specific ideas of individual philosophies. The course may be repeated for credit providing there is no duplication of topics.
Photography

Associate of Arts Degree
Certificate of Achievement
Certificate of Completion

Commercial Photography, Certificate of Achievement
Digital Photography, Certificate of Achievement
Fine Art Photography, Certificate of Achievement
Photojournalism, Certificate of Achievement
Portrait and Wedding Photography, Certificate of Achievement
Photography, Degree and Certificate of Completion, Level 3

Career Opportunities
The Photography Program gives students the opportunity to prepare for entry level positions as press photographer, photojournalist, portrait photographer, photo-lab technician, and other career fields that utilize photography techniques.

Recommended High School Preparation
Courses in art, English, journalism, basic photography, graphic arts.

Costs
In addition to the normal student expenses (for textbooks, personal equipment and supplies) laboratory materials fees may be required. These fees may vary each semester. If these fees create a financial burden, students should consult the Financial Aid Office for possible assistance.

Photography
Associate of Arts Degree

Required Program for the Degree

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
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<tbody>
<tr>
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<tr>
<td>PHOTO 352, Photographic-Essay</td>
<td>3</td>
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<tr>
<td>PHOTO 400, Digital Imaging</td>
<td>3</td>
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<td><strong>Total Units Required</strong></td>
<td><strong>21</strong></td>
</tr>
</tbody>
</table>

Suggested Electives
ART 300, BUS 300, ENGWR 100, ENGWR 384 (same as COMM 351 and JOUR 310), GCOM 101, 300; JOUR 300, 402; PHOTO 322, 360, 362, 370, 375, 390, 392, 401

Associate in Arts (A. A.) Degree
The Associate in Arts degree may be obtained by completion of required program, plus general education requirements, plus sufficient electives to meet a 60-unit total. See SCC graduation requirements.

Photography
Certificate of Completion, Level 3

The traditional Photography Certificate of Completion gives the students the opportunity to generally prepare themselves for an entry-level position in this fast growing field. Students will work in a lab/studio with traditional and digital methods of photography. Costs: Students will require photography materials as needed by the class(es) chosen and as requested by the instructors. Lab chemicals are provided.

Required Courses

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</table>

Certificate of Completion
The Certificate of Completion may be obtained by completion of the required courses with grades of “C” or better.

Commercial Photography
Certificate of Achievement

The Commercial Photography certificate provides the students the opportunity to fully prepare themselves for entry-level positions in this field. Students will work in a lab/studio with traditional and digital methods of photography. Students will require photography materials as needed by the class(es) chosen and as requested by the instructors. Lab chemicals are provided.

The Photography Program provides students the opportunity to prepare for entry level positions as a press photographer, photojournalist, portrait photographer, freelance photographer, editorial photographer, photo-lab technician, and other career fields that utilize photography techniques or for students that wish to pursue transfer to a university program to further their study of photography.
**Recommended High School Preparation:** Courses in art, English, journalism, basic photography, graphic arts.

**Costs:** In addition to the normal student expenses (for textbooks, personal equipment and supplies) laboratory materials fees may be required. These fees may vary each semester. If these fees create a financial burden, students should consult the Financial Aid Office for possible assistance.

### Required Program

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<td>PHOTO 322</td>
<td>Color Slide Photography</td>
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**Total Units Required** 18

### Certificate of Achievement

The Certificate of Achievement may be obtained by completion of the required program with grades of “C” or better.

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### Digital Photography

#### Certificate of Achievement

The Digital Photography Certificate provides the students the opportunity to fully prepare themselves for an entry-level position in this fast growing field. Students will work in a lab/studio with traditional and digital methods of photography.

The Photography Program provides students the opportunity to prepare for entry level positions as press photographers, photojournalists, portrait photographers, freelance photographers, editorial photographers, photo-lab technicians, and other career fields that utilize photography techniques.

**Recommended High School Preparation:** Courses in art, English, journalism, basic photography, graphic arts.

**Costs:** In addition to the normal student expenses (for textbooks, personal equipment and supplies) laboratory materials fees may be required. These fees may vary each semester. If these fees create a financial burden, students should consult the Financial Aid Office for possible assistance.

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**Total Units Required** 24

### Certificate of Achievement

The Certificate of Achievement may be obtained by completion of the required program with grades of “C” or better.

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### Fine Art Photography

#### Certificate of Achievement

The Fine Art Photography Certificate provides the students the opportunity to fully prepare themselves for an entry-level position in this field. Students will work in a lab/studio with traditional and digital methods of photography. Costs: Students will require photography materials as needed by the class(es) chosen and as requested by the instructors. Lab chemicals are provided.

The Photography Program provides students the opportunity to prepare for entry level positions as a press photographer, photojournalist, portrait photographer, freelance photographer, editorial photographer, photo-lab technician, and other career fields that utilize photography techniques or for students that wish to pursue transfer to a university program to further their study of photography.

**Recommended High School Preparation:** Courses in art, English, journalism, basic photography, graphic arts.

**Costs:** In addition to the normal student expenses (for textbooks, personal equipment and supplies) laboratory materials fees may be required. These fees may vary each semester. If these fees create a financial burden, students should consult the Financial Aid Office for possible assistance.

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**Total Units Required** 18

### Certificate of Achievement

The Certificate of Achievement may be obtained by completion of the required program with grades of “C” or better.

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### Photojournalism

#### Certificate of Achievement

The Photojournalism Certificate provides the students the opportunity to fully prepare themselves for an entry-level position in this field. Students will work in a lab/studio with traditional and digital methods of photography. Costs: Students will require photography materials as needed by the class(es) chosen, and as requested by the instructors. Lab chemicals are provided.

The Photography Program provides students the opportunity to prepare for entry level positions as a press photographer, photojournalist, portrait photographer, freelance photographer, editorial photographer, photo-lab technician, and other career fields that utilize photography techniques or for students that wish to pursue transfer to a university program to further their study of photography.

**Recommended High School Preparation:** Courses in art, English, journalism, basic photography, graphic arts.

**Costs:** In addition to the normal student expenses (for textbooks, personal equipment and supplies) laboratory materials fees may be required. These fees may vary each semester. If these fees create a financial burden, students should consult the Financial Aid Office for possible assistance.
Certificate of Achievement
The Certificate of Achievement may be obtained by completion of the required program with grades of “C” or better.

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Certificate of Achievement
The Certificate of Achievement may be obtained by completion of the required program with grades of “C” or better.

PHOTO 210 Photography Business 3 Units
Prerequisite: None.
Hours: 54 hours LEC
This course is designed to address the business of photography. It introduces the basic elements of starting and operating a photography business, including necessary permits, studio locations, business plan development, media advertising, marketing, packaging, product/services pricing, and sales. The student will learn how to prepare, present, and implement a photography business plan.

PHOTO 280 Portfolio Development 2 Units
Prerequisite: PHOTO 301 with a grade of “C” or better.
Hours: 18 hours LEC; 54 hours LAB
This course is designed for students wishing to develop their portfolios both for creative and professional purposes. Individual styles, presentation methods, and forums for distribution and exhibition will be emphasized. Topics of discussion will include: developing a personal visual style, self publishing, self-promotion, conferences and workshops. The format of the class includes lectures, guest speakers from the industry, lab time, field trip, and critique sessions. This course may be taken three times for credit.

PHOTO 299 Experimental Offering in Photography .5-4 Units
Prerequisite: None
Hours: 72 hours LEC; 72 hours LAB
See Experimental Offerings.

PHOTO 301 Beginning Photography 3 Units
Prerequisite: None.
Course Transferable to UC/CSU
Hours: 36 hours LEC; 54 hours LAB
This course combines lectures and hands-on experience in basic black and white photography. Instruction includes camera function, exposure control, film processing, enlarging prints, low light photography, flash photography, and print finishing. Creative camera control techniques and elements of composition will also be taught. Class includes lectures, slide presentations, lab time, written tests, an optional field trip, and a portfolio. Students must provide their own adjustable camera and necessary materials.

PHOTO 302 Beginning Digital Photography 3 Units
Prerequisite: None
Course Transferable to UC/CSU
Hours: 36 hours LEC; 54 hours LAB
This course combines lectures with hands-on experience in digital photography. Instruction includes digital camera function, exposure control, flash photography, technical and creative control, basic computer manipulation of images, digital archiving and digital output options. The format of the class includes lectures, visual presentations, lab time, field trip, exams and a portfolio. Students must provide their own adjustable digital camera and necessary media and materials. This course may be taken three times for credit if the version of software being taught has changed.
PHOTO 310 Intermediate Photography 3 Units
Prerequisite: PHOTO 301 with a grade of “C” or better
Course Transferable to UC/CSU
Hours: 36 hours LEC; 54 hours LAB
This intermediate course provides instruction in camera and advanced darkroom techniques of black and white photography. Topics of instruction include exposure control, film development, enlarging, composition, daylight and artificial lighting, filters, macro photography, print finishing, and historical advancements of photographic processes. The class includes lectures, visual presentations, lab time, written tests, an optional field trip, and a portfolio. Students must have their own adjustable cameras and must provide necessary materials.

PHOTO 312 Intermediate Digital Photography 3 Units
Prerequisite: PHOTO 302 with a grade of “C” or better
Course Transferable to CSU
Hours: 36 hours LEC; 54 hours LAB
This intermediate course combines lectures with hands-on experience in digital photography. Instruction includes advanced digital camera functions, exposure control, close-up photography, flash photography, technical and creative control, computer manipulation of images with Adobe Photoshop, digital archiving, digital output options and digital print finishing. The format of the class includes lectures, visual presentations, lab time, required field trip, exams, and a portfolio. Students must provide their own adjustable digital camera and necessary media and materials. This course may be taken three times for credit if the version of software being taught has changed.

PHOTO 335 Digital Color Photography 3 Units
Prerequisite: PHOTO 310 and 400 with grades of “C” or better
Course Transferable to UC/CSU
Hours: 36 hours LEC; 54 hours LAB
This course covers the fundamental principles of color photography. Topics of instruction include correct exposure for color films, printing from color negatives or transparencies by digital methods and techniques, digital retouching and color balancing. The class includes lectures, slide presentations, lab time, an optional field trip, and a portfolio. A notebook and a portfolio of 12x10 digital prints, mounted on 11x14 mounts, will be the end product. Students must have their own adjustable cameras and provide necessary digital materials. The approximate cost for materials ranges between $50 and $125. This course may be taken three times for credit due to software changes.

PHOTO 340 Careers in Photography 3 Units
Prerequisite: PHOTO 310 and 400 with grades of “C” or better
Course Transferable to CSU
Hours: 36 hours LEC; 54 hours LAB
This course is designed to give students an overview of different careers available in the photographic industry. Fields of study include portraiture, fashion, photojournalism, commercial, and wedding photography. Students are encouraged to pursue their own area of interest through the production of a portfolio and working with professionals in the field. The class includes lectures, slide presentations, lab time, written tests, and studio visits. Students will also complete a resume, price list, and a final portfolio in traditional film or digital formats. Students must supply their own adjustable cameras and provide related digital equipment.

PHOTO 350 Photojournalism 3 Units
Prerequisite: PHOTO 310 with a grade of “C” or better
Course Transferable to CSU
Hours: 36 hours LEC; 54 hours LAB
This course provides instruction in photojournalism and magazine techniques in photography. Students will study features, sports, spot news, and the photo essay styles of journalistic photography. Students may work with digital or traditional cameras. A beginning, advanced or magazine style digital portfolio will be completed. The course includes lectures, visual presentations, speakers, required field trip, and lab time. Students will provide their own adjustable camera and related materials. This course may be taken three times for credit if completing the one of the three different course topics.

PHOTO 352 Photographic-Essay 3 Units
Prerequisite: PHOTO 310 with a grade of “C” or better
Course Transferable to CU
Hours: 36 hours LEC; 54 hours LAB
This course concentrates on the development of the photographic essay. Photographic emphasis is on exploring one subject for the entire semester. Students are required to complete either a print or digital portfolio. Students must provide their own adjustable camera of any format and related materials. A field trip will also be offered. This course may be taken two times for credit if completing the one of the two different course topics.

PHOTO 360 Large Format Photography 3 Units
Prerequisite: PHOTO 301 and 310 with grades of “C” or better
Course Transferable to CSU
Hours: 36 hours LEC; 54 hours LAB
This course is designed to give students a thorough knowledge of view camera operation, both in the studio and in the field. Topics of instruction include view camera movements to obtain unlimited focus and perspective, correct techniques for exposing, and processing sheet film, adjustments necessary to print large format negatives, and presentation of the large format image. This course will also concentrate on advanced black and white printing technique. Students must have their own camera of any format and must provide necessary materials. The class includes: lectures, lab time, an optional field trip, studio time, written tests, a journal, and a portfolio.

PHOTO 364 Advanced Black and White Photography 3 Units
Prerequisite: PHOTO 301 and 310 with grades of “C” or better
Course Transferable to CSU
Hours: 36 hours LEC; 54 hours LAB
This course is designed to expand on the technical and creative concepts acquired in intermediate photography. Topics of instruction include: archival printing techniques, advanced methods of print manipulation, and alternative fine art printing processes. Students will work with 35mm, Medium and Large Format traditional cameras. The class includes lectures, visual presentations, lab time, exams, an optional field trip and a portfolio.
PHOTO 370  Portraiture and Wedding  3 Units  
Photography  
Prerequisite: PHOTO 310 with a grade of “C” or better  
Course Transferable to CSU  
Hours: 36 hours LEC; 54 hours LAB  
This course is designed to include portrait lighting and posing and an understanding of wedding photography, camera, digital, and darkroom techniques. Topics include wedding protocol, wedding customs and traditions, studio operation, pricing, the most current trends in the industry, and studio/outdoor portraiture. Students are urged to work in traditional black-and-white and digital formats. The format of the class includes lectures, lab time, and a portfolio geared toward a professional presentation. Students are expected to participate in on-location class meetings.

PHOTO 372  Advanced Portrait  3 Units  
Photography  
Prerequisite: PHOTO 370, 375 or 390 with grades of “C” or better  
Course Transferable to CSU  
Hours: 36 hours LEC; 54 hours LAB  
This course is designed to give students an in-depth understanding of portraiture. Topics include techniques of lighting and posing, working with groups and individuals, use of appropriate cameras and films, professional ethics, and business strategies. Students may work with digital or traditional cameras. The course includes lectures, lab time, an on-location field trip, exams, a journal, and a portfolio geared toward a professional presentation. A lab fee is charged for all studio classes.

PHOTO 375  Fashion-Glamour  3 Units  
Photography  
Prerequisite: PHOTO 310 with a grade of “C” or better  
Course Transferable to CSU  
Hours: 36 hours LEC; 54 hours LAB  
This course is designed to include fashion/glamour posing, lighting, camera, and digital and traditional darkroom techniques. The business of fashion/glamour photography and pricing and studio operation will be included. Students are urged to work in both digital and traditional photography. This course includes lectures, slide presentations, on-location class meetings, lab time, and a finished portfolio geared toward a professional presentation. Students are expected to participate in on-location meetings.

PHOTO 380  Multimedia Capture I  3 Units  
Prerequisite: PHOTO 301 or 302 and PHOTO 310 or 312 with grades of “C” or better, equivalent or technical competency determined by department faculty member upon evaluation of photography portfolio.  
Course Transferable to CSU  
Hours: 36 hours LEC; 54 hours LAB  
This course is an introduction to the basic creative concepts and technical elements of capturing video, audio and still images to create documentary style multimedia content. Students will explore the creative and technical possibilities of merging these three mediums and the various software used to edit this material. Students will receive practical experience in capturing and editing audio and video and still images with Soundslides, Apple’s iMovie, Soundtrack Pro, and Final Cut Pro computer programs. Students will complete a final multimedia project and must supply at least one of the following to complete the class: a video camera or an adjustable still camera in either film or digital formats. The course includes lectures, visual presentations, and lab time. This course may be taken three times for credit if the version of software being taught has changed.

PHOTO 381  Multimedia Capture II  3 Units  
Prerequisite: PHOTO 380 with a grade of “C” or better  
Course Transferable to CSU  
Hours: 36 hours LEC; 54 hours LAB  
This course is designed to expand on the creative concepts and technical elements of capturing video, audio and still images to create advanced documentary style multimedia content. Students will study advanced techniques in capturing and editing audio, video and still images. Students will continue to advance their skills with Soundslides and Apple’s iMovie editing programs, but a primarily emphasis will be placed on the use of Apple’s Final Cut Pro computer program for completing their final project. Students must supply at least one of the following to complete the class: a video camera or an adjustable still camera in either film or digital formats. The course includes lectures, visual presentations, and lab time. This course may be taken three times for credit if the version of software being taught has changed.

PHOTO 390  Studio Lighting Techniques  3 Units  
Prerequisite: PHOTO 310 with a grade of “C” or better  
Course Transferable to CSU  
Hours: 36 hours LEC; 54 hours LAB  
This course is a study in studio lighting techniques used in commercial photography. Topics of instruction include: lighting ratio, correct exposure using electronic flash, basic portraiture, and advertising. Other topics include appropriate choice of camera format and films and studies of commercial photography. Students are encouraged to work in a variety of formats, using both black and white, color and digital techniques. The class includes: lectures, slide presentations, lab time, written tests, notebook and a portfolio, with three outside on-campus class meetings. Students must provide their own adjustable camera and related instructional materials.
PHOTO 392  Commercial and Advertising  3 Units
Photography
Prerequisite: PHOTO 310 and 390 with grades of “C” or better
Course Transferable to CSU
Hours: 36 hours LEC; 54 hours LAB
This course is an advanced study in studio lighting techniques used
in commercial and advertising photography. Topics of instruction
include advanced studio lighting, correct exposure using electronic
flash, appropriate choice of camera format and films, and studies
of commercial, advertising, and marketing photography. Students
are encouraged to work in a variety of formats, using black &
white, color, and digital techniques. Emphasis will be placed on
shooting with medium and large format cameras. The class in-
cludes lectures, slide presentations, an optional field trip, lab time,
written tests, notebook, and a portfolio. This course may be taken
four times for credit on different software. Students must supply
their own adjustable camera and related digital materials.

PHOTO 395  Stock Photography I  3 Units
Prerequisite: PHOTO 301 or 302 and PHOTO 310 or 312 with
grades of “C” or better, equivalent or technical competency
determined by faculty member upon evaluation of photography
portfolio.
Course Transferable to CSU
Hours: 36 hours LEC; 54 hours LAB
This course is designed to give students an introduction to the
creative, technical, and unique business aspects of Stock Photog-
raphy. Stock Photography is defined as photography of common
landmarks, objects, concepts, people, and events that can be
sold and resold for a variety of commercial purposes. Topics of
instruction include getting started in stock photography, defining
your creative style, shooting images that sell, working with stock
agencies, using fotoQuoto software, and understanding the stock
image enhancement workflow with Adobe Photoshop. Students
are encouraged to pursue their own style, subject matter, and
markets of interest through the production of a stock portfolio.
Students will also work in a variety of shooting environments
including studio and remote locations to enhance their technical
skills. The class includes lectures, image presentations, an optional
field trip, lab time, written tests, a notebook, and a final portfolio.
This course may be taken three times for credit if the version of
software being taught has changed. Students must supply their
own adjustable traditional or digital camera and related materials.

PHOTO 396  Stock Photography II  3 Units
Prerequisite: PHOTO 395 with a grade of “C” or better
Course Transferable to CSU
Hours: 36 hours LEC; 54 hours LAB
This course is designed to expand on the technical, creative, and
business aspects acquired in PHOTO 395. Topics of instruction
will advance students understanding of the profession of stock
photography. Topics include discovering emerging markets, target-
ing an audience and creative trends, using people professionally
in your stock photography, using a stock agent, advance image
enhancement with Adobe Photoshop, and changing your style in
a changing market. Students are encouraged to pursue new styles,
subject matter, and markets of interest through the production of
a stock portfolio. Students will continue to shoot in a variety of
new environments to enhance their developing technical skills.
The class includes lectures, image presentations, an optional field
trip, lab time, written tests, a notebook, and a final portfolio. This
course may be taken three times for credit if the version of soft-
ware being taught has changed. Students must supply their own
adjustable traditional or digital camera and related materials.

PHOTO 400  Digital Imaging  3 Units
Prerequisite: None.
Course Transferable to CSU
Hours: 36 hours LEC; 54 hours LAB
This is an introductory course in digital imaging. Methods currently
used in publishing will be emphasized. The course topics include
Adobe Photoshop, page layout, multimedia use for electronic
portfolio, use of computers, scanners, and how to develop a digital
portfolio. A field trip is included in this course to learn about
industry applications. Students must provide their own adjustable
camera and digital materials. This course may be taken three times
for credit if the version of software being taught has changed.

PHOTO 401  Digital Photography  3 Units
Prerequisite: PHOTO 301 and 400 with grades of “C” or better
Course Transferable to CSU
Hours: 36 hours LEC; 54 hours LAB
This is an introductory course in digital photography. The class
includes: lectures, use of computers, and scanning information on
digital cameras, slide presentations, field trips, and development
of a digital portfolio. Students must supply their own adjustable
camera and digital materials. This course may be taken three times
for credit if the version of software being taught has changed.

PHOTO 490  Assignment Photography  .5-4 Units
Prerequisite: PHOTO 301 or 302 AND PHOTO 310 or 312 with
grades of “C” or better or equivalent.
Course Transferable to CSU
Hours: 43 hours LEC; 87 hours LAB
This course will introduce career-driven photography students to
producing, creating, and completing real-world photography proj-
ects for non-profit organizations and the Sacramento community.
Through lecture, demonstration, client meetings, and brainstorm-
ing sessions, students will have the opportunity to develop a
portfolio of completed projects. Students will also experience
deadlines, the client-photographer relationship, how to set pricing
for projects, and strategies for presenting concepts. This course
may be taken up to 3 times if there is a change in the production
role (Assignment Producer, Photographer, Post-Production Artist).
PHOTO 494  Topics in Photography  .5-4 Units
Prerequisite: None  
Course Transferable to CSU  
Hours: 18 hours LEC; 54 hours LAB

PHOTO 495  Independent Studies in Photography  1-3 Units  
Prerequisite: None  
Course Transferable to CSU  
Hours: 54 hours LAB  
See Independent Studies.

PHOTO 498  Work Experience in Photography  1-4 Units  
Prerequisite: None  
Course Transferable to CSU  
Hours: 54 hours LEC; 216 hours LAB  
This course provides students with opportunities to develop marketable skills in preparation for employment or advancement within their current job. Course content will include understanding the application of education to the workforce; completion of required forms, which document the student’s progress and hours spent at the work site; and developing workplace skills and competencies. During the course of the semester, the student is required to fulfill an 18 hour orientation and 75 hours of related paid work experience, or 54 hours of unpaid work experience for one unit. An additional 75 or 54 hours of related work experience is required for each additional unit. This course may be taken up to four times for credit for a maximum of 16 units.

PHOTO 499  Experimental Offering in Photography  .5-4 Units  
Prerequisite: None  
Course Transferable to CSU  
Hours: 54 hours LEC; 36 hours LAB  
See Experimental Offerings.
Physical Education
ADAPT, DANCE, FITNS, PACT, PET, SPORT, TMACT

Associate in Arts Degree
Kinesiology-Exercise Science, Degree
Kinesiology-Athletic Training, Degree

Career Opportunities
Teaching, coaching, and athletic administration in elementary and secondary schools and colleges.

Recommended High School Preparation
Standard college preparatory program, especially beginning algebra and chemistry.

Program Information
The program is typical of lower-division requirements for four-year colleges and universities (though the specific science requirements tend to vary from college to college). For specific requirements students should refer to a catalog of the college of their choice.

Students must complete a standard college preparatory program, especially intermediate algebra and chemistry.

Career Opportunities
Most career options require a Bachelor’s degree. Once a Bachelor’s degree is obtained, career opportunities include teaching, coaching, various recreation positions, various health careers, and athletic administration in elementary and secondary schools and colleges.

Kinesiology-Exercise Science
Associate in Arts Degree

Required Program

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM 305, Introduction to Chemistry (5)</td>
<td>5</td>
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<tr>
<td>or CHEM 400, General Chemistry (5)</td>
<td></td>
</tr>
<tr>
<td>BIOL 430, Anatomy and Physiology (5)</td>
<td>5</td>
</tr>
<tr>
<td>BIOL 431, Anatomy and Physiology (5)</td>
<td>5</td>
</tr>
<tr>
<td>FCS 340, Nutrition (3)</td>
<td>3</td>
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<tr>
<td>or NUTRI 300, Nutrition (3)</td>
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<tr>
<td>STAT 300, Introduction to Probability and Statistics</td>
<td>4</td>
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<tr>
<td>PHYS 350, General Physics</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 402, Cell and Molecular Biology</td>
<td>5</td>
</tr>
</tbody>
</table>

Total Units Required 31

Associate in Arts (A. A.) Degree
The Associate in Arts Degree may be obtained by completion of the required program, plus general education requirements, plus sufficient electives to meet a 60-unit total. See SCC graduation requirements.

Kinesiology - Athletic Training
Associate in Arts Degree

Program Information
This program outlined below is designed to prepare the student athletic trainer for transfer to a four-year university by having many of the lower-division requirements completed (specific science requirements vary from college to college). Students wanting to be NATA Certified need to complete their Bachelor’s Degree.

Career Opportunities
Teaching athletic training classes, working in a high school, community college, four-year university, and in professional sports.

Recommended High School Preparation
Standard college preparatory program

Required Program

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</table>

Total Units Required 36-39

Associate in Arts (A. A.) Degree
The Associate in Arts Degree may be obtained by completion of the required program, plus the general education requirements, plus sufficient electives to meet a 60-unit total. See SCC graduation requirements.

Division of Physical Education, Health, and Athletics
Mitchell Campbell, Dean/Athletic Director
Hughes Stadium, Sections 1 & 3
916-558-2425
Physical Education

NOTE: The University of California has a limitation on the number of units of physical education activity courses that can be transferred (four units maximum). The California State University System has no such limitation, but there are restrictions placed on the number of physical education units that can be applied toward the major. (Refer to the catalog of the transfer institution of your choice for detailed information.)

All activity classes are open to both men and women. Students may be concurrently enrolled in more than one physical education activity class; however, no more than two of the same physical education activity classes may be taken by a student in the same semester.

ADAPT (Adapted PE), DANCE (Dance), FITNS (Fitness), PACT (Personal Activity), TMACT (Team Activity), and SPORT (Intercollegiate prefix refer to physical education activity classes meeting the General Education requirement for graduation unless identified otherwise. Several activity areas are separated into beginning, intermediate, and advanced levels. The beginning classes concentrate on fundamental skills, rules, scoring, equipment, dress, etiquette, and basic strategy. The intermediate classes continue efforts on skill development while concentrating on strategy and competitive play. The advanced classes emphasize high level sports techniques.

The Physical Education activity courses are one-unit courses and require three hours of activity each week, unless identified otherwise. They may be repeated up to four times in each activity unless identified otherwise (e.g. four Tennis in any combination of beginning, intermediate, and advanced level).

### Adapted Physical Education (ADAPT)

**ADAPT 310 Adapted Lifetime Sports** 1 Unit
Prerequisite: None.
General Education: AA/AS Area III(a); CSU Area E2
Enrollment Limitation: A student must have a temporary or permanent disability. Student must have a medical release form signed by a physician or appropriate medical professional. Student must fill out the Intake Procedures Forms from the Disability Resource Center (DRC).
Course Transferable to UC/CSU
Hours: 54 hours LAB
This is a physical education course designed to expose individuals with physical disabilities to a variety of individual sports in which they can participate. Modifications and assisted devices will be used to enable students to participate in sports such as basketball, kayaking (in the pool), tennis, etc. This course may be taken four times for credit.

**ADAPT 320 Arthritis Exercise, Individual** 1 Unit
Exercise for Individuals with Arthritis
Prerequisite: None.
General Education: AA/AS Area III(a); CSU Area E2
Enrollment Limitation: A student must have a temporary or permanent disability. Student must have a medical release form signed by a physician or appropriate medical professional. Student must fill out the Intake Procedures Forms from the Disability Resource Center (DRC).
Course Transferable to UC/CSU
Hours: 54 hours LAB
This is a physical education course that is specifically designed for individuals with arthritis. Planned individualized and group activities will promote wellness and fitness. General principles of safe, appropriate stretching and exercise will be discussed and practiced. This course may be taken four times for credit.

**ADAPT 322 Back Care** 1 Unit
Prerequisite: None.
General Education: AA/AS Area III(a); CSU Area E2
Enrollment Limitation: A student must have a temporary or permanent disability. Student must have a medical release form signed by a physician or appropriate medical professionals. Student must fill out the Intake Procedures Forms from the Disability Resource Center (DRC).
Course Transferable to CSU
Hours: 54 hours LAB
This is a physical education course designed to help relieve or reduce back pain. Individualized and/or group exercise programs will be designed and utilized for students with back disorders. This course may be taken four times for credit.

**ADAPT 324 Heart Healthy** 1 Unit
Prerequisite: None.
General Education: AA/AS Area III(a); CSU Area E2
Enrollment Limitation: A student must have a temporary or permanent disability. Student must have medical release form signed by a physician or appropriate medical professionals. Student must fill out the Intake Procedures Forms from the Disability Resource Center (DRC).
Course Transferable to UC/CSU
Hours: 54 hours LAB
This is a physical education course that is specifically designed for individuals who are recovering from a cardiac disability. Individualized and/or group activities will be used to increase fitness. General specific exercise principles will be discussed to encourage a continued healthy and active lifestyle. This course may be taken four times for credit.
ADAPT 331  Mobility Training for the Physically Limited 1 Unit
Prerequisite: None.
General Education: AA/AS Area III(a); CSU Area E2
Enrollment Limitation: A student must have a temporary or permanent disability. Student must have a medical release form signed by a physician or appropriate medical professional. Student must fill out the Intake Procedures Forms from the Disability Resource Center (DRC).
Course Transferable to UC/CSU
Hours: 54 hours LAB
This is a weight training course for physically limited students who need to increase muscular strength. All exercise programs are designed to meet the student’s individual goals. General strengthening, conditioning, and body mechanics are included. This course may be taken four times for credit.

ADAPT 332  Adapted Aquatics 1 Unit
Prerequisite: None.
General Education: AA/AS Area III(a); CSU Area E2
Enrollment Limitation: A student must have a temporary or permanent disability. Student must have a medical release form signed by a physician or appropriate medical professional. Student must fill out the Intake Procedures Forms from the Disability Resource Center (DRC).
Course Transferable to UC/CSU
Hours: 54 hours LAB
Water exercises will be individually designed for students with physical limitations. This course may be taken four times for credit.

ADAPT 499  Experimental Offering in Adapted Physical Education .5-4 Units
Prerequisite: None
Course Transferable to UC/CSU
Hours: 270 hours LAB
See Experimental Offerings.

DANCE 304  Polynesian Dance 1 Unit
Prerequisite: None.
General Education: AA/AS Area III(a); CSU Area E2
Course Transferable to UC/CSU
Hours: 54 hours LAB
This course covers basic dances from Polynesia, including dances from Tahiti, Hawaii, and New Zealand. Class sessions consist of warm-ups, center dances, and cultural vocabulary. An opportunity to study the history, location of origin, and cultural importance of Polynesian dance is presented. This course may be taken four times for credit.

DANCE 310  Jazz Dance 1 Unit
Prerequisite: For Beginning Jazz Dance: none; Prerequisite for Intermediate: Successful completion of Beginning Jazz Dance with a grade of “C” or better.
General Education: AA/AS Area III(a); CSU Area E2
Course Transferable to UC/CSU
Hours: 54 hours LAB
The beginning course is a basic approach to Jazz Dance. Warm-up technique and turns, isolations, locomotor movements, and dance combinations will be taught at this level. The dance combination will vary in styles to include ethnic, lyrical, modern, and hip hop/funk movements and steps. Group choreography and performance will be emphasized. The Intermediate course is an exploration of the various styles of jazz dance at the intermediate level. It includes further review of the dance movements learned in the beginning course. Student choreography and studio performances are required. This course may be taken four times for credit.

DANCE 320  Ballet 1 Unit
Prerequisite: None.
General Education: AA/AS Area III(a); CSU Area E2
Course Transferable to UC/CSU
Hours: 54 hours LAB
In this course students will learn to perform beginning level ballet positions, barre warm up exercises, turns, and ballet techniques. Center and across the floor exercises will focus on increased control, speed, strength, and balance. Students will develop a ballet movement vocabulary and apply ballet terminology appropriately including a performance of class repertoire. Students will also gain an understanding of the historical and traditional foundations of ballet and learn to appreciate ballet as a movement theory and art form. This course may be taken four times for credit.

DANCE 330  Modern Dance 1 Unit
Prerequisite: For Beginning Modern Dance: none; Prerequisite for Intermediate Modern Dance, successful completion of Beginning Modern Dance with a grade of “C” or better.
General Education: AA/AS Area III(a); CSU Area E2
Course Transferable to UC/CSU
Hours: 54 hours LAB
This course covers rhythmic movements, isolated movements, free expression, and improvisation. Elemental concepts of space, time, and force will be included. In beginning modern dance, dance vocabulary, warm-up techniques, improvisational dancing, basic rhythms, music, and sounds will be included. The seven basic locomotor movements and beginning choreography techniques will be taught. In intermediate modern dance, the contributions of various cultures to contemporary dance will be explored. Students will create dances to various types of music, percussion instruments, and other media. This course may be taken four times for credit.

DANCE 340  Ballroom Dance 1 Unit
Prerequisite: None.
General Education: AA/AS Area III(a); CSU Area E2
Course Transferable to UC/CSU
Hours: 54 hours LAB
This course offers instruction in basic ballroom dance. Students will develop the skills necessary for dances such as the Salsa, Cha Cha, Swing, Fox Trot, Waltz, Rumba, and Tango. The class will focus on alignment, partnering, analysis of rhythm and execution of specific dances in relation to the music. This course may be taken four times for credit.
DANCE 370  Dance Composition & Production  1.5 Units

Prerequisite: None.
Advisory: Dance and performance experience
General Education: AA/AS Area III(a); CSU Area E2
Course Transferable to CSU
Hours: 9 hours LEC; 54 hours LAB
This course is designed to give students the opportunity to choreograph and perform dance at the college level. Students will improve technique and experience other forms of dance styles. This course may be taken four times for credit provided different topics are taken.

DANCE 373  Cheer and Dance  2 Units

Prerequisite: None.
General Education: AA/AS Area III(a)
Enrollment Limitation: By audition only.
Course Transferable to CSU
Hours: 18 hours LEC; 24 hours LAB
This course is for intermediate/advanced cheer and dance students with experience in cheer motion, and dance. Dance members must process experience in Jazz/Pom/Funk/Hip-Hop and Kick styles of dance. All members perform at school athletic events and community events. Students are required to pay a lab fee for team uniforms. Contact division office (916- 558-2420) for information.

DANCE 499  Experimental Offering in Dance  .5-4 Units

Prerequisite: None
Course Transferable to UC/CSU
Hours: 216 hours LAB
See Experimental Offering. This is an experimental course offering designed to provide students with courses not normally offered by the Physical Education Department. Course topics will be structured around new and emerging dance activities related to the field of Physical Education. This course may be taken four times for a maximum of 16 units.

FITNS 303  Dance Aerobics  1 Unit

Prerequisite: None.
General Education: AA/AS Area III(a); CSU Area E2
Course Transferable to UC/CSU
Hours: 54 hours LAB
This course is designed to improve the level of fitness through dance and basic exercise movement. Students will be taught dancercise routines to music appropriate for low-impact activity. Muscular strength and endurance will be achieved through this form of exercise. This class may be taken four times for credit.

FITNS 306  Aerobics: Cardio-Kickboxing  1 Unit

Prerequisite: None.
General Education: AA/AS Area III(a); CSU Area E2
Course Transferable to UC/CSU
Hours: 54 hours LAB
This course emphasizes execution of the body movements and the mechanics, and the timing of exercises utilized in boxing, circuit training, and aerobics to improve general fitness and body toning. Students will be required to provide hand wraps. This course may be taken four times for credit.

FITNS 308  Step Aerobics  1 Unit

Prerequisite: None.
General Education: AA/AS Area III(a); CSU Area E2
Course Transferable to UC/CSU
Hours: 54 hours LAB
The Step Aerobics class is a physical education course designed to improve an individual’s level of fitness, general appearance, and well being. This course will concentrate on cardio-respiratory fitness, flexibility, muscular strength and endurance, resting and training heart rates, injury prevention, and weight management through step aerobics. This will be achieved through a variety of exercises using hand weights to strengthen upper body, abdominal exercises and various step routines. The course may be taken four times for credit.

FITNS 310  Aqua Aerobics  1 Unit

Prerequisite: None.
General Education: AA/AS Area III(a); CSU Area E2
Course Transferable to UC/CSU
Hours: 54 hours LAB
This course is designed to improve the student’s fitness level through the use of shallow water aquatic exercises. Specifically, the student should increase muscular strength and endurance, as well as improve flexibility and cardio-respiratory fitness. Additionally, the student will learn about resting and training heart rates, weight management, and injury prevention as it relates to exercise. No swimming skills are needed. This course may be taken four times for credit.
FITNS 312 Aquatic Fitness 1 Unit
Prerequisite: Student must achieve a passing standard on the swim test of 100 yards of freestyle with proficient breathing to the side, 50 yards of backstroke, and 50 yards of breaststroke.
General Education: AA/AS Area III(a); CSU Area E2
Course Transferable to UC/CSU
Hours: 54 hours LAB
Aquatic Fitness is a physical education course that includes a workout approach with emphasis on aerobic and anaerobic fitness. It is a self-paced class and utilizes interval training, cardiovascular conditioning, swimming technique, and aerobic and anaerobic training principles. This course may be taken four times for credit.

FITNS 324 Mat Pilates 1 Unit
Prerequisite: None.
General Education: AA/AS Area III(a); CSU Area E2
Course Transferable to UC/CSU
Hours: 54 hours LAB
This beginning course covers a method of body conditioning that includes a unique system of stretch and strength exercises. Mat Pilates is designed to work with the deepest muscles in the body while creating core strength without pain. The sequence of matwork exercises will strengthen and tone muscles, improve body posture, and increase flexibility and balance while unifying body and mind. This course may be taken four times for credit.

FITNS 330 Cross Training 1 Unit
Prerequisite: None.
Advisory: Beginning swimming skills
General Education: AA/AS Area III(a); CSU Area E2
Course Transferable to UC/CSU
Hours: 8 hours LEC; 54 hours LAB
This physical education course is designed to provide students the opportunity to participate in a variety of physical training methods. Class sessions may include, but are not limited to, running and pool workout, resistance, and strength training, as well as the use of stationary equipment. This course may be taken four times for credit.

FITNS 331 Boot Camp Fitness 1 Unit
Prerequisite: None.
General Education: AA/AS Area III(a); CSU Area E2
Course Transferable to UC/CSU
Hours: 54 hours LAB
This course is designed as an intensive boot camp fitness class conducted on campus using indoor and outdoor facilities. Training includes aerobic, anaerobic conditioning, strength and endurance training, and individual and team fitness concepts. This course may be taken four times for credit.

FITNS 332 Off Season Conditioning .5-1 Units
Prerequisite: None.
General Education: AA/AS Area III(a); CSU Area E2
Enrollment Limitation: Students must be a member of an intercollegiate athletic team.
Course Transferable to UC/CSU
Hours: 54 hours LAB
This physical education course involves sport specific training and conditioning skills and techniques. There is a concentration of basic concepts with emphasis on conditioning. Students will have the opportunity to obtain knowledge and practical experience in a specific intercollegiate sport. The course may be taken four times for a maximum of four units for credit.

FITNS 336 Plyometrics: Advanced Conditioning 1 Unit
Prerequisite: None.
Advisory: This course requires that the student participate in various high intensity workouts needed for sport specific training
General Education: AA/AS Area III(a); CSU Area E2
Course Transferable to UC/CSU
Hours: 54 hours LAB
Plyometrics is an advanced level conditioning course that will utilize a variety of equipment, training aids, and training methods to promote speed, power, agility, strength, endurance, and flexibility. This course may be taken four times for credit.

FITNS 338 Spin Biking 1 Unit
Prerequisite: None.
General Education: AA/AS Area III(a); CSU Area E2
Course Transferable to UC/CSU
Hours: 54 hours LAB
This course is specifically designed for cycling enthusiasts and other athletes looking to improve their cardiovascular levels. This course will use basic and athletic drills based on speed, work resistance, and recovery periods. This course may be taken four times for credit.

FITNS 350 Fitness And Weight Control 2 Units
Prerequisite: None.
Advisory: ESLR 320 and ESLW 320 with grades of “C” or better.
General Education: AA/AS Area III(a); CSU Area E2
Course Transferable to UC/CSU
Hours: 18 hours LEC; 54 hours LAB
This course is designed for students who wish to assess and improve physical fitness levels and encourage a healthy attitude toward body image and weight control. Students receive instruction concerning the theories and practical activities involved in obtaining and maintaining an appropriate level of physical fitness.

FITNS 354 Individualized Physical Fitness 1 Unit
Prerequisite: None.
General Education: AA/AS Area III(a); CSU Area E2
Course Transferable to UC/CSU
Hours: 54 hours LAB
This course will emphasize individualized structure and components to physical fitness. All workout programs will be specific to the goals, needs and interests of the student. Students will be required to monitor and record all programs, workouts and activities for assisting their lifelong health habits. This course may be taken four times for credit.
FITNS 356 Trim and Tone Conditioning 1 Unit
Prerequisite: None.
General Education: AA/AS Area III(a); CSU Area E2
Course Transferable to UC/CSU
Hours: 54 hours LAB
Trim and Tone Conditioning is designed to improve an individual’s level of fitness, general appearance, and well-being. This course will concentrate on muscle toning and strength development through various activities, for example, exercises for abdominal and core, exercises for hamstrings and quadriceps, exercises for buttocks and exercises for the upper body. This course may be taken four times.

FITNS 357 Wellness 1 Unit
Prerequisite: None.
General Education: AA/AS Area III(a); CSU Area E2
Course Transferable to UC/CSU
Hours: 54 hours LAB
This course allows students to work independently while monitoring their fitness program. This allows for a process that guides the students in strategies and decisions for healthy lifestyle habits. This course may be taken four times for credit.

FITNS 371 Life Fitness Center Training 1 Unit
Prerequisite: None.
General Education: AA/AS Area III(a)
Course Transferable to UC/CSU
Hours: 54 hours LAB
An open-entry/open-exit course designed to increase cardiovascular endurance, strength, and flexibility through the use of circuit training. A required orientation includes performing an individualized fitness assessment, learning guidelines on accessing fitness, training, and wellness information on-line, and discussing how to train safely and efficiently using state-of-the-art equipment. Grades are credit/no credit. This course may be taken four times for credit.

FITNS 380 Circuit Weight Training 1 Unit
Prerequisite: None.
General Education: AA/AS Area III(a); CSU Area E2
Course Transferable to UC/CSU
Hours: 54 hours LAB
Circuit Weight Training combines machine weight training, some free-weight training, core medicine ball training, body weight training, cardiovascular endurance, muscular endurance and flexibility while decreasing body fat. It is a wellness program in which a student, using different muscle groups, will alternate timed lifting with timed recovery. This course may be taken four times for credit.

FITNS 381 Weight Training 1 Unit
Prerequisite: For Beginning Weight Training: None; For Advanced Weight Training: Student must possess beginning weight training skills and knowledge.
General Education: AA/AS Area III(a); CSU Area E2
Course Transferable to UC/CSU
Hours: 54 hours LAB
This course provides instruction in weight training and techniques that promote muscular strength and endurance. Proper use of free weights and machines along with safety rules will be discussed. Students enrolling in Advanced Weight Training will be required to take a skills test. This course may be taken four times for credit.

FITNS 390 Basic Yoga 1 Unit
Prerequisite: None.
General Education: AA/AS Area III(a); CSU Area E2
Course Transferable to UC/CSU
Hours: 54 hours LAB
This course is designed to enhance fitness levels in everyone. It is a complete fitness program to achieve a more limber body, regardless of age, increase physical coordination, improve posture, and improve flexibility. This form of exercise embodies controlled movement, concentration, and conscious breathing. This course may be taken four times for credit.

FITNS 401 Walking 1 Unit
Prerequisite: None.
General Education: AA/AS Area III(a); CSU Area E2
Course Transferable to UC/CSU
Hours: 54 hours LAB
This is a physical education course designed to improve a student’s level of fitness, physical appearance, and well being. This course will concentrate on techniques, cardiovascular endurance, muscle strengthening and flexibility utilizing walking as an activity. Walking workouts use on and off-campus routes. This course may be taken four times for credit.

FITNS 402 Running for Fitness .5-1 Units
Prerequisite: None.
General Education: AA/AS Area III(a); CSU Area E2
Course Transferable to UC/CSU
Hours: 54 hours LAB
Running for Fitness is a physical education course that is designed to instruct the student in the basic fundamentals and techniques of running. The course will concentrate on improving the physical capacity and efficiency of the body with the emphasis on development of muscular and cardiovascular endurance and organic power, as influenced by such factors as body type, diet, health status, rest, and genetic potential. This course may be taken four times for a maximum of four units.

FITNS 431 Water Safety Instruction 2 Units
Prerequisite: Advanced swimming with a grade of “C” or better or equivalent.
General Education: AA/AS Area III(a)
Course Transferable to UC/CSU
Hours: 18 hours LEC; 54 hours LAB
This course is designed to teach students to become swimming instructors, administer “Learn-to-Swim Programs” and enable the student to qualify for American Red Cross Water Safety Instructor’s certificate.
FITNS 436  Lifeguard Training  2 Units  
Prerequisite: FITNS 440 - Advanced Swimming with a grade of “C” or better or equivalent.
General Education: AA/AS Area III(a); CSU Area E2
Course Transferable to UC/CSU
Hours: 28 hours LEC; 24 hours LAB
This course covers the knowledge and skills needed to prevent and respond to aquatic emergencies. The course content and activities prepare participants to recognize and respond quickly and effectively to emergencies and prevent drownings and injuries. Upon successful completion of the Lifeguard Training course requirements and exams, students will earn American Red Cross certificates. The American Red Cross certificates are only valid for one year for the CPR portion, and three (3) years for the Lifeguard Training and First Aid portion of the American Red Cross certifications. This course may be taken two times for credit.

FITNS 440  Swimming  1 Unit  
Prerequisite: For Beginning Swimming: none; For Intermediate Swimming: Student must achieve a passing standard on the swim test of 50 yards of freestyle with proficient breathing to the side; For Advanced Swimming: Student must achieve a passing standard on the swim test of 50 yards of freestyle with proficient breathing to the side and 50 yards of backstroke.
General Education: AA/AS Area III(a); CSU Area E2
Course Transferable to UC/CSU
Hours: 54 hours LAB
This course covers the basic fundamentals, stroke techniques, and safety skills. The beginning swimming course is designed for non-swimmers who cannot swim one length of the pool (25 yards). Instruction will be given in the physical and psychological adjustment to water as well as basic swimming stroke techniques. Intermediate swimming instruction includes refining the freestyle stroke, backstroke, and breast stroke. Butterfly and turn techniques will be taught. Advanced level of instruction will be provided in the advanced swimming course. The emphasis of the course will be endurance and stroke efficiency. This course may be taken four times for credit.

FITNS 454  Personal Safety  1.5 Units  
Prerequisite: None.
General Education: AA/AS Area III(b); AA/AS Area III(a); CSU Area E2
Course Transferable to CSU
Hours: 18 hours LEC; 36 hours LAB
This is a physical education course in personal safety. The major areas to be reviewed are safety in the home, workplace, school, online environment, street, and car. The course covers prevention, defensive strategies (physical and non-physical), and follow-up (police report, medical, psychological). Community resources will be discussed.

FITNS 499  Experimental Offering in  .5-4 Units  
Fitness  
Prerequisite: None
Course Transferable to UC/CSU
Hours: 216 hours LAB
This is an experimental course offering designed to provide students with courses not normally offered by the Physical Education Department. Course topics will be structured around new and emerging physical activities related to the field of Physical Education. This course may be taken four times for a maximum of 16 units.

PACT 310  Badminton  1 Unit  
Prerequisite: None.
General Education: AA/AS Area III(a); CSU Area E2
Course Transferable to UC/CSU
Hours: 54 hours LAB
This course provides instruction in basic fundamentals, techniques, and rules of badminton. The emphasis is on skill and technique development as well as strategies for singles and doubles. This course may be taken four times for credit.

PACT 320  Bowling  1 Unit  
Prerequisite: None.
General Education: AA/AS Area III(a); CSU Area E2
Course Transferable to UC/CSU
Hours: 54 hours LAB
This is a physical education course for beginning, intermediate, and advanced bowlers that will cover fundamental techniques, as well as rules, etiquette, and scoring. Emphasis is on rhythmic four- or five-step approach with either a hook or straight ball delivery. This class may be taken four times for credit.

PACT 330  Boxing  1 Unit  
Prerequisite: None.
General Education: AA/AS Area III(a); CSU Area E2
Course Transferable to UC/CSU
Hours: 54 hours LAB
Boxing is a physical education course that will cover the basic fundamentals and techniques of the sport. Methodology, strategy, and self-defense applications will also be included. This course may be taken four times for credit.

PACT 340  Fencing  1 Unit  
Prerequisite: None.
General Education: AA/AS Area III(a); CSU Area E2
Course Transferable to UC/CSU
Hours: 54 hours LAB
This is a physical education course that will cover the basic fundamentals and techniques of foil fencing. Rules and strategy will also be included. This course may be taken four times for credit.
PACT 350   Golf           1 Unit
Prerequisite: For Beginning Golf: none; For Intermediate Golf-Beginning
golf skills; For Advanced Golf-Intermediate golf skills.
General Education: AA/AS Area III(a); CSU Area E2
Course Transferable to UC/CSU
Hours: 54 hours LAB
Golf covers the basic skills and knowledge necessary to play the
game of golf. Instruction for this course is provided at an off-cam-
pus location. The student will need transportation to the facility.
This course focuses on the fundamental skills necessary to strike
and putt the ball to play the game, and game course management
strategies in order to negotiate a golf course. There are beginning,
intermediate and advanced levels of this course. Some sections of
this course are held on area regulation golf courses. Students must
have their own set of golf clubs and equipment. This course may
be taken four times for credit.

PACT 380   Table Tennis   1 Unit
Prerequisite: None.
General Education: AA/AS Area III(a); CSU Area E2
Course Transferable to UC/CSU
Hours: 54 hours LAB
This course is intended for all skill levels. It is designed to give the
student an arena to learn the skills and strategies involved in table
tennis and achieve a cardiovascular workout. This course may be
taken four times for credit.

PACT 400   Track and Field 1 Unit
Prerequisite: None.
General Education: AA/AS Area III(a); CSU Area E2
Course Transferable to UC/CSU
Hours: 54 hours LAB
This is a physical education course that will cover the basic fun-
damentals of the track and field events. The student will have the
opportunity to obtain knowledge and practical experience of track
and field activities. This course may be taken four times for credit.

PACT 410   Wrestling    1 Unit
Prerequisite: None.
General Education: AA/AS Area III(a); CSU Area E2
Course Transferable to UC/CSU
Hours: 54 hours LAB
The wrestling course is a physical education class that will cover
the basic fundamentals of intercollegiate wrestling. The student will
have the opportunity to obtain knowledge and practical experi-
ence of intercollegiate wrestling. This course may be taken four
times for credit.

PACT 499   Experimental Offering in  .5-4 Units
Personal Activity
Prerequisite: None
Course Transferable to UC/CSU
Hours: 270 hours LAB
This is an experimental course offering designed to provide stu-
dents with courses not normally offered by the Physical Education
Department. Course topics will be structured around new and
emerging physical activities related to the field of Physical Educa-
dation. This course may be taken four times for a maximum of 16
units.

PET 300   Introduction to Physical Education, Fitness, and Sport 3 Units
Prerequisite: None.
Advisory: ENGWR 100 or ESLW 310 with a grade of “C” or better.
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course provides students with an orientation to the history and
trends in physical education, fitness, and sport. Students will be
introduced to various career and professional issues in the physical
education, kinesiology, and sports fields. An introduction in the major
subfields including exercise physiology, biomechanics, motor learning, sport sociology, and sport and exercise psychology
will be discussed.

PET 304   Introduction to Sports Management 3 Units
Prerequisite: None.
Advisory: ENGWR 100 or ESLW 310 with a grade of “C” or better.
Course Transferable to CSU
Hours: 54 hours LEC
This course is designed to introduce students to the scope and ca-
near opportunities of Sports Management. Emphasis will be placed
on current events in the world of Sports Management.
PET 307 Mental Skills for Sport

Performance

3 Units

Prerequisite: None.
General Education: AA/AS Area III(b)
Course Transferable to CSU
Hours: 54 hours LEC
This course develops a mental understanding of sport performance in regards to the brain’s impact on muscular activity. Stress management, goal setting, peak performance, the ability to learn, the ability to adjust, and the ability to practice effectively will be taught to enhance sport performance. The student will apply basic mental skills (relaxation/activation, imagery, and cognitive restriction skills) to performance activities.

PET 310 Theory and Application of Techniques for Adapted Physical Education

2 Units

Prerequisite: None
Course Transferable to CSU
Hours: 36 hours LEC; 18 hours LAB
Theory and Application of Techniques for Adapted Physical Education is a physical education course which provides students an orientation to specific disabilities and practical experience in the implementation of physical activity for individuals with disabilities. Basic knowledge of movement related terminology, charting individual progress, exercise concepts, and characteristics of specific disabilities as they relate to exercise will be covered. There will be an opportunity to learn and practice safe transfers and guide individuals with disabilities through a structured exercise program. This class is invaluable for students interested in pursuing a career in physical therapy, occupational therapy, nursing, adapted physical education or any field which requires one to work with individuals with disabilities.

PET 330 Care and Prevention of Athletic Injuries

3 Units

Prerequisite: None.
Corequisite: PET 331
Advisory: ENGW 100 or ESLW 320, and LIBR 318 with grades of “C” or better.
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course provides an introduction to injury prevention, injury care, and rehabilitation of athletic injuries. Students will gain basic information about sports injuries, their causes, and treatment.

PET 331 Lab in Care and Prevention of Athletic Injuries

1 Unit

Prerequisite: None.
Corequisite: PET 330
Course Transferable to CSU
Hours: 54 hours LAB
This course is designed to teach techniques of taping, wrapping, stretching, and soft tissue management to facilitate prevention and rehabilitation of athletic injuries. Students will be required to purchase 16 rolls of 1 1/2 inch athletic tape.

PET 334 Practical Applications in Athletic Training/Sports Medicine

3 Units

Prerequisite: PET 330 and 331 with grades of “C” or better
Course Transferable to CSU
Hours: 36 hours LEC; 54 hours LAB
This course is designed to meet the educational needs of students planning to transfer and major in athletic training. The curriculum for athletic training is very structured and closely monitored by the National Athletic Trainers Association. The course will cover athletic training room management, advanced taping and first-aid skills, injury evaluation, and rehabilitation.

PET 342 Theory of Baseball

2 Units

Prerequisite: None.
Course Transferable to UC/CSU
Hours: 36 hours LEC
This course is designed for advanced analysis of baseball. Focus is placed on analysis and instruction of individual skills and team concepts. Special emphasis will be placed on a model for instruction. Specific areas of emphasis will include but not be limited to: team selection, fund raising, facility development, practice organization, individual fundamentals, and drills to develop those fundamentals, team fundamentals (Bunt defenses, cutoffs and relays, pick-offs, 1st and 3rd defenses) and drills to develop those fundamentals, conditioning and strength development, charting and scouting.

PET 346 Theory of Basketball

2 Units

Prerequisite: None.
Course Transferable to UC/CSU
Hours: 36 hours LEC
The course will give the students the opportunity to gain an understanding of coaching basketball beginning with conditioning for the pre-season and the regular season. Additionally, students will gain an understanding of how to teach basic fundamentals and learn various strategies including team offense and defense. Students will develop their own philosophies of coaching. Students will learn how to scout other teams and to read and explain basketball diagrams.

PET 348 Theory of Dance

2 Units

Prerequisite: None.
Course Transferable to UC/CSU
Hours: 36 hours LEC
This is an introduction to the history and theory of Ballet, Modern, and Jazz Dance forms. Students will explore the role of dance in the educational system and in our society. Students will learn the differences and similarities of the three different dance forms. The art of choreography strategies will be explored with the three different forms. This course may be taken twice for credit.
PET 352  Theory of Football  2 Units
Prerequisite: None.
General Education: AA/AS Area III(a)
Course Transferable to UC/CSU
Hours: 18 hours LEC; 54 hours LAB
This course will overview current offensive and defensive fundamental drills by position at both the community college and four year level. These concepts will be divided into the various components of skill levels by specific positions., i.e. Offensive: Running Backs, Quarterbacks, Wide-Outs, Tight Ends, and Interior Line; Defense: Secondary, Outside Linebackers, Inside Linebackers, Defense Line, and Kicking Specialist (punter, place kicker, and kick off).

PET 354  Theory of Soccer  2 Units
Prerequisite: None
Course Transferable to UC/CSU
Hours: 36 hours LEC
This course will give students the opportunity to gain the knowledge of coaching soccer. In addition, students will gain an understanding of how to teach techniques and various tactics, including team offense and defense and learn match analysis in connection with game preparation. This course will also include injury prevention, season planning, team management, systems of play, refereeing, and an understanding of applied psychology.

PET 360  Theory of Softball (Fast-Pitch)  2 Units
Prerequisite: None.
Course Transferable to UC/CSU
Hours: 36 hours LEC
This course is designed to develop advanced analysis of Softball. Focus is placed on analysis and instruction of individual skills and team concepts; specific areas of emphasis will include, but not be limited to, team selection, fund raising, facility development, practice organization, individual fundamentals, and drills to develop those fundamentals, along with team building fundamentals and drill to develop those qualities. Also included will be analysis of various coaching techniques, theories, and philosophy.

PET 364  Theory of Swimming  2 Units
Prerequisite: None.
Course Transferable to UC/CSU
Hours: 36 hours LAB
This course covers all aspects of competitive swimming, including the scientific principles of stroke biomechanics, physiology, and psychology of training, workout design, and meet management. The course will include a review of current regulations of the National Collegiate Athletic Association and the Commission of Athletics. This course may be taken twice for credit.

PET 365  Theory of Water Polo  2 Units
Prerequisite: None
Course Transferable to UC/CSU
Hours: 36 hours LEC
This course is designed for advanced analysis of water polo. Focus is placed on analysis and instruction of fundamental individual and team concepts. Specific areas of emphasis will include, but not be limited to, individual skills such as passing, shooting, goalie work, and team concepts of offense and defense. This course will include a review of current rules and regulations of the National Collegiate Athletic Association (NCAA) and Commission on Athletics (COA).

PET 370  Theory of Track and Field  2 Units
Prerequisite: None.
Course Transferable to UC/CSU
Hours: 36 hours LEC
This course is designed for advanced analysis of movement and skills of track and field. The major emphasis will include, but not be limited to, training theory, conditioning and strength training development and rules and strategies for successful performance in track and field.

PET 374  Theory of Volleyball  2 Units
Prerequisite: None.
Course Transferable to UC/CSU
Hours: 18 hours LEC; 54 hours LAB
This course is designed to develop a thorough understanding of the many aspects of Volleyball including training/conditioning programs, individual techniques, offense strategy/systems, defense strategy/systems, rules, drill development, practice plans, and team management. Emphasis will also be placed upon the importance of individual proficiency and team strategy/play.

PET 376  Theory of Wrestling  2 Units
Prerequisite: None.
Course Transferable to UC/CSU
Hours: 36 hours LEC
This course provides the foundation for advanced analysis of wrestling. Focus is placed on analysis and instruction of individual wrestling skills and team concepts. Specific areas of emphasis will include, but not be limited to, fund raising, practice organization, individual fundamentals, and drills to develop those fundamentals. Also included will be analysis of various coaching techniques, theories, and philosophies.

PET 410  Personal Trainer Certification:  3 Units
Exercise Science & Fitness Assessment
Prerequisite: None.
General Education: AA/AS Area III(b)
Course Transferable to CSU
Hours: 54 hours LEC
This course is designed to provide the theoretical knowledge necessary to prepare for the American Council on Exercise’s National Personal Training Certification Exam. Topics include the following: exercise physiology, human anatomy, applied kinesiology, basic nutrition, health screening, fitness assessment, cardiovascular fitness, muscular strength and endurance, and flexibility.
PET 411  Personal Trainer Certification:  2 Units
Program Design & Instructional Methodology
Prerequisite: PET 410 with a grade of “C” or better; or equivalent
General Education: AA/AS Area III(b)
Enrollment Limitation: None.
Course Transferable to CSU
Hours: 27 hours LEC; 27 hours LAB
This course is designed to provide the student with the theoretical knowledge and practical skills needed to prepare for the American Council on Exercise’s National Personal Training Certification Examination. Topics include: program design and implementation for both healthy adults and special populations, communication, and teaching techniques, injury prevention and safety, and professional responsibilities.

PET 412  Strength and Fitness Certification
3 Units
Prerequisite: None.
General Education: AA/AS Area III(b)
Course Transferable to CSU
Hours: 54 hours LEC
This course is designed to introduce and further research areas required for a strength and fitness certification for the National Council of Strength and Fitness (NCSF). The course includes scientific foundations, nutrition, body composition, components of fitness, exercise prescription, specific needs in special populations, connections between physical activity and mental and emotional health, and exercise programming and assessment.

PET 414  Health Fitness Management  3 Units
Prerequisite: None.
Course Transferable to CSU
Hours: 54 hours LEC
This course is designed to provide students with the basic guidelines for starting and managing multiple health and fitness centers in the private setting. The course focuses on initial start-up of a health and fitness center and operating procedures with emphasis on equipment selection and arrangement, employee training, and program planning for safe and optimally beneficial health and fitness results.

PET 418  Nutrition for Physical Performance
3 Units
Same As: NUTRI 302
Prerequisite: None.
General Education: AA/AS Area III(b)
Course Transferable to CSU
Hours: 54 hours LEC
This course will explore nutrition and fitness with emphasis on the relationship between nutrition, physical activity, lifelong fitness, and health.

PET 495  Independent Studies in Physical Education - Theory
1-3 Units
Prerequisite: None
Course Transferable to UC/CSU
Hours: 54 hours LAB
This course involves an individual student or small groups of students in study, research, or activities beyond the scope of regular offered courses, pursuant to an agreement among college, faculty members, and students. Independent studies in Physical Education Theory offer students a chance to do research that is more typical of community and graduate student work. This course may be taken four times for a maximum of 12 units providing there is no duplication of content areas.

PET 497  Internship in Physical Education - Theory
1-4 Units
Prerequisite: PET 330 and 331 with grades of “C” or better or concurrent enrollment in PET 330 and 331 or proof of knowledge and skills of preventative taping and recognition of basic athletic injuries.
Course Transferable to CSU
Hours: 18 hours LEC; 162 hours LAB
The student will be exposed to soft tissue techniques, advanced athletic taping, and wrapping, emergency scenarios, physiology of injury recovery, and rehabilitation programs as prescribed by the teams physicians and supervision by a certified athletic trainer. Units are awarded on the basis of one unit per 60 hours of unpaid work or 75 hours of paid work. This course may be taken four times for a maximum of 16 units for credit.

PET 499  Experimental Offering .5-4 Units
Physical Education Theory
Prerequisite: None
Course Transferable to UC/CSU
Hours: 54 hours LEC
See Experimental Offerings. This is an experimental course offering designed to provide students with courses not normally offered by the Physical Education Department. Course topics will be structured around new and emerging issues related to the field of Physical Education. This course may be taken four times for a maximum of 16 units providing there is no duplication of topics.

SPORT 90  Academic Study Skills for Student Athletes
.5-3 Units
Prerequisite: None.
Enrollment Limitation: Must be a student-athlete registered in an intercollegiate sport at Sacramento City College.
Hours: 9 hours LEC; 162 hours LAB
This lecture/lab course is designed to assist the at-risk student athlete in acquiring basic study skills and work habits to gain success in the classroom. In addition, the student-athlete will learn and apply motivational and time/stress management techniques. Grades are credit/no credit. This is an open entry, open exit course. A student may register for the course up to the eighth (8) week of the semester. A student may take the course up to four times for a maximum of three (3) units.
**SPORT 300  Baseball, Intercollegiate-Men  2 Units**
Prerequisite: None.
General Education: AA/AS Area III(a); CSU Area E2
Enrollment Limitation: Prior to enrollment the student must demonstrate intercollegiate athletic skills as determined by a try-out conducted by the coaching staff.
Course Transferable to UC/CSU
Hours: 180 hours LAB
This is an advanced baseball team activity that provides competition with other community college teams. Fundamentals, rules, and individual and/or team strategies appropriate to intercollegiate athletics competition will be expected of the competitors. This course may be taken three times for credit.

**SPORT 310  Basketball, Intercollegiate-Men  2 Units**
Prerequisite: None.
General Education: AA/AS Area III(a); CSU Area E2
Enrollment Limitation: Prior to enrollment the student must demonstrate intercollegiate athletic skills as determined by a try-out conducted by the coaching staff.
Course Transferable to UC/CSU
Hours: 180 hours LAB
This is an advanced course designed to provide specialized training for competition with other community college teams. Demonstration of fundamental and advanced skills, adherence to rules and etiquette of basketball, and execution of team strategy will be expected of all students. This course may be taken three times for credit.

**SPORT 315  Basketball, Intercollegiate-Women  2 Units**
Prerequisite: None.
General Education: AA/AS Area III(a); CSU Area E2
Enrollment Limitation: Prior to enrollment the student must demonstrate intercollegiate athletic skills as determined by a try-out conducted by coaching staff.
Course Transferable to UC/CSU
Hours: 180 hours LAB
This is an advanced course designed to provide specialized training for competition with other community college teams. Demonstration of fundamental and advanced skills, adherence to rules and etiquette of basketball, and execution of team strategy will be expected of all students. This course may be taken three times for credit.

**SPORT 320  Cross Country, Intercollegiate-Men  2 Units**
Prerequisite: None.
General Education: AA/AS Area III(a); CSU Area E2
Enrollment Limitation: Prior to enrollment, the student must demonstrate intercollegiate athletic skills as determined by a tryout conducted by the coaching staff.
Course Transferable to UC/CSU
Hours: 180 hours LAB
The advanced cross country course will provide specialized training for competition with other community college teams. Every student will be taught the fundamentals, advanced techniques, and strategy to be able to perform at the intercollegiate athletic competition level. This course may be taken three times for credit.

**SPORT 325  Cross Country, Intercollegiate-Women  2 Units**
Prerequisite: None.
General Education: AA/AS Area III(a); CSU Area E2
Enrollment Limitation: Prior to enrollment, the student must demonstrate intercollegiate athletic skills as determined by a tryout conducted by the coaching staff.
Course Transferable to UC/CSU
Hours: 180 hours LAB
The advanced cross country course will provide specialized training for competition with other community college teams. Every student will be taught the fundamentals, advanced techniques, and strategy to be able to perform at the intercollegiate athletic competition level. This course may be taken three times for credit.

**SPORT 330  Football, Intercollegiate-Men  2 Units**
Prerequisite: None.
General Education: AA/AS Area III(a); CSU Area E2
Enrollment Limitation: Prior to enrollment, the student must demonstrate intercollegiate athletic skills as determined by a tryout conducted by the coaching staff.
Course Transferable to UC/CSU
Hours: 180 hours LAB
This is an advanced football team activity, which provides competition with other community college teams. Fundamentals, rules, and individual and/or team strategies appropriate to intercollegiate athletic competition will be expected of the competitors. This course may be taken three times for credit.

**SPORT 345  Golf, Intercollegiate-Women  2 Units**
Prerequisite: None.
General Education: AA/AS Area III(a); CSU Area E2
Enrollment Limitation: Prior to enrollment, the student must demonstrate intercollegiate athletic skills as determined by a tryout conducted by the coaching staff.
Course Transferable to UC/CSU
Hours: 180 hours LAB
This is an advanced golf team activity that provides competition against other community college teams. Fundamentals, rules, individual and/or team strategy appropriate to intercollegiate athletic competition will be expected of the competitors. This course may be taken three times for credit.

**SPORT 355  Soccer, Intercollegiate-Women  2 Units**
Prerequisite: None.
General Education: AA/AS Area III(a); CSU Area E2
Enrollment Limitation: Prior to enrollment, the student must demonstrate intercollegiate athletic skills as determined by a tryout conducted by the coaching staff.
Course Transferable to UC/CSU
Hours: 180 hours LAB
The purpose of this class is to provide the student with an advanced level of knowledge and skills for competition with other community college teams. Principles, advanced techniques, psychological components, and defense/ offense strategies of soccer will be taught throughout the class for intercollegiate competition. This course may be taken three times for credit.
SPORT 365  Softball,  2 Units
   Intercollegiate-Women

Prerequisite: None.
General Education: AA/AS Area III(a); CSU Area E2
Enrollment Limitation: Prior to enrollment, the student must demonstrate intercollegiate athletic skills determined by a tryout conducted by the coaching staff.
Course Transferable to UC/CSU
Hours: 180 hours LAB
This is an advanced softball team activity that provides competition with other community college teams. Fundamentals, rules, and individual and/or team strategy appropriate to intercollegiate athletic competition will be expected of the competitors. This course may be taken three times for credit.

SPORT 370  Swimming and Diving,  2 Units
   Intercollegiate-Men

Prerequisite: None.
General Education: AA/AS Area III(a); CSU Area E2
Enrollment Limitation: Prior to enrollment, the student must demonstrate intercollegiate athletic skills as determined by a tryout conducted by the coaching staff.
Course Transferable to UC/CSU
Hours: 180 hours LAB
This is an advanced swimming and diving team activity that provides competition with other community college teams. Fundamentals, rules, and individual and/or team strategy appropriate to intercollegiate athletic competition will be expected of the competitors. This course may be taken three times for credit.

SPORT 375  Swimming and Diving,  2 Units
   Intercollegiate-Women

Prerequisite: None.
General Education: AA/AS Area III(a); CSU Area E2
Enrollment Limitation: Prior to enrollment, the student must demonstrate intercollegiate athletic skills as determined by a tryout conducted by the coaching staff.
Course Transferable to UC/CSU
Hours: 180 hours LAB
This is an advanced swimming and diving team activity that provides competition with other community college teams. Fundamentals, rules, and individual and/or team strategy appropriate to intercollegiate athletic competition will be expected of the competitors. This course may be taken three times for credit.

SPORT 380  Tennis, Intercollegiate-Men  2 Units

Prerequisite: None.
General Education: AA/AS Area III(a); CSU Area E2
Enrollment Limitation: Prior to enrollment, the student must demonstrate intercollegiate athletic skills as determined by a tryout conducted by the coaching staff.
Course Transferable to UC/CSU
Hours: 180 hours LAB
This is an advanced tennis team activity that provides competition with other community college teams. Knowledge of fundamentals, rules, and individual and/or team strategy appropriate to intercollegiate athletic competition will be expected of the competitors. This course may be taken three times for credit.

SPORT 385  Tennis, Intercollegiate-Women  2 Units

Prerequisite: None.
General Education: AA/AS Area III(a); CSU Area E2
Enrollment Limitation: Prior to enrollment, the student must demonstrate intercollegiate athletic skills as determined by a tryout conducted by the coaching staff.
Course Transferable to UC/CSU
Hours: 180 hours LAB
This is an advanced tennis team activity that provides competition with other community college teams. Fundamentals, rules, individual and/or team strategy appropriate to intercollegiate athletic competition will be expected of the competitors. This course may be taken three times for credit.

SPORT 390  Track and Field,  2 Units
   Intercollegiate-Men

Prerequisite: None.
General Education: AA/AS Area III(a); CSU Area E2
Enrollment Limitation: Prior to enrollment, the student must demonstrate intercollegiate athletic skills as determined by a tryout conducted by the coaching staff.
Course Transferable to UC/CSU
Hours: 180 hours LAB
The intercollegiate track and field course provides specialized advanced programs to provide specialized training for competition with other community college teams. Each student will be trained in the fundamental and advanced techniques needed for his specific events, along with the rules, strategies, sportsmanship and teamwork appropriate for intercollegiate competition. This course may be taken three times for credit.

SPORT 395  Track and Field,  2 Units
   Intercollegiate-Women

Prerequisite: None.
General Education: AA/AS Area III(a); CSU Area E2
Enrollment Limitation: Prior to enrollment, the student must demonstrate intercollegiate athletic skills as determined by a tryout conducted by the coaching staff.
Course Transferable to UC/CSU
Hours: 180 hours LAB
The intercollegiate track and field course is an advanced program to provide specialized training for competition with other community college teams. Students will be trained in the fundamental and advanced techniques needed for their specific events, along with the rules and strategies appropriate for intercollegiate competition. This course may be taken three times for credit.
**SPORT 405 Volleyball, Intercollegiate-Women**

2 Units

**Prerequisite:** None.

**General Education:** AA/AS Area III(a); CSU Area E2

**Enrollment Limitation:** Prior to enrollment, the student must demonstrate intercollegiate athletic skills determined by a tryout conducted by the coaching staff.

**Course Transferable to UC/CSU**

**Hours:** 180 hours LAB

This is an advanced, competitive volleyball team activity that provides competition with other community college teams. Fundamentals, rules and individual and/or team strategy appropriate to intercollegiate athletic competition will be expected of the competitors. This course may be taken three times for credit/eligibility.

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**SPORT 415 Water Polo, Intercollegiate-Women**

2 Units

**Prerequisite:** None.

**General Education:** AA/AS Area III(a); CSU Area E2

**Enrollment Limitation:** Prior to enrollment, the student must demonstrate intercollegiate athletic skills as determined by a tryout conducted by the coaching staff.

**Course Transferable to UC/CSU**

**Hours:** 180 hours LAB

This is an advanced water polo team activity that provides competition with other community college teams. Fundamentals, rules, team strategy, and swimming skills appropriate to intercollegiate athletic competition will be expected of the competitors. This course may be taken three times for credit.

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**SPORT 420 Wrestling, Intercollegiate-Men**

2 Units

**Prerequisite:** None.

**General Education:** AA/AS Area III(a); CSU Area E2

**Enrollment Limitation:** Prior to enrollment, the student must demonstrate intercollegiate athletic skills as determined by a tryout conducted by the coaching staff.

**Course Transferable to UC/CSU**

**Hours:** 180 hours LAB

This is an advanced wrestling team activity that provides competition with other community college teams, or Frosh/Soph teams from four-year institutions. Techniques, rules, strategies and conditioning appropriate for intercollegiate athletic competition will be expected of the competitors. This course may be taken three times for credit.

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**TMACT 300 Soccer, Indoor**

1 Unit

**Prerequisite:** None.

**General Education:** AA/AS Area III(a); CSU Area E2

**Course Transferable to UC/CSU**

**Hours:** 54 hours LAB

The purpose of this course is to provide the student with beginning level knowledge and skills associated with indoor soccer. Students will learn the differences between indoor and outdoor soccer. History, techniques, rules, and strategies of the game of indoor soccer will be taught throughout the class. As a result of the class, the students will improve their general physical fitness and skill performance. This course may be taken four times for credit.

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**TMACT 302 Soccer - Outdoor**

1 Unit

**Prerequisite:** None.

**General Education:** AA/AS Area III(a); CSU Area E2

**Course Transferable to UC/CSU**

**Hours:** 54 hours LAB

The purpose of this course is to provide the student with beginning level knowledge and skills in soccer. Principles, techniques, rules, and strategies of soccer will be taught throughout the class. As a result of the class, the students will improve their general physical fitness and skill performance. This course may be taken four times for credit.

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**TMACT 310 Baseball**

1 Unit

**Prerequisite:** For Intermediate Baseball: Beginning Baseball skills or equivalent. For Advanced Baseball: Intermediate Baseball with a grade of “C” or better, or equivalent skills.

**General Education:** AA/AS Area III(a); CSU Area E2

**Course Transferable to UC/CSU**

**Hours:** 54 hours LAB

Baseball covers the fundamentals, rules, and etiquette of the game. Intermediate baseball will cover techniques of the game, rules, and strategy. Individual and team techniques will be emphasized. Students will participate in advanced individual and team techniques in relationship to baseball strategy. This course may be taken four times for credit.

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**TMACT 311 Theory of Baseball Lab**

1 Unit

**Prerequisite:** PET 342 with a grade of “C” or better

**General Education:** AA/AS Area III(a); CSU Area E2

**Course Transferable to UC/CSU**

**Hours:** 54 hours LAB

This course is designed to enhance baseball fundamentals and conditioning drills for the advanced baseball player. Focus is placed on development of team skills and individual fundamentals. Specific areas of emphasis will include, but not be limited to: hitting, pitching, defense, and base running. This course may be taken four times for credit.

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**TMACT 320 Basketball**

1 Unit

**Prerequisite:** For Intermediate Basketball: Beginning basketball skills.

**General Education:** AA/AS Area III(a); CSU Area E2

**Course Transferable to UC/CSU**

**Hours:** 54 hours LAB

Basketball covers the fundamentals, rules, tactics, and etiquette of the game. In intermediate basketball, a review of the basic fundamentals, tactics, rules, and etiquette will be provided. In the advanced basketball class, systems of play to enhance the student’s understanding and ability will be covered. Students will participate in advanced individual and team techniques in relationship to basketball strategy. This course may be taken four times for credit.
TMACT 330  Volleyball  1 Unit
Prerequisite: For Intermediate Volleyball: Beginning Volleyball with a grade of “C” or better; For Advanced Volleyball: Beginning and Intermediate Volleyball with grades of “C” or better.
General Education: AA/AS Area III(a); CSU Area E2
Course Transferable to UC/CSU
Hours:  54 hours LAB
This physical education activity course will cover the fundamentals of the sport of volleyball including: the pass, set, spike, serve, block, dig, offense, and defense. Collegiate rules, etiquette, and strategy for six person team play will be taught. Beginning volleyball: the basic fundamentals and techniques of the game will be reviewed including 6-6 and 4-2 offense, middle-up defense, and 4 on 4 competition. Intermediate volleyball: 4-2 and 6-2 offense, middle-back defense, 4 on 4, and 3 on 3 competition. Advanced volleyball: 6-2 and 5-1 offense, middle-back and rotation defense, 4 on 4 and 3 on 3 and 2 on 2 competition. This course may be taken four times for credit.

TMACT 340  Football  1 Unit
Prerequisite: Prerequisite: For Intermediate Football: Beginning football skills. For Advanced Football: Intermediate Football with a grade of “C” or better, or equivalent skills.
General Education: AA/AS Area III(a); CSU Area E2
Course Transferable to UC/CSU
Hours:  54 hours LAB
Advanced football is a physical education course that covers the advanced fundamentals and techniques of the game. Topics will include rules, strategy, social etiquette, and advanced skills. This course can be taken four times for credit.

TMACT 341  Theory of Football Lab  1 Unit
Prerequisite: PET 352 with a grade of “C” or better
General Education: AA/AS Area III(a); CSU Area E2
Course Transferable to UC/CSU
Hours:  54 hours LAB
This course is designed to enhance football fundamentals and conditioning drills for the advanced football player. Focus is placed on the physical development of individual skills and team concepts. Specific areas of emphasis will include but not be limited to: team selection, individual fundamentals and drills to develop those fundamentals, team fundamentals (special teams, defending the pass, defending the run, strategies to advance the ball (on the ground and in the air) and drills to develop those fundamentals, conditioning and strength development. This course may be taken four times for credit.

TMACT 350  Softball, Fast Pitch  1 Unit
Advisory: Advanced softball skill level.
General Education: AA/AS Area III(a); CSU Area E2
Course Transferable to UC/CSU
Hours:  54 hours LAB
Fast-pitch softball is a class designed for the competitive player. This physical education class will teach skills, strategies, and rules of Fast-Pitch Softball. This course may be taken four times for credit.

TMACT 354  Intramural Sports  1 Unit
Prerequisite: None
General Education: AA/AS Area III(a)
Course Transferable to UC/CSU
Hours:  54 hours LAB
For students interested in increasing their own sports skills, and in promoting particular sports among other students. Intended to provide recreational, competitive, and instructional opportunities other than current ongoing programs. This course may be taken four times for credit.

TMACT 364  Intramural Sports  2 Units
Prerequisite: None.
General Education: AA/AS Area III(a); CSU Area E2
Enrollment Limitation: Students must be able to demonstrate cheerleading skills in arm motions, jumps, tumbling, and stunts at the intermediate to advanced level. The students must be able to demonstrate dance skills such as Jazz/Pom/Funk/Hip-Hop and Kick styles of dance at the intermediate to advanced level and possess performance experience.
Course Transferable to UC/CSU
Hours:  18 hours LEC; 24 hours LAB
This course is for intermediate/advanced cheer, stunt, and dance students with experience in tumbling, partner stunts, pyramids, basket tosses/jumps, motion, and dance. Dance members must process experience in Jazz/Pom/Funk/Hip-Hop and Kick styles of dance. The students compete at regional competitions and collegiate nationals. All members perform at school athletic events. The course may be taken four times for credit. Admittance is determined by audition.

TMACT 370  Water Polo  1 Unit
Prerequisite: Student must achieve a passing standard on the swim test of 100 yards of freestyle with proficient breathing to the side and 50 yards of backstroke.
General Education: AA/AS Area III(a); CSU Area E2
Course Transferable to UC/CSU
Hours:  54 hours LAB
Water Polo will cover the basic fundamentals, skills, and techniques of the game. Rules and strategies will also be included in the course. This course may be taken four times for credit.

TMACT 499  Experimental Offering in Team Activity  .5-4 Units
Prerequisite: None
Course Transferable to UC/CSU
Hours:  18 hours LEC; 54 hours LAB
See Experimental Offering. This is an experimental course offering designed to provide students with courses not normally offered by the Physical Education Department. Course topics will be structured around new and emerging physical activities related to the field of Physical Education. This course may be taken four times for a maximum of 16 units.
Physical Therapist Assistant  

Associate in Science Degree

Career Opportunities
This program prepares the student for employment as a physical therapist assistant. Physical therapist assistants work under the supervision of physical therapists in a wide variety of health care settings. These include hospitals, rehabilitation centers, private practices, and skilled nursing and extended care facilities. Physical therapist assistants treat clients with mobility, strength, and coordination disorders in order to improve function, decrease pain, and increase independence. The scope of practice includes activities such as therapeutic exercise, administration of physical modalities, ambulation training, and assisting patients with transfers and functional activities. Physical therapist assistants collect and document data in order to assess whether patients are progressing appropriately within the plan of care determined by the physical therapist.

Recommended Preparation
High school college preparatory courses including algebra, biology, chemistry, and physiology are recommended. Volunteer work or observational experience in a physical therapy facility is recommended in order to assist students in making a career decision. Medical Language (AH 110) is advised prior to enrollment in the program.

Program Information
The Physical Therapist Assistant (PTA) program is at the Associate in Science Degree level, which requires completion of the required program plus general education requirements. These include prerequisite courses (14.5 units), PTA courses (33.5 units), Allied Health courses (3 units), and specific general education courses required for the program (9 units). Students must also take additional courses to meet graduation requirements of the college (10-19 units). PTA and Allied Health courses are offered Monday through Thursday in the evening, and are scheduled sequentially for four semesters and one summer session. Supervised clinical work experiences are integrated throughout the program. Introduction to Clinical Practice (PTA 122) requires one full day per week during the second semester of the program. Clinical Practicum I and II (PTA 142 and 152) are each full time 6-week clinical experiences at the end of fall and spring semesters of the second year. Clinical sites are located throughout the greater Sacramento and Northern California region.

Enrollment Requirements
Enrollment in the Physical Therapist Assistant program is based on completion of prerequisite courses. Grades of “C” or better and a minimum cumulative GPA of 2.5 are required in the prerequisite courses. Courses taken for Credit/No Credit (C/NC) will be calculated into GPAs as a “C” grade. Applicants must submit applications and official transcripts to the Science and Allied Health Division. Approximately 30 students are enrolled in the program annually. Prerequisite courses include:

1. BIOL 430 and 431 (Anatomy and Physiology), or equivalent courses, within 10 years, with grades of “C” or better.

2. PTA 100 (Introduction to Physical Therapist Assistant) and ENGWR 300 (College Composition) or ESLW 340 (Advanced Composition), with grades of “C” or better.

3. ENGRD 110 (Composition Strategies and Vocabulary Development for College), with a grade of “C” or better, or eligibility for ENGRD 310 (Prose Analysis and Interpretation) as determined by the reading assessment process for all applicants who do not have an AA degree or higher.

4. If students have completed all other prerequisites, but have BIOL 431 in progress at the time of application, they will be considered eligible, pending receipt of final grade report.

Enrollment Process
Applications for enrollment and official transcripts supporting completion of prerequisite courses must be submitted to the Science and Allied Health Division. Enrollment applications and deadlines are available from the Science and Allied Health Division Office (Mohr Hall, Room 18 or 916 558-2271) or the physical therapist assistant program website at http://www.scc.losrios.edu/~sah/physther/.

In the event there are more applicants than spaces available, students who meet the enrollment eligibility requirements will be entered into a random selection pool. Students accepted for enrollment in the Physical Therapist Assistant Program will be required to provide documentation of a) capability to perform essential job-related functions of a physical therapist assistant; b) completed physical examination and immunizations; c) TB test; d) current professional level CPR certification; and e) first aid certification. Prior to assignment to a clinical experience, students will be required to undergo a criminal background check and an 8-panel drug screen test.

Accreditation
The Physical Therapist Assistant program has been granted accreditation by the Commission on Accreditation in Physical Therapy Education of the American Physical Therapy Association (APTA) effective November 1, 2000 - December 31, 2010.

Licensure
Graduates of this program are eligible for the National Examination for Physical Therapist Assistants. After successful completion of the examination and all requirements of the Physical Therapy Board of California, graduates may be licensed to work as physical therapist assistants in California.
Additional Information
Informational meetings are held several times each semester and provide prospective students with information on program prerequisites, enrollment processes, and other facts about the program and the field of physical therapy. Current information on program policies and procedures, clinical sites, and data on graduation rates, licensure, and employment may be obtained through the program coordinator. Call (916) 558-2298 or visit the SCC Web Site at http://www.scc.losrios.edu and use the pull-down menu to select the Physical Therapist Assistant department.

Cost of the Program
The cost of the program includes enrollment fees, which are subject to change. Other estimated costs include: books and supplies $900.00; physical examination and immunizations $250.00; malpractice insurance $30.00; uniforms $50.00; and application for license examination $600.00. Students must also plan for travel costs to and from the clinical facilities, many of which are outside the Sacramento area. Some students may need to arrange for housing during full time clinical affiliations.

Transfer Students
Students from other accredited PTA programs may apply to transfer to the Sacramento City College PTA program. Enrollment depends upon evidence of completion of equivalent academic and clinical course work and on space available in the program.

Required Program
Prerequisite Courses

PTA 100, Introduction to Physical Therapist Assistant................. 1.5
BIOL 430, Anatomy and Physiology........................................ 5
BIOL 431, Anatomy and Physiology........................................ 5
ENGWR 300, College Composition (3).................................. 3-4
or ESLW 340, Advanced Composition (4)
ENGRI 110 Comprehension Strategies and Vocabulary
Development For College ..................................................... 3

First Year, Fall Semester:
PTA 110, Kinesiology for PTA Students................................. 3
PTA 111, Kinesiology Laboratory for PTA Students.................. 2
AH 100, Professional Ethics of Health Team Members............. 1

First Year, Spring Semester:
PTA 120, Beginning Procedures - Physical Therapy
Modalities and Procedures.................................................. 2.5
PTA 121, Disorders I - Selected Disorders Commonly
Seen in Physical Therapy...................................................... 3
PTA 122, Introduction to Clinical Practice............................. 3

Summer Session:
PTA 130, Intermediate Procedures, Physical Therapy
Modalities and Procedures.................................................. 3
AH 106, Communication for Allied Health Careers.................. 2

Second Year, Fall Semester:
PTA 140, Therapeutic Exercise - Exercise Programs,
Protocols and Procedures.................................................. 3
PTA 141, Disorders II - Nervous Systems Disorders................. 2
PTA 142, Clinical Practicum I .............................................. 4

Second Year, Spring Semester:
PTA 150, Functional Activities & Gait - Activities of
Daily Living and Gait Training Techniques.......................... 3
PTA 151, Advanced Procedures-Advanced
Modalities and Treatment Procedures................................. 1
PTA 152, Clinical Practicum II ............................................. 4
PTA 153, Professional Issues in Physical Therapy.................... 1

General Education Courses:
SOC 300, Introductory Sociology........................................ 3
FCS 340, Nutrition (3)....................................................... 3
or NUTRI 300, Nutrition (3)
PSYC 370, Human Development: A Life Span (3).................. 3
or FCS 324, Human Development: A Life Span (3)

Total Required Units 61 - 62

1 ENGRD 110 or eligibility for ENGRD 310 as determined by the reading assessment process for all applicants who do not have an Associate Degree or higher.

Associate in Science (A. S.) Degree
The Associate in Science Degree may be obtained by completion of all components of the required program, plus general education requirements. See SCC graduation requirements.
PTA 100  Introduction to Physical Therapist Assistant  1.5 Units
Prerequisite: None.
Advisory: ENGWR 100 or ESLW 340 with a grade of “C” or better
Hours: 27 hours LEC
This course provides an introduction to the field of physical therapy and the role of the physical therapist assistant within the health care delivery system. Definitions of physical therapy, history and development of the profession, and the diverse types of clinical practice and employment settings are explored. The mission and goals of the professional organization, standards of practice, laws and regulations, and licensure requirements are introduced. Course requirements include an independent observational experience at a physical therapy facility and a written paper.

PTA 110  Kinesiology for PTA Students  3 Units
Prerequisite: See enrollment limitations.
Advisory: AH 110 and LIBR 318
Enrollment Limitation: Enrollment into the Physical Therapist Assistant Program and completion of PTA 100, BIOL 430 & 431, and ENGRD 300 (or ESLW 340) with grades of “C” or better, and a cumulative GPA of 2.5 in these courses. Completion of ENGRD 110 with a grade of “C” or better (or eligibility for ENGRD 310, as determined by the reading assessment process) for all applicants who do not have an A.A. Degree or higher.
Hours: 54 hours LEC
This course involves utilizing knowledge of the skeletal, articular, muscular, and nervous systems to analyze human posture and movement. Components of joint structure and function, muscle action, motor and reflex development, balance mechanisms, and sensory influence are applied to analysis of spinal and extremity motions, as well as common functional activities. Theories related to kinetics and kinematics of gait are included. Kinesiological principles are presented as they apply to the practice of physical therapy, and the roles and responsibilities of the physical therapist assistant. A paper and project are required.

PTA 111  Kinesiology Laboratory for PTA Students  2 Units
Prerequisite: See enrollment limitations.
Corequisite: PTA 110
Enrollment Limitation: Enrollment into the Physical Therapist Assistant Program and completion of PTA 100, BIOL 430 & 431, and ENGRD 300 (or ESLW 340) with grades of “C” or better, and a cumulative GPA of 2.5 in these courses. Completion of ENGRD 110 with a grade of “C” or better (or eligibility for ENGRD 310, as determined by the reading assessment process) for all applicants who do not have an A.A. Degree or higher.
Hours: 108 hours LAB
This course utilizes a problem solving approach to analysis of human movement emphasizing application of kinesiological principles to the field of physical therapy and the role of the physical therapist assistant. Students practice procedures for performing and recording goniometric measurements, tests for flexibility/muscle length, muscle performance, sensation, and analysis of posture and gait. Physical therapy procedures such as range of motion, positioning and draping, and body mechanics are introduced. The influence of neuromotor development, balance mechanisms, and sensory systems on posture and movement is included. Students practice skills and activities with each other in a laboratory setting under instructor supervision. A class presentation is required.

PTA 120  Beginning Procedures - Physical Therapy Modalities and Procedures  3.5 Units
Prerequisite: PTA 110 and 111 with grades of “C” or better.
Enrollment Limitation: Enrollment in the Physical Therapist Assistant Program.
Hours: 45 hours LEC; 54 hours LAB
This course introduces the theory and application of physical therapy modalities and procedures to include thermal agents and mechanical modalities, traction, hydrotherapy, external compression, wound management, transfers and gait training, and utilization of standard precautions. Students develop skills in gathering data regarding vital signs, functional ability in gait and transfers, pain status, and integumentary integrity. Documentation procedures, including use of medical abbreviations and terminology, are practiced. Through laboratory activities and problem-solving with case studies, students develop skills in utilizing modalities and procedures in comprehensive implementation of the physical therapy treatment plan.
PTA 121 Disorders I - Selected Disorders Commonly Seen in Physical Therapy

Prerequisite: PTA 110 and 111 with grades of “C” or better
Enrollment Limitation: Enrollment in the Physical Therapist Assistant Program.
Hours: 54 hours LEC
This course is designed as an overview of musculoskeletal, cardiovascular, respiratory, renal, endocrine, immune, and integumentary disorders relevant to the practice of physical therapy. Additional topics include: infectious disease, genetic disorders, neoplasms, and the effect of developmental, psychosocial, and cultural factors. Etiology, signs and symptoms, prognosis, and medical/surgical interventions for disorders are surveyed. Approaches to data collection and physical therapy interventions are introduced. Emphasis is placed on utilization of knowledge of medical disorders by physical therapist assistants within the context of implementing a comprehensive treatment plan.

PTA 122 Introduction to Clinical Practice

Prerequisite: PTA 110 and 111 with grades of “C” or better
Enrollment Limitation: Enrollment in the Physical Therapist Assistant Program.
Hours: 18 hours LEC; 112 hours LAB
This course provides students with the initial opportunity to observe physical therapy practice and perform selected delegated responsibilities with guidance, direction, and supervision. Students complete 56 hours in each of two different clinical settings. Assignments are determined by the program coordinator and may be in acute, sub-acute, out-patient, skilled nursing and rehabilitation, or other type of physical therapy practice. Seminar hours include orientation to the clinical practice setting, discussion of clinical experiences and clinical practice issues, and self-assessment of performance. The course is graded on a credit/no credit basis.

PTA 130 Intermediate Procedures, Physical Therapy Modalities and Procedures

Prerequisite: PTA 120, 121, and 122 with grades of “C” or better
Enrollment Limitation: Enrollment in the Physical Therapist Assistant Program.
Hours: 9 hours LEC; 27 hours LAB
This course introduces the theory and application of massage, soft tissue mobilization techniques, biofeedback, and pneumatic compression pumps utilized by physical therapist assistants. Through laboratory practice and case-based learning activities, students develop skills in utilizing these modalities and procedures in comprehensive implementation of the physical therapy treatment plan.

PTA 140 Therapeutic Exercise - Exercise Programs, Protocols and Procedures

Prerequisite: PTA 130 with a grade of “C” or better
Enrollment Limitation: Enrollment in the Physical Therapist Assistant Program.
Hours: 36 hours LEC; 54 hours LAB
This course presents the basic principles of therapeutic exercise and implementation of therapeutic exercise procedures in physical therapy. Approaches to improve range of motion, strength, endurance, balance, coordination, and functional limitations are included. Theories of motor control and motor learning are introduced. Knowledge of kinesiology, medical disorders, and documentation is integrated as students apply therapeutic exercise principles to case-based learning activities that emphasize the role of the physical therapist assistant in implementing a comprehensive physical therapy treatment plan. One field trip is required.

PTA 141 Disorders II - Nervous System Disorders

Prerequisite: PTA 130 with a grade of “C” or better
Enrollment Limitation: Enrollment in the Physical Therapist Assistant Program.
Hours: 36 hours LEC
This course is designed as an overview of central and peripheral nervous system disorders relevant to the practice of physical therapy. Etiology, signs and symptoms, prognosis, and medical/surgical interventions are surveyed. Approaches to physical therapy data collection and interventions are introduced. Emphasis is placed on utilization of knowledge of medical disorders by physical therapist assistants within the context of implementing a comprehensive treatment plan.

PTA 142 Clinical Practicum I

Prerequisite: AH 100, AH 106, and PTA 130 with grades of “C” or better
Enrollment Limitation: Enrollment in the Physical Therapist Assistant Program.
Hours: 240 hours LAB
This course provides students with the opportunity to perform delegated patient care responsibilities in a supervised physical therapy clinical setting. This is the first full-time clinical assignment during the program. Students complete a clinical affiliation of six weeks (40 hours per week) at a facility assigned by the program coordinator. The placement may be in an acute, sub-acute, out-patient, skilled nursing and rehabilitation, or other type of physical therapy practice. Additionally, six seminar hours are required. The course is graded on a credit/no credit basis.
PTA 150  Functional Activities & Gait -  Activities of Daily Living and Gait Training  3 Units
Prerequisite: PTA 140, PTA 141, and PTA 142 with grades of “C” or better.
Enrollment Limitation: Enrollment in the Physical Therapist Assistant Program.
Hours: 36 hours LEC; 54 hours LAB
This course presents the application of functional exercise and gait activities, with emphasis on the physical therapist assistant’s role in comprehensive treatment of patients with cardiopulmonary disorders, adult or pediatric neurological disorders, or amputation. Data collection activities related to assessing cardiopulmonary status, functional abilities, gait, equipment and assistive devices, and home and community environment are included. Students practice implementation of interventions to include endurance training, pulmonary hygiene techniques, functional activities and gait, activities of daily living, developmental activities, management of prosthetics and orthotics, management of wheelchairs and other equipment, and client/family education.

PTA 151  Advanced Procedures- Advanced Modalities and Treatment Procedures  1 Unit
Prerequisite: PTA 140, 141, and 142 with grades of “C” or better
Enrollment Limitation: Enrollment in the Physical Therapist Assistant Program.
Hours: 9 hours LEC; 27 hours LAB
This course introduces theory and application of electrotherapeutic modalities utilized by physical therapist assistants. Topics include the use of electrical stimulation for pain management, muscle re-education, and tissue healing. Through case-based learning activities students integrate skills in data collection, electrotherapeutic modalities, and other interventions for implementation of a comprehensive physical therapy treatment plan.

PTA 152  Clinical Practicum II  4 Units
Prerequisite: PTA 140, 141, and 142 with grades of “C” or better
Enrollment Limitation: Enrollment in the Physical Therapist Assistant Program.
Hours: 240 hours LAB
This course provides students with the opportunity to perform delegated patient care responsibilities in a physical therapy clinical setting, with supervision. This is the second full-time clinical assignment during the program. Students complete a clinical affiliation of six weeks (40 hours per week) at a facility assigned by the program coordinator. The placement may be in an acute, sub-acute, outpatient, skilled nursing and rehabilitation, or other type of physical therapy practice. This assignment will be at a facility which differs from the first full-time clinical assignment. Additionally, six seminar hours are required. The course is graded on a credit/no credit basis.

PTA 153  Professional Issues in Physical Therapy  1 Unit
Prerequisite: PTA 140, 141, and 142 with grades of “C” or better
Enrollment Limitation: Enrollment in the Physical Therapist Assistant Program.
Hours: 18 hours LEC
This course addresses professional practice issues in physical therapy to include organizational structure, budget, time management, and social responsibility. Students review and integrate information on physical therapy practice and laws and regulations in preparation for the national examination, prepare a resume, and practice interview skills.

PTA 295  Independent Studies in  Physical Therapist Assistant  1-3 Units
Prerequisite: None
Hours: 36 hours LEC; 54 hours LAB
This course involves an individual student or small groups of students in study, research, or activities beyond the scope of regularly offered courses, pursuant to an agreement among faculty and students.

PTA 299  Experimental Offering in  Physical Therapist Assistant  .5-4 Units
Prerequisite: None
Hours: 48 hours LEC; 72 hours LAB
This course will be an experimental offering on topics not yet covered by current Physical Therapist Assistant courses or an offering that addresses topics as they arise, such as those which relate to new physical therapy modalities, procedures, or professional issues. This course can be repeated for credit four times as long as there is no duplication of topics. Physics (PHYS)
NOTE: The University of California has a credit restriction on certain combinations of physics courses. See your counselor for detailed information on the current UC Articulation Agreement.

**PHYS 310  Conceptual Physics  3 Units**  
*Prerequisite:* None.  
*Advisory:* Math 34 (Pre-algebra) with a grade of “C” or better, or placement through the assessment process.  
*General Education:* AA/AS Area IV; CSU Area B1; IGETC Area 5A  
*Course Transferable to UC/CSU*  
*Hours:* 54 hours LEC  
This course presents the physical laws that tie together the diverse phenomena of nature. This course uses a descriptive approach, with limited use of basic algebra, to increase the students' understanding of the everyday physical world.

**PHYS 350  General Physics  4 Units**  
*Prerequisite:* High School Trigonometry or MATH 334 with a grade of “C” or better.  
*General Education:* AA/AS Area IV; CSU Area B1; CSU Area B3; IGETC Area 5A  
*Course Transferable to UC/CSU*  
*Hours:* 54 hours LEC; 54 hours LAB  
This course is a non-calculus based survey of general physics. It is designed for biological science students, including those in pre-medical, pre-dental, optometry, agricultural, and forestry programs. Topics include kinematics, Newton’s Laws, dynamics of rigid bodies, work and energy, momentum, rotational motion, fluids, and oscillatory motion.

**PHYS 360  General Physics  4 Units**  
*Prerequisite:* PHYS 350 with a grade of “C” or better  
*General Education:* AA/AS Area IV; CSU Area B1; CSU Area B3; IGETC Area 5A  
*Course Transferable to UC/CSU*  
*Hours:* 54 hours LEC; 54 hours LAB  
This course is a non-calculus based survey of general physics. It is designed for biological science students, including those in pre-medical, pre-dental, optometry, agricultural, and forestry programs. Topics include electric charge, electric fields, AC and DC circuit theory, electromagnetism, optics, wave theory, and quantum physics.

**PHYS 410  Mechanics of Solids and Fluids  5 Units**  
*Prerequisite:* None.  
*Corequisite:* MATH 401  
*General Education:* AA/AS Area IV; CSU Area B1; CSU Area B3; IGETC Area 5A  
*Course Transferable to UC/CSU*  
*Hours:* 55 hours LEC; 54 hours LAB; 18 hours DIS  
Topics covered include linear and rotational motion, Newton’s laws, dynamics of rigid bodies, harmonic motion, and liquids. This course is for physics, mathematics, chemistry, architecture, and engineering majors.

**PHYS 420  Electricity and Magnetism  5 Units**  
*Prerequisite:* MATH 401 and PHYS 410 with grades of “C” or better  
*General Education:* AA/AS Area IV; CSU Area B1; CSU Area B3; IGETC Area 5A  
*Course Transferable to UC/CSU*  
*Hours:* 72 hours LEC; 54 hours LAB; 18 hours DIS  
This course presents an in-depth treatment of electricity and magnetism and stresses problem-solving. Topics covered include charge and electric force, electric fields, electrical potential, magnetism, electromagnetic induction, DC and AC circuit theory. This course is for physics, mathematics, chemistry, architecture, engineering, and computer science majors.

**PHYS 430  Heat, Waves, Light and Modern Physics  5 Units**  
*Prerequisite:* PHYS 410 with a grade of “C” or better  
*Corequisite:* MATH 402  
*General Education:* AA/AS Area IV; CSU Area B1; CSU Area B3; IGETC Area 5A  
*Course Transferable to UC/CSU*  
*Hours:* 55 hours LEC; 54 hours LAB; 18 hours DIS  
Topics include thermodynamics, wave theory, light and sound, geometrical and physical optics (including lenses and mirrors), quantum physics and high-energy physics. This course is intended for physics, mathematics, chemistry, architecture and engineering majors.
PHYS 494  Topics in Physics  .5-4 Units
Prerequisite: None
Course Transferable to UC/CSU
Hours: 54 hours LEC; 54 hours LAB
This course is designed to enable both science and non-science students to learn about recent developments in physics. Selected topics would not include those that are part of current course offerings. This course may be repeated for credit, providing there is no duplication of topics.

PHYS 495  Independent Studies  1-3 Units in Physics
Prerequisite: None
Course Transferable to UC/CSU
Hours: 54 hours LAB
See Independent Studies.

PHYS 499  Experimental Offering  .5-4 Units in Physics
Prerequisite: None
Course Transferable to UC/CSU
Hours: 54 hours LEC; 36 hours LAB
See Experimental Offerings.
Program Information
Sacramento City College offers a unique political science experience that combines both the science and arts of politics that can only be appreciated in the heart of California’s capital. Faculty provide a strong orientation to the world of politics by blending theory and real-world activities, which students will value throughout their academic and professional careers.

Career Opportunities
Completion of the degree will lead to professions in public or private sector in the areas of law, public relations, business, advocacy, lobbying, international relations, diplomacy, and academia. Completion of the degree will lead to opportunities in national, state, and local governments.

Political Science
Associate in Arts Degree

Required Program

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<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>A minimum of 9 units from the following:</td>
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<tr>
<td>POLS 301, Introduction to Government: United States (3)</td>
<td>9</td>
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<td>POLS 302, Introduction to Government: Foreign (3)</td>
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<td>POLS 310, Introduction to International Relations (3)</td>
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<tr>
<td>POLS 480, Introduction to International Relations - Honors (3)</td>
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<td>POLS 481, Introduction to Government: United States - Honors (3)</td>
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<td>A minimum of 6 units from the following:</td>
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<td>POLS 304, Introduction to Government: California (3)</td>
<td>6</td>
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<td>POLS 320, Introduction to Political Theory (3)</td>
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<td>POLS 322, Political Ideologies (3)</td>
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<td>POLS 340, Women in Politics (3)</td>
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<tr>
<td>POLS 497, Internship in Political Science (1-4)</td>
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A minimum of 3 units from the following:       | 3     |
| HIST 310, History of the United States (3)    |       |
| HIST 311, History of the United States (3)    |       |

Total Units Required                        | 18    |

Associate in Arts (A.A.) Degree
The Associate in Arts Degree may be obtained by completion of the required program, plus general education requirements, plus sufficient electives to meet a 60-unit total. See SCC graduation requirements.
POLS 310  Introduction to International Relations  3 Units
Prerequisite: None.
Advisory: Eligibility for ENGWR 300
General Education: AA/AS Area V(b); CSU Area D8; IGETC Area 4H
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course will examine the problems, motivating forces, and techniques of conflict resolution among actors within the global nation-state system. Particular emphasis is placed on comparing perspectives among developed and underdeveloped nations.

POLS 312  The Middle East  3 Units
Prerequisite: None.
Advisory: Completion of ENGWR 100 with a grade of “C” or better, or ESLW 320 with a grade of “C” or better.
General Education: AA/AS Area V(b); AA/AS Area VI; CSU Area D8
Course Transferable to UC/CSU
Hours: 54 hours LEC
Area Studies courses cover the government and politics of selected nations within a distinct geopolitical area of the world in order to provide understanding of the institutions and dynamics of the area. This Area Studies survey course is designed to give students an understanding of the Middle East and North Africa (MENA). It covers the region’s history through the Ottoman Empire, colonialism, independence and the modern-day challenges of economic globalization and foreign intervention. The impact of economics, colonialism, struggles over natural resources, religious movements, social and cultural struggles, and ideology will be examined in the region on a country-by-country and regional basis. The question of Palestine and the Palestine-Israel conflict will be closely examined as a core issue in the politics of the region. The course includes an examination of dominant political institutions; actors, processes, and belief systems within the context of political culture and an analysis of area political economy and foreign policy in the environment of global interdependence. Countries to be covered include but are not limited to Brazil, Mexico, Guatemala, Nicaragua, Venezuela, Peru, Bolivia, Colombia, Chile, Argentina, Uruguay, Cuba, Puerto Rico, Haiti, Jamaica, and the Dominican Republic. The course concludes with a summation of the region as it stands today and an assessment of where it is likely to go in the near future.

POLS 313  Latin America  3 Units
Prerequisite: None.
General Education: AA/AS Area V(b); CSU Area D8
Course Transferable to UC/CSU
Hours: 54 hours LEC
Area Studies courses cover the government and politics of selected nations within a distinct geopolitical area of the world in order to provide understanding of the institutions and dynamics of the area. This Area Studies survey course is designed to give students an understanding of past and contemporary Latin American politics. The impact of language, culture, religion, colonialism, neo colonialism, free market, ideology, revolutionary movements, conflict and resolution, and foreign and domestic policies will be examined in the region on a country-by-country basis. The course includes an examination of dominant political institutions, actors, processes, and belief systems within the context of political culture and an analysis of area political economy and foreign policy in the environment of global interdependence. Countries to be covered include but are not limited to Brazil, Mexico, Guatemala, Nicaragua, Venezuela, Peru, Bolivia, Colombia, Ecuador, Chile, Argentina, Uruguay, Cuba, Puerto Rico, Haiti, Jamaica, and the Dominican Republic. The course concludes with a summation of the region as it stands today and an assessment of where it is likely to go in the near future.

POLS 320  Introduction to Political Theory  3 Units
Prerequisite: None.
Advisory: Eligibility for ENGWR 300
General Education: AA/AS Area V(b); CSU Area D8; IGETC Area 4H
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course examines theoretical approaches to politics and ways of thinking about politics, covering important thinkers and topics during the ancient, medieval, and modern periods.

POLS 322  Political Ideologies  3 Units
Prerequisite: None.
Advisory: Eligibility for ENGWR 300 or ENGWR 100 or ESLR 320 and ESLW 320 is advised.
General Education: AA/AS Area V(b); CSU Area D8; IGETC Area 4H
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course will cover comparative, conceptual, and historical analysis of competing ideological approaches to government. Emphasis will be on the theories, values, and assumptions that make up a political ideology and the effect of such theories on a political system.

POLS 340  Women in Politics  3 Units
Prerequisite: None.
Advisory: Eligibility for ENGWR 300 or ESLW 320 is advised.
General Education: AA/AS Area V(b); CSU Area D4; CSU Area D8; IGETC Area 4H
Course Transferable to UC/CSU
Hours: 54 hours LEC
Major topics covered in this course include a study of the past and the current influences on the political and legal status of women; an exploration of women’s participation in the political process; and an examination of political theory and strategy as it relates to women.
POLS 480  Introduction to International Relations - Honors  3 Units
Prerequisite: Admission to Honors Program required.
Advisory: Eligibility for ENGWR 300
General Education: AA/AS Area V(b); CSU Area D8; IGETC Area 4H
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course will examine the problems, motivating forces, and techniques of conflict resolution among actors within the global nation-state system. Particular emphasis is placed on comparing perspectives among developed and underdeveloped nations. This honors section uses an intensive instructional methodology with extensive research projects on international institutions designed to challenge motivated students.

POLS 481  Introduction to Government: United States - Honors  3 Units
Prerequisite: Admission to the Honors Program; 3.0 GPA or eligibility for ENGWR 300.
General Education: AA/AS Area V(a); CSU Area D8; CSU Area F2; CSU Area F3; IGETC Area 4H
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course will examine the principle and problems of government, the political process and democracy as practiced in the United States. The class is conducted in a seminar format and requires a higher level of student academic engagement of course preparation with at least four texts and readers. This section uses an intensive instructional methodology and is designed to maximize the level of students' depth of subject-based knowledge. This course fulfills federal, state, and local government content requirements.

POLS 494  Topics in Political Science  .5-4 Units
Prerequisite: None
Advisory: Eligibility for ENGWR 100 or ESLW 320.
Course Transferable to UC/CSU
Hours: 54 hours LEC
Content will differ each time course is offered. The objective is to focus content on issues of local, national or international significance at the time of offering course.

POLS 495  Independent Studies in Political Science  1-3 Units
Prerequisite: None
Course Transferable to UC/CSU
Hours: 54 hours LAB
See Independent Studies.

POLS 497  Internship in Political Science  1-4 Units
Prerequisite: None
Advisory: Concurrent enrollment in or completion of courses related to the major.
Course Transferable to UC/CSU
Hours: 18 hours LEC; 75 hours LAB
18 hours lecture and 75 hours of related paid activity or 60 hours of volunteer activity for one unit; 75 or 60 hours of activity for each additional unit.* This course consists of a supervised internship and study in political, governmental, or related organizations. This course may be repeated for credit as long as there is new or expanded learning on the job.

POLS 499  Experimental Offering in Political Science  .5-4 Units
Prerequisite: None
Course Transferable to UC/CSU
Hours: 54 hours LEC
See Experimental Offerings.
Pre-Professional Majors

Sacramento City College strongly advises prospective students, who are preparing to study a professional major, to consult with a counselor.

Law

“Pre-law” is not a major but rather a term that describes a student interested in applying for admission to a law school. There are no specific major or specific courses for pre-law students. A student’s overall GPA is important when applying for admission to a law school; therefore, a pre-law student should consider a major that he/she enjoys and can successfully complete. It is advisable to consider a major that can be used as an alternative to law school or can be used in coordination with the law degree.

As a pre-law student, you should plan a course of study that will give you a broad cultural background, develop the ability to think critically, gain an understanding of people and institutions, and know how to gather and weigh facts to solve problems and think creatively. They should be able to read rapidly with comprehension, express themselves clearly, completely, and concisely, both orally and in writing. Suggested curriculum should include: English, history, philosophy, mathematics and logic, science, economics, government, psychology, accounting, and communication.

Most law schools require students to have a bachelor’s degree, demonstrate academic ability as evidenced by the Law School Admission Test (LSAT) scores, and a competitive grade point average. Admission to the University of California Schools of Law, Berkeley, Davis, Hastings, and San Francisco requires a Bachelor’s degree. Admission to McGeorge School of Law, Sacramento requires completion of approximately three-fourths of a four-year program, usually 90 semester units. Students should meet with a counselor to plan a course of study.

Pharmacy

Pharmacy education requires a minimum of six years of college.

Admissions Requirements:

Education varies: minimum 60 units, a bachelor’s degree preferred from an accredited institution
Required Courses: BIOL 402, 422; CHEM 400, 401, 425, 426 or 420, 421; MATH 350, 351 or 400, 401; PHYS 410, 420

Health Science Education

Dentistry, Medicine, Optometry, Veterinary Medicine

Students planning to attend a dental, medical, optometry, or veterinary school can achieve an undergraduate degree in any major. However, it is highly recommended that students select majors or coursework related to dentistry, medicine, optometry, or veterinary medicine to meet admission requirements and to be better prepared for the profession.

In addition to a competitive grade point average, professional schools base their selection on motivation, extracurricular activities, work experience related to the health sciences, test scores, application, personal statement, letters of recommendation, and interview.

Dentistry

Dental education requires a minimum of seven years of college.

Admissions Requirements:

Dental Admission Test (DAT)
Education varies: 90-96 semester units completed from an accredited college, baccalaureate degree preferred;
Required courses: BIOL 402, 422; CHEM 400, 401, 425, 426 or 420, 421; PHYS 350, 360

Medicine

Medical education requires a minimum of eight years of college and residency.

Admission Requirements:

Medical College Admission Test (MCAT)
Education varies: at least 90 semester hours /120-140 quarter hours or bachelor’s degree from an accredited institution
Required Courses: BIOL 402, 422; CHEM 400, 401, and 425, 426 or 420, 421; MATH 350, 351 or 400, 401; PHYS 350, 360

Optometry

Optometry education requires a minimum of seven years of college.

Admissions Requirements:

Optometry Admission Test (OAT)
California schools require a bachelor’s degree from an accredited institution
Required Courses: BIOL 402, 422, 440; CHEM 400; 425, 426 or 420, 421; MATH 350, 351 or 400, 401; PHYS 350, 360; PSYC 300; STAT 300
Teacher Education
There are two types of credentials for teaching in the public schools of California, each permitting instruction in grades K-12. One type is the Multiple Subject Credential for teachers in a self-contained classroom, in general required for most elementary school teachers (grades K-6). The other is the Single Subject Credential for teachers responsible for only one subject, in general for most junior and senior high school teachers (grades 7-12).

For a Multiple Subject Credential, students must satisfy the following: (1) Bachelor’s or higher degree, (2) an approved professional preparation program including successful student teaching with a minimum grade of C, (3) CBEST test, (4) teaching of reading, (5) Reading Instruction Competency Assessment (RICA), (6) U.S. Constitution, and (7) subject-matter competency (program or exam).

For a Single Subject Credential students must satisfy the following: (1) Bachelor’s or higher degree, (2) an approved professional preparation program including student teaching, (3) CBEST test, (4) teaching of reading, (5) U.S. Constitution, and (6) subject-matter competence (program or exam). The Commission-approved subject matter programs are: Agriculture, Art, Business, English, Health Science, Home Economics, Industrial and Technology Education, Foreign Languages, Mathematics, Music, Physical Education, Science (Biological Sciences, Chemistry, Geosciences, Physics), and Social Science. Subject matter programs vary at each four-year institution.

Sacramento City College strongly encourages students to meet with a counselor to obtain appropriate requirements for the four-year institution of their choice.

Social Welfare
Students who desire to work in social welfare must first complete a baccalaureate degree and then a master’s degree in Social Work/Welfare (MSW). The MSW is required to work in such fields as family counseling, medial and psychiatric social work, or child welfare services. The MSW can also prepare students for licensure as a Licensed Clinical Social Worker (LCSW).

There is no specific lower-division preparation in this field, but suggested courses include: social sciences, anthropology, psychology, sociology, economics, and possibly a foreign language and/or completing a lower-division general education pattern.

Veterinary Medicine
Veterinary medicine education requires a minimum of seven years of college.

Admissions Requirements:
Graduate Record Examination (GRE)
Education: minimum of 72 semester units from an accredited institution
Required Major Preparation: BIOL 402, 422, CHEM 400, 401, 425, 426, PHYS 350; STAT 300; ENGWR 300 and 301; COMM 301; Humanities and Social Sciences - nine units.
Psychology

Division of Behavioral and Social Science
J. Frank Malaret, Dean
Rodda North 226
916-558-2401

Program Information
This degree program is designed to serve the needs of a wide variety of Sacramento City College students who are pursuing study in the field of Psychology. The primary aim of this program is to provide a clearly articulated and comprehensive curricular track for students preparing to transfer to baccalaureate programs in Psychology. An additional specific aim of this program is to expose “undecided” students to the core principles and practices of the field in order to build a foundation for their future personal, academic, or vocational paths. Among the many options, this foundation would be appropriate for entry into a variety of para-professional careers and careers in related fields.

Career Opportunities
The Psychology degree is designed to facilitate students’ successful transfer to BA programs and, in so doing, prepare them for advanced study in a variety of graduate programs. Psychologists with graduate degrees and professional certificates have a broad range of employment opportunities including, but not limited to, clinical practice, research, and teaching. Clinical psychologists work in a variety of settings and with a wide range of clients. Research psychologists work in a range of fields associated with the study of human behavior, including biomedical, sports psychology, and cognitive neuroscience. The A.A. degree in psychology can also provide a foundation for students interested in working in para-professional careers and careers in related fields.

Psychology

Associate in Arts Degree

Required Program

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYC 300, General Principles</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 310, Biological Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 320, Social Psychology</td>
<td>3</td>
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<tr>
<td>PSYC 335, Research Methods Psychology</td>
<td>3</td>
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<tr>
<td>STAT 300, Introduction to Probability and Statistics</td>
<td>4</td>
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<tr>
<td>A minimum of 3 units from the following:</td>
<td>3</td>
</tr>
<tr>
<td>One additional transfer-level psychology course</td>
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</tr>
</tbody>
</table>

Total Units Required 19

Associate in Arts Degree (A. A.)
The Associate in Arts Degree may be obtained by completion of the required program, plus general education requirements, plus sufficient electives to meet a 60-unit total. See SCC graduation requirements.
PSYC 311  Biological Psychology  1 Unit
Laboratory
Prerequisite: PSYC 310 with grade of “C” or better or concurrent enrollment in PSYC 310.
General Education: AA/AS Area IV; CSU Area B3; IGETC Area 5B
Course Transferable to UC/CSU
Hours: 54 hours LAB
This course involves the applied study of the nervous system, focusing on its anatomy, physiology, biochemistry, and impact on behavioral and mental processes. This course will provide a foundation in the principles of the scientific method and practical experience in its application to the study of biological psychology. Specific topics include anatomy, physiology, and organization of the nervous system with special emphasis on the brain; anatomy and physiology of the neuron; physiology of nerves and nerve conduction; the biochemistry of the synapse; anatomy and physiology of sensory systems; and psychophysical examination of sensation and perception. Brain dissection procedures, interactive computer simulations, and lab experiments with data collection and analysis will be utilized.

PSYC 314  Animal Behavior  3 Units
Prerequisite: None.
Advisory: ANTH 300, BIOL 100, or PSYC 300 with a grade of “C” or better
General Education: AA/AS Area IV; CSU Area D9
Course Transferable to CSU
Hours: 54 hours LEC
This course is designed for anyone who is interested in or has ever lived with and loved animals. Those pursuing careers in psychology, biology, zoology, animal laboratory services, and veterinary technology will find this course interesting and useful. It consists of a broad survey of general topics and current research in the related fields of animal behavior, animal cognition, animal communication, interactions between human and non-human animals, and conservation biology. Topics addressed in this course include: the principles of evolution, history of the relationship between humans and non-humans, communication between humans and other animals; animals as competitors and resources, research animals and bioethics, animals as companions, animals in therapy and service, behavior of wild animals in zoos, and the future prospects for positive interactions between humans and non-human animals. The course is designed to foster a better understanding of non-human animals, nurture a respect for them, and create an ethic that emphasizes a respect for all life.

PSYC 316  Cognitive Psychology  3 Units
Prerequisite: PSYC 300 with a grade of “C” or better
Advisory: BIOL 100 with a grade of “C” or better
General Education: AA/AS Area IV; CSU Area D9; IGETC Area 4I
Course Transferable to UC/CSU
Hours: 54 hours LEC
The course will present an historical retrospective into the development of the philosophy of science, the scientific method, and early perspectives on learning, memory, and the structure of thought. The course will explore contemporary areas of perception, learning, memory, problem solving, creativity, cognitive development, neuroscience, neuroimagination and general linguistics. Current controversies related to the proposed structure of thought in non-linguistic species will be addressed. Upon completion of this course, students will possess an improved appreciation for the complexity of the brain and the thought processes of humans and other “large-brained” species.

PSYC 320  Social Psychology  3 Units
Prerequisite: None.
Advisory: ENGRD 110 or ENGRD 310 with a grade of “C” or better
General Education: AA/AS Area V(b); CSU Area D9; IGETC Area 4I
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course provides students with an initial introduction into the scientific study of how people’s feelings, thoughts, and behaviors are influenced by others. Students become familiar with the major domains of social psychology and the relevance of social psychology to daily life. Topics covered include conformity, group processes, mass communication, propaganda, the law, social cognition and perception, aggression, prosocial behavior, prejudice, liking and loving.

PSYC 335  Research Methods in Psychology  3 Units
Prerequisite: PSYC 300 and STAT 300 with grades of “C” or better; or PSYC 300 with a grade of “C” or better and concurrent enrollment in STAT 300.
Advisory: ENGRD 110 and/or ENGRD 310 with grades of “C” or better
General Education: AA/AS Area II(b); CSU Area D9; IGETC Area 4I
Course Transferable to UC/CSU
Hours: 36 hours LEC; 54 hours LAB
This course introduces students to the methods and ethics of doing research in the behavioral sciences, specifically psychology, from a theoretical and practical approach. The course covers design and implementation issues of both experimental and non-experimental research, descriptive and inferential statistical analysis, hypothesis testing, and the use of APA writing style. The laboratory projects provide opportunities to research various behavioral science topics of the student’s interest and experience “hands-on” data collection, data analysis, results interpretation, and report writing.

PSYC 340  Abnormal Behavior  3 Units
Prerequisite: PSYC 300 with a grade of “C” or better
Advisory: ENGRD 110 and/or ENGRD 310 with a grade of “C” or better, or placement through the assessment process.
General Education: AA/AS Area V(b); CSU Area D9; CSU Area E1; IGETC Area 4I
Course Transferable to UC/CSU
Hours: 54 hours LEC
In this course, students will explore the broad questions of normality and abnormality and investigate specific mental, emotional, and behavioral difficulties. They will learn current approaches to psychological intervention including present community mental health practices. Students will consider the contribution of social, biological and psychological factors to the development and persistence of behavior disorders.
PSYC 353  Psychology of Adjustment  3 Units
Prerequisite: None.
Advisory: ENGRD 110 and ENGWR 50 with grades of “C” or better.
General Education: AA/AS Area III(b); CSU Area D9; CSU Area E1
Course Transferable to CSU
Hours: 54 hours LEC
In this course, students will explore the core concepts in psychology and apply them to everyday life experiences. The focus of this course will be on self-development and self-awareness, and students will learn how to use psychological concepts to live more fully and productively. Students will also learn to analyze and think critically about psychological theories and research, and they will learn to use these concepts in an informed manner. Topics include stress and coping, substance abuse, psychological disorders and treatment, motivation and emotions, learning and behavioral change, attitudes and values, interpersonal relationships, and lifespan development.

PSYC 355  Love and Intimacy  2 Units
Prerequisite: None.
Course Transferable to UC/CSU
Hours: 36 hours LEC
This course is an investigation of the human desire for affiliation and affection. Emphasis will be placed on types of love, levels of bonding, differences between love and relationship addiction, and ways in which individuals frustrate their desire for intimacy and/or exit from potentially intimate encounters in life.

PSYC 356  Human Sexuality  3 Units
Prerequisite: None.
Advisory: ENGRD 310 or ENGWR 100 with a grade of “C” or better, or placement through the assessment process.
General Education: AA/AS Area III(b); CSU Area D9; CSU Area E1; IGETC Area 4I
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course provides an overview of human sexuality from birth to adulthood. The subject will be examined from a cultural, physiological, sociological, and psychological perspective in order to provide students with a solid base of information about sex and their own sexuality enabling them to make healthy and responsible choices and decisions throughout their lives.

PSYC 358  Principles of Interpersonal  3 Units
Relations
Prerequisite: None.
Advisory: ENGRD 310 and ENGWR 100 with grades of “C” or better.
General Education: AA/AS Area III(b); CSU Area E1
Course Transferable to CSU
Hours: 54 hours LEC
This course studies the principles involved in effective interpersonal relationships. Topics include interpersonal feedback, self-disclosure, the role of emotions in relationships, the art of listening, and the ability to challenge others toward growth of productivity. The focus of the course will be on concepts useful to the students in his/her face-to-face relationships at home, school, and work.

PSYC 360  Psychology of Women  3 Units
Prerequisite: None.
Advisory: ENGRD 310 or ENGWR 100 with a grade of “C” or better, or placement through the assessment process.
General Education: AA/AS Area V(b); CSU Area D4; CSU Area D9; IGETC Area 4I
Course Transferable to UC/CSU
Hours: 54 hours LEC
In this course, students will study the psychological effects of society upon women. An emphasis is placed on the interplay between gender and race, ethnicity, class, age, sexual orientation, and physical and mental ability. The course addresses a variety of topics including gender stereotypes and their connections to sexism, gender roles and expectations, biological bases of sex, gender throughout the lifespan, the physical and mental health of women, women and work, and violence against women. The course also emphasizes the importance of critically evaluating theory and research on sex and gender.

PSYC 363  Psychology of Women in Film  3 Units
Prerequisite: None.
Advisory: ENGRD 310, ENGWR 100, and PSYC 300 with grades of “C” or better, or placement through the assessment process.
General Education: AA/AS Area V(b); CSU Area D4; CSU Area D9; IGETC Area 4I
Course Transferable to UC/CSU
Hours: 54 hours LEC
From its earliest days, Hollywood has played an important role in shaping and reflecting cultural assumptions and fears. This course examines the assumptions and values that underlay the portrayal of women and the messages that medium conveys about the nature and role of femininity. In addition to viewing a variety of film genres, assignments will include readings from sociology, psychology, linguistics, and critical theory.

PSYC 367  Psychology of Minorities  3 Units
Prerequisite: None.
Advisory: ENGWR 50 or ENGRD 310 with a grade of “C” or better, or placement through the assessment process.”
General Education: AA/AS Area V(b); AA/AS Area VI; CSU Area D3; CSU Area D9; IGETC Area 4I
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course studies the individual and collective impact of minority group status on an individual and group’s behavior and mental processes. The psychological issues, concerns, and needs of minority persons are also covered. Minority persons include African-Americans, Asian Americans, Hispanic Americans, Native Americans, gays & lesbians, the elderly, and the disabled. This course is useful for students majoring in psychology, sociology, education, ethnic studies, and the helping/allied professions.
PSYC 370 Human Development: A Life Span 3 Units
Same As: FCS 324
Prerequisite: None.
Advisory: ENGRD 110 and ENGRD 340, or ESLW 340 and ESLW 340, and ESL 114 with grades of “C” or better.
General Education: AA/AS Area V(b); CSU Area D9; CSU Area E1; IGETC Area 4G; IGETC Area 4I
Course Transferable to UC/CSU
Hours: 54 hours LEC
Students will study the physical, cognitive, social, and emotional development of humans from conception through the life span. Emphasis will be placed on the theoretical and practical application of developmental principles. Topics include major developmental theories, conception and prenatal development, physical growth, health and development, language, learning, cognitive, and brain development, personality, morality, and emotional development, societal influences on development, and mental health, and an introduction to death and bereavement. This is a foundation course for careers in the educational, social, psychological, and medical fields. (Students may receive credit for FCS 324 or PSYC 370, but not both.)

PSYC 374 Psychology of Aging: Adult Development and Aging 3 Units
Same As: FCS 332 and GERON 302
Prerequisite: None.
Advisory: ENGRD 110 and ENGRD 340, or ESLW 340 and ESLW 340, and ESL 114, and FCS 324 or PSYC 370, and LIBR 318 with grades of “C” or better.
General Education: AA/AS Area III(b); CSU Area D9; CSU Area E1; IGETC Area 4G; IGETC Area 4I
Course Transferable to UC/CSU
Hours: 54 hours LEC
Students will explore the description and explanation of the evolution of adult behavior over the life span. Topics include theoretical as well as practical approaches to understanding aging in terms of physical, cognitive, and socio-emotional development such as: the study of the nature and changes of capabilities, skills, feelings, emotions, and social behavior with age, aging stereotypes, social bonds, environmental factors, sexuality, physical health, mental health, death and bereavement. (Credit for FCS 332 or PSYC 374 or GERON 302.)

PSYC 376 Personality 3 Units
Prerequisite: None.
Advisory: ENGRD 310 and ENGRD 100 with grades of “C” or better and PSYC 300 or PSYC 353 with a grade of “C” or better.
General Education: AA/AS Area V(b); CSU Area D9; IGETC Area 4I
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course is a study of major contemporary approaches to personality development. The emphasis will be on psychological health rather than illness, increasing self-awareness, the individual’s interaction within the family, the community, and the larger society. Personality development in cross-cultural environments will be explored.

PSYC 390 Psychology of Death and Dying 3 Units
Prerequisite: None.
Advisory: ENGRD 110 and ENGRD 50 with grades of “C” or better.
General Education: AA/AS Area V(b); AA/AS Area III(b); CSU Area D9; CSU Area E1; IGETC Area 4I
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course is an investigation of beliefs, attitudes, anxieties and behaviors associated with dying and death. Included will be materials relevant to suicide, life-threatening illnesses, bereavement, euthanasia, and various philosophical views on the phenomenon of death.

PSYC 392 Loss and Grief 2 Units
Prerequisite: None.
General Education: AA/AS Area III(b); CSU Area D9; CSU Area E1
Course Transferable to CSU
Hours: 36 hours LEC
This course will explore the causes of grief reactions and the dynamics of bereavement. Expressions of normal grief will be compared with pathological reactions, and suggested interventions for resolving grief reactions will be addressed. Techniques for the resolution of loss and coping strategies will be presented.

PSYC 405 Substance Abuse: Effects on Body and Behavior 3 Units
Same As: ADMJ 303
Prerequisite: None.
Advisory: ENGRD 310 with grade of “C” or better.
General Education: AA/AS Area V(b); AA/AS Area III(b); CSU Area D9
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course is designed for anyone who is interested in the effect illegal drugs, prescription drugs, over the counter drugs, vitamins, health foods, and coffee and nicotine have on people, physically, emotionally, mentally, and financially. This course is especially advised for people who are seeking or working in careers in health, law enforcement, counseling, psychology, business, social services, or teaching. (Credit for ADMJ 303 or PSYC 405, but not both.)

PSYC 410 Psychology of Creativity, Intuition and Problem Solving 3 Units
Prerequisite: None.
Advisory: ENGRD 110, ENGRD 50, and PSYC 300 with grades of “C” or better, or placement through the assessment process.
General Education: AA/AS Area III(b); CSU Area E1
Course Transferable to CSU
Hours: 54 hours LEC
This is a course designed to encourage problem solving, intuition, and personal expression in a supportive group atmosphere. It will feature creative movement, writing, art, music, relaxation, and creative visualization.
PSYC 412  The Heroic Journey  2 Units
Prerequisite: None.
Advisory: ENGRD 110 or ENGWR 50 with grades of “C” or better
Course Transferable to CSU
Hours: 36 hours LEC
Using ideas from LaoTzu, Campbell, Jung, Pearson, Bolen, et al., the course will promote an understanding of the heroic journey of everyday people. The functions, processes, and totems of archetypal station of the Tao of life such as juggler, jester, altruist, warrior, wanderer, etc. will be shared. The heroic journey will be viewed as metaphor for psychological wounding and healing, fragmentation and individuation, and for joining with other sentient beings in the processes of becoming whole.

PSYC 480  Honors General Principles  3 Units
Prerequisite: ENGWR 100 with a grade of “C” or better; or placement through the assessment process.
Advisory: LIBR 318 with a grade of “C” or better.
General Education: AA/AS Area V(b); CSU Area D9; IGETC Area 4I
Enrollment Limitation: Eligibility for the Honors Program.
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course is an introduction to the major areas in the field of psychology. Topics to be covered include physiological processes, learning, cognition, development, personality, psychological disorders, therapy, social psychology, and research methodologies in psychology. These topics will be discussed from a variety of classical and contemporary psychological perspectives. Critical thinking and application of concepts will be an integral part of the course. There will be oral and written assignments as well as experiential activities in the course. This Honors section uses an intensive pedagogical approach designed to allow motivated students to develop critical thinking skills, skills of oral and written expression, proficiency in library and Internet-based research, and creativity. Pedagogical strategies used in this course include student-led group discussion, oral and written presentations, extensive reading, exposure to theory and research in the field, and various activities and demonstrations.

PSYC 489  Topics in Psychology - Honors  .5-4 Units
Prerequisite: ENGWR 100 with a grade of “C” or better; or placement through the assessment process.
Enrollment Limitation: Eligibility for the Honors program.
Course Transferable to UC/CSU
Hours: 72 hours LEC
This course is structured around the concepts of critical thinking, which will then be employed to guide our understanding of contemporary issues in the field. Issues with resonance for contemporary psychologists will be introduced by the students to serve as a focal point for discussion. The course will address issues from a range of perspectives, including biological, sociocultural, and psychodynamic. This honors section uses an intensive instructional methodology designed to challenge motivated students.

PSYC 494  Topics in Psychology  .5-4 Units
Prerequisite: None
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course is designed to examine current issues or specific topics concerning psychology. Particular subjects to be covered each semester will be determined by the psychology staff. This course may be taken three times for credit; specific topics may not be repeated.

PSYC 495  Independent Studies in Psychology  1-3 Units
Prerequisite: None
Course Transferable to UC/CSU
Hours: 54 hours LEC
See Independent Studies.

PSYC 499  Experimental Offering in Psychology  .5-4 Units
Prerequisite: None
Course Transferable to UC/CSU
Hours: 54 hours LEC
See Experimental Offerings.
This program is designed for students pursuing a career as a Railroad Conductor, Engineer or Manager of Train Operations.

**Career Opportunities**
Sacramento City College’s Certificate of Achievement and degree program in Railroad Operations prepares students for an exciting and well-paying career. The more than five hundred companies that make up the United States Railroad industry provide the country’s freight and passenger transportation service on a network of some 300,000 route-miles of track. Railroads employ a substantial workforce to service, maintain, and manage this extensive transportation network.

Railroad Operations is an 18-unit, six-course program. The curriculum is approved by the National Academy of Railroad Sciences. In addition to normal student expenses, the Railroad Operations Program requires an additional expenditure of approximately $350.00 for protective clothing, work boots, and safety equipment. Contact the Financial Aid office for possible assistance before entering the program.

**Recommended High School Preparation**
English, mathematics, physics, electronics, mechanics, and computers.

**Enrollment Limitations**
To be eligible for enrollment in the program, the student must meet the following criteria: be a high school graduate or have obtained a GED; must have no criminal record; must have no moving violations within the last three years; must have no drug convictions; must be capable of lifting 90 pounds.

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**Railroad Operations**

**Associate in Science Degree**

**Certificate of Achievement**

**Required Program**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>RAILR 100</td>
<td>History of Railroading</td>
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<tr>
<td>RAILR 102</td>
<td>Railroad Technical Careers</td>
<td>3</td>
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<tr>
<td>RAILR 120</td>
<td>Railroad Operations</td>
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<tr>
<td>RAILR 122</td>
<td>Railroad Safety, Quality and Environment</td>
<td>3</td>
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<tr>
<td>RAILR 140</td>
<td>General Code of Operating Rules</td>
<td>3</td>
</tr>
<tr>
<td>RAILR 142</td>
<td>Ground School</td>
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</tbody>
</table>

**Total Units Required** 18

**Associate in Science (A. S.) Degree**
The Railroad Operations Associate in Science Degree may be obtained by completion of the required program, plus general education requirements, plus sufficient electives to meet a 60-unit total. See SCC graduation requirements.

**Certificate of Achievement**
The Certificate of Achievement may be obtained by completion of all courses in the required program with grades of “C” or better.
Railroad Operations (RAILR)

RAILR 100  History of Railroading  3 Units
Prerequisite: None
Hours: 54 hours LEC
This course covers the history and traditions of railroading and the industry’s role in North American Economic Development. Upon successful completion of this course, students should be able to list and explain the significance of major events in North American Railroading. There is an alternate learning site for this class at the California State Railroad Museum. Admission may be charged to enter the California State Railroad Museum. If this causes a financial hardship, please contact your instructor.

RAILR 102  Railroad Technical Careers  3 Units
Prerequisite: None.
Hours: 54 hours LEC
This course includes information about technical careers in railroading, thereby, enabling student to choose suitable career paths. This course includes alternate learning sites that will demonstrate the relationship among technical work groups in day-to-day railroad operations. Students must provide their own transportation. Upon successful completion of this course, students should be able to describe basic technical job functions, requirements and characteristics.

RAILR 120  Railroad Operations  3 Units
Prerequisite: None.
Hours: 54 hours LEC
This course includes information about the industry, its major assets, structures, and typical operations. Upon successful completion of this course, students should be able to define the current North American railroad industry characteristics, basic operations, components and processes, and industry structure and administrative processes.

RAILR 122  Railroad Safety, Quality, and Environment  3 Units
Prerequisite: None.
Hours: 54 hours LEC
This course covers the importance of safety quality, personal health, and environmental awareness to the railroad industry and emphasizes the basic tools and techniques for improving these conditions on the job. Upon successful completion of this course students should be able to define and explain the needs for improved safety, quality, health, and environmental awareness, describe their basic principles, explain the elements of successful programs, and apply these elements to typical tasks on the job.

RAILR 140  General Code of Operating Rules  4 Units
Prerequisite: RAILR 120 and 122 with grades of “C” or better
Hours: 72 hours LEC
This course provides instruction in the use and application of railroad rules, timetables, general orders, track bulletins, track warrants, and train orders. The students will learn their interpretation, origin and use in the railroad industry. Students are required to pass the General Code of Operating Rules Examination with an 85 for the mid-term exam and will be required to write and re-write general orders, timetables, and rules. Students are required to purchase an account on etestmaker.com to take the required railroad rules examination. This course provides an in-depth study of the GCOR. Upon completion of this course, the students should be able to demonstrate abilities to apply the General Code of Operating Rules to safe and efficient train movement and operations. Special requirements - Students must pass the prerequisite courses before registering for this course. See an instructor about special requirements.

RAILR 142  Ground School  3 Units
Prerequisite: RAILR 120, RAILR 122, and RAILR 140 with grades of “C” or better
Hours: 36 hours LEC; 54 hours LAB
This course provides use and application of railroad rules, timetables, general orders, track bulletins, track warrants and train orders. The students will apply these in a railroad setting, making up trains, and switching boxcars from switch lists and work orders. Students are required to show that they have passed the General Code of Operating Rules examination on their first day of class. Students not qualified in the rules will not be allowed to continue in the class. Students will be required to make up trains, couple and uncouple cars and locomotives, troubleshoot air brakes systems, get on and off moving equipment, remove and apply knuckles of cars (knuckles weigh 75 pounds) and throw switches. Students are required to wear steel toe boots with defined heels, leather gloves, loose fitting jeans or coveralls, and head covers. The students will work as a conductor on a minimum of one student trip and ride as an observer for an additional fifteen trips.

RAILR 144  Air Brakes  3.5 Units
Prerequisite: None.
Advisory: RAILR 120 and 122
Hours: 54 hours LEC; 27 hours LAB
This course offers an overview of the train air brake system from the rear of the engine to the flashing rear end device with a focus on the American brake valve. Emphasis is placed on Federal Railroad Administration requirements for Initial Terminal Brake Test, as well as industry Air Brake Rules on the use and application of the air brake system. The course includes inspection of the load, under carriage, air brake connections, hand brake systems, drain valves, and cut-out cocks.

RAILR 294  Topics in Railroad Operations  .5-4 Units
Prerequisite: None
Hours: 54 hours LEC; 162 hours LAB
See Topics in (Subject).
RAILR 295  Independent Studies in Railroad Operations  1-3 Units

Prerequisite: None
Hours: 54 hours LEC
See Independent Studies.

RAILR 297  Internship in Railroad Operations  1-3 Units

Prerequisite: RAILR 142 with a grade of “C” or better.
Hours: 54 hours LEC; 54 hours LAB
Enrollment Limitations: Students are required to wear steel toe boots with defined heels, leather gloves, loose fitting jeans or coveralls, and head covers. The students must pass a Federal Railroad Administration Drug test prior to the first class and a Department of Transportation Physical requiring a Class I (one) back as defined by the American Medical Association as well as perfect color vision. Vision must be corrected to 20/20. Student must demonstrate strength in a doctor supervised setting including grip and muscle tone as to Class I specifications and general physical fitness that verifies a student’s ability to lift 75 pounds. This course provides on the job site use and application of railroad rules, timetables, general orders, track bulletins, and track warrants. The students will apply these in a working railroad setting, making up trains, and switching boxcars from switch lists and work orders. Students are required to show proof of passing the Railroad rules exam or successfully passing the exam within the first sixteen hours of scheduled course time as required by the Federal Railroad Administration. Students not qualified in the rules will not be allowed to continue in the class. Students will be required to make up trains, couple and uncouple cars and locomotives, troubleshoot air brake systems, get on and off moving equipment up to 20 miles per hour, remove and apply knuckles of cars (knuckles weigh 75 pounds) and throw switches. This course will require the student to get on and off a train moving up to 20 miles per hour.

RAILR 299  Experimental Offering in Railroad Operations  .5-4 Units

Prerequisite: None
Hours: 54 hours LEC; 108 hours LAB
See Experimental Offerings.
RECR 300  Introduction to Recreation and Leisure Services  3 Units

Prerequisite: None.
Course Transferable to CSU
Hours: 54 hours LEC
This is an overview of recreation, park, and leisure services. This is a basic course that includes the nature, scope, and significance of leisure and recreation as a social force in today’s society. There is a special emphasis placed on the role of the leader in recreational settings.

RECR 310  Outdoor Recreation  3 Units

Prerequisite: None.
Advisory: ENGRD 110 and ENGWR 100 with grades of “C” or better.
Course Transferable to CSU
Hours: 54 hours LEC
This is an entry level course for recreation and similar majors. This course involves an orientation to resources for quality outdoor recreational experiences, management of people, job opportunities, trend, problems and issues in public and private outdoor recreation agencies. It provides an introduction of philosophies and operating procedures of outdoor recreation facilities within federal, state, and local government. To further enhance the learning experience, two field trips to outdoor recreational areas will be included.

RECR 499  Experimental Offering in Recreation  .5-4 Units

Prerequisite: None
Course Transferable to CSU
Hours: 54 hours LEC; 54 hours LAB
This is an experimental course offering designed to provide students with courses not normally offered in the Recreational area. Course topics will be structured around new and emerging issues related to the field of Recreation. This course may be taken four times for a maximum of 16 units.
Recreational Vehicle Technology

RVT 100  Introduction to  4 Units
Recreational
Vehicle Systems

Prerequisite: None

72 hours Lecture

This course is designed to teach students the theory, operation, service, and maintenance of the various systems in modern recreational vehicles. Further, the course will cover the advantages and disadvantages of the different types of RVs and common maintenance issues for each. This course is ideal for students who want to learn how RV chassis and coach systems function as well as for owners and potential owners who want to learn how to select, service, and maintain them.
Science

Associate in Science Degree

Program Information
This program is designed to provide students with a broad understanding of science and an option of a science major.

Required Program
Students must choose a minimum of 18 units from four of the six disciplines listed below. Three laboratory courses from three different disciplines must be included in the 18-unit requirement.

- Astronomy
- Biology
- Chemistry
- Engineering
- Geology
- Physics

Associate in Science (A. S.) Degree
The Associate in Science degree may be obtained by completion of a minimum of 18 units from the recommended disciplines, plus general education requirements, plus sufficient electives to meet a 60-unit total. See SCC graduation requirements.

Note: Completion of this major program does not equate to the completion of the lower division major preparation at four-year institutions. Please consult with a counselor.
Sign Language Studies

SILA

Division of Humanities and Fine Arts
Chris Iwata, Dean
Auditorium 19a
916-558-2551

SILA 305 American Sign Language 1 4 Units
Prerequisite: None.
General Education: AA/AS Area I; IGETC Area 6
Course Transferable to UC/CSU
Hours: 72 hours LEC
This is the beginning course in a series of four courses in the visual-gestural processes of American Sign Language (ASL). It provides instructional activities for students to become competent in communication with deaf people. The emphasis is on non-speech communication.

SILA 306 American Sign Language 2 4 Units
Prerequisite: SILA 305 with a grade of “C” or better
General Education: AA/AS Area I; CSU Area C2; IGETC Area 6
Course Transferable to UC/CSU
Hours: 72 hours LEC
This is the second in a series of four courses in American Sign Language. The emphasis is on nonverbal communication. Topics presented include grammatical features such as adjective descriptors, differentiation between cardinal/ordinal numbers, contrastive structure, temporal aspect markers, and temporal sequencing.

SILA 315 American Sign Language 3 4 Units
Prerequisite: SILA 306 with a grade of “C” or better
General Education: AA/AS Area I; CSU Area C2; IGETC Area 6
Course Transferable to UC/CSU
Hours: 72 hours LEC
This course is the third in a series of four courses in American Sign Language. It emphasizes expressive and receptive nonverbal communication skills between signers who have preliminary American Sign Language syntactical and lexical skills. It provides an understanding of deaf cultural processes by identifying behaviors and norms from activities assigned in the course. It also includes dialogs that involve asking, empathizing, negotiating, and agreeing or disagreeing.

SILA 316 American Sign Language 4 4 Units
Prerequisite: SILA 315 with a grade of “C” or better
General Education: AA/AS Area I; CSU Area C2; IGETC Area 6
Course Transferable to UC/CSU
Hours: 72 hours LEC
This is the final course in a series of four courses in American Sign Language. It emphasizes expressive communication skills that involve sharing interesting facts, talking about money, making major life decisions, and narrating unforgettable moments. It incorporates information and activities previously learned about Deaf into these narratives.

SILA 330 Impact of Deafness 3 Units
Prerequisite: None.
General Education: CSU Area C2
Course Transferable to CSU
Hours: 54 hours LEC
This course is a survey of four institutions that have critical impact on the psycho-social development of Deaf people: family, education, work, and society. It provides awareness and sensitivity to the unique challenges of deafhood and how they influence personal-social and communication competencies of the Deaf person. Selected visits to community events may be required.

SILA 332 Educating Deaf People 3 Units
Prerequisite: None.
Course Transferable to CSU
Hours: 54 hours LEC
This is a survey course of topics related to educating deaf children, adults, and multi-handicapped individuals. It also covers teaching methods and philosophies, school placement issues, child development, and methods of addressing developmental and linguistic stages. Selected visits to deaf school in Fremont, mainstreaming/deaf program school at local may be required.

SILA 334 Sign Language for Educators 1 Unit
Prerequisite: None.
Course Transferable to CSU
Hours: 18 hours LEC
This course provides techniques for educators to use in facilitating communication with deaf and hard of hearing children. Topics to be discussed include but are not limited to: education options for deaf and hard of hearing children; introduction to American Sign Language and fingerspelling; appropriate uses of ASL and fingerspelling in the classroom; history of teaching methods and philosophies for teaching deaf and hard of hearing children; legal and cultural aspects of deaf education; community resources for the deaf; the role of educational interpreters.

SILA 336 Sign Language for Health Care Personnel and Health Care Students 1 Unit
Prerequisite: None.
Course Transferable to CSU
Hours: 18 hours LEC
This course will provide techniques for Health Care Personnel and Health Care Students to facilitate communication with the Deaf Person. Topics to be discussed include but are not limited to: 1) Communication; 2) Introduction to American Sign Language and Fingerspelling; 3) History of Deafness; 4) Legal and Cultural Aspects of Deafness; 5) Community Resources.
SILA 495  Independent Studies in  1-3 Units
Sign Language Studies
Prerequisite: None
Course Transferable to CSU
Hours: 54 hours LAB
This course involves an individual student or small groups of students in study, research, or activities beyond the scope of regular offered courses, pursuant to an agreement among college, faculty members, and students. Independent studies in Sign Language offers students an opportunity for research that is more typical of industry and graduate student work.

SILA 499  Experimental Offering in  .5-4 Units
Sign Language Studies
Prerequisite: None
Course Transferable to CSU
Hours: 54 hours LEC
See Experimental Offerings.
Social Sciences
Associate in Arts Degree

Program Information
This program is designed to provide students with a broad understanding of the subject matter and the methods of analysis of the social sciences.

Required Program Units
A minimum of 18 units from the following.................................18
An Associate in Arts Degree in Social Science may be obtained by completing a combination of units from three or more of the following areas and courses:

- Anthropology
- Economics
- Geography
- History
- Political Science
- Psychology
- Social Science
- Sociology
- PHIL 310, Introduction to Ethics
- PHIL 300, Introduction to Philosophy

SOCSC 300 Introduction to Ethnic Studies 3 Units
Prerequisite: None.
Advisory: Successful completion of ENGWR 100 or ESLW 340 with a grade of “C” or better.
General Education: AA/AS Area V(b); AA/AS Area VI; CSU Area D3; IGETC Area 4C
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course uses comparative methods to introduce the diverse institutional, cultural, and historical issues relating to the past and present life circumstances of Asian Americans, Mexican/Hispanic/Chicano/Latino Americans, Black Americans, Native Americans, and other recent immigrant groups. The course is designed to introduce students to information presented in upper division courses with ethnic studies content.

SOCSC 320 Socio-Cultural, Economic and Political Experience of the African-American 3 Units
Prerequisite: None.
Advisory: Successful completion of ENGWR 100 or ESLW 340 with grade of “C” or better.
General Education: AA/AS Area V(b); AA/AS Area VI; CSU Area D3; IGETC Area 4C
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course is an inter-disciplinary overview of the socio-cultural, economic, and political issues in the life of African Americans in the United States. It will expose students of all ethnic backgrounds to the issues germane to the experience of African Americans in the United States.

SOCSC 325 Asian Experience in America 3 Units
Prerequisite: None.
Advisory: Completion of ENGWR 100 or ESLW 340 with a grade of “C” or better.
General Education: AA/AS Area V(b); AA/AS Area VI; CSU Area D3; IGETC Area 4C
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course is an introduction to and an investigation of the Asian-American’s role in the United States, with emphasis on historical and cultural contributions from the time of immigration to the present day.
SOCSC 330  Mexican-Americans in the United States  3 Units
Prerequisite: None.
Advisory: Completion of ENGWR 100 or ESLW 340 with a grade of “C” or better.
General Education: AA/AS Area V(b); AA/AS Area VI; CSU Area D3; IGETC Area 4C
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course is a survey of contemporary issues concerning Mexican Americans in the United States. Emphasis is on Mexican American population trends, socio-economic issues, the legal, educational and political experience, and the Chicano movement.

SOCSC 332  The Sociology and Psychology of the Mexican - American  3 Units
Prerequisite: None.
Advisory: Completion of ENGWR 100 or ESLW 340 with a grade of “C” or better.
General Education: AA/AS Area V(b); AA/AS Area VI; CSU Area D3; IGETC Area 4C
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course examines the cultural, sociological, and psychological experience of Mexican-Americans in the United States and reviews the influence of family, religion, socio-economic status, and education. This course also addresses the complex issues of identity, assimilation, and self-esteem.

SOCSC 335  Introduction to Native-American Studies  3 Units
Prerequisite: None.
Advisory: Successful completion of ENGWR 100 (College Writing) or ESLW 340 (Advanced Composition) with a grade of “C” or better.
General Education: AA/AS Area V(b); AA/AS Area VI; CSU Area D3; IGETC Area 4C
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course is a survey of traditional cultures of Native American people of North America that focuses on the social, religious, economic, and artistic nature of various native groups. The antiquity, distribution, and linguistic history of native cultures are integrated with the contemporary status of native cultural traditions regarding social change and adaptation. The geographic, cultural, historical, and botanical environment of local native cultures will be emphasized. An optional field trip may be included.

SOCSC 336  Native-American Culture and the Impact of Federal Policy  3 Units
Prerequisite: None.
Advisory: Successful completion of ENGWR 100 (College Writing) or ESLW 340 (Advanced Composition) with a grade of “C” or better.
General Education: AA/AS Area V(b); AA/AS Area VI; CSU Area D3; IGETC Area 4C
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course is an in-depth study comparing Native American traditional cultures and religions in response to the impact of the European invasion. This course includes a review of tribal origins and oral traditions; ‘Manifest Destiny’; the impact of treaties; land in trust; and European/Spanish/French culture and religious influences on indigenous people of the Americas. The course also covers disease epidemics; colonization; missionization; religious resistance (The Ghost Dance); attempts at assimilation; the establishment of the Bureau of Indian Affairs; removal policies; reservation policies; boarding schools and the influence of Christianity on Indian children; the Dawes Allotment Act; citizenship; reorganization; termination, relocation and urbanization; social resistance; self determination (includes issues of religious freedom and the use of Peyote); the Indian Civil Rights Act; sacred sites; restoration; and the Native American Graves Protection and Repatriation Act; as well as cultural appropriation of indigenous religion. An optional field trip may be included.

SOCSC 350  Introduction to Women’s Studies  3 Units
Prerequisite: None.
Advisory: Completion of ENGWR 100 or ESLW 340 with a grade of “C” or better.
General Education: AA/AS Area V(b); AA/AS Area III(b); CSU Area D4; IGETC Area 4D
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course provides an interdisciplinary introduction to women’s studies through the exploration and examination of historical, philosophical, sociological, psychological and literary perspectives as they pertain to women. Emphasis will be placed on what it means to grow-up female in different racial contexts, with particular emphasis on the effects of culture and ethnicity.
SOCSC 352 Global Women's Issues 3 Units
Same As: SOC 345
Prerequisite: None.
Advisory: Eligibility for ENGRD 110 and ENGWR 100 or ESLW 340 and ESLR 340.
General Education: AA/AS Area V(b); CSU Area D4; IGETC Area 4D; IGETC Area 4G
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course will provide an opportunity to learn about the lives of women from different cultures. This course will cover the impact of social, cultural, and political aspects of women's lives on an international scale. Additionally, this course will explore issues of health care, civil rights, international relations, poverty, motherhood, labor, safety, political participation, and globalization and their impact on the lives of women and the community at large. Students will critically analyze these issues with an emphasis on problem solving and policy development.

SOCSC 490 Service Learning Component 1 Unit
Prerequisite: None
Enrollment Limitation: This is a service learning component which is linked to designated service learning classes. Consultation with the instructor is required prior to enrollment. That will generally take place during the first week of class.
Course Transferable to CSU
Hours: 18 hours LEC
This is an one-unit service learning class which can be added only to specific courses that will be designated in the Schedule of Classes. It is designed to provide students with civic activities related to their coursework and will allow students to take an experiential approach to learning practical applications of course concepts. This class can be added to existing courses in a variety of disciplines and may be taken up to four (4) times with different courses that have been designated in the Schedule of Classes.

SOCSC 493 Topics in International Studies .5-4 Units
Prerequisite: None.
Advisory: Completion of ENGWR 100 with a grade of “C” or better or ESLR 320 and ESLW 320 with grades of “C” or better.
Course Transferable to UC/CSU
Hours: 72 hours LEC
This course provides a seminar setting in which students can study and discuss issues in international studies (regional and global issues) with faculty from a variety of disciplines. Specific regions (e.g., Latin America, Africa, Asia, the Middle East, Europe) are addressed topically. This course may be taken up to three times for different topics.

SOCSC 495 Independent Studies in Social Science 1-3 Units
Prerequisite: None
Course Transferable to UC/CSU
Hours: 54 hours LAB
See Independent Studies.

SOCSC 499 Experimental Offering in .5-4 Units
Prerequisite: None
Course Transferable to UC/CSU
Hours: 54 hours LEC
See Experimental Offerings.
Sociology

Associate in Arts Degree

The Sociology major is designed to prepare students for further study in Sociology leading to the BA, MA, MSW and/or Ph.D. degrees. Sociologists with graduate degrees teach at the high school, college and graduate levels. Research sociologists manage and execute research at the local, state and federal levels and in both private and public sector industry. Additional careers facilitated by advanced study of sociology include public policy analysis, jurisprudence and careers in international fields. Applied sociologists work with social service agencies and community programs in developing resources for various populations, i.e., at-risk-youth, the elderly or people experiencing challenges related to poverty, substance abuse or the justice system. Sociology majors are encouraged to participate in community activities and community service internships, and often attend relevant guest lectures and public events.

Required Program

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>SOC 300, Introductory Sociology</td>
<td>3</td>
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<tr>
<td>or SOC 480, Introductory Sociology (Honors)</td>
<td>3</td>
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<tr>
<td>SOC 321, Race, Ethnicity and Inequality in the U.S.</td>
<td>3</td>
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<tr>
<td>SOC 301, Social Problems</td>
<td>3</td>
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<tr>
<td>A minimum of 3 units from the following:</td>
<td>3</td>
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<tr>
<td>SOC 305, Critical Thinking in the Social Sciences</td>
<td>3</td>
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<tr>
<td>SOC 310, Marriage and the Family</td>
<td>3</td>
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<tr>
<td>or FCS 320, Marriage and the Family</td>
<td>3</td>
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<tr>
<td>SOC 344, Sociology of Women’s Health</td>
<td>3</td>
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<td>SOC 343, Women and Social Action</td>
<td>3</td>
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<tr>
<td>SOC 341, Sex and Gender in the U.S.</td>
<td>3</td>
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<tr>
<td>or FCS 326, Sex and Gender in the U.S</td>
<td>3</td>
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<tr>
<td>SOC 335, Sociology of Aging</td>
<td>3</td>
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<tr>
<td>or FCS 330, Sociology of Aging</td>
<td>3</td>
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<tr>
<td>or GERON 300, Sociology of Aging</td>
<td>3</td>
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<tr>
<td>SOC 375, Introduction to Community Development</td>
<td>3</td>
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<tr>
<td>SOC 330, Issues in Multicultural Society</td>
<td>3</td>
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<tr>
<td>SOC 380, Introduction to Social Services</td>
<td>3</td>
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<tr>
<td>SOC 382, Introduction to Casework in Social Sciences</td>
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A minimum of 9 units from the following: 9
- ANTH 310, Cultural Anthropology (3)
- GEOG 310, Human Geography:
  - Exploring Earth’s Cultural Landscapes (3)
- HIST 300, History of Western Civilization (3)
- HIST 302, History of Western Civilization (3)
- HIST 310, History of the United States (3)
- HIST 311, History of the United States (3)
- HIST 320, History of the United States:
  - African-American Emphasis (3)
- HIST 321, History of the United States:
  - African-American Emphasis (3)
- PHIL 310, Introduction to Ethics (3)
- PSYC 300, General Principles (3)
- PSYC 356, Human Sexuality (3)

Total Units Required 21

Associate in Arts (A. A.) Degree

The Associate in Arts degree may be obtained by completion of the required program, plus general education requirements, plus sufficient electives to meet a 60-unit total. See SCC graduation requirements.

Transfer Information

In addition to the course requirements, transfer students should complete the general education requirements for the university to which they plan to transfer. Students can also use the Sacramento City College General Education pattern to obtain the degree; however, these courses do not necessarily fulfill the general education requirements of transfer institutions. Students should see a counselor regarding academic planning.
Sociology (SOC)

SOC 99 Workplace Success: A Sociological Map to Succeeding in the Workplace 3 Units
Same as HCD 99
Prerequisite: None
Hours: 108 hours LEC
This course teaches students how to use the sociological perspective to reframe the workplace and develop the interpersonal and organizational skills it requires. It is a non-transferable course designed for students in need of strategies to help them attain success in the workplace.

SOC 210 Partner Abuse: Intervention Strategies Related to Power and Control .5 Units
Prerequisite: None
Hours: 9 hours LEC
This course examines elements of domestic violence that are directly related to both opposite and same sex partner abuse. It will include an overview of the problem as well as intervention strategies related to power and control.

SOC 211 Partner Abuse: Anger Management .5 Units
Prerequisite: None
Hours: 9 hours LEC
This course examines the relationship between anger and partner abuse, both same sex and opposite sex. It will begin with an overview of the dynamics of anger before proceeding to a study of anger management.

SOC 300 Introductory Sociology 3 Units
Prerequisite: None.
Advisory: ENGRD 110 and ENGRD 110 or ESRW 340 and ESRW 340, with a grade of C or better.
General Education: AA/AS Area V(b); CSU Area A0; IGETC Area 4J
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course examines the elements and experience of social life. Analysis and discussion of social structure, culture, deviant behavior, social institutions, stratification, inequality, and social change will be explored within a domestic and global framework.

SOC 301 Social Problems 3 Units
Prerequisite: None.
Advisory: SOC 300 plus ENGRD 310 and ENGWR 100 or ESRW 340 and ESRW 340, with grades of “C” or better.
General Education: AA/AS Area V(b); CSU Area A0; IGETC Area 4J
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course examines current social problems at the global, national, regional, and local level, from a sociological perspective.

SOC 305 Critical Thinking in the Social Sciences 3 Units
Prerequisite: Completion of ENGWR 300 with a grade of “C” or better, or the equivalent
General Education: AA/AS Area V(b); AA/AS Area II(b); CSU Area A3; IGETC Area 1B
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course examines the definitional and contextual nature of social issues. It develops a “critical thinking” approach, which integrates interdisciplinary principles and incorporates a comparative framework utilizing literary criticism, logic, argumentation, and persuasion to analyze and compare the content and validity of social problems. This course specifically explores how the media and scientific community collect, interpret, and report social data. Combining critical thinking techniques with the sociological perspective will help students to question the “taken-for-granted” assumptions that surround social phenomena and influence human behavior.

SOC 310 Marriage and the Family 3 Units
Same As: FCS 320
Prerequisite: None.
Advisory: ENGRD 110 and ENGRD 110 or ESLW 340 and ESLW 340 and ESL 114 and LIBR 318 with grades of “C” or better.
General Education: AA/AS Area V(b); AA/AS Area III(b); CSU Area D7; CSU Area E1; IGETC Area 4J
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course is designed for the student to examine the social, psychological, historical, and economic factors relating to changing family, marriage, remarriage, and significant relationship patterns. Exploration of changing gender roles, the meaning of love and sexuality, dating, communication skills, and parenting are included. (Credit may be awarded for either SOC 310 or FCS 320.)

SOC 312 The Child, the Family and the Community 3 Units
Same As: ECE 314 and FCS 314
Prerequisite: None.
Advisory: ENGRD 110 and ENGRD 110 or ESLW 340 and ESLW 340 and ESL 114 and FCS 312 or ECE 312 and LIBR 318 with grades of “C” or better.
General Education: AA/AS Area V(b); AA/AS Area III(b); CSU Area D0; CSU Area D7; CSU Area E1; IGETC Area 4J
Course Transferable to UC/CSU
Hours: 54 hours LEC
The course is designed for students to examine the child in the family and community. Influences on growth and development including media, social class, gender, sexual orientation, racial/ethnic groups, and their relationship to family behavior will be studied. Students will identify and evaluate personal family dynamics and consequences. Additionally, students are given the opportunity to research and review the diverse community activities and resources available to support the child and the family. (Students may receive credit for ECE 314, FCS 314, or SOC 312, maximum one course.)
SOC 321  Race, Ethnicity and Inequality  3 Units
in the United States
Prerequisite: None.
Advisory: ENGRD 110 and ENGRD 110 or ESLW 340 and ESLR
340 with a C or better.
General Education: AA/AS Area V(b); AA/AS Area VI; CSU Area
D0; CSU Area D3; IGETC Area 4J
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course examines patterns of ethnic relations. The course
emphasis is domestic, but includes investigations of global con-
cern. Topics include discrimination, prejudice, social stratification,
inequality, racism, sexism, ageism, and related subjects. Students
can take either SOC 321 or SOC 330 for credit, but not both.

SOC 330  Issues in Multicultural Society  3 Units
Prerequisite: None.
Advisory: ENGRD 310 or ENGRD 100 with a grade of C or better.
General Education: AA/AS Area II; CSU Area D7; IGETC Area 4J
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course provides a survey of the multicultural issues currently
facing multicultural communities. Students will learn the concepts
of human relations as applied to human dignity; role of the indi-
vidual worker in encounters with citizen clients; challenges facing
professionals in the field; and directions of future innovation and
change. Students can take either SOC 321 or SOC 330 for credit,
but not both.

SOC 335  Sociology of Aging  3 Units
Same As: FCS 330 and GERON 300
Prerequisite: None.
Advisory: ENGRD 110 and ENGRD 110 or ENGRD 340 and ESLW
340 and ESL 114; and FCS 324; and LIBR 318 with grades of “C”
or better.
General Education: AA/AS Area V(b); AA/AS Area III(b); CSU Area
D0; CSU Area E1; IGETC Area 4J
Course Transferable to UC/CSU
Hours: 54 hours LEC
In this course students will examine the aging process with empha-
sis on social factors affecting and affected by an aging population.
It includes an analysis of demographics, history of aging in Ameri-
can, social conditions, resources and support systems, employment,
retirement, social class, and cultural differences. Students will be
encouraged to reflect on their status in the sociology of aging pro-
cess. (Credit awarded for FCS 330 or GERON 300 or SOC 335.)

SOC 341  Sex and Gender in the U.S.  3 Units
Same As: FCS 326
Prerequisite: None.
Advisory: ENGRD 110 and ENGRD 110; or ENGRD 340 and ESLW
340; and ESL 114; and LIBR 318 with grades of “C” or better.
General Education: AA/AS Area V(b); CSU Area D0; CSU Area D4;
CSU Area E1; IGETC Area 4J
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course provides a study of the changing roles of women
and men in America. Theories of women’s and men’s “natures,”
gender role socialization, gender related inequalities, health and
body issues, and current examination of the women’s and men’s
movements will be explored. (Credit for FCS 326 or SOC 341.)

SOC 343  Women and Social Action  3 Units
Prerequisite: None.
Advisory: Completion of ENGRD 110 and ENGRD 110 or ESLW
340 and ESLR 340 with a grade of “C” or better.
General Education: AA/AS Area V(b); CSU Area D1; CSU Area D4;
IGETC Area 4D; IGETC Area 4J
Course Transferable to UC/CSU
Hours: 54 hours LEC
Women and Social Action examines the sociological underpin-
ings of social action and the unique contributions of women in
various community revitalization and policy revision efforts. This
course will provide an overview of the ways in which women en-
gage in deliberative social action to change the conditions of their
lives and of their communities. The work of various social activists,
past and present, will be analyzed in the context of sociological
theory as applied to issues related to the institutions of family,
health, religion, employment, sexual harassment, housing, and
interpersonal violence.

SOC 344  Sociology of Women’s Health  3 Units
Prerequisite: None.
Advisory: Completion of ENGRD 110 and ENGRD 110 or ESLW
340 and ESLR 340 with grades of “C” or higher.
General Education: AA/AS Area V(b); AA/AS Area III(b); CSU Area
D4; CSU Area E1; IGETC Area 4D
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course provides a sociological analysis of health issues that
concern women throughout their life course. The impact of physi-
ology, psychology, culture, society, and politics upon women’s
well-being will be addressed using the feminist perspective.

SOC 345  Global Women’s Issues  3 Units
Same As: SOCSC 352
Prerequisite: None.
Advisory: Eligibility for ENGRD 110 and ENGRD 110 or ESLW
340 and ESLR 340.
General Education: AA/AS Area V(b); CSU Area D4; IGETC Area
4D; IGETC Area 4G
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course will provide an opportunity to learn about the lives of
women from different cultures. This course will cover the impact
of social, cultural, and political aspects of women’s lives on an
international scale. Additionally, this course will explore issues of
health care, civil rights, international relations, poverty, mother-
hood, labor, safety, political participation, and globalization and
their impact on the lives of women and the community at large.
Students will critically analyze these issues with an emphasis on
problem solving and policy development.
SOC 375  Introduction to Community Development  3 Units

Prerequisite: None.
Advisory: ENGWR 100 or ESLW 340 with a grade of “C” or better.
General Education: AA/AS Area V(b); CSU Area D0
Course Transferable to CSU
Hours: 54 hours LEC
This course explores the basic principles of community development. Students will analyze models of successful community practice and learn how to create social capital. Case study methods will be used to explore resource mapping, problem assessment, and strategies for funding nonprofit organizations.

SOC 376  Community Development: Implementation and Sustainability  3 Units

Prerequisite: For Level 1 (Early Implementation Skills): SOC 375 with a grade of “C” or better, or equivalent experience working in the field of community development; For Level 2 (Advanced Implementation Skills): Completion of Level 1 coursework with a grade of “C” or better, or equivalent experience working in the field of community development; For Level 3 (Sustainability Skills): Completion of Level 2 coursework with a grade of “C” or better, or equivalent experience working in the field of community development.
Advisory: ENGWR 100 or ESLW 340 or equivalent with a grade of “C” or better.
Course Transferable to CSU
Hours: 54 hours LEC
This course builds on the concepts introduced in SOC 375, Introduction to Community Development, with an emphasis on implementation and sustainability. Students will learn about policy, funding, legislation, public relations, and other strategic interventions essential to effective social action. Emphasis will be placed on the asset-based community development approach to mobilizing communities. Level 1 coursework (Early Implementation Skills) is designed to teach students the skills they will need for the early stage of implementing programs, e.g. the administration of social change organizations, funding strategies, how to conduct social mobilization campaigns, how to maintain a balance between compromise and confrontation, and public relations strategies. Level 2 coursework (Advanced Implementation Skills) will teach students the more advanced skills necessary to begin the institutionalization of programs, e.g. how to influence public policy, how to influence the public sector, legal strategies, and evaluation techniques. Level 3 coursework (Sustainability Skills) will teach the skills required to sustain programs over the long term, e.g. building capacity, introducing and gaining support for legislative initiatives, establishing and maintaining coalitions, and addressing underlying economic issues. This course may be taken three times for credit, provided it is taken at a different level each time.

SOC 380  Introduction to Social Services  3 Units

Prerequisite: None.
Advisory: ENGWR 100 and ENGRD 110 or ESLR 340 and ESLW 340 with grades of “C” or better.
General Education: AA/AS Area V(b)
Course Transferable to CSU
Hours: 54 hours LEC
This course will provide a comprehensive overview of the social services. Students will study the full range of organized activities of private, nonprofit, and public sector organizations that seek to prevent, alleviate, or contribute to the solutions of recognized social problems or to improve the well-being of individuals, groups, or communities. This is the introductory course for students interested in careers in applied sociology. This course will provide a multicultural perspective and the opportunity to practice developing skills of critical analysis.

SOC 382  Introduction to Casework in Social Services  3 Units

Prerequisite: None.
Advisory: Completion of ENGWR 100 and ENGRD 110 or ESLR 340 and ESLW 340 with grades of “C” or better.
General Education: AA/AS Area V(b)
Course Transferable to CSU
Hours: 54 hours LEC
This course examines the socio-cultural context of the role of the case manager in contemporary American society. Exploration of the basic concepts of human behavior, exceptional and vulnerable populations, organizational structure and resource development, and case management principles, are included in the curriculum.

SOC 385  Practicum in Sociology  2-4 Units

Prerequisite: None
Advisory: ENGWR 100 with a grade of “C” or better.
Course Transferable to CSU
Hours: 18 hours LEC; 162 hours LAB
Through assignments tied to internship placements, this course will link student work experiences to the structure and processes of organizations. Students will learn techniques to address common problems within organizations and will consider the issues of power, bureaucracy, and communication within wider social systems. Students can take a minimum of two units and will receive one unit of credit for every 60 hours of unpaid work or 75 hours of paid work, for up to four units of credit per semester. This course may be taken four times for a maximum of 16 units as long as there are new or expanded learning opportunities on the job. This course is offered in both face-to-face and online formats.
SOC 480  Introductory Sociology - 3 Units

Honors

Prerequisite: None.

General Education: AA/AS Area V(b); CSU Area D0; IGETC Area 4J

Enrollment Limitation: Eligibility for the Honors Program

Course Transferable to UC/CSU

Hours: 54 hours LEC

This course examines human behavior as it is affected by social forces. Concepts such as culture, social institutions, social stratification, social change, and social control will be analyzed from both a micro and macro-sociological perspective. The class is conducted as a seminar in which students will be responsible for developing qualitative and/or quantitative analyses of controversial issues and drawing on classical and contemporary sociological theory to frame classroom presentations. There will be oral and written assignments, as well as experiential activities. This course is designed for students from all academic disciplines who are motivated to learn the sociological perspective and how it can be applied to all aspects of the human experience. This honors section uses an intensive instructional methodology designed to challenge motivated students.

SOC 494  Topics in Sociology  .5-4 Units

Prerequisite: None

Advisory: SOC 300 and ENGRD 310 and ENGWR 100 or ESLR 340 and ESLW 340, with grades of “C” or better.

Course Transferable to UC/CSU

Hours: 72 hours LEC

This course provides an examination of specific topics from a sociological perspective. The particular subject to be covered each semester will be determined by the Sociology Department and depend on topical events. Students may earn from .5-4 units. Consult the schedule of classes for specific topics.

SOC 495  Independent Studies in Sociology 1-3 Units

Prerequisite: None

Course Transferable to UC/CSU

Hours: 54 hours LEC

See Independent Studies.

SOC 499  Experimental Offering in Sociology  .5-4 Units

Prerequisite: None

Course Transferable to UC/CSU

Hours: 54 hours LEC; 75 hours LAB

See Experimental Offerings.
STAT 300  Introduction to Probability and Statistics 4 Units
Prerequisite: MATH 120 or 124 with a grade of “C” or better; or placement through the assessment process.
General Education: AA/AS Area II(b); CSU Area B4; IGETC Area 2
Course Transferable to UC/CSU
Hours: 72 hours LEC
This course is an introduction to probability and statistics. Topics include: elementary principles and applications of descriptive statistics, counting principles, elementary probability principles, probability distributions, estimation of parameters, hypothesis testing, linear regression and correlation, and ANOVA. Scientific calculators with two-variable statistical capabilities may be required for this class.

STAT 480  Introduction to Probability and Statistics - Honors 4 Units
Prerequisite: MATH 120 with a grade of “C” or better, or eligibility as determined by the assessment process. Eligibility for admission to the Honors Program.
General Education: AA/AS Area II(b); CSU Area B4; IGETC Area 2
Course Transferable to UC/CSU
Hours: 72 hours LEC
This course is an introduction to the concepts of statistics with a strong emphasis on the understanding and appreciation of the role of statistics in real life situations including computer analysis of real data. Topics include descriptive statistics, probability distributions, experimental design, hypotheses testing including ANOVA, non-parametric tests, and regression and correlation. This honors course uses an intensive methodology designed to challenge motivated students.

STAT 495  Independent Studies in Statistics 1-3 Units
Prerequisite: None
Course Transferable to UC/CSU
Hours: 54 hours LAB
See Independent Studies.

STAT 499  Experimental Offering in Statistics .5-4 Units
Prerequisite: None
Course Transferable to UC/CSU
Hours: 54 hours LEC
See Experimental Offerings.

Note: Business Statistics—See ECON 310 under Economics
SGVT 300       Introduction to Student Government       2 Units

Prerequisite: None
Course Transferable to CSU
Hours: 18 hours LEC; 54 hours LAB
This course is an introduction to the dynamics of working groups. It provides theory and practice in leadership, parliamentary procedure, committee techniques, and organizational behavior. The emphasis is on governmental procedures and functions as they apply to student governance. Students can anticipate participation in student government and committees. This course may be taken twice for credit.

SGVT 499       Experimental Offering in Student Government       .5-4 Units

Prerequisite: None
Course Transferable to CSU
Hours: 54 hours LEC; 36 hours LAB
See Experimental Offerings.
Study Abroad Program

Sacramento City College recognizes the benefits to be derived from travel/study tours and the educational value of on-site experiences in other areas of the world. Study abroad can be an enlightening, maturing, and life-changing experience. Students are challenged to re-examine themselves, their attitudes and their studies as they learn to understand new and different cultures.

In cooperation with the American Institute for Foreign Study and the Northern and Central California Consortium, the Los Rios Community College District offers unique study opportunities in London, England; Paris, France; Florence Italy, Costa Rica, Madrid, and China.

All studies are typical of regular academic programs taught on the SCC campus, yet utilize travel/field trips, cross-cultural experiences and foreign resources.

Prerequisite: Completion of 12 units of college credit before departure and a 2.56 GPA.

The 13-week program typically includes a required course in the life and culture of the country and general education courses such as Art, English, Humanities, and Social Sciences.

For more information and applications, call the Study Abroad Office at Cosumnes River College, (916) 691-7187 or visit the website at http://crc.losrios.edu/abroad
## Theatre Arts - Acting-Directing Emphasis

### Associate in Arts Degree

**Program Information**

This program provides students an understanding of the overall process by which theatre is produced, including the theories and techniques of acting, directing, playwriting, and the elements of technical theatre. It also provides an overview of the historical and social context of the theatre. Transfer students should consult the Requirements of the Transfer Institutions section in this catalog and the Theatre Arts, Drama, or related Majors sections of the specific catalog for the institution to which they wish to transfer to determine admission, general education, and major requirements. Consultation with an SCC counselor is urged.

### Required Program

<table>
<thead>
<tr>
<th>Units</th>
<th>Course</th>
<th>Title</th>
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</thead>
<tbody>
<tr>
<td>9</td>
<td>TA 308, TA 339, TA 356, TA 360, TA 364, TA 370, TA 395, TA 407, TA 423, TA 437, TA 452, TA 454, TA 461, TA 462, TA 463, TA 464, TA 465, TA 466, TA 467</td>
<td>Diversity in American Theatre (3), Screenwriting (3), Acting for the Camera I (3), Styles of Acting (3), Shakespeare Without Fear (3), Theatre Movement (2), Playwriting (3), Children’s Theatre (0.5 - 3), Introduction to Scene Design for the Stage (3), Stage Make-up I (2), One-Act Play Workshop (3), Race &amp; Ethnicity in Performance I (3), Race &amp; Ethnicity in Performance II (3), Rehearsal and Performance - Drama (0.5 - 3), Rehearsal and Performance - Comedy (0.5 - 3), Rehearsal and Performance - Classical (0.5 - 3), Rehearsal and Performance - Children’s Show (0.5 - 3), Rehearsal and Performance - Musical (0.5 - 3), Rehearsal and Performance - Musical Ensemble (0.5 - 3), Fundamentals of Repertory Production (1 - 3)</td>
</tr>
</tbody>
</table>

**Total Units Required** 30
Theatre Arts - Technical Production Emphasis
Associate in Arts Degree

Program Information
This program provides the student with an understanding of the process by which theatre is produced from a technical standpoint, including scenic design, lighting design, costuming, sound design, and make-up design, and the application of these designs. It also provides an overview of the other processes that are involved in the production of theatre, such as acting, directing, and playwriting; and of the historical and social context of the theatre. Transfer students should consult the Requirements of the Transfer Institutions section in this catalog and the Theatre Arts, Drama, or related Majors sections of the specific catalog for the institution to which they wish to transfer to determine admission, general education, and major requirements. Consultation with an SCC counselor is urged.

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<table>
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<tr>
<th>Units</th>
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<tbody>
<tr>
<td>18</td>
<td>TA 300, Introduction to the Theatre (3)</td>
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<tr>
<td></td>
<td>TA 302, History and Theory of the Theatre I (3)</td>
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<td>TA 303, History and Theory of the Theatre II (3)</td>
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<td>TA 342, Introduction to Acting (3)</td>
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<td>TA 420, Stagecraft (3)</td>
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<td>TA 422, Stage Lighting (3)</td>
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<td>6</td>
<td>TA 331, Film Making (3)</td>
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<td>TA 332, Film-Making Projects (3)</td>
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<td>TA 423, Introduction to Scene Design for the Stage (3)</td>
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<td>TA 430, Costume Construction (3)</td>
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<td>TA 437, Stage Make-up I (2)</td>
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<td>TA 407, Children’s Theatre (0.5 - 3)</td>
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<td></td>
<td>TA 461, Rehearsal and Performance - Drama (0.5 - 3)</td>
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<td></td>
<td>TA 462, Rehearsal and Performance - Comedy (0.5 - 3)</td>
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<td></td>
<td>TA 463, Rehearsal and Performance - Classical (0.5 - 3)</td>
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<td>TA 464, Rehearsal and Performance - Children’s Show (0.5 - 3)</td>
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<td></td>
<td>TA 465, Rehearsal and Performance - Musical (0.5 - 3)</td>
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<td>TA 466, Rehearsal and Performance - Musical Ensemble (0.5 - 3)</td>
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<td>3</td>
<td>TA 308, Diversity in American Theatre (3)</td>
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<td></td>
<td>TA 356, Acting for the Camera I (3)</td>
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<td>TA 360, Styles of Acting (3)</td>
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<td>TA 364, Shakespeare Without Fear (3)</td>
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<td>TA 370, Theatre Movement (2)</td>
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<td>TA 339, Screenwriting (3)</td>
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<td>TA 395, Playwriting (3)</td>
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<td>TA 452, One-Act Play Workshop (3)</td>
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<td>TA 454, Race &amp; Ethnicity in Performance I (3)</td>
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<tr>
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<td>TA 465, Rehearsal and Performance - Musical (0.5 - 3)</td>
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<td></td>
<td>TA 466, Rehearsal and Performance - Musical Ensemble (0.5 - 3)</td>
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</tbody>
</table>

Total Units Required 30

Associate in Arts (A. A.) Degree
The Associate in Arts degree may be obtained by completion of the required program plus general education requirements, plus sufficient electives to meet a 60-unit total. See SCC graduation requirements.

Transfer Program
Transfer students should consult the Requirements of Transfer Institutions section in this catalog and the Theatre Arts, Drama, or related Majors sections of the specific catalog for the institution to which they wish to transfer to determine admission, general education, and major requirements. Consultation with an SCC counselor is urged.
TA 300  Introduction to the Theatre  3 Units
Prerequisite: None.
General Education: AA/AS Area I; CSU Area C1; IGETC Area 3A
Course Transferable to UC/CSU
Hours: 54 hours LEC
This audience-oriented, non-performance course focuses on the study of theatre and its relationship to: 1) the cultures and societies who create theatre; 2) to other entertainment media such as film and television; and 3) audience development. This course introduces students to elements of the production process including playwriting, acting, directing, design, and criticism. Students will also survey different periods, styles, and genres of theatre through play reading, discussion, films, and viewing and critiquing live theatre, including a required field trip to a play at a professional or community theatre.

TA 302  History and Theory of the 3 Units
Theatre I
Prerequisite: None.
General Education: AA/AS Area I; CSU Area C1; IGETC Area 3A
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course is a study of the masterpieces of World Theatre from the Greeks to the Nineteenth Century. Lectures include the historical and cultural environment out of which the plays were written and an analysis of plays from a variety of viewpoints including their historical moment and their lasting impact upon a contemporary audience. The course will also include an investigation into the synergy of theatrical performance and theatre architecture development and the continuing impact of these issues on a contemporary audience. Students are required to see three on-campus stage productions during the semester.

TA 303  History and Theory of the 3 Units
Theatre II
Prerequisite: None.
General Education: AA/AS Area I; CSU Area C1; IGETC Area 3A
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course is a study of the principal types of twentieth century theatre. Lectures include the historical and cultural environment out of which the plays were written and analysis of plays from a variety of viewpoints including their historical moment and their lasting impact upon a contemporary audience. The course will also include an investigation into the synergy of theatrical performance and theatre architecture development and the continuing impact of these issues on a contemporary audience. Students are required to see three on-campus stage productions during the semester.

TA 308  Diversity in American Theatre  3 Units
Prerequisite: None.
General Education: AA/AS Area I; AA/AS Area VI; CSU Area C1; IGETC Area 3A
Course Transferable to UC/CSU
Hours: 54 hours LEC
This non-performance course is an introduction to American cultural diversity in theatre. The course will focus on the cultures of Asian/Pacific Americans; Black/African Americans; Chicano/Latino/Hispanic Americans; Native Americans; and recent immigrant groups, as expressed in dramatic literature. The social, cultural, and political conditions that shaped these works will also be discussed. Issues of class, gender, and sexuality will be examined and compared cross-culturally. Topics will be covered through readings, lectures, discussions, and attendance at live play productions, including a required field trip to a play at a professional or community theatre.

TA 310  Introduction to Film  3 Units
Same As: ENGLT 400
Prerequisite: ENGW 50 and ENGRD 11 or ESLR 310 and ESLW 310 with grades of "C" or better or placement through the assessment process.
General Education: AA/AS Area I; CSU Area C1; IGETC Area 3A
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course explores the artistic, business, and social elements of modern film. It examines the elements that go into making films: acting, directing, cinematography, writing, and editing. It investigates the techniques used to manipulate the audience into fear, laughter, and sadness and compares the commercial box office hit and “movie star” to enduring artistic films and actors. This class will view and analyze films to evaluate filmmaking techniques and the impact of films and the movie business on society. This course is cross-listed with ENGLT 400. It may be taken only once for credit as TA 310 or as ENGLT 400, but not both.

TA 312  History of Film  3 Units
Prerequisite: None.
General Education: AA/AS Area I; CSU Area C1; IGETC Area 3A
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course is a general survey of the development of the art of narrative film from early silent films to modern sound films using lecture, discussion, and films chosen to represent important developments in the film history.

TA 314  History of Film: 1880’s through 1950’s  3 Units
Prerequisite: None.
Advisory: ENGW 100 and ENGRD 110 with grades of “C” or better; OR ESLR 320 and ESLW 320 with grades of “C” or better.
General Education: AA/AS Area I
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course is a historical and critical survey of film as an art form. It emphasizes the evolution of artistic and technical facets of production in features, documentaries, and experimental films. Focusing on films from the 1880’s through 1950’s.
This course is a historical and critical survey of film as an art form. It emphasizes the evolution of artistic and technical facets of production in features, documentaries, and experimental films. Focusing on films from the 1950's to present.

**TA 318 Diversity in American Film**  
**3 Units**  
Prerequisite: None.  
Advisory: ENGW 100 and ENGRD 110 or ESLR 320 and ESLW 320 with grades of “C” or better, or placement through assessment process.  
General Education: AA/AS Area I; AA/AS Area VI; CSU Area C1; CSU Area C2; IGETC Area 3B  
Course Transferable to UC/CSU  
Hours: 54 hours LEC  
This course is an introduction to cultural diversity as it is expressed in American film. The course will focus on the cultures of Asian/Pacific Americans, Black/African Americans, Chicano/Latino/Hispanic Americans, Native Americans, and recent immigrant groups, as expressed in film narrative, production practices, and critical responses. Issues of class, gender, and sexuality will be examined and compared cross-culturally. Media stereotypes and their social, political, and cultural origins and the responses to these stereotypes by 20th & 21st century film makers will be examined through film viewings, lecture, and discussion.

**TA 320 Cinema Genres**  
**3 Units**  
Prerequisite: None.  
Advisory: ENGW 100 and/or ENGRD 310 with a grade of “C” or better.  
General Education: CSU Area C1; IGETC Area 3A  
Course Transferable to UC/CSU  
Hours: 54 hours LEC  
This course is designed to explore in depth one or more film genres. Special attention is paid to development, aesthetics, popularity and artists of the specific form. This course may be taken four times for credit if subject matter is not repeated. See the Schedule of Classes for specific information.

**TA 322 An American Musical: Stage and Film**  
**3 Units**  
Prerequisite: None.  
Course Transferable to UC/CSU  
Hours: 54 hours LEC  
This course studies the transition of the Musical from its earliest incarnation to the latest Broadway and box office hits. This class will examine both production films (movies made of stage productions) and feature films to examine how the theatrical techniques of the Musical have been translated to the media of film.

**TA 323 From Stage to Screen, Production Design and Art Direction**  
**3 Units**  
Prerequisite: None.  
General Education: AA/AS Area I  
Course Transferable to UC/CSU  
Hours: 54 hours LEC  
This course will examine the aesthetic design of films by looking at costume, scenery, and prop design. Students will evaluate how the production design of a film helps to shape all of the other elements that make up the film. Students will examine how production design has been utilized to show the past, present, and future as well as imaginary time periods. This course will draw upon theatrical design techniques and evaluate how those techniques have been used in film production.

**TA 331 Film Making**  
**3 Units**  
Prerequisite: None.  
Course Transferable to UC/CSU  
Hours: 36 hours LEC; 72 hours LAB  
This course emphasizes contemporary methods of film production, including low-budget art films with a concern for the aesthetics of film making. Stressed are techniques of direction, lighting, tilting, camera use, editing, film types, lenses, and other aspects of cinema. Equipment and supplies for individual projects must be furnished by each student. Supplies and equipment are furnished for students working on group projects.

**TA 332 Film-Making Projects**  
**3 Units**  
Prerequisite: None.  
Course Transferable to UC/CSU  
Hours: 36 hours LEC; 72 hours LAB  
This course will give a fundamental overview of the basic creative, technical, and management skills necessary to design and produce a film project on location. Students will gain hands-on experience in production techniques using film production equipment. The emphasis is on pre-production planning, scripting, equipment operations, lighting, audio, and post-production. As a class project, participants develop and produce a previously determined short-subject film on location that applies the principles learned through lectures, program screenings, exercises, and guest speakers.

**TA 333 Film Editing with Final Cut Pro**  
**3 Units**  
Prerequisite: None.  
Course Transferable to UC/CSU  
Hours: 36 hours LEC; 54 hours LAB  
This course is an introduction to the basic concepts and technical elements of film editing for the cinema. Students will gain practical experience in editing images and synchronous sound to create cinematic products. Students will receive training in the basic features and capabilities of current film editing equipment including the latest film editing software. Some of the topics covered in the course include a basic overview of editing, video montage, subclippings, storyboarding, editing dialogue, as well as digitizing and final output. This course involves the use of software which is primarily Macintosh based.
TA 334  Film Editing with Final Cut Pro: Intermediate Workshop
3 Units
Prerequisite: TA 333 with a grade of “C” or better
Course Transferable to CSU
Hours: 36 hours LEC; 54 hours LAB
This course is designed for experienced users or those wishing to increase their overall Final Cut Pro knowledge. This course delves into the details of such topics as compositing, power trimming, media management, color keying, audio finishing, color correction, and much more. Instruction also covers tips, tricks, and other secrets that allow participants to master the finer points of this powerful program.

TA 335  Introduction to DVD Production: iDVD & DVD Studio Pro
3 Units
Prerequisite: or the equivalent.
Advisory: TA 333; GCOM 330 with a grade of “C” or better.
Course Transferable to CSU
Hours: 36 hours LEC; 54 hours LAB
This course examines the history and future of the DVD video format after the most successful launch ever of a consumer electronics format. Students learn how to design, produce, and burn a DVD on a personal computer. Students explore the methods of integrating video, audio, text, graphics, and user interactivity through the use iDVD and DVD Studio Pro software. Students explore DVD’s ability to integrate with the Internet. Students use a professional approach to real world DVD production processes. Students are expected to already have exposure to Adobe Photoshop and Apple Final Cut Pro. This course may be taken two times using different software or software versions.

TA 339  Screenwriting
3 Units
Prerequisite: None
Advisory: ENGWR 300 with a grade of “C” or better, or ESLW 340 with a grade of “C” or better.
Course Transferable to CSU
Hours: 54 hours LEC
This course is a study of the creativity and techniques of screenwriting for short films, feature films, and television. Students will view and analyze exemplary films, participate in writing exercises and workshops, and complete a treatment and master scenes of a full-length professionally formatted screenplay.

TA 342  Introduction to Acting
3 Units
Prerequisite: None.
General Education: CSU Area C1
Course Transferable to UC/CSU
Hours: 36 hours LEC; 54 hours LAB
This course is an introduction to stage performance. Included is a classroom investigation of performance through the use of theatre games, movement, sensory awareness, and improvisation. The course is designed for the student interested in self-expression through informal drama.

TA 350  Theory and Techniques of Acting I
3 Units
Prerequisite: None.
General Education: CSU Area C1
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course explores the theories and techniques used in the preparation of a role for the stage. Memorized acting scenes are staged and performed in the classroom. The course is designed for majors in theatre arts and communication.

TA 351  Theory and Techniques of Acting II
3 Units
Prerequisite: TA 350 with a grade of “C” or better
General Education: AA/AS Area I
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course includes the application of acting theories and techniques to the scripts of realistic drama. Memorized acting scenes are presented in the classroom. The course is designed for majors in theatre arts and communication.

TA 356  Acting for the Camera I
3 Units
Prerequisite: TA 350 or 351 with a grade of “C” or better.
Course Transferable to UC/CSU
Hours: 36 hours LEC; 54 hours LAB
This is an introductory course in the theory and techniques of acting for film and television. This course compares the differences between acting on the stage and acting for the camera. Scenes and commercials will be rehearsed, performed, and played back for critiques.

TA 360  Styles of Acting
3 Units
Prerequisite: TA 350 with a grade of “C” or better
General Education: CSU Area C1
Course Transferable to UC/CSU
Hours: 36 hours LEC; 54 hours LAB
This course will provide an investigation of styles of acting through lectures and prepared scenes from representative classic and modern plays and one-act plays.

TA 364  Shakespeare Without Fear
3 Units
Prerequisite: None.
Advisory: ENGWR 100 and ENGRD 310 with grades of “C” or better, or ESLR 320 and ESLW 320 with grades of “C” or better.
General Education: CSU Area C1
Course Transferable to UC/CSU
Hours: 54 hours LEC
This course is designed to give the student a non-threatening opportunity to explore performance of Shakespeare plays. Some of the topics covered include acting, language, stage combat, and auditioning techniques. Students will gain insights into the historical and cultural context of Shakespeare’s works through their performances and discuss their contemporary relevance.
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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>TA 370</td>
<td>Theatre Movement</td>
<td>2</td>
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<td></td>
<td>Prerequisite: None.</td>
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<td></td>
<td>General Education: CSU Area C1</td>
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<td></td>
<td>Course Transferable to UC/CSU</td>
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<td></td>
<td>Hours: 18 hours LEC; 54 hours LAB</td>
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<td></td>
<td>This course is an active participation and performance experience designed to provide opportunities in discovery and solving movement tasks of the actor. The course incorporates exercises to expand the individual’s movement for characters and scenes, as well as training in specific movement areas, such as combat, period style, and dance.</td>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>TA 395</td>
<td>Playwriting</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Prerequisite: None.</td>
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<tr>
<td></td>
<td>Advisory: ENGWR 100 or ESLW 340 with a grade of “C” or better.</td>
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<td>Course Transferable to CSU</td>
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<td></td>
<td>Hours: 54 hours LEC</td>
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<td>This course includes the writing, reading, performing, critiquing, and a process of continuous revising of original work. Students will write continually throughout the semester, and their work will be read, performed, and discussed in class. Students will complete a full-length play by the end of the semester.</td>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>TA 404</td>
<td>Techniques of Puppetry</td>
<td>3</td>
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<td></td>
<td>Prerequisite: None.</td>
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<td></td>
<td>Advisory: ENGWR 50 and ENGRD 110, or ESLW 310 and ESLR 310, with grades of “C” or better, or placement through assessment.</td>
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<td>General Education: CSU Area C1</td>
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<td></td>
<td>Course Transferable to CSU</td>
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<td></td>
<td>Hours: 36 hours LEC; 54 hours LAB</td>
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<td></td>
<td>This course explores puppetry as a dramatic medium. Topics to be covered include history and development of puppetry; puppet design and creation; puppet manipulation and improvisation; and puppet play production techniques and applications.</td>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>TA 407</td>
<td>Children’s Theatre</td>
<td>.5-3</td>
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<td></td>
<td>Prerequisite: None.</td>
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<td></td>
<td>Enrollment Limitation: Audition.</td>
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<td></td>
<td>Course Transferable to CSU</td>
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<td></td>
<td>Hours: 162 hours LAB</td>
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<td></td>
<td>This course is open to students participating in theatrical productions. Students are selected through auditions as actors or technicians and may earn one-half to three units. This course may be taken four times for a maximum of twelve units.</td>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>TA 420</td>
<td>Stagecraft</td>
<td>3</td>
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<tr>
<td></td>
<td>Prerequisite: None.</td>
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<td></td>
<td>Course Transferable to UC/CSU</td>
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<td></td>
<td>Hours: 36 hours LEC; 72 hours LAB</td>
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<td></td>
<td>This course covers the basic materials used in the construction of scenery and properties, as well as construction and painting techniques. Kinds of scenery and backstage organization are explored through a combination of lecture and practical experience gained by working on department productions.</td>
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<tr>
<th>Course Code</th>
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<th>Units</th>
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<tbody>
<tr>
<td>TA 422</td>
<td>Stage Lighting</td>
<td>3</td>
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<tr>
<td></td>
<td>Prerequisite: None.</td>
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<td></td>
<td>General Education: CSU Area C1</td>
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<td></td>
<td>Course Transferable to UC/CSU</td>
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<tr>
<td></td>
<td>Hours: 36 hours LEC; 72 hours LAB</td>
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<td></td>
<td>This course is an introduction to the basic concepts of lighting the stage, film, and television. The course covers the planning of lighting from the basics of electricity, equipment and control, to the design elements of color, space, scenery, and movement to produce a lighting design.</td>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>TA 423</td>
<td>Introduction to Scene Design</td>
<td>3</td>
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<td></td>
<td>for the Stage</td>
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<td></td>
<td>Prerequisite: TA 420 with a grade of “C” or better.</td>
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<td>Course Transferable to CSU</td>
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<td></td>
<td>Hours: 36 hours LEC; 72 hours LAB</td>
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<td>This course will cover the techniques and procedures in application of design, color, and perspective in designing scenery for the stage. It will consist of developing floor plans; methods of pictorial representation of ideas, scale drawings, color perspective, and models.</td>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>TA 430</td>
<td>Costume Construction</td>
<td>3</td>
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<td>Prerequisite: None.</td>
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<td></td>
<td>General Education: CSU Area C1</td>
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<td></td>
<td>Course Transferable to UC/CSU</td>
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<td></td>
<td>Hours: 36 hours LEC; 54 hours LAB</td>
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<td>This course explores the basic areas of costume construction: fabrics, color, patterns, sewing techniques, costume pieces, and accessories. Period styles, costume analysis, and basic design are also covered. Costume construction will be for theatrical productions. Students gain experience by constructing costumes for theatrical productions.</td>
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<tr>
<th>Course Code</th>
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<th>Units</th>
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<tbody>
<tr>
<td>TA 436</td>
<td>Historic Costuming</td>
<td>3</td>
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<tr>
<td></td>
<td>Same as FASHN 335</td>
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<td></td>
<td>Prerequisite: None.</td>
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<td>Advisory: ENGRD 110 and ENGWR 100; or ESLR 320 and ESLW 320; or ESL 114; FASHN 140 and FASHN 150 and LIBR 318 and MATH 34 with grades of “C” or better.</td>
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<td>Course Transferable to UC/CSU</td>
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<td></td>
<td>Hours: 36 hours LEC; 54 hours LAB</td>
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<td>The impact of social, political, cultural, and economic issues on costume is explored from the cradle of civilization through modern times. Specific periods of fashion are researched to design and construct historically correct garments. Students will learn how to apply the principles of modern pattern making to various historical styles and use this knowledge to design and create historical costumes. The unique cut and construction of each historical period is covered, from undergarments to accessories for each fashion period. Students will learn to create necessary adaptations to these garments for successful stage applications. One field trip is required. This course may be taken four times providing there is no duplication of topics.</td>
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</table>
TA 437  Stage Make-up I  2 Units  
Prerequisite: None.  
General Education: CSU Area C1  
Course Transferable to UC/CSU  
Hours: 18 hours LEC; 54 hours LAB  
The course includes the analysis of basic techniques of stage make-up. The course explores the use of make-up materials, color, light, and modeling techniques in the development of make-up designs. The student will develop make-up designs for different characters from plays, including historical figures, stylized characters, fantasy characters, animals, and characters of all ages. The course is recommended for drama majors.

TA 438  Stage Make-up II  2 Units  
Prerequisite: None  
Course Transferable to UC/CSU  
Hours: 18 hours LEC; 54 hours LAB  
This course includes special projects in the design and execution of character make-up for selected plays. Emphasis is on three dimensional make-up techniques. Students will work in small groups to allow for more student-contact time and more advanced instruction.

TA 440  Arts Management  3 Units  
Prerequisite: None.  
Course Transferable to CSU  
Hours: 36 hours LEC; 54 hours LAB  
This is a general survey course in arts management with emphasis on organization, marketing/development, and financial management. Field work and field trips will include projects with an existing arts organization.

TA 452  One-Act Play Workshop  3 Units  
Prerequisite: None.  
General Education: CSU Area C1  
Course Transferable to UC/CSU  
Hours: 36 hours LEC; 54 hours LAB  
This course explores the play production process. Class members collaborate in the analysis, preparation and production of one-act plays through participation as either directing writers, actors, or technicians. The process culminates in public performances. This course may be taken four times for credit.

TA 454  Race & Ethnicity in Performance I  3 Units  
Prerequisite: None.  
General Education: AA/AS Area I; AA/AS Area VI; CSU Area C1  
Course Transferable to UC/CSU  
Hours: 36 hours LEC; 36 hours LAB  
This course investigates performance literature and traditions of the Americas, particularly of the United States. Students will research, study, rehearse, and perform the work of playwrights, poets, and solo performance artists and learn how these writers create identities for themselves and their audiences. The course will focus on the cultures of Asian/Pacific Americans, Black/African Americans, Chicano/Latino/Hispanic Americans, Native Americans, and recent immigrant groups, as expressed in traditional and contemporary performance. Students will also write and develop original work, as well as participate in public performances. Specific readings and topics may adapt to the interests and needs of the current semester.

TA 455  Race & Ethnicity in Performance II  3 Units  
Prerequisite: None.  
General Education: AA/AS Area I; AA/AS Area VI  
Course Transferable to UC/CSU  
Hours: 36 hours LEC; 36 hours LAB  
This course investigates the use of theatre, performance, and related disciplines for the purposes of pursuing educational equity, community development, and/or social action. The course will focus on local communities of Asian/Pacific Americans, Black/African Americans, Chicano/Latino/Hispanic Americans, Native Americans, and/or recent immigrant groups, their cross-cultural relationships, and their artistic movements in late 20th/early 21st century performance. Under the direction of the instructor, students will identify a contemporary campus or community issue, collaborate on the development of an original, community-based theatre event, and participate in public performances. Specific readings and topics will adapt to the events and students current to the semester.

TA 461  Rehearsal and Performance - Drama  5-3 Units  
Prerequisite: None  
Enrollment Limitation: Audition.  
Course Transferable to UC/CSU  
Hours: 162 hours LAB  
This course provides a workshop training experience in the preparation and performance of dramatic theatre productions. Actors audition with the director for acting roles. Students interested in technical work interview for backstage positions in stage management, crewing, set construction, costumes and makeup, lighting and sound, box office, and publicity. This course may be taken four times for a maximum of 12 units.

TA 462  Rehearsal and Performance - Comedy  5-3 Units  
Prerequisite: None  
Enrollment Limitation: Audition.  
Course Transferable to UC/CSU  
Hours: 162 hours LAB  
This course provides a workshop training experience in the preparation and performance of comedic theatre productions. Actors audition with the director for acting roles. Students interested in technical work interview for backstage positions in stage management, crewing, set construction, costumes and makeup, lighting and sound, box office, and publicity. This course may be taken four times for a maximum of 12 units.

TA 463  Rehearsal and Performance - Classical  5-3 Units  
Prerequisite: None  
Enrollment Limitation: Audition.  
Course Transferable to UC/CSU  
Hours: 162 hours LAB  
This course provides a workshop training experience in the preparation and performance of classical theatre productions. Actors audition with the director for acting roles. Students interested in technical work interview for backstage positions in stage management, crewing, set construction, costumes and makeup, lighting and sound, box office, and publicity. This course may be taken four times for a maximum of 12 units.
TA 464  Rehearsal and .5-3 Units  
Performance - Children's Show
Prerequisite: None
Enrollment Limitation: Audition.
Course Transferable to CSU
Hours: 162 hours LAB
This course provides a workshop training experience in the preparation and performance of children's theatre productions. Actors audition with the director for acting roles. Students interested in technical work interview for backstage positions in stage management, crewing, set construction, costumes and makeup, lighting and sound, box office, and publicity. This course may be taken four times for a maximum of 12 units.

TA 465  Rehearsal and .5-3 Units  
Performance - Musical
Prerequisite: None
Enrollment Limitation: Audition.
Course Transferable to UC/CSU
Hours: 162 hours LAB
This course provides a workshop training experience in the preparation and performance of musical theatre productions. Actors audition with the director for acting roles. Students interested in technical work interview for backstage positions in stage management, crewing, set construction, costumes and makeup, lighting and sound, box office, and publicity. This course may be taken four times for a maximum of 12 units.

TA 466  Rehearsal and .5-3 Units  
Performance - Musical  
Ensemble
Same as MUP 370
Prerequisite: None.
Enrollment Limitation: Students are selected through auditions as singers and instrumentalists.
Course Transferable to UC/CSU
Hours: 162 hours LAB
This course is open to students performing in theatrical musical productions. It provides a workshop training experience in the preparation and performance of musical literature. Students are selected through audition as singers and instrumentalists. The course requires 27 hours of laboratory for each half-unit of credit. This course is cross-listed with MUP 370. This course may be taken four times for a maximum of 12 units. Units may be earned from both MUP 370 and TA 466 for a maximum of 12 units.

TA 477  Fundamentals of 1-3 Units 
Repertory Production
Prerequisite: None.
Enrollment Limitation: Audition.
Course Transferable to UC/CSU
Hours: 18 hours LEC; 108 hours LAB
The course provides for participation in one or more productions and includes work in all areas of theatre, including acting, scene construction, costumes, makeup, and business management. It culminates in concurrent performances at the end of the session. The course may be taken four times for a maximum of 12 units. Students may opt for a one-unit workshop, which will survey the production process.

TA 494  Topics in Theatre Arts .5-4 Units
Prerequisite: None.
Course Transferable to UC/CSU
Hours: 54 hours LEC; 162 hours LAB
This course is designed to give students an opportunity to study topics in theatre which are not included in current course offerings. This course may be taken four times for credit for a maximum of 16 units.

TA 495  Independent Studies 1-3 Units  
in Theatre Arts
Prerequisite: None.
Course Transferable to UC/CSU
Hours: 36 hours LEC
This course involves an individual student or small groups of students in study, research, or activities beyond the scope of regularly offered courses, pursuant to an agreement among college, faculty members, and students. Independent Studies in Theatre Arts offers students a chance to do research and/or experimentation that is more typical of advanced studies in Theatre Arts.

TA 498  Work Experience in 1-4 Units  
Theatre Arts
Prerequisite: None.
Course Transferable to CSU
Hours: 18 hours LEC; 300 hours LAB
This course provides a supervised work experience in a professional theatre setting. Students may be assigned to work the box office, wardrobe, scenery construction, properties, lighting and sound, stage management, costuming, makeup, design, or acting. This course may be taken four times for a maximum of 16 units.

TA 499  Experimental Offering in .5-4 Units  
Theatre Arts
Prerequisite: None.
Course Transferable to UC/CSU
Hours: 48 hours LEC; 72 hours LAB
This course will be an experimental offering on topics not yet covered by current Theatre Arts courses or an offering that addresses topics as they arise, such as those which relate to new styles of theatre or current topics. Courses will be structured around either a specific style (such as “dance theatre” or “multi-media theatre”) or a current topic (such as “environmental theatre” or “political theatre”).
Topics in (Subject)

Topics in (Subject) .5-4 Units

294
Not transferable

494
Acceptable for credit:
CSU (elective units)
UC - only those marked with an asterisk (494*) are UC transferable; UC (credit is contingent upon evaluation of course outline by each UC campus after transfer)

This is a Topics course that focuses on a specific knowledge or skill as described by a complete course outline of record that changes from term to term. This course may be developed in cooperation with industry to meet specialized training needs. In general, the topics discussed in this course are not included in current curriculum offerings. Topics courses may be repeated four times up to a maximum of 16 units, with no duplication of topics. Refer to the Schedule of Classes for more specific offerings.

ADMJ 494
AERO 494
ANTH 494
ART 494*
ARTH 494
ASTR 494*
BIOL 494*
BUS 294
CHEM 494
COMM 494*
COSM 294
ECE 294
ET 494
ENGR 494*
EDT 494
ENGLT 494
FCS 294
FITNS 494
FLTEC 294
GERON 494
GCOM 294
HIST 494*
LIBT 494
MATH 494*
MET 294
MUSM 494*
PHOTO 494
PHYS 494*
POLS 494*
PSYC 489* and 494*
RAILR 294
SOCSC 493*
SOC 494*
TA 494*
Women’s Studies

Associate in Arts Degree

Women’s Studies, established in 1975 under the Social Sciences major, is a multi-disciplinary academic program. The program prepares students for a wide range of career and life choices, for advanced study in traditional disciplines and professions, for entry into non-traditional fields, and for full participation in the twenty-first century.

Students develop critical reasoning and analytical skills, research and communication skills, and a deep appreciation for the complexities of power. The program intellectually challenges paradigms. It seeks to awaken students to the realities of American society, to encourage them to re-examine traditional ideas about women, to acquire skills, and to choose life goals consistent with their individual potential.

Women’s Studies

Associate in Arts Degree

Required Program

A minimum of 18 units from the following: ...........................................18

- ARTH 312, Women in Art (3)
- ENGLT 360, Women in Literature (3)
- ENGLT 401, Women in Film and Literature (3)
- HIST 310, History of the United States (3)
- HIST 311, History of the United States (3)
- FITNS 454, Personal Safety (1.5)
- POLS 340, Women in Politics (3)
- PSYC 356, Human Sexuality (3)
- PSYC 360, Psychology of Women (3)
- PSYC 363, Psychology of Women in Film (3)
- SOC 343, Women and Social Action (3)
- SOC 344, Sociology of Women’s Health (3)
- SOCSC 350, Introduction to Women’s Studies (3)
- FCS 326, Sex and Gender in the U.S. (3)
  - or SOC 341, Sex and Gender in the U.S. (3)
- SOC 345, Global Women’s Issues (3)
  - or SOCSC 352, Global Women’s Issues (3)

Total Units Required: 18

1 Students enrolled in HIST 310 and 311 must select the “women’s emphasis” sections of these courses. See the Schedule of Classes for more information.

Associate in Arts (A. A.) Degree

The Associate in Arts degree may be obtained by completion of the required program, plus general education requirements, plus sufficient electives to meet a 60-unit total. See SCC graduation requirements.

Transfer Information

In addition to the course requirements, transfer students should complete the general education requirements for the university to which they plan to transfer. Students can also use the Sacramento City College General Education pattern to obtain the degree; however, these courses do not necessarily fulfill the general education requirements of transfer institutions. Student should see a counselor regarding academic planning.
Placements
Students interested in an internship, a volunteer work experience, a paid work experience, or any type of work-learn experience may secure assistance from the Work Experience office.

Enrollment
Students may enroll in a Work Experience class as listed in the Schedule of Classes during the class registration process. The individual instructor determines the student’s eligibility for the course. Students may not be enrolled in more than one Work Experience course at a time. Consult the Work Experience office for assistance.

Qualifications
a) The student must be enrolled in and complete a minimum of seven (7) units, including Work Experience. Example: four (4) units of Work Experience plus one three (3) unit class for a total of seven (7) units.

b) Occupational Work Experience 498 or 298: The student must be working in a job or internship related to the student’s major or planned college program.

c) General Work Experience 198: The student is employed but has no declared major or the job is unrelated to the major. General Work Experience 198 is not acceptable for Veterans Administration benefits.

d) The student who is already working will have his or her job evaluated by the Work Experience instructor. The methods of evaluation will include learning experiences that contribute to the student’s educational or occupational goals.

e) Self-employed students must name a designated evaluator who is acceptable to the instructor. The evaluator must have educational or experiential background necessary to judge student-learning experiences.

Credit
One unit of credit is granted for each 75 hours of paid work experience or for 60 hours of volunteer experience. General Work Experience students can earn up to three (3) units each semester for a total of 12 units. Occupational Work Experience students can earn up to four (4) units each semester for a total of 16 units. General and Occupational Work Experience credits can be combined but no student can earn more than 16 units total. Students will be issued time sheets on which to record their work hours. A work experience course may be repeated for credit when there are new learning experiences possible on the job.

Course Work
Credit will only be given through enrollment in a work experience course. Attendance is required. Each student will be required to develop job-related learning objectives in coordination with the supervisor and the instructor. Other course material will be related to career development and the labor market or the workplace in general. Work Experience students will attend a weekly class session. Classes are available online as well as in a traditional classroom venue.

Involvement of the Employer
The employer will be asked to cooperate with the student employee and the instructor to develop meaningful learning objectives. The employer and the coordinator will also evaluate the student’s progress both in writing and in a personal conference during each semester.
### Summer Session
Students may enroll in a Work Experience course during the summer without having to enroll in other courses.

### Alternate Semester Work Experience
This plan is for students who attend school full time one semester and work full time the next semester, for example as in the Federal Cooperative Education Program. Students must complete seven (7) units at a Los Rios Community College District college before they may enroll and may earn up to eight (8) units for each semester of Work Experience. Students cannot be enrolled in more than one other course while enrolled in the Alternate Semester Plan. They must complete seven (7) additional units before enrolling again in Cooperative Work Experience. Enrollment in Alternate Semester Work Experience is possible only through special arrangements with the Work Experience Coordinator.

Work Experience courses are available in several divisions and will be listed in the catalog and the class schedule as follows:

- Administration of Justice - ADMJ 498
- Aeronautics - AERO 498
- Art - ART 498
- Business - BUS 498
- Computer Information Science - CORE - CISC 498
- Early Childhood Education - ECE 498
- Electronics Technology - ET 498
- Engineering - ENGR 498
- Engineering Design Technology - EDT 498
- Gerontology - GERON 498
- Graphic Communication - GCOM 498
- Journalism - JOUR 498
- Library and Information Technology - LIBT 498
- Music, Specializations in Music - MUSM 498
- Photography - PHOTO 498
- Surveying - SURVY 498
- Technology - TECH 498
- Theatre Arts - TA 498

Internship courses are available in several divisions and will be listed in the catalog and the class schedule as follows:

- Physical Education - Theory - PET 497
- Political Science - POLS 497
- Railroad Operations - RAILR 297
- Real Estate - RE 497

Wendy Slobodnik, Coordinator  
Counseling Services Area, Room 114  
916-558-2383  
slobodw@scc.losrios.edu

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### Work Experience (WEXP)

Students who are interested in combining practical work experience with classroom training, either for pay or as volunteers, and students who are working full-time or part-time, as volunteers for pay, may enroll in a Work Experience class. College credit is granted for the following:

1. **WEXP 198 - Work Experience - General** 1-3 Units  
   - **Prerequisite:** None.  
   - **General Education:** AA/AS Area III(b)  
   - **Enrollment Limitation:** According to Education Code Title V regulations, a student cannot earn academic credits in a Work Experience class unless s/he has either a job or an internship.  
   - **Hours:** 18 hours LEC; 225 hours LAB  
   - This course is designed to provide students with effective job development skills that will assist them in obtaining and keeping an internship or a job in the student’s major area. Course content will include understanding the application of education to the workforce; the responsibilities of an internship (where applicable); completion of Title V Education Code papers (the student’s Application, Learning Objectives, Timesheet, and Evaluations), which document the student’s progress and hours spent at the work or internship site; and developing workplace (soft) skills identified by the Secretary’s Commission on Achieving Necessary Skills (SCANS) Competencies, as well as by local employers. In addition, the student is required to fulfill 18 hours lecture and 75 hours of related, paid work experience or 60 hours of volunteer work experience for one unit; 75 or 60 hours of related work experience for each additional unit. The program allows the student to combine practical, paid or non-paid work experience with college training. The course may be taken up to four times when there is new or expanded learning on the job for up to 6 units. Only one Work Experience course may be taken per semester.  

2. **WEXP 298 and WEXP 498—see next page.**
WEXP 298  Work Experience in  1-4 Units
(Subject)

Prerequisite: None.
Corequisite: According to Education Code Title V regulations, a student cannot earn academic credits in a Work Experience class unless s/he has either a job or an internship.
General Education: AA/AS Area III(b)
Hours: 18 hours LEC; 300 hours LAB
This course is designed to provide students with effective job development skills that will assist them in obtaining and keeping an internship or a job in the student’s major area. Course content will include understanding the application of education to the workforce; the responsibilities of an internship (where applicable); completion of Title V Education Code papers (the student’s Application, Learning Objectives, Timesheet, and Evaluations), which document the student’s progress and hours spent at the work or internship site; and developing workplace (soft) skills identified by the Secretary’s Commission on Achieving Necessary Skills (SCANS) Competencies, as well as by local employers. In addition, the student is required to fulfill 18 hours lecture and 75 hours of related, paid work experience or 60 hours of volunteer work experience for one unit; 75 or 60 hours of related work experience for each additional unit. The program allows the student to combine practical, paid or non-paid work experience with college training. The course may be taken up to four times when there is new or expanded learning on the job for up to 16 units. Only one Work Experience course may be taken per semester.

WEXP 498  Work Experience in  1-4 Units
(Subject)

Prerequisite: None.
Corequisite: According to Education Code Title V regulations, a student cannot earn academic credits in a Work Experience class unless s/he has either a job or an internship.
General Education: AA/AS Area III(b)
Course Transferable to CSU
Hours: 18 hours LEC; 300 hours LAB
This course is designed to provide students with effective job development skills that will assist them in obtaining and keeping an internship or a job in the student’s major area. Course content will include understanding the application of education to the workforce; the responsibilities of an internship (where applicable); completion of Title V Education Code papers (the student’s Application, Learning Objectives, Timesheet, and Evaluations), which document the student’s progress and hours spent at the work or internship site; and developing workplace (soft) skills identified by the Secretary’s Commission on Achieving Necessary Skills (SCANS) Competencies, as well as by local employers. In addition, the student is required to fulfill 18 hours lecture and 75 hours of related, paid work experience or 60 hours of volunteer work experience for one unit; 75 or 60 hours of related work experience for each additional unit. The program allows the transfer student to combine practical, paid or non-paid work experience with college training. The course may be taken up to four times when there is new or expanded learning on the job for a total of 16 units. This course is transferable to any CSU campus. Only one Work Experience course may be taken per semester.
# Classified Staff

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<td>Ledet, Shawn</td>
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<td></td>
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<tr>
<td>Lee, Aprill</td>
<td>Police Dispatcher</td>
<td></td>
</tr>
<tr>
<td>Lee, Jennifer</td>
<td>Business Division</td>
<td></td>
</tr>
<tr>
<td>Leon, Annette C.</td>
<td>Advanced Technology Division</td>
<td></td>
</tr>
<tr>
<td>Levy, Blanche R.</td>
<td>Admissions &amp; Records</td>
<td></td>
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Lodzhanskiy, Natalya
West Sacramento Center

Loeza, Regina
Science & Allied Health

Lopez, Peggi A.
Business Office

Lor, Ge Vang
Financial Aid Office

Lor, Pammy
Financial Aid Office

Loree, Timothy
Advanced Technology

Lukenbill, Karen L.
Admissions & Records

Lund, Mary
Physical Education

Machado, Laura F.
Administrative Services

Maghanoy, Jr., Restituto M.
Duplicating

Marchand, Whitney
Police Dispatcher

Marsant, Irina
Matriculation & Student Development
(Assessment)

Martin, David H.
Learning Resources Division

McEnerney, Claudia
Learning Resources Division

McHatton, Ann
College & Community Relations

McKay, Tamara A.
Admissions & Records

McLaughlin-Jordan, Margaret J.
Physical Education Division

McManus, Rhonda A.
Counseling Services

Melnkonyan, Geegah
Mathematics/Statistics and Engineering

Meltzer, Arlene
Child Development Center

Mendoza-Marin, Margarita
Behavioral & Social Science Division

Michael, Kristie
Humanities & Fine Arts

Mishra, Ashmeeta
West Sacramento Center

Mixon, Loren
Police Officer

Moore, Carol E.
EOP&S

Moore, Valerie
Counseling Services

Moreno, Carla A.
Child Development Center

Morrison, Pamela
Matriculation & Student Development

Moua, Theng K.
Financial Aid

Murillo, Catherine
Learning Resource Center

Nakano, Quinn
Reprographics

Newman, Toni
Matriculation & Student Development

Nguyen, Ha Thi Tinh
Learning Resources Division

Nguyen, William Son
Business Division

Nixon, Debra A.
Learning Resources Division

Ochoa, Ruth M.
Language and Literature Division

Olender, Nanci L.
Learning Resources Division

Osorio, Eduardo C.
Admissions & Records

Osterholt, Stephen
Business Division

Outlaw, Harry E.
Custodial Services

Pair, Gerald W.
Custodial Services

Perry, Marilyn Keefe
Instructional Services

Pham, Ly
Custodial Services

Phillips, Catherine
Financial Aid Office

Poncini, Carol A.
Financial Aid Office

Poteet, Rhonda A.
College Store

Proshak, Dimitry
Financial Aid

Pulkamp, Cailin
Child Development Center

Quesada, Charlie P.
Admissions & Records

Quiros, Vivian M.
Financial Aid Office

Radcliff, Toni L.
Custodial Services

Ramirez, Yolanda
Counseling Services

Raught, David J.
College Store

Rendon, Elva
Instructional Services

Reyes, Laura
Admissions & Records

Robertson, Maurice C.
Custodial Services

Robertson, Velisa
Police Dispatcher

Rose, Rosa
President's Office

Ruchko, Tatiana
Financial Aid

Rud, Yelena
EOP&S

Ruiz, Alicia
Counseling Services

Ruiz, Maria
Counseling Services

Ruiz, Ruben I.
Financial Aid

Sagaydak, Elena
College Store

Sakaiishi, Mitchell
Learning Resource Center

Sanders, Juanita E.
Counseling Services (DRC)

Scarborough, Coby M.
Child Development Center

Sekikawa, Allison S.
Graphic Impressions

Shoffner, David A.
Custodial Services

Sieler, Gary W.
Custodial Services

Silva, Donald T.
Humanities & Fine Arts Division

Sivell, Nicole C.
Humanities & Fine Arts Division
Skaba, Katarzyna
Business Office

Smith, Melody J.
Custodial Services

Smith, Shakeya
Business Office

Smith, Stephanie A.
Administrative Services

Smithson, Pamela K.
Custodial Services

Solorio, Jeanette R.
Financial Aid Office

Souza, Monica M.
Matriculation & Student Development (CAC)

Stagner, Elaine R.
Counseling Services

Stanton, Patricia P.
Counseling Services

Sterken, Dale D.
Language & Literature

Takeda, Andrea
Graphic Impressions

Taylor, Kathleen M.
Instructional Services

Teh, Peng (Hendrick) A.
Information Technology

Terry, Sharon D.
Staff Resource Center/Information Technology

Thao, Cha P.
Science and Allied Health Division

Thomas, Kelly L.
Language & Literature Division

Thomas, Marina
DSP&S

Thomas, Sarah
Physical Education, Health & Athletics

Tien, Le N.
Science and Allied Health

Tran, Danh
Custodial Services

Tran, Minh
CalWORKs

Tran, Ngoc-Hau (Sharlene)
Matriculation & Student Development (Assessment)

Turner, Reginald
Custodial Services

Turnquist, Samantha
Matriculation & Student Development (DSPD/LD)

Tutunik, Valeri
Learning Resources Division

Uhde, Larry J.
Advanced Technology Division

Umphred, Kandy D.
Admissions and Records

Valverde, Tracey A.
Learning Resources Division

Velez, Hannia
Instructional Services

VeVea, Rosemary L.
Admissions & Records

Viracola, Marcia J.
Child Development Center

Virdure, Amy
Operations

Watson, Marlene R.
College Store

Weller, Diane Y.
College Store

White, Douglas
Custodial Services

Whittington, David J.
Physical Education Division

Wilkins, Regina
Student Services

Williams, James
Custodial Services

Wolf, Gary L.
Custodial Services

Wong, Anne
Advanced Technology

Wong, Laura E.
Admissions and Records

Wong, Peter W.
Advanced Technology Division

Xiong, Pinky
Graphic Impressions

Yagen, Paul
Police Officer

Yamamoto, Valerie
Science & Allied Health

Yee, Domina M.
Business Division

Zafires-Bain, Rebecca
College and Community Relations

Zakaryan, Ruzanna
Admissions and Records

Zavala, Manual M.
Custodial Services
Ackerman, Alexis L. (2005)
Biology (Animal Biology)
B.A., Barnard College / Columbia University, New York
M.S., University of California, Davis
Ph.D., University of California, Davis

Ader, Elaine R. (2001)
Dean, Information Technology
B.A., Brooklyn College
M.A., Ph.D., University of Michigan

Alforque, Angela-Dee (2002)
Theatre Arts
B.A., M.A., California State University, Sacramento

Allen, Kathleen M. (1988)
Vocational Nursing
A.D., Meramec Junior College
B.S.N., Sonoma State University
M.A., California State University, Sacramento

Allred, Mary-Susan (1994)
Counselor
B.A., University of the Pacific
Masters of Counseling, Idaho State University

Allmann, John M. (1997)
Music
B.A., M.A., California State University, San Francisco

Alviar-Agnew Marisa (2007)
Chemistry
B.S., University of Philippines
M.S., Ph.D., University of California, Davis

Anderson, Kevin M. (2001)
Computer Information Science
B.S., California State University, Fresno
B.S., M.B.A., California State University, Stanislaus
Microsoft Certified Trainer (MCT)
Microsoft Certified Systems Engineer (MCSE)
Microsoft Certified Database Administrator (MCDBA)
Microsoft Certified Professional + Internet (MCP + I)
CISCO Certified Network Associate (CCNA)
Certified Novell Engineer (CNE)
Linux Certified Professional (LCP)
A+ Certified Service Technician (A+)
Network + (N+), i-Net + (inet +)

Railroad Operations
A.A.S., Arizona Western College
B.S., San Jose State University
M.A., National University

Arnold, Darlene M. (1996)
Cosmetology
A.A., Sacramento City College
B.S., Southern Illinois University

Avendano, Marisa (2005)
Physical Education
B.S., B.A., California State University, Sacramento
M.S., California State University, Sacramento

Bacod, Maristella L. (2001)
Counselor
A.A., Cosumnes River College
B.A., M.S., California State University, Sacramento

History
B.A., Ohio State University
M.A., Georgetown University

Counselor
A.A., Sacramento City College
B.A., M.S., California State University, Sacramento

Bauquen, Lisa A. (1992)
Physical Education
B.S., North Dakota State University

Beckhorn, Nisha B. (2006)
DSPS Counselor
B.S., Universit of California, Davis
M.S., California State University, Sacramento

Counselor
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Bennett, Dianne A. (2002)
Chemistry
B.S., California State University, Sacramento
Ph.D., University of California, Berkeley

Beyrer, Kimberlee D. (1999)
Coordinator, Campus Life
B.A., University of California, San Diego
M.Ed., Oregon State University
Phi Theta Kappa Leadership Development Studies Certification

Bielick, Joanne M. (1989)
Philosophy
B.A., DePaul University
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Blair, Deborah M. (1988)
Physical Education
A.A., Ventura Junior College
B.A., California State University, Sacramento
M.A., University of LaVerne (Counseling)

Blanc, Miriam G. (1999)
Spanish
B.A., M.A., California State University, Sacramento

Block, Angela M. (1996)
Sociology
B.S., University of Santa Clara
M.A., California State University, Hayward

Boguski, Mark (2007)
Ceramics
B.A., Pitzer College
M.F.A., Alfred University

Bomberry, Deskaheh D. (2007)
Physical Education/Assistant Baseball Coach
B.S., Sonoma State University
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Bonawitz, Marcia C. (2000)
Cosmetology
A.A., A.S., Sacramento City College
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Bruce, Thomas E. (1972)
Sociology
B.A., M.A., University of Northern Iowa
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Bryant, Deborah M. (1987)
Mathematics
B.A., California State University, Chico
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Bui, Dinh (2007)
Counselor
B.A., M.S., California State University, Sacramento

Burbage, Gregory M. (1991)
Accounting
A.A., College of the Redwoods
B.A., Humboldt State University
M.B.A., California State University, Sacramento
Certified Public Accountant - California
Certified Management Accountant
Certified in Financial Management

Button, Donald (2006)
Graphic Communication
Certificate of Achievement, Collins
Graphic Design School, Tempe

Dean, Physical Education, Health and Athletics
B.S., University of California, Davis
M.A., Humboldt State University
Chape, Elizabeth A. (1993)  
Instructor/Coordinator, Physical Therapy  
Assistant Program  
B.A., Michigan State  
M.P.T., Baylor University  
M.S., San Francisco State University  
Ph.D., Capella University  
Licensed Physical Therapist, California and Washington State

Chen, Shu (2002)  
Librarian  
B.A., Nanjing Normal University  
M.A., Southern Illinois  
M.L.I.S., University of Texas, Austin

Christian, Jeffrey J. (2007)  
College Nurse  
School Nurse Credential, California State University, Sacramento  
B.S.N., University of San Francisco

Church, Kim (2006)  
Communication  
B.A., California State University, Sacramento  
M.A., San Diego State University, San Diego  
Ph.D., University of South Florida

Cirrone, Steve (2006)  
English  
B.A., State University NY Binghamton  
M.A., Ph.D., Claremont Graduate University

Clark, Kevin E. (2002)  
Sign Language Studies  
B.A., Callaudet University  
M.S., California State University, Northridge  
M.A., Chapman College

Clemons, Michael (2005)  
Physical Education  
B.A., California State University, Sacramento  
M.A., University of San Francisco

Director, Statewide Health Career Grants  
B.S., M.S., University of Wisconsin-Madison

Counselor (Athletics)  
A.A., Fullerton Community College  
B.A., University of California, Riverside  
M.S., California State University, Sacramento

Physics  
A.B., Occidental College  
M.S., Ph.D., University of Colorado

Coppola, Jessica D. (2005)  
Nutrition  
A.S., Santa Rosa Junior College  
B.S., University of California, Davis  
Ph.D., University of California, Davis

Counselor  
B.S., Texas A & M University  
M.S., California State University, Sacramento

Cypret, Phillip B. (1984)  
Aeronautics  
A.A., Sacramento City College  
B.S., Southern Illinois University  
M.S., National University

Dalkey, Fredric (1971)  
Art  
B.A., M.A., California State University, Sacramento

Dana, Maureen L. (2000)  
English  
B.A., University of California, Santa Barbara  
M.A., Ph.D., Claremont Graduate University

Daubert, Christopher D. (2001)  
Art  
B.A., M.A., California State University, San Jose  
M.F.A., University of California, Davis

Davis, Craig A. (2000)  
Geography  
B.S., University Nebraska  
M.A., University of Kansas

Davis-Lyman, Barbara L. (1971)  
Family & Consumer Science, Sociology, Psychology  
B.A., M.A., California State University, Sacramento

Deglow, Annette (1964)  
Mathematics  
B.S., University of Oregon  
M.S., University of Arizona  
M.L.S., California State University, Sacramento
Computer Information Science/Business
B.S., California State Polytechnic University, Pomona
M.B.A., San Francisco State University

Physical Education
B.A., California State University, Stanislaus
M.A., University of Phoenix

Dixon, Michael A. (1990)
Computer Information Science
B.S., California State University, Chico
M.S., National University

English
B.A., M.A., Stanford University
M.A., California State University, Sacramento

Doonan, William F. (1999)
Anthropology
B.A., Brown University
M.A., Ph.D., Tulane University

Douglass, Bruce M. (1997)
Computer Information Science
B.S.C.S., B.S.E.E., M.E., M.E.A., University of Utah, Salt Lake City
Certified Data Processor

Dun, Lawrence G. (1996)
Dean, Matriculation, Student Services, and Student Development
B.A., University of California, Davis
M.A., California State University, Sacramento

Duvall, Melvin (1983)
Electronics Technology
A.A., Sacramento City College
B.A., California State University, Sacramento
FCC - General Radiotelephone License
Mvronics Co. - Understanding and Troubleshooting Microprocessors - Certificate
Cal State Polytechnic University, Pomona-NARDA School of Service Management - Certificate

Emmerling, Heidi L. (2007)
Dental Hygiene
A.S., Sacramento City College
B.S., University of St. Francis
M.A., Ph.D., University of Nevada Reno

Erlich, Richard J. (2001)
Counselor, DSPS
B.A., Butler University
M.Ed., Teacher College Columbia University
Certified Rehabilitation Counselor

Estabrook, Paul (2007)
Photography
A.A., Sacramento City College

Fabian, Mitra (2006)
Art
B.A., Kenyon College, Gambier
M.F.A., California State University, Northridge

Communication
B.S., M.A., California State University, Sacramento

Fabionar, Maria O. (1990)
Counselor
B.A., M.S., California State University, Sacramento

Fasman, Lyudmilla (2005)
Mathematics
ABD, Washington State University
M.A., B.S., San Francisco State University

Feder, Sandra H. (1997)
Computer Information Science
B.S., University of California, Davis
M.S., University of Nevada, Reno
APICS Certification, Certified in Production and Inventory Management

Finley, Phillip E. (1991)
Engineering Design Technology
B.A., University of Oregon
Registered Architect, Alaska and California

Engineering Design Technology
B.S., Oakland University

Flaherty, Pamela L. (2000)
Sociology
B.A., University of Wyoming
M.A., California State University, Chico

Fleming, George Richard (1969)
Photography
A.A., Sacramento City College
B.V.E., California State University, Sacramento

Family and Consumer Science
B.S., University of California, Davis
M.A.Ed., University of San Francisco

Fong, Susan H. (1989)
Counselor (International Students)
A.A., Sacramento City College
B.A., San Francisco State University
M.S., National University

Ford, Rebecca J. (1989)
English as a Second Language
B.A., M.A., University of California, Davis

Forrester, Elizabeth V. (2000)
Philosophy
A.B., Cedar Crest College
M.A., California State University, Sacramento
M.A., Ph.D., University of California, Davis

Frank, Paul E. (2001)
Political Science
B.A., California State University, Fresno
M.A., Northeastern University
Ph.D., Boston University

Motorcycle/Aeronautics
A.S., Sacramento City College

Garcia, Albert J. (1991)
Dean, Division of Language and Literature
B.A., California State University, Chico
M.F.A., University of Montana

Garcia, Mari Carmen (2005)
Spanish
B.A., California State University, Sacramento
M.A., University of California, Davis
Ph.D., University of California, Davis

Garr, Nancy M. (2001)
Anthropology
B.A., M.A., California State University, Chico
Certificate, Cultural Resources Management, California State University, Chico

English
B.A., M.A., California State University, Fresno
Ph.D., University of California, Davis

Gessford, Virginia G. (2001)
Coordinator, Learning Skills/Tutorial
B.A., Pitzer College
M.A., Claremont Graduate University

Gonzalez, Mauricio (2005)
Coordinator, EOP&S
A.A., Cuesta Community College
B.A., Sonoma State University
M.A., San Jose State University

Gonzalez, Stephen T. (2001)
Mathematics
B.S., M.S., California State University, Chico

Theatre Arts
B.A., California State University, Fresno
M.F.A., California State University, Fullerton

Administration of Justice
B.A., Central University of Iowa
M.S.W., California State University, Sacramento

Graybill, Stuart D. (2001)
History
B.A., M.A.T., Ph.D., University of California, Davis

Green, Melissa J. (2000)
Coordinator, Instructional Development
B.A., California Polytechnic State University
M.S., National University
Greene, Thomas (2007)
B.S., Northern Illinois University
M.S. Ed., Northern Illinois University
Ph.D., University of Texas at Austin

Greenfield, Joan (1974)
Dental Assisting
A.A., Sacramento City College
B.V.E., California State University, Sacramento

Greenwell, Andrea (2002)
Biology
B.S., University of California, Davis
M.S., University of Nevada, Reno

Hanson, Jon S. (2001)
English
B.A., M.A., California State University, Sacramento

Hanson, Luther E. (1999)
Theatre Arts
B.A., M.F.A., University of Irvine
M.A., San Diego State University

Harris, Patricia A. (2005)
Physical Therapy Assistant Program
B.A., University of California, Berkeley
M.S., Long Island University, New York
Ed.D., University of San Francisco, SF

Harris-Jenkins, Patricia M. (1999)
Instructor/Coordinator, Speech Communication
B.S., M.A., California State University, Sacramento

Harvey, Jonathan (2006)
Counselor
B.S., Northwestern University
M.A., John F. Kennedy University

B.A., Santa Barbara City College
M.A., California State University, Sacramento

Henderson, Victoria (1998)
Coordinator, Cultural Awareness Center
B.S., M.S.W., Western Michigan University
M.S.H.R., American University

Heningburg, Keith R. V. (1999)
History
A.A., Washtenaw Community College
B.S., M.A., Eastern Michigan University
M.A., University of California, Davis

Hilligoss, Tonya (1977)
Administration of Justice, Sociology
B.A., University of California, Santa Barbara
M.S.W., San Diego State University
M.A., University of California, Davis

Occupational Therapy Assistant
A.S., Sacramento City College
B.S., Rochester Institute of Technology

Holland, Gina (2006)
Biology
B.A., San Diego State University
M.A., Ph.D., University of California, Santa Cruz

Holt, Julie A. (1999)
Associate Degree Nursing
B.S.N., California State University, Chico
M.S.N., University of Colorado Health Science Center

Huang, Ling (2001)
Chemistry
B.S., East China Normal University, Shanghai
Ph.D., University of California, Davis

Hunter, Michael J. (1990)
Geography
A.A., Sacramento City College
B.A., M.A., University of California, Davis

Instructor/Coordinator, Occupational Therapy Assistant Program
B.S., Santa Clara University
M.S., San Jose State University
Certified, National Board for Certification in Occupational Therapy

Associate Vice President, Instruction
A.B., University of California, Berkeley
M.S., Purdue University

Ikegami, Robin U. (1999)
English
B.A., M.A., California State University, Sacramento
Ph.D., University of Michigan

Music
B.S., M.A., University of California, Davis

Ing, Celina Sau Lin (1977)
Computer Information Science
B.A., College of Notre Dame
M.A., Ed.D., University of San Francisco

Irwin, Doreen (1975)
Music

Ishell, Margaret (Maggie) A. (2006)
Chemistry
B.S., Marymount College, Kansas
M.A., Ph.D., University of Alaska, Fairbanks

Iwata, Chris R. (1982)
Dean, Division of Humanities and Fine Arts
B.A., M.A., California State University, Northridge

James, Stephen C. (2001)
Biography
A.A., Glendale Community College
B.A., University of California, Santa Barbara
M.S., California State University, Sacramento

Janssen, Kristine (2000)
Counselor
A.A., Yuba Community College
B.A., California State University, Sacramento
M.A., University of San Francisco

Jeffery, Kathryn E. (2008)
President
B.M.E., Oklahoma State University, Music (Piano/Voice)
M.S., Oklahoma State University, Behavioral Studies in Education (Counseling)
Ph.D., University of Texas at Austin, Education Administration (CCLP)

Johnson, Denise M. (2005)
Biology (Anatomy & Physiology)
B.S., University of California, San Diego
M.S., University of California, Davis

Nursing
A.A., El Camino College
M.S.N., B.S.N., California State University, Los Angeles
Johnson, Lawrence F. (1999)
Aeronautics
A.S., Chaffey College
B.S., California State Polytechnic University, Pomona

Johnson, Mai-Gemu D. (1993)
Coordinator, MESA/CCCP
A.A., Sacramento City College
B.S., Arcadia University, Nova Scotia, Canada
M.A., California State University, Sacramento

Jolly, Julia A. (1988)
Associate Vice President, General Education and Outreach Programs
B.A., University of Oregon
M.A., University of California, Davis

Jones, Andrew B. (2001)
Physical Education
B.A., University of California, Berkeley
M.S., California State University, Sacramento

Jovanovic, Angelia (1991)
Counselor
B.A., University of Wisconsin
M.S., Marquette University

Joy, Anna L. (1987)
English
B.A., M.A., Ph.D., University of California, Los Angeles

Kalber, Thomas F. (1979)
Mechanical-Electrical Technology
A.S., Sacramento City College
B.S., Southern Illinois University

Kawamura, Sandra Y. (2001)
English As A Second Language
B.A., University of California, Davis
M.A., California State University, Sacramento

Keen, Judith L. (1996)
English As A Second Language
B.A., Lewis & Clark College
M.A., School for International Training

Instructor/Coordinator, Psychology/Research
B.A., California State University, Northridge
M.A., Ph.D., University of California, Los Angeles

Art
B.A., M.A., University of Utah
Ph.D., University of Iowa

Kiernan, Timothy C. (1991)
Physical Education
A.A., American River College
B.S., M.A., Central Michigan University

King, Adrienne M. (1992)
English
B.A., Hampton Institute
M.Ed., Miami University (Ohio)
Ed.D., University of San Francisco
Reading Specialist Credential

Kjos, Troy (2006)
B.S., University of California Berkeley, Berkeley
M.D., UCLA School of Medicine, Los Angeles

Kloumova, Irina (1999)
Mathematics
M.A., Moscow State University

Knable, Robert D. (1989)
Music
B.M., University of Southern California
M.M., University of Arizona

Knorr, Jeffrey, S. (2001)
English
B.A., M.A., California State University, Chico

Kumar, Shishir (1999)
Electronics Technology
B.S., Brigham Young University

Kunimura, Karen (1976)
Physical Education
A.A., Caviían College
B.A., California State University, Fresno
M.A., University of San Francisco

Lachica, Juan (1976)
Counselor
B.A., University of California, Davis
M.S., University of Southern California

Lambert, Angelena (2007)
Mathematics
B.A., M.A., California State University, Sacramento

Larson, Carillon J. (2001)
Mathematics
B.A., M.A., California State University, Sacramento

Larson, Marie C. (1991)
English As A Second Language
B.A., Occidental College
M.A., San Jose State University

Theatre Arts
B.A., California State University, Sacramento
M.F.A., University of California, Davis

Lee, Jan (2000)
English
B.A., University of California, Davis
M.A., California State University, Sacramento

Lewis, Ann (2001)
English
A.S., Yuba College
B.A., University of California, Davis
M.A., California State University, Sacramento

Licciardi, Anne E. (1999)
Dean, Division of Mathematics/Statistics and Engineering
B.A., M.A., Rhode Island College

Lindell, Pamela N. (2001)
Anthropology
B.A., California State University, Humboldt
M.A., Ph.D., University of Nevada, Reno

Lo, Sandra J. (1989)
Dental Assisting
B.A., University of California, Berkeley
D.D.S., Baylor College of Dentistry, Texas

Loomis, Debora A. (1994)
English As A Second Language
B.A., M.S., M.A., California State University, Sacramento

Lopez, Gloria M. (1990)
Family and Consumer Science
B.S., University of California, Davis
M.A., University of San Francisco

Lucien, Darreis V. (1988)
Associate Degree Nursing
A.A., El Camino City College
B.S.N., Long Beach State University
M.N., University of California, Los Angeles

Luff, Debra J. (2000)
Dean, Downtown/West Sacramento Centers
A.S., North Country Community College
B.S., Russell Sage College
M.S., Syracuse University
Ed.D., University of the Pacific

Maglione, Robert A. (2001)
Physical Education
B.A., College of Marin
M.A. Saint Mary’s College

Malaret, Jesus F. (1998)
Dean, Division of Behavioral and Social Sciences
B.A., University of Texas
M.A., California State University, Sacramento

Maloney, Lori A. (1988)
Mathematics
A.A., Santa Rosa Junior College
B.A., San Francisco State University
M.A., University of California, Davis

Manriquez, Paul (2006)
Mathematics
B.S., California State University, Los Angeles
M.S., University of California, Riverside

Manuel, Mara L. (2007)
Nursing
B.S.N., California State University, Sacramento

Martinelli, Robert J. (2005)
Vice President, Administration Services
B.A., San Francisco State University
M.A., Golden Gate University; HR Management Certification, Chapman University, Sacramento

Martínez, Jesus E. (1994)
Mathematics
A.A., East Los Angeles College
B.A., M.S., California State University, Los Angeles
<table>
<thead>
<tr>
<th>Name</th>
<th>Degree(s)</th>
<th>Institution(s)</th>
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<tr>
<td>Martensen, Carol B.G.</td>
<td>M.A., University of California, Berkeley</td>
<td>M.S., New York University, Courant Institute</td>
</tr>
<tr>
<td>Masterson, Patricia J.</td>
<td>Sign Language Studies</td>
<td>A.A., Sacramento City College</td>
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<td>May, Alexander R.</td>
<td>Mathematics</td>
<td>B.A., M.A., California State University, Sacramento</td>
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<td>May, Virginia S.</td>
<td>Mathematics</td>
<td>B.A., M.A., California State University, Sacramento</td>
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<tr>
<td>McDaid, Liam J.</td>
<td>Astronomy</td>
<td>B.S., Pennsylvania State University</td>
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<td>McDonald, Patrick J.</td>
<td>Mathematics</td>
<td>B.A., M.A., California State University, Fullerton</td>
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<tr>
<td>McDonald, Stephanie R.</td>
<td>Librarian</td>
<td>B.S.Ed., Temple University</td>
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<td>McKay, Ryan A.</td>
<td>Physical Education</td>
<td>A.A., Sacramento City College</td>
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<td>McKee, Georgeann M.</td>
<td>Administration of Justice</td>
<td>A.A., Sacramento City College</td>
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<td>McReynolds, Virginia R.</td>
<td>English/Journalism</td>
<td>B.A., M.A., California State University, Sacramento</td>
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<td>Medina, Renee M.</td>
<td>Mathematics</td>
<td>B.A., M.A., California State University, Sacramento</td>
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<td>Mendez-Nunez, Luis R.</td>
<td>Mathematics</td>
<td>B.S., M.S., University of Madrd</td>
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<tr>
<td>Meyer, Virginia C.</td>
<td>Biology</td>
<td>A.A., College of the Redwoods</td>
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<tr>
<td>Meyer, Virginia C.</td>
<td>Biology</td>
<td>A.B., Humboldt State University</td>
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<td>Medir, Nicholas</td>
<td>Sociology</td>
<td>B.A., Pacific University, Forest Grove</td>
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<td>Miller, William JW</td>
<td>Chemistry</td>
<td>B.S., University of Delaware</td>
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<tr>
<td>Minna, Thomas E.</td>
<td>English</td>
<td>Certificate, English as a Second Language</td>
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<td>Minter, Carol D.</td>
<td>Dental Health</td>
<td>A.S., Cuyahoga Community College</td>
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<td>Moffett, Nelle</td>
<td>Dean, Planning, Research and Institutional Effectiveness</td>
<td>B.A., Antioch College</td>
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<tr>
<td>Myers, Troy A.</td>
<td>English</td>
<td>B.A., M.A., California State University, Long Beach</td>
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<tr>
<td>Naganuma, Kenneth H.</td>
<td>Biology</td>
<td>B.A., University of California, Los Angeles</td>
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<tr>
<td>Nash, Laurie J.</td>
<td>Physical Education</td>
<td>A.A., American River College</td>
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<tr>
<td>Newman, Forrest L.</td>
<td>Physics</td>
<td>A.A., University of California, Davis</td>
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<tr>
<td>Ng, Wang, C.</td>
<td>Electronics Technology</td>
<td>A.A., Sacramento City College</td>
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<td>Nunnally-Robertson, Delecia</td>
<td>Dean, Division of Counseling and Student Success</td>
<td>A.S., Solano College</td>
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<tr>
<td>Nuss, Linda M.</td>
<td>Chemistry</td>
<td>B.S., M.S., University of California, Riverside</td>
</tr>
<tr>
<td>Nuttall, Gabriella G.</td>
<td>English as a Second Language</td>
<td>B.A., Universita de degli Studi, Italy</td>
</tr>
<tr>
<td>Oh, Jang-Ha</td>
<td>Physical Education</td>
<td>B.S., M.Ed, Seoul National University</td>
</tr>
<tr>
<td>Olivarez, Norma</td>
<td>Cosmetology</td>
<td>Certificate, Dermal Institute, Sacramento</td>
</tr>
<tr>
<td>Olsen, Nancy</td>
<td>Reading</td>
<td>B.A., California State University, Los Angeles</td>
</tr>
<tr>
<td>Palm, Donald R.</td>
<td>Dean, Davis Center</td>
<td>B.A., University of Washington</td>
</tr>
<tr>
<td>Parker, Leslie A.</td>
<td>College, Learning Disabilities Specialist</td>
<td>B.A., University of California, Los Angeles</td>
</tr>
<tr>
<td>Patton, Marcus H.</td>
<td>English</td>
<td>B.A., M.A., California State University, Sacramento</td>
</tr>
<tr>
<td>Patton, Sherri L.</td>
<td>History</td>
<td>B.A., San Francisco State University</td>
</tr>
<tr>
<td>Pease, Dyan S.</td>
<td>Business/Management</td>
<td>B.A., M.B.A., San Diego State University</td>
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<tr>
<td>Perry, Laurie M.</td>
<td>Instructor/Coordinator, Early Childhood Education</td>
<td>B.A., University of Montana</td>
</tr>
<tr>
<td>Phillips, Joseph H.</td>
<td>Mathematics</td>
<td>B.A., American River College</td>
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<td>B.A., California State University, Chico</td>
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<td>M.S., Iowa State University</td>
</tr>
</tbody>
</table>
Piedra, Erica A. (2007)  
Spanish/French  
B.A., California State University, Fresno  
(French/Spanish)  
M.A., University of California, Davis  
(French)  

Pollock, Koren (1997)  
History (U.S. and Asian)  
B.A., San Diego State University  
M.A., University of California, Santa Cruz  

Pitman, Gayle E. (2001)  
Psychology  
B.A., Tufts University  
M.A., Ph.D., California School of Professional Psychology, Alameda  

Poe, Kathleen (2006)  
Music  
B.M., M.M., California State University, Sacramento  

Polgruto, John (2006)  
Nutrition  
B.S., M.S., University of Massachusetts, Amherst  

Pollock, Koren (1997)  
Physical Education  
B.A., University of California, Davis  
M.A., University of San Francisco  

Librarian  
B.A., University of California, Davis  
M.S., University of Illinois  

Prado, JoAnna (2002)  
English As A Second Language  
B.A., B.S., University of Utah  
M.A., Brigham Young University  

Rangel, Makeba (2007)  
Reading  
B.S., California State University, Portland  
M.A., University of California, Riverside  
M.A., California State University, San Bernardino  

Rasul, David D. (1997)  
Counselor  
B.A., M.S., California State University, Sacramento  

Speech  
A.A., A.S., Imperial Valley College  
B.A., California State University, Long Beach  
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Reese, Rick (2000)  
Counselor  
A.A., Solano Community College  
B.A., M.S., California State University, Sacramento  

Regalado, Maria C. (2005)  
Psychology  
A.S., Yuba College  
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Marketing  
B.S., M.B.A., California State University, Sacramento  

Richardson, Michael B. (1986)  
Physics  
B.A., California State University, Sacramento  
M.A., University of California, Davis  

Rishard, Truman A. (2001)  
Accounting  
B.S., University of San Francisco  
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Dean, Learning Resources  
B.A., California State University, Sacramento  
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D.P.A., University of Southern California  

Roberts, Joshua (2006)  
English  
B.A., Credential  
M.A., California State University, Sacramento  

Robinson, Mary A. (1998)  
Librarian  
B.A., University of California, Santa Barbara  
M.A., M.L.S., University of Arizona  
M.A., University of Hawaii  

Rodriguez, Irma (2006)  
EOP & S Counselor  
A.A., San Joaquin Delta  
B.A., University of California, Davis  
M.S.W., University of California, Berkeley  

Roffey, Robin A. (1997)  
Biology  
A.A., Santa Fe Community College  
B.S., University of Florida  
Ph.D., Ohio State University  

English  
B.A., University of California, Berkeley  
M.A., Temple University  

Chemistry  
B.S., California State University, San Francisco  
M.S., California State University, Sacramento  

Rose, Gregory S. (1989)  
Economics  
B.A., University of California, Irvine  
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Rosenberger, Randy E. (1991)  
Mathematics  
B.S., California State University, Dominguez Hills  
M.S., California State University, Los Angeles  

Librarian  
A.A., American River College  
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M.L.S., San Jose State University  

Ruedas, Sandra R. (2001)  
EOP & S Counselor  
A.A., Sacramento City College  
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Pupil Personnel Services Credential  

Sanchez, Michael (1981)  
Mathematics  
B.A., M.A., California State University, Sacramento  

Sarte, Jaime M. (1999)  
Biology  
A.A., Ohlone College  
B.A., University of California, Santa Cruz  
M.A., San Jose State University  

Scott, Geraldine (2001)  
Counselor  
A.A., College of San Mateo  
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Seddon, Christopher T. (2001)  
Coordinator, Technology Computer Laboratory  
B.A., California State University, Long Beach  
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Segal, Jonathan E. (2005)  
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M.A., California State University, Sacramento  

Selva, Marcia L. (2000)  
English  
B.A., University of California, San Diego  
M.A., California State University, Sacramento  

Serafini, Lisa L. (1993)  
Biology  
B.S., University of Michigan  
M.S., University of California, Davis  

Severson, Michael L. (1996)  
Speech  
B.A., California State University, Stanislaus  
M.A., California State University, Fresno  

Shaskan, Isabel (1968)  
Art  
B.A., Stanford University  
M.A., Brandeis University  
M.A., University of California, Davis  

Sheppard, Laurie C. (2000)  
Nursing  
B.S.N., San Diego State University  
M.S.N., San Jose State University  
Registered Nurse  

Shielf, Kurt (2006)  
Music  
Music Perf., Guitar Inst. of Technology, Hollywood  
B.M., M.A., California State University, Sacramento  

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Short, Shirley J. (1982)
Dean, Division of Business
A.A., City College of San Francisco
B.A., M.A., California State University, Sacramento

Silcox, S. Travis (1998)
B.A., Pitzer College
M.F.A., University of California, Irvine
M.A., Ph.D., University of Santa Cruz

Vocational Nursing
B.S.N., University of San Francisco
M.S.N., University of Texas, Health Science Center

Sjovold, Carl-Petter (2001)
History
Certificate, Online Instruction, Cerrro Coso College
B.A., University of California, Berkeley
M.A., Ph.D., University of California, Davis

Smedley, Lauri J. (1999)
Business/Computer Information Science
A.A., Cosumnes River College
B.V.E., California State University, Sacramento
M.S., Golden Gate University, Sacramento

Smith, Dennis R. (1997)
Accounting
B.S., M.S., California State University, Sacramento

Sodergren, Kit (1989)
Aeronautics
B.S., Saint Louis University
F.A.A., Licensed Pilot

Somadhi, Kakwasi (2005)
Learning Skills/Tutorial Coordinator
A.A., Compton Jr. College
B.A., University of California, Los Angeles
M.A., Goddard College

Spangler, Rachel I. (2005)
Reading
B.A., University of California, Davis
M.A., California State University, Los Angeles

Standley, Ellen (1973)
Dental Hygiene
B.S., University of California Medical Center
M.A., University of San Francisco

Stanton, Kathryn J. (2004)
Geology
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Steever, Joseph (2007)
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B.S., University of the Pacific
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Steward, Mary M. (2001)
English
B.S., M.Ed., University of Missouri

Strimling, Amy (2006)
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Stroh, Linda L. (1983)
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B.S., Eastern Illinois University
M.A., California State University, Fresno

Engineering
B.S., California State University, Sacramento
Ph.D., University of California, Davis

Sullivan, Jerry (1980)
Physical Education
B.S., M.Ed., Oregon State University

Takanikos, John (1969)
History
A.A., Sacramento City College
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Tambert, Roxanne R. (1997)
Cosmetology
A.A., Sacramento City College
B.A., Southern Illinois University

Computer Information Science
A.A., American River College
B.A., Brigham Young University
B.S., California State University, Sacramento
Cisco Certified Academy Instructor

Tedla, Dagne (1991)
Political Science
B.A., M.A., California State University, Sacramento

Thomas, D. Brett (1997)
English As A Second Language
B.A., Tufts University
M.A., University of California, Davis
M.A., Indiana University

Thomas-Val, Jacinth P. (2001)
English
B.A., University of the Virgin Islands
M.A., Andrews University
M.A., Ph.D., University of Illinois

Thorpe, W. Steve (1991)
Administration of Justice
A.A., Sacramento City College
B.A., California State University, Sacramento
M.A., Consortium of California State University

Tibbals, Kathleen A. (2001)
Early Childhood Education
A.A., American River College
B.A., Chapman University
M.S., Nova University

Toupadakis, Barbara (2006)
English as a Second Language
B.S., University of Maine, Orono
M.A., University of Iowa
B.A., M.A., California State University, Northridge

Tracy, Gwyneth J. (2005)
DSPS Coordinator/Counselor
B.A., California State University, Hayward
M.A., Washington State University
Ed.D., Oregon State University

Travis, Deborah J. (2000)
Vice President, Instruction
B.A., California State University, Irvine
M.B.A., California State University, Long Beach

Triphon, Joann E. (1998)
Associate Degree Nursing
A.D.N., Chabot College
B.S.N., M.S.N., California State University, Sacramento

Tromborg, Chris T. (2002)
Psychology
B.S., M.A., California State University, San Francisco
M.A., Ph.D., University of California, Davis

Turner, Mary K. (1985)
Dean, Division of Science and Allied Health
A.A.S., Hawkeye Institute of Technology
B.S., M.S., University of Missouri at Kansas City

VanSickle, Debra L. (1990)
Mathematics
B.A., M.A.T., University of California, Davis

Villanueva, Maria C. (2007)
Counselor
B.A., California State University, Stanislaus
M.S., California State University, Sacramento

Vrechek, Jean A. (1985)
Mathematics
B.S., University of Illinois
M.A., San Jose State University

Wagner, Glenda G. (1999)
Associate Degree Nursing
B.S.N., Wichita State University
M.S., University of California, San Francisco

Walker, Norman M. (2001)
Mathematics
B.S., M.A., University of California, Davis

Mathematics
B.A., National Taiwan University
M.S., California State University, Fresno

Warnington, Sandra K. (1996)
Librarian
B.S., University of Oregon
M.L.I.S., University of California, Berkeley

Nursing
A.D.N., University of Hawaii
B.S.N., M.N., University of Phoenix
Waxman, Robyn B. (1999)  
Graphic Communication  
B.S., University of Delaware  

Webb, Donnetta (2005)  
Dean, Division of Advanced Technology  
B.A., St Mary Woods, IN  
M.S., University of Nebraska, Lincoln NE  

Webster, Mark K. (2004)  
Mathematics  
B.A., M.S., San Jose State University  

Wei, Timothy T. (2001)  
Computer Information Science  
B.S., Cheng Kung University, Taiwan  
M.S., University of Berkeley  

Theatre Arts  
B.A., San Diego State University  
M.F.A., San Francisco State University  

Sociology  
A.A., Santa Rosa Junior College  
B.A., University of California, Santa Barbara  
M.A., San Diego State University  
M.A., University of California, Santa Cruz  

Wicks, Debra S. (1996)  
Associate Degree Nursing  
A.D.N., College of Sequoias  
B.A., California Polytechnic State University, San Luis Obispo  
B.S.N., M.S.N., California State University, Sacramento  

Wilson, Emily J. (2005)  
Art  
B.F.A., Utah State University  
M.F.A., University of Arizona  

Woo, Jane (1991)  
Counselor  
B.S., California State University, Sacramento  
M.A., National University, Sacramento  

Woodmansee, Rick (2006)  
Mathematics  
B.S., University of California, Davis  
M.S., Central Washington University, Ellensburg  

Woolley, Nicole (1998)  
Librarian  
Certificate, Online Teaching, Cerro Coso College  
B.A., California State University, Sacramento  
M.L.I.S., Louisiana State University  

Womach, Jesse F. (1999)  
Philosophy  
B.A., M.A., University of California, Davis  
M.A., California State University, Sacramento  

Biology  
A.S., American River College  
B.S., M.S., California State University, Sacramento  

Wydick, Derrick C. (1999)  
Counselor/Coordinator, Workability III Program (Categorical)  
M.A., California State University, Chico  

Xiao, Alex H. (2005)  
Political Science  
B.A., Beijing Foreign Language Institute, Beijing, China  
M.A., Claremont Graduate University  
M.A., University of Southern California  
Ph.D., University of Southern California  

Yang, Richard (1997)  
Counselor / Transfer Center  
B.A., M.A., California State University, Sacramento  

Zamora, Frank (1991)  
Art  
B.S., M.A., Bob Jones University  
M.F.A., Claremont Graduate School  

Zannakis, Amanda (1997)  
Computer Information Science  
B.S., M.S., California State University, Sacramento  

Zenner, Bruce D. (1998)  
Chemistry  
B.A., University of California, Santa Cruz  
Ph.D., University of California, Davis  

Zeh, Jonathan (2006)  
Mechanical-Electrical Technology  
A.S., Sacramento City College  

Physical Education  
B.A., University of California, Davis  

2008-2009 Catalog
## Sacramento City College

### Faculty

**Listing by Division**

**Division of Advanced Technology**
Armstrong, Joseph  
Arnold, Darlene  
Bonawitz, Marcia  
Button, Donald  
Cypronet, Phillip  
Duvall, Melvin  
Estabrook, Paul  
Finley, Phillip  
Fitzpatrick, Kenneth  
Fleming, George  
Gallup, Ernest E.  
Handy, Mae Frances (Fran)  
Johnson, Lawrence  
Kalber, Thomas  
Kumar, Shishir  
Ng, Wang  
Olivarez, Norma  
Sedgert, Christopher  
Sedgert, Kit  
Tambert, Roxanne  
Waxman, Robyn  
Zeh, Jonathan  

**Division of Business**
Anderson, Kevin  
Burbage, Gregory  
Camarena, Kathleen  
Deus, Richard  
Dixon, Michael  
Douglas, Bruce  
Feder, Sandra  
Hogarty, Patrick  
Ing, Celina  
Pease, Dyan  
Reynolds, Linda  
Rishard, Truman  
Rose, Gregory  
Schaefer, David  
Smedley, Laura  
Smith, Dennis  
Stroh, Linda  
Taylor, Timothy  
Wei, Timothy  
Zannakis, Amanda  

**Division of Behavioral and Social Science**
Bahhur, Riad  
Block, Angela  
Bruce, Thomas  
Cerri, Dominic  
Coppola, Jessica  
Davis, Craig  
Davis-Lyman, Barbara  
Doonan, William  
Flaherty, Pamela  
Foley, Jo-Ann  
Frank, Paul  
Garr, Nancy  
Gould, Kelly L.  
Graybill, Stuart  
Gunderson, Lisa  
Heningburg, Keith  
Hilligoss, Tonya  
Hunter, Michael  
Keys, Alan  
Lindell, Pamela  
Lopez, Gloria  
McKee, Georgeann  
Patton, Sherri  

**Division of Counseling and Student Success**
Allred, Mary-Susan  
Bacod, Maristella  
Barfield, Annette  
Beckhorn, Nisha B.  
Belair, Diane M.  
Bui, Dinh  
Christian, Jeffrey J.  
Cornelius, Victoria  
Culmo, Shannon R.  
Erlich, Richard  
Fabionar, Maria  
Fong, Susan  
Gonzalez, Mauricio  
Hagerty, David  
Harvey, Jonathan  
Janssen-Kays, Kristine  
Jovanovic, Angelia  
LaChica, Juan  
Muraki, Keith  
Parker, Leslie  
Rasul, David  
Reese, Rick  
Rodriguez, Irma  
Ruedas, Sandra  
Scott, Geraldine  
Slobodnik, Wendy  
Tracy, Gwyneth  
Villanueva, Maria C.  
Woo, Jane  
Yang, Richard
Division of Humanities and Fine Arts
Alforque, Angela-Dee
Altmann, John
Bielick, Joanne
Blanc, Miriam
Bogushi, Mark
Carroll, Robert
Clark, Kevin
Church, Kim
Dalkey, Fredric
Daubert, Christopher
Fabian, Mitra
Fabionar, David
Forrester, Elizabeth
Garcia, Mari Carmen
Gore, Robert
Hanson, Luther
Harris-Jenkinson, Patricia
Hawthorne, Julie
Irwin, Doreen
Kidrick, Valerie
Knable, Robert
Lawson, Douglas
Masterson, Patricia
Piedra, Erica A.
Poe, Kathleen
Redmond, Patti
Severson, Michael
Shaskan, Isabel
Shiflet, Kurt
Weinsheink, Shawn E.
Wilson, Emily
Womack, Jesse
Zamora, Frank

Division of Language and Literature
Castaneda, Denise
Cervin, Richard
Chambers, Carole
Cirrone, Steve
Dana, Maureen
Doersch, Ann
Ford, Rebecca
Gary, Lara
Haag, Janis
Hanson, Jon
Heimer, Dianne
Ikegami, Robin
Joy, Anna
Kawamura, Sandra
Keen, Judith
King, Adrienne
Knorr, Jeffrey
Larson, Marie
Lee, Jan
Lewis, Ann
Loomis, Debora
McReynolds, Virginia
Miner, Thomas
Myers, Troy
Nuttall, Gabriella
Olsen, Nancy
Patton, Marcus
Prado, JoAnna
Rangel, Makeba
Roberts, Joshua
Romero, Danny
Selva, Marcia
Silcox, S. Travis
Spangler, Rachel
Steward, Mary
Thomas, D. Brett
Thomas-Val, Jacinth
Toupadakis, Barbara

Division of Learning Resources
Chen, Shu
Chenu-Campbell, Catherine
Gessford, Virginia
Green, Melissa
Hadsell, Jory
McDonald, Stephanie
Posz, Pamela
Robinson, Mary
Roundtree, Lorilie
Somadhi, Kakwasi
Warmington, Sandra
Woolley, Nicole

Division of Mathematics/Statistics & Engineering
Bryant, Deborah
Deglow, Annette
Fasman, Lyudmilla (Lucy)
Gonzales, Stephen
Handel, Janet
Harbison, Mark
Johnson, Mai-Gemu
Kloumova, Irina
Lambert, Angelena
Larson, Carillon
Maloney, Lori
Manriquez, Paul
Martinez, Jesus
Martensen, Carol
May, Alexander
May, Virginia
McDonald, Patrick
Medina, Renee
Mendez-Nunez, Luis
Phillips, Joseph
Rosenberger, Randy
Sanchez, Michael
Segal, Jonathan
Steever, Joseph
Styer, Daniel
Van Sickle, Debra
Vrechek, Jean
Walker, Norman
Wang, Hsiao
Webster, Mark K.
Woodmansee, Rick
Division of Physical Education, Health, & Athletics
Avendano, Marisa
Bauduin, Lisa
Blair, Deborah
Bomberry, Deskaheh D.
Carmazzi, Paul
Carmichael, David
Clemons, Michael
Dewar Jr., Robert E.
Griffin, David
Jones, Andrew
Kiernan, Timothy
Kunimura, Karen
Maglione, Robert
McKay, Ryan
Nash, Laurie
Oh, Jang-Ha
Pacheco, David
Pollock, Koren
Sullivan, Jerry
Zuercher, Connie

Division of Science and Allied Health
Ackerman, Alexis
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Drug and Alcohol Free Campus

The abuse of illicit drugs and alcohol disrupts classes, compromises our physical and mental health, subjects us to criminal penalties, and impairs our ability to benefit from the learning experience. Therefore, the faculty, staff and administrators of Sacramento City College ask you to support the operation of a drug and alcohol free learning environment by knowing and making others aware of college policies and the substantial health and legal consequences of abuse.

District Policy
Los Rios Community College District policy 2443 states that the District “. . . is committed to maintaining a drug and alcohol free workplace in accordance with the requirements of the U.S. Drug-Free Workplace Act of 1988, and the drug and alcohol free college environment for students and employees in accordance with the requirements of the Drug-Free Schools and Community Act Amendment of 1989.”

Legal Sanctions
The LRCCD Standards of Student Conduct prohibit the use, sale or possession on campus, or presence on campus under the influence of, any controlled substance.

If you abuse drugs or alcohol on campus, or appear on campus or at a college-sponsored function under the influence of drugs or alcohol, you can be suspended, expelled and/or criminally prosecuted.

Health Consequences
Use of controlled substances can lead to memory loss, indifference to academic achievement, impaired judgment, overdose, sudden death, liver disease, psychological disorders, and brain damage. Long-term alcohol abuse can cause ulcers, gastritis, pancreatitis, liver disease, cancer, loss of coordination, heart disease, stroke, emotional distress, sexual dysfunction, and other health problems.

For confidential assistance and referral, call any of the following:

On campus:
  Counseling           (916) 558-2204
  Health Office        (916) 558-2367

Off campus:
  Sacramento Mental Health Center  (916) 732-3637
  Sacramento County Health & Human Services  (916) 874-9754
  Alcoholics Anonymous  (916) 454-1100
  Narcotics Anonymous  (916) 732-2299
Reporting Sexual Assault

1.0 Procedure
1.1 It is the objective of the College, in accord with EC67385, that students, faculty, and staff who are victims of sexual assault committed at or upon the grounds of or upon off-campus grounds or facilities maintained by the College shall receive information and referral to treatment. This information shall be provided with sensitivity and in consideration of the personal needs of the victim.

2.0 Notification
2.1 Any student, faculty or staff member who is a victim of sexual assault at a College facility as defined above should notify the College Police Department. With the consent of the victim, the College Police Department will notify the Dean of Counseling and Student Success and the Campus Health Office.

3.0 Legal reporting
3.1 Pursuant to legal requirements, the College Police Department will notify the appropriate local law enforcement agency of the reported sexual assault.

3.2 In accord with the Campus Crime Awareness and Security Act of 1990, the College, on an annual basis, shall notify students and employees of statistics concerning specific types of crime, including sexual assault. This notice shall be made through appropriate publications/mailings.

3.3 In case of violent crimes considered to be a threat to other students and employees, the College shall make timely reports, respecting the confidentiality of the victim, to the College community in a manner that will aid in the prevention of similar occurrences.

4.0 Campus services and resources
4.1 Upon notification of a sexual assault, the Los Rios Police Department (LRPD) will make available to the victim, a description of campus resources and services available to the victim as well as appropriate off-campus services. This listing of resources and services shall be updated each September 1 or more frequently as required.

4.2 The listing of resources and services shall be available through the College Police Department, the Counseling Center, and the Health Office.

4.3 A victim of sexual assault shall be provided with information about the existence of at least the following options: criminal prosecutions, civil prosecutions, the disciplinary process through the college, the availability of mediation, academic assistance alternatives, and mental health counseling.

5.0 Case management
5.1 A victim of sexual assault shall be kept informed by the College President/designee of the status of and disposition of any District/College disciplinary proceedings in connection with the sexual assault.

5.2 The Counseling and Student Success and the Health Office shall, upon request, assist the victim of sexual assault in dealing with academic difficulties that may arise because of the victimization and its impact.

6.0 Confidentiality and requests for information
6.1 The identity of a victim of sexual assault shall remain confidential unless otherwise prescribed by law. Requests for information regarding the sexual assault from the press, concerned students, and parents will be handled by the College Public Information Office in accord with these regulations, the Family Educational Rights and Privacy Act, applicable California Education and Administrative Code sections, and Los Rios Community College District Policy.

7.0 Dissemination of Procedure
7.1 These procedures shall be published in all student, faculty, and staff handbooks and shall be given to any student or employee who is the victim of sexual assault.
Crime Awareness and Campus Security Act

Safety and Security

Safety and security are given the highest priorities at Sacramento City College (SCC). Although the Los Rios Police Department (LRPD) has a major role in promoting a safe learning environment, safety and security is everyone's responsibility. SCC takes a proactive approach to safety that promotes awareness and prevention and students, staff, and faculty form a strong partnership to reduce the opportunity for criminal/anti-social activities.

The LRPD patrols the campus 24 hours a day, seven days a week. Los Rios police officers are P.O.S.T. certified and are sworn peace officers as defined by section 830.32 of the California Penal Code and under California Education Code 72330. Officers have the authority to make arrests for violations and the authority to conduct investigations. In addition, officers enforce traffic and parking regulations, detect and report safety/fire hazards, and promote crime prevention. All police officers are first aid and CPR certified.

Los Rios Police Department

Contact Information

The Police Department Office hours are from 8:00AM-5:00PM Monday-Friday, however, the campus is patrolled and the Police Communications Center is staffed 24 hours a day, seven days a week. To report a crime or request assistance, call (916) 558-2221 (or just 2221 if using a campus phone) and there are also numerous emergency phones located throughout the campus.

Services

Personal Safety Escorts. Officers or student patrols will provide safety escorts to any campus location upon request (i.e. from the main campus to a parking lot).

Emergency Automotive Assistance. While not mechanics, LRPD officers are equipped and trained to start cars with dead batteries or unlock non-electric car locks when keys have been left inside the automobile. Proper identification is required.

Crime Prevention. The key to crime prevention is awareness gained through education. The LRPD provides crime prevention training upon request. Some events such as Sexual Assault Awareness Workshops are conducted each semester.

Lost and Found is located at the Police Department. Items can be picked up/dropped of during business hours (Mon-Fri/8:00AM-5:00PM)

Emergency Telephones located throughout the campus are linked directly to the Police Communications Center. Use these phones to report crimes in progress, suspicious individuals or circumstances, or for any other serious or emergency situation.

Restraining Orders will be enforced by the Los Rios Police Department. A copy of the order must be on file. Contact the LRPD for specific information.

Shuttle Service is available Monday-Friday. Shuttle hours are from 7:00AM-10:30PM Mon-Thu, and 7:00AM to 7:00PM on Friday. Shuttle hours are subject to change and the shuttle may not always be available. Contact the Campus Operations Department for specific information.

Parking information is available at the Police Department. Days and hours of permit enforcement are Monday through Thursday 7:00AM to 11:00PM, Friday, 7:00AM-5:00PM whenever classes are in session. Disabled parking, red and green zones, and overnight parking are enforced at all times.

Lock Removal (i.e. padlocks from lockers) can be requested by contacting the Police Communications Center. Proof of ownership/assignment and valid identification is required.

Campus Security Act of 1990

The Campus Security Act of 1990 (20 USC 1092 [Clery Act]) requires that all colleges and universities receiving Title IV student aid assistance prepare and distribute an annual report (Clery Report) which sets forth its policies on crime prevention issues and gives statistics on the number of specific crimes which occur on campus and other defined locations and the number of arrests on campus for liquor law and drug abuse violations, and weapons possession. In addition, the act requires colleges and universities to provide timely warnings to the campus community of certain crimes reported to law enforcement, which may represent a continued threat to other students and employees.

Annually, before October 1st, the Clery Report is published for public dissemination. This data is sent electronically to all students, staff, and faculty and is also available on the SCC Web site under the Los Rios Police Department (LRPD). In addition, selected information, as well as the specific link to the report (http://wserver.crc.losrios.edu/~police/Resources/annualcleryreport.pdf) is published in a variety of publications including the College Catalog and Schedule of Classes. Hard copies of the Clery Report can be obtained from the Los Rios Police Department located at the base of the parking structure (main entrance off of Sutterville Road).

Visitors to the College

Visitors are welcome to visit the campus at any time during business hours. Parking is available in the Hughes Stadium lot near the College Store in the metered spaces and restrictions are enforced Monday through Friday.

Ordinarily, individuals are not permitted to attend classes unless they are enrolled students. In exceptional circumstances, visitors may be permitted to visit a class, but only with the permission of the instructor conducting the class.

Student Right-to-Know Disclosure

In compliance with the Student Right-to-Know and Campus Security Act of 1990, completion and transfer rates for students attending Sacramento City College can be found on the California Community College State Chancellor’s Office web site at http://srtk.cccco.edu/index.asp.
## Clery Act Requirement 2004-2006

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On-campus refers to crimes committed on the campus property; non-campus refers to crimes committed at all Outreach Centers. Non-campus properties only include crimes that occurred in the specific areas and during the specific times used by SCC. It does not include public property. Public property refers to those areas immediately adjacent to and accessible from the College, including streets, sidewalks, parking facilities, parks etc. It does not include private residences or businesses.
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