



*A public community college serving  
the Northern California communities of  
Benicia, Dixon, Fairfield, Suisun, Travis Air Force  
Base, Vacaville, Vallejo, and Winters*

*Solano Community College  
4000 Suisun Valley Road  
Suisun City, California 94585-3197  
(707) 864-7000*

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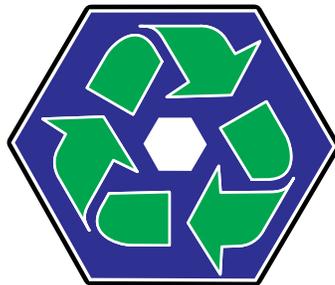
# **2000-2001 Catalog**

**ABOUT THIS CATALOG** - Students are expected to be familiar with the information in the Catalog, *Schedule of Classes* and other publications relating to student attendance and conduct. Since this Catalog is prepared in advance of the period of time it covers, changes may occur in some programs and regulations. Courses as described in this Catalog are subject to change without notice, and some listed courses are not offered each year.

The College reserves the right to adjust fees, conditions of enrollment, class offerings, and services as dictated by local and state mandates, the limits of institutional resources and enrollment conditions. Consult the current *Schedule of Classes* and Catalog Supplement for supplementary information and updated requirements.

**OPEN ENROLLMENT POLICY** - It is the policy of the District that, unless specifically exempted by State statute, every course section or individual course which is eligible for state apportionment shall be open for enrollment by any person who has been admitted to the College, meets the course prerequisites and has paid required fees.

**AFFIRMATIVE ACTION** - The Solano County Community College District is subject to all laws governing Affirmative Action and equal opportunity including but not limited to Title VI and VII of the Civil Rights Act of 1964, Executive Order No. 11246 of 1965, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, California Fair Employment Practices of 1959, Americans With Disabilities Act of 1990, and the Age Discrimination and Employment Act of 1972. Solano Community College does not discriminate on the basis of sex, sexual preference, race, color, religious creed, national origin, marital status, veteran status, medical condition, age (over 40), pregnancy, disability, and political affiliation in its education programs and employment practices. Inquiries concerning compliance or complaints may be addressed to the Director of Human Resources (707) 864-7122.



*Please  
recycle  
responsibly*



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## ACCREDITATION AND APPROVALS

- Solano Community College is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges, 3402 Mendocino Avenue, Santa Rosa, CA 95403, (707) 569-9177, an institutional accrediting body recognized by the Commission on Recognition of Postsecondary Accreditation and the U.S. Department of Education.
- The Nursing program is accredited by the California State Board of Registered Nursing.
- The Cosmetology program is approved by the California State Board of Cosmetology.
- The Aeronautics program is certified by the Federal Aviation Administration (FAA), in accordance with FAR Part 147.
- Solano Community College is approved for veterans training by the U.S. Department of State and for Foreign Student Education by the U.S. Immigration Service.

## MEMBERSHIPS

- American Association for Women in Community Colleges
- American Association of Community Colleges (AACC)
- California Community College Trustees (CCCT)
- Central California Consortium for Study Abroad
- Chambers of Commerce of Benicia, Fairfield, Vacaville, and Vallejo
- Community College League of California (CCLC)
- Learning Resources Association of California Community Colleges (LRACCC)
- Northern California Cooperative Institutional Research Group
- Solano County Business & Education Alliance
- Solano County Economic Development Corporation (SEDCORP)
- Solano University and Community College Educational Support Services (SUCCESS)

# Academic Calendars

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## Summer 2000

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SESSION	INSTRUCTION BEGINS	INSTRUCTION ENDS
4 weeks	May 30 (includes Fridays)	June 20
6 weeks	June 21	August 2
8 weeks	June 21	August 15

Final examinations are on the last meeting day of class.

## Fall 2000

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### August 23, 2000 (Wednesday)

September 4, 2000

November 10, 2000

November 22, 23, 24, 2000

December 15-21, 2000

December 12-18, 2000



### INSTRUCTION BEGINS

Labor Day, no classes

Veterans Day, no classes

Thanksgiving Holiday, no classes

Day final examinations

Evening final examinations

## Spring 2001

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### January 20, 2001 (Saturday)

February 16, 2001

February 19, 2001

April 9-13, 2001

May 21-25, 2001

May 15-21, 2001

May 25, 2001

May 28, 2001

### INSTRUCTION BEGINS

Lincoln's Birthday, no classes

President's Day, no classes

Spring vacation

Day final examinations

Evening final examinations

Commencement

Memorial Day, no classes

# General Information

## Welcome

Solano is **your** community college. Student learning and student success are the two most important things at Solano and our staff members are committed to providing the best education possible. Whether you are preparing for transfer to a four-year college or university, seeking an occupational degree or certificate, or taking classes to improve your skills or pursue a new career, we are pleased that you have chosen Solano College.

Join us in sharing the spirit and excitement of learning, teaching, scholarship and community at Solano College. We are proud of our students, the College and our 55 years of service to the community. As we enter a new century Solano Community College will continue its strong dedication to educational excellence.

Stan R. Arterberry,  
Superintendent-President



## Solano Community College

Solano Community College is a tradition in Solano County. Established in 1945 as Vallejo Junior College, Solano was part of the Vallejo Unified School District until 1967 when the College became a countywide institution. The 192-acre campus, centrally located just off Interstate 80, was completed in 1971 and opened with 5,000 students. Since then, facilities, programs, staff and services have expanded to meet the growing needs of a growing county.

Solano College is part of California's public community college system of 106 campuses in 70 districts across the state. The College's service area encompasses the communities of Benicia, Dixon, Fairfield, Suisun, Vacaville, Vallejo and Winters, as well as Travis Air Force Base. Many graduates of the area's sixteen public high schools and three private schools take advantage of the educational opportunities offered by Solano Community College.

Solano's classes are held during two semesters each year (spring and fall) and several summer sessions. The newly-established Weekend College, and summer Intersession offer expanded learning opportunities. Flexible scheduling, designed for students' convenience, includes day, evening and Saturday classes, held on and off the campus, via television, online (via computer), home study and travel study. Short-term classes, open-entry / open-exit formats, and special interest workshops and seminars add to this scheduling flexibility.

With the current student population of 11,000 almost evenly divided between day and evening, the Solano College campus is alive at all hours offering academic study and occupational training to all area residents.

*Innovative Education for the 21st Century*

# Mission and Goals

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## VISION STATEMENT

Solano Community College will be a premier educational institution for academic development, workforce preparation and lifelong learning. To achieve our vision, Solano Community College is committed to excellence, innovative teaching and learning, and student success through the unified efforts of the campus community.

## MISSION STATEMENT

The mission of Solano Community College is to provide the highest quality academic, occupational, cultural, developmental, and continuing education programs that are responsive to the learning needs of our community. In doing so we are dedicated to a diverse educational and cultural campus environment that prepares our students for productive participation in the 21st century.

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## CORE VALUES

Solano Community College is committed to excellence. We have adopted the following Core Values to guide our policies, procedures, and daily practices:

**Focus on students.** We exist to meet the educational needs of our students. Everything we do contributes to and promotes the quality of their access, learning and success.

**Accountability.** We are individually and collectively responsible for achieving the highest level of performance in fulfilling our mission. We continually evaluate ourselves in an effort to improve our effectiveness and efficiency in meeting the educational needs of our community.

**Quality.** We share a commitment to excellence and continuous improvement. We emphasize the best in teaching and learning, student achievement, the use of technology, and the delivery of support services.

**Innovation.** The College encourages and supports creativity, collaboration, and risk-taking. We foster and promote innovation in the design, development, support, delivery and management of all programs and services.

**Diversity.** We are a multicultural and diverse organization, an enriching blend of people and ideas. This college is a place for all people, an environment devoted to fostering the diversity of our staff, faculty and student body. We recognize the worth of each individual and his or her ideas, and treat each other and those we serve fairly, with compassion, and with respect.

**Respect.** We demonstrate a commitment to the value of each individual through trust, cooperation and teamwork. We seek active participation, open communication and exchange of ideas, and collaborative decision-making.

**Responsiveness to the Community.** As public servants, we recognize that our students and our community deserve our best efforts and are committed to understanding and serving their educational needs. We seek to initiate and cultivate working partnerships with business, industry, government and other institutions.

**Pro-active Leadership.** We continually set aggressive goals and commit ourselves to their achievement. We recognize the importance of learning in people's lives and understand our responsibility to provide educational leadership that responds to the current and future needs of our communities.

# Glossary

**Academic Renewal** - A petition to have previous college work (grades and credits) excluded from current grade point average, if that work is at least three years old.

**Academic Year** - Consists of the summer session and fall semester of one year and the spring semester of the following year.

**Accredited institution** - A college or university which has been accredited by an institutional accrediting body which is recognized by the Council on Postsecondary Accreditation and the U.S. Department of Education.

**Add** - Officially enrolling in a course.

**Assist** - A computerized student-transfer information system that can be accessed over the World Wide Web. It displays reports of how course credits earned at one California college or university can be applied when transferred to another. ASSIST is the official repository of articulation for California's colleges and universities and therefore provides the most accurate and up-to-date information available about student transfer in California. The ASSIST web site is: [www.assist.org](http://www.assist.org).

**Assessment/Placement Tests** - Tests given prior to registration in classes. The results are used to determine the student's placement at the most appropriate class level.

**Associate Degree (A.A. or A.S.)** - A degree (Associate in Arts or Associate in Science) granted by a community college which recognizes a student's satisfactory completion of an organized program of study of at least 60 units, including the major and general education requirements.

**Bachelor's Degree (B.A., A.B., or B.S.)** - A degree granted by a four-year college or university which recognizes a student's satisfactory completion of an organized program of study consisting of at least 120 semester units.

**CalWORKs** - California Work Opportunities and Responsibility to Kids program is available at Solano Community College. Students in this program will be referred by Solano or Yolo county Social Welfare Departments. This welfare-to-work program will enable AFDC welfare recipients to attain job training skills. Effective with the 1998-99 academic year TANF/CalWORKs will be consolidated.

**CAN** - The California Articulation Number (CAN) System provides a cross-reference course identification number for transferable courses. Identically numbered CAN courses are acceptable "in lieu" of each other. The CAN web site is: [www.cansystem.org](http://www.cansystem.org).

**CARE**- Cooperative Agency Resources for Education.

**Certificate of Achievement** - A certificate granted by a community college which recognizes a student's satisfactory completion of an organized program of vocational study in the major.

**Class Section** - This is identified in the class schedule by a specific registration number.

**College Work Study (CWS)** - A program of federal aid which provides funds for student jobs.

**Community Services Course** - Fee-based, noncredit courses offered through the College Community Service Office.

**Co-Requisite** - A course that must be taken concurrently with another course.

**Course** - A particular portion of a subject selected for study. This is identified by a course number, for example, Psychology 6.

**Course Advisory** - A course or other preparation which is recommended in order to enhance the student's probability of success.

**Course Description** - Brief statement about the content of a particular course.

**Credit** - Refers to the units earned by completing a class.

**Credit by Examination** - Course or unit credit granted for demonstrated proficiency in a given area as determined by an examination.

**Credit/No Credit** - A grading system by which units of credit may be earned but no letter grade is assigned. Such units are not used in computing the grade point average. The credit/no-credit grading option should not be confused with noncredit courses defined below.

**CSU** - California State University System. The CSU web site is: [www.calstate.edu](http://www.calstate.edu).

**Degrees** - A diploma granted by a college stating that the student has attained a certain level of ability in a specific field. The most common degrees are: 1) A.A.— Associate of Arts; 2) A.S.— Associate of Science; 3) B.A.— Bachelor of Arts; 4) B.S.— Bachelor of Science; 5) M.A.— Master of Arts; 6) Ph.D.— Doctor of Philosophy; and 7) Ed.D.— Doctor of Education.

**Disqualification** - A situation caused by low academic or progress performance, in which the disqualified student may not continue at the college without approval for readmission. See Catalog section on Academic Regulations.

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**Drop** - Selectively withdrawing from a course, but remaining enrolled in college.

**Drop Dates** - 1) Last day to drop a class with no course or grade recorded (at the 30% point of the class); 2) Last date to drop a class with "W" grade recorded (at the 62.5% point of the class).

**DSP&S** - Disabled Students Program & Services.

**Elective** - Courses which are not required for the major or general education but are acceptable for credit. An elective course may be in the student's major area of study or any department of a college.

**Enabling Program** - A service to assist students with physical and educational limitations.

**EOPS** - Extended Opportunity Programs and Services.

**EUREKA** - A computerized career information system available to students in the College Career Center.

**Fast-Track** - Courses or programs offered in an accelerated mode. Fast-track courses can be completed in less than a semester. Fast-track programs can be completed in less time than normally offered programs.

**Full-time Student** - A student taking twelve or more class units in a regular semester. Note: For enrollment fee purposes, the State considers 6 units as full-time.

**GAIN** - Greater Avenues for Independence.

**General Education Requirements** - Courses covering the broad area of thought and experience common to every person. There are two types of general education or breadth requirements, one for the associate degree and one for a bachelor's degree.

**Good Standing** - Indicates that a student's grade point average in the previous semester and cumulative grade point average is C (2.0) or better.

**Grade Points** - The numerical value of a college letter grade, A-4, B-3, C-2, D-1, others-0.

**Grade Point Average** - Grade point average (G.P.A.) indicates an overall level of academic achievement. It is an important measure used in making decisions on probation and disqualification, eligibility for graduation, and transfer to four-year institutions. The grade point average is derived from the following unit system:

- A - 4 grade points per unit
- B - 3 grade points per unit
- C - 2 grade points per unit
- D - 1 grade point per unit
- F - 0 grade points per unit

The G.P.A. is calculated by dividing the total number of grade points received by the number of units attempted.

**Hour** - Same as credit, credit unit, unit (See Credit).

**IGETC** - Intersegmental General Education Transfer Curriculum. Completion of the IGETC will permit a student to transfer from a community college to a campus in either the California State University or University of California system without the need, after transfer, to take additional lower-division, general education courses to satisfy campus G.E. requirements. (See counselor for exceptions).

**Independent Study** - Opportunity to do individual study in areas not covered in a regular course.

**Job-Direct Certificate** - A certificate granted by Solano College which recognizes a student's satisfactory completion of a fast-track program of study specifically designed to prepare students for employment in the identified field.

**Learning Community** - A class where students work together with a team of instructors from different subject areas to study a theme or question. Learning community classes involve less traditional lecture and more seminar, discussion, and group activities.

**Lower Division** - Courses at the freshmen and sophomore level of college.

**Major** - An organized program of courses leading to an Associate Degree or Occupational Certificate.

**Matriculation** - A process which brings a college and a student who enrolls for credit into an agreement for the purpose of realizing the student's educational objective. A primary part of matriculation is the assessment, orientation, and counseling of new non-exempt students. The following students are exempted from the matriculation process: 1) Students who have completed an Associate degree or higher; 2) students who seek to enroll in noncredit courses only; 3) students indicating an education goal of job skills (to maintain current job), personal interest (not for employment), complete credits for high school, or maintain certificate or license (i.e., nursing, real estate).

**Minor** - The subject field of study which a student chooses for secondary emphasis.

**Noncredit course** - Courses numbered 500-799 which grant no college credit or student grades. A noncredit course should not be confused with the credit/no-credit grading option defined above.

**Online courses** - A means of delivering virtual courses through use of the World Wide Web (WWW) and email.

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**Open Entry** - Courses which may be added to a program of study throughout the semester.

**Open Exit** - Courses which may be completed upon fulfillment of course requirements at any time during the semester.

**Prerequisite** - A course that must be completed BEFORE enrolling.

**Probation** - A trial period in which a student must improve scholastic achievement.

**Program Changes** - Adding or dropping classes after the original program.

**Program of Study** - A planned series of courses and activities.

**Registration** - The process of selecting and enrolling in classes and paying the required fees.

**R.S.V.P.** - Registration Services Via Phone.

**SCC Minimum English Standard** - Eligibility for enrollment in English 370.

**SCC Minimum Mathematics Standard** - Eligibility for enrollment in Math 102 .

**Schedule of Classes** - A booklet used during registration giving the subject, course number, course title, units, time, instructor, and location of all classes offered in a semester.

**Semester** - A subdivision of the academic year into two sessions, usually fall and spring, each lasting approximately eighteen weeks.

**Smart Classroom** - A classroom in which the instructional methods used may include a variety of multimedia technologies such as computers, CD Rom, VCR, Laser Disk, Internet and presentation software programs.

**SolanoOnline** - A means of delivering virtual courses through use of the World Wide Web (WWW) and email. Courses are structured around a teacher's weekly assignments. Students participate in class by sharing thoughts and ideas through message boards and other electronic means. There is no set time when students must be at their computers. The weekly structure keeps the class on track and focused on the same educational goals while allowing an escape from the scheduling demands and conflicts of traditional college courses.

**Student Load** - The number of class units which a student takes in any given semester. A full student load is twelve or more units. A normal full-time class load is fifteen units.

**Substandard Grades** - A grade of D, F, or NC. (*Title V 55761*).

**TAA** - Transfer Admission Agreements.

**TANF** - Transitional Assistance to Needy Families is available at Solano Community College. Students in this program will be referred by Solano or Yolo county Social Welfare Departments. This welfare-to-work program will enable AFDC welfare recipients to attain job training skills.

**TBA** - To be announced (TBA) is noted in the Schedule of Classes when the room or time of a course was not known at time of schedule printing. Lists are posted at registration time to provide information to replace TBA.

**Tech Prep** - A seamless vocational curriculum partnership between participating high schools and Solano College which leads to technical proficiency/certification and job placement.

**Transcript** - A list of all courses taken at a college or university showing the final grade received for each course. Official transcripts bear a seal of the college and signature of a designated college official and are sent directly from one institution to another.

**Transfer** - Changing from one college to another after meeting the requirements for admission to the second institution.

**Transfer Course** - A course acceptable for credit at another college.

**Travel Study** - A course which combines traditional class study with the non-traditional learning experience of travel to an off-campus site relevant to the course subject matter.

**Units** - The measure of college credit given a course, usually on the basis of one unit for each lecture hour per week or for every two to three laboratory hours per week.

**Units Attempted (UA)** - Total number of units in the courses for which a student has enrolled and received a grade of A, B, C, D or F.

**Units Completed (UC)** - Total number of units in the courses for which a student has received a grade of A, B, C, D, F, or CREDIT.

**U.C.** - The University of California System. The UC web site is: [www.ucop.edu](http://www.ucop.edu).

**Upper Division** - Courses or classes intended for the junior and senior years of college.

**Variable Units** - The range of units which may be earned in a given course.

**Withdrawal** - Dropping all classes.

# General Campus Information

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## ATM SERVICE

An ATM is located in the lobby of Building 1400 and is available for students, staff, and visitors to the campus. All major ATM cards are accepted and cash is issued in increments of \$5.00.

## BOOKSTORE

The Bookstore, owned and operated by the Solano Community College District and located in the Student Center, Building 1400, is responsible for providing textbooks and instructional materials at a reasonable cost. The Bookstore also carries a wide selection of general reading and reference books, study aids, greeting cards, gifts, art supplies, and Solano College imprinted clothing. Currently registered students and staff may purchase computer software at educational prices. The Bookstore accepts Master Card, Visa, American Express, Discover, and personal checks.

The Bookstore buys used textbooks during finals and between semesters. Many books not needed or used on this campus may be sold at a nationally established price. For further details about book buyback, call the Bookstore or stop by and ask about the buyback policy. For details on the Bookstore's refund policy, please ask for a copy of the brochure which is available in the Bookstore.

Call the Bookstore direct, (707) 864-7111, for more information and hours of operation. Current information on hours of operation, products, policies, and services is available on the Bookstore's web site at: [www.solano.cc.ca.us/bookstore](http://www.solano.cc.ca.us/bookstore).

## CAFETERIA

The Solano Sollege Cafeteria is located in the Student Center, Building 1400. This conveniently located cafeteria offers a full service grill featuring home made pancakes and delicious omelettes for breakfast and hamburgers, rubens, etc., for lunch. Also offered are a variety of cold sandwiches, snacks, beverages, soups and a Hot Lunch Special each day. To complete this well-rounded fare, there is an Espresso Cart and a Taco Bell Express. The cafeteria is open 7:00 am to 8:30 pm, Monday through Thursday and 7:00 am to 1:30 pm on Friday.

## COMMUNITY SERVICES

The Community Service Office offers a wide range of noncredit, fee-based classes and workshops open to the public as well as continuing education courses for those in the professions. Community Service courses and workshops do not receive tax or state support, but rely entirely on participant fees to cover instructional costs, class materials and facilities. A free bulletin of courses and workshops, *Vistas*, is distributed each semester (fall, spr), and

is online: [www.solano.cc.ca.us/communityservices](http://www.solano.cc.ca.us/communityservices). Community Services also arranges for community use of campus facilities, distributes the Schedule of Classes, Catalog, and brochures, and provides general College information.

## CONTACTING STUDENTS - EMERGENCY ONLY

In cases of extreme emergency such as sudden illness or accident, students may be contacted (by the College staff) on campus by calling the Office of Admissions and Records at 864-7171. Non-emergency messages are not delivered to students.

## COSMETOLOGY SERVICES

The COSMETOLOGY DEPARTMENT offers haircare, skin care and manicuring services. These services are available daily from 9:30 a.m. to 1:30 p.m. in Building 1600, room 1610. *All work is done by students only.* Appointments are appreciated but not required. For more information, please call 864-7180.

## CRIME AWARENESS AND CAMPUS SECURITY ACT OF 1990

The Solano Community College District is in compliance with the Federal Crime Awareness and Campus Security Act of 1990. Information required by this act may be found in the Student Handbook: Rights, Responsibilities & Procedures. Statistical crime information required by this act is published annually and inserted into the Student Handbook.

## EDUCATIONAL FOUNDATION

The Solano College Educational Foundation was established in 1985 by District residents to support the continuation of a quality college for Solano County. As an independent, non-profit organization, the Foundation is designed to solicit, receive and expend funds to support College programs, activities and facilities, and assist the College in meeting essential needs that reach beyond the limits of state funding. Through fund raising efforts such as the Alumni Development Campaign, Corporate Gift Giving, Endowments, Major Campaigns and Charitable Remainder Trusts, the Foundation has provided funds for the library, nursing and pre-engineering programs, a Student Placement Center, and for campus signs.

Governed by a board of community directors, the Foundation provides an avenue for individuals and businesses to make tax-deductible donations to support the work of Solano College. For further information on Foundation activities contact Marie Enriquez, Director Foundation & Grants, at (707)864-7000, ext. 579 or email: [menrique@solano.cc.ca.us](mailto:menrique@solano.cc.ca.us). Persons wishing to donate to the Foundation should make checks payable to the

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SCC Educational Foundation and mail them to SCC Educational Foundation, 4000 Suisun Valley Road, Suisun, CA 94585-3197.

## HOUSING

The College does not maintain dormitories. Students may obtain information on off-campus housing from the bulletin board in the Student Center or the Student Development Office, both located in Building 1400.

## PARKING

**Parking Permits:** Semester parking permits can be purchased at the office of Admissions and Records, Library/Student Services Building (Bldg. 100): \$20 for vehicles and \$10 for motorcycles. Summer session fees are \$6 for both autos and motorcycles. Parking permits are not transferable from one person to another. It is against the law to alter, forge, reproduce, sell or loan your parking decal to another person. *Parking permits are required each semester and during summer sessions. Faculty/staff parking is enforced 7 days a week, 24 hours a day. All permits (semester and daily) must be clearly displayed with numbers visible to be valid.*

**Parking Enforcement:** During the first two weeks of the fall/spring semester and during the first week of summer session, parking is not enforced in student lots 1-6. Thereafter, parking is enforced Monday-Friday, 8 am - 10 pm. *You must have a valid permit.*

**Suisun Valley Road Campus:** Parking for students is provided in clearly designated areas of the campus. Certain parking areas are reserved for visitors, for faculty and staff who hold permanent parking permits, and for handicapped persons. Student parking is provided in Lots 1, 2, 3, 4, 5 and 6. *California Vehicle Code and District parking regulations are enforced by the Solano College Police Department.*

**Vacaville Center:** A parking permit is required to park at the Vacaville Center. Semester parking fees are \$20 for vehicles and \$10 for motorcycles. Summer session fees are \$6 for both autos and motorcycles. Daily permits may be purchased at the Vacaville site. The permit dispensers take 4 quarters only. Daily permits are not interchangeable between the main campus and the Vacaville site.

**JFK Library/Vallejo:** Parking is free at the JFK Library/Vallejo site, however, there is a three-hour limit.

**Daily Parking Permits:** If students prefer not to purchase a semester permit, they must purchase daily parking permits from the red dispensers located in each student lot at a cost of \$1 per day (4 quarters only). New daily permits must be purchased each day students park on campus. If the permit dispensers malfunction, notify the Campus Police in Room 1109 immediately. If a dispenser is covered, you must purchase a permit in an adjacent lot. *Daily parking permits are valid in lots 1-6 and are not interchangeable between the main campus and the Vacaville site.*

**Handicap Parking:** If all the handicap stalls are full, you may park in faculty/staff lots. You must have a handicap placard or plates AND a current parking permit to park in faculty/staff parking. *Your placard and permit must be clearly displayed.*

**Rideshare Permits:** Rideshare permits are issued by the Student Development Office in room 1409 (across from the Bookstore). Vehicles displaying valid rideshare permits may park only in the spaces reserved for rideshare participants and not in any other lots. If you do not have a rideshare permit, you cannot park in the rideshare spaces. Rideshare permits are not valid at the Vacaville Center. Rideshare vehicles must contain 3 or more people for the permit to be valid.

**Visitor Parking:** Limited 30-minute visitor parking spaces are available at the campus in lot #1. They are marked "Visitors Parking" and are located along the white curb line. For visits longer than 30 minutes, purchase a daily permit from the red dispensers located in lots 1-5 and move your vehicle to another stall in the parking lot. Do not park in rideshare or faculty/staff lots. The visitors parking area is not to be used by faculty, staff or students.

**General Information:** Parking decals are good for all campuses. The new static cling decals must be peeled from their plastic protective cover. After peeling the plastic from the front of the decal, rub the permit on your clothing and then stick it inside on the lower right rear windshield. Do not place your decal on a tinted window or rear window defogger. If you cannot place your decal on your rear windshield because of the above conditions, place it on your front windshield in the lower left corner. Parking fees are subject to change.

Parking brochures are available at the Campus Police Department, Student Center (Bldg. 1400), Switchboard (Bldg 600), and at the Office of Admissions and Records (Bldg. 100). An Amnesty Program and an appeal process are available for

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parking citations. If you have any questions, please drop by the Police Department in Room 1109 (portable buildings) or call 864-7131.

## **PUBLICATIONS**

Solano Community College publishes a general Catalog annually, a Schedule of Classes prior to each semester (fall, spring, summer), a Community Services Bulletin, *Vistas*, twice a year (fall, spring), and a variety of brochures on specific areas of study and student services. Students publish a weekly bulletin, the *ASSC Newsletter*, and a weekly campus newspaper, *The Tempest*. The College also maintains a web site with current information on classes, programs and services: [www.solano.cc.ca.us](http://www.solano.cc.ca.us).

## **STUDENT PLACEMENT SERVICES**

The Student Placement Service offers free employment assistance to all Solano College students and alumni in obtaining full or part-time employment on and off campus. Aside from up-to-date listings of current employment opportunities, students can benefit from a variety of placement services that will help match their skills, interests and needs with an appropriate job. For further information, please stop by the Student Placement office located in the portables, room 1106, across from the Campus Police Office. The office hours are Monday through Thursday, 8:30 a.m. to 5:00 p.m., and Friday, 8:00 a.m. to 4:00 p.m.

## **STUDENT RIGHTS**

**Privacy Act** - Students at Solano College are guaranteed certain rights regarding their school records and information which they provide to the College. (Family Educational Rights and Privacy Act of 1974, Section 438, Public Law 93-380). These rights include:

1. The right to inspect and review official college records.
2. The right to challenge the correctness of the records.
3. The right of controlled access and release of information.

These rights are designed to protect the privacy of all students. A photo identification may be required before releasing information. Official college records are kept in the Office of Admissions and Records. The Dean of Admissions and Records has been designated "Records Officer," as required by the Act.

**Release of Student Information** - Student information cannot be released without the written consent of the student as provided for in the Family Educational Rights and Privacy Act of 1974.

**Your Rights To Privacy** - While the College does not provide general directory services, it may (by law under special circumstances) release the following information about you: name, address, telephone number, date and place of birth, major field of study, class schedule, participation in officially recognized sports, height and weight of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous public or private school of attendance. If you do not wish such information to be released about your participation or status, you should notify in writing, the Office of Admissions and Records at the beginning of each semester or session of attendance.

**Civil Rights/Title IX** - Refer to the Student Complaints and Grievances section for information.

## **STUDENT RIGHT-TO-KNOW INFORMATION**

Education is fundamental to the development of individual citizens and the progress of the Nation as a whole. There is increasing concern among citizens, educators, and public officials regarding the academic performance of students at institutions of higher education. Prospective students and prospective student athletes should be aware of the educational commitments of an institution of higher education. Knowledge of graduation rates helps prospective students and prospective student athletes make an informed judgement about the educational benefits available at a given institution of higher education.

In conformance with the "Student Right-to-Know Act" of 1990, completion and transfer rate statistics can be viewed at <http://srk.cccco.edu/281> or are available in the offices of the Vice Presidents of Academic Affairs and Student Services, and the office of the Associated Students of Solano College.

# Student Services

## **ASSOCIATED STUDENTS OF SOLANO COMMUNITY COLLEGE (A.S.S.C.)**

The Associated Students of Solano Community College are represented by an Executive Board and the Student Senate. Every registered student is a member of the A.S.S.C. and is encouraged to participate in the student government. Students may obtain information from the Student Development Office (room 1409) concerning requirements for holding a student government office. The A.S.S.C. meets weekly in room 1404 in the Student Center. Through its annual budget, the A.S.S.C. allocates student funds for the use and benefit of day, evening and off-campus students. Students are invited to drop in and become familiar with the services provided by the Student Development Office and to meet the people (students, staff and faculty) who are working to make the student experience at Solano Community College a successful one.

## **CHILDREN'S PROGRAMS**

The Solano Community College Children's Programs include full and part-day programs for children from four months-of-age to kindergarten entrance, as well as morning and afternoon preschool programs for three- and four-year-old children. The Children's Programs are sponsored by the Early Childhood Education Department and are designed to provide a high quality, developmentally appropriate educational experience for the children, while providing safe, reliable child care for student parents. Early Childhood Education students learning to be teachers of young children complete their student teaching "practicum" requirement in the Children's Programs and add their enthusiasm and creativity to the programs. The programs for each age group are interesting and varied, with art, science, math, music, cooking, manipulatives, story time, and outdoor activities offered daily in the preschool programs. Programs for the younger age groups focus on self-help skills, language development, and interpersonal social skill development.

The Children's Programs are housed in Building 200, the newest building on campus, and one carefully designed and beautifully equipped to meet the needs of the children and teachers in the programs. The Children's Programs are open from 7:45 a.m. to 5:00 p.m. during the school year. Children are placed in the infant, toddler, two-year-old, or preschool group based on their age and maturity, and may attend for full- or part-day.

Student parents are assigned a schedule in the

center based on their college class schedule. Monday-Wednesday-Friday, Tuesday-Thursday, or five-days-per week schedules are available.

The Children's Programs are open to the students, faculty, and staff of Solano College. Community children may attend on a space-available basis. Fees vary according to the parent's income and the child's age. A majority of our openings are state or federally subsidized with free or low-cost child care available to low income parents. Student parents enrolled in six units or more have priority for enrollment. Both school year and summer school programs are available.

Parents may place their child(ren) on the waiting list for either subsidized or non-subsidized enrollment by visiting the Children's Programs Office in Building 200. For more information, call the Children's Programs at (707) 864-7182.

## **COOPERATIVE AGENCY RESOURCES FOR EDUCATION (C.A.R.E.) PROGRAM**

The CARE Program provides additional support services to EOPS students. Eligibility criteria for the CARE Program: must be an EOPS student, at least 18 years of age and a single parent head-of-household, a current recipient of AFDC/TANF/CalWORKs, have one child under 14 years of age, and be enrolled full-time at Solano College. Support services provided to CARE students include: assistance with child care expenses, textbooks-supplies, and transportation costs; counseling and advisement, personal development activities; and help from peer counselors who are often single parents. For more information, contact the EOPS Office at 864-7000 ext. 444.

## **CAREER INFORMATION CENTER**

The Career Information Center, located in room 130, houses information and resources on occupations, including employment outlooks, education and training requirements, prospective employers, and current salaries. The Center offers EUREKA and SIGIPLUS, computerized career information systems, as well as a full collection of college catalogs. For more information or appointments, call the Career Center at 864-7000, ext. 480.

## **COUNSELING**

The Counseling Center provides career, educational and personal counseling services. The counselors work with students to help them understand their interests, abilities and achievements; they assist students in determining goals and planning programs to attain their goals. Careful course selection is the key to a successful college experience. Because requirements differ for

each program, major, and college or university, and because these requirements are subject to change, students are advised to consult with a counselor prior to each registration period. Counselors are available on an appointment and drop-in basis. For specific times of services or more information, please contact the Counseling Center located in the Library/Students Services Building (Bldg. 100) or call (707) 864-7101.

## DISABLED STUDENTS

**Disabled Students Programs and Services (DSP&S)** - This program offers supportive service for students with physical, communication, learning disabilities, psychological disabilities or other medical problems. The purpose of this program is to enable persons with a disability to integrate successfully into the college program. Some of the supportive services are: specialized counseling, priority registration, tutoring, readers, notetakers, specialized equipment, faculty and community liaison. An adapted physical education program, which is individualized to the student's needs, is also offered. The College campus is ideal for the physically disabled student; all rooms are on the ground level with many accessible restrooms and ramps. The DSP&S maintains a working relationship with the Department of Rehabilitation, Veterans Administration, Worker's Compensation (Private Rehab) and similar agencies. For further information call 864-7000, extension 305, or come to room 1105.

**Learning Disability Program** - This program offers specialized services and instruction to students that have been identified as learning disabled. A specific learning disability is defined as a persistent condition of presumed neurological dysfunction which may also exist with other disabling conditions. This dysfunction has continued despite appropriate instruction in standard classroom situations. The college student who suspects he/she has learning disabilities should first contact the DSP&S Office to make an appointment with the counselor and then meet with the Learning Disabilities specialist for eligibility assessment. For more information, call 864-7000, ext. 234, or come to room 1103 or 1105.

## ENGLISH AS A SECOND LANGUAGE (ESL) LAB

The English as a Second Language Department operates an ESL Lab in room 130 of the Library/Student Services Building to provide listening comprehension and pronunciation practice of second language learners. Students may also work on grammar and elementary word processing while carrying 1/2 to 1 unit per semester up to a maximum of 3 units.

## EXTENDED OPPORTUNITY PROGRAMS AND SERVICES (EOPS)

EOPS offers services to students who are both financially and educationally disadvantaged. Additional eligibility criteria for the EOPS Program includes:

- Be a resident of California
- Be enrolled in 12.0 semester units at Solano College
- Qualify for Fee Waiver A or B and
- Be educationally disadvantaged according to state defined *Title 5* Education Code

Services include assistance in transferring to four-year colleges and universities; academic, career and personal counseling; book services; priority registration and EOPS grants for those who qualify. For more information, contact the EOPS Office, in room 1104, in the portable buildings, or call 864-7000 ext. 444 .

## FINANCIAL AID PROGRAMS AND ELIGIBILITY

**Introduction: There are three basic types of financial aid:**

- Grants - Awards that a student does not have to repay, unless the student drops all classes before completing 60% of the semester.
- Federal Work-Study - Part-time work earned monthly.
- Loans - Money that a student can borrow and must repay with interest.

**How to Apply for Financial Aid:** All students are encouraged to apply for the array of Federal and State Financial Aid programs offered at Solano Community College. By completing the Free Application For Federal Student Aid (FAFSA) or Renewal FAFSA, students will automatically be considered for most federal and state programs.

The FAFSA is typically available in December of each year and should be completed and mailed to the United States Department of Education processing center between January 1 and no later than the Solano Community College priority filing date of April 15. Students must reapply each year.

After applying, each student will be mailed a Student Aid Report from the United States Department of Education. This should be taken to the Office of Financial Aid where the staff will follow-up with applicants if other documents will be required by the U.S. Department of Education to establish award eligibility. Therefore students should be prepared to provide copies of federal income tax returns and/or verification of untaxed income received.

**Fee Waiver Program:** All California residents are encouraged to apply for a state funded Board of Governors (BOGG) Fee Waiver to meet the California Community College mandatory enrollment fee. By completing a one page application at least 24 hours before registration, students may be considered for one of the fee waivers as follows:

**BOGG-A:** You or your family are receiving public assistance from CalWORKs/Temporary Assistance for Needy Families (TANF) or Supplemental Security Income (SSI) or General Assistance/General Relief or have certification from the California Department of Veterans Affairs. Verification is required.

**BOGG-B:** You meet the following income standards:

<i>Number in Household (including yourself)</i>	<i>Total Family Income Last Year (adjusted gross income and/or untaxed income)</i>
1	\$12,360 or less
2	\$16,590 or less
3	\$20,820 or less
4	\$25,050 or less

Add \$4,230 for each additional dependent

**BOGG-C:** You have completed the Free Application for Federal Student Aid (FAFSA), and have "financial need" based on the Student Aid Report.

Other federal and state financial aid programs available at Solano College include:

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Federal Work-Study (FWS)
- Extended Opportunity Programs and Services/Grant (EOPS) - State funded.
- Federal Stafford Loan

**Special Note on Financial Aid Eligibility Requirements:**

All applicants must be a U.S. citizen or eligible noncitizen.

Students attending both high school and Solano Community College are not eligible to receive Financial Aid.

Because the U.S. Department of Education requires a degree or certificate program to be at least six months in length, students in Fire Technology (formally known as Fire Science Academy), Emergency Medical Technician, Special Manicuring Program, and Esthetics Program do not qualify for federal student aid.

All applicants who do not have a high school diploma, a GED, or who have not passed the high school proficiency test must pass the SCC Ability To Benefit test.

Students under the age of 18 who possess a high school diploma, GED, or who have passed the high school proficiency test will be required to meet with the Assistant Dean of Special Services and the Assistant Dean of Counseling.

All male students 18 years or older must be registered with the selective service or must be on active duty to satisfy this requirement.

Continuation on financial aid programs is based on financial eligibility and the student maintaining satisfactory academic progress. Students not meeting the academic standard will lose their eligibility until they meet the academic conditions required.

**Satisfactory Academic Progress:** A student meeting the financial aid satisfactory academic progress standard is one who:

- A. Enrolls and completes the minimum number of units required by the federal and state guideline specifically governing the program.
  - 1) If awarded for 12 or more units (full-time) attempted, the student must complete at least 12 units.
  - 2) If awarded for 9 to 11 units (3/4 time) attempted, the student must complete at least 9 units.
  - 3) If awarded for 6 to 8 units (1/2 time) attempted, the student must complete at least 6 units.

**AND**

- B. Maintains a minimum semester grade point average of 2.0 (C) for the minimum number of units required. **Grade Interpretation:**
  - 1) Grade symbols of A, B, C, CR, and D will be considered as acceptable for courses completed and will be considered in determining satisfactory academic process.
  - 2) Grade symbols of F (failing), NC (no credit), and W (withdrawal) will not be considered as completed nor contributing to satisfactory academic progress.
  - 3) I (incomplete), IP (in progress), and RD (report delayed) grades will not be considered as completed nor contributing to satisfactory academic progress. These grades will be considered only under the appeal process explained below.

The student is responsible for reporting changes in I, IP and RD grade standings to the Office of Financial Aid for reconsideration of satisfactory academic progress.

**Probation:** In the event that the above conditions are not met during a given semester, the student will be placed on financial aid probation for the following semester of attendance. The student will be allowed to receive financial aid during the probationary semester, however, the student must successfully complete, with a 2.0 GPA, at least the minimum number of units attempted during the preceding semester prior to being placed on probation. If the student fails to meet the satisfactory academic progress standard during the probationary period, the student will be disqualified from financial aid assistance until reinstated. NOTE: Financial aid disqualification described here applies to Federal Pell Grants, Extended Opportunity Program Services Grants, Federal Supplemental Educational Opportunity Grants, Federal Work-Study and Federal Stafford Loans. Board of Governors Grant disqualification is based on the general campus academic regulations.

**Reinstatement:** A student who is disqualified may have eligibility reinstated once the student has completed 12 units with a 2.0 (C) grade point average for one semester without aid unless reinstated after an appeal.

**Automatic Disqualification:** A student awarded financial aid for six (6) or more units and completing less than six units for a semester will be automatically discontinued from all financial aid programs. A student with more than 72 units must submit an appeal with an updated Individual Education Plan.

**Time Limits for Completing Major, Minor and General Education Units:** Students should use the following table as a guide toward making/maintaining satisfactory academic progress in their program of study:

Student	Status	End of Academic Year					
		1st Yr	2nd Yr	3rd Yr	4th Yr	5th Yr	6th Yr
A	Full-Time	24	48	72	Appeal		
B	3/4-time	18	36	54	72	Appeal	
C	1/2-time	12	24	36	48	60	72 *

\*After 6th year - Appeal

**Appeals:** A student who has been discontinued from financial aid due to unsatisfactory academic progress has the right to appeal the termination by completing and submitting an Appeal Form and an updated Individual Education Plan to the Office of Financial Aid, room 162. Complete information on the financial aid programs is available through the Financial Aid Office, room 162.

## HEALTH CENTER FOR STUDENTS

The Student Health Center is available for all full-and part-time students. A registered nurse with public health experience is available to educate students about healthy living and disease prevention, to assist students who are ill, and to provide students with referrals to community resources. The Health Center is located in the Student Center, room 1407, and is open Monday through Thursday, 8 a.m. to 8:30 p.m., and on Friday, 8:30 a.m. to 3 p.m.

A part-time Substance Abuse Program Coordinator is available to help students who need assistance with problems associated with drug and alcohol use and

students who are in recovery from substance abuse. Alcoholics Anonymous and Al-Anon all have meetings on campus. The Substance Abuse Program office is open 9 a.m. to 3 p.m., Monday, Tuesday, and Wednesday and is located in Room 1406 in the Student Center.

## INTERCOLLEGIATE ATHLETICS

The Intercollegiate Athletics Program is governed by the California Community Colleges Commission on Athletics. Solano College is a member of the Bay Valley Conference and Nor Cal Football Conference and participates in a number of men's and women's intercollegiate sports.

To practice and participate, student athletes must present evidence from a physician that they are physically fit to participate in an intercollegiate athletic activity. To be eligible, student athletes must be continuously enrolled in a minimum of 12 units during the semester of competition and have concurrent or previous enrollment in the COUN 71 class. For the second year of competition, the student athlete must have completed 24 units between seasons of competition with a minimum 2.0 grade point average. All athletes must have an educational plan on file with the athletic counselor and must be enrolled in at least 9 of their 12 mandatory units toward their educational plan. Additional eligibility information may be obtained from the Athletic Director or respective Solano College coach. Intercollegiate athletic sports offered are:

### Men

ATHL 15 Intercollegiate Baseball (Spring)  
ATHL \*16.1/16.2 Intercollegiate Basketball (F/S)  
ATHL 17 Intercollegiate Football (Fall)

### Women

ATHL 1 Intercollegiate Volleyball (Fall)  
ATHL \*2.1/2.2 Intercollegiate Basketball (F/S)  
ATHL 3 Intercollegiate Softball (Spring)  
ATHL 4 Intercollegiate Soccer (Fall)

### Men and Women

ATHL 10 Intercollegiate Swimming/Diving (S)  
ATHL 20 Intercollegiate Water Polo (Fall)

\*One unit, nine week courses only.

## LEARNING RESOURCE CENTER

The Learning Resource Center is located in the Library/Student Services building (Building 100). The Library's online catalog provides access to over one million volumes of books and other materials via Solano, Napa and Partners (SNAP) - our local library consortium, to various journal databases via an in-house Local Area Network (LAN), and to national and international databases via the Internet World Wide Web (WWW). The Library provides daily delivery from other SNAP libraries for materials found in

the catalog but not in the SCC Library, and photocopiers for making copies from library use only materials. A valid SNAP Library card is required to check out materials. The Library also houses a reserve collection for class-related materials, videos to support distance-learning classes, as well as a wide variety of materials to support research. The Learning Resource Center provides audio-visual equipment and materials and student-use computers and typewriters. A valid Student ID for the current semester and a SNAP library card are required for use of these services.

The Learning Resource Center is open Monday through Friday, both day and evening hours when classes are in session, and closed on all school holidays and breaks between sessions. Check in the Library/Student Services Building atrium for the current, posted hours of operation.

## **MATHEMATICS, ENGINEERING AND SCIENCE ACHIEVEMENT (MESA)**

The MESA program offers a wide range of support for students majoring in math, science or engineering at Solano Community College. This program assists economically disadvantaged students by helping them overcome educational barriers through strong academic assistance, and by making students aware of the wide opportunities in math related fields.

Academic services offered by MESA include : Academic excellence workshops, MESA tutoring, MESA study center, and MESA computer center. Counseling services offered by MESA include: Transfer/advising information, individual education plans, career counseling and personal counseling. MESA student activities include: Summer research, science and leadership conferences, university tours, scholarships, and student support. For more information about the MESA Program, please contact 707-864-7101.

## **OCCUPATIONAL WORK EXPERIENCE**

Occupational Work Experience opportunities and credit are provided for eligible students. Requirements for participation are found under Occupational Education in the course listing section of this catalog. A maximum of 4 units per semester and 12 units of total credit is available through this program. For information and assistance, contact the Work Experience Office, room 1504, or telephone 864-7139.

## **OFFICE OF ADMISSIONS AND RECORDS (OAR)**

The Office of Admissions and Records is located in the Library/Student Services building. The office is open to assist students from 8 a.m. to 8 p.m., Monday through Thursday, and 8 a.m. to 3 p.m. on Friday.

Registration dates, times, and locations for each term and the summer session are printed in the Academic Calendar and the Schedule of Classes and are available on our web site at [www.solano.cc.ca.us](http://www.solano.cc.ca.us). Students may take advantage of telephone, walk-in, or Web registration.

## **PUENTE PROGRAM**

Solano Community College is one of 38 community colleges participating in the Puente Project, a one-year writing, counseling and mentoring program open to all students. Puente's main objective is to empower students to access four-year colleges and universities. The Puente Program has three main components: 1) A rigorous one-year writing program, ENGL 370-English Fundamentals and ENGL 1-English Composition. These classes provide a supportive and stimulating environment for Puente students to build confidence in writing skills. 2) Focused counseling services--students work closely with the Puente counselor until graduation, exploring career options, developing an academic educational plan and identifying lifetime goals. Students visit University of California and California State University campuses and attend an annual student transfer conference. 3) Professional community mentors--each student is matched with a mentor from the business or professional community. Mentors share with students personal, academic and career experiences, and provide a window into a "real life" work environment. For more information, please contact the Puente Office at (707) 864-7000, ext. 597.

## **READING LAB**

The English Department operates the Reading Lab in room 130 of the Library building to assist students with problems in reading and research. Any student can enroll in English 320, Reading Lab, and earn from 1/2 to 3 units of credit depending on learning modules completed.

## **RE-ENTRY PROGRAM**

The Re-entry Program is recommended for those entering students who have been away from an academic setting for some time. Re-entry students are usually over 25 years of age and are coming back to school in order to change their lives in some way. Many Re-entry students believe they have been forced into a new life via divorce, death of a loved one, a career change or other circumstances. Financial, emotional and/or skill level problems may be considerations of the Re-entry student. Also, specific Re-entry classes like Counseling 60-Re-entry Strategies are offered.

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The Re-entry section of the Schedule of Classes provides guidance in the type of courses beginning Re-entry students might want to take.

The Re-entry Resource Center is a place for students to "touch base" with other Re-entry students. Located in the Student Center building, the Re-entry Center also has information regarding special events for Re-entry students. For more information, please contact the Center at 864-7000, ext. 263 or ext. 168.

## SCHOLARSHIPS

The Financial Aid Office serves as an information center for students interested in scholarships and grants. Solano College offers a number of scholarships from awards provided by other colleges and a variety of social and professional organizations. Qualifications vary according to conditions stipulated by the donors of the funds. Recipients are usually selected on the basis of academic ability, promise for continued scholarly achievement, special talents and/or leadership abilities.

The following scholarships are usually offered on an annual basis at Solano Community College:

The Naomi B. Arterberry Presidential Scholarship  
Alpha Gamma Sigma Scholarship Society  
Frank Buck Scholarship  
Cal Grant A, B, & C  
Chancellor's Office Real Estate Scholarship  
Delta Kappa Gamma Delta, XI Chapter  
Doris M. Higgins Scholarship  
Fairfield-Suisun Rotary "Most Deserving" Scholarship  
Golden Gate University Scholarship  
Vallejo Business & Professional Women's Club  
Malcolm X Scholarship  
Nursing-La Societe Des Quarante-Hommes et  
Huit Chevaus (40 & 8)  
Pacific Gas & Electric Company Community College  
Scholarship  
Re-Entry Scholarship  
Solano Association of Realtors  
Solano Republican Women Federated Scholarship  
Soroptimist International of Vacaville  
The Sparkettes  
Vallejo Federated Women's Club Scholarship  
John Webster Scholarship

Students interested in applying for these scholarships should contact the Financial Aid Office, room 162, for additional information.

## SCHOLARSHIP FOUNDATION

The Solano College Scholarship Foundation is a non-profit corporation which awards scholarships to continuing students at the College on the basis of academic achievement and demonstrated potential for excellence. The Foundation is administered by a Board of Directors providing representation from communities of Solano County.

Beginning with the three awards that were presented in 1974, the program has grown to 52 students in 1997. The goal of the Foundation is the promotion of scholastic excellence by providing a program that will identify, recognize and reward outstanding scholars attending Solano Community College.

The Scholarship Foundation administers the following two programs:

### The Scholastic Achievement Program:

The primary criteria in judging is scholastic excellence for full-time continuing students. Qualified potential candidates are identified during the summer from the current Dean's Honor Roll.

### The Memorial/Special Endowment Programs

With the first memorial program starting in 1975, there are currently 33 programs established in commemoration of specific individuals or purposes. Each program has a designated major or qualifying special requirement to determine eligibility for consideration. **Available programs include:**

Academic Senate Scholarship - Distinguished Scholar  
Associated Students Solano College Scholarship Award  
Associated Students Distinguished Leadership/  
Service Recognition Award  
Chloe Beavers Tribute - Cosmetology  
Dr. Marge Blaha Memorial - Re-entry, female,  
various transfer majors  
California Teachers' Association - Education/Teaching  
Naomi "Chris" Christensen Memorial - Music  
Joe Clevenger Tribute Scholarship -Business Administration  
Ray O. Duey Memorial - Registered Nursing  
Eddie Edwards Memorial - Re-entry  
Jane H. Ford Memorial - English, Education/Teaching  
Gilbert Memorial - Re-entry; History major preference  
Chuck Gray Memorial - Photography  
Phillip Moses Gray Memorial - Re-entry Male  
Dr. Carolyn Anne Green Memorial - Registered  
Nursing, 2nd year  
Peggy Gross Memorial - Audubon, wildlife  
interest/concerns  
Ralph Hanson Memorial - Language Arts  
Beulah Hawkins Memorial - Re-entry, female,  
art commentary on "I Can Have My Career  
and a Family"  
Margaret Lee Jenkins Memorial - Cosmetology  
Carmen Camille Cook Johnson Memorial -  
Re-entry, ECE, Social Science, Education  
Kirkorian Family Memorial - Education  
Martin Mini Memorial Scholarship

Mary C. and Henry A. Ornellas Memorial - Fashion Design, Music or Cinematography  
 Dr. Delphine Palm Memorial - Biological Science/Medical field  
 George I Pizante Scholarship - History  
 Robert "Bob" Pokorny Memorial - Education/Teaching  
 Henry Power Memorial - Aeronautics  
 Dr. Sally Ralph Memorial - Psychology/Counseling  
 Clarence Rose Memorial - Engineering/Mathematics  
 Steve Ryder Memorial - Nature awareness/appreciation  
 Art and Myrna Satterlie Scholarship - Engineering/Mathematics/Computer Science  
 Sierra Club, Solano Group - Environmental concerns/awareness  
 Taylor Memorial - Re-entry  
 Mac Tilley Memorial - Electronics  
 Lawrence "Jack" Wheeler Memorial - Counseling  
 William "Bill" Wilson Memorial - Leadership/Service with preference in Athletics  
 Morgan "Porky" Wood Memorial - Athletics

A brochure on the Scholarship Foundation Program is available at the Counseling Division Office or the Financial Aid Office. For any inquiry and further information, please contact: SCC Scholarship Foundation; P.O. Box 2208; Fairfield, CA; 94533; or phone (707) 864-1253.

### **SERVICEMEMBERS OPPORTUNITY COLLEGES (SOC)**

Solano Community College has been designated as an institutional member of Servicemembers Opportunity Colleges (SOC), a group of over 400 colleges and universities providing voluntary postsecondary education to members of the military throughout the world. As an SOC member, Solano College recognizes the unique nature of the military life-style and has committed itself to easing the transfer of relevant course credits, providing flexible academic residency requirements, and crediting learning from appropriate military training and experiences.

### **SOLANO UNIVERSITY AND COMMUNITY COLLEGE EDUCATIONAL SUPPORT SERVICES (SUCCESS) CONSORTIUM'S TRANSFER ASSISTANCE PROGRAM (STAP)**

STAP serves students who come from groups with historically low college eligibility and attendance rates. The services include informational and motivational workshops or one to one advisement designed to assist students in completing their Solano studies successfully and in preparing to transfer to four-year institutions; assistance in completing admissions and financial aid applications; free trips to four-year campuses; opportunities to talk with professionals from numerous career fields, and free informational materials. Solano College students also may apply for Consortium jobs to advise or tutor local high, middle, or elementary school students.

For more information, contact the SUCCESS Director by calling extension 259, or the SUCCESS Counselor by calling (707) 864-7101.

### **STUDENT DEVELOPMENT OFFICE**

The Student Development Office, located in room 1409 of the Student Center, provides students with information about campus activities, special events, resources, and policies. Also, the College's Lost and Found department is located in this office. The Student Development Office supports an active student government program and encourages students to use the many services provided by the College.

The Student Development Office is a focal point for service and student leadership development. A wide variety of programs, services and clubs are available to students. Students and the student government play an important role in developing and supporting these activities. Students are involved in decision making and policy determination through their representation on many college committees.

### **STUDENT CLUBS**

A wide range of clubs and organizations reflecting cultural, social, ethnic and academic interests are active on the campus. Announcements of meetings and activities are available from the Student Development Office, room 1409, or call ext. 367.

### **STUDENT COMPLAINTS AND GRIEVANCES**

When students believe their individual rights, or rights to due process (as provided for by College policies, state laws, and/or federal laws) have been denied, they may seek redress through the formal complaint or grievance procedure.

**Student Complaints: Unlawful/Prohibited Discrimination Policy and Complaint Resolution Procedures (§4285) and Sexual Harassment Policy (§4270)** - In the event that any student believes that an act of prohibited and unlawful discrimination involving ethnic group identification, religion, age, sex, color or physical or mental disability, race, national origin, marital status, pregnancy, political activities or affiliation, medical condition, veteran status, and sexual orientation has been directed against him/her by another student, staff member, group or campus organization, the student may file a complaint with the Director of Human Resources, room 616, ext. 122. The Director of Human Resources also serves as the Title IX Coordinator and the Section 504/ADA Coordinator.

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At any time the student may submit his/her complaint to any of the following agencies: California Department of Fair Employment and Housing at 800/884-1684; U.S. Department of Education, Office of Civil Rights at 415/556-4275; California Community College Chancellor's Office at 916/445-8752, and Equal Employment Opportunity Commission at 415/356-5100.

**Student Grievances: Non-Civil Rights (\$5350)** - A grievance may arise from a decision or action that has an adverse effect on a student with respect to his/her individual rights. It may arise when a student believes he/she has been denied rights and/or due process as stipulated by college policies, regulations and/or state or federal laws. Copies of Solano College's current procedures on "Student Grievances: Non-Civil Rights (\$5350)" are available free, upon request, from the Student Development Office (room 1409), the Dean of Student Services (room 144), and the Counseling Office (Library/Student Services Building). These procedures include specific, step-by-step actions that must be followed to register a grievance, describe the hearing process, and establish the time limits under which these procedures operate.

## **TRANSCRIPTS-SOLANO COMMUNITY COLLEGE**

Upon written request, two official transcripts of record, bearing the seal of the College and signature of the Dean of Admissions and Records, will be mailed without charge. Additional copies are \$2 each, payable in advance. Unofficial copies are accessible on the college web site at: [www.solano.cc.ca.us](http://www.solano.cc.ca.us).

A minimum of five to ten working days should be allowed for processing transcript requests. Express service (one hour maximum) is available. The cost is \$7.50 per transcript. Test scores and transcripts from other colleges are not a part of the Solano College transcript and must be requested from the appropriate testing company or college.

## **TRANSPORTATION**

Public transportation to Solano College is available via local city transit agencies. For schedules and fares, contact the appropriate local agency. Information on bus schedules, ride shares, and carpools is also available in the Student Development Office, room 1409.

## **TUTORING**

Students may receive free tutoring in most subjects offered at Solano College. Students interested in being hired as paid tutors or students desiring assistance with their study load should contact the Tutoring Center, located in the portables, room 1102, or call (707)864-7230.

## **VERIFICATION OF ENROLLMENT**

Upon written request, two verifications of enrollment will be provided, free of charge, by the Office of Admissions and Records. A \$1 fee will be charged for each verification of enrollment thereafter. Please allow five to ten working days for processing.

## **VETERANS AFFAIRS**

The Veterans Affairs Office is located in room 101 of the Library/Student Services Building (Bldg 100). The staff will assist the veteran, or qualified dependents, in applying for and receiving education benefits for the six G. I. Bill's now in effect. Benefits range from \$170 to over \$600 per month. Academic counseling and liaison services are also available. The VA offers additional allowances through the work-study program. Apply in the Veterans Affairs Office.

## **WRITING SKILLS LAB**

The English Department operates the Writing Skills Lab in room 130 of the Library building to assist students with problems in basic grammar, sentence structure, spelling, punctuation, and vocabulary. Any student can enroll in English 310, Writing Skills Lab, and earn from 1/2 to 3 units of credit depending on learning modules completed. Students may also register for English 64, Writing the Research Paper, and earn from 1/2 to 1 1/2 units.

# Admission and Registration

## Matriculation

Matriculation is a process which brings students and their college into an agreement about the choices and processes needed for the student to realize his or her educational objectives. The agreement acknowledges the responsibilities and rights of both parties. As part of its on-going Matriculation Program, Solano Community College provides a full range of easily used services, including:

- ◆ Admission to the College
- ◆ Testing in Writing & Reading
- ◆ Orientation to the College
- ◆ Assessment of abilities and interests
- ◆ Counseling and advising
- ◆ Registration for courses
- ◆ Follow-up of student progress
- ◆ Various support services

Each student has the following responsibilities regarding matriculation services:

- ◆ Express a general educational goal at the time of admission
- ◆ Meet with a counselor to discuss academic choices and to develop an educational plan
- ◆ Identify a specific educational goal by the completion of 15 semester units of degree-applicable, credit coursework
- ◆ Attend classes and complete assigned coursework
- ◆ Maintain progress toward the specified educational goal

The College has the following responsibilities:

- ◆ Use multiple sources of information, in addition to test results, as the basis of assessment for counseling/advisement
- ◆ Provide special accommodations for ethnic and language minority students and students with learning or physical disabilities
- ◆ Provide a mechanism for changing a specified educational goal
- ◆ Inform students of their responsibilities and rights regarding matriculation services
- ◆ Upon request, provide students with written District procedures concerning challenges, complaints or appeals of matriculation services.

The student has the right, and is strongly encouraged, to receive all matriculation services provided by the College. The student also has the right to refuse any or all of these services.

**Exemptions.** The following students are exempt from matriculation:

- Students who have completed an Associate Degree or higher
- Students who seek to enroll only in non-credit courses
- Students indicating an educational goal of:
  - Job Skills – to maintain current job
  - Personal Interest – not for employment
  - Complete credits for High School
  - Maintain a Certificate or License (for example, in Nursing, Real Estate)

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## Admission to the College

Admission to Solano Community College is open to anyone who is a high school graduate, has a high school equivalency certificate, or is 18 years of age or older, and shows evidence of being able to benefit from instruction. All inquiries concerning application, admission and registration should be sent to the Solano Community College Office of Admissions and Records, 4000 Suisun Valley Road, Suisun City, CA 94585.

### APPLICATION FOR ADMISSION

Applications for admission with detailed instructions are available from the Office of Admissions and Records (OAR) and are available on the college web site at : [www.solano.cc.ca.us](http://www.solano.cc.ca.us).

An application must be submitted if a student is:

1. A new student entering Solano College for the first time, or
2. A returning (former) student who did not attend Solano for the prior semester, or
3. An international student, or
4. A student in grades K-12 enrolled in a public or private school seeking special admission.

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## **SPECIAL ADMISSION**

Solano College may permit the admission of K-12 students who, in the opinion of the Superintendent/President, or designee, can benefit from instruction. Approval of the appropriate principal, counselor, and parent or guardian is required. The intent of this program is to provide educational enrichment opportunity for a limited number of eligible students who fulfill special admission standards.

The College reserves the right to exclude or limit enrollment into impacted programs and in other programs where health, safety, instructional methodology, facility constraints, or legal requirements are deemed inappropriate for special admission students.

Special admission students shall conform to the College's academic rules and regulations and the code of conduct expected of all college students.

## **INTERNATIONAL STUDENT ADMISSION**

Solano College admits a limited number of international students each year. All documents must be on file in the Office of Admissions and Records no later than June 1 for the fall semester, and November 1 for the spring semester. Applicants are not considered for summer session.

International students must meet the following admission requirements:

1. File official transcripts from all secondary schools, universities or professional schools. Transcripts must be accompanied by an official English translation.
2. Submit scores from the Test of English as a Foreign Language (TOEFL). A minimum score of 500 is required for admission.
3. File a current declaration and certification of finances.
4. File a current certificate of health, including a tuberculin test. A copy of the health verification certificate submitted to immigration is acceptable provided it is not more than one year old.
5. Provide evidence of health and accident insurance protection.
6. Provide a local street address, not a post office box number, and a social security number, if applicable.

Students with an F-1 Visa must meet with the International Student Advisor each semester for approval of their academic programs. Each

student must maintain enrollment in at least 12 semester units of academic work each semester. Non-resident tuition is \$132 per unit for the 1999-2000 school year. All fees are subject to change by the Board of Governors. Contact the Counseling and Guidance Office for an appointment.

## **RESIDENCY**

The California residency requirement has two parts, Act and Intent. To claim residency a student must have lived and shown intent to reside in California by: a) paying California income taxes; b) possessing a valid California driver's license; c) registering and voting in the state; d) owning and registering a car in California and/or the absence of these ties with another state. The payment of California state income taxes is an important act of intent. Concurrent with these acts of intent, physical presence in the state for one year and one day prior to the first day of classes is needed to establish California residency. Because the residency requirement is complicated, students with questions should contact the Residency Assistant in the Office of Admissions and Records.

## **TRANSCRIPTS FOR ADMISSION**

The following students are **REQUIRED** to submit official transcripts from all accredited institutions:

1. Applicants for the Nursing Program.
2. Veterans.
3. Students enrolling in English and mathematics courses.
4. International students.
5. Students receiving financial assistance.
6. Recipients of California State Scholarships must file high school transcripts showing the eight semesters.
7. Participants in intercollegiate sports.

Students planning to complete an A.A./A.S. degree or certificate should submit transcripts from other institutions if the units apply toward the degree or certificate requirements. The applicant is responsible for requesting the transcripts be mailed directly to the Office of Admissions and Records.

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# Registration

## ASSESSMENT/ORIENTATION PROGRAM

All new, non-exempt students (see Exemption criteria listed under "Matriculation") should complete the matriculation process prior to registering for classes. Assessment, Orientation and Counseling are part of this matriculation process.

In addition, all students enrolling for the first time in any English, English as a Second Language, or reading class must complete the appropriate testing to meet department requirements.

**Procedures.** To gain the most from this College service, you should plan on completing the matriculation process in the following sequence:

- 1) First complete and file an "Application for Admission" with the SCC Office of Admission & Records (OAR)
- 2) Next attend a scheduled test session and take the reading and writing tests (contact a counselor if you think you might be eligible for a testing waiver)
- 3) Also attend an orientation session (these are held either immediately before or following testing)
- 4) Then meet with a counselor
- 5) Finally register for classes

Additional information may be obtained from the Assessment Center, Counseling Center, or the Information Window at the Office of Admissions and Records. The Assessment Center schedules all matriculation tests and orientations. The Center is located in room 102, inside the Library, Building 100. The schedule for testing and orientations is published each semester in the Schedule of Classes. After the start of a semester, the monthly schedule of additional testing/orientation sessions is posted in the Counseling Center and at the Assessment Center Office or can be accessed by telephoning 864-7116.

**Waivers.** Students who have completed testing or coursework in English at another college or who have had equivalent educational experiences in high school may be eligible to receive a waiver for matriculation testing or orientation. Contact a counselor for detailed information.

## COUNSELING PROGRAM

All new students are expected to meet with a counselor prior to enrolling in classes if they are new non-exempt students (see Exemption criteria listed under "Matriculation") choosing one of the following educational goals at the time of application:

- Transfer to a 4-year college with Associate Degree
- Transfer to a 4-year college without Associate Degree
- Associate Degree, Vocational, without transfer
- Associate Degree, without transfer
- Vocational Certificate
- Job skills - to prepare for a new job
- Undeclared goal
- Discover/formulate career interests, plans, goals
- Improve basic skills in English, reading or math

In addition, students on academic or progress probation, along with students petitioning for readmission after being academically disqualified must meet with a counselor prior to enrolling in classes.

## DEBTS

Students may not register for classes until they have paid all outstanding debts from previous semesters to the College. Unpaid debts will be turned over to a collection agency each semester. Students are advised to keep receipts as proof of payment.

There is a \$15 service charge for each returned check. This fee is payable at the Credit Bureau of Fairfield, 460 Union Avenue, Fairfield.

## OFF-CAMPUS CLASSES

Classes are offered at several off-campus locations in Vallejo, Benicia, Travis Air Force Base, and Vacaville. Students should consult the Schedule of Classes for specific locations and times. For convenience, registration for off-campus classes can be accomplished through the R.S.V.P. system or in person on campus. Counseling and registration services are generally held at three off-campus locations, the John F. Kennedy Library in Vallejo, Travis Air Force Base, and the Vacaville Center. Further information is available in the Schedule of Classes, on the college web site at: [www.solano.cc.ca.us](http://www.solano.cc.ca.us), or by calling the Office of Admissions and Records (707) 864-7171.

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## PHOTO-IDENTIFICATION CARD (\$5.00)

A photo-identification card is required of all students who take courses on campus, except students who enroll in fee-based courses offered by Community Services, home-study and television courses. The card is to be carried by the student at all times while on campus. The fee of \$5.00 is payable at registration and allows the bearer to use the card during nine consecutive semesters of attendance. The card must be validated each semester upon presenting proof of registration. There is no charge for the validation. Student ID cards may be obtained in the Student Development Office, room 1409 (Bldg1400).

## SCHEDULE OF CLASSES

The Solano College Schedule of Classes, published prior to each semester and the summer sessions, includes registration procedures and all necessary forms, calendar dates, program and general information, and course offerings with brief descriptions. Detailed information on programs and courses may be found in this catalog. Schedules are available at the Office of Admissions and Records, the Bookstore, in the Administration Building, and are mailed to all county residents two weeks before registration opens. A searchable class schedule is online: [www.solano.cc.ca.us](http://www.solano.cc.ca.us).

## REGISTRATION PROCEDURES

**Preparation:** Students should acquaint themselves with college policies and study the information in this Catalog, the Schedule of Classes and registration materials supplied by the Office of Admissions and Records (OAR). The Office of Admissions and Records is a convenient place to ask questions about College procedures or visit our web site at [www.solano.cc.ca.us](http://www.solano.cc.ca.us).

The following registration procedures apply to students enrolling in day, evening, on-campus, and off-campus classes. All debts to the College must be cleared before students may register for classes.

- 1. Registration Services Via Phone (R.S.V.P.)**  
Students who wish to enroll in classes for the next semester can obtain registration information from the Schedule of Classes.

The Schedule of Classes contains an Application for Admission, registration information and instructions, and a telephone registration worksheet. Registration by telephone is conducted by priority. The priority registration definitions/schedule are listed in the Schedule of Classes. Students may pay their fees by mail. Registration payments must be received within 10 working days. The College is not responsible

for lost or delayed mail. Registration receipts are sent once payments are received and processed.

- 2. Registration on the college web site at:**  
[www.solano.cc.ca.us](http://www.solano.cc.ca.us)
- 3. Registration in Person (Walk-in)** - This is the second in a series of registration periods. The dates and schedule are included in the academic calendar and in the Schedule of Classes. Registration by proxy is permissible. Fees are due and payable at registration.

## LATE REGISTRATION

During the first week of each semester, students may register for additional courses if class space is available. (See academic calendar for all deadlines.)

### Adding Classes and/or Late Registration

- Students go to the classes they wish to attend. If space is available, the instructors will give them a permission code which they should use to enroll in the course via RSVP telephone registration.
- All enrollment fees must be submitted on or before the last day to register or add classes (see academic calendar for specific dates).

### Dropping Classes

- Students may drop classes by telephone up to the 62.5% date of the course. Students wishing to drop classes in person should complete and turn in a drop card.
- Students may be dropped from class by the instructor if they do not attend the first class meeting. Students are required to drop classes by telephone or submit a drop card to OAR if no further attendance is contemplated.

## FEES

Fees are due and payable at registration. All debts to the College must be cleared before students may register for classes.

## NON-RESIDENT TUITION

Non-residents (out-of-state and international students) must pay tuition fees at the time of registration. The tuition fee for the 2000-2001 academic year, effective the first day of the summer session, 2000, is \$134 per unit. All non-resident students are also required to pay enrollment fees.

## ENROLLMENT FEES AND OTHER COSTS

- Enrollment fees\*: \$11 per unit. There is no enrollment fee for noncredit classes. Fees are due and payable at registration. All debts to the College must be cleared before students may register for classes.
- Parking fee for on-campus students: A \$20 fee per vehicle; \$10 for motorcycles.
- Student record fee (Transcript): \$2 (first two are free); \$7.50 Express service; \$1 unofficial transcript.
- Student record fee (Enrollment Verification): \$1 (first two are free).
- Student Records fee: \$.50
- Telephone Registration: \$1
- Health fee: Fall/Spring-\$8.00; Summer-\$1.00
- General College Catalog: \$3.00 (\$5.00 by mail)
- Student photo ID for on-campus students: \$5.00 (good for nine consecutive semesters when validated).
- Student Center fee: \$1 per credit hour, up to a maximum of \$10 per student fiscal year (July 1-June 30).
- Library fines: 25 cents per day, per overdue book or other materials.
- Parking citations: \$20 (for regular parking citations); \$275 (for handicapped parking citations).
- Diploma mailing fee: \$3
- Certificate of Achievement mailing fee: \$1
- Instructional and required materials fees: See the Schedule of Classes.
- Duplicate fee receipt or unofficial transcript: \$1
- Returned checks: \$15

\* The State of California has mandated this fee for credit courses through Section 72252 of the California State Education Code. The fee is not applicable to students who can demonstrate, at the time of enrollment, that they are recipients of benefits under the CalWorks program, the Supplemental Security Income/State Supplementary program, or the General Assistance program. Fee waiver forms may be obtained from the Financial Aid Office. There is no fee for apprenticeship students enrolled in apprenticeship classes.

Solano College Office of Financial Aid will waive the enrollment fee for qualifying students who

apply. A Financial Assistance Program provides three ways to help low-income students pay the enrollment fee. Students eligible in one of the three following areas should visit the Financial Aid Office, Room 162, Library Building, before registering for classes and complete an enrollment fee waiver form.

—A—

### To be eligible a student must:

- Be a California resident
- At the time of enrollment you or your family are receiving public assistance from CalWORKS/Temporary Assistance for Needy Families (TANF) or Supplemental Security Income (SSI) or General Assistance/General Relief or have certification from the California Department of Veterans Affairs.
- Apply for an enrollment fee waiver.
- Sign a statement, under penalty of perjury, that they are a program recipient .
- Provide documentation, such as Medi-Cal card, CalWORKS or SSI check or Untaxed Income Verification Form to prove that they are receiving benefits.

—B—

### To be eligible a student must:

- Be a California resident.
- Meet these income standards:

Number in Household (including yourself)	Total Family Income Last Year (Adjusted gross and/or untaxed)
1	\$ 12,360 or less
2	\$ 16,590 or less
3	\$ 20,820 or less
4	\$ 25,050 or less
+	Add \$ 4,230 for each additional dependent

- Apply for an enrollment fee waiver (See A).
- Sign a statement, under penalty of perjury, that the income information provided is true.

—C—

### To be eligible a student must:

- Be a California resident.
- File a free application for Federal Student Aid (FAFSA) and show financial need.

- Provide the Student Aid Report based on filing the Free Application for Federal Student Aid (FAFSA).

Contact the Financial Aid Office for complete details on the Fee Waiver Program.

### 1. California Community Colleges Enrollment Fee

#### Fall and Spring Semesters

Through the second week of instruction, 100% of the California Community Colleges Enrollment Fee will be refunded less a \$10 processing fee.

**Refunds will not be approved if courses are dropped after the second week of instruction.**

#### Summer Session and Short-Term Courses

Through the second day of instruction (day of instruction refers to the day in the session, not the individual class meetings), 100% of the California Community College Enrollment Fee will be refunded less a \$10 processing fee.

**Refunds will not be approved after the second day of instruction.**

### 2. Non-Resident Tuition

Non-resident tuition and international students tuition are refunded when the Request for Refund form is received in the Office of Admissions and Records or postmarked by the deadline date according to the re-fund schedule below and under the following conditions:

- The tuition was collected in error or as a result of a reduction of the educational program at Solano College.
- As a result of a student's withdrawal from a class, or classes, according to the date the Request for Refund form is received in the Office of Admissions and Records.
- Students will be charged a \$20 processing fee for tuition refunds. This processing fee is in addition to the processing fee charged for enroll fees.

### TUITION REFUND SCHEDULE

#### Fall and Spring Semesters

Before instruction begins	100%
During the 1st week of instruction	75%
During the 2nd week of instruction	50%
During the 3rd week of instruction	25%
After the 3rd week of instruction	0%

### Summer Session and Short-Term Courses

Before the 1st day of instruction	**100%
The 1st day of instruction	**75%
The 2nd day of instruction	**50%
The 3rd day of instruction	**25%
After the 3rd day of instruction	**0%

\* Less \$20 processing fee.

\*\* Days of instruction refer to the number of days in the session, not to the number of individual class meetings.

### 3. Parking Fee

The parking fee is refundable if the Request for Refund form and the original receipt and decal are received in the Office of Admissions and Records by the end of the second week of instruction.

### 4. Photo I.D.

The Photo I.D. fee is refundable if the I.D. has NOT been issued to the student, and the Request for Refund form with the original receipt is received in the Office of Admissions and Records by the end of the second week of instruction.

### 5. Health and Student Center Fees

The Health and Student Center fees are only refundable if all classes are dropped prior to the beginning of the semester.

### 6. Student Records Fee

The Student Records fee is only refundable if the student has no official grade of record for the semester.

### 7. Telephone Registration Access Fee

The fee to register by telephone is nonrefundable.

### APPLYING FOR REFUNDS

Fees are not automatically refunded. A student must file a Request for Refund form, available at the Office of Admissions and Records, by the deadline dates outlined in the Academic Calendar. A processing fee and any debts are deducted from refunds. Fees are refunded by check, four to six weeks after late registration ends.

# Academic Regulations

## ACADEMIC PROBATION

### A. Placement on Academic Probation

A student shall be placed on academic probation for one (1) or more of the following reasons:

1. A student has attempted at least 12 total semester units and has achieved a semester or cumulative grade point average(GPA) of less than 2.0.
2. A student is readmitted to college after academic disqualification.

### B. Removal from Academic Probation

A student on academic probation is removed when his/her cumulative GPA is 2.0 or higher.

## PROGRESS PROBATION

### A. Placement on Progress Probation

A student shall be placed on progress probation for the following reason:

1. A student has enrolled in a total of at least 12 semester units and received transcript entries of W, I, or NC for 50% or more of those units.

### B. Removal from Progress Probation

A student will be removed from progress probation when the student has received transcript entries of W, I, or NC for less than 50% of all units attempted.

## ACADEMIC DISQUALIFICATION

Academic Disqualification may result in dismissal. Dismissal prohibits the student from enrolling until one academic semester has passed.

### A. Placement on Academic Disqualification

A student will be academically disqualified for one or more of the following reasons:

1. A probationary student's GPA average at Solano Community College remains below 2.0 for three consecutive semesters.
2. A probationary student receives 50% or more of transcript entries as W, I, or NC for three consecutive semesters.
3. The student achieves a semester GPA of less than 2.0 for three consecutive semesters.

### B. Removal from Academic Disqualification

A student will be removed from academic disqualification for any of the following reasons (unless any condition in A. above continues to exist):

#### 1. Satisfactory Progress After Disqualification

A student who meets the requirements for readmission after disqualification and achieves a semester GPA of 2.25 or greater, but does not have an overall cumulative GPA of 2.0 or greater, shall remain on academic probation until the cumulative GPA is 2.0 or better. (This condition only overrides A.1. above.)

#### 2. A student's cumulative GPA is 2.0 or better.

#### 3. A student's transcript entries of W, I, or NC are less than 50% of all units attempted.

## ACADEMIC RENEWAL

The open-door policy of the community college provides students of diverse abilities and aspirations with an opportunity to achieve success. Some students find that their early attempts at college have not been successful. It is not uncommon for students to return to college later and perform in a very satisfactory manner.

The academic renewal policy provides for the alleviation of previously recorded, substandard academic work (grades of D, F or NC) not reflective of a student's current scholastic ability. A student may petition to eliminate up to 30 units of substandard course work, provided the courses were completed at least three years prior to the petition, and the student has completed at least fifteen (15) units with a grade of C or better at Solano College subsequent to the course work to be alleviated. The permanent academic record will be coded to indicate that the original grades will NOT be reflected in the grade point average; however, the courses will remain on the permanent record.

Final approval/disapproval for renewal will be granted by the Academic Council. Courses eliminated may not be applied toward any degree or certificate requirement. Solano College may honor the Academic Renewal Policy of other accredited institutions in disregarding previous academic work.

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## AUDITING

Course auditing is permitted as a service to students who have completed designated credit courses for the maximum number of allowable enrollments. The purpose of auditing is to allow students to continue study, after course repeatability has been exhausted. A list of courses that have been designated for auditing is available in the Office of Admissions and Records.

Auditing conditions are as follows: 1) Student participation in the course is subject to instructor discretion; 2) no grades or credit shall be awarded and no transcript of record maintained; 3) auditors may not change their status in the course from auditor to credit student or the reverse; and 4) audit fees shall not be refunded.

The auditing fee is \$15 per semester unit. One may apply to audit a designated course after the second meeting when class size has been established for regular students.

## FINAL EXAMINATIONS

A final examination is required in all classes. For full-term courses, final examinations will be given during the scheduled final examination period (finals week) at the end of each term. For short-term courses which end prior to finals week, the final examination will be given during the last class meeting. For short-term courses which end during the finals week period, the final examination will be given in accordance with the finals week schedule.

## GRADES

### Grading System

Solano College uses the following letter grade system for evaluating the quality of students' work:

Symbol Point	Definition	Grade
A	Excellent	4
B	Good	3
C	Satisfactory	2
D*	Passing, less than satisfactory	1
F*	Failing	0
CR	Credit (at least satisfactory)	0
NC*	No Credit (less than satisfactory or failing)	0

\*Substandard grades (Title V 55761)

## Non-Evaluative Grades

I	Incomplete	0
RD	Report delayed	0
W	Withdrawal	0
MW	Military Withdrawal	0

A grade point average (GPA) is determined by dividing the total number of grade points earned by the total units attempted, excluding credit/no-credit courses and those in which W or I grades are earned. (Example: 36 grade points divided by 12 units attempted equals 3.0 GPA/B average.)

## CREDIT/NO-CREDIT OPTION

The purpose of the credit/no-credit option is to encourage students to take challenging courses for electives outside the major area while avoiding undue concern for grades in competition with students who may be better prepared.

The CR grade represents a letter grade of A, B, or C. The NC grade represents a D or F letter grade. Units earned in the grading system are not used in computing grade point averages. A letter grade cannot be changed to a credit/no-credit grade, and a credit/no-credit grade cannot be changed to a letter grade unless the course is repeated. A course in which a grade of NC has been earned may be repeated once for a CR or letter grade. Some courses are offered only on a CR/NC grading basis and letter grades may not be earned in these courses. These courses are identified in the Course Descriptions section of this Catalog.

Students may request CR/NC grades in any regular graded class offered by the College but they are limited to a total of 15 semester units under the CR/NC option while attending Solano College. In order to exercise this option, a petition must be filed with the Office of Admissions and Records at the time of registration, or by the FIFTH week of the semester for a full semester course. Petitions for summer session and short-term courses must be filed within the first thirty per cent of the course.

Students should be aware that other colleges and universities may be reluctant to accept CR/NC grades. Students should not take the CR/NC grade option in their major fields of study.

## GRADE REPORTS

Grade reports will be mailed to students approximately four weeks after the semester ends.

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## INCOMPLETE GRADES

An incomplete grade may be assigned only when a student has failed to complete the final examination, a class project, or a term paper because of illness or severe personal problems. Incomplete work must be completed by the end of one calendar year.

When such conditions exist, the instructor and student must complete an "Incomplete Grade Contract" which outlines the work to be completed within one calendar year to result in an agreed-upon grade and states a preliminary grade which represents the grade earned by the student in work completed. When the work has been completed as outlined on the contract, the instructor will forward a "Change of Grade" card to the Division Dean. If the instructor of the course is no longer on campus, the manager will make arrangements to change the incomplete grade. **Students may not re-enroll in a course where they have an Incomplete Grade.** Students who do not complete the contract will be assigned a grade at the end of one calendar year.

## CHANGE OF GRADES

Students requesting a change of grade must initiate the request within one year after completing the course for which the grade change is being requested. After this period, if there are extenuating circumstances, a change of grade may be requested; however, the period for requesting a grade change may not exceed four years after the completion of the course.

Students should submit a request in writing directly to the faculty member within one year after completing the course for which the grade change is being requested. If the faculty member is not available, the request should be submitted through the appropriate Division Dean; however, only the faculty member that assigned the original grade may authorize a change of grade.

**Important Note:** Except in the cases of mistake, fraud, bad faith, or incompetency, a grade assigned by an instructor is not a grievable issue as described by the [California Education Code](#) (Section 76224): ". . .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, and in the absence of mistake, fraud, bad faith, or incompetency, shall be final."

## HONORS

**President's:** The President's Honor List recognizes those students who earn academic honors each semester. The President's List includes those students who have earned a grade point average of 3.85 or higher with at least 39 grade points in not fewer than 12 units of work completed.

**Dean's:** The Dean's Honor List recognizes those students who earn academic honors each semester. The Dean's List includes those students who have achieved a grade point average of at least 3.25 or higher with at least 39 grade points in not fewer than 12 units of work completed.

**Alpha Gamma Sigma:** Permanent membership in Alpha Gamma Sigma, the California Community College Honor Society, recognizes students who have maintained a high grade point average in all college work. Permanent membership may be awarded at the time of graduation. For detailed membership information, contact the Counseling Center located in the Library/Student Services Building (Bldg. 100) or call (707)864-7101.

**Honors at Graduation:** A student who achieves a cumulative grade point average of 3.50 to 3.74 will be graduated with honors; and 3.75 and above with high honors.

## REPEATABILITY OF COURSES

**For additional credit** - Certain courses may be repeated if the course content differs each time it is offered and if the student is gaining an expanded educational experience. For information on repeatability for a specific course, consult the Course Descriptions section of the Catalog.

**Special Circumstances** - A course in which a grade of "C" or better was earned may be repeated when extenuating circumstances exist which justify such a repetition. Students must obtain approval from the Academic Council prior to enrolling in the course. Grades awarded for courses repeated under these circumstances shall not be counted in calculating a student's grade point average. Students planning to transfer to a four-year institution should check that institution's policy on repeated courses.

**To improve a grade** - Students receiving a grade of D, F or NC may repeat the course immediately except for courses in impacted programs. When a course is repeated to improve a grade, the subsequent grade is used in determining the student's grade point average.

## STUDENT CLASSIFICATION

Students are classified in terms of the number of units they have completed and the units in which they are currently enrolled.

**Freshman:** A student who has earned from 0 to 29 <sup>1</sup>/<sub>2</sub> semester units of college credit.

**Sophomore:** A student who has earned from 30 to 60 semester units of college credit.

**Full-time:** A student enrolled in 12 or more semester units.

**Part-time:** A student enrolled in 11 <sup>1</sup>/<sub>2</sub> or fewer semester units.

**Post Associate Degree:** A student who has been awarded an A.A., A.S. or higher degree.

## STUDENT LOAD

A student load is defined as the total subjects and units carried in a program in any one semester. Fifteen units constitute the normal semester program; twelve units constitutes minimum full-time enrollment. In some cases, a semester program may require more than fifteen units for a student to complete a major in the normal two-year period.

Permission to carry an excess load of 20 <sup>1</sup>/<sub>2</sub> or more units may be granted to individuals depending on the excellence of their academic work. This permission is granted by the Academic Council. Petitions are available at the Office of Admissions and Records.

The California State Education Code specifies that each lecture hour of a community college class requires at least two hours of study outside of class. The following schedule is suggested for students who attend college and also work.

### Suggested Time Plan

IF YOU WORK (Hrs./Wk)	AND ENROLL IN (Lecture Hrs.)	AND STUDY (Recom- mended)	YOUR TOTAL LOAD IS (Hrs.Wk)
40	3	6	49
30	6	12	48
20	9	18	47
10	12	24	46
0	15	30	45

## STUDENT RESPONSIBILITIES

### Attendance and Participation

Students must attend the first meeting of their classes each semester in order to verify their class enrollments. Students failing to appear are withdrawn from class rolls.

Regular attendance and participation is required of all students enrolled in courses and laboratories at Solano College. This includes regular attendance, completion of examinations, assignments, participation in class activities and discussions. Instructors shall provide students with written statements describing course requirements, grading standards and course prerequisites.

Regular attendance is an obligation assumed by every student at the time of registration. Absences per semester should not exceed the number of hours or the number of days, as determined by the instructor, that a class meets per week. Absences in excess of the maximum may result in students being dropped from classes or having their grades lowered. Students who fail to attend their classes may be dropped by their instructors no later than the end of 62.5 percent of a full-term class, short-term class, or summer session.

Students have the responsibility for verifying their enrollment status. If students withdraw from classes, it is their responsibility to make sure that drop cards have been submitted to the Office of Admissions and Records or that they have completed RSVP telephone withdrawal.

It is the responsibility of students to know the status of their attendance records and to complete all academic work missed due to absences. Compliance with the above regulations may be waived in the presence of verifiable extenuating circumstances including accidents, illnesses, shift changes and temporary changes in military assignments. Students who are dropped from classes because of unsatisfactory attendance and/or participation may petition their instructors for class reinstatement. Instructors may reinstate a student by signing an add card and writing "Reinstate" on the card. The add card must be submitted to the Office of Admissions and Records.

### Attendance and Progress of Veterans

Veterans and their dependents must initiate their claim for educational benefits through the Veterans' Affairs Office on campus. After classes begin, students are required to notify the Veterans' Affairs Office promptly of any change in their unit loads or changes of address.

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Veterans should be aware that short-term classes, variable-unit courses and other flexible schedules may change the training time and affect benefits.

A veteran who is academically disqualified must contact a Veterans' Affairs Office staff member for specific details concerning readmission.

#### **Withdrawal from Class**

Students are responsible for officially withdrawing from classes and verifying that drop cards are submitted to the Office of Admissions and Records or that RSVP telephone withdrawal has been completed.

A student may withdraw from a class during the first four weeks of instruction by filing a drop card with the Office of Admissions and Records or by using RSVP telephone withdrawal. Courses dropped by the end of the first four weeks of instruction will not appear on the student's record.

Courses dropped after 30% of instruction through the end of 62.5% of instruction will be recorded as a "W" on the student's record. A student must petition the Academic Council for a "W" after the last day to drop if extenuating circumstances apply. Documentation shall be required.

Short-term or summer session courses, which are less than a full semester in length, dropped during the first 30% of the class will not appear on the student's record. Courses dropped 31% to 62.5% of the term/session will be recorded as a "W" on the student's record. Courses dropped after 62.5% of the term/session may be recorded as a "W" if extenuating circumstances apply.

The student must petition the Academic Council and provide documentation to verify cases of accidents, illnesses, or other circumstances beyond the control of the student.

#### **Withdrawal from College**

Students who find it necessary to drop all courses during the semester are required to fill out a Withdrawal Card at the Office of Admissions and Records or complete RSVP telephone withdrawal. Seeing a counselor is advised before deciding to withdraw. It is important to clear any debts owed to the College before leaving the College. Failure to withdraw properly could result in a failing grade.

#### **Academic Honesty**

The College community functions best when its members treat one another with honesty, fairness, respect and trust. Therefore, an individual should realize that deception for the purpose of individual gain is an offense against the members of the college community. Such instances of dishonesty include:

**Plagiarism:** Although difficult to define, plagiarism consists in taking the words or specific substance of another and either copying or paraphrasing the work without giving credit to the source. The following examples are only some of the many forms plagiarism may take.

1. Submitting a term paper, examination or other work written by someone else. This is a flagrant instance of plagiarism.
2. Failure to give credit in a footnote for ideas, statements of facts or conclusions derived by another.
3. Failure to use quotation marks when quoting directly from another, whether it be a paragraph, a sentence or even a part thereof.
- 4.. Close and extended paraphrasing of another.

**Cheating:** Using unauthorized notes, study aids, or information from another student or student's paper on an in-class examination; altering a graded work after it has been returned, then submitting the work for re-grading; and allowing another person to do one's work and to submit the work under one's own name.

**Fabrication:** Presenting data in a piece of work which were not gathered in accordance with guidelines defining the appropriate methods for collecting or generating data and failing to include a substantially accurate account of the method by which the data were generated or collected.

**Aiding and abetting dishonesty:** Providing material or information to another person with knowledge that these materials or information will be used improperly.

**Forgery, alteration or misuse of campus documents, records, or identification or knowingly furnishing false or incomplete information to a campus:** Altering documents affecting academic records; forging a signature of authorization or falsifying information on an official academic document, election form, grade report, letter of permission, petition, or any document designed to meet or exempt a student from an established College academic regulation.

**Sanctions:** Instances of alleged plagiarism or any other form of academic dishonesty may be referred to the Dean of Student Services for action in accordance with the established disciplinary procedures as set forth in Solano Community College Board Policy 5300. Following procedures consonant with due process, a student may be expelled, suspended, placed on social probation or given a lesser sanction if he or she is found to have committed an act of academic dishonesty. The totality of the particular circumstances, the student involved, and any relevant mitigating factors shall be considered in every case.

# Non-Traditional Learning

Solano Community College awards non-traditional credit for CLEP (College Level Examination Program), Credit by-Examination, Advanced Standing, USAFI/DANTES, formal military service schools, and military service. The maximum credit for all non-traditional credit accepted by Solano College may not exceed twenty-four (24) semester units.

Students planning to transfer to a four-year college or university should note that non-traditional credit accepted by Solano College may not be acceptable for transfer. Students should check with prospective transfer colleges regarding their policies on non-traditional credit.

## ADVANCED STANDING

Students may apply for advanced academic standing through waiver of certain courses as identified by academic divisions. To receive course waivers, the student must demonstrate knowledge of the subject to be waived through examination, previous study, or related work experience. Units are not awarded. Students who receive course waivers must complete the minimum number of units for the major and Associate Degree as required by the California Code of Regulations.

## CLEP EXAMINATIONS APPROVED AT SOLANO COLLEGE

Students who receive satisfactory scores on the CLEP (College Level Entrance Program) tests listed below will be awarded college credits for SCC equivalent courses. For more information contact the Office of Admissions and Records.

### General Examinations:

English Comp (with essay)	3 units	English 1
Humanities	3 units	Elective Credit
College Mathematics	3 units	Elective Credit
Natural Sciences	5 units	Elective Credit
Social Sciences & History	3 units	Elective Credit

### Subject Examinations:

College Algebra & Trigonometry	5 units	Math 4
American Government	3 units	Poli Sci 1
History of the United States: Early Colonizations to 1877	3 units	History 17
History of the United States II: 1865 to the Present	3 units	History 18
American Literature	6 units	English 30, 31
Analyzing & Interpreting Literature	3 units	English 2
English Literature	6 units	English 30, 31
College Composition	3 units	English 1
General Biology	5 units	Biology 2
Calculus with Elementary Functions	4 units	Math 20
General Chemistry	5 units	Chem 1 or 2

Introductory Psychology	3 units	Psychology 1
Human Growth/Development	3 units	Hum Dev. 38
Principles of Accounting	3 units	Accounting 1
Principles of Macroeconomics	3 units	Economics 1
Principles of Marketing	3 units	Marketing 171
Introductory Sociology	3 units	Sociology 1

## COLLEGE ENTRANCE EXAMINATION BOARD (CEEB)

### College Board Advanced Placement (AP) Examination Credit

Students who receive a score of 3, 4, or 5 on Advance Placement (AP) examinations are awarded college units for equivalent courses as indicated below. For more information you may contact the Office of Admissions and Records.

<u>Examination</u>	<u>Score</u>	<u>Credit Awarded</u>	<u>SCC Equivalent Course</u>
<b>English</b>			
Language & Comp	3,4,5	3 units	English 1
Lit & Composition	3	3 units	English 1
Lit & Composition	4,5	6 units	English 1, 2
<b>Foreign Languages</b>			
French Lang	3,4,5	5 or 3	French 3 or 11
French Lit	3,4,5	5 units	French 4
German Lang	4,5	5 units	German 4
German Lang	3	5 or 3	Germ 3 or 11
Latin (Vergil & Caltius/Horace)	3,4,5	3 units	Latin 3
Spanish Lang	4,5	5 or 3	Span 3 or 11
Spanish Lang	3	5 units	Spanish 2
Spanish Lit	4,5	5 units	Spanish 4
<b>Humanities</b>			
Studio Art	5	6 units	Art 1 - 48
Studio Art	3,4	3 units	Art 1 - 48
Studio Art (Draw)	5	6 units	Art 1 - 48
Studio Art (Draw)	3,4	3 units	Art 1 - 48
Art History	5	6 units	Art 1, 2
Art History	3,4	3 units	Art 1 or 2
U.S. History	3,4,5	6 units	Hist 17, 18
Eur History	3,4,5	6 units	Hist 4,5
Music Theory	3,4,5	3 units	Elective
<b>Natural Science</b>			
Biology	3,4,5	4 units	Bio Sci 15
Chemistry*	3,4,5	5 units	Chem 1
Computer Sc AB	3,4,5	3 units	CIS 22
Calculus AB	3,4,5	4 units	Math 20
Calculus BC	3,4,5	8 units	Math 20, 21
		or	Math 30, 31
Physics B*	3,4,5	4 units	Phys 2 and
		1 unit	Phys 3
Physics C*	3,4,5	4 units	Phys 6
<b>Social Science</b>			
Gov't & Pol of US	3,4,5	3 units	Pol Sci 1
Econ (Micro)	3,4,5	3 units	Econ 2
Econ (Macro)	3,4,5	3 units	Econ 1

\* Continuing Course: Determined by consultation with Division Dean and Division Faculty Member.

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## CREDIT-BY-EXAMINATION

Credit-by-examination is available for some courses that are not remedial or normally taught at or below the secondary education level. Courses eligible for credit-by-examination have been identified by the appropriate academic division. The amount of credit granted may not exceed the amount listed for the specific course in the college catalog.

To be eligible, the student must be enrolled currently at the College in at least one (1) graded course other than those being taken for credit-by-examination, be in good standing (overall 2.0 GPA) and have completed a minimum of 12 units in residence or will have completed a minimum of 12 semester units by the end of the current semester, exclusive of units to be earned by the credit-by-examination. All prerequisites must be met or waived by the Division Dean before a student takes an examination for credit, and no examination may be repeated. The maximum number of units that may be earned by credit-by-examination is 15. A petition for credit-by-examination must be filed with the Office of Admissions and Records no later than the FOURTH week of the semester.

If the petition for credit-by-examination is approved by the Division Dean, the student returns the petition to the Office of Admissions and Records. Eligibility will be checked and payment of a fee for preparation and administration of the examination in the amount of \$20 per course unit.

Students may obtain a copy of the policy and the credit-by-examination petition form from the Information Window at the Office of Admissions and Records.

## DISTANCE LEARNING/ON-LINE COURSES

Solano College offers three modes of non-traditional college courses for credit: Telecourses; Independent self-study courses; and On-Line courses available over the World Wide Web (WWW).

Telecourses utilize professionally produced video programs to replace the traditional, in-class lecture. Students enrolled in these courses must still purchase a textbook and travel to campus for meetings and examinations. However, because the traditional lecture has been replaced by video tapes, students enrolled in telecourses make only a few trips to campus during the semester. Most telecourse students watch or video tape the programs as they are broadcast over KVIE-TV Channel 6, Sacramento. VHS videotape cassettes are also available for students to view on campus.

Some video courses are offered which are not broadcast over the air. The video cassette used in these courses may be checked out in the library, or rented from an independent agency. All courses are transferable.

Independent, self-study courses enable students to participate and complete the course at their own pace. An example of such a course is "Biology by the Bay." All of these courses are offered on a credit/no credit grading basis (no credit grading means that no letter grade is assigned). Registrants must attend the orientation session on campus to complete enrollment. All courses are transferable.

On-Line courses utilize the World Wide Web and e-mail to create an educational experience that is completely independent of time and place. Students still purchase a text book and take tests, but they do most of the course work at a computer connected to the Internet. They work according to their own schedule, at home, in the office, or on general access computers on campus. All course materials, the syllabus, assignments, tests, and links to other Web resources, are contained on the course site. Students communicate with their instructor (and each other) by sending and receiving e-mail and by participating in "threaded discussions" (discussions that continue over time where students drop in to read the comments and to add their own). While on-line courses may not be for everyone, they are well suited for students who have busy schedules, who do not or can not travel to campus, who have access to a computer, and like the idea of going to class when it is convenient for them. All courses are transferable.

## FORMAL MILITARY SERVICE SCHOOLS

Elective college units may be allowed for the successful completion of college-level training in formal service schools as recommended by The Guide to the Evaluation of Educational Experiences in the Armed Services, published by the American Council on Education.

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## **INTERNATIONAL STUDY PROGRAM**

Solano College has joined with other California community colleges and the American Institute for Foreign Study (AIFS) to offer students the opportunity to study in London, Paris, /Florence, Barcelona, Guadalajara and, most recently, a summer session in San Jose, Costa Rica. To be eligible, a student must have completed 12 units of postsecondary college work at Solano or another regionally accredited institution, be 18 years of age or older, and have a cumulative grade point average of 2.5 or better. Courses offered through this program are usually transferable to other colleges and universities. Information regarding other overseas study abroad transfer programs, operated by the University of California or the California State University system, is available. Solano College has been affiliated with the Natural Security Education program of scholarships since its inception in the fall of 1993. The program offers full scholarships for approximately 300 undergraduates to study abroad. For more information, students are encouraged to contact the Counseling Office as early as possible in their college careers.

## **MILITARY SERVICE**

Solano College will grant six (6) elective units for military service if the person has a) spent at least one year in active service, and b) has received an honorable discharge. Active duty personnel should submit a copy of DD295 (veterans submit DD214) to the Office of Admissions and Records for evaluation. These units do not meet the health and physical education requirements for graduation.

## **TWO-WAY INTERACTIVE TELEVISION**

See the Solano College current *Schedule of Classes* for the offerings during a particular semester.

# Graduation Requirements

Associate Degrees and Certificates of Achievement are awarded at the close of each semesters, fall, spring and summer.

It is the responsibility of the student who expects to receive a degree or certificate to file a petition with the Office of Admissions and Records. See the Office of Admissions and Records Academic Calendar for deadline dates.

## Certificates of Achievement

A Certificate of Achievement recognizes a student's satisfactory completion of an organized program of study. A number of certificate programs are offered for students seeking specialized training in specific fields. Generally, students who complete the series of courses with a grade point average of 2.0 or higher in a certificate program are eligible to apply for the Certificate of Achievement.

Certificates of Achievement programs differ from degree programs in that students are not required to complete the general education requirements and in the total number of units required. All credits earned in a certificate program may be counted toward the A.A./A.S. Degree and, in some instances, credit for certificate courses may be transferred to four-year colleges.

To be eligible for a Certificate of Achievement, at least six semester units in the field or a closely related subject must be completed at Solano Community College.

Students may be awarded a Certificate of Achievement based on the requirements in this Catalog, or the Catalog in effect at the time of first enrollment, or when the certificate was first offered.

## Associate Degrees

Solano College offers two degrees, Associate in Art and Associate in Science. A degree may be granted upon successful completion of requirements in a major field of study, appropriate general education courses, and electives to total of at least 60 semester units. Students must petition for degrees as described above.

## Catalog Rights

Graduation requirements are determined according to the catalog in effect at the time of first enrollment. If enrollment is in any credit course and is continuous (at least one course is taken each academic year), then graduation requirements are taken from the catalog in effect at the time of first enrollment.

Students enrolled at another accredited public institution of higher education and meeting the SCC definition of continuous enrollment shall not lose their original catalog rights.

When a break in enrollment occurs, graduation requirements are determined according to the catalog in effect at the time of re-entry into continuous enrollment.

Leaves of absence must be requested and approved in advance of the term for which absence is anticipated. Leaves of absence must be approved by the Academic Council.

Students may choose to graduate under the catalog in effect at the time of the petition to graduate.

Each new catalog year begins with the summer session. Students may not complete general education requirements under one catalog and major requirements under another catalog.

### Total Units

A degree requires a minimum of 60 semester units of course work including 21 semester units of general education requirements. At least 12 semester units must be completed at Solano Community College. The student must maintain a cumulative grade point average of 2.0 (C) in all courses attempted.

### Major

A minimum of 18 semester units must be concentrated in a designated field of study, as outlined in one of the two-year degree programs.

### General Education Philosophy and Criteria Statements

General education represents the breadth component of a liberal arts education as compared with the in-depth study required for a major. The purpose of this requirement is to give students the opportunity to become acquainted with intellectual, social and aesthetic perspectives that can form the basis of an expanded plan for lifelong learning and enjoyment. In addition, it is designed to assist students in achieving an expanded context within which to explore their majors so as to enrich these specialized viewpoints.

This philosophy is intrinsic to the development of the following basic educational abilities and skills:

- To improve the essential communication skills of speaking, writing, reading and listening.
- To understand the heritage and culture of one's own society and the society of others.
- To provide opportunities to gain information which could aid students in making realistic career decisions.
- To provide the opportunity for students to achieve competence in mathematics and analytical thinking appropriate to their needs.
- To provide educational experiences for students to gain understanding and appreciation in the basic areas of knowledge: the social and behavioral sciences, the natural sciences, and the humanities which will provide an opportunity for cultural, intellectual and personal growth.
- To develop insight and knowledge in the area of self-understanding.
- To develop the knowledge and understanding of the rights, responsibilities and privileges involved in becoming a participating citizen in a democratic society.
- To develop an understanding of technological developments and the effects these will have on society today and in the future.

### **Cross-Cultural Studies Requirement**

The general education requirement for an Associate Degree from Solano Community College includes a 3-unit Cross-Cultural Studies course. Courses that satisfy this requirement are listed under "Area E."

Additional courses will be developed and added to the curriculum in the future; however, any Cross-Cultural Studies course, either current or future, may be used by students to satisfy this requirement even if that course first appears in a Catalog subsequent to the beginning of the student's course of study.

### **General Education Structure**

There are two options available for completing the General Education requirements for the Associate Degree. Requirements for Option A and Option B are listed below.

### **Option A** (Minimum 21 Units)

A minimum of 3 units is required from Areas A, B-1, C, D-1, D-3 and E. The remaining required 3 units may be selected from all courses listed under Areas A, B-1, B-2, C, D-3, or E. The area D-2 reading requirement may be met by an exam or an approved reading course.

Courses with the same prefix as the student's major may not be used to fulfill general education requirements. Exceptions: Electronics (Area D-3), English 1 (Area D-1), and Mathematics (Area D-3).

If two courses are selected from the same General Education Area, they must have a different prefix for both to be used in satisfying general education requirements. Exceptions: English and Mathematics (Area D).

The same course can only be used in one area in satisfying general education requirements.

#### **Area A - Natural Sciences** (Minimum 3 units)

**Physical Science:** Astr 10; Chem 1, 2, 3, 4, 5, 10, 11, 160; Engr 30; Geol 1, 2, 3, 4, 5; Meter 10; PhySc 12; Phys 2, 4, 6, 7, 8, 10.

**Biological Sciences:** BioSc 1, 2, 5, 6, 10, 12, 14, 15, 16, 18.

Other courses that may be used in satisfying this requirement: Anth 1; Nutri 10; Geog 1; OHort 50.

#### **Area B - Social and Behavioral Studies** (Minimum 3 units)

1. AmSt 1, 2; Hist 17, 18, 28, 29, 37; PolSc 1, 5, 60; Socio 2.

**The following courses do not fulfill the Area B requirement but may be used to fulfill the minimum 21-unit general education requirement:**

2. Anth 2, 7; Coun 50, 55, 83; CrimJ 1; Econ 1, 2; Geog 2, 4; Hist 7, 10, 24, 25, 26, 27, 30, 31, 32, 33; Hu Dv 38, 39, 40, 50, 53, 58, 70; Journ 11; PolSc 2, 3, 6, 16; Psych1, 2, 4, 5, 10, 20, 24, 30; SocSc 10, 22, 23, 25, 26, 27, 28; Socio 1, 23.

**Area C -  
Humanities**  
(Minimum 3 units)

Am Studies 1, 2; Art 1, 2, 10, 11, 12; Cinma10, 11;  
Engl 2, 12, 13, 14, 16, 17, 18, 21, 23, 24, 25, 30, 31, 32,  
33, 34, 35, 36, 37, 38, 40, 41, 44, 58; FrLng 1-4, 11, 25,  
31-34; Hist 2, 3, 4, 5, 19, 20; Humn 1, 2, 3; Music 5, 7,  
8, 9, 10, 11, 13, 14, 15, 17, 20, 21, 24, 25, 26; Phlos 3,  
4, 5, 31, 32; Photo 35; Span 25, Speech 15; Thea 6,  
10, 11, 13; TV 50.

**Area D -  
Language and Rationality**  
(Minimum 6 units)

All three sections (D1, 2, & 3) must be satisfied  
including one course selected from 1 and 3 below:

1. Writing: Engl 1 OR \*Engl 51 (English  
requirement).

\*English 51 may be used in some vocational  
programs. See the "Programs" section of this catalog.

2. Reading: This requirement may be satisfied by  
any of the options listed below:

a) Achieve a college level score (28 and above)  
on Solano College's Reading Assessment  
examination.

**OR**

b) Achieve a grade of "C" or better in a  
college-level reading class: Engl 62, or a  
special program of study in the Reading Lab  
to be developed for students scoring  
between 25-27 on Solano College's Reading  
Assessment examination.

**OR**

c) Present proof of one of the following:  
1) An Associate degree or higher from an  
accredited institution.  
2) A grade of "C" or better in a college-level  
reading course from another community  
college.  
3) College-level reading test scores from  
another college, or a score of 500 or  
better on the verbal section of the SAT.

3. Communication and Analytical Thinking  
(mathematics requirement). This requirement  
may be satisfied by any of the options listed  
below:

a) Three units of any course offered by the  
Mathematics Department except Math 304.

**OR**

b) Ectrn 132 and 133, or 134 and 135, or 140, or  
141 when required by a two year electronics  
major.

**OR**

c) A qualifying score on a designated  
achievement test AND a minimum of 3  
units from the courses listed below.

CIS 1, 10, 20, 22, 23, 25  
Engl 4, 20, 62, 65  
Math 2, 4, 11, 12, 15, 20, 21, 22, 23, 30, 31,  
40, 51, 52, 103, 104, 109, 110  
Phlos 1  
Speech 1, 2, 6, 10, 60

**Area E -  
Cross-Cultural Studies**  
(Minimum 3 units)

Art 12, Cinma 11, Coun 55, Engl 36, Hist 37, Hu Dv  
53, Humn 3, Music 13, PolSc 5, SocSc 22, Thea 13.

**Local District Requirement  
Health/Physical Education**

Two Physical Education activity courses (P.E. 1.1  
through P.E. 9.30) or two Intercollegiate Athletic  
sports or any combination thereof that equates to  
two exposures.

-or-

One Health Education course (Health Ed. 2, or 3)  
and one Physical Education activity course (P.E. 1.1  
through P.E. 9.30) or one Intercollegiate Athletic  
sport.

**Exemption:** Students with a certified medical excuse.

**Option B**

To satisfy the general education requirements for  
the Associate Degree, completion of IGETC  
requirements may be used in lieu of the Solano  
College requirements listed in Option A.

By completing a total of 60 units including IGETC,  
a student will qualify for a Liberal Arts degree.  
Students may qualify for additional degrees if they  
have completed major requirements listed  
elsewhere in this Catalog.

**Cross Cultural Requirement**

At least one of the following cross-cultural courses  
must be completed in order to use this option to  
fulfill the Solano College general education  
requirement:

Art 12, Cinma11, Coun 55, Engl 36, Hist 37, HuDv  
53, Humn 3, Music 13, PolSc 5, SocSc 22, Thea 13.

The IGETC requirements and the Solano College courses which satisfy the requirements (2000-2001) are as follows:

**Solano College 2000-2001 IGETC Courses** - All courses must be completed with a "C" or better.

**Area 1 -**

**English Communications**

*CSU—3 courses required, one from each group below.*

*UC—2 courses required, one each from Group A and B.*

**Group A: English Composition** (1 course, 3 semester or 4-5 quarter units): Engl 1

**Group B: Critical Thinking** (1 course, 3 semester or 4-5 quarter units): Engl 2, 4; Phlos 5

**Group C: Oral Communications (CSU requirement only)** (1 course, 3 semester or 4-5 quarter units): Speech 1, 2, 6

**Area 2 -**

**Mathematical Concepts and Quantitative Reasoning**

*(1 course, 3 semester or 4-5 quarter units)*

Math 2\*, 4\*, 11, 12, 15, 20\*, 21\*, 22\*, 23, 30\*, 31\*, 40.

**Area 3 -**

**Arts and Humanities**

*(At least 3 courses, with at least one from the Arts and one from the Humanities; 9 semester or 12-15 quarter units.)*

**Arts**

Art 1, 2, 10, 11, 12; Cinma 10, 11; Music 5\*, 7, 8, 13; Photo 35; Thea 6, 10, 11, 13.

**Humanities**

Amst 1, 2; Engl 12, 13, 14, 16, 17, 18, 21, 23, 24, 25, 30, 31, 32, 33, 34, 35, 36, 37, 38, 40, 41, 44; Frnch 3, 4; Germn 3, 4; Hist 2, 3, 4, 5, 7, 10, 17, 18, 19, 20, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 37; Humn 1, 2, 3; Phlos 3, 4, 31, 32; Span 3, 4, 25.

**Area 4 -**

**Social and Behavioral Sciences**

*(At least 3 courses from at least 2 disciplines or an interdisciplinary sequence; 9 semester or 12-15 quarter units.)*

**4A Anthropology and Archaeology**

Anth 2, 7

**4B Economics**

Econ 1, 2

**4C Ethnic Studies**

PolSc 5; SocSc 22, 23, 25, 26

**4E Geography**

Geog 2, 4

**4G Interdisciplinary, Social & Behavioral Science**

Hu Dv 38, 39; Journ 11; SocSc 25, 26, 27, 28

**4H Political Science, Gov. & Legal Institutions**

Polsc 1, 2, 3, 5, 6, 16

**4I Psychology**

Psych 1, 2, 4, 5, 10, 20, 24, 30 (Socio 30), 34; Socio 30 (Psych 30)

**4J Sociology & Criminology**

Psych 30 (Socio 30); Socio 1, 2, 23, 30 (Psych 30), 40

**Area 5 -**

**Physical and Biological Sciences**

*(At least 2 courses, one Physical Science course and one Biological Science course; at least one must include a laboratory (indicated by "L" in parentheses); 7-9 semester or 9-12 quarter units.)*

**Physical Science**

Astr 10; Chem 1(L), 2(L), 3(L)\*, 4(L)\*, 5(L), 10(L)\*, 11(L)\*; Geog 1; Geol 1, 2(L), 3, 4(L), 5; Meter 10; Phys 2(L)\*, 4(L)\*; 6(L)\*, 7(L)\*, 8(L)\*, 10\*; PhySc 12(L)\*.

**Biological Sciences**

Anth 1; BioSc 1(L), 2(L)\*, 5(L)\*, 6(L)\*, 10(L)\*, 14(L), 15(L)\*, 16\*, 18.

**Language Other Than English (UC Requirement Only)**

*Proficiency equivalent to two years of high school study in the same language.*

Frnch 1, 31\* & 32\*; Germn 1, 31\* & 32\*; Ital 31\* & 32\*; Latin 1, 2; Span 1, 31\* & 32\*.

*\*Indicates that transfer credit may be limited by either UC or CSU or both.*

**Transfer of Credit From Other Colleges**

Only those courses designated as lower division courses by accredited colleges may be accepted for transfer to a degree or certificate program.

# Transfer to Four-Year Colleges & Universities

While it is ultimately students' responsibility to adhere to transfer admissions requirements and application deadlines, Solano College counselors can help students keep up to date with the complex array of transfer requirements. To ensure transfer admission, particularly into competitive majors, students should see a counselor early in their educational experience in order to develop an education plan that includes transfer prerequisites that are common to a number of public and private four-year colleges and universities. In addition, students are urged to study the catalogs of those schools and, if possible, visit those campuses. Catalogs and detailed transfer information are available in the **COUNSELING, CAREER, and TRANSFER CENTERS**. Information regarding general education requirements for the California State University system and the University of California system are summarized in this catalog.

**Obtaining regular counselor assistance with transfer education planning is essential for successful transition to four-year universities and colleges.**

## Transfer Admission Agreements (TAA)

A Transfer Admission Agreement (TAA) is a formal, written agreement that outlines the courses you must complete before transferring, states the grade point average you must earn and any special requirements.

After the TAA is written, you sign the agreement, along with a counselor and the representative from the four year college. The current colleges and universities that we have agreements with are:

- **CSU Sacramento (Transfer Admission Commitment)**

A written agreement to grant admission upon completion of specific courses at SCC.

- **UC Davis**

TAA's written up to one year before transferring.

## Spring in Davis

Students with TAA's for Fall may take one class at Davis in Spring at no cost.

## Crossover Enrollment

Crossover enrollment enables eligible full-time Solano College students to explore the CSU and UC experience. We have crossover enrollment programs with: UC Berkeley, UC Davis, CSU Hayward, CSU Sacramento and California Maritime Academy.

## Aerospace Studies (Air Force ROTC)

Air Force Reserve Officer Training Corps (AFROTC) is available to Solano Community College students through a program offered at California State University, Sacramento (CSUS). The CSUS Department of Aerospace Studies offers two-, three-, or four-year programs leading to a commission in the United States Air Force. All coursework (12 or 16 semester units) is completed on the CSUS campus. Drills and courses are normally offered on Tuesdays, Wednesdays and Thursdays. Field Training is conducted during part of the summer at an active Air Force base, normally between the student's sophomore and junior years.

Upon completion of all the program requirements for a Bachelor's degree, cadets are commissioned second lieutenants in the Air Force and serve a minimum of four years on active duty. Graduates who are qualified and are selected may enter pilot or navigator training after graduation, or serve in a specialty consistent with their academic major, individual goals, and existing Air Force needs. Graduates may request a delay of entry on active duty to continue their education or may apply for Air Force sponsored graduate study to begin immediately upon entry on active duty. Due to firm scheduling requirements for the AFROTC program, students are encouraged to work closely with their academic advisors in planning this academic program.

AFROTC offers 3-year and 2-year scholarships to qualified students. Applications are accepted in any academic discipline; however, particular emphasis is usually given to applicants in the fields of engineering computer science, mathematics, and physics.

Application to the AFROTC program should normally be no later than during the first semester of a student's sophomore year. Juniors, seniors and graduate students may also apply under certain conditions. Contact the Unit Admissions Officer in the Aerospace Studies Department at CSUS, telephone (916) 278-7315, for information on the program or the entry process.

## CSU, Sacramento on the Spot Admission

On-the-Spot Admission is offered at Solano College by CSU Sacramento. Sacramento State Admissions Counselors visit our campus and will admit students who are eligible On-the-Spot.

## **Cooperative Admissions Program (CAP)**

CAP is an admissions program for high school seniors interested in guaranteed admission to UC Berkeley. While Cal may not admit one as a freshman, if minimally eligible, they will offer guaranteed admission after completing 60 transferable units and a 3.0 GPA at Solano College. Interested UC eligible students should apply for freshman admission to Cal in November of their senior year. If denied, the CAP alternative will be offered. This program is offered to Letters & Science applicants and a selected number of College of Engineering applicants (3.5 transferable GPA is required in Engineering.)

## **UC Berkeley Concurrent Enrollment Program**

This program provides an opportunity for transfer bound Solano College students to enroll for free in UCB lower division courses on a space available basis. Information workshops are provided in November and May.

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

The IGETC is a series of courses that community college students can use to satisfy lower division general education requirements at any CSU or UC campus. The IGETC will provide an option to the California State University General Education Requirements.

IGETC will permit a student to transfer from a community college to a campus in either the California State University or the University of California system without the need, after transfer, to take additional lower-division, general education courses to satisfy campus G.E. requirements. (There are a few exceptions to this statement. See a Counselor for more information.)

Completion of the IGETC is not a requirement for transfer to a CSU or UC, nor is it the only way to fulfill the lower-division general education requirements of the CSU or UC prior to transfer. Students may find it advantageous to take courses fulfilling CSU's general education requirements or those of a particular UC campus.

**Solano College 2000-2001 IGETC Courses** - All courses must be completed with a "C" or better.

### **Area 1 -**

#### **English Communications**

*CSU—3 courses required, one from each group below.*

*UC—2 courses required, one each from Group A and B.*

**Group A: English Composition** (1 course, 3 semester or 4-5 quarter units): Engl 1

**Group B: Critical Thinking** (1 course, 3 semester or 4-5 quarter units): Engl 2, 4; Phlos 5

**Group C: Oral Communications (CSU requirement only)** (1 course, 3 semester or 4-5 quarter units): Speech 1, 2, 6

### **Area 2 -**

#### **Mathematical Concepts and Quantitative Reasoning**

*(1 course, 3 semester or 4-5 quarter units)*

Math 2\*, 4\*, 11, 12, 15, 20\*, 21\*, 22\*, 23, 30\*, 31\*, 40.

### **Area 3 -**

#### **Arts and Humanities**

*(At least 3 courses, with at least one from the Arts and one from the Humanities; 9 semester or 12-15 quarter units.)*

#### **Arts**

Art 1, 2, 10, 11, 12; Cinma 10, 11; Music 5\*, 7, 8, 13; Photo 35; Thea 6, 10, 11, 13.

#### **Humanities**

Amst 1, 2; Engl 12, 13, 14, 16, 17, 18, 21, 23, 24, 25, 30, 31, 32, 33, 34, 35, 36, 37, 38, 40, 41, 44; Frnch 3, 4; Germn 3, 4; Hist 2, 3, 4, 5, 7, 10, 17, 18, 19, 20, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 37; Humn 1, 2, 3; Phlos 3, 4, 31, 32; Span 3, 4, 25.

### **Area 4 -**

#### **Social and Behavioral Sciences**

*(At least 3 courses from at least 2 disciplines or an interdisciplinary sequence; 9 semester or 12-15 quarter units.)*

#### **4A Anthropology and Archaeology**

Anth 2, 7

#### **4B Economics**

Econ 1, 2

#### **4C Ethnic Studies**

PolSc 5; SocSc 22, 23, 25, 26

#### **4E Geography**

Geog 2, 4

#### **4G Interdisciplinary, Social & Behavioral Science**

Hu Dv 38, 39; Journ 11; SocSc 25, 26, 27, 28

#### **4H Political Science, Gov. & Legal Institutions**

Polsc 1, 2, 3, 5, 6, 16

#### **4I Psychology**

Psych 1, 2, 4, 5, 10, 20, 24, 30 (Socio 30), 34; Socio 30 (Psych 30)

#### **4J Sociology & Criminology**

Psych 30 (Socio 30); Socio 1, 2, 23, 30 (Psych 30), 40

**Area 5 -  
Physical and Biological Sciences**

(At least 2 courses, one Physical Science course and one Biological Science course; at least one must include a laboratory (indicated by "L" in parentheses); 7-9 semester or 9-12 quarter units.)

**Physical Science**

Astr 10; Chem 1(L), 2(L), 3(L)\*, 4(L)\*, 5(L), 10(L)\*, 11(L)\*; Geog 1; Geol 1, 2(L), 3, 4(L), 5; Meter 10; Phys 2(L)\*, 4(L)\*; 6(L)\*, 7(L)\*, 8(L)\*, 10\*; PhySc 12(L)\*.

**Biological Sciences**

Anth 1; BioSc 1(L), 2(L)\*, 5(L)\*, 6(L)\*, 10(L)\*, 14(L), 15(L)\*, 16\*, 18.

**Language Other Than English (UC Requirement Only)** Proficiency equivalent to two years of high school study in the same language.

Frnch 1, 31\* & 32\*; Germn 1, 31\* & 32\*; Ital 31\* & 32\*; Latin 1, 2; Span 1, 31\* & 32\*.

**CSU Graduation Requirement in U.S. History, Constitution and American Ideals** (Not part of IGETC; may be completed prior to transfer.) 6 units, one course from Group 1 and one course from Group 2 below:

**Group 1** - PolSc 1, 5.

**Group 2** - AmSt 1, 2; Hist 17, 18, 28, 29, 37.

NOTE: Courses used to meet this requirement may not be used to satisfy requirements for IGETC.

\*Indicates that transfer credit may be limited by either UC or CSU or both.

**California Articulation Number (CAN)**

The California Articulation Number (CAN) System identifies some of the transferable, lower division, introductory (preparatory) courses commonly taught on California college campuses.

The system assures students that CAN courses on one participating campus will be accepted "in lieu of" the comparable CAN courses on another participating campus. For example: CAN ECON 2 on one campus will be accepted for CAN ECON 2 on every other participating campus. Each campus retains its own numbering system, but adds the CAN designation parenthetically in its publications. It is expected the most campuses throughout the state will qualify courses to use the California Articulation Numbers. Check with counseling offices, academic advising offices, or articulation officers for current listings of CAN courses and campuses participating in the CAN System. A CAN CATALOG listing campuses and courses is published biannually.

**Solano College CAN Courses**

<u>SCC Course</u>	<u>CAN Number</u>
CrimJ 1	CAN AJ 2
CrimJ 2	CAN AJ 4
CrimJ 51	CAN AJ 8
CrimJ 53	CAN AJ 6
Anth 1	CAN ANTH 2
Anth 2	CAN ANTH 4
Anth 7	CAN ANTH 6
Art 1	CAN ART 2
Art 2	CAN ART 4
Art 1+2	CAN ART SEQ A
Art 4	CAN ART 24
Art 6	CAN ART 14
Art 7	CAN ART 22
Art 15	CAN ART 8
Art 17	CAN ART 10
Art 23	CAN ART 6
Art 31	CAN ART 12
Art 39	CAN ART 20
Photo 30	CAN ART 18
BioSc 1+2	CAN BIOL SEQ A
BioSc 5	CAN BIOL 12
BioSc 6	CAN BIOL 10
BioSc 5+6	CAN BIOL SEQ B
Acct 1	CAN BUS 2
Acct 2	CAN BUS 4
Acct 1+2	CAN BUS SEQ A
Bus 18	CAN BUS 12
Chem 1	CAN CHEM 2
Chem 2	CAN CHEM 4
Chem 1+2	CAN CHEM SEQ A
Chem 5	CAN CHEM 12
Chem 10	CAN CHEM 6
Chem 11	CAN CHEM 8
Chem 10+11	CAN CHEM SEQ B
CIS 10	CAN CSCI 8
CIS 20	CAN CSCI 10
CIS 25	CAN CSCI 4
Thea 1	CAN DRAM 8
Thea 3	CAN DRAM 12
Thea 8	CAN DRAM 14
Thea 20	CAN DRAM 10
Econ 1	CAN ECON 2
Econ 2	CAN ECON 4
Engl 1	CAN ENGL 2
Engl 2	CAN ENGL 4
Engl 1+2	CAN ENGL SEQ A
Engl 6	CAN ENGL 6
Engl 21	CAN ENGL 20
Engl 23	CAN ENGL 18
Engl 30	CAN ENGL 14
Engl 31	CAN ENGL 16
Engl 30+31	CAN ENGL SEQ C
Engl 40	CAN ENGL 8
Engl 41	CAN ENGL 10
Engl 40+41	CAN ENGL SEQ B
Engr 30	CAN ENGR 8
Engr 45	CAN ENGR 4
Frnch 1	CAN FREN 2
Frnch 2	CAN FREN 4
Frnch 1+2	CAN FREN SEQ A
Frnch 3	CAN FREN 8
Frnch 4	CAN FREN 10
Frnch 3+4	CAN FREN SEQ B
Geog 1	CAN GEOG 2
Geog 2	CAN GEOG 4
Geol 1+2	CAN GEOL 2
Geol 3+4	CAN GEOL 4
Germn 1	CAN GERM 2
Germn 2	CAN GERM 4
Germn 1+2	CAN GERM SEQ A
Germn 3	Can GERM 8
Germn 4	CAN GERM 10

Germn 3+4	CAN GERM SEQ B
PolSc 1	CAN GOVT 2
FashD 31	CAN H EC 6
HuDv 40	CAN H EC 12
Nutri 10	CAN H EC 2
Hist 4	CAN HIST 2
Hist 5	CAN HIST 4
Hist 4+5	CAN HIST SEQ A
Hist 17	CAN HIST 8
Hist 18	CAN HIST 10
Hist 17+18	CAN HIST SEQ B
Journ 1	CAN JOUR 2
Journ 11	CAN JOUR 4
Math 2	CAN MATH 10
Math 4	CAN MATH 16
Math 11	CAN STAT 2
Math 12	CAN MATH 2
Math 15	CAN MATH 12
Math 20	CAN MATH 18
Math 21	CAN MATH 20
Math 20+21	CAN MATH SEQ B
Math 22	CAN MATH 22
Math 20+21+22	CAN MATH SEQ C
Math 23	CAN MATH 24
Math 30	CAN MATH 30
Math 31	CAN MATH 32
Math 30+31	CAN MATH SEQ D
Math 40	CAN MATH 26
Math 51	CAN MATH 8
Music 8	CAN MUSIC 8
Phlos 3	CAN PHIL 2
Phlos 4	CAN PHIL 4
Phys 2	CAN PHYS 2
Phys 4	CAN PHYS 4
Phys 2+4	CAN PHYS SEQ A
Phys 6	CAN PHYS 8
Phys 7	CAN PHYS 12
Psych 2	CAN PSY 2
Socio 1	CAN SOC 2
Socio 2	CAN SOC 4
Span 1	CAN SPAN 2
Span 2	CAN SPAN 4
Span 1+2	CAN SPAN SEQ A
Span 3	CAN SPAN 8
Span 4	CAN SPAN 10
Span 3+4	CAN SPAN SEQ B
Speech 1	CAN SPCH 4
Speech 6	CAN SPCH 6

## California State Universities (CSU) Undergraduate Transfer Admission Requirement

**Lower Division Transfer Admission Requirements\***—  
Students are eligible for admission if they:

- Have completed 55 or fewer transferable semester college units (83 quarter units).
- Have a college grade point average of 2.00 or better in all transferable college units completed.
- Are in good standing at the last college or university attended, i.e. they are eligible to re-enroll.
- Meet the admission requirements for a first-time freshman or have successfully completed necessary courses to make up the deficiencies they had in high school if they did not complete the 15-unit pattern of college preparatory subjects.
- Meet the eligibility index required of a freshman.

## Upper Division Transfer Admission Requirements\*

Students are eligible for admission if they:

- Have completed 56 or more transferable semester college units (84 quarter units).
- Have a college grade point average of 2.00 or better (2.40 for non-California residents) in all transferable college units completed.
- Are in good standing at the last college or university attended, i.e., they are eligible to re-enroll.
- Have completed or will complete prior to transfer at least 30 semester units (45 quarter units) of courses equivalent to general education requirements with a grade of C or better. The 30 units must include all of the general education requirements in communication in the English language (English composition, oral communication, and critical thinking) and at least one course of at least 3 semester units (4 quarter units) required in college level mathematics.

\*Transfer applicants are required to submit final college transcripts prior to attendance in CSU classes. A final review will be done to verify the student's successful completion of the courses. If the student did not complete the courses, the CSU campus may delay or cancel the student's admission or enrollment until the student successfully completes the required courses. (NOTE: Some CSU campuses will admit transfer students based on courses "in progress," and some will not. Students should contact the specific campus(es) or obtain their published or electronic materials for specific campus information.)

## Identification of Baccalaureate Level Courses— California State Universities

1. Courses numbered 1 through 99 transfer for entrance and elective credit to all California State Universities.
2. Vocational courses designated for two-year programs are transferable for the Bachelor of Vocational Education (BVE) or other directly related four-year programs. For additional information about four-year vocational degree programs, contact a counselor.

## **General Education Breadth Requirements**

Requirements for graduation from California State Universities include the completion of specific courses in general education. The requirements may be met by completing a total of 48 semester units in the following categories:

- A. A minimum of nine semester units in communication in the English language, to include both oral communication and written communication, and in critical thinking, to include consideration of common fallacies in reasoning.
- B. A minimum of 12 semester units to include inquiry into the physical universe and its life forms, with some immediate participation in laboratory activity, and in math concepts and quantitative reasoning and their applications.
- C. A minimum of 12 semester units from the arts, literature, philosophy, and foreign languages.
- D. A minimum of 12 semester units dealing with human social, political, and economic institutions and behavior and their historical background.
- E. A minimum of three semester units in study designed to equip human beings for lifelong understanding and development of themselves as integrated physiological and psychological entities.

Thirty-nine units of general education requirements that are completed at Solano College may be certified on the student's transcript. The remaining nine units must be upper division courses taken at the California State University from which the student will receive his/her Baccalaureate Degree.

### **Solano Community College 2000-2001 CSU General Education Breadth Requirements**

#### **Area A -**

#### **Communication in the English Language**

*(Minimum of 9 units)*

One course required from each of A1, A2, and A3.

#### **A-1 Oral Communication**

Speech 1

#### **A-2 Written Communication**

Engl 1

#### **A-3 Critical Thinking**

Phlos 1, 5; Engl 2, 4; Speech 6

#### **Area B -**

#### **Physical Universe and Life Forms**

*(Minimum of 12 units, 9 at SCC)*

Select one physical science and one life science (one lab required) and one mathematics course.

#### **B-1 Physical Science**

Astr 10; Chem 1\*, 2\*, 3\*, 4\*, 5\*, 10\*, 11\*; Engr 30; Geog 1; Geol 1, 2\*, 3, 4\*, 5; Meter 10; Phys 2\*, 4\*, 6\*, 7\*, 8\*, 10; PhySc 12\*.

#### **B-2 Life Science**

Anth 1; BioSc 1\*, 2\*, 5\*, 6\*, 10\*, 12, 14\*, 15\*, 16.

#### **B-3 Lab Course**

Any course in groups B-1 or B-2 with an asterisk.

#### **B-4 Mathematics**

MATH 2, 4, 11, 12, 15, 20, 21, 22, 23, 28, 29, 30, 31, 40, 51.

#### **Area C -**

#### **The Arts, Literature, Philosophy and Foreign Languages**

*(Minimum of 12 units, 9 at SCC)*

Select at least one course in each of the two categories, arts and humanities.

#### **C-1 Arts**

Art 1, 2, 10, 11, 12; Cinma 10, 11; Music 5, 7, 8, 13; Photo 35; Thea 1, 2, 5, 6, 10, 11, 13.

#### **C-2 Humanities**

AmSt +1#, +2#; Engl 6, 7, 12, 13, 14, 16, 17, 18, 21, 23, 24, 25, 30, 31, 32, 33, 34, 35, 36, 37, 38, 40, 41, 44, 58; FrLng 1, 2, 3, 4, 11, 31, 32, 33, 34; Humn 1, 2, 3; Phlos 3, 4, 31, 32; Span 25.

#### **Area D -**

#### **Social, Political and Economic Institutions**

*(Minimum of 12 units, 9 at SCC)*

Select courses from at least two different course prefixes.

#### **D-1 Anthropology and Archaeology**

Anth 2, 7.

#### **D-2 Economics**

Econ 1, 2.

#### **D-3 Ethnic Studies**

Coun 55; Hist 24, 25, 28#, 29#, 31, 33; PolSc 5#; Psych 24; SocSc 22, 23, 25, 26, 27; Socio 23.

#### **D-4 Gender Studies**

Hist 37#; Psych 10.

#### **D-5 Geography**

Geog 2, 4.

### **D-6 History**

Hist 2, 3, 4, 5, 7, 10, 17#, 18#, 19, 20, 24, 26, 27, 28#, 29#, 30, 31, 32, 33, 37#.

### **D-7 Interdisciplinary Social or Behavioral Science**

AmSt +1#, +2#; Journ 11; Psych 30 (Socio 30); SocSc 28; Socio 30 (Psych 30); TV 50.

### **D-8 Political Science, Government & Legal Institutions**

CrimJ 1; PolSc 1#, 2, 3, 5#, 6, 16, 60.

### **D-9 Psychology**

Psych 1, 2, 4, 5, 10, 24.

### **D-0 Sociology and Criminology**

Socio 1, 2, 23, 40.

### **Area E -**

#### **Lifelong Understanding and Self-Development**

*(Minimum of 3 units)*

BioSc 18; Bus 58 (Coun 58, Hu Dv 58); Coun 58 (Bus 58, Hu Dv 58), 83; H E 2; Hu Dv 40, 50, 58 (Bus 58, Coun 58), 70; Nutri 10; Psych 20, 34.

**No more than 30 semester units may be certified from Areas B, C, and D combined.**

A student may take a maximum of 39 of the 48 units at Solano Community College toward meeting the general education requirement. The remaining 9 units must be completed in upper division at the California State University.

- \* Lab Course
- + May be used in only one area
- # Meets American Institutions requirement

### **American History and Institutions Requirement**

Every student must demonstrate a knowledge of American history and institutions to graduate from a California State University. The requirement can be completed at Solano College by taking Political Science 1 or 5 and either History 17 or 18 or 28 or 29 or 37, or American Studies 1 or 2.

## **University of California**

### **Planning to Transfer**

Transfer students need to plan their coursework carefully. Courses they take should, first, help them meet the minimum admission requirements for transfer. In addition, students should select community college courses that partially or completely fulfill a variety of other University requirements. *All courses students take to meet University requirements must be transferable to UC.*

Students increase their chances for admission and success after transferring if they develop and follow a pre-transfer plan of college coursework. Many prospective transfer students know which UC campus and program they wish to attend and have a general knowledge of University requirements, however, this is not enough to ensure a successful transfer. It is essential that students research the specific requirements of their intended major and campus and the community college courses that are approved to meet these requirements.

Knowing what the requirements are and planning their community college program around them will maximize students' chances for admission to their first-choice campus and program. Meeting requirements in advance will give students more freedom when selecting courses once they enroll in the University. They may also be able to complete their undergraduate education within four years, without having to attend additional terms to meet requirements or take prerequisites.

Information to assist in the transfer process is available in a variety of UC publications, including *Answers for Transfers* and the campus *General Catalog*. Solano College's UC Transferable Course Agreement and the articulation agreements with UC campuses are available online (at [www.assist.org](http://www.assist.org)).

Contact a counselor for details and specific information on UC transfer requirements.

### **California Residents**

There are several ways to meet the University's minimum admission requirements for transfer students. In all cases, applicants must have at least a C (2.0) average in all transferable coursework:

1. Students who were eligible for admission to the University when they graduated from high school (secondary school)--meaning they satisfied the Subject, Scholarship, and Examination Requirements--are eligible to transfer if they have a C (2.0) average in their transferable college coursework.
2. Students who met the Scholarship Requirement, but not the Subject Requirement, must take *transferable* college courses in the missing subjects, earning a grade of C or better in each required course, and have an overall C (2.0) average in all transferable coursework to be eligible to transfer.
3. Students who met the Scholarship Requirement but not the Examination Requirement must complete a minimum of 12 semester (18 quarter) units of transferable work and earn an overall C (2.0) average in all transferable college coursework completed.

- 
4. Students who were not eligible for admission to the University when they graduated from high school because they did not meet the Scholarship Requirement must:
- Complete 90 quarter units or 60 semester units of transferable college credit with a grade-point average of at least 2.4, and;
  - Complete the following course pattern, earning a grade of "C" or better in each course:
    - two transferable college courses (3 semester or 4-5 quarter units each) in English composition; and
    - one transferable college course (3 semester or 4-5 quarter units) in mathematical concepts and quantitative reasoning; and
    - 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, the physical and biological sciences.

(Students who satisfy the IGETC prior to transferring to UC will satisfy Option 4b above of the new transfer admission requirements.)

### **Nonresidents**

The minimum admission requirements for nonresident transfer applicants are the same as those for residents except that nonresidents must have a grade point average of 2.8 or higher in all transferable college coursework.

### **Courses Acceptable at University of California**

Solano College courses number 1 through 49 transfer to the University of California. A limited number of units are allowed for certain transfer courses in specific areas. Courses which have an asterisk (\*) following the course name and number in the Course Descriptions section of this Catalog have been submitted to the UC system for approval as transferable courses. The transferability of these courses is pending UC approval. Not all Special Topics courses are transferable. Please contact a counselor for specific information.

### **University of California (Breadth) General Education Requirements**

The general education or breadth requirements are designed to give UC undergraduates a broad background in all major academic disciplines—natural sciences, physical sciences, social sciences, humanities, and fine arts. The general education/breadth requirements specify the courses students must take or credit hours they must accumulate in each area.

Each school and college at every UC campus has its own set of requirements. They are described in the campus catalogs and articulation agreements. With careful

planning, the student can meet many of the requirements while attending community college. At some campuses and in some majors, transfer students must fulfill all or a portion of the general education/breadth requirements before transferring.

Transfer applicants may satisfy lower division general education requirements at any UC campus by completing the Intersegmental General Education Transfer Curriculum (IGETC).

Solano College counselors, the Career Center, and the Transfer Center have lists of courses which are acceptable for credit at all UC campuses, as well as those which meet the breadth requirements for specific UC colleges and schools. Students should study the list of undergraduate colleges, schools, and majors available at each campus to determine which campuses will best satisfy their educational needs. Contact a counselor for specific information.

### **University of California, Berkeley (College of Letters and Science)**

Transfer students with 60 or more semester units are expected to have satisfied, before admission to the college, the reading and composition breadth requirement, the foreign language breadth requirement, and the quantitative reasoning breadth requirement of the college.

Transfer students who apply from community colleges in California also have the option of fulfilling lower division breadth requirements by completing the Intersegmental General Education Transfer curriculum (IGETC). This program specifies a series of subject areas and types of courses that, if completed before transfer, will satisfy the lower division breadth and general education requirements at any general campus of UC.

NOTE: In recent years, all major programs have turned away qualified applicants because of space limitations. Transfer applicants should be aware that admission to most majors in the college is competitive and should endeavor to complete as many of the prerequisites for their intended major as possible prior to transfer.

Contact a counselor for details and information on specific courses to satisfy the College of Letters and Science and major requirements.

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## University of California, Davis (College of Letters and Science)

The educational goals of the College are reflected in the three primary groups of requirements established by the faculty: the English Composition Requirement, Foreign Language and Area Requirements, and the Major Requirements.

The **English Composition Requirement** is designed to ensure that students are well versed in the skills of written communication.

The **Foreign Language and Area Requirements** provide students with a broad background of knowledge, guide them in an exploration of the interdependencies of knowledge, and acquaint them with other cultures.

The **Major Requirements** are designed to provide students intellectual depth and competence in a selected area of study.

Students who complete the Intersegmental General Education Transfer Curriculum (IGETC) satisfy all General Education Requirements, all lower division Breadth Requirements and the Foreign Language Requirement in the College of Letters and Science. IGETC does not satisfy the English Composition Requirement or the Major Requirement.

Contact a counselor for details and information on specific courses to satisfy the College of Letters and Science requirements.

# Workforce Development Education

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Solano College staff work closely with local business, industry, and advisory groups to design occupational programs that meet the needs of employers and residents in Solano County, one of the fastest growing counties in California.

Experienced workers can upgrade skills and knowledge or enter a new field. In some areas, it is possible to enter a new field and get a certificate in a year or less. An associate degree can take a year or longer depending upon the field and the student's prior education. Many courses and programs are transferable to four-year institutions. For more details, refer to the "Transfer to Four-Year Colleges and Universities" section of this catalog.

Equal access in vocational programs is provided for all students regardless of race, handicap, national origin, age or gender. Solano College vocational programs encourage women and men to enter non-traditional fields for their gender.

## Short Term Courses

Solano College offers short-term courses with flexible schedules which enable students to continue to work while they upgrade skills and obtain the knowledge needed to qualify for career advancement or change.

## Degree and Certificate Programs

Solano College offers a wide variety of programs in technical fields in which a student can be certified in a year or less. See the listing under each major for specific information.

Both an **Associate Degree** and a **Certificate of Achievement** are available in the following vocational programs:

Accounting  
Aeronautics  
Automotive Body and Fender  
Automotive Mechanics (theory)  
Automotive Technician  
Banking and Finance, Bank Operation  
Biotechnology Production Technician  
Business – General (Transfer)  
Computer and Information Science  
Cosmetology  
Criminal Justice, Corrections  
Criminal Justice, Law Enforcement  
Drafting Technician  
Early Childhood Education  
Electronics Technology  
Fashion Design

Fashion Merchandising  
Fire Technology  
Home Economics  
Human Services  
Industrial Management, Safety  
Interior Design  
Life Management  
Maintenance Technician  
Management  
Marketing  
Office Technology  
Ornamental Horticulture  
Professional Photography  
Real Estate  
Television Servicing  
Water and Wastewater Technology  
Welding, Industrial Technology  
Welding Technician

**Associate Degree** only is offered in the following programs:

Graphic Design and Illustration  
Journalism  
Nursing, Registered  
Sports Medicine/Fitness Science

**Certificate of Achievement** only is offered in the following program:

Hazardous Substance & Waste Handling Technician

Counselors, faculty, and administrators are glad to answer any questions about these programs. Requirements for the above courses and programs are listed in the following section of this catalog.

## CalWORKs

Solano College, in conjunction with other Solano County educational institutions and social service agencies, participates in the welfare program known as CalWORKs. Program information regarding CalWORKs offerings at Solano College is available from the CalWORKs Coordinator/Counselor, at (707) 864-7252, or toll-free from Vallejo, 552-4330, ext. 252.

# Programs

Solano Community College offers a wide variety of programs and courses leading to the Associate in Arts or Associate in Science Degrees. These courses are also available to students who wish to develop personal and technical competence in an occupational area or in an academic discipline. Some programs offer specific areas of concentration within a degree.

A number of Certificate of Achievement programs are offered for students seeking specialized training in specific fields. Generally, students who complete the series of courses with a grade point average of 2.0 or higher in a certificate program are eligible to apply for a Certificate of Achievement. All credits earned in certificate programs may be counted toward the A.S./A.A. degree and in some instances credit for certificate courses may be transferable to four-year colleges. To be eligible for a certificate, at least six semester units in the field or a closely related subject must be completed at Solano Community College.

A number of Job-Direct certificate programs are also offered. These fast-track programs are specifically designed to prepare students for employment in the identified field. Not all credits earned in the Job-Direct certificate programs may be counted toward the A.S./A.A. degree or the Certificate of Achievement.

Students planning to transfer to four-year institutions should consult the catalog of the college to which they intend to transfer. This is the best way to insure that the program taken at Solano College satisfies lower division requirements of the transfer institution.

Requirements for all programs leading to the Associate of Arts or Science Degrees, Certificates of Achievement, and Job Direct Certificates appear on the following pages.

## Guide to Catalog Course Listings

Individual courses are listed under the programs of the same name (i.e., Accounting courses under "Accounting" and Business courses under "Business") except for the following:

<u>Courses</u>	<u>Listed Under</u>	<u>Courses</u>	<u>Listed Under</u>
Air Conditioning & Refrig (ACR)	Industrial Education	Physical Science (PHYSC)	Science, General
American Studies (AMST)	Liberal Arts	Portuguese (PORT)	Foreign Languages
Anthropology (ANTH)	Science, General	Sociology (SOCIO)	Social Sciences
Astronomy (ASTRO)	Science, General	Spanish (SPAN)	Foreign Languages
Athletics (ATHL)	Physical Education/Athletics	Speech (SPEECH)	Communications Studies
Cinematography (CINMA)	Film & Television	Tagalog (TAG)	Foreign Languages
Education (EDUC)	Liberal Arts	Television (TV)	Film & Television
English as a Second Language (ESL)	English	Tutoring (TUTOR)	Counseling
French (FRNCH)	Foreign Languages		
Geography (GEOG)	Science, General	<u>Other Categories</u>	<u>Listed Under</u>
Geology (GEOL)	Science, General	Computer Servicing Tech.	Electronics major
German (GERMN)	Foreign Languages	Graphic Design & Illustration major	Art major
Health Education (H ED)	Physical Education/Athletics	Reading courses	English major
Human Development (HU DV)	Home Economics	Sports Med./Fitness Sci major	P.E./Athletics
Humanities (HUMN)	Liberal Arts	Television Servicing Tech. major	Electronics major
Industrial Management (INDMG)	Industrial Education		
Industrial Technology (IT)	Industrial Education		
Italian (ITAL)	Foreign Languages		
Japanese (JAPAN)	Foreign Languages		
Latin (LATIN)	Foreign Languages		
Learning Resources (LR)	Liberal Arts		
Learning Skills (LS)	Counseling		
Maintenance Technician (MT)	Industrial Education		
Meteorology (METER)	Science, General		
Nursing (NURSE)	Health Occupations		
Nutrition (NUTRI)	Home Economics		

# Program Degrees and Certificates

	Assoc Degree	Certificate		Assoc Degree	Certificate
<b>Accounting</b>	•	•	<b>Mathematics</b>	•	
<b>*Aeronautics</b>			<b>Music</b>		
Airframe Maintenance Technician	•	•	Instrumental	•	
Powerplant Maintenance Technician	•	•	Theory-Composition	•	
Airframe & Powerplant			Vocal	•	
Maintenance Technician	•	•	<b>Nursing, Registered</b>	•	
<b>Art</b>			<b>Office Technology</b>		
Two Dimensional	•		Administrative Assistant	•	•
Three Dimensional	•		Legal Specialist	•	•
<b>*Automotive</b>			Medical Office Specialist	•	•
Body & Repair	•	•	Medical Transcription Specialist	•	•
Mechanics (Theory)	•	•	<b>*Ornamental Horticulture</b>		
Technician	•	•	Commercial Floral Practices	•	•
<b>*Banking &amp; Finance, Bank Operation</b>	•	•	Horticulture Science	•	•
<b>Biology</b>	•		Landscape Maintenance	•	•
<b>Biotechnology Production Technician</b>	•	•	Landscape Practices	•	•
<b>Business, General (Transfer)</b>	•	•	Nursery Production	•	•
<b>Chemistry</b>	•		Turf Management	•	•
<b>Communications Studies</b>	•		<b>*Photography, Professional</b>	•	•
<b>Computer &amp; Information Science</b>			<b>Physical Education</b>	•	
Microcomputer Applications	•	•	<b>Physics</b>	•	
Network Administration	•	•	<b>Political Science</b>	•	
Programming	•	•	<b>Psychology</b>	•	
<b>*Cosmetology</b>	•	•	<b>Real Estate</b>	•	•
<b>Criminal Justice</b>			<b>Science, General</b>	•	
Corrections	•	•	<b>Social Science</b>	•	
Law Enforcement	•	•	<b>Sports Medicine/Fitness Science</b>		
<b>*Drafting Technician</b>	•	•	Transfer	•	
<b>Early Childhood Education</b>	•	•	Occupational-Aerobics	•	
<b>*Electronic/Comptr Serv. Technology</b>	•	•	Occupational-Personal Trainer	•	
<b>English</b>	•		<b>*Television Servicing Technology</b>	•	•
<b>Ethnic Studies</b>			<b>Theatre Arts</b>	•	
African-American Studies	•		<b>*Water &amp; Wastewater Technology</b>	•	•
Asian-American Studies	•		<b>*Welding</b>		
Ethnic Studies Combination	•		Industrial Technician	•	•
Latino Studies	•		Technician	•	•
Native American Studies	•				
<b>Fashion Design</b>	•	•			
<b>Fashion Merchandising</b>	•	•			
<b>Film and Television</b>	•				
<b>Fine Arts</b>	•				
<b>*Fire Technology</b>	•	•			
Hazardous Substance and					
Waste Handling Technician		•			
<b>Foreign Languages, General</b>	•				
French	•				
German	•				
Spanish	•				
<b>Graphic Design &amp; Illustration</b>	•				
<b>History</b>	•				
<b>Home Economics</b>	•	•			
<b>Human Services</b>	•	•			
<b>*Industrial Management, Safety</b>	•	•			
<b>Interior Design</b>	•	•			
<b>Journalism</b>	•				
<b>Liberal Arts</b>	•				
<b>Life Management</b>	•	•			
<b>*Maintenance Technician</b>	•	•			
<b>Management</b>					
Small Business	•	•			
Supervision-TQM Emphasis	•	•			
TQM Emphasis	•	•			
<b>Marketing</b>	•	•			

\*Students in these programs may satisfy the English portion of the general education requirements taking either English 1 or 51.

## Job Direct Certificates

Job Direct Certificates are awarded in the following fields to students who satisfactorily complete a fast-track program to prepare them for employment.

- Account Clerk (see Accounting major)
- Certified Nursing Assistant (see Nursing major)
- Computer Applications Specialist (see Computer & Information Science major)
- Cosmetology (see Cosmetology major)
- Drafting Technology (see Drafting major)
- Floral Worker (see Ornamental Horticulture major)
- General Office Assistant (see Office Technology major)
- Hazmat Worker (see Fire Technology major)
- Home-Based Computer Processor (see Computer & Information Science major)
- Landscape Worker (see Ornamental Horticulture major)
- Legal Office Assistant (see Office Technology major)
- Medical Office Assistant (see Office Technology major)
- Network Assistant (see Computer & Information Science major)
- Plant Maintenance Worker (see Industrial Education major)
- Retail Clerk (see Office Technology major)
- Welding Equipment Operator (see Welding major)

# Announcement of Courses & Course Numbers

## Courses

**Credit Courses:** Courses numbered 1-399 are graded courses authorized by the Governing Board of Solano Community College. All courses are not offered every year. A coding directly below the title of some courses indicates when the course is usually offered. "F" indicates fall semester and "S" indicates spring semester. If no coding appears for a course, however, it does not mean the course is offered every semester, day and night. Courses offered depend on prospective enrollment, the availability of instructors and physical facilities. Prospective students should consult the current Schedule of Classes for information on course offerings for a specific semester.

**Noncredit Courses:** The courses numbered 500-599 are offered on a noncredit basis. Regular attendance and participation are required. No grades or college credit are issued. Contact the Office of Admissions and Records or see the Schedule of Classes for current offerings.

**Community Services Courses:** The College also offers a variety of Community Service courses that are designed to meet the needs of community residents and businesses. These courses are fee-based, noncredit courses that do not receive any tax support and no student records are kept by the Office of Admissions and Records. Community Service courses are not listed in this Catalog but in a separate bulletin, *Vistas*, published each semester (fall, spring). Contact the Community Service Office for course schedules and details about registration (707-864-7115), and online: [www.solano.cc.ca.us/communityservices](http://www.solano.cc.ca.us/communityservices).

## Co/Prerequisites and Advisories

**Co-requisite:** A course that must be taken concurrently with another course.

**Prerequisite:** A course that must be completed BEFORE enrolling in another course.

**Advisory:** A course or other preparation which is recommended in order to enhance the student's probability of success in a course.

It is the intent of Solano College to guide students into courses in which they will have the best opportunity for academic success. Therefore, many courses have co-requisite, prerequisites or advisories indicated in their descriptions.

**Co/Prerequisites.** Course co/prerequisites ensure that the student has the minimum level of knowledge and/or skill to be successful in the specific course or program. A prerequisite must be satisfied before a student enrolls in the desired course and a co-requisite is a course in which the student is enrolled along with the desired course. For registration purposes, if a student is currently

enrolled in a prerequisite course, that student may enroll in a subsequent course **contingent** on successful completion of the prerequisite. If the student is unsuccessful in the prerequisite, he/she will be **disenrolled** automatically from the subsequent course.

**Advisories.** Advisories are recommendations made to enhance the probability of success in a course and are **not** required. Many course descriptions include a statement recommending, but not requiring, completion of or eligibility for some other course(s). Advisories should be taken seriously. For specific information, students should consult their counselor or faculty advisor.

In order to inform students of the levels of math, reading, and writing competencies that are needed in order to successfully complete Associate-Degree level courses across the disciplines, Solano College has established recommended minimum English and mathematics standards. If a course has an advisory of the SCC minimum English standard and/or math standard, that information will appear in the "Course Advisory" area of the catalog description.

The recommended **minimum** skill level in English for success in an Associate-Degree level course (SCC minimum English standard) is eligibility for enrollment in English 370.

The recommended **minimum** skill level in mathematics for success in an Associate-Degree level course (SCC minimum math standard) is eligibility for enrollment in Math 102.

**Verification of a Co/Prerequisite.** Students desiring to enroll in a course or program that specifies a co/prerequisite course and who have completed such a course at an institution other than Solano College must submit documentation to verify this completion. This documentation must be presented to a counselor, faculty advisor, or division dean. Or a student may file a "Petition to Verify a Course Pre/Co-requisite" form, available at the Office of Admissions and Records. (Refer to the form for more detailed information on the requirements and procedures for processing this petition.)

**Challenging a Co/Prerequisite.** A student has the right to challenge a course co/prerequisite based on the following grounds: the co/prerequisite has not been established in accordance with the District's process for establishing co/prerequisites; the co/prerequisite is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner; the prerequisite course has not been made "reasonably

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available" and the required completion of it will cause a delay of one or more terms in attaining the goal specified in the student's authorized Individualize Education Plan (IEP); or the student has the knowledge or ability to succeed in the course or program despite not meeting the co/prerequisite. In the challenge process, **the burden of proof is on the student.**

In order to file a challenge, students must submit a "Petition to Challenge a Course Pre/Co-requisite," available at the Office of Admissions and Records. If the challenge is upheld, the student will be allowed to enroll, contingent on the availability of space in the course; if denied, the student will not be allowed to enroll or, if already enrolled, will be disenrolled automatically from the class. Refer to the form for more detailed information on the requirements and procedures for processing this petition.

### Course Numbering System

Solano College certifies the general or limited transferability of each course to the California State Universities. The following numbering system indicates transferability, credit or noncredit status and other related information. For specific transfer information, students should consult a counselor and refer to the catalog of the prospective transfer institutions.

### Course Numbers

**1- 49** Qualify for the AA/AS Degree; transfer to the University of California system and the California State Universities

NOTE: Courses with an asterisk (\*) following the course number have been submitted to the University of California system-wide Articulation Office for approval as transferable courses. UC approval of these courses as transferable is pending.

**50- 99** Qualify for the AA/AS Degree and transfer to the California State Universities.

**100-199** Qualify for the AA/AS Degree but, generally, do not transfer to four-year institutions. Some courses may be used to meet requirements in certain majors at some four-year institutions.

**200-299** Vocational, credit courses which DO NOT apply to the AA/AS Degree and do not transfer to four-year institutions.

**300-399** Credit courses which DO NOT apply to the AA/AS Degree. **Exception:** One English course below English 1 which may be applied to the Associate Degree. Do not transfer to four-year institutions.

**500-599** Noncredit courses.

**600-799** Community Service courses. These courses are noncredit and usually charge a fee.

Some sequentially-numbered courses continue through two or more semesters and must often be taken in sequence. Check course prerequisites for appropriate course sequence.

**The College reserves the right to cancel any class which does not meet the minimum enrollment requirements and whenever there are unexpected staffing or facility situations that cannot be satisfactorily resolved.**

## Program Description

In recent years, accounting has been one of the fastest growing professions, and the monetary rewards for the individual just entering the field and those achieving corporate positions are among the highest. Accountants deal with the financial condition of a company, an individual, or an organization. An accountant is an analyst who is employed because of expertise in financial matters.

## Certificate of Achievement and Associate in Science Degree

A Certificate of Achievement can be obtained upon completion of the 27-unit major with a grade of C (2.0) or better in each course. The Associate in Science Degree can be obtained by completing a total of 60 units, including the major with a grade of C (2.0) or better in each course, the general education requirements, and electives.

## Required Courses

	Units	Recommended Electives
ACCT 1—Prin. of Acctng.—Financial	3	BUS 5, 18, 19
ACCT 2—Prin. of Acctng.—Managerial	3	CIS 55/56, 57, 60, 63*, 66*, 73
ACCT 176—Intermediate Accounting	3	ECON 1, 2
ACCT 177—Prin. of Cost Accounting	3	OT 54
ACCT 183—Prin. of Income Tax	3	
CIS 50—Microcomputer Applications		*If not taken as part of major
OR		
CIS 1—Introduction to Computers	3	
CIS 66—Microsoft Word		
OR		
CIS 63—WordPerfect	3	
CIS 73—Microsoft Excel	3	
Elective selected from list of Recommended Electives	<u>3</u>	
	27	

## Job-Direct Certificate Requirements

### Account Clerk

Required Courses	Units
BUS 100—Work Readiness	1.5
CIS 73 —Microsoft Excel	3
ACCT 180—Introduction to Accounting	3
OT 162—Ten Key	<u>1</u>
	8.5

**ACCT 1****3 Units****Principles of Accounting—Financial**

*Course Advisories: SCC minimum English and math standards. A comprehensive study and analysis of the accounting cycle, accruals and deferrals, inventory, receivables, plant assets, accounting systems, error correction, and financial reporting. (CAN BUS 2) (ACCT 1 & 2 = CAN BUS SEQ A). Four hours lecture.*

**ACCT 2****3 Units****Principles of Accounting—Managerial**

*Prerequisite: ACCT 1. A comprehensive study and analysis of managerial accounting concepts and theory including the following: job order cost accounting; process cost accounting; departmental accounting; product analysis; pricing decisions; flexible budgeting; standard cost analysis; cost volume, profit analysis; preparation of operational, capital and financial budgets; analysis of financial reporting; and tax implications of managerial decisions. (CAN BUS 4) (ACCT 1 & 2 = CAN BUS SEQ A). Four hours lecture.*

**ACCT 176****3 Units****Intermediate Accounting**

*Prerequisite: ACCT 2. Accounting theory as applied to common issues faced by accountants in today's businesses. Lecture, group-study, and computer-based study emphasize the conceptual framework, the four major financial statements, footnotes, and present-value concepts. Helps prepare the student for entry-level position in professional accounting career. Four hours lecture.*

**ACCT 177****3 Units****Principles of Cost Accounting**

*Prerequisite: ACCT 2. A comprehensive study and analysis of manufacturing costs as they apply to planning, controlling, and determining unit costs, inventory valuation, and income. Three hours lecture.*

**ACCT 180****3 Units****Introduction to Accounting**

*Course Advisories: SCC minimum English and math standards. A comprehensive study and analysis of the accounting cycle for a merchandising business and professional enterprises, payroll accounting, accruals and deferrals, accounting systems, error correction, and financial reporting. Three hours lecture.*

**ACCT 183****3 Units****Principles of Income Tax**

*Course Advisories: SCC minimum English and math standards. A comprehensive study and analysis of the principles of federal income tax applied to individual, partnership, informational, and corporate tax returns. Three hours lecture.*

## Program Description

Practical and theoretical knowledge in basic maintenance techniques, plus the special requirements of either airframe or powerplant work. Upon satisfactory completion of the required courses, the student is eligible to take the Federal Aviation Administration written, oral and practical examination for airframe or powerplant license.

## Certificate of Achievement and Associate in Science Degree

A Certificate of Achievement can be obtained upon completion of one of the 41-unit majors listed below. An Associate in Science Degree can be obtained upon completion of the units required for the major in either Airframe or Powerplant or Airframe and Powerplant and general education requirements.

The Federal Aviation Administration (FAA) requires 1900 hours (four full semesters and one four week summer session) of instruction to complete the combination airframe and powerplant curriculum.

## Required Courses

### Airframe Maintenance Technician

	Units	
AERO 50—Basic Aero Science	5	To obtain the combination Airframe & Powerplant Maintenance Technician certificate or degree, complete the three courses listed below:
AERO 51—Aircraft Production Process	5	
AERO 102—Airframe Maintenance I	10	
AERO 103—Basic Aircraft Hydraulic Syst.	5	AERO 106—Powerplant Maintenance 10
AERO 104—Basic Aircraft Electrical Syst.	5	AERO 107—Powerplant Maintenance II 10
AERO 105—Airframe Maintenance II	10	AERO119—FAA Powerplant Test Rev. & Qual. $\frac{1}{21}$
AERO 118—FAA Airframe Test Rev. & Qual.	$\frac{1}{41}$	
		<b>Recommended Electives:</b> AERO 110, 111, 112, 113, 150 OCCED 90

### Powerplant Maintenance Technician

	Units	
AERO 50—Basic Aero Science	5	To obtain the combination Airframe & Powerplant Maintenance Technician certificate or degree, complete the three courses listed below:
AERO 51—Aircraft Production Process	5	
AERO 103—Basic Aircraft Hydraulic Syst.	5	
AERO 104—Basic Aircraft Electrical Syst.	5	AERO 102—Airframe Maintenance I 10
AERO 106—Powerplant Maintenance I	10	AERO 105—Aircraft Maintenance II 10
AERO 107—Powerplant Maintenance II	10	AERO 118—FAA Airframe Test Rev. & Qual. $\frac{1}{21}$
AERO119—FAA Powerplant Test Rev. and Qual.	$\frac{1}{41}$	
		<b>Recommended Electives :</b> AERO 110, 111, 112, 113, 150 OCCED 90

## Avionics Technician

### Program Description

This program prepares students to work in the Avionics field as a technician skilled in the installation, troubleshooting, removal and repair of all cockpit instruments which includes: airborne communications, navigation, and identification systems; automatic flight control systems; head-up displays; airborne weapons and reconnaissance systems; air traffic control systems, including communications, displays and surveillance systems; ground radar systems, including those for early warning and missile/space tracking; electro-optic, infrared and laser systems; space satellite communications systems; telemetry systems and space vehicle avionics. They will be familiar with the government regulations associated with such equipment and be prepared, if the opportunity presents itself, to open their own business in the field.

### Certificate of Achievement and Associate in Science Degree

A Certificate of Achievement can be obtained upon completion of the 28-unit major. The Associate in Science Degree can be obtained by completing a total of 51 units, including the major and the general education requirements.

### Required Courses

	Units
AERO 110— Instrument Power Distribution & Flight Control Systems	7
AERO 111—Aircraft Communications Systems	7
AERO 112—Aircraft Navigation Systems	7
AERO 113—Aircraft Radar & Pulse Systems	7
	28

Aeronautics courses numbered 200 and above are intended as refresher courses and may be used to prepare for FAA licensing. They are not applicable toward the certificate or A.S. Degree in Airframe Maintenance or Powerplant Maintenance and are not covered under Part 147 FAR's or the school FAA certification. Students with prior experience or schooling must have Solano instructor verification for substitution or waiving. "Proof of Proficiency Exam" may be required prior to enrollment in any class other than 50 or 51.

### AERO 50

5 Units

#### Basic Aero Science

Course Advisory: SCC minimum English standard. Presents the basic fundamentals necessary for the advanced study in aeronautics. It will define the history of aviation and powerplant operation, and the study of flight; aircraft weight and balance, ground operation and servicing, mathematics, maintenance forms and records, basic physics, maintenance publication, and mechanic privileges and limitation. Safety is stressed throughout the course. Six hours lecture, twelve hours lab. (9 week course).

# Aeronautics

<b>AERO 51</b> <b>Aircraft Production Processes</b> <i>Prerequisite: AERO 50 or equivalent. Course Advisory: SCC minimum English standard. A study of the methods and processes used in the production of aircraft, including shop safety, use of hand tools and power equipment, aircraft drawings, cleaning, corrosion control and the processes used by the manufacturers for aircraft construction. Four hours lecture, eighteen hours lab. (9 week course).</i>	<b>5 Units</b>	<b>AERO 106</b> <b>Powerplant Maintenance I</b> <i>Prerequisite: AERO 50. Course Advisory: SCC minimum English standard. Presents a study of the theory, operation, maintenance and repair of reciprocating engines and accessories. Five hours lecture, fifteen hours lab.</i>	<b>10 Units</b>
<b>AERO 102</b> <b>Airframe Maintenance I</b> <i>Prerequisite: AERO 50 or equivalent. Course Advisory: SCC minimum English standard. Presents the application of fundamental methods, techniques and practices used in aircraft inspection, maintenance and repair. Includes shop safety, wood structures, fabric covering, finishes, composite structures, plastics, sheet metal structures, welding, assembly and rigging, and airframe inspection. Five hours lecture, fifteen hours lab.</i>	<b>10 Units</b>	<b>AERO 107</b> <b>Powerplant Maintenance II</b> <i>Prerequisite: AERO 50. Course Advisory: SCC minimum English standard. Presents a study of the theory, operation, maintenance and repair of the turbine engine and accessories. Five hours lecture, fifteen hours lab.</i>	<b>10 Units</b>
<b>AERO 103</b> <b>Basic Aircraft Hydraulic Systems</b> <i>Prerequisite: AERO 50. Course Advisory: SCC minimum English standard. A study of fluid control systems and components with emphasis on design, maintainability, testing and repair. Includes hydraulic fluids, lines and fittings, inspection, checking, servicing and testing of pneumatic and hydraulic systems. Seven hours lecture, twelve hours lab. (9 week course).</i>	<b>5 Units</b>	<b>AERO 110</b> <b>Instrument Power Distribution &amp; Flight Control Systems</b> <i>Prerequisites: ECTRN 53 and ECTRN 126. A study of basic principles of the electronic systems used on modern aircraft including a review of the principles of flight, aircraft power distribution, basic flight control systems, an introduction to avionics equipment maintenance and repair and Federal Avionics Administration rules, documentation, aircraft drawings and various manufacturers support manuals. Mandatory field and laboratory experience will include typical installation and repair facilities, federal laws governing installation, repair and calibration of equipment used in conjunction with avionics maintenance. Five hours lecture, six hours lab.</i>	<b>7 Units</b>
<b>AERO 104</b> <b>Basic Aircraft Electrical Systems</b> <i>Prerequisite: AERO 50. Course Advisory: SCC minimum English standard. Presents theory and application of direct and alternating current as related to aircraft electrical components and systems. Seven hours lecture, twelve hours lab. (9 week course).</i>	<b>5 Units</b>	<b>AERO 111</b> <b>Aircraft Communication Systems</b> <i>Prerequisites: ECTRN 53 and ECTRN 126. A study of the basic principles of communication systems used on modern aircraft including information on maintenance levels, FAA and FCC requirements, customer relations, basic RF systems, RF transmitters, antenna systems, related test equipment, documentation, aircraft drawing and various manufacturer's support manuals will be used. Mandatory field and laboratory experience will include typical installation and repair facilities, federal laws governing installation, repair and calibration of equipment used in conjunction with communication systems. Five hours lecture, six hours lab.</i>	<b>7 Units</b>
<b>AERO 105</b> <b>Airframe Maintenance II</b> <i>Prerequisite: AERO 50. Course Advisory: SCC minimum English standard. A detailed study of aircraft systems, their fabrication, maintenance, and repair. Includes landing gear, hydraulic, pneumatic, atmosphere control, instruments, communication, navigation, fuel, position, warning, rain and fire protection systems. Five hours lecture, fifteen hours lab.</i>	<b>10 Units</b>		

**AERO 112** **7 Units****Aircraft Navigation Systems**

*Prerequisites: ECTRN 53 and ECTRN 126.* A study of basic principles of the navigation systems used on modern aircraft including the "glass cockpit" and the general theory of navigation systems will be addressed, along with specific investigation into ADF VOR/localizer, glide slope, marker beacon systems, aircraft drawings and various manufacturer's support manuals will be used. Mandatory field and laboratory experience will include typical installations and repairs of each system and the facilities necessary to accomplish the task. Also the student will study the Federal laws governing installation, repair and calibration of equipment used in conjunction with navigation systems. *Five hours lecture, six hours lab.*

**AERO 113** **7 Units****Aircraft Radar and Pulse Systems**

*Prerequisites: ECTRN 53 and ECTRN 126.* A study of the basic principles of the radar and pulse systems used on modern aircraft including the theory of radar and pulse systems, analog MTI systems, analog signal processing FM-CW radar wave propagation targets, and DME and transponder principles. An introduction to radar procedures, aircraft drawings and various manufacturer's support manuals will be used. Mandatory field and laboratory experience will include typical installation and repair facilities, Federal laws governing installation, repair and calibration of equipment used in conjunction with radar and pulse systems. *Five hours lecture, six hours lab.*

**AERO 118** **.5-1.5 Units****FAA Airframe Test Review and Qualification**

*Prerequisite: AERO 50. Course Advisory: SCC minimum math standard.* To be taken during the final semester of a student's enrollment in the Aviation Program. Consists of a comprehensive oral, practical, and written examination of all material covered in the Airframe Program for the purpose of verifying the student's readiness to pass the Federal Aviation Administration Airframe Examinations. This is an open entry/open exit course. May be repeated to a maximum of 1.5 units, including initial enrollment. *Six to eighteen hours lab (4 week course).*

**AERO 119** **.5-1.5 Units****FAA Powerplant Test Review and Qualification**

*Prerequisite: AERO 50. Course Advisory: SCC minimum math standard.* To be taken during the final semester of a student's enrollment in the Aviation Program. Consists of a comprehensive oral, practical, and written examination of all material covered in the Powerplant Program for the purpose of verifying the student's readiness to pass the Federal Aviation Administration Powerplant Examinations. This is an open entry/open exit course. May be repeated to a maximum of 1.5 units, including initial enrollment. *Six to eighteen hours lab (4 week course).*

**AERO 150** **1-3 Units****FAA Special Projects and Course Enhancement**

*Course Advisories: SCC minimum English and math standards.* Designed to give aeronautic students a chance to make up time lost for FAA certificate and/or to work on special projects required by FAA to bring students in line with new FAA FAR Part 66 requirements. Also allows mechanics to take recurrent training. This is an open entry/open exit course. *One and one half to four and one half hours lecture.*

**Special Topics**

These courses, numbered 98, 148, or 248, depending upon their transferability, are courses of contemporary interest centered on changing knowledge and important issues in the field. Announcements of Special Topics courses appear in the Schedule of Classes.

# Agriculture Business

Trade & Technical Division

## Program Description

The courses in this program focus on providing students with the knowledge and skills sufficient to gain and hold entry-level jobs in the field of Agriculture Business, including sales and services.

## Certificate of Achievement and Associate in Science Degree

Not offered in this discipline.

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<b>AGBUS 50</b> <b>Introduction To Agriculture Business</b> <i>Course Advisories: SCC minimum English and math standards. Introduction and preview of the Agriculture Business industries including trends, business organizations, scope, methods of operation, services, labor needs and career opportunities. Three hours lecture.</i>	<b>3 Units</b>	<b>AGBUS 56</b> <b>Agriculture Marketing</b> <i>Prerequisite: AGBUS 53. Course Advisories: SCC minimum English and math standards. The problems of marketing agriculture commodities with emphasis on market analysis, price determination, processing and storage, governmental price and marketing programs, standardization and grading, marketing organizations and future trading affecting California's agriculture production. Three hours lecture.</i>	<b>3 Units</b>
<b>AGBUS 53</b> <b>Agriculture Economics</b> <i>Course Advisories: SCC minimum English and math standards. The fundamental economic aspects of Agriculture Business management with emphasis on the economic systems of agriculture, price concepts, economic resources, risks, fixed and variable costs, industry price fluctuations, governmental programs and foreign markets. Three hours lecture.</i>	<b>3 Units</b>	<b>AGBUS 101</b> <b>Agriculture Mathematics</b> <i>Course Advisories: SCC minimum English and math standards. The application of fundamental mathematical functions as used in agriculture production and related business with special emphasis on machine outputs, plant populations, feed rations, moisture conversions, slope determinations, gear ratios, hydraulic proportions, water volumes, depreciation, taxes and interest. Two hours lecture.</i>	<b>2 Units</b>
<b>AGBUS 54</b> <b>Agriculture Finance</b> <i>Course Advisories: SCC minimum English and math standards; AGBUS 102. Financial principles, procedures, and problems in establishing and operating an agricultural business. Emphasis on the various sources of credit, methods of application, use of budgets, cash flow sheets, promissory notes and mortgages. Three hours lecture.</i>	<b>3 Units</b>	<b>AGBUS 102</b> <b>Agriculture Records</b> <i>Course Advisories: SCC minimum English and math standards. The application of agricultural accounting techniques with special emphasis on accounting systems, financial statements, income tax, social security and earning efficiency measurements. Two hours lecture.</i>	<b>2 Units</b>
<b>AGBUS 55</b> <b>Agriculture Business Management</b> <i>Course Advisories: SCC minimum English and math standards. Processes of management as applied to production enterprises and agricultural business operations. Emphasis on enterprise selection, calendar of operations, record keeping systems, property descriptions and land use classifications. Three hours lecture.</i>	<b>3 Units</b>	<b>AGBUS 107</b> <b>Agriculture Sales and Services</b> <i>Prerequisite: AGBUS 53. Course Advisories: SCC minimum English and math standards. Presents information on the growth and opportunities of agricultural sales; factors involved in developing sales programs for agricultural operations; selling principles and practices serving agriculture and related businesses and non-agricultural customers. Three hours lecture.</i>	<b>3 Units</b>

## AGBUS 108

3 Units

### Agriculture Law

*Course Advisories: SCC minimum English and math standards. Presents the laws and legal aspects of agricultural contracts, water rights, tax requirements, employer responsibilities, and regulations governing California's agriculture. Three hours lecture.*

## AGBUS 109

3 Units

### Agricultural Supervision

*Course Advisories: SCC minimum English and math standards. Presents the responsibilities of the agricultural supervisor including labor management, job analysis, management of migrant labor, group instruction techniques, human relations and union organization. Case problems will be studied. Three hours lecture.*

## Planning to Transfer?

[www.assist.org](http://www.assist.org)

Your official source for California articulation and student transfer information.



# Art

## Program Description

Students may select from two art programs—Two-Dimensional or Three-Dimensional. These programs are designed to develop visual skills in a variety of art media.

## Associate in Arts Degree

The Associate in Arts Degree can be obtained upon completion of 60 units, including the courses in the major for Art—Two-Dimensional or Art—Three-Dimensional, general education requirements, and electives.

## Required Courses

### Art—Two-Dimensional

	Units	Recommended Electives
ART 1—Art History		ART10, 12, 16, 18, 19, 20, 21, 22, 24, 25, 27, 28, 32,
OR		33, 34, 37, 39, 40, 41, 42, 43, 48, 58, 60, 61, 62, 100,
ART 2—Art History	3	145
ART 4—Life Drawing	2-3	PHOTO 30
ART 6—Design	3	
ART 7—Design-Color	3	
ART 11—Survey of Modern ART	3	
ART 15—Intro. to Drawing (2 units)		
OR		
ART 19—Intermediate Drawing (3 units)	2-3	
ART 17—Acrylic and Oil Painting	2-3	
ART 31—Sculpture		
OR		
ART 23—Intro. to Ceramics: Hand Building		
OR		
ART 26—Intro. to Ceramics: Wheel Throw.	2-3	
	20-24	

### Art—Three-Dimensional

	Units	Recommended Electives
ART 1—Art History		ART10, 11, 12, 15, 24, 25, 27, 28, 34, 37, 38, 39,
OR		41, 42, 43, 48, 60
ART 2—Art History	3	
ART 4—Life Drawing (3 units)		
OR		
ART 19—Interm. Drawing (2 or 3 units)	2-3	
ART 11—Survey of Modern Art	3	
ART 15—Introduction to Drawing	2	
ART 23—Intro./Ceramics: Hand Building		
OR		
ART 26—Intro./Ceramics: Wheel Throw.	2-3	
ART 31—Sculpture	2-3	
ART 32—Sculpture: Human Figure	2-3	
ART 33—Intermediate Sculpture	2-3	
	18-23	

## Graphic Design & Illustration

### Program Description

This program provides the student with sufficient academic and practical experience for entrance into the job market as a graphic artist, or for study towards the B.A. in college or professional school.

### Associate in Arts Degree

The Associate in Arts Degree can be obtained by completing a total of 60 units, including the 21-23 unit major, the general education requirements, and electives.

### Required Courses

	Units	
ART 5— Life Drawing		<b>Recommended Electives</b> ART 1,2,5,10,23,26,31,32,38,39,57; BUS 181; CINMA 10,15; DRAFT 50,109; ENGL 51; JOURN 60,61; MKT 170, 171, 172; PHOTO 30, 148; TV 50,55,56
OR		
ART 19—Intermediate Drawing	2-3	
ART 6—Design	3	
ART 7—Design-Color	3	
ART 15—Intro. to Drawing	2	
ART 52—Lettering and Layout	2-3	
ART 54—Illustration I	3	
ART 55—Illustration II	3	
ART 56—Graphic Design I	3	
	21-23	

<p><b>ART 1</b> <span style="float: right;"><b>3 Units</b></span></p> <p><b>Art History</b>  <i>Course Advisory: SCC minimum English standard.</i>                      Covers the development of human cultures by comparative study of ancient, medieval, African, North and South American, Indian, South Pacific, and Oriental art. (CAN ART 2) (ART 1 &amp; 2 = CAN ART SEQ A). <i>Three hours lecture.</i></p>		<p><b>ART 5</b> <span style="float: right;"><b>2 or 3 Units</b></span></p> <p><b>Life Drawing</b>  <i>Prerequisite: ART 4.</i> The continued study of the human figure with more advanced problems in drawing and composing. Following initial review, the student may choose an individual program of study with the approval of the instructor. Repeatable 1 time. <i>One to two hours lecture, three to four hours lab.</i></p>
<p><b>ART 2</b> <span style="float: right;"><b>3 Units</b></span></p> <p><b>Art History</b>  <i>Course Advisory: SCC minimum English standard.</i>                      Covers the development of Western art by a study of Renaissance through Modern Western art. (CAN ART 4) (ART 1 &amp; 2 = CAN ART SEQ A). <i>Three hours lecture.</i></p>		<p><b>ART 6</b> <span style="float: right;"><b>3 Units</b></span></p> <p><b>Design</b>                      A basic study of the use of elements and principles of design in the creation of two-dimensional forms in black and white media. In the solution to problems dealing with realistic and abstract forms, the relationship of form to content is studied. (CAN ART 14). <i>Two hours lecture, four hours lab.</i></p>
<p><b>ART 4</b> <span style="float: right;"><b>2 or 3 Units</b></span></p> <p><b>Life Drawing</b>                      A study of the human figure in action and repose using a variety of drawing materials and approaches. Assignments include line drawings, tone studies, the use of color and portraits. The student submits a portfolio monthly for evaluation. (CAN ART 24). <i>One to two hours lecture, three to four hours lab.</i></p>		

# Art

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- ART 7** **3 Units**  
**Design—Color**  
A study of the use of the elements and principles of design in the creation of two-dimensional forms in color media. Assignments with emphasis on color theories of Albers, Itten, and reference to dominant styles in Art History, supplemented by field trips to current exhibitions. (CAN ART 22). *Two hours lecture, four hours lab.*
- ART 10** **3 Units**  
**Art Appreciation**  
*Course Advisory: SCC minimum English standard.* A study of the visual elements, materials and techniques used in the creation of art forms. Audio-visual presentation and field trips which focus on the importance of understanding subject, form and content in the appreciation of art. *Three hours lecture.*
- ART 11** **3 Units**  
**Survey of Modern Art**  
*Course Advisory: SCC minimum English standard.* A study of major art styles from 1875 to the present. Analysis of the subject, form and content of painting and sculpture in lecture and audio visual presentation. Classes supplemented by field trips to current exhibitions. Written examinations and term paper required. *Three hours lecture.*
- ART 12** **3 Units**  
**Inside/Outside: The Cultures and Identities of Visual Artists in a Diverse America**  
*Course Advisory: ENGL 1.* An art survey course that examines and assesses three or more groups of culturally diverse artists, art organizations and support structures. Issues relating to social and historical trends including the role of art as it influences American attitudes towards ethnic identity, race, gender, culture and discrimination will be explored. *Three hours lecture.*
- ART 15** **2 Units**  
**Introduction to Drawing**  
Study of drawing as a means of expression with emphasis on the potential variety of forms and materials available to the artist. Student will create realistic and abstract drawings from still life, the figure, nature and imagination. (CAN ART 8). *One hour lecture, three hours lab.*
- ART 17** **2 or 3 Units**  
**Acrylic and Oil Painting**  
A study of acrylic and oil painting techniques focusing on use of color, the medium and composition. A series of painting assignments designed to develop skills in both media. (CAN ART 10). *One to two hours lecture, three to four hours lab.*
- ART 18** **2 or 3 Units**  
**Acrylic and Oil Painting**  
*Prerequisite: ART 17.* A study of color, composition and technique in oil or acrylic painting on an intermediate level. The student may choose to repeat assignments from ART 17 or develop an outline of semester assignments appropriate to his interest and skill needs. Repeatable 1 time. *One to two hours lecture, three to four hours lab.*
- ART 19** **2 or 3 Units**  
**Intermediate Drawing**  
*Course Advisories: ART 15, SCC minimum English and math standards.* A basic drawing class which develops the concepts introduced in ART 15 on a more advanced level. Problems in observation and imagination and the translation of these experiences into graphic terms by exploration of line, shape, mass, space, texture, and light and shadow. Emphasis on composition and the development of a personal approach to drawing. Students are required to submit a portfolio of assignments. *One to two hours lecture, three to four hours lab.*
- ART 20** **2 or 3 Units**  
**Landscape Drawing and Painting—Reflections of Nature**  
*Course Advisories: SCC minimum English and math standards.* Focuses on the outdoors as subject matter. Frequent field trips and class exercises will introduce and expand the student's awareness and observational skills of the environment, in the tradition of Natural History as well as plein air (outdoor) art making. The student will reflect and translate these experiences into graphic terms using various media while considering line, shape, mass, space, texture, light, color, and shadow. The student will focus on composition and content while developing a personal understanding of the environment. Keeping a written and visual journal will also be a component of this class. This course will examine the interrelationships of humans and their surroundings, and the esthetics choices available with which to communicate our responses. May be repeated to a maximum of 9 units, including initial enrollment. *One to two hours lecture, three to four hours lab.*

- ART 21** **2 Units**  
**Watercolor**  
 An introduction to the materials and techniques of transparent watercolor. A study of composition skills and use of color and medium. Lecture, demonstration and field trips supplement class assignments. *One hour lecture, three hours lab.*
- ART 22** **2 Units**  
**Watercolor**  
*Prerequisite: ART 21.* A continuation of basic watercolor techniques with more in-depth study in the use of color. The student and instructor develop a course of study that will focus on needs in the areas of skills and self-expression. Repeatable 1 time. *One hour lecture, three hours lab.*
- ART 23** **2 or 3 Units**  
**Introduction to Ceramics: Hand Building**  
 Covers basic construction methods of hand building and finishing pottery. Emphasis on form, craftsmanship and creativity. Building methods include pinch technique, coil building, and slab construction. Surface techniques include texture, stencil, slip, relief, stain, and glaze. Non-traditional construction and surface techniques will also be covered. (CAN ART 6). *One to two hours lecture, three to four hours lab.*
- ART 24** **2 or 3 Units**  
**Intermediate Ceramics: Hand Building**  
*Prerequisite: ART 23.* Continuation of ART 23 with emphasis on expanding skills, experimentation, design, craftsmanship, and creativity. Application of basic techniques to create finished art forms. *One to two hours lecture, three to four hours lab.*
- ART 25** **2 or 3 Units**  
**Ceramic Design and Decoration: Hand Building Methods**  
*Prerequisite: ART 24.* Emphasizes ceramic design problem-solving. Emphasis on creativity, design, honing skills, craftsmanship and experimentation. Ceramic art of the past as well as contemporary art is discussed. Loading and firing kilns, formulating glazes and mixing clay bodies are also covered. Builds on fundamental skills covered in Art 23 and Art 24. *One to two hours lecture, three to four hours lab.*
- ART 26** **2 or 3 Units**  
**Introduction to Ceramics: Wheel Throwing Techniques**  
 Introduction to basic wheel throwing techniques. Emphasis on form, craftsmanship, and creativity. Surface techniques include texture, stencil, slip, relief, stain, and glaze. Non-traditional construction and surface techniques will also be covered. *One to two hours lecture, three to four hours lab.*
- ART 27** **2 or 3 Units**  
**Intermediate Ceramics: Wheel Throwing Techniques**  
*Prerequisite: ART 26.* Continuation of ART 26 with emphasis on expanding skills, experimentation, design, craftsmanship, and creativity. Application of basic techniques to create finished art forms. *One to two hours lecture, three to four hours lab.*
- ART 28** **2 or 3 Units**  
**Ceramic Design: Wheel Throwing Techniques**  
*Prerequisite: ART 27.* Emphasizes ceramic design problem-solving. Emphasis on creativity, design, honing skills, craftsmanship and experimentation. Ceramic art of the past as well as contemporary art is discussed. Loading and firing kilns, formulating glazes and mixing clay bodies are also covered. Builds on fundamental skills covered in ART 26 and ART 27. *One to two hours lecture, three to four hours lab.*
- ART 29** **2 or 3 Units**  
**Raku Pottery**  
*Prerequisite: ART 23 or ART 26 or equivalent.* Covers the ancient and contemporary art of Raku. Topics include techniques of forming clay, the formulation of clay bodies and glazes for Raku, kiln construction, firing, post firing, Eastern and Western aesthetics, and the history of Raku. Repeatable 2 times. *One to two hours lecture, three to four hours lab.*
- ART 30** **2 Units**  
**Beginning Painting**  
 A study of the techniques of painting in oil and acrylic that includes color theory and composition. Emphasis is on the development of individual expression using a variety of subject matter. Designed for the student with limited experience in art. *One hour lecture, three hours lab.*
- ART 31** **2 or 3 Units**  
**Sculpture**  
 Introduction to sculpture methods and materials. Emphasis on principles of three dimensional design and the interrelationship of form, content and context. Sculpture methods to be covered include modeling, mold making, welding, assemblage, and construction with a variety of materials. (CAN ART 12). *One to two hours lecture, three to four hours lab.*

# Art

- ART 32** **2 or 3 Units**  
**Sculpture—Human Figure**  
Study of the human form in sculpture. Students will create both realistic and abstract sculpture of the human form in a variety of materials. *One to two hours lecture, three to four hours lab.*
- ART 33** **2 or 3 Units**  
**Intermediate Sculpture**  
*Prerequisite: ART 31 or ART 32 or equivalent. Further development of concepts and skills presented in ART 31 and 32. Emphasis is placed on individual expression. A variety of materials, methods, and sculptural concepts are explored. Repeatable 3 times. One to two hours lecture, three to four hours lab.*
- ART 34** **2 or 3 Units**  
**Ceramic Sculpture**  
*Course Advisory: SCC minimum English standard. Introduction to basic sculpture concepts, materials, and approaches with an emphasis on ceramics. Subjects to be covered include: Historic and contemporary approaches to ceramic sculpture, slab construction, coil building, mold making, extruded fabrication, modeling from the figure, introduction to ceramic color, characteristics and limitations of ceramic materials. Repeatable 2 times. Two to three hours lecture, two to three hours lab.*
- ART 37** **2 or 3 Units**  
**Clay and Glazes for the Ceramic Artist**  
*Prerequisite: ART 23 or 26 or equivalent. Course Advisories: SCC minimum English and math standards. Covers and investigates the theoretical and practical aspects of clay and glaze formulation. Topics covered include: Clay/glaze fit, glaze calculation, testing strategies, the development of color, the development of texture, kiln types, kiln temperatures and kiln atmosphere. Repeatable 2 times. Two to three hours lecture, two to three hours lab.*
- ART 38** **2 Units**  
**Printmaking—Silkscreen**  
Includes basic silkscreen printing, with an emphasis on learning the principal techniques and application in the production of original design. Repeatable 3 times. *One hour lecture, three hours lab.*
- ART 39** **2 or 3 Units**  
**Etching and Engraving: Line Techniques**  
*Course Advisory: SCC minimum English standard. Covers history and techniques of line etching and engraving, including dry point, sugar lift line etching, and soft ground line variations. The student is expected to produce matted prints of completed projects. (CAN ART 20). One to two hours lecture, three to four hours lab.*
- ART 40** **2 or 3 Units**  
**Figure Painting**  
A study of figure painting techniques. Students work directly from the model to develop skills in rendering and expression. Repeatable to a maximum of 6 units, including initial enrollment. *One to two hours lecture, three to four hours lab.*
- ART 41** **2 or 3 Units**  
**Etching and Engraving: Tone**  
Includes etching and engraving techniques such as aquatint, featherbiting, spit bite, and soft ground which produce tones that have gray and black areas defining line etches. The student will prepare a portfolio of completed projects. *One to two hours lecture, three to four hours lab.*
- ART 42** **2 or 3 Units**  
**Etching & Engraving: Color**  
Includes etching and engraving color techniques and their history, including the use of multiple plates for each color used on the key plate. Some color plate methods covered include a la Paupee, monotype, chine colle, color rollings, and viscosity printing. The student will prepare a portfolio of completed projects. *One to two hours lecture, three to four hours lab.*
- ART 43** **2 or 3 Units**  
**Printmaking: Relief Printing, Including Woodcut**  
Includes etching and engraving techniques in areas of relief printing such as collograph, embossment, de-embossment, assemblages, woodblock, and stencils from plant forms. The student will prepare a portfolio of completed projects. *One to two hours lecture, three to four hours lab.*
- ART 49** **2-3 Units**  
**Honors**  
*Prerequisites: Completion of 24 units of college credit with a minimum GPA of 3.3; a minimum of 5 units in the discipline with a grade of "B" or better; an ability to work independently; permission of the Division Dean based on instructor availability. An independent study course designed for sophomores or students who have taken many of the basic classes and wish to continue work with an instructor in a specialized area. The student works by arrangement with the instructor on an outlined program of study. May be repeated to a maximum of 6 units, including initial enrollment. Four to six hours weekly by arrangement.*
- ART 52** **2 or 3 Units**  
**Lettering and Layout**  
*Course Advisory: SCC minimum English standard. Basic lettering skills in several media for reproduction and creative lettering. Study of layout and illustration in sign, poster, and advertising design. Recommended for commercial art students and art majors. One to two hours lecture, three to four hours lab weekly.*

- ART 54** **3 Units**  
**Illustration I**  
*Course Advisory: SCC minimum English standard.*  
 Problems in design and rendering of illustration for print and film media. Projects may include illustrations for books, magazines, advertising and film. *Two hours lecture, four hours lab.*
- ART 55** **3 Units**  
**Illustration II**  
*Prerequisite: ART 54 or equivalent as determined by portfolio review. Course Advisory: SCC minimum English standard.* Studio illustration conception, production and finish. Students will execute illustration projects using professional procedures and equipment. Emphasis is on student creative and technical development. Written papers and portfolio review required. Repeatable 1 time. *Two hours lecture, four hours lab.*
- ART 56** **3 Units**  
**Graphic Design I**  
 Provides fundamental background for terminal and transfer students planning to enter the commercial art field. Instruction in the professional use of design, lettering, and illustration through solution of visual communication problems. *Two hours lecture, four hours lab.*
- ART 57** **2 Units**  
**Layout Indication**  
*Prerequisite: ART 52. Course Advisory: SCC minimum English standard.* Introduction to basic use of markers in creating professional layouts, including how to achieve various textures and effects with markers; understanding the marker as a tool for a quick, crisp method in layout advertising, brochures, posters, etc. *One hour lecture, three hours lab.*
- ART 58** **2 Units**  
**Contemporary Costume Illustration**  
 Covers the illustration of garment design by rendering it as worn by a properly proportioned costumed figure. The student will use various art materials to develop effective graphic communication of sport and theatre costume. Weekly assignments and a portfolio of five or more properly presented costume or fashion illustrations required. Repeatable 1 time. *One hour lecture, three hours lab.*
- ART 60** **3 Units**  
**Gallery Management**  
*Course Advisory: SCC minimum English standard.*  
 Provides fundamentals of fine art gallery operation through lecture and practical experience in managing the Solano Community College Fine Art Gallery. Topics covered include selection, design, and installation of exhibitions. In addition, defining the mission of a gallery, public relations, art administration and career implications will be discussed. Repeatable 2 times. *Two hours lecture, four hours lab weekly.*
- ART 61** **3 Units**  
**Collage & Introduction to Papermaking**  
*Course Advisory: SCC minimum English standard.* This course includes history of the art of collage, experiences in creating collages and an introduction to the art of paper making. Students are required to submit a portfolio of class assignments for evaluation. Repeatable 1 time. *Two hours lecture, four hours lab.*
- ART 62** **2 Units**  
**Papermaking Techniques**  
*Course Advisories: SCC minimum English and math standards.* Includes experience in handmade paper making involving positive and negative mold building, casting, coloring agents, vacuum-formed paper and the use of natural fibers. Student are required to submit a portfolio of class assignments for monthly evaluation. *One hour lecture, three hours lab.*
- ART 100** **2 Units**  
**Discovering Color Through Drawing**  
 An introduction to color theory with focus on the use of a variety of drawing materials and techniques. Each assignment explores the potential effects of limited or extensive color range. Repeatable 1 time. *One hour lecture, three hours lab.*
- ART 145** **2 Units**  
**Portrait Drawing and Painting**  
*Course Advisory: ART 15.* An introduction to portraiture through painting and drawings from live models, using a variety of media. Analysis of anatomy of the head as a basis for preparing traditional and contemporary styles of portraits. *Two hours lecture, two hours lab.*
- Special Topics**  
 These courses, numbered 48, 98, or 148 depending upon their transferability, are courses of contemporary interest centered on changing knowledge and important issues in the field. Announcements of Special Topics courses appear in the Schedule of Classes.

# Automotive

Trade & Technical Division

## Automotive Body and Repair

### Program Description

This program is designed to prepare the student for employment as a body repair and paint apprentice in privately owned repair shops or automotive dealerships. A student could be self-employed from the training after completing the program.

### Certificate of Achievement and Associate in Science Degree

A Certificate of Achievement can be obtained upon completion of the 46-unit major below. The Associate in Science Degree can be obtained by completing 67 units, including the major and the general education requirements.

### Required Courses

	Units	
AUTOB 100—Fundamentals of Auto Body Repair	10	
AUTOB 101—Spray Paint Theory and Techniques	10	Recommended Electives
AUTOB 102—Automotive Body Panels and Frame Straightening	10	BUS 5
AUTOB 103—Advanced Auto Body Repair and Painting	10	DRAFT 110
IT 140—Industrial Materials	3	IT 110, 120, 160
IT 150—Industrial Processes	3	OCCED 90
	46	

## Automotive Mechanics

(Offered evenings only)

### Program Description

This program is designed to equip the student with knowledge of the principles of automotive theory and service. All classes are lecture/demonstration and have no related laboratory work. They are designed primarily for those who are employed in the trade or have an intense personal interest in automotive theory.

### Certificate of Achievement and Associate in Science Degree

A Certificate of Achievement can be obtained by completing the 24-unit major listed below. The Associate in Science Degree can be obtained upon completion of 60 units, including the major, general education requirements, and electives.

## Automotive Mechanics (continued)

### Required Courses

IT 140—Industrial Materials	Units 3	Recommended Electives
Electives selected from the list below	<u>21</u>	BUS 5
	24	IT 110, 120, 160
		OCCED 90

Select courses totaling 21 units from the following (all 3-unit courses):

- AUTOM 140—Ignition Theory & Tune Up
- AUTOM 141—Pollution Control Devices
- AUTOM 142—Air Conditioning Systems
- AUTOM 143—Wheel Alignment and Suspension
- AUTOM 144—Brake Systems
- AUTOM 145—Automatic Transmissions
- AUTOM 146—Fuel Systems
- AUTOM 147—Starting and Charging Systems

## Automotive Technician

### Program Description

This program is designed to prepare graduates for employment in the automotive industry as apprentice mechanics, parts people, service station attendants or specialists in one of the many areas in, or jobs related to, the automotive industry.

### Certificate of Achievement and Associate in Science Degree

A Certificate of Achievement can be obtained by completing the 40-unit major below. The Associate in Science Degree can be obtained upon completion of 61 units, including the major, and the general education requirements.

### Required Courses

	Units	
AUTOT 130—Automotive Systems	10	Recommended Electives
AUTOT 131—Automotive Electrical Systems	10	BUS 5
AUTOT 132—Automotive Electrical & Suspension Systems	10	IT 110, 120, 140, 150, 160
AUTOT 133—Internal Combustion Engines & Power Transmission	<u>10</u>	OCCED 90
	40	

# Automotive

## Automotive Body and Repair

For additional listings see "Industrial Education" section of this catalog.

### **AUTOB 100** **10 Units**

#### **Fundamentals of Auto Body Repair**

Course Advisory: SCC minimum English standard. Acquaints the student with the basic skills and fundamental principles of auto body repair. Learned skills are verified through manipulative and written tests. *Five hours lecture, fifteen hours lab.*

### **AUTOB 101** **10 Units**

#### **Spray Paint Theory and Techniques**

Prerequisite: AUTOB 100. Course Advisory: SCC minimum English standard. Acquaints the student with the basic principles and techniques of automotive refinishing. Skills acquired are verified through manipulative projects and written tests. *Five hours lecture, fifteen hours lab.*

### **AUTOB 102** **10 Units**

#### **Automotive Body Panels and Frame Straightening**

Prerequisite: AUTOB 100. Students will learn to repair and replace body panels. Includes unibody and frame straightening. Learned skills are verified through manipulative projects and written exams. *Five hours lecture, fifteen hours lab.*

### **AUTOB 103** **10 Units**

#### **Advanced Auto Body Repair and Painting**

Prerequisites: AUTOB 101, 102. Students are exposed to the fine details of automotive body repair. Excellence and precision of skills are refined and quality work is emphasized. Students demonstrate their achievements through manipulative projects and written tests. *Five hours lecture, fifteen hours lab.*

### **AUTOB 110** **3 Units**

#### **Special Projects**

Prerequisites: AUTOB 103. Advanced projects undertaken by students in their field of specialization, under supervision of the instructor. Repeatable 1 time. *Two hours lecture, three hours lab.*

#### **Special Topics**

These courses, numbered 148, 248, or 548, depending upon their transferability, are courses of contemporary interest centered on changing knowledge and important issues in the field. Announcements of Special Topics courses appear in the Schedule of Classes.

## Automotive Mechanics

For additional listings see "Industrial Education" section of this catalog.

### **AUTOM 140** **3 Units**

#### **Ignition Theory & Tune-up**

Course Advisory: SCC minimum English standard. Covers the theory of auto ignition systems from Kettering to current uses of transistor control and capacitor discharge systems. Includes analysis of the functions of such equipment as oscilloscopes and infrared exhaust analyzers. Provides the theoretical background necessary for the student to become a knowledgeable diagnostician. *Three hours lecture.*

### **AUTOM 141** **3 Units**

#### **Pollution Control Devices**

Course Advisory: SCC minimum English standard. Describes the effects of automobile emissions in terms of human and economic costs, legislation, automotive modifications, and covers the development and function of emissions test equipment, such as infrared exhaust analyzers and oscilloscopes. Acquaints the student with rationale behind the systems developed to combat automotive emissions and develops the knowledge necessary for proper diagnosis of systems operation and malfunction. *Three hours lecture.*

### **AUTOM 142** **3 Units**

#### **Air Conditioning Systems**

Course Advisory: SCC minimum English standard. A study of refrigeration theory, components, control systems, test instrumentation and automatic temperature control systems. Prepares the student to use the analysis/diagnosis techniques required for modern auto air conditioning systems. *Three hours lecture.*

### **AUTOM 143** **3 Units**

#### **Wheel Alignment and Suspension**

Course Advisory: SCC minimum English standard. Covers all current front suspension systems, including unequal length A arm, lower control arm and strut, and MacPherson strut. Provides the student with the knowledge necessary to understand and systematically diagnose problems involved in the interrelated functions and adjustment of the "five included angles." *Three hours lecture.*

## AUTOM 144

3 Units

### Brake Systems

*Course Advisory: SCC minimum English standard.* Covers automotive brake systems from mechanical to dual hydraulic/pressure compensating. Includes drum brake “self energizing” and “self adjusting” concepts, power assist, disc brake systems and service procedures. Provides the student with diagnostic skills and an understanding of service equipment such as fixed anchor compensation and disc rotor machining tools. *Three hours lecture.*

## AUTOM 145

3 Units

### Automatic Transmissions

*Course Advisory: SCC minimum English standard.* A study of planetary gear systems, basic hydraulics, control systems and adjustment, and diagnostic techniques. Two evolutionary patterns, one of increasing complexity and another of increasing similarity, have converged producing automatic transmissions, different in name but alike in concept. Concentrating on these concepts will allow the student to diagnose and service any modern automatic transmission. *Three hours lecture.*

## AUTOM 146

3 Units

### Fuel Systems

*Course Advisory: SCC minimum English standard.* A study of carburetion and fuel injection systems, basic circuits and sophistications. Includes study of gasoline, additives, intake manifold design, electronic feedback systems and service procedures. Provides the student with diagnostic skills for analyzing complex fuel delivery systems problems. *Three hours lecture.*

## AUTOM 147

3 Units

### Starting and Charging Systems

*Course Advisory: SCC minimum English standard.* A study of the theories and components of modern starting and charging systems. Includes electricity principles, batteries, starter motors and drives, DC generators, AC generators, generator regulation systems testing and repair. Provides the basis for proper diagnosis and analysis. *Three hours lecture.*

# Automotive Technician

*For additional listings see "Industrial Education" section of this catalog.*

## AUTOT 130

10 Units

### Automotive Systems

*Course Advisory: SCC minimum English standard.* A study of the theory and practice of automotive repair, maintenance and diagnosis including safety, hand and power tools, test equipment and service, and design principles of all automotive systems. A broad overview providing the knowledge and skills necessary to meet the specific requirements of AUTOT 131, 132, and 133. Testing and manipulative skills based on industry standards. *Five hours lecture, fifteen hours lab.*

## AUTOT 131

10 Units

### Automotive Electrical Systems

*Prerequisite: AUTOT 130. Course Advisory: SCC minimum English standard.* Presents the theory and repair of automotive electrical systems. Includes the study of electricity principles, conventional and electronic ignition systems, charging systems, starting systems and electrical accessories. Provides the student with knowledge and skills in systems diagnosis, repair and testing necessary for entry into the trade. Testing and manipulative skills based on industry standards. *Five hours lecture, fifteen hours lab.*

## AUTOT 132

10 Units

### Automotive Brakes and Suspension Systems

*Prerequisite: AUTOT 131. Course Advisory: SCC minimum English standard.* Study of automotive brakes, suspension systems, and wheel alignment theory and service procedures. Includes skills development in the use of wheel alignment machines and brake reconditioning equipment. Provides the student with knowledge and skills in diagnosis repair and testing necessary for entry into the trade. Testing and manipulative skills based on industry standards. *Five hours lecture, fifteen hours lab.*

## AUTOT 133

10 Units

### Internal Combustion Engines and Power Transmission

*Prerequisite: AUTOT 132. Course Advisory: SCC minimum English standard.* A study of internal combustion engines, transmissions, differentials, and support systems. Provides the student with the knowledge and skills in engine and power transmission theory and overhaul procedures necessary for entry into the trade. Testing and manipulative skills based on industry standards. *Five hours lecture, fifteen hours lab.*

# Banking and Finance

## Program Description

“Banking is more people than figures. It’s helping people with their problems. People tell us everything because we are in a position of trust.” (Jean Adamson, U. S. Assistant Treasurer) The banking and finance program is offered by the College in cooperation with the American Institute of Banking.

## Certificate of Achievement and Associate in Science Degree

A Certificate of Achievement can be obtained upon completion of the 21-unit major. The Associate in Science Degree can be obtained upon completion of 60 units, including the major, general education requirements, and electives.

## Required Courses

	Units	
BIF 150—Principles of Bank Operation	3	
BUS 18—Legal Environment of Business	3	
BUS 181—Business Mathematics	3	Recommended Electives
CIS 50—Microcomputers Applications	3	BUS 19
MGMT 191—Human Relations	3	CIS 55, 73, 60
SPEECH 1—Introduction to Public Speaking		OT 54, 55, 100, 159, 162
OR		
SPEECH 60—Communication Strategies	3	
Elective selected from list of Recommended Electives	3	
	<u>21</u>	

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### BIF 150

3 Units

#### Principles of Bank Operations

*Course Advisory: SCC minimum English standard. A comprehensive study and analysis of the economic functions of banks and the services they render to society. Three hours lecture.*

## Program Description

The biology program emphasizes the relationship between structure and function of living systems and the concept that biological processes can be studied at different levels of organization. The program provides a balanced blend of mathematics, chemistry, physics and traditional and modern biology including the advanced topics essential to students continuing their studies at the university. Life is explored at the molecular, cellular, organismal and ecological levels.

## Associate in Science Degree

The Associate in Science Degree can be obtained by completing the 43-45 unit major with a grade of "C" (2.0) or better in each course, the general education requirements, and electives for a total of 64-66 units.

## Required Courses

	Units
BIOSC 1—Organismal Biology	5
BIOSC 2—Cell and Molecular Biology	5
CHEM 1 & 2—General Chemistry (5 & 5 units)	10
CHEM 3 & 4—Organic Chemistry (5 & 4 units)	9
MATH 30 & 31—Analytic Geometry and Calculus (3 & 3 units)	
OR	
MATH 20 & 21—Analytic Geometry & Calc. (4 & 4 units)	6-8
PHYS 2 & 4—General Physics (Non-Calculus) (4 & 4 units)	
OR	
PHYS 6 & 7—Physics for Science/Engineering (4 & 4 units)	8
	43-45

### BIOSC 1

5 Units

#### Principles of Organismal Biology

*Prerequisite: CHEM 1 (may be taken concurrently).*

*Course Advisory: SCC minimum English standard.*

Covers evolution, ecology, and the diversity of life. The laboratory component includes invertebrate and vertebrate dissection and weekend and all day field trips. Essay and objective exams, research papers, and lab practica will be used to evaluate student success. (BIOSC 1 & 2 = CAN BIOL SEQ A). *Three hours lecture, six hours lab.*

### BIOSC 2

5 Units

#### Principles of Cell and Molecular Biology

*Prerequisite: CHEM 1. Course Advisory: SCC minimum*

*English standard. An introduction to basic concepts of cell and molecular biology that includes Mendelian and molecular genetics. Laboratory work includes performing current procedures in molecular biology with accurate reporting in scientific style. Written laboratory reports, practical tests, written exams which include essay, short answer, and objective questions, and a comprehensive lecture final will be used to evaluate student success. (BIOSC 1 & 2 = CAN BIOL SEQ A). Three hours lecture, six hours lab.*

### BIOSC 5

5 Units

#### Introductory Physiology

*Prerequisite: A grade of "C" or better in CHEM 10.*

*Course Advisory: SCC minimum English standard; it is recommended that BIOSC 6 be taken **before** BIOSC 5. A physiology course that studies normal mechanisms and homeostatic relationships of most systems of the body from the molecular to the gross levels. The laboratory relates microstructure to function; utilizes a variety of instruments and techniques for measuring body parameters; and establishes the rationale for determining functional status. Student evaluation is primarily through written and practical examinations, including a comprehensive final examination. A portion of the student's evaluation depends on other written work. (CAN BIOL 12) (BIOSC 5 & 6 = CAN BIOL SEQ B). *Three hours lecture, six hours lab.**

### BIOSC 6

5 Units

#### Human Anatomy

*Course Advisories: SCC minimum English and math standards. A study of the structure of the human body involving histology, gross dissection and prepared human materials. Student progress will be evaluated with lab practica and lecture tests*

# Biology

which will include essay questions and objective questions. (CAN BIOL 10) (BIOSC 5 & 6 = CAN BIOL SEQ B). Three hours lecture, six hours lab.

## **BIOSC 10** **5 Units**

### **Anatomy and Physiology**

*Prerequisite:* A grade of "C" or better in CHEM 160 or one year of high school chemistry. *Course Advisory:* SCC minimum English standard. Presents a study of the structure and function of the major human organ systems. The lab involves the study of the cadaver and human dissections, microscopic anatomy, and physiological testing. Student evaluations will include written exams and laboratory practica, and may include additional written assignments. Three hours lecture, six hours lab.

## **BIOSC 12** **3 Units**

### **Environmental Science**

*Course Advisories:* Eligibility for ENGL 1 and SCC minimum math standard. An introductory science course that uses an interdisciplinary approach to study regional, state, national, and global environmental issues. Using basic concepts from the biological, physical and social sciences, students will examine human population dynamics and the sustainability of resource utilization, pollution, and environmental policy. Three hours lecture.

## **BIOSC 14** **4 Units**

### **Principles of Microbiology**

*Prerequisite:* CHEM 10. *Course Advisory:* SCC minimum English standard. The study of the morphology, physiology, genetics, taxonomy, and ecology of microorganisms. The course also includes principles of immunology, the control of microbes, and their relationship to disease. Laboratory exercises cover aseptic techniques, identification, staining, and microbial growth among others. Three hours lecture, three hours lab weekly.

## **BIOSC 15** **4 Units**

### **Introduction to Biology**

*Prerequisite:* None. *NOTE:* Not open for credit to students who have completed BIOSC 1 or 2. *Course Advisories:* Eligibility for ENGL 1; SCC minimum math standard. A non-majors biology course that introduces basic concepts of living organisms including aspects of biological chemistry, cell structure and function, physiology, genetics, evolution, and ecology. Students must successfully complete both the lecture AND lab portions of the course. Lecture and lab exams, written reports, and a project as well as a comprehensive final will be used for evaluation. Three hours lecture, three hours lab weekly, including field trips.

## **BIOSC 16** **3 Units**

### **Introduction to Human Biology**

*Prerequisite:* None. *NOTE:* Not open for credit to students who have completed BIOSC 1, 2, 5, 10 or 15. *Course Advisories:* SCC minimum English and math standards.

An introduction to general biology with emphasis on the human model. Includes cell structure and function, human evolution, anatomy and physiology, genetics, and the human impact on the environment. Tests which include essay questions, and a comprehensive final examination will be used to evaluate student success. This is a course for non-majors. Three hours lecture.

## **BIOSC 18** **3 Units**

### **Biology of Sex**

*Course Advisories:* SCC minimum English and math standards. Our biological bases of sex and sexuality will be discussed and compared with other organisms. Essay and objective exams as well as written assignments will be used for student evaluations; the final exam will be comprehensive. Three hours lecture.

## **BIOSC 47** **.5-3.0 Units**

### **Independent Study**

*Prerequisite:* A grade of "C" or better in 12 units of credit, including 4 units from within the discipline. *Course Advisories:* Eligibility for ENGL 1; statistics may be useful for data analysis. Designed for students who intend to major in biological sciences or pre-professional programs. May be repeated to a maximum of 3 units, including initial enrollment. One and one half to nine hours weekly by arrangement.

## **BIOSC 99** **.5-2.0 Units**

### **Biology Honors: Special Dissection**

*Prerequisites:* Completion of 24 units of college credit with a minimum GPA of 3.3; a minimum of 5 units in the discipline with a grade of "B" or better; an ability to work independently; permission of the Division Dean based on instructor availability. An independent study project designed to increase understanding of human anatomy through detailed dissection and other projects assigned by the supervising instructor. The student will be evaluated through oral examination and evaluation of dissections. May be repeated to a maximum of 6 units, including initial enrollment. Three to six hours weekly by arrangement.

### **Special Topics**

These courses, numbered 48, 98, or 148 depending upon their transferability, are courses of contemporary interest centered on changing knowledge and important issues in the field. Announcements of Special Topics courses appear in the Schedule of Classes.

# Biotechnology Production Technician

Math & Science Division

## Program Description

This program prepares graduates to work in the biotechnology industry as production technicians. A production technician operates and maintains the equipment used to manufacture protein pharmaceutical products. Students will grow bacterial, yeast, and mammalian cells and recover the proteins that they produce. They will follow good manufacturing practices by maintaining records in order to comply with quality assurance procedures and government regulations. Students in the program must be able to adjust their time to a flexible schedule.

## Certificate of Achievement and Associate in Science Degree

The Certificate of Achievement can be obtained upon completion of the 20-22 unit major with a grade of "C" (2.0) or better in each course. The Associate in Science Degree can be obtained upon completion of 60 units, including the major with a grade of "C" (2.0) or better in each course, general education requirements and electives.

## Required Courses

	Units
BIOTCH 51—Principles of Biotechnology	3
BIOTCH 52—Business & Regulatory Practices in Biotechnology	3
BIOTCH 53—Cell Culture and Fermentation	2
BIOTCH 54—Biotechnology Recovery Practices	2
BIOTCH 55—Analytical Practices in Biotechnology	2
BIOSC 14—Principles of Microbiology(4 units)	
OR	
BIOSC 2—Prin. Cell/Molecular Biology (5 units)	4-5
CHEM 10—Intermediate Chemistry (4 units)	
OR	
CHEM 1—General Chemistry (5 units)	4-5
	20-22

NOTE: Prior knowledge and use of computers is advised including word processing, spreadsheets, and databases.

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### BIOTCH 51

3 Units

#### Principles of Biotechnology

*Prerequisite: BIOSC 14 or BIOSC 2. Course Advisories: SCC minimum English and math standards. This course covers topics important in the development, production, recovery, and analysis of products produced by biotechnology. The course traces the path of a drug or biologic from the cell through the production facility, the final processing, and into the human body. It discusses the growth characteristics of the organisms used to produce pharmaceutical proteins, the techniques used in product recovery, and the techniques used in product analysis. Three hours lecture.*

### BIOTCH 52

3 Units

#### Business and Regulatory Practices in Biotechnology

*Course Advisories: Eligibility for ENGL 1; SCC minimum math standard. Examines how basic business principles and sound manufacturing procedures assure the quality and safety of a product as the manufacturing team moves a product down the biotechnology production pipeline. It explores the role of governmental oversight and regulation during the discovery, development, and manufacturing of new products produced by biotechnology. Three hours lecture.*

# Biotechnology Production Technician

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## BIOTCH 53

2 Units

### Cell Culture and Fermentation

*Prerequisite: BIOSC 14 or BIOSC 2. Course Advisories: SCC minimum English and math standards. This course provides an intensive laboratory environment that teaches the skills needed to serve as a technician in biotechnology production. Students grow and monitor bacterial, yeast, and mammalian cells on a small laboratory scale that emulates the large scale production used in industry. The course emphasizes the use of current Good Manufacturing Practices (cGMP) in monitoring the growth of cells that produce useful proteins. Students will become familiar with the cleaning, sterilization, aseptic inoculation, operation, and monitoring of fermenters and bioreactors. Two hours lecture and six hours lab (8 week course).*

## BIOTCH 54

2 Units

### Biotechnology Recovery Practices

*Prerequisite: BIOSC 14 or BIOSC 2. Course Advisory: Eligibility for ENGL 1. Familiarizes students with the most common techniques used by industry to recover proteins produced by cell culture. Students will isolate proteins using chromatography, filtration, and centrifugation techniques. The course emphasizes the use of current Good Manufacturing Practices (cGMP), and students gain experience following Standard Operating Procedures (SOP). Two hours lecture and six hours lab (8 week course).*

## BIOTCH 55

2 Units

### Analytical Practices in Biotechnology

*Prerequisite: BIOSC 14 or BIOSC 2. Course Advisory: Eligibility for ENGL 1. Familiarizes students with tests that a quality control department in industry uses to analyze the quality of the cell culture process and the purity of protein products produced by cell culture. The course emphasizes the use of current Good Manufacturing Practices (cGMP) in these analyses. Students will gain experience using common assays including electrophoresis, High Performance Liquid Chromatography (HPLC), Enzyme Linked Immunosorbant Assay (ELISA), and Polymerase Chain Reaction (PCR) to test products generated using cell culture. Two hours lecture and six hours lab (8 week course).*

# Business, General (Transfer)

Business Division

## Program Description

This program is designed for business students planning to transfer to the University of California and/or the California State University systems.

## Certificate of Achievement and Associate in Science Degree

A Certificate of Achievement can be obtained by completing the 24-unit major with a grade of "C" or better in each course. The Associate in Science Degree can be obtained by completing a total of 60 units, including the major with a grade of "C" or better in each course, general education requirements, and electives.

## Required Courses and Electives

	Units	Recommended Electives:
ACCT 1—Accounting—Financial	3	BUS 19
ACCT 2—Accounting—Managerial	3	CIS 20, 22, 23, 25,
BUS 5—Introduction to Business	3	MATH 11, 15, 20, 21, 30, 31
BUS 18—Legal Environment of Business	3	
CIS 1—Introduction to Computers	3	
OR		
CIS 50—Microcomputer Applications	3	Suggested general education math courses for the Business, General (Transfer) major are MATH 11 (Statistics) and MATH 15 (Finite Math) OR MATH 30 (Analytical Geometry and Calculus). Students should consult a counselor regarding Business Articulation Agreements for a particular college or university campus.
ECON 1 & 2—Prin. of Economics (3 & 3 units)	6	
Electives selected from list of Recommended Electives	3	
	24	

Many courses formerly listed under the Business discipline now appear under the disciplines "Accounting," "Marketing," or "Office Technology."

### **BUS 5** **3 Units**

#### **Introduction To Business**

*Course Advisory: SCC minimum English standard. A comprehensive study and analysis of the principles of business. The course introduces students to contemporary business principles, practices, and terminology. Students will gain an understanding and appreciation of the private enterprise system, and how the functional areas of business work and interrelate. The course explores business career opportunities, provides the prerequisite knowledge needed for success in other business courses, and prepares students for transfer to upper-division business degree programs. Assigned readings, class participation, written homework, and written examinations are required. Three hours lecture.*

### **BUS 18** **3 Units**

#### **Legal Environment of Business**

*Course Advisories: Eligibility for ENGL 1, SCC minimum math standard. A comprehensive introduction to the study of the law, with specific*

*emphasis on the legal environment of business. Includes the legal process, legal institutions, contracts, agency, the Uniform Commercial Code (UCC), torts, employment, consumer protection, government regulation and Alternative Dispute Resolution (ADR), along with ethical concerns and current public policy issues. Written examinations required. (CAN BUS 12). Three hours lecture.*

### **BUS 19** **3 Units**

#### **Law of Business Transactions**

*Course Advisories: BUS 18, SCC minimum English standard. A comprehensive study and analysis of the rules of law applicable to areas within the field of business law. Includes the historic, social, and economic development of law applied to negotiable instruments, partnerships, corporations and real property. Three hours lecture.*

### **BUS 58** **3 Units** **See Human Development 58.**

# Business

<b>BUS 60</b> <b>Introduction to International Business</b> <i>Course Advisories: Eligibility for English 1, SCC minimum math standard. A comprehensive overview designed to provide a global perspective in a continuously emerging international marketplace, including topics such as foreign investing, impact of financial markets, international marketing, cultural understanding, and operation of multinational and small companies. Three hours lecture.</i>	<b>3 Units</b>	<b>BUS 181</b> <b>Business Mathematics</b> <i>Course Advisory: SCC minimum English standard. Requires students to apply essential mathematical skills necessary for success in business. Includes a review of fractions, decimals, percents, ratios, the percentage formula and general business applications; covers advanced business applications such as interest, discount, markup, payroll, cash flow and insurance. This self-paced, programmed learning class is open entry/open exit. May be repeated to a maximum of 3 units, including initial enrollment. Three hours lecture.</i>	<b>1-3 Units</b>
<b>BUS 92</b> <b>Business Communication</b> <i>Course Advisories: Eligibility for ENGL 1; SCC minimum math standard. A study of communication theory in the planning and preparation of various types of letters, reports, resumes, and oral presentations along with analysis of group dynamics, symbolic communication, interview techniques and listening skills. Stresses audience analysis, style, appearance, and the importance of grammar, punctuation and vocabulary. Strong focus on gender and cultural communication issues and strategies in the workplace. Critical thinking encouraged through written and oral assignments and case studies on business communication and ethical issues. Three hours lecture.</i>	<b>3 Units</b>	<b>BUS 182</b> <b>Small Business Mathematics</b> <i>Course Advisories: SCC minimum English and math standards. Requires students to apply essential mathematical skills necessary for persons operating a successful small business. It includes preparing and analyzing financial statements, inventory management, ratio analysis, depreciation, compound interest and present value, investments and insurance, and basic statistics. This is an open entry/open exit course. One hour lecture.</i>	<b>1 Unit</b>
<b>BUS 99</b> <b>Business Honors</b> <i>Prerequisites: Completion of 24 units of college credit with a minimum GPA of 3.3; a minimum of 5 units in the discipline with a grade of "B" or better; an ability to work independently; permission of the Division Dean based on instructor availability. A comprehensive study and analysis of a topic of student scholarship which is centered on important topics or issues within the business field. May be repeated to a maximum of 6 units, including initial enrollment. One to three hours weekly by arrangement.</i>	<b>1-3 Units</b>	<b>BUS 191</b> <b>Investment Fundamentals</b> <i>Course Advisory: SCC minimum English standard. A comprehensive study and analysis of investment strategies available to investors. Topics covered include the stock and bond market, gold, money markets and options. Three hours lecture.</i>	<b>3 Units</b>
<b>BUS 100</b> <b>Work Readiness</b> <i>Course Advisories: SCC minimum English and math standards. Covers the process of assessing the job market and completing a resume and application. Topics include how to be successful on the job and to gain satisfaction and rewards from work. The skills needed in the workplace are emphasized along with the social and communication skills, personal characteristics and habits, and expectations of the employer. Three hours lecture (8 week course).</i>	<b>1.5 Units</b>	<b>BUS 201</b> <b>Starting and Managing a Small Business</b> <i>Presents an overview of the process and steps involved in establishing a small business. Topics include entrepreneurial characteristics, success and failure factors, financing, management and business concerns, and developing a check list for planning a start-up. This is a credit/no-credit only course. Eight hours lecture total.</i>	<b>.5 Unit</b>
		<b>BUS 202</b> <b>Financing a Small Business</b> <i>Examines various sources of money to start, buy, or expand a small business, including the many ways to start, buy, or expand a business with little or no money. This is a credit/no-credit only course. Eight hours lecture total.</i>	<b>.5 Unit</b>

<b>BUS 203</b> <b>Business Financial Management</b> Examines the preparation and analysis of financial statements and basic small business accounting techniques, using manual and/or computer systems. This is a credit/no-credit only course. <i>Eight hours lecture total.</i>	<b>.5 Unit</b>	<b>BUS 210</b> <b>Record Keeping for Small Business</b> Examines the legal, tax, and other reasons for keeping business documents, what kinds should be kept, and how to create them. The use of various manual and computer systems is explored. This is a credit/no-credit only course. <i>Eight hours lecture total.</i>	<b>.5 Unit</b>
<b>BUS 204</b> <b>Managing Credit and Collections</b> Examines the functions of credit and collections, how to establish a credit policy and collections procedures, and how to avoid legal problems. This is a credit/no-credit only course. <i>Eight hours lecture total.</i>	<b>.5 Unit</b>	<b>BUS 211</b> <b>Marketing and Advertising</b> Covers the process of determining what customers want to buy and how to sell products and services to them. This is a credit/no-credit only course. <i>Eight hours lecture total.</i>	<b>.5 Unit</b>
<b>BUS 205</b> <b>Business Budgeting</b> Examines the use of budgeting techniques as an aid to making informed business decisions. Budgeting enables small business owners to reduce risk and increase the probability of success. This is a credit/no-credit only course. <i>Eight hours lecture total.</i>	<b>.5 Unit</b>	<b>BUS 212</b> <b>Risk Management and Insurance</b> Focuses on the risks associated with owning a small business and how to reduce them. Explores the different types of insurance available. This is a credit/no-credit only course. <i>Eight hours lecture total.</i>	<b>.5 Unit</b>
<b>BUS 206</b> <b>Planning for Sales and Profit</b> Examines various business strategies that enable a small business to grow rapidly in size and profitability. This is a credit/no-credit only course. <i>Eight hours lecture total.</i>	<b>.5 Unit</b>	<b>Special Topics</b> These courses, numbered 98, 148 or 248 depending upon their transferability, are courses of contemporary interest centered on changing knowledge and important issues in the field. Announcements of Special Topics courses appear in the Schedule of Classes.	
<b>BUS 207</b> <b>Recruiting and Selecting Employees</b> Explores the process of identifying human resource needs and the process of recruiting and selecting the right person. This is a credit/no-credit only course. <i>Eight hours lecture total.</i>	<b>.5 Unit</b>		
<b>BUS 208</b> <b>Employee Relations and Personnel Policies</b> Explores techniques used in training and developing good employees. The elements that comprise a sound employee relations program are presented. This is a credit/no-credit only course. <i>Eight hours lecture total.</i>	<b>.5 Unit</b>		
<b>BUS 209</b> <b>Establishing a Home-Based Business</b> Presents the basic fundamentals and considerations involving the use of a private residence as the primary location of a small business. Topics include the advantages and disadvantages of home-based operations; licensing, zoning and use permits; legal and liability considerations, specific state and federal tax compliance; employing family members; and the business use of personal assets. This is a credit/no-credit only course. <i>Eight hours lecture total.</i>	<b>.5 Unit</b>		

## Program Description

This program is designed to foster an understanding of the fundamental principles of chemistry in a variety of applications. Students will learn how chemical knowledge is derived, theorized, and applied in solving problems in everyday life.

## Associate in Science Degree

The Associate in Science Degree can be obtained by completing 60 units, including the 29-32 unit major listed below with a grade of "C" (2.0) or better in each course, general education requirements, and electives.

## Required Courses

	Units
CHEM 1 & 2—General Chemistry (5 & 5 units)	10
CHEM 3 & 4—Organic Chemistry (5 & 4 units)	9
CHEM 5—Quantitative Analysis	4
BIOSC (any course except 48 or 98)	3 - 5
PHYS 2—Gen. Physics (Non-Calculus) (4 units)	
OR	
PHYS 6—Gen. Physics (Calculus) (4 units)	
OR	
PHYS 10—Descriptive Physics (3 units)	3-4 29-32

### CHEM 1

5 Units

#### General Chemistry (F/S)

*Prerequisite:* A grade of "C" or better in any of the following: MATH 104 or two years of high school algebra AND a grade of "C" or better in one of the following: CHEM 160 OR one year of high school chemistry. *Course Advisories:* SCC minimum English standard. CHEM 10 is *strongly recommended* for students who need additional preparation in problem solving. Presents principles of general chemistry for students in science, engineering, medical and related professions. Includes atomic structure and theory, the periodic table, bonding, gas laws, stoichiometry, solutions, ionization, thermochemistry and equilibrium. Written tests and quizzes, lab notebooks and reports, and a comprehensive lecture final will be used to evaluate student success. (CAN CHEM 2) (CHEM 1 & 2 = CAN CHEM SEQ A). Three hours lecture, six hours lab.

### CHEM 2

5 Units

#### General Chemistry (F/S)

*Prerequisite:* CHEM 1 or equivalent with a grade of "C" or better. A continuation of chemical principles and theory covered in CHEM 1 with emphasis on electrochemistry, chemical equilibrium, and quantitative and qualitative analysis. (CAN CHEM 4) (CHEM 1 & 2 = CAN CHEM SEQ A). Three hours lecture, six hours lab.

### CHEM 3

5 Units

#### Organic Chemistry I (F)

*Prerequisite:* CHEM 2 with a grade of "C" or better. *Course Advisory:* ENGL 1 is *strongly recommended*. First half of a two semester course (CHEM 3 and CHEM 4) that begins a survey of organic chemistry for students in chemical, biological, health science, and related professions. Includes analysis of structure and nomenclature, bonding, isomerism, and basic reaction mechanisms of organic chemicals. Functional groups considered include alkanes, alkenes, alkynes, alcohols, and alkyl halides. Basic organic laboratory procedures are introduced along with spectral analysis, simple syntheses, and reactions described in lecture. Written tests and quizzes, laboratory skills, accuracy of laboratory reports, and a comprehensive final exam will be used to evaluate student success. Three hours lecture, one hour activity, four hours lab.

## CHEM 4

4 Units

### Organic Chemistry II (S)

Prerequisite: CHEM 3 with a grade of "C" or better.

Continuation of CHEM 3. Includes analysis of structure, nomenclature, and reaction mechanisms of conjugated systems, aromatics, organometallics, various functional groups, carbohydrates, lipids, amino acids, proteins, and nucleic acids. The laboratory will emphasize more advanced work and the application of instrumentation in organic chemistry. Written tests and quizzes, laboratory skills, accuracy of laboratory reports, and a comprehensive final exam will be used to evaluate student success. *Three hours lecture, four hours lab.*

## CHEM 5

4 Units

### Quantitative Analysis (F)

Prerequisite: A grade of "C" or better in CHEM 2.

Course Advisory: ENGL 1 is *strongly recommended*. A study of quantitative principles including the theory and applications associated with gravimetric, volumetric, and instrumental techniques.

Quantitative reasoning, written and verbal communication skills and development of precise laboratory techniques are emphasized. Verbal and written reports and tests, accuracy of laboratory reports, and laboratory skills will be used to evaluate student success. (CAN CHEM 12). *Two hours lecture, eight hours lab.*

## CHEM 10

4 Units

### Intermediate Chemistry (F/S)

Prerequisites: A grade of "C" or better in CHEM 160 or two semesters of high school chemistry, and a grade of "C" or better in MATH 104 or two years of high school algebra. NOTE: Not open for credit to students who have completed CHEM 1. Course Advisory: SCC minimum English standard. A general chemistry course often required for students transferring to four year college nursing programs and for students majoring in physical therapy, occupational therapy, industrial technology and home economics, it emphasizes the chemistry of inorganic compounds and covers selected topics such as atomic theory, bonding, equations, gas laws, solutions, acid-base theory, and oxidation-reduction. Written quizzes and a comprehensive lecture final which include essay questions and problem solving will be used to evaluate student success. (CAN CHEM 6) (CHEM 10 & 11 = CAN CHEM SEQ B). *Three hours lecture, three hours lab.*

## CHEM 11

4 Units

### Basic Organic Chemistry & Biochemistry (F/S)

Prerequisite: A grade of "C" or better in CHEM 10 or CHEM 1.

Course Advisory: SCC minimum English standard.

Presents an overview of organic chemistry and biochemistry for majors in nursing, home economics, liberal arts and technical fields. Written quizzes and tests which include essay questions, accuracy of laboratory reports and skills, and a comprehensive final exam will be used to evaluate student success. (CAN CHEM 8) (CHEM 10 & 11 = CAN CHEM SEQ B). *Three hours lecture, three hours lab.*

## CHEM 97

1-3 Units

### Special Projects

Prerequisite: CHEM 2 with a grade of "C" or better. An independent laboratory project designed to increase a student's laboratory and reporting skills.

Completion of chemical analyses and a written report are required. May be repeated to a maximum of 6 units, including initial enrollment. *Three to nine hours weekly by arrangement.*

## CHEM 160

4.0 Units

### Introductory Chemistry (F/S)

Prerequisite: A grade of "C" or better in any of the following: MATH 104 or two years of high school algebra. Course Advisory: SCC minimum English standard.

An introductory course covering the fundamental principles of inorganic chemistry. Tests which include problem solving and essay questions will be used to evaluate student success. NOTE: Not open to students who have completed CHEM 1, CHEM 10, or equivalent. *Three hours lecture, three hours lab.*

### Special Topics

These courses, numbered 48, 98, or 148 depending upon their transferability, are courses of contemporary interest centered on changing knowledge and important issues in the field. Announcement of Special Topics courses appears in the Schedule of Classes.

# Communication Studies

## Program Description

This program is a broad based program concerned with the preparation and delivery of messages in interpersonal, public and mediated situations. This program focuses on understanding the communication process and improving communication skills. The program prepares the students to pursue professional goals in a variety of career possibilities including Community College Teacher, Speech Writer, Communications Consultant, Lawyer, Minister, Personnel Director, Television Director or Producer, Broadcast Journalist, Public Relations, Political Campaign Aide, Sales, Counselor.

## Associate in Arts Degree

The Associate in Arts degree can be obtained upon completion of 60 units, including the 18-unit major, general education requirements, and electives.

## Required Courses

	Units
SPEECH 1—Public Speaking	3
SPEECH 6—Argumentation and Debate	3
SPEECH 10—Interpersonal Communication	3
SPEECH 15—Oral Interpretation	3
SPEECH 60—Communication Strategies	3
TV 50—Survey of Broadcasting	3
	18
Recommended Electives	
ENGL 4	
JOURN 1, 11	
PHLOS 1	
PSYCH 1	
SPEECH 2, 50	
THEA 1	
TV 55	

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### SPEECH 1

3 Units

#### Introduction to Public Speaking

*Course Advisory: SCC minimum English standard.*

Public speaking course which includes instruction and practice in the various forms of public address and the techniques for orally presenting ideas clearly, concisely, and coherently. Students are required to outline speeches frequently; to read a college-level public speaking textbook and apply its principles in the preparation of their speeches; and to critically analyze public speeches of various types. (CAN SPCH 4). *Three hours lecture.*

### SPEECH 2

3 Units

#### Fundamentals of Persuasive Speaking

*Prerequisite: SPEECH 1. Course Advisory: Eligibility*

*for ENGL 1.* Persuasive speaking course which includes instruction and practice in the various forms of persuasive speaking and the techniques for orally presenting persuasive ideas clearly, concisely, and coherently. Students are required to outline persuasive speeches frequently; to read a college-level persuasive speaking textbook and apply its principles in the preparation of their persuasive speeches; to critically analyze persuasive speeches; and to deliver persuasive speeches of various types. *Three hours lecture.*

## **SPEECH 6**

**3 Units**

### **Argumentation & Debate**

*Course Advisory: Eligibility for ENGL 1.* Public speaking course which includes instruction and practice in the principles of argumentation and in the various forms of debate including the analysis of propositions, research, evidence and reasoning. Students are required to practice various forensic debating techniques through the presentation of their outlined affirmative and negative cases after investigating major contemporary issues; to read a college level argumentation and debate textbook and apply its principles in the preparation of their cases; and to critically analyze debate cases. (CAN SPCH 6). *Three hours lecture.*

## **SPEECH 10**

**3 Units**

### **Interpersonal Communication**

*Course Advisory: Eligibility for ENGL 1.* Communication principles as applied to different interpersonal communication situations. Areas covered will include verbal and non-verbal communications, listening, identifying and overcoming barriers to effective communication, cross-cultural communications and communication in conflict situations. *Three hours lecture.*

## **SPEECH 15**

**3 Units**

### **Oral Interpretation of Literature**

*Course Advisory: SCC minimum English standard.* Study of literature through oral performance which includes development of skills in the analysis and interpretation of prose, poetry, and dramatic literature. Emphasis on vocal and physical techniques to orally communicate understanding of the literature performed. *Three hours lecture.*

## **SPEECH 49**

**2-3 Units**

### **Honors**

*Prerequisites: Completion of 24 units of college credit with a minimum GPA of 3.3; a minimum of 5 units in the discipline with a grade of "B" or better; an ability to work independently; permission of the division Dean based on instructor availability.* Independent study course designed for advanced speech students who wish to continue work with an instructor in a specialized area of oral communication. The student and instructor design an outlined program of study. May be repeated to a maximum of 6 units, including initial enrollment. *One hour lecture, four to six hours weekly activity.*

## **SPEECH 50**

**1-3 Units**

### **Forensics/Speech Workshop**

*Course Advisory: SCC minimum English standard.* Provides training in the principles of all forms of forensic speaking and reading, including participation in competitive forensic events and appearances before campus and community groups. Students attend intercollegiate forensic tournaments and festivals or speak before campus or community audiences. May be repeated to a maximum of 12 units, including initial enrollment. *One hour lecture, three to six hours lab.*

## **SPEECH 60**

**3 Units**

### **Communication Strategies**

*Course Advisory: SCC minimum English standard.* Presents the basic practical communication skills. Exercises are employed to allow students to achieve effective verbal communication in business situations, community activities, and other areas of daily life, including giving and receiving instructions, interviewing, verbal and non-verbal communication. *Three hours lecture.*

# Computer and Information Science

Business Division

## Computer Programming

### Program Description

This program is designed to prepare the student for employment as a computer programmer trainee.

### Certificate of Achievement and Associate in Science Degree

A Certificate of Achievement can be obtained upon completion of the 36-unit major listed below. The Associate in Science Degree may be obtained by completing a total of 60 units, including the major, general education requirements, and electives.

### Required Courses

Not all courses are offered every semester, and the sequence of courses listed below is recommended, not required.

	Units	
CIS 1-Intro. to Computers	3	NOTE: Students planning to transfer to a four-year college and major in Management Information Systems/Computer Science should see a counselor regarding Business Articulation Agreements for a particular university campus.
BUS 92—Bus. Communication	3	
ACCT 1-Prin. of Accounting-Financial	3	
CIS 22—Introduction to Programming	3	
CIS 55—Com. Line Interface/MS Win 95/98	1.5	
CIS 56—Adv. Com. Line Interface/ MS Win 95/98	1.5	
CIS 57—Microsoft Windows 95/98	1.5	
Elective selected from the list of Recommended Electives	1.5	
CIS 23—Data Structures & Algorithms	3	
CIS 15—Programming in Visual BASIC	3	
CIS 89—Essential Networking Technologies	3	
CIS 78—Database Management Systems	3	
CIS 52—UNIX Operating System	3	
CIS 20—Assembly Programming	3	
	<u>3</u>	
	36	
<b>Recommended Electives</b>		
CIS 25, 35, 60, 61, 63, 66, 73, 91.520, 91.525, 91.532, 91.570, 91.804, 95.556, 95.557, 95.688, 95.689, 95.798, 95.803, 95.832, 95.833, 95.922, 95.936		
ACCT 2		
BUS 5		

# Computer and Information Science (cont.)

Business Division

## Microcomputer Applications

### Program Description

This program is designed to prepare students for employment as microcomputer applications specialist.

### Certificate of Achievement and Associate in Science Degree

A Certificate of Achievement can be obtained upon completion of the 36-unit major listed below. The Associate in Science Degree may be obtained by completing a total of 60 units, including the major, general education requirements, and electives.

### Required Courses

Not all courses are offered every semester, and the sequence of courses listed below is recommended, not required.

	Units		Units
CIS 1—Intro. to Computers	3	CIS 89—Essential Network. Technologies	3
BUS 92—Bus. Communication	3	CIS 78—Database Management Syst.	3
ACCT 1—Prin. of Accounting-Financial	3	CIS 90—Presentation Graphics	1.5
CIS 55/56—Com Line Interface/MS Windows	3	CIS 60—Internet	<u>1.5</u>
CIS 15—Programming in Visual BASIC			36
OR		Recommended Electives	
CIS 22—Introduction to Programming	3	CIS 15*, 20, 22*, 25, 35, 52, 61, 63*, 65, 66*, 73,	
ECTR 158—Microcomputer Maint.	1.5	91.520, 91.525, 91.532, 91.570, 91.804,	
CIS 57—Microsoft Windows 95/98	1.5	95.556, 95.557, 95.688, 95.689, 95.798, 95.803,	
CIS 63—WordPerfect		95.832, 95.833, 95.922, 95.936	
OR		ACCT 2	
CIS 66—Microsoft Word	3	BUS 5	
CIS 73—Microsoft Excel	3		
CIS 84—Pagemaker Publishing	3		

\*If not taken as part of the major.

## Network Administration

### Program Description

This program is designed to prepare students for employment as a network administrator.

### Certificate of Achievement and Associate in Science Degree

A Certificate of Achievement can be obtained upon completion of the 36-unit major listed below. The Associate in Science Degree may be obtained by completing a total of 60 units, including the major, general education requirements, and electives.

# Computer and Information Science (cont.)

Business Division

## Required Courses

Not all courses are offered every semester, and the sequence of courses listed below is recommended, not required.

	Units		Units
CIS 1—Intro. to Computers	3	CIS 91.570—NetWare 5 Adv. Admin.	
BUS 92—Business Communication	3	OR	
CIS 89—Essential Networking Technologies	3	CIS 95.689—Support. MS Win. NT 4.0 Enter. Tech.	
CIS 15—Programming in Visual BASIC		OR	
CIS 22—Introduction to Programming	3	CIS 91.525—NetWare 4 Adv. Admin.	
CIS 95.803—Administering MS Win NT 4.0		AND	
OR		CIS 91.804—NetWare 4 Inst. & Config.	3
CIS 95.556—Administering MS Win 2000	1.5	Elective selected from the Recommended	
CIS 55—Com. Line Interface /MS Win 95/98	1.5	Electives	<u>3</u>
CIS 56—Adv. Com. Line Interface/MS Win 95/98	1.5		36
ECTRN 158—Microcomputer Maint.	1.5		
CIS 95.922—Supporting MS Win NT 4.0-Core Tech.		<b>Recommended Electives</b>	
OR		CIS 10, 15*, 20, 22*, 25, 35, 57, 60, 61, 63,	
CIS 95.557—Install./Config. MS Win 2000	3	66, 73, 91.520*, 91.525*, 91.532, 91.560*,	
CIS 91.560—NetWare 5 Administration		91.570*, 91.804*, 95.556, 95.557, 95.688,	
OR		95.689*, 95.798, 95.803, 95.832, 95.833,	
CIS 91.520—NetWare 4 Administration	3	95.922, 95.936	
CIS 52 —UNIX Operating System	3		
CIS 78—Database Management Systems	3		

\*If not taken as part of the major.

## Job-Direct Certificate Requirements

### Computer Applications Specialist

Required Courses	Units
BUS 100—Work Readiness	1.5
CIS 73 —Microsoft Excel	3
CIS 66—Microsoft Word	
OR	
CIS 63—WordPerfect.	3
CIS 78—Database Management Systems	<u>3</u>
	10.5

### Home-Based Computer Processor

Required Courses	Units
BUS 100—Work Readiness	1.5
CIS 73 —Microsoft Excel	3
CIS 66—Microsoft Word	
OR	
CIS 63—WordPerfect	3
OT 100—Skillbuilding/Computer Keyboard	1
BUS 201—Starting and Managing a Small Bus.	.5
BUS 210—Record Keeping for Small Bus.	.5
BUS 209 —Establishing Home-based Bus.	<u>.5</u>
	10

### Network Assistant

Required Courses	Units
BUS 100—Work Readiness	1.5
CIS 1—Intro to Computers	3
CIS 89—Essential Networking Technologies	3
CIS 55—Comm. Line Interface to Win 95/98	1.5
CIS 95.803—Admin. MS Windows NT 4.0	
OR	
CIS 91.520—NetWare 4 Admin.	
OR	
CIS 95.540—Supporting Windows 95	<u>3</u>
	12

# Computer and Information Science

<b>CIS 1</b> <b>Introduction to Computers</b> <i>Prerequisite: Concurrent enrollment in CIS Lab. Course Advisories: SCC minimum English and math standards; ability to keyboard at 30 words per minute. An introduction to the hardware and software components of business information systems. The history of computer technology, as well as the social and cultural implications of computers in today's society, will be presented. Course content will include "hands-on" familiarization with computer operating system, word processing, electronic spreadsheet, and database management software. In addition, the course will include an introduction to computer programming using the BASIC programming language. Students will learn to develop problem specifications, design algorithms, and construct structured computer programs. Three hours lecture, one hour lab weekly by arrangement.</i>	<b>3 Units</b>	<b>CIS 20</b> <b>Assembly Programming</b> <i>Prerequisites: CIS 10 or 22 or 25 with a grade of "C" or "CR" or better; concurrent enrollment in CIS Lab. A hardware-oriented programming course dealing with programming a computer at the assembler language level. Emphasis will be on the assembler language of microcomputers. (CAN CSCI 10). Three hours lecture, one hour lab weekly by arrangement.</i>	<b>3 Units</b>
<b>CIS 2</b> <b>Programming in QBasic</b> <i>Prerequisite: Concurrent enrollment in CIS Lab. Course Advisory: CIS 1 or CIS 50 with a grade of "C" or "CR" or better. Introduction to computer programming using the QBASIC programming language. Students will learn to develop problem specifications, design algorithms, and construct structured computer programs. Three hours lecture, one hour lab weekly by arrangement (8 week course).</i>	<b>1.5 Units</b>	<b>CIS 22</b> <b>Introduction to Programming</b> <i>Prerequisites: CIS 1 with a grade of "C" or "CR" or better and concurrent enrollment in CIS Lab. Introduction to computer programming. The course's content will include "hands-on" development of structured algorithms and programs through top-down design, modular programming, and standardized control structures. (Currently taught in C/C++ language.). Three hours lecture, one hour lab weekly by arrangement.</i>	<b>3 Units</b>
<b>CIS 10</b> <b>COBOL Programming</b> <i>Prerequisites: CIS 22 with a grade of "C" or "CR" or better; concurrent enrollment in CIS Lab. Covers elements of the COBOL programming language including data description; arithmetic operations; sequential, random, and indexed file manipulation; tables; sorting; data validation; and control break summary reports. Emphasis will be on top-down, structured design techniques. (CAN CSCI 8). Three hours lecture, one hour lab weekly by arrangement.</i>	<b>3 Units</b>	<b>CIS 23</b> <b>Data Structures and Algorithms</b> <i>Prerequisites: CIS 22 with a grade of "C" or "CR" or better; concurrent enrollment in CIS Lab. Study of the basic concepts associated with the creation and manipulation of data structures and their related processing algorithms. Topics include software engineering principles; the selection, design, and implementation of data structures including arrays, sequential and random access files, strings, linked lists, and binary trees; and the development of efficient algorithms for sorting, searching, and manipulating these data structures. (Currently taught in C/C++ language.) Three hours lecture, one hour lab weekly by arrangement.</i>	<b>3 Units</b>
<b>CIS 15</b> <b>Programming in Visual BASIC</b> <i>Prerequisite: Concurrent enrollment in CIS Lab. Course Advisories: CIS 57 with a grade of "C" or "CR" or better; SCC minimum English and math standards. Introductory course in Object Oriented Programming (OOP) using Visual BASIC emphasizing problem-solving techniques using structured design and development. An extensive coverage of the BASIC computer language will be conducted using the Microsoft Windows environment. Students will construct forms and define procedures, events, properties, methods and objects to solve a variety of business-oriented problems. Three hours lecture, one hour lab weekly by arrangement.</i>	<b>3 Units</b>	<b>CIS 25</b> <b>FORTTRAN Programming</b> <i>Prerequisite: CIS 1 with a grade of "C" or better and concurrent enrollment in CIS Lab. Introduction to the FORTRAN programming language. Students will learn to code, compile, test, and debug simple programs in the areas of mathematics, science, and business. Topics will include use of subprograms, file processing, multi-dimensional arrays, and structured programming concepts for selection and iteration techniques. (CAN CSCI 4). Three hours lecture, one hour lab weekly by arrangement.</i>	<b>3 Units</b>

# Computer and Information Science

**CIS 35**

**3 Units**

## **Introduction to Java Programming**

*Prerequisites: Concurrent enrollment in CIS Lab.*

*Course Advisories: CIS 22 with a grade of "C" or "CR" or better; SCC minimum English and math standards.*

**Introduces Object Oriented Programming (OOP) using the Java programming language. It includes "hands-on" development of Java applets and Java applications using objects, classes, interfaces and Graphical User Interface (GUI) components. Three hours lecture, one hour lab weekly by arrangement.**

**CIS 49**

**1-3 Units**

## **Computer and Information Science Honors**

*Prerequisites: Completion of 24 units of college credit with a minimum GPA of 3.3; a minimum of 5 units in the discipline with a grade of "B" or better; an ability to work independently; permission of the Division Dean based on instructor availability. Designed for honor students who intend to major in one of the Computer and Information Science options. Students are expected to design their own projects and must submit them to the instructor for approval. May be repeated to a maximum of 6 units, including initial enrollment. One to three hours weekly by arrangement.*

**CIS 50**

**3 Units**

## **Microcomputer Applications**

*Prerequisite: Concurrent enrollment in CIS Lab. NOTE: Not open to students who have received credit in CIS 1.*

*Course Advisories: Ability to keyboard at 30 wpm; SCC minimum English and math standards. Serves as an introduction to microcomputers and the more frequently used applications software. The course is designed for the microcomputer user who is not a computer science major. The course helps students to understand the concepts and fundamentals of the following applications: an operating system with its associated graphical user interface, a word processor, a spreadsheet, and a database. Three hours lecture, one hour lab weekly by arrangement.*

**CIS 52**

**3 Units**

## **UNIX Operating System**

*Prerequisite: Concurrent enrollment in CIS Lab. Course Advisory: CIS 56 with a grade of "C" or "CR" or better.*

**This course will analyze the UNIX operating system, its terminology, user utilities, file structure, file security, commands, shells, shell programming, system architecture, and system administration. Emphasis will be placed on the shell environment, shell programming and utilities. The course will include hands-on exercises for the students to complete using the UNIX operating system. Three hours lecture, one hour lab weekly by arrangement.**

**CIS 55**

**1.5 Units**

## **Command Line Interface to MS Windows 95/98**

*Prerequisite: Concurrent enrollment in CIS Lab. Course Advisories: CIS 1 with a grade of "C" or "CR" or better;*

*ability to keyboard at 30 wpm. Designed to enable students to use command line commands to work at the command prompt in the MS Windows 95/98 operating systems. Students will learn how to use the command line interface and when and why one would use it instead of the graphical user interfaces of MS Windows 95/98. Sample topics include command syntax, internal and external commands, parameters and wildcards, formatting and copying disks, and disk organization. Three hours lecture, one hour lab weekly by arrangement. (8 week course).*

**CIS 56**

**1.5 Units**

## **Advanced Command Line Interface to MS Windows 95/98**

*Prerequisites: CIS 55 with a grade of "C" or "CR" or better; concurrent enrollment in CIS Lab. Designed for students who wish to understand and apply the advanced applications of MS Windows Operating Systems commands from the command prompt.*

*Topics will include hard disk management, customizing MS Windows, writing simple-to-complex batch files, file management, memory system configuration, connectivity with local and wide area networks, and the MS Windows registry. Three hours lecture, one hour lab weekly by arrangement. (8 week course).*

**CIS 57**

**1.5 Units**

## **Introduction to Microsoft Windows 95/98**

*Prerequisite: Concurrent enrollment in CIS Lab. Course Advisories: CIS 1 with a grade of "C" or "CR" or better;*

*ability to keyboard at 30 wpm. Designed to familiarize students with the major features of the Microsoft Windows 95/98 operating systems including Explorer; Paintbrush, Wordpad, Notepad, Calculator; Hyperterminal, Control Panel; and other advanced features including OLE (object linking and embedding); backing up the system, and the MS Windows Registry. Three hours lecture, one hour lab weekly by arrangement. (8 week course).*

**CIS 60**

**1.5 Units**

## **Introduction to the Internet**

*Course Advisories: SCC minimum English and math standards. Designed to prepare students to use the Internet, a world wide computer network. Emphasis is on introducing features of the Internet, including electronic mail, the World Wide Web, Gopher, FTP (file transfer protocol), Telnet, and Usenet, as well as other Internet services and utilities. Students will explore hands-on the vast resources of the Internet, learn to access information using a variety of methods, and will construct a simple Web page. Three hours lecture, one hour lab weekly by arrangement. (8 week course).*

# Computer and Information Science

## CIS 61

### Creating Web Pages

Course Advisories: SCC minimum English and math standards. Designed to prepare students to create web pages. Emphasis is on introducing the features of Netscape Composer. Three hours lecture, one hour lab weekly by arrangement. (8 week course).

1.5 Units

## CIS 78

### Database Management Systems

Prerequisite: Concurrent enrollment in CIS Lab. Course Advisories: CIS 1 with a grade of "C" or "CR" or better; ability to keyboard at 30 wpm. An introduction to object-oriented database management using microcomputers and Microsoft's Access database management program. Students will learn how to create and maintain relational database structures, organize and manipulate data, ask questions of the data, create custom forms for entering data and custom reports for printing the data. Generating form letters, mailing labels, and envelopes using "mail-merge" techniques will be covered. Students will learn how to create and maintain user interfaces and switchboards using macros, which provide the "linkage" and "action". A complete application is constructed combining previously created tables, queries, forms and reports. VBA (Visual Basic for Applications) is introduced to fulfill the need where the macros do not fulfill a need. Students are introduced to SQL (Structured Query Language) and learn when SQL can be used where QBE falls short. Advanced query techniques and how to use OLE objects are presented. Advanced database design is explored, the student learning how to normalize a database structure. Three hours lecture, one hour lab weekly by arrangement.

3 Units

## CIS 63

### WordPerfect

Prerequisite: Concurrent enrollment in CIS Lab. Course Advisories: CIS 1 with a grade of "C" or "CR" or better; ability to keyboard at 30 words per minute. Provides a thorough study of this word processing program. Students will use basic functions to create business documents as well as advanced features such as macros, mail merge, sorting, graphics, charts, columns, outlining, and styles. Repeatable 2 times. Three hours lecture, one hour lab weekly by arrangement.

3 Units

## CIS 65

### Word Processing Publishing

Prerequisites: CIS 63 or CIS 66 with a grade of "C" or "CR" or better; concurrent enrollment in CIS Lab. Offers students the ability to create simple documents using the publishing portion of the word processing programs. Students will design and create flyers, newsletters, brochures, and other simple documents, using multiple type sizes and styles. They will also learn how to create and import graphics into the documents. Three hours lecture, one hour lab weekly by arrangement (8 week course).

1.5 Units

## CIS 66

### Microsoft Word

Prerequisite: Concurrent enrollment in CIS Lab. Course Advisories: CIS 1 with a grade of "C" or "CR" or better; ability to keyboard at 30 words per minute. Provides an in-depth study of the functions of the word processing program. Students will learn how to use basic and advanced program features to create and design business documents. Repeatable 2 times. Three hours lecture, one hour lab weekly by arrangement.

3 Units

## CIS 73

### Microsoft Excel

Prerequisite: Concurrent enrollment in CIS Lab. Course Advisories: CIS 1 with a grade of "C" or "CR" or better; ability to keyboard at 30 words per minute. Provides a thorough study of spreadsheet operation and enables the student to use the spreadsheet to perform mathematical computations and analysis. Students will create graphic representations of the information contained in a spreadsheet, perform list management routines, use functions, perform "what if" analysis, customize toolbars and menus, and create macros using Visual Basic for Applications. Three hours lecture, one hour lab weekly by arrangement.

3 Units

## CIS 84

### PageMaker Publishing

Prerequisite: Concurrent enrollment in CIS Lab. Course Advisories: CIS 1 or CIS 50 with a grade of "C" or "CR" or better; ability to keyboard at 30 words per minute. Provides "hands-on" experience in the PageMaker desktop publishing computer program. Students will learn to produce camera-ready, near-typeset quality reports, newsletters, business forms, and presentations. Three hours lecture, one hour lab weekly by arrangement.

3 Units

## CIS 89

### Essential Networking Technologies

Prerequisite: Concurrent enrollment in CIS Lab. Course Advisories: CIS 1 with a grade of "C" or "CR" or better; ability to keyboard at 30 wpm. Introductory course starting with a general overview of networking. The course prepares the student to take the Microsoft Certified examination "Networking Essentials" and/or the Novell Certified examination "Networking Technology." Network design, media, protocols, architectures, operations, and administration will be discussed. Local area networks, wide area networks, and network connectivity (including Internet) are covered. Three hours lecture, one hour lab weekly by arrangement.

3 Units

# Computer and Information Science

## CIS 90

1.5 Units

### Introduction to Presentation Graphics

*Prerequisite:* Concurrent enrollment in CIS Lab. *Course Advisories:* CIS 1 with a grade of "C" or "CR" or better; ability to keyboard at 30 words per minute. **Surveys the concepts, structures, and processes utilized in developing and managing business presentations using a microcomputer and commercially available software packages. Repeatable 2 times. Three hours lecture, one hour lab weekly by arrangement (8 week course).**

## CIS 91.520

3 Units

### NetWare 4 Administration

*Prerequisite:* Concurrent enrollment in CIS Lab. *Course Advisories:* CIS 55, CIS 57, CIS 89 and SCC minimum English and math standards. **Designed to prepare individuals for the responsibilities of being a Novell NetWare 4 systems administrator. The topics covered include network configuration, file and directory configuration, network security setup, backup/recovery system planning, network printing configuration, and user environment automation. Three hours lecture, one hour lab weekly by arrangement.**

## CIS 91.525

1.5 Units

### NetWare 4 Advanced Administration

*Prerequisite:* CIS 91.520 with a grade of "C" or "CR" or better; concurrent enrollment in CIS Lab. *Course Advisories:* SCC minimum English and math standards. **Designed to lift the new administrator from the basic level of local area networks into the realm of true enterprise management capabilities. This course provides experienced network administrators with the skills and knowledge to manage a heterogeneous NetWare 4 networking environment. With additional servers, printers, and diverse locations, organization and management of the network take on an entirely new perspective, requiring an expanded set of skills. This course is intended for those who have completed the CIS 91.520 NetWare 4 Administration course. Three hours lecture, one hour lab weekly by arrangement (8 week course).**

## CIS 91.532

1.5 Units

### NetWare 4 Design and Implementation

*Prerequisites:* CIS 91.525 with a grade of "C" or "CR" or better; concurrent enrollment in CIS Lab. *Course Advisories:* SCC minimum English and math standards. **Designed to teach students the skills necessary to create a NetWare 4 design and implementation strategy. Students will learn a process that shows the sequence of skills and tasks that enable a solid design using proven methods from Novell**

**Consulting Services. At the end of the course, students will complete a NetWare 4 design strategy and implementation schedule with templates that can be used for creating a design in their own networking environment. Three hours lecture, one hour lab weekly by arrangement (8 week course).**

## CIS 91.560

3 Units

### NetWare 5 Administration

*Prerequisite:* Concurrent enrollment in CIS Lab. *Course Advisories:* CIS 89 with a grade of "C" or "CR" or better and SCC minimum English and math standards.

**Designed to provide students with the necessary knowledge and skills to perform competently in the role of network administrator or system manager for NetWare 5. Students completing this course will be able to accomplish fundamental network management tasks on a NetWare 5 network. Three hours lecture, one hour lab weekly by arrangement.**

## CIS 91.570

3 Units

### NetWare 5 Advanced Administration

*Prerequisites:* CIS 91.560; concurrent enrollment in CIS Lab. *Course Advisories:* SCC minimum English and math standards.

**Provides students with the knowledge and skills they need to design, configure and administer a complex NetWare 5 network. Skills learned include upgrading from a NetWare 3 environment, migrating to NetWare Distributed Print Services, executing Java-based utilities, network backup and configuring NetWare 5 for remote access. Three hours lecture, one hour lab weekly by arrangement.**

## CIS 91.804

1.5 Units

### NetWare 4 Installation and Configuration

*Prerequisites:* CIS 91.525 with a grade of "C" or "CR" or better; concurrent enrollment in CIS Lab. *Course Advisories:* SCC minimum English and math standards.

**Provides participants with additional hands-on experience with the NetWare 4 network operating system and is an optional follow-up to CIS 91.525. Administration tasks covered in the course include installing NetWare 4 servers, performing basic workstation skills, configuring basic network resources in NetWare Directory Services (NDS), managing large networks involving multiple servers, creating an effective security system, setting up network printing and creating workstation automation. Three hours lecture, one hour lab weekly by arrangement (8 week course).**

# Computer and Information Science

**CIS 95.556**

**1.5 Units**

## **Administering Microsoft Windows 2000**

*Prerequisite:* Concurrent enrollment in CIS Lab. *Course Advisories:* CIS 55, CIS 57, and CIS 89 with a grade of "C" or "CR" or better; SCC minimum English and math standards. Provides students with the knowledge and skills necessary to perform administration tasks in a single-domain Microsoft Windows 2000-based network. This course is suitable for people with no prior experience in system administration. It is also designed for the needs of those who are on the Microsoft Certified Systems Engineer Windows 2000 Track. The course provides students with prerequisite knowledge and skills required for course CIS 95.557. Three hours lecture, one hour lab weekly by arrangement (8 week course).

**CIS 95.557**

**3 Units**

## **Installing and Configuring Microsoft Windows 2000**

*Prerequisite:* Concurrent enrollment in CIS Lab. *Course Advisories:* CIS 95.556 with a grade of "C" or "CR" or better; SCC minimum English and math standards. Provides support professional with the knowledge and skills necessary to install and configure the Microsoft Windows 2000 Server and Microsoft Windows 2000 Professional operating systems. Three hours lecture, one hour lab weekly by arrangement.

**CIS 95.688**

**3 Units**

## **Internetworking Microsoft TCP/IP on Microsoft Windows NT 4.0**

*Prerequisite:* Concurrent enrollment in CIS Lab. *Course Advisories:* CIS 95.922; SCC minimum English and math standards. Provides students with the knowledge and skills required to set up, configure, use, and support Transmission Control Protocol/Internet Protocol (TCP/IP) on Microsoft Windows NT operating system version 4.0. Three hours lecture, one hour lab weekly by arrangement.

**CIS 95.689**

**3 Units**

## **Supporting Microsoft Windows Server 4.0—Enterprise Technologies**

*Prerequisites:* CIS 95.922; concurrent enrollment in CIS Lab. *Course Advisories:* SCC minimum English and math standards. Provides a training solution for support professionals working in a Microsoft Windows NT Server 4.0-based enterprise environment. It is assumed that students have experience supporting a Windows NT Server-based network. The goal is for support professionals to be able to design, implement, and support the Windows NT Server network operating system in a multi-domain enterprise environment. The course content is organized into four units, each covering

support in different areas of a Windows NT Server-based enterprise environment. Three hours lecture, one hour lab weekly by arrangement.

**CIS 95.798**

**3 Units**

## **Supporting Microsoft Windows 95/98**

*Prerequisite:* Concurrent enrollment in CIS Lab. *Course Advisories:* CIS 55, 56, and 57; SCC minimum English and math standards. Intended for system engineers and other support professionals who are responsible for setting up, configuring, maintaining, and troubleshooting Windows 95/98. NOTE: The Windows 95/98 Graphical User Interface is not taught in this class. Three hours lecture, one hour lab weekly by arrangement.

**CIS 95.803**

**1.5 Units**

## **Administering Microsoft Windows NT 4.0**

*Prerequisite:* Concurrent enrollment in CIS Lab. *Course Advisories:* CIS 55, CIS 57, and CIS 89; SCC minimum English and math standards. Designed for both administrators and support professionals of Windows NT workstations and Windows NT servers. The course provides students with the knowledge and skills necessary to perform post-installation and day-to-day administration tasks in a single-domain or multiple-domain Microsoft Windows NT-based network. It also provides students with the prerequisite knowledge and skills required for course CIS 95.922. Three hours lecture, one hour lab weekly by arrangement (8 week course).

**CIS 95.832**

**3 Units**

## **System Administration for SQL Server**

*Prerequisite:* Concurrent enrollment in CIS Lab. *Course Advisories:* CIS 95.922; CIS 78; SCC minimum English and math standards. Provides students with the knowledge and skills required to install, configure, administer, and troubleshoot Microsoft SQL Server client/server database management system version 7.0. Three hours lecture, one hour lab weekly by arrangement.

**CIS 95.833**

**3 Units**

## **Implementing a Database in Microsoft SQL Server**

*Prerequisite:* Concurrent enrollment in CIS Lab. *Course Advisories:* CIS 78 and 95.803 with a grade of "C" or "CR" or better; SCC minimum English and math standards. Gives the student the technical skills required to implement a database solution with the Microsoft SQL Server client/server database management system. Helps the student prepare for the Microsoft Certified Professional examination in this subject. Three hours lecture, one hour lab weekly by arrangement.

# Computer and Information Science

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**CIS 95.922**

**3 Units**

**Supporting Microsoft Windows NT 4.0—Core Technologies**

*Prerequisite: Concurrent enrollment in CIS Lab. Course Advisories: CIS 95.803 with a grade of "C" or "CR" or better; SCC minimum English and math standards.*

Teaches students how to configure, customize, optimize, integrate, and troubleshoot Microsoft Windows NT operating systems in a single-domain environment. The focus of the course is on implementing an intranet using Microsoft technologies. Three hours lecture, one hour lab weekly by arrangement.

**CIS 95.936**

**1.5 Units**

**Creating and Managing a Web Server Using Microsoft Internet Information Server 4.0**

*Prerequisite: Concurrent enrollment in CIS Lab. Course Advisories: CIS 95.922; SCC minimum English and math standards. Teaches students how to support the various features of Microsoft Internet Information Server (IIS). Students will learn how to install, configure, and implement all components that comprise IIS. They will also have hands-on experience setting up a Web site. Three hours lecture, one hour lab weekly by arrangement (8 week course).*

**Special Topics**

These courses, numbered 48, 98, or 148 depending upon their transferability, are courses of contemporary interest centered on changing knowledge and important issues in the field. Announcement of Special Topics courses appears in the Schedule of Classes.

## Planning to Transfer?

[www.assist.org](http://www.assist.org)

Your official source for California articulation and student transfer information.



## Program Description

The program consists of sixteen hundred (1600) hours of intensive training and study designed to prepare the student to take the California State Board of Cosmetology examination for licensure. Units include theory and practice in fundamental skills in all phases of beauty culture. Assignment of units is based on hours in attendance. See the Course Description portion of the Catalog for prerequisite requirements for admission to the program.

Transfer students will be accepted on a space-available basis providing they have not achieved more than 500 certified hours of training.

## Certificate and Associate in Science Degree

A certificate can be obtained by completing the 45-unit major listed below. The Associate in Science Degree can be obtained by completing a minimum of 66 units, including the major of at least 45 units and the general education requirements.

## Required Courses

	Units
COSME 100—Cosmetology I	15
COSME 101—Cosmetology II	15
COSME 102—Cosmetology III	15
	<hr/>
	45
Recommended Electives:	
COSME 103, 104A, 104B, 111, 112, 113, 114, 115, 116, 117, 118A, 118B, 171, 172, 173, 174, 175	

## Job-Direct Certificate Requirements

Required Courses	Units
COSME 171—Manicure Practices	3
COSME 172—Pedicure Practices	3
COSME 173—Artificial Nails	3
COSME 174—Nail Systems	3
	<hr/>
	12

*First-time students to the Cosmetology Program will be required to attend an orientation meeting and purchase a materials card at registration in addition to the registration fees. The cost of the materials card and start-up materials exceeds \$900. For more information see the Schedule of Classes or call the Cosmetology Department at (707) 864-7000 ext. 389.*

### **COSME 100** **15 Units**

#### **Cosmetology I**

**Course Advisory:** SCC minimum English standard.

The first course in a three semester series to provide the training towards the state mandated 1600 hours of intensive training and study designed to prepare the student for the California State Board of Cosmetology examination for licensure. Introduces theories, concepts, principles and practice in the beauty culture. The student will focus on the fundamental techniques and application skills for cosmetology processes. Critical thinking skills are developed in the application of the concepts of client consultation, communication, hair care, nail care, skin care and cosmetology processes. Students are

# Cosmetology

required to purchase an equipment kit and materials card from the SCC College Bookstore. To qualify for the State examination for license, students must have completed the following: designated license hours and requirements; 10th grade or equivalent; be at least 17 years of age. Not open to students who have received credit for COSME 150 or 151. *Five hours lecture, thirty hours lab.*

## **COSME 101** **15 Units** **Cosmetology II**

*Prerequisites: COSME 100 or COSME 150 and 151.* The second of a three semester course series in Cosmetology to provide the training towards the state mandated 1600 hours of intensive training and study designed to prepare the student for the California State Board of Cosmetology examination for licensure. Focus is on the continued study of beauty culture. This course provides the students with the opportunity to synthesize and utilize cosmetology knowledge and skills in providing multiple clients with hair care, nail care and skin care service in the Patron Laboratory. Students are required to purchase a materials card from the SCC college bookstore. *Five hours lecture, thirty hours lab.*

## **COSME 102** **15 Units** **Cosmetology III**

*Prerequisite: COSME 101.* The third in a series of a three semester course series in Cosmetology to provide the training towards the state mandated 1600 hours of intensive training and study designed to prepare the student for the California State Board of Cosmetology examination for licensure. Includes principles and practices of cosmetology with emphasis on the essential knowledge and skills for licensure and working within the cosmetology industry. Students are able to increase practical application skills and processes by providing multiple clients with hair care, skin care and nail care services in the patron lab. Students are required to purchase a materials card from the SCC college bookstore. *Five hours lecture, thirty hours lab.*

## **COSME 103** **1-4 Units** **Cosmetology IV**

*Prerequisite: COSME 102. NOTE: Not open to students who have completed COSME 175.* Course Advisory: SCC minimum English standard. Designed to meet the needs of students who have not completed the required 1600 hours and need additional training. *One hour lecture, six hours lab daily.*

## **COSME 104A** **15 Units** **Esthetics of Skin Care I**

*Prerequisites: Tenth grade completion or equivalent and 18 years of age as required by the State Board of*

*Barbering and Cosmetology. Course Advisory: SCC minimum English standard. A two semester course series in skin care consisting of 600 hours. Designed to prepare the student for the California State Board of Barbering and Cosmetology examination for Esthetician licensure. An intensive study of basic and advanced technological concepts in European faciaing techniques. The curriculum framework provides the theoretical, manual, and mechanical skills needed for a profession in esthetics. Students are required to purchase a mandatory equipment kit and materials card at the college bookstore. Additionally, students are required to attend the Cosmetology orientation; (see Schedule of Classes for the orientation date and time). *Five hours lecture, thirty hours lab.**

## **COSME 104B** **1-4 Units** **Esthetics of Skin Care II**

*Prerequisites: COSME 104A.* A continuation of Cosmetology 104A providing additional indepth training for more advanced skin care techniques and methodologies. Designed to prepare the student for the California State Board of Barbering and Cosmetology examination for Esthetician licensure. *A total of fifty lab hours per semester per unit.*

## **COSME 110** **1-3.5 Units** **Introduction to Cosmetology**

*Course Advisory: SCC minimum English standard.* To acquaint students with cosmetology career opportunities and the industry options available. A survey of the concepts and processes utilized in the beauty industry. *Four hours lecture, eighteen hours lab (6 week course).*

## **COSME 111** **2 Units** **Special Hair Processes**

*Prerequisite: Current California State Cosmetology License or COSME 100 (COSME 100 may be taken concurrently).* Course Advisory: SCC minimum English standard. Theory and practice in the thermal and chemical processes used in the curling, straightening and waving of hair. *One hour lecture, three hours lab.*

## **COSME 112** **2 Units** **Basic Hairstyling**

*Prerequisite: Current California State Cosmetology License or completion of COSME 100.* Course Advisory: SCC minimum English standard. Designed to provide licensed operators and students enrolled in the Solano College Cosmetology day program with a fundamental knowledge of basic styling and hair cutting skills. *One hour lecture, three hours lab.*

## COSME 113

2 Units

### Advanced Hairstyling

*Prerequisite:* Current California State Cosmetology License. *Course Advisory:* SCC minimum English standard. Designed to provide licensed cosmetologist with advanced techniques in haircutting, hairstyling and make-up. Provides hands-on knowledge of the current trends released by the National Hairdresser's Association. Presents concepts and principles of newly established in the cosmetology industry. *One hour lecture, three hours lab.*

## COSME 114

15 Units

### Brush-up and/or Supplemental Training

*Prerequisite:* Completion of COSME 102 or its equivalent or current license number or expired California State license number, or a letter from the California State Board of Cosmetology identifying specific requirements of training for cosmetology licensure. *Course Advisory:* SCC minimum English standard. Designed to meet the needs of cosmetologist who have deficiencies in theory or practice in the field of cosmetology. Assists cosmetologist who require additional training to qualify for better positions by upgrading skills. Preparatory training for cosmetologist who wish to renew their cosmetology license. *Five hours lecture, thirty hours lab.*

## COSME 115

13 Units

### Cosmetology Instructor Training I

*Prerequisites:* Current California Cosmetologist's license and completion of COSME 102 or 114. *Course Advisory:* SCC minimum English standard. Presents cosmetology principles and techniques applied to instruction teaching methods. Designed for currently licensed cosmetologist who want to pursue a cosmetology instructor license through the California State Board of Barbering and Cosmetology. Focus is on the lesson planning, presentation methods, application techniques, evaluation processes and instruction materials. Provides the utilization of cosmetology processes to develop instruction performance criteria. State Board of Barbering and Cosmetology requires one experience within the last three years and completion of Cosme 102 or 114 within the last five years to be eligible for instructors licensing test. *Five hours lecture, twenty-four hours lab.*

## COSME 116

8 Units

### Cosmetology Instructor Training II

*Prerequisite:* COSME 115. *Course Advisory:* SCC minimum English standard. Continuation of Cosmetology 115 to give the student more sophistication in the development, implementation

and evaluation of teaching methods. Focus is on laboratory practicum emphasizing curriculum activities utilizing lesson planning and teaching techniques. Provide the students with the opportunity to synthesize and utilize instructional knowledge and skills through classroom instruction presentations. Designed to prepare the student for the cosmetology instructor licensure examination for the California State Board of Barbering and Cosmetology. *Two hours lecture, eighteen hours lab.*

## COSME 117

15 Units

### Special Manicurist

*Prerequisite:* None. *NOTE:* Not open to students who have completed COSME 171, 172, 173, or 174. *Course Advisory:* SCC minimum English standard. Consists of four hundred (400) hours of intensive training and study. Designed to prepare the student for the California State Board Examination in Manicuring. Focus is on the essential knowledge and skills in all area of manicuring technology. Provide the opportunity for students to develop technical skills in providing nail care and artificial nail service to multiple clients in the patron laboratory. Students are required to purchase an equipment kit and materials card from the SCC Bookstore. Students are required to attend the Cosmetology Department orientation (see orientation statement in Schedule of Classes). Students must have completed the designated hours of practical training and technical instruction, the tenth (10th) grade, or its equivalent, and be 18 years of age to qualify for the manicurist license examination by the State Board of Barbering and Cosmetology. *Five hours lecture, thirty hours lab.*

## COSME 118A

2 Units

### Imaging System I

*Prerequisite:* Successful completion of COSME 100 or currently licensed with the California Board of Barbering and Cosmetology. Presents the basic concepts and uses of computerized imaging systems, including the study of theoretical principles of computerized hair styling and hair cutting for creating graphic images. *One hour lecture, three hours lab.*

## COSME 118B

2 Units

### Imaging System II

*Prerequisite:* COSME 118A. Presents the theory and use of computerized imaging systems, including the study of client consultation principles, color analysis, make-up application, hair styling options and the opportunity for the students to use the Image System's Computer for creating graphic images. *One hour lecture, three hours lab.*

# Cosmetology

## COSME 150

7.5 Units

### Basic Concepts in Cosmetology

*Prerequisite:* Completion of the tenth grade or equivalent required by state law. *Course Advisory:* SCC minimum English standard. Provides a format for students to study basic cosmetology issues of the industry and basic style trend changes. The first course in a two-course sequence which is equivalent to COSME 100. Not open to students who have received credit for COSME 100. Five hours lecture, thirty hours lab (9 week course).

## COSME 151

7.5 Units

### Basic Concepts in Cosmetology

*Prerequisite:* COSME 150. *Course Advisory:* SCC minimum English standard. Provides a format for student to study more in depth issues of the industry and to examine theoretical and practical trend changes. The second course in a two-course sequence which is equivalent to COSME 100. Not open to students who have received credit for COSME 100. Five hours lecture, thirty hours lab (9 week course).

## COSME 171

3 Units

### Manicure Practices

*Prerequisite:* None. *NOTE:* Not open to students who have completed COSME 117. *Course Advisory:* SCC minimum English standard. Provides one hundred (100) hours of training and intensive study in various methodologies of nail care including water and European manicures, spa therapy massage and reflexology techniques, with emphasis on practical skills including client consultation, safety, and analysis of manicure cosmetics. Students are required to purchase mandatory books, equipment kit, and materials card at the College Bookstore before the second class meeting. Five hours lecture, fifteen hours lab (5 week course).

## COSME 172

3 Units

### Pedicure Practices

*Prerequisite:* None. *NOTE:* Not open to students who have received credit for COSME 117. *Course Advisory:* SCC minimum English standard. Provides one hundred (100) hours of training and intensive study in various techniques of pedicuring with emphasis on practical skills including foot care, sanitation and patron safety. Students are required to purchase mandatory books, equipment kit, and materials card at the college bookstore by the second call meeting. *NOTE:* Not open to students who have received credit for COSME 117. Five hours lecture, fifteen hours lab (5 week course).

## COSME 173

3 Units

### Artificial Nails

*Prerequisite:* None. *NOTE:* Not open to students who have received credit for COSME 117. *Course Advisory:* SCC minimum English standard. Provides one hundred (100) hours of training and intensive study in artificial nail services including acrylic, tips, and nail wrap methodologies with emphasis on techniques and application skills, identification of artificial nail preparations as related to chemical and non-chemical changes. Students are required to purchase mandatory books, equipment kit, and materials card at the college bookstore by the second class meeting. Five hours lecture and fifteen hours lab (5 week course).

## COSME 174

3 Units

### Nail Systems

*Prerequisite:* None. *NOTE:* Not open to students who have received credit for COSME 117. *Course Advisory:* SCC minimum English standard. Provides one hundred (100) hours of training in nail system concepts, practices, and principles, including nail strengthening and artificial extension, adhesive, non-adhesive, acrylic, and non-acrylic nails and practical applications of ergonomic techniques. Students are required to purchase mandatory books, equipment kit, and materials card at the college bookstore by the second call meeting. Five hours lecture and fifteen hours lab (5 week course).

## COSME 175

.5-2 Units

### Cosmetology Education Practicum

*Prerequisites:* COSME 100, or 101, or 102, or 104A, or 104B, or 117, or 171, or 172, or 173, or 174. *NOTE:* Not open to students who have completed COSME 103. *Course Advisory:* SCC minimum English standard. Provides the application of theoretical skills to increase performance proficiencies and accrue the 400 hours as mandated by the State Board of Barbering and Cosmetology. Those individuals who do not meet the minimum number of hours for licensure are to enroll according to the following scale:  
50 hours = 0.5 units; 100 hours = 1.0 units ;  
150 hours = 1.5 unit; 200 hours = 2.0 units. Students are required to have the mandatory books and equipment kit by the first class meeting. Three to twelve and one half hours lab (5 week course).

### Special Topics

These topics, numbered 148 are courses of contemporary interest centered on changing knowledge and important issues in the field. Announcement of Special Topics courses appears in the Schedule of Classes.

## Program Description

These courses are designed to assist students in making a successful adjustment to college, develop academic and career plans and goals, acquire learning skills, obtain job-seeking skills and employment, and develop interpersonal skills for life and work.

## Associate Degree

Not offered in this discipline.

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## Counseling

### COUN 50

3 Units

#### Career-Life Planning

*Course Advisories: Eligibility for ENGL 1 and SCC minimum math standard.* A career and self-exploration course which examines the relationship between the student and the complex and ever-changing world of work. Career exploration will include career development theories, decision making/goal setting processes, the world of work, employment trends and the social and economic impact on them, job/career exploration and selection, and employment strategies. Self-exploration will include assessment of cultural, personal, and work values, self-esteem, aptitudes, skills, interests and personality. Students will learn to understand the association between themselves, their life choices, and the ongoing process of career planning and self-development. *Three hours lecture.*

### COUN 55

3 Units

#### Valuing Diversity

*Course Advisories: Eligibility for ENGL 1 and SCC minimum math standard.* An examination of the complexities of interpersonal relationships among several cultures in our society including self-concept, values, beliefs, communication and lifestyle. This course will invite exploration of individual cultural perception in order to promote respect for differences and to develop a sense of community. Examination requirements include written essays and critical papers. *Three hours lecture.*

### COUN 58

3 Units

#### Life Management

See Human Development 58.

### COUN 60

2 Units

#### Strategies for Re-entry Success

*Course Advisory: SCC minimum English standard.* Designed to give students who are returning to school after some absence an introduction to and practice in, skills to successfully complete college-level studies. This course is intended to facilitate students' confidence in their abilities to succeed through: an introduction to academic skills and effective communication; assessment of campus, family, personal and financial resources; and an exploration of college goal choices. Also included are techniques to help students discover and overcome common barriers such as: fears, time constraints, family resistance and personal stressors. *Two hours lecture, one hour activity.*

### COUN 61

2 Units

#### Math Without Fear

*Course Advisory: SCC minimum English standard.* A counseling course to help math-anxious students evaluate the causes of math anxiety, to develop interventions to reduce math fear, to review math skills and to explore a variety of mathematical concepts. *Three hours lecture.*

### COUN 62

3 Units

#### Introduction to Counseling: Theory and Skills

*Course Advisories: SCC minimum English and math standards.* Introductory course focusing on the development of counseling skills. This course will emphasize the experiential process of interpersonal communication as well as comprehension of the theoretical elements of the counseling process and behavior. Discussion of selected topics involving counseling approaches, cultural diversity, and categories of problems, solutions and services will give students an opportunity to explore and communicate feelings while learning the principles of counseling as applied to a variety of Human Services settings. *Three hours lecture.*

# Counseling

## COUN 63

2-4 Units

### Volunteer Community Service

*Course Advisories: COUN 62(or concurrent enrollment); SCC minimum English and math standards; HS 55 (for Human Services Majors only).* A field work experience course designed to provide students with theoretical and experiential learning opportunities related directly to humanistic major fields of study and career objectives. This is an open-entry/open-exit, credit/no-credit only course. May be repeated to a maximum of 12 units, including initial enrollment. One hour lecture and four to eight hours weekly by arrangement.

## COUN 70

2 Units

### College Study Techniques

*Course Advisories: Eligibility for ENGL 1 and SCC minimum math standard.* Designed to enhance existing study skills through the exploration and application of learning strategies in areas such as time management, notetaking, textbook reading, memory, and test-taking. The impact of student attitudes, motivation, and learning style on college success will also be examined. Two hours lecture.

## COUN 71

1 Unit

### Student Athlete Academic Success Strategies

*Course Advisory: SCC minimum English and math standards.* Designed for the student athlete which addresses both the study skills necessary to succeed academically and the complex athletic eligibility requirements (COA/NCAA/NAIA) that govern present and future athletic competition. Three hours lecture (6 week course).

## COUN 83

3 Units

### Applied Psychology

*Course Advisories: SCC minimum English and math standards.* Applied approach to understanding the fundamental concepts of psychology as they relate to daily life. Topics include examining the methods of psychology, perception, behavior, memory, problem solving, development, motivation, emotions, adjustment, problem behavior, lifestyle, communication, and attitudes. Three hours lecture.

## COUN 101

1 Unit

### College Success

Provides an in-depth orientation to college by describing Solano Community College student support services, basic study skills, time management, goal setting, decision making, Associate Degree requirement overview, transfer requirements for UC and CSU, and academic regulations at Solano Community College. Two hours lecture (9 week course).

## COUN 510

Non-Credit Only

### Matriculation Assessment/Orientation

In a three-hour time frame, students will take a skills test in writing and reading, will be provided the results of that test, will be provided a preliminary indication of their English and math placement, and will be provided with a brief overview of the programs, services, policies, and procedures of Solano College. A total of three hours by arrangement.

### Special Topics

These courses, number 48, 98 or 148 depending upon their transferability, are courses of contemporary interest centered on changing knowledge and important issues in the field. Announcements of Special Topics courses appear in the Schedule of Classes.

## Learning Skills

### LS 101

3.5 Units

#### Learning Strategies

*Prerequisites: LS 300 (may be taken concurrently) and concurrent enrollment in one hour of Learning Skills Lab. Course Advisories: SCC minimum English standard. Enrollment in other classes is strongly recommended as strategies are applied to curricular materials.* Helps students learn, remember, and demonstrate their knowledge of information from college courses. The course focuses on learning styles, goal setting, time management strategies, reading strategies, and test-taking strategies. The course also helps the student gain increasing knowledge of how learning disabilities affect learning. Repeatable 1 time. Three hours lecture, one hour activity, and one hour weekly by arrangement.

### LS 102

3.5 Units

#### Learning Skills Strategies

*Prerequisites: LS 300 (may be taken concurrently) and concurrent enrollment in one hour of Learning Skills Lab. Course Advisories: SCC minimum English standard. Enrollment in other classes is strongly recommended as strategies are applied to curricular materials.* Helps the student with learning disabilities analyze, compare and select effective interventions for access to college curricular materials and develop a comprehensive self-advocacy plan to help assure accommodations in academic, work, and social settings. It emphasizes notetaking, memory, critical thinking and cooperative learning strategies. Repeatable 1 time. Three hours lecture, one hour activity, and one hour weekly by arrangement.

<p><b>LS 107</b> <span style="float: right;"><b>3 Units</b></span></p> <p><b>Advanced Strategies</b>  <i>Prerequisites: LS 101; concurrent enrollment in one hour of Learning Skills Lab; and concurrent enrollment in a college course that uses a textbook other than English or mathematics. History, psychology or similar courses are examples of useful courses in which to co-enroll. Course Advisories: SCC minimum English and math standards. The student learns and applies strategies such as multipass, concept routines, and course organizers to access and comprehend textbooks. The student also learns and applies critical thinking skills to textbook content in this course designed especially for students with learning disabilities. Repeatable 2 times. Three hours lecture, one hour weekly by arrangement.</i></p>	<p><b>LS 115</b> <span style="float: right;"><b>1 Unit</b></span></p> <p><b>Assistive Computer Technology II</b>  <i>Prerequisite: LS 113. Course Advisories: SCC minimum English and math standards. The second of a two course sequence for disabled students wishing to learn how to use assistive computer programs and hardware in academic and employment environments. Students will master the procedures for a configuration of assistive devices designed to overcome the limitations of their particular disabilities. This is a credit/no-credit only course. May be repeated to a maximum of 6 units, including initial enrollment. Two hours lecture, two hours activity (8 week course).</i></p>
<p><b>LS 112</b> <span style="float: right;"><b>1 Unit</b></span></p> <p><b>Computer Tools For Access</b>  <i>Prerequisites: LS 300 (may be taken concurrently) and concurrent enrollment in one hour of Learning Skills Lab. Course Advisories: SCC minimum English and math standards and concurrent enrollment in a non-Learning Skills course. Students learn to be more successful in other college courses by using computer access tools. Designed especially for the student with cognitive disabilities, it offers a variety of problem-solving solutions that include fundamental processing routines, academic skills solutions and productivity solutions. The student may choose one of these as an area of interest. This is an open entry/open exit course. May be repeated to a maximum of 6 units, including initial enrollment. One hour lecture, one hour lab, and one hour weekly by arrangement.</i></p>	<p><b>LS 300</b> <span style="float: right;"><b>.5 Unit</b></span></p> <p><b>Evaluation for LD Services</b>  <i>Student meets in scheduled groups and in individual classes to complete the California Assessment System for Adults with Learning Disabilities. Student and Learning Disabilities Specialist review student's eligibility or non-eligibility, (and eligible students plan an educational contract). Students receive a copy of assessment record. All group and individual classes must be completed. This is a credit/no credit only, open entry/open exit course. Repeatable 1 time. One hour lecture (8 week course). Students must arrange 6 hours of group classes, and 4-5 individual class hours within term to complete requirements of evaluation.</i></p>
<p><b>LS 113</b> <span style="float: right;"><b>1 Unit</b></span></p> <p><b>Assistive Computer Technology I</b>  <i>Course Advisories: SCC minimum English and math standards. A course for disabled students wishing to learn how to use assistive computer programs and hardware in academic and employment environments. Students will master the procedures for a configuration of assistive devices designed to overcome the limitations of their particular disabilities. This is a credit/no-credit only course. May be repeated to a maximum of 6 units, including initial enrollment. Two hours lecture, two hours activity (8 week course).</i></p>	<p><b>LS 303</b> <span style="float: right;"><b>1-3 Units</b></span></p> <p><b>Learning Concepts</b>  <i>Prerequisites: LS 300 (may be taken concurrently) and concurrent enrollment in one hour of Learning Skills Lab. This individualized pre-strategy course helps provide academic access to the student with learning disabilities by introducing the skills of concept formation, thinking, auditory conceptualization, and precision reading. This is an open entry/open exit course. May be repeated to a maximum of 6 units, including initial enrollment. Three hours lecture, one hour lab.</i></p>
	<p><b>LS 306</b> <span style="float: right;"><b>3 Units</b></span></p> <p><b>Spelling Strategies</b>  <i>Prerequisites: LS 303 (may be taken concurrently) and concurrent enrollment in one hour of Learning Skills Lab. Emphasizes special spelling techniques, computer-assisted instruction, and assistive-device instruction to help the student compensate for specific spelling disabilities impacting his/her college courses. This is a credit/no-credit only course. Repeatable 3 times. Three hours lecture, one hour weekly by arrangement.</i></p>

# Counseling

## LS 309

1-3 Units

### Math Concepts

*Prerequisites: LS 300 and concurrent enrollment in Learning Skills Lab. Course Advisory: SCC minimum English standard. Helps the student with learning disabilities to explore conceptual framework of mathematics through manipulation of tactual, visual, and auditory aids; skills competence may be enhanced by drill and computer-assisted instruction. This course is modularized and student may choose unit(s) that address his/her areas of need. This is an open entry/open exit, credit/no-credit only course. May be repeated to a maximum of 4 units, including initial enrollment. Three hours lecture, one hour weekly by arrangement.*

## LS 310

1 -3 Units

### Writing Strategies

*Prerequisites: LS 300 (may be taken concurrently) and concurrent enrollment in one hour of Learning skills Lab for each unit enrolled. A modular writing course to help students with learning disabilities who need alternative strategies to become skillful in sentence writing, paragraph writing, error monitoring and theme writing to access their college classes. Student should check with instructor prior to enrollment as modules taught each semester vary. This is an open entry/open exit course. May be repeated to a maximum of 6 units, including initial enrollment. Three hours lecture, one hour weekly by arrangement.*

### Special Topics

These courses, numbered 148 or 348, are designed to help students with specific learning disabilities and/or skills deficiencies. Announcements of Special Topic courses will appear in the Schedule of Classes.

# Tutoring

## TUTOR 50

.5 Unit

### Tutoring Practicum

*Prerequisites: Completion with a grade of "B" or better in the subject to tutor, instructor recommendation, permission of Tutoring Center personnel after verification of prerequisites, and concurrent assignment as a Tutoring Center or in-class tutor. Provides supervised practice in tutoring, examines the basics of learning principles, communication, listening skills, effective tutoring techniques and is required for all students who work or volunteer in the Tutoring Center. Eight hours lecture (1 week course).*

## TUTOR 500

Non-Credit Only

### Supervised Tutoring

*Prerequisites: Recommendation by the course instructor or a counselor, permission of the Tutoring Center Supervisor to verify prerequisite, and concurrent enrollment in course or courses in which tutoring assistance is being requested. Provides academic support through content reinforcement and course-related materials. Peer tutors are assigned to individuals or small groups; the tutoring will take place in the Tutoring Center and the tutoring sessions are supervised by a credentialed instructor. Repeatable 6 times. This is an open entry/open exit course. One-half to three hours weekly by arrangement.*

## Criminal Justice, Corrections

### Program Description

This program offers core and selective courses which provide the student with a base of knowledge and proficiencies in the area of corrections. The program operates with the cooperation and participation of local corrections agencies. All instructors in the program have experience in the corrections field. Courses are scheduled both day and evening to accommodate full-time or part-time students seeking to acquire or upgrade skills in the corrections field.

### Certificate of Achievement and Associate in Science Degree

The Certificate of Achievement can be obtained upon completion of the 30-unit major listed below. The Associate in Science Degree can be obtained upon completion of 60 units, including the major, general education requirements, and electives.

### Required Courses

	Units	Select six (6) units from the following:	Units
CRIMJ 1—Intro. to Crim. Justice	3	CRIMJ 57—Crim. Justice Career Dev.	3
CRIMJ 2—Concepts of Criminal Law	3	CRIMJ 60—Probation and Parole	3
CRIMJ 11—Community Relations	3	CRIMJ 61—State & Local Correct. Inst.	3
CRIMJ 51—Criminal Investigation	3	CRIMJ 62—Legal Aspects of Corr.	3
CRIMJ 52—Investigative Report Writing	3	CRIMJ 91—Voc. Work Experience: Correct.	1-3
CRIMJ 53—Legal Aspects of Evidence	3		
CRIMJ 58—Fund. of Crime & Delinquency	3	Recommended Electives	
CRIMJ 59—Interviewing & Counseling	3	CIS 2 & 50	
Electives selected from the following list	6	ENGL 4, 51	
	<u>30</u>	OT 54, 55	
		SOCSC 22	
		SPAN 1, 2	

## Criminal Justice, Law Enforcement

### Program Description

This program was established with the cooperation of the Solano County Criminal Justice Advisory Committee and offers courses for both pre-service and inservice students. All instructors have experience in law enforcement, and courses are scheduled day or evening to accommodate full-time and part-time students seeking to acquire or upgrade skills in the field.

The Certificate of Achievement can be obtained upon completion of the 30-unit major listed below. The Associate in Science Degree can be obtained upon completion of 60 units, including the major, general education requirements, and electives.

# Criminal Justice (continued)

## Criminal Justice, Law Enforcement (continued)

### Certificate of Achievement and Associate in Science Degree

#### Required Courses

	Units		Units
CRIMJ 1—Intro. to Crim. Justice	3	Select six units (continued)	
CRIMJ 2—Concepts of Criminal Law	3	CRIMJ 57—Criminal Justice Career Development	3
CRIMJ 11—Community Relations	3	CRIMJ 64—Prin. & Procedures/ Criminal Justice System	3
CRIMJ 51—Criminal Investigation	3	CRIMJ 90—Voc. Work Experience: Law Enforcement	1-3
CRIMJ 52—Investigative Report Writing	3	CRIMJ 109—Defensive Tactics	1
CRIMJ 53—Legal Aspects of Evidence	3	CRIMJ 110—Firearms	1
CRIMJ 58—Fundamentals of Crime and Delinquency	3		
CRIMJ 59—Interviewing & Counseling	3	Recommended Electives	
Electives selected from the following list	6	CIS 2 & 50	
	30	CRIMJ 64	
Select six (6) units from the following:		ENGL 4, 51	
CRIMJ 50—Substantive Law	3	OT 54, 55	
CRIMJ 54—Patrol Procedures	3	SOCSC 22	
CRIMJ 55—Traffic Control	3	SPAN 1, 2	
CRIMJ 56—Juvenile Procedures	3		

#### CRIMJ 1 3 Units

##### Introduction to Criminal Justice

*Course Advisories: SCC minimum English and math standards. An overview of informal and formal means of social control; a study of the history, evolution, philosophy, structure, operation and role of the criminal justice system and its component sub-systems (law enforcement, courts, corrections); the history of the U. S. Constitution and application of constitutional principles; theories of crime causation and criminal behavior; professional ethics; education and training for professionalism in the criminal justice system. Required for all Criminal Justice majors. (CAN AJ 2). Three hours lecture.*

individual practitioners; interrelationships and role expectations of criminal justice practitioners and various individuals and groups; propaganda and pressure groups. Principal emphasis will be placed upon the development of the professional image of the criminal justice system and upon development of positive relationships between members of the criminal justice system and the public. *Three hours lecture.*

#### CRIMJ 2 3 Units

##### Concepts of Criminal Law

*Prerequisite: CRIMJ 1 (may be taken concurrently). Course Advisories: SCC minimum English and math standards. A study of the history, philosophy and development of law and various legal systems; case law and legal research; corpus delicti, mental elements, capacity to commit crimes, and defenses; classification of crimes and penalties; elements of major crimes. (CAN AJ 4). Three hours lecture.*

#### CRIMJ 50 3 Units

##### Substantive Law

*Prerequisite: CRIMJ 2. Course Advisories: SCC minimum English and math standards. A detailed study of statutory law and corollary case law commonly used by criminal justice practitioners, with emphasis on California Penal, Welfare and Institutions, Vehicle, and Business and Professions Codes. Three hours lecture.*

#### CRIMJ 11 3 Units

##### Community Relations

*Prerequisite: CRIMJ 1 (may be taken concurrently). Course Advisories: SCC minimum English and math standards. An exploration of actual and perceived special roles of criminal justice agencies and*

#### CRIMJ 51 3 Units

##### Criminal Investigation

*Prerequisite: CRIMJ 1 (may be taken concurrently). Course Advisories: SCC minimum English and math standards. Fundamentals of investigation, crime scene search and recording, collection and preservation of evidence, scientific aid; interviews and interrogation, follow-up and case preparation. (CAN AJ 8). Three hours lecture.*

<b>CRIMJ 52</b> <b>Investigative Report Writing</b> <i>Prerequisite: CRIMJ 1 (may be taken concurrently).</i> <i>Course Advisory: ENGL 1 with a grade of "C" or better.</i> Presents investigative report writing in criminal justice relative to police, probation, institutional and parole activities. Includes practical experience in preparing field notes, statements, and reports. Repeatable 1 time. <i>Three hours lecture.</i>	<b>3 Units</b>	<b>CRIMJ 57</b> <b>Criminal Justice Career Development</b> <i>Prerequisite: CRIMJ 1 (may be taken concurrently).</i> <i>Course Advisories: SCC minimum English and math standards.</i> Examines criminal justice career positions, employment standards and current occupational opportunities in the field. Includes practical aspects of various jobs and provides information and practice in entrance examination taking, oral interviews, and general preparation for various occupations within the criminal justice field. <i>Three hours lecture.</i>	<b>3 Units</b>
<b>CRIMJ 53</b> <b>Legal Aspects of Evidence</b> <i>Prerequisite: CRIMJ 1 (may be taken concurrently).</i> <i>Course Advisories: SCC minimum English and math standards.</i> A study of the origin, development, philosophy and constitutional basics of evidence; constitutional and procedural considerations affecting arrest, search and seizure; kinds of degrees of evidence and rules governing admissibility; judicial decisions interpreting individual rights and case studies. (CAN AJ 6). <i>Three hours lecture.</i>	<b>3 Units</b>	<b>CRIMJ 58</b> <b>Fundamentals of Crime and Delinquency</b> <i>Prerequisite: CRIMJ 1 (may be taken concurrently).</i> <i>Course Advisories: SCC minimum English and math standards.</i> Introduction to major types of criminal behavior, patterns of career offenders, factors which contribute to the production of criminality of delinquency. Includes methods used in dealing with violators in the justice system; the changing roles of police courts and after-care process of sentence, probation, prisons, and parole; changes of the law in crime control and treatment processes. <i>Three hours lecture.</i>	<b>3 Units</b>
<b>CRIMJ 54</b> <b>Patrol Procedures</b> <i>Prerequisite: CRIMJ 1 (may be taken concurrently).</i> <i>Course Advisories: SCC minimum English and math standards.</i> Presents the responsibilities, techniques and methods of modern police patrol. <i>Three hours lecture.</i>	<b>3 Units</b>	<b>CRIMJ 59</b> <b>Interviewing and Counseling</b> <i>Prerequisite: CRIMJ 1 (may be taken concurrently).</i> <i>Course Advisories: SCC minimum English and math standards.</i> Overview of the interviewing and counseling techniques available to practitioners in law enforcement, the courts, and corrections emphasizing communication and practical skills. <i>Three hours lecture.</i>	<b>3 Units</b>
<b>CRIMJ 55</b> <b>Traffic Control</b> <i>Prerequisite: CRIMJ 1 (may be taken concurrently).</i> <i>Course Advisories: SCC minimum English and math standards.</i> A study of traffic law enforcement, regulations and control; fundamentals of traffic accident investigation, and an overview of the California Vehicle Code. <i>Three hours lecture.</i>	<b>3 Units</b>	<b>CRIMJ 60</b> <b>Probation and Parole</b> <i>Prerequisite: CRIMJ 58.</i> <i>Course Advisories: SCC minimum English and math standards.</i> Presents the philosophy and history of correctional services. A survey of the correctional sub-systems of institutions by type and function, probation concepts and parole operations. A discussion of correctional employee responsibilities as applied to offender behavior modifications through supervisory control techniques. Covers rehabilitation goals as they affect individual and intimate cultural groups in both confined and field settings. <i>Three hours lecture.</i>	<b>3 Units</b>
<b>CRIMJ 56</b> <b>Juvenile Procedures</b> <i>Prerequisite: CRIMJ 1 (may be taken concurrently).</i> <i>Course Advisories: SCC minimum English and math standards.</i> Presents the organization, function, and jurisdiction of juvenile agencies; the processing and detention of juveniles; juvenile case disposition; juvenile statutes and court procedures. <i>Three hours lecture.</i>	<b>3 Units</b>		

# Criminal Justice

<b>CRIMJ 61</b> <b>State and Local Correctional Institutions</b> <i>Prerequisite: CRIMJ 58. Course Advisories: SCC minimum English and math standards. Provides theoretical and practical methods and solutions for achieving effectiveness in the various leadership correctional institutional programs. Three hours lecture.</i>	<b>3 Units</b>	<b>CRIMJ 109</b> <b>Defensive Tactics</b> <i>Prerequisite: CRIMJ 1 (may be taken concurrently). Course Advisories: SCC minimum English and math standards. Presents the methods of personal protection against persons armed with deadly weapons; demonstrations and exercises in limited number of holds, take-downs and physical control, the use of come-alongs and handcuffs, as well as physical control of prisoners and the mentally ill. Also a fundamental use and explanation of striking weapons. One hour lecture.</i>	<b>1 Unit</b>
<b>CRIMJ 62</b> <b>Legal Aspects of Correction</b> <i>Prerequisite: CRIMJ 58. Course Advisories: SCC minimum English and math standards. Presents the legal aspects of corrections and code provisions relative to all phases of the correctional system. Three hours lecture.</i>	<b>3 Units</b>	<b>CRIMJ 110</b> <b>Firearms</b> <i>Prerequisite: CRIMJ 1 (may be taken concurrently). Course Advisories: SCC minimum English and math standards. Describes moral aspects, legal provisions, safety precautions and restrictions covering the use of firearms; includes use of handguns and shotguns. One hour lecture.</i>	<b>1 Unit</b>
<b>CRIMJ 64</b> <b>Principles and Procedures of the Criminal Justice System</b> <i>Prerequisite: CRIMJ 1 (may be taken concurrently). Course Advisories: SCC minimum English and math standards. Detailed study of the role and responsibility of each sub-system within the criminal justice system; an examination of the philosophy, history, structure, operation and interrelation of each sub-system component; a description of procedure from initial entry of the individual into the system to the final disposition. Three hours lecture.</i>	<b>3 Units</b>	<b>CRIMJ 201</b> <b>Police Reserve Training: Arrest and Firearms</b> <i>Course Advisory: SCC minimum English standard. Designed to qualify students for Police Reserve Officer LEVEL I. Consists of lectures on laws of arrest, search and seizure, techniques of arrest, search and detention, law and communication; legal aspects of firearms and range training in firearms use. Must earn a grade of "C" or better to qualify for LEVEL I. Three and one-half hours lecture.</i>	<b>3 Units</b>
<b>CRIMJ 90</b> <b>Vocational Work Experience: Law Enforcement</b> <i>Prerequisite: CRIMJ 1. Volunteer service in a variety of governmental and private criminal justice agencies related to Law Enforcement. Maximum of 3 units per semester may be earned. Students will serve 90 hours per unit of credit. This is a credit/no credit only course. May be repeated to a maximum of 12 units, including initial enrollment. NOTE: Combined units for all work experience courses shall not exceed 12. One hour lecture and five to twenty hours weekly by arrangement.</i>	<b>1-3 Units</b>	<b>CRIMJ 202</b> <b>Reserve Officer Training: Backup Officer, Part 1</b> <i>Course Advisories: SCC minimum English and math standards. Designed to qualify student for Police Reserve Officer LEVEL II when CRIMJ 203 is completed. Consists of training in first aid and cardiopulmonary resuscitation, the role of the backup officer, officer survival, weaponless defense and baton, traffic control, crime scene procedures, crowd control, booking procedures, community relations, radio and telephone communications. Student must earn a "C" or better to qualify for Level II. Three hours lecture.</i>	<b>3 Units</b>
<b>CRIMJ 91</b> <b>Vocational Work Experience: Corrections</b> <i>Prerequisite: CRIMJ 1. Volunteer service in a variety of governmental and private criminal justice agencies related to Corrections. Maximum of 3 units per semester may be earned. Students will serve 90 hours per unit of credit. This is a credit/no credit only course. May be repeated to a maximum of 12 units, including initial enrollment. NOTE: Combined units for all work experience courses shall not exceed 12. One hour lecture and five to twenty hours weekly by arrangement.</i>	<b>1-3 Units</b>		

**CRIMJ 203****1.5 Units****Reserve Officer Training: Backup Officer, Part 2**

*Course Advisories:* SCC minimum English and math standards. Designed to qualify students for Police Reserve Officer LEVEL II when Criminal Justice 203 is completed. Consists of lectures, demonstrations, practical application in driver awareness, first aid and cardiopulmonary resuscitation, the use of force and weaponry, custody and physical fitness and defensive tactics. Students must earn a "C" or better to qualify for Level II. *One hour lecture, two hours lab.*

**CRIMJ 240****4 Units****Correctional Officer Examination Training**

*Course Advisory:* SCC minimum English standard. Designed to prepare the student to successfully compete in the continuously offered California Department of Corrections (CDC) Correctional Officer examination. The course presents formal practical training to assist the student in passing the written test, the medical/physical examination, the oral interview, and the background investigation. Students will be required to sign a waiver of privacy form in order to enter and tour a CDC adult institution. Upon successful completion of the course, appointments will be scheduled with the CDC testing center to take the Correctional Officer examination. Repeatable 3 times. *Four hours lecture.*

**CRIMJ 500****Non-Credit****California Highway Patrol Supervision Examination Training**

Provides current information about California Highway Patrol departmental policy, California Vehicle Code, Penal Code, Health and Safety Code, and criminal and procedural laws to prepare students for the written California Highway Patrol Supervisory Promotional Examination. Repeatable 3 times. *Six hours lecture.*

**Special Topics**

These courses, numbered 98, 148, 248, 548, depending upon their transferability, are courses of contemporary interest centered on changing knowledge and important issues in the field. Announcements of Special Topics courses appear in the Schedule of Classes.

# Drafting Technician

Trade & Technical Division

## Program Description

This program is designed to provide students with entry level skills in the fields of mechanical, electrical, civil and architectural drafting.

## Certificate of Achievement and Associate in Science Degree

A Certificate of Achievement can be obtained upon completion of the 30-unit major listed below. The Associate in Science Degree can be obtained by completing a total of 60 units, including the major, general education requirements, and electives.

## Required Courses

	Units	Recommended Electives
DRAFT 45—Introduction to CAD	3	DRAFT 56, 57, 65, 85, 109, 110, 120, 125,
DRAFT 46—Advanced CAD	3	130, 135, 140
DRAFT 50—Basic Drafting	3	INTDS 52
DRAFT 55—Mechanical Drafting I	3	IT 120, 150
DRAFT 60—Architectural Drafting I	3	OCCED 90
DRAFT 75—Electronic Drafting	3	OHORT30
DRAFT 80—Civil Drafting I	3	
IT 140—Industrial Materials	3	
IT 151—Vocational Math	3	
Elective selected from the list of Recommended Electives	<u>3</u>	
	30	

NOTE: Many of the advanced courses will require CAD. It is important to take DRAFT 45 (Intro. to CAD) as early in your program as possible. College credit may be obtained with credit by examination in DRAFT 50, 60 and 45, or they may be waived.

## Job-Direct Certificate Requirements

Drafting Technology	Units
DRAFT 171—Autocad Drafting Tech. I	3
DRAFT 172—Autocad Drafting Tech. II	3
DRAFT 173—Autocad Drafting Tech. III	3
DRAFT 174—Autocad Drafting Tech. IV	3
*OCCED 90—Occupational Work Experience	<u>1</u>
	13

\*Students will be required to complete 80 hours of cooperative supervised work experience to receive credit.

<b>DRAFT 50</b> <b>Basic Drafting</b> <i>Course Advisories: SCC minimum English and math standards. Presents the fundamentals of drafting, including the use of instruments, lettering, freehand sketching, orthographic projection, dimensioning and sectioning. Recommended for non-majors and drafting majors. Two hours lecture, four hours lab.</i>	<b>3 Units</b>	<b>DRAFT 68</b> <b>CAD In Apparel Design</b> <i>See Fashion Design 68.</i>	<b>3 Units</b>
<b>DRAFT 55</b> <b>Mechanical Drafting Level I</b> <i>Prerequisite: DRAFT 50. Course Advisories: SCC minimum English and math standards. Emphasizes sectioning, pictorials, threads, fasteners, springs, tolerancing, measurement, and working drawings. Two hours lecture, four hours lab.</i>	<b>3 Units</b>	<b>DRAFT 75</b> <b>Electronic Drafting</b> <i>Prerequisites: DRAFT 50 (may be taken concurrently). Designed for electronics and drafting technicians to develop skill in reading and drawing plans involving use of electronic symbols, circuits, terminology, components, printed circuit boards, and electromechanical design. Two hours lecture, four hours lab.</i>	<b>3 Units</b>
<b>DRAFT 56</b> <b>Descriptive Geometry</b> <i>Prerequisites: IT 151, DRAFT 45. Course Advisories: SCC minimum English and math standards. Presents fundamental principles of descriptive geometry and their application to the solution of three dimensional problems. Included are true lengths and shapes; bearing and slopes; point, line and shape problems, advanced auxiliaries, revolutions, intersections and developments. Two hours lecture, four hours lab.</i>	<b>3 Units</b>	<b>DRAFT 80</b> <b>Civil Drafting I</b> <i>Prerequisites: DRAFT 50 (may be taken concurrently). Course Advisory: IT 151. Introductory course in civil drawing with emphasis on land division, breakdown of survey notes, office procedures and related math computations. Included is an introductory unit on modern CAD applications, as applied to preliminary and final maps. Two hours lecture, four hours lab.</i>	<b>3 Units</b>
<b>DRAFT 57</b> <b>Mechanical Drafting Level II</b> <i>Prerequisites: DRAFT 55 with a grade of "C" or better; DRAFT 45 and IT 151 (both may be taken concurrently). Course Advisories: SCC minimum English and math standards. A continuation of DRAFT 55, with special emphasis on geometric tolerancing, gears, cams, mechanisms, weldments, and weight calculations. Two hours lecture, four hours lab.</i>	<b>3 Units</b>	<b>DRAFT 85</b> <b>Civil Drafting II</b> <i>Prerequisites: DRAFT 80, 45; IT 151. Designed for the advanced civil drafting student with emphasis on computer programs and experience compatible with the industry standards. Includes the study of plan and profile, cross-section and earth-work calculations. Two hours lecture, four hours lab.</i>	<b>3 Units</b>
<b>DRAFT 60</b> <b>Architectural Drafting I</b> <i>Prerequisites: DRAFT 50 or equivalent (may be taken concurrently). Course Advisories: SCC minimum English and math standards. Practice in drawing a complete set of plans for a single family dwelling in accordance with local building regulations. Includes an introductory unit on heat loss computations. Recommended for non-majors and drafting majors. Two hours lecture, four hours lab.</i>	<b>3 Units</b>	<b>DRAFT 45 (formerly DRAFT 91)</b> <b>Introduction to Computer-Aided Drafting (CAD)</b> <i>Prerequisite: DRAFT 50 or OHORT 30 (either may be taken concurrently). Designed to introduce the drafting student to CAD technology and terminology. The student shall complete a series of related drawing problems using a CAD work station. Repeatable 1 time. Two hours lecture, four hours lab.</i>	<b>3 Units</b>
<b>DRAFT 65</b> <b>Architectural Drafting II</b> <i>Prerequisites: DRAFT 60 with a grade of "C" or better; IT 151; DRAFT 45 (IT 151 &amp; DRAFT 45 may be taken concurrently). Course Advisories: SCC minimum English and math standards. Introduction to the trade terms, detailing and basic construction practices related to light commercial design and delineation. Two hours lecture, four hours lab.</i>	<b>3 Units</b>	<b>DRAFT 46 (formerly DRAFT 95)</b> <b>Advanced Computer-Aided Drafting (CAD)</b> <i>Prerequisite: DRAFT 91. Designed to develop greater proficiency in CAD. Covers basic DOS commands, symbol libraries, bills of materials, attributes, use of digitizer, screen menus and 3-D. Repeatable 1 time. Two hours lecture, four hours lab.</i>	<b>3 Units</b>
		<b>DRAFT 109</b> <b>Technical Illustration and Design</b> <i>Prerequisite: DRAFT 50. Designed for advanced drafting students to develop the basic tools, skills and concepts required in the field of engineering illustration. Includes freehand sketching, pencil</i>	<b>3 Units</b>

# Drafting

shading and inking techniques, isometric and perspective, and an introduction to the use of the airbrush. Followed with an overview of the processes and principles of industrial design. *Two hours lecture, four hours lab.*

## **DRAFT 110** **2 Units**

### **Blueprint Reading**

*Course Advisories: SCC minimum English and math standards. Designed to provide understanding and interpretation of a variety of blueprints while utilizing basic drafting techniques. Emphasizes the ability to recognize and identify symbols and specifications common to modern industrial blueprints. One hour lecture, three hours lab.*

## **DRAFT 120** **1-3 Units**

### **Special Problems**

*Prerequisite: DRAFT 50. Individualized projects for advanced students who demonstrate competency to carry out individual work. Repeatable 3 times. Three to nine hours weekly by arrangement.*

## **DRAFT 125** **3 Units**

### **Solid Modeling**

*Prerequisite: DRAFT 45. Teaches the basic concepts and skills necessary to create, view, and manipulate objects in three dimensional space using an advanced modeling program. Two hours lecture, four hours lab.*

## **DRAFT 130** **3 Units**

### **Electronic Drafting with CAD**

*Prerequisite: DRAFT 45. Course Advisories: SCC minimum English and math standards. Using AutoCAD as a tool, the student will learn how to create an electronic symbols library and then use these symbols in schematic, logic, and printed circuit board drawings. Course requires completion of a complete set of drawings for a printed circuit board, including proper documentation all based on industry standards. Two hours lecture, four hours lab.*

## **DRAFT 135** **1 Unit**

### **Structural and Detail Drafting**

*Course Advisories: SCC minimum English and math standards. Provides a basic introduction to structural detailing. Covers basic terminology, shapes, types of connections, types of views, scaling and proportion, bills of materials and lettering, plus some detailing problems. Five hours lecture, two hours weekly by arrangement (3 week course).*

## **DRAFT 140** **3 Units**

### **Surveying**

*Prerequisites: DRAFT 80 and IT 151. Presents the fundamentals of plane surveying with practice in*

*the field using tape, levels, transit and theodolite. Two hours lecture, three hours lab.*

## **DRAFT 150** **1 Unit**

### **Computer Graphics for Non-Drafters**

*Course Advisory: SCC minimum English standard. Provides the opportunity for the non-drafting major to explore the creation of graphic images using the PC as a tool. One hour lecture, three hours lab (8 week course).*

## **DRAFT 171** **3 Units**

### **AutoCAD Drafting Technician I**

*Course Advisories: SCC minimum English and math standards. Introduces the drafting student to CAD technology, utilization and terminology. The student will complete a series of related drawing problems using a CAD work station. Six hours lecture, eighteen hours lab (5 week course).*

## **DRAFT 172** **3 Units**

### **AutoCAD Drafting Technician II**

*Prerequisite: DRAFT 171. Course Advisories: SCC minimum English and math standards. Introduces drafting students to architectural and mechanical drafting elements through CAD utilization. The student will complete a series of related drawing problems using a CAD work station. Six hours lecture, eighteen hours lab (5 week course).*

## **DRAFT 173** **3 Units**

### **AutoCAD Drafting Technician III**

*Prerequisite: DRAFT 172. Course Advisories: SCC minimum English and math standards. Introduces drafting students to fasteners, dimensioning and pictorial representation through CAD processes. The student will complete a series of related drawing problems using a CAD work station. Six hours lecture, eighteen hours lab (5 week course).*

## **DRAFT 174** **3 Units**

### **AutoCAD Drafting Technician IV**

*Prerequisite: DRAFT 173. Course Advisories: SCC minimum English and math standards. Introduces drafting students to section views and details; descriptions and supplemental drawings. The student will complete a series of related drawing problems using a CAD work station. Six hours lecture, eighteen hours lab (5 week course).*

### **Special Topics**

*These courses, numbered 48, 98, or 148 depending upon their transferability, are courses of contemporary interest centered on changing knowledge and important issues in the field. Specific information will vary with each course.*

# Early Childhood Education

Fine & Applied Arts/Behavioral Sciences Division

## Program Description

This program prepares students to meet the new and stringent demands of today's child care centers, preschool programs, and nursery schools. It offers a comprehensive study of the development of the young child as well as opportunities to learn techniques to enhance the emotional, physical, social, and cognitive needs of the child.

## Certificate of Achievement and Associate in Science Degree

A Certificate of Achievement can be obtained upon successful completion of the 32-unit major with a grade of C (2.0) or better in each course. The Associate in Science degree can be obtained by completing a total of 60 units, including the major with a grade of C (2.0) or better in each course, the general education requirements, and electives.

## Required Courses

Students should enroll in Human Development 38 during their first semester in the program. Students will spend their first semester of ECE Practicum I (ECE 65) assigned to the Solano College State Preschool or Children's Center or placed off campus with an accepted mentor teacher. A second semester may be spent either on campus (ECE 66 or 67) or off campus (ECE 67). Off campus placements will be made with an approved mentor teacher. Prior to the first week of enrollment in ECE 65 or 66, students will be required to be fingerprinted at District expense.

	Units	Recommended Electives
ECE 62—Intro. to Early Childhood Ed	3	ECE 79, 99, 101, 102, 121, 122, 123, 124
ECE 63—ECE Theory & Practice	3	HU DV 40, 53
ECE 65—ECE Practicum I	4	NUTRI 10, 51, 52
ECE 66—ECE Practicum II		PSYCH 1
OR		SOCS 22
ECE 67—ECE Field Practice	4	SOCIO 1
ECE 70—Science for Early Childhood	3	
ECE 71—Language and Literature for ECE	3	
ECE 72—Art for Early Childhood	3	
ECE 73—Music for Early Childhood	3	
HU DV 38—Child Development	3	
HU DV 50—Child, Family & Community	3	
	<u>32</u>	

Students enrolling in the following courses are strongly urged to see an ECE instructor prior to registration.

### ECE 55 .5 or 1 Unit

#### Key Concepts in Early Childhood

Course Advisory: SCC minimum English standard.

Focuses on those aspects of young children's normal behavior and needs which have the greatest significance for adults studying nursery school age children. May be repeated to a maximum of 1 unit, including initial enrollment. One-half or one hour lecture.

### ECE 62 3 Units

#### Introduction to Early Childhood Education

Prerequisite: HU DV 38 (may be taken concurrently).

Course Advisories: SCC minimum English and math standards. An introduction to teaching at the preschool level including: history, philosophy,

techniques of guidance, teaching techniques and skills, schedules and programming routines, provision of a safe environment, the function and stages of play, and an overview of important developmental processes. This is the first class in the ECE Certificate series. Three hours lecture.

### ECE 63 3 Units

#### Early Childhood Education Theory and Practice

Prerequisite: ECE 62 and HU DV 38. Course Advisories: SCC minimum English and math standards. Continues the introduction to early childhood teaching begun in ECE 62 with the focus on the content of the early childhood curriculum areas of art, music, science, math, dramatic play, motor development and language and academic skills. Students practice techniques of curriculum planning by preparing lesson plans in each of these areas. Three hours lecture.

# Early Childhood Education

## ECE 65

4 Units

### Early Childhood Education Practicum I

*Prerequisites: ECE 62 or concurrent enrollment. During the first week of enrollment, students will be required to be fingerprinted and have a TB test at District expense. Course Advisory: SCC minimum English standard. Supervised laboratory experience with children in the Solano College Children's Programs or off-campus placement with a mentor teacher selected by the SCC mentor selection committee for nine hours per week and attendance at a one-hour weekly seminar which emphasizes child observation, guidance techniques, and relationship of theories to practices. One hour lecture, nine hours by arrangement.*

## ECE 66

4 Units

### Early Childhood Education Practicum II

*Prerequisites: ECE 65 and concurrent enrollment in ECE 63. During the first week of enrollment, students will be required to be fingerprinted and have a TB test at District's expense. Course Advisories: SCC minimum English and math standards. Laboratory practicum emphasizing curriculum activities, comprehensive case studies, methods of child observation, and relationships of theories to practices. Students may be placed in the Solano College Children's Programs on campus or with a mentor teacher (selected by the SCC/ECE mentor teacher selection committee) off campus. One hour lecture, nine hours by arrangement.*

## ECE 67

4 Units

### Early Childhood Education Field Practice

*Prerequisites: ECE 63 (may be taken concurrently) and ECE 65. Course Advisories: SCC minimum English and math standards. Work experience at an approved early childhood job site under the direct supervision of a fully qualified nursery school teacher (preferably under the supervision of one of the SCC selected mentor teachers), and attendance at a one-hour weekly seminar on campus which emphasizes child observation, curriculum planning, and relationships of theories to practices. NOTE: Combined units for all work experience courses shall not exceed 12 units. One hour lecture (related seminar), twenty hours weekly by arrangement (work experience).*

## ECE 70

3 Units

### Science for Early Childhood

*Prerequisite: HU DV 38 (may be taken concurrently) and ECE 62. Course Advisories: SCC minimum English and math standards. Exploration of scientific principles, materials, and information from the biological and physical sciences appropriate for young children. Through an emphasis on the choice and presentation of appropriate concepts and processes, students acquire basic science knowledge relevant to the intellectual development of the young child. Three hours lecture.*

## ECE 71

3 Units

### Language and Literature for ECE

*Prerequisites: ECE 62 (may be taken concurrently) and HU DV 38. Course Advisory: SCC minimum English standard. Introduction to children's literature and to the development of speech and language during infancy and early childhood. Students will explore teaching techniques which promote language acquisition including story telling, role play, language games, flannel board stories, puppets, slide shows, and the development of dramatic play materials. Three hours lecture.*

## ECE 72

3 Units

### Art for Early Childhood

*Course Advisories: SCC minimum English and math standards. Study of art activities appropriate to the developmental needs of the young child. Emphasis is on children's use of art as a way to express their individuality and communicate their ideas about themselves and their world. Three hours lecture.*

## ECE 73

3 Units

### Music for Early Childhood

*Course Advisories: ECE 62; SCC minimum English and math standards. Presents a curriculum of music appropriate for teachers of young children from infancy through the primary grades. Fundamentals of music and simple chording techniques will be introduced. Three hours lecture.*

## ECE 75

3 Units

### Care of Infants and Toddlers

*Course Advisories: Eligibility for ENGL 1 and SCC minimum math standard. A study of the development and care of children from birth to age three. Includes standards for staffing, equipping and administering an infant care center. Three hours lecture.*

## ECE 76

3 Units

### Programs for Two-Year-Olds

*Course Advisory: SCC minimum English and math standards. Presents the developmental characteristics of both normal and atypical two-year-old children and appropriate modifications of the preschool curriculum to meet their special needs. Curriculum development techniques in the area of art, language, literature, music, science, cooking, cognitive activities and appropriate scheduling are included. Observations in the SCC Children's Programs are required. Three hours lecture.*

# Early Childhood Education

<b>ECE 79</b> <b>Adult Supervision: The Mentor Teacher</b> <i>Prerequisite: Prior completion of the ECE Certificate. Course Advisory: SCC minimum English standard. Methods and principles of supervising student teachers in early childhood classrooms. Emphasis on the role of experienced classroom teachers who function as mentors to new teachers while simultaneously addressing the needs of children, parents and other staff. Two and three-quarters hours (12 week course).</i>	<b>2 Units</b>	<b>ECE 86</b> <b>Constructive Play: Challenging Children to Think</b> <i>Course Advisory: SCC minimum English standard. The area of cognitive development will be addressed from a developmental perspective, with an emphasis on developing problem-solving skills. The course will focus on the teacher's role as facilitator of active learning, and will introduce specific materials and activities that challenge children to think. Repeatable 3 times. One hour lecture.</i>	<b>1 Unit</b>
<b>ECE 80</b> <b>Early Childhood Administration</b> <i>Prerequisites: ECE 62 and HU DV 38. Course Advisory: SCC minimum English standard. Overview of the fundamental duties and responsibilities of Early Childhood administration, including preparation, implementation and evaluation of the program goals and budget controls. Meets requirements set by the California Commission for Teachers Preparation and Licensing for the Children's Center Supervision Permit. Three hours lecture.</i>	<b>3 Units</b>	<b>ECE 99</b> <b>Honors</b> <i>Prerequisites: Completion of 24 units of college credit with a minimum GPA of 3.3; a minimum of 5 units in the discipline with a grade of "B" or better; an ability to work independently; permission of the Division Dean based on instructor availability. Course Advisory: SCC minimum English standard. An independent study and research class in the areas of infant, toddler, and preschool early education programs. The student and instructor design an outlined program of study. May be repeated to a maximum of 6 units, including initial enrollment. Three to nine hours weekly by arrangement.</i>	<b>1-3 Units</b>
<b>ECE 81</b> <b>Early Childhood Staff Supervision</b> <i>Prerequisites: ECE 62 and HU DV 38. Course Advisory: Eligibility for ENGL 1. Presentation of the fundamentals involved in becoming a more effective supervisor, and methods and procedures in dealing with selection, supervision and evaluation of staff in an early childhood setting. Meets the requirements set by the California Commission for Teachers Preparation and Licensing for the Children's Center Supervision Permit. Three hours lecture.</i>	<b>3 Units</b>	<b>ECE 101</b> <b>Sensitive and Critical Topics in ECE</b> <i>Course Advisory: SCC minimum English standard. A short course designed to include current topics in Child Development or Early Childhood Education that are particularly sensitive in nature and/or subject to critical timing. It is designed especially as an update for teachers and aides currently working in the field. Emphasis will be on the role of the teacher and the children's center. Repeatable 5 times. Eight hours lecture total for semester.</i>	<b>.5 Unit</b>
<b>ECE 85</b> <b>Educational Games</b> <i>Course Advisory: SCC minimum English standard. An intensive introduction to planning and producing educational learning games for preschool-aged children suited for use in home, day care, and/or preschool settings. Successful completion requires attendance, participation and the completion of a minimum of two (2) cognitive games. This is a credit/no-credit only course. Repeatable 3 times. One hour lecture.</i>	<b>.5 Unit</b>	<b>ECE 102</b> <b>Curriculum Development</b> <i>Course Advisory: SCC minimum English and math standards. Curriculum development techniques for preschool programs in the areas of speech development, pre-reading skills, math concepts, science activities, music, art, cooking and nutrition. Emphasis in the above curriculum areas will be placed on the specialized needs of disadvantaged children. Repeatable 5 times. Eight hours lecture total for semester.</i>	<b>.5 Unit</b>

# Early Childhood Education

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<b>ECE 121</b> <b>Family Child Care: Introduction and Licensing Regulations</b> <i>Course Advisories: SCC minimum English and math standards. The study of the family child care home setting, licensing application, parent responsibilities, community resources, and assessment of local community needs. Two hours lecture (4 week course).</i>	<b>.5 Unit</b>	<b>ECE 501</b> <b>Early Childhood Education Children's Programs</b> <i>Course Advisory: SCC minimum English standard. Provides the opportunity for parents to become more involved with their child(ren)'s education, to gain the positive interaction skills appropriate for this age group, and to gain information about the normal behavior of preschool aged children. Expected of parents whose children are enrolled in the Solano Community College Children's Programs. Repeatable 3 times. Sixteen hours by arrangement total for the semester.</i>	<b>Non-Credit</b>
<b>ECE 122</b> <b>Family Child Care: Guidance and Theory</b> <i>Course Advisories: SCC minimum English and math standards. The study of the family child care home setting includes guidance techniques, program planning, child development theories, and how to work effectively with parents. Two hours lecture (4 week course).</i>	<b>.5 Unit</b>	<b>ECE 550</b> <b>Positive Parenting Practices</b> <i>Focuses on those aspects of young children's normal behavior and needs which have the greatest significance for parents and others interested in behavior of young children. Three hours lecture (8 week course).</i>	<b>Non-Credit</b>
<b>ECE 123</b> <b>Family Child Care: Health, Safety, and Nutrition</b> <i>Course Advisories: SCC minimum English and math standards. Study of the family child care home setting includes record keeping for implementing health, nutrition, and safety regulations and policies. Two hours lecture (4 week course).</i>	<b>.5 Unit</b>	<b>Special Topics</b> <i>These courses, numbered 98 or 198 depending upon their transferability, are courses of contemporary interest centered on changing knowledge and important issues in the field. Announcements of Special Topics courses appear in the Schedule of Classes.</i>	
<b>ECE 124</b> <b>Family Child Care: Business and Legal Aspects</b> <i>Course Advisories: SCC minimum English and math standards. Study of the family child care home setting includes record keeping, budget preparation, marketing and small business practices. Two hours lecture (4 week course).</i>	<b>.5 Unit</b>		
<b>ECE 245</b> <b>Foster Parenting</b> <i>Course Advisory: SCC minimum English standard. In-depth study of issues relating to foster care including separation, attachment and loss, child abuse, and neglect. Laws and agencies pertaining to foster care will be discussed. Three hours lecture.</i>	<b>1.5 Units</b>		

## Program Description

Economics is the study of how people make choices when faced with scarcity. It is therefore the study of the process of decision-making by individuals, businesses, governments, or any other group that must make such choices, and the study of the institutional context in which these decisions are made.

The economic courses provide the lower-division requirements for students majoring in economics, business, computer science, and engineering. These courses also provide students majoring in other fields with an understanding of economic principles and a familiarity with the economic institutions that affect their lives.

## Associate Degree

Not offered in this discipline.

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### ECON 1

3 Units

#### Principles of Economics

*Course Advisories: SCC minimum English and math standards. Introductory course dealing with the nature and scope of economics, supply and demand analysis, national income accounting, Keynesian and classical models, money and banking, fiscal and monetary policy, stabilization methods, and current problems and issues. Emphasis: Macroeconomics. (CAN ECON 2). Three hours lecture.*

### ECON 2

3 Units

#### Principle of Economics

*Course Advisories: SCC minimum English and math standards. Introductory course dealing with the price and output determination, cost of production, market structures, anti-trust regulations, international trade, and radical economics. Emphasis on microeconomics. (CAN ECON 4). Three hours lecture.*

# Electronics

## Electronic/Computer Servicing Technology

### Program Description

Designed to prepare the student for employment in industry by providing an extensive background in electronics theory with laboratory application. Employment would be at the level of entry-level technologist/technician or engineering assistant.

### Certificate of Achievement and Associate in Science Degree

A Certificate of Achievement can be obtained by completing the 41-unit major. The Associate in Science Degree can be obtained by completing a total of 62 units, including the 41-unit major and the general education requirements. This program may be completed by taking Extended Day classes but will require more semesters to complete than the day program.

### Required Courses

NOTE: Not all courses are offered every semester, and the sequence of courses listed below is recommended, not required.

	Units
ECTRN 50—DC Electronic Principles	4
ECTRN 51—AC Electronic Principles	4
ECTRN 52—Semiconductor Devices	4
ECTRN 53—Comm/Operational Amplifiers	4
ECTRN 60—Digital Fundamentals	4
ECTRN 61—Digital Systems	4
ECTRN 126—Microprocessors and Microcomputers	4
ECTRN 127—Assembly Techniques	1
ECTRN 128—Computer Servicing	4
ECTRN 140—Math for Electronics	4
ECTRN 141—Math for Electronics	4
	41

#### Recommended Electives

- CIS 1, 55, 58,
- DRAFT 50
- ECTRN 150, 151
- ENGL 51
- IT 140
- OCCED 90

Advanced standing may be granted for ECTRN 50 and/or 51 or ECTRN 60 by achieving a satisfactory score on a written test. The test may not be retaken.

#### Students may substitute:

- ECTRN 132 and 133 for ECTRN 140
- ECTRN 134 and 135 for ECTRN 141

## Television Servicing Technology

### Program Description

Designed to provide students with the entry-level skills needed for employment in the television industry and to upgrade the skills of service people in commercial television repair and maintenance.

### Certificate and Associate in Science Degree

A certificate can be obtained by completing the 26-unit major below. The Associate in Science Degree can be obtained by completing a total of 60 units, including the major, the general education requirements, and electives. The Associate Degree program may be completed in Extended Day classes but will require more semesters to complete than the day program.

### Required Courses

	Units
ECTRN 50—Electronic Principles	4
ECTRN 51—Electronic Principles	4
ECTRN 52—Semiconductor Devices	4
ECTRN 106—Television and VCR Servicing	4
ECTRN 108—Color TV & VCR Servicing	4
ECTRN 132 & 133 & 134—Math for Elect. (2 & 2 & 2 units)	6
	26

#### Recommended Electives

ECTRN 53, 60, 135, 150, 151  
ENGL 51  
IT 140  
OCCED 90

Advanced standing may be granted for ECTRN 50 and/or 52 or ECTRN 60 by achieving a satisfactory score on a written test. The test may not be retaken.

#### Substitutions

Two math courses with course numbers below 200 may be substituted for the Electronics math courses.

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**ECTRN 50****4 Units****DC Electronic Principles**

*Course Advisory: SCC minimum English standard. Presents the principles of direct current and passive devices, and introduces active devices. Mathematical analysis and laboratory construction of circuits are required. Three hours lecture, three hours lab.*

**ECTRN 51****4 Units****AC Electronic Principles**

*Prerequisite: ECTRN 50 (may be taken concurrently). Presents the principles of alternating current circuits and active devices. Mathematical analysis and laboratory construction of circuits are required. Three hours lecture, three hours lab.*

**ECTRN 52****4 Units****Semiconductor Devices and Circuits**

*Prerequisites: ECTRN 51. Course Advisory: SCC minimum English standard. Presents the principles of discrete semiconductor devices and circuits. Mathematical analysis and laboratory constructions of circuits required. Three hours lecture, three hours lab.*

- ECTRN 53** **4 Units**  
**Communications and Operational Amplifiers**  
Prerequisite: ECTRN 52. Course Advisories: SCC minimum English and math standards. Presents the principles of operational amplifier circuits, discrete and integrated communications circuits, and AM/FM transmitters and receivers. Mathematical analysis and laboratory construction are required. Three hours lecture, three hours lab.
- ECTRN 60** **4 Units**  
**Basic Digital Fundamentals**  
Course Advisory: SCC minimum English standard. Presents the principles of digital numbering systems, digital codes, logic gates, and flip-flops; an introductory course in Boolean Algebra and digital electronics. Mathematical analysis and laboratory assignments are required. Three hours lecture, three hours lab.
- ECTRN 61** **4 Units**  
**Digital Systems: Principles and Applications**  
Prerequisite: ECTRN 60 (may be taken concurrently). Course Advisory: SCC minimum English standard. Presents the principles of counter circuits, registers, memories, arithmetic logic, integrated circuits, and digital computer introduction. Mathematical analysis and laboratory assignments are required. Three hours lecture, three hours lab.
- ECTRN 106** **2 Units**  
**Television and VCR Servicing**  
Course Advisories: ECTRN 52, SCC minimum English standard. Presents the theory of television transmission, reception and magnetic tape recording. Presents television receiver and VCR circuits with emphasis on alignments, adjustments and troubleshooting. Repeatable 2 times. One hour lecture, three hours lab.
- ECTRN 108** **2 Units**  
**Color Television and VCR Servicing**  
Course Advisories: ECTRN 52, SCC minimum English standard. Presents the theory of television and VCR circuits and systems. Practical servicing techniques are stressed and practiced. Repeatable 2 times. One hour lecture, three hours lab.
- ECTRN 126** **4 Units**  
**Microprocessors and Microcomputers**  
Course Advisories: ECTRN 61, SCC minimum English standard. Presents the principles of an introductory course that concentrates on microcomputer hardware and software. Digital circuits, I/O modes, interfacing, microprocessors and microcomputer structure, operation, and programming. Mathematical analysis and laboratory assignments are required. Three hours lecture, three hours lab.
- ECTRN 127** **1 Unit**  
**Assembly Techniques**  
Course Advisories: ECTRN 51; SCC minimum English standard. Presents the principles of soldering, printed circuit board construction and assembly techniques. Laboratory constructions are required. One hour lecture, one and one-half hour lab.
- ECTRN 128** **4 Units**  
**Computer Servicing**  
Course Advisories: ECTRN 126, SCC minimum English standard. Presents the purpose and capabilities of operating systems, system components and peripheral devices. The course emphasized initial investigation of a computer system, methods for isolation of troubles and procedures for completing the repair. Three hours lecture, three hours lab.
- ECTRN 132** **2 Units**  
**Mathematics for Electronics**  
Course Advisory: SCC minimum English standard. Presents the principles of algebra as it applies to electronics. Frequent homework assignments and written tests are required. Two hours lecture.
- ECTRN 133** **2 Units**  
**Mathematics for Electronics**  
Prerequisite: ECTRN 132 with a grade of "C" or better. Course Advisory: SCC minimum English standard. Presents the principles of algebra, graphs and determinants as they apply to electronics. Frequent homework assignments and written tests are required. Two hours lecture.
- ECTRN 134** **2 Units**  
**Mathematics for Electronics**  
Prerequisite: ECTRN 133 with a grade of "C" or better. Course Advisories: SCC minimum English and math standards. Presents the principles of trigonometry as it applies to electronics. Frequent homework assignments and written tests are required. Two hours lecture.

# Electronics

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## ECTRN 135

2 Units

### Mathematics for Electronics

*Prerequisite: ECTRN 134 with a grade of "C" or better. Course Advisories: SCC minimum English and math standards. Presents the principles of number systems and Boolean Algebra as they apply to electronics. Frequent homework assignments and written tests are required. Two hours lecture.*

## ECTRN 140

4 Units

### Mathematics for Electronics

*Course Advisories: SCC minimum English and math standards. Presents the principles of algebra, graphs and determinants as they apply to electronics. Frequent homework assignments and written tests required. Four hours lecture.*

## ECTRN 141

4 Units

### Mathematics for Electronics

*Prerequisite: ECTRN 140 with a grade of "C" or better. Course Advisories: SCC minimum English and math standards. Presents the principles of trigonometry, vectors, and number systems as they apply to electronics. Frequent homework assignments and written tests are required. Four hours lecture.*

## ECTRN 150

.5 Unit

### Electronic Troubleshooting

*Prerequisite: ECTRN 52 with a grade of "C" or better. Provides computer aided troubleshooting practice in Analog and Digital circuits and systems. Mathematical analysis and laboratory constructions are required. Two hours lab.*

## ECTRN 151

1 Unit

### Oscilloscope Skill Development

*Prerequisite: ECTRN 51. Course Advisories: SCC minimum English and math standards. Presents the principles of operation and use of oscilloscopes. Includes description and application of various operational modes and trigger selection with emphasis on dual trace, Tektronix oscilloscopes. Laboratory construction of circuits is required. Repeatable 1 time. One hour lecture, one hour lab.*

## ECTRN 158

1.5 Units

### Microcomputer Maintenance

*Course Advisory: SCC minimum English standard. Presents data on component parts of computer systems, personal computer configuration for memory expansions, and input/output ports, and proper insertion/removal procedures for circuit boards and components. Three hours lecture, one hour lab. (8 week course.)*

## ECTRN 212

1 Unit

### FCC License Preparation

*Course Advisories: ECTRN 53, SCC minimum English standard. Computer-aided instruction and laboratory study of Elements I, II, III of the FCC License for Commercial Radio Operators. This is a credit/no credit only course. Repeatable 2 times. Three hours lab.*

## ECTRN 213

1 Unit

### FCC License Preparation

*Course Advisories: ECTRN 53, SCC minimum English standard. Computer-aided instruction and laboratory study of Element IV of the FCC License for Commercial Radio Operators. This is a credit/no credit only course. Repeatable 2 times. Three hours lab.*

## Program Description

The field of engineering deals with the design, production, and testing of new products as well as maintaining and improving existing ones. Engineers are professionals who apply mathematical and scientific principles to solve technical problems.

## Associate Degree

Not offered in this discipline.

### ENGR 1

1 Unit

#### Introduction to Engineering (F-Day)

*Course Advisories:* Eligibility for enrollment in ENGL 1 and SCC minimum math standard. A first, non-technical course for engineering students and students considering majoring in engineering. Introduction to different engineering fields, the campus life of engineering students, schedule guidelines, opportunities in engineering, engineers' roles in society, ethics in engineering, and strategies and approaches required to survive math, science, and engineering courses. The student will be expected to write short essays, develop a class schedule guideline, and compose a resumé; class participation and a final examination also will be used to evaluate student success. *One hour lecture*

homework assignments and written tests, including a comprehensive final examination, will be used to evaluate student success. *Three hours lecture, one hour discussion.*

### ENGR 30

3 Units

#### Engineering Mechanics: Statics (F-Day)

*Prerequisites:* MATH 21 and PHYS 6. *Course Advisory:* SCC minimum English standard. This course, which is required for engineering majors, presents a study of the principles of statics of particles and rigid bodies as applied to equilibrium problems of two and three-dimensional structures, and the principles of friction, virtual work, and stability of equilibrium. Weekly homework assignments, written tests, and a comprehensive final examination will be used to evaluate student success. (CAN ENGR 8). *Three hours lecture, one hour discussion.*

### ENGR 2

3 Units

#### Engineering Graphics

*Prerequisite:* MATH 51 (Trigonometry). *Course Advisory:* SCC minimum English standard. A study of the principles of orthographic drawing and descriptive geometry with application using freehand drawing and computer-aided drafting, and graphical problem-solving including nomography, graphical mathematics, empirical equations, and presentation and analysis of engineering data. Weekly drafting and homework assignments, two midterm tests, and a comprehensive final examination will be used to evaluate student success. *Two hours lecture, four hours lab.*

### ENGR 45

4 Units

#### Properties of Materials

*Prerequisites:* PHYS 6 and CHEM 1. *Course Advisory:* SCC minimum English standard. This required course for engineering majors covers the application of basic principles of physics and chemistry to the structure and properties of engineering materials. Special emphasis is devoted to the relationship between microstructure and the mechanical properties of metals, polymers and ceramics, and the electrical, magnetic, and optical properties of materials. Weekly homework assignments, written laboratory reports, written tests, and a comprehensive final examination will be used to evaluate student success. (CAN ENGR 4). *Three hours lecture, three hours lab.*

### ENGR 17

3 Units

#### Introduction To Electrical Engineering (S-Day)

*Prerequisites:* MATH 23 (may be taken concurrently) and PHYS 7. *Course Advisory:* SCC minimum English standard. Required for engineering majors, the course presents a study of basic circuit analysis techniques including Kirchhoff's laws, mesh-current, node-voltage, Thevenin and Norton equivalent; transient and steady-state responses of passive circuits; sinusoidal steady-state analysis; balanced three-phase systems and power calculations; operational amplifier. Weekly

# English

Humanities Division

## Program Description

This program teaches writing, critical thinking, reading, and research skills as they apply to the areas of composition, creative writing, and the analysis of literature, the latter of which is presented through genre, survey, figure, and thematic courses.

## Associate in Arts Degree

The Associate in Arts Degree can be obtained by completing a total of 60 units, including the 18-unit major listed below, general education requirements, and electives.

## Required Courses

The courses are listed in the suggested sequence.

	Units	
ENGL 2—Critical Thinking & Writing About Literature	3	
One genre course from the list below:	3	Recommended Electives
ENGL 21—Intro. to Poetry		ENGL 4, 5, 6, 7, 12, 16, 17, 18, 20, *21, *23,
ENGL 23—Intro. to the Modern Novel		*24, *25, *30, 31, 32, 33, 34, 35, 36, 37, *40,
ENGL 24—Intro. to the Short Story		*41, 44, 48, 49, 58
ENGL 25—Intro. to Drama as Literature		AMST 1, 2
Two survey courses from the list below:	6	
ENGL 30—Survey of American Literature		*If not previously taken for the major.
ENGL 31—Survey of American Literature		
ENGL 40—Survey of English Literature		
ENGL 41—Survey of English Literature		
Electives selected from the list of		
Recommended Electives	6	
	18	

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## English as a Second Language

### Program Description

The ESL courses emphasize study in English of reading, writing, speaking, and listening for non-native speakers. The program includes practice in the above areas as well as vocabulary acquisition and grammar work with the goals of building fluency in English and moving the students into mainstream college courses.

### Associate Degree

Not offered in this discipline.

## English

### ENGL 1

3 Units

#### College Composition

*Prerequisite:* A score of 28 or more on the Written English Assessment Test; or recommendation of a counselor or English instructor based on a Multiple Measures Evaluation; or a grade of "Credit" and a score of 8 or more on the Composition Mastery Final Examination upon completion of ENGL 305 or 350 or 355; or a grade of "Credit" in ENGL 370. A writing course which emphasizes critical reading, expository and argumentative writing, and mastery of library research. It includes instruction and practice in critical thinking, in analytical reading and evaluation of written work, and in the methods of clearly communicating and supporting ideas in organized, coherent essays. Students are required to write six to ten essays, one of which may be a research paper, based on essays, literature read in class, and/or personal experience. (CAN ENGL 2) (ENGL 1 & 2 = CAN ENGL SEQ A). Three hours lecture.

### ENGL 2

3 Units

#### Critical Thinking and Writing About Literature

*Prerequisite:* English 1 with a grade of "C" or better. The development of critical thinking, reading, and writing skills as they apply to the analysis of fiction, poetry and drama, literary criticism, and related non-fiction from diverse cultural sources and perspectives. Emphasis is on the techniques and principles of effective written argument as they apply to literature. Essay examinations, critical papers, and some research projects are required. (CAN ENGL 4) (ENGL 1 & 2 = CAN ENGL SEQ A). Three hours lecture.

### ENGL 4

3 Units

#### Critical Thinking and Composition: Language in Context

*Prerequisite:* ENGL 1. *Course Advisory:* SCC minimum math standard. A study of the process of thought and its representation in writing, focusing on the formation of responsible opinions and their presentation in written argument. This course offers practice in the intellectual skills necessary for critical thinking, including observation, analysis, and research; it provides instruction in the organization, arrangement, and stylistic presentation of informative and argumentative writing; it examines the informative and argumentative writing of others and it requires students to write their own analytical and argumentative essays. Essay examinations and critical papers are required. Three hours lecture.

### ENGL 5

3 Units

#### Advanced Composition

*Prerequisite:* ENGL 1 with a grade of "C" or better. A writing course which continues the development of expository writing skills through the study of sentence structure and variety, appropriate diction, and rhetorical devices and through reading and discussing professional and student essays. Emphasis is on improving student's expository writing skills through peer and teacher critiques, revision, and developing proofreading skills. Three hours lecture.

### ENGL 6

3 Units

#### Creative Writing I

*Prerequisite:* ENGL 1. An introductory study of creative writing techniques. Students develop self-expression through writing and through individual and class criticism of student work. Frequent writing is required. (CAN ENGL 6). Three hours lecture.

### ENGL 7

3 Units

#### Creative Writing II

*Prerequisite:* ENGL 6. An advanced study of creative writing skills. Students will be expected to show proficiency in at least one genre (poetry, short story, drama, novel). Frequent writing and intense individual and class criticism of student work are requirements. Repeatable 2 times. Three hours lecture.

### ENGL 12

3 Units

#### The Woman Writer in the Twentieth Century

*Prerequisite:* ENGL 1. A study of 20th century women writers, concentrating on British and North American women writers. The course focuses on novels, short stories, poems, plays and essays written by women and attempts to define and assess the contributions of women writers to 20th century literature. Styles and themes employed in the literature, as well as the social and political background in which it was written, will also be examined and analyzed. Examinations and critical papers are required. Three hours lecture.

### ENGL 13

3 Units

#### Mystery Fiction

*Prerequisite:* ENGL 1. Examines the origins of mystery fiction and the great fictional detectives, surveys the various schools of mystery fiction, and explores reader fascination with crime and detection in fiction. Three hours lecture.

# English

<b>ENGL 14</b> <b>The Bible as Literature</b> <i>Prerequisite: ENGL 1.</i> A general survey of narratives, drama, poetry, biography, history, culture, and prophecy of the "Old Testament," "The Apocrypha," and the "New Testament" with emphasis on literary interpretation of their content and techniques. <i>Three hours lecture.</i>	<b>3 Units</b>	<b>ENGL 21</b> <b>Introduction to Poetry</b> <i>Prerequisite: ENGL 1.</i> A study of poetry as a form of literature and art. This course examines the elements of poetry, the historical development of the genre, and the major themes treated by poetry. Examinations and critical papers are required. (CAN ENGL 20). <i>Three hours lecture.</i>	<b>3 Units</b>
<b>ENGL 16</b> <b>Masterpieces of Western World Literature</b> <i>Prerequisite: ENGL 1.</i> A study of a selection of major works in Western World literature from the Greeks to the present, excluding British Isles and American writers. This course will examine these selected major works, introducing the student to some of the most important literary efforts in Western World literature, as well as the works' historical and cultural contributions. Critical papers and examinations are required. <i>Three hours lecture.</i>	<b>3 Units</b>	<b>ENGL 23</b> <b>Introduction to the Modern Novel</b> <i>Prerequisite: ENGL 1.</i> A study of selected novels written during the 20th Century, including the development of the modern novel as a form of literature and the specific techniques and themes employed by novelists. Critical papers and examinations are required. (CAN ENGL 18). <i>Three hours lecture.</i>	<b>3 Units</b>
<b>ENGL 17</b> <b>Eastern World Literature</b> <i>Prerequisite: ENGL 1.</i> A study of major works (from 1000 B.C. to the present) in Eastern World literature, focusing on selections from the Near East, India, China and Japan. This course will examine these selected major works, introducing the student to some of the most important literary efforts in Eastern World literature, as well as the works' historical and cultural contributions. Critical papers and examinations are required. <i>Three hours lecture.</i>	<b>3 Units</b>	<b>ENGL 24</b> <b>Introduction to the Short Story</b> <i>Prerequisite: ENGL 1.</i> A study of the short story as a form of literature, examining the historical development of the short story, the literary elements of the genre, and the major themes treated by the short story. Examinations and critical papers are required. <i>Three hours lecture.</i>	<b>3 Units</b>
<b>ENGL 18</b> <b>Introduction To Mythology</b> <i>Prerequisite: ENGL 1.</i> A survey of the major elements of mythology, its history and development as part of the human experience with a central focus on Western mythology, its origins and development as well as its appearance in and influence on literature. Examinations and papers are required. <i>Three hours lecture.</i>	<b>3 Units</b>	<b>ENGL 25</b> <b>Introduction to Drama as Literature</b> <i>Prerequisite: ENGL 1.</i> A study of the types of dramatic literature/tragedy, comedy, and tragic-comedy/through a historical survey of representative dramas. Students will read, analyze, compare and contrast selected plays in class. Examinations and critical papers are required. <i>Three hours lecture.</i>	<b>3 Units</b>
<b>ENGL 20</b> <b>College Composition II</b> <i>Prerequisite: ENGL 1.</i> Builds on and is designed to extend the reading, writing and critical thinking skills acquired in English 1. Students will perfect the practices of exploratory, expository, and analytical writing, as well as the writing of the research paper. Students will be assigned both short and long essays, which will include drafts and revisions. The readings, including both imaginative literature and non-fiction, will be of a multicultural nature and will focus on a single theme. <i>Three hours lecture.</i>	<b>3 Units</b>	<b>ENGL 30</b> <b>Literature in the United States</b> <i>Prerequisite: ENGL 1.</i> A survey of literature written in the United States from the time of early settlement to the end of the Civil War. Through focus on significant works of diverse writers, attention is given to major literary movements and to understanding, comparing, and contrasting the diverse political, religious, social, and cultural elements of literature in the United States. Written examinations and critical papers are required. (CAN ENGL 14) (ENGL 30 and 31 = CAN ENGL SEQ C). <i>Three hours lecture.</i>	<b>3 Units</b>

<p><b>ENGL 31</b>  <b>Literature in the United States</b>  <i>Prerequisite: ENGL 1.</i> A survey of literature written in the United States from the end of the Civil War to the present. Through focus on significant works of diverse writers, attention is given to significant literary movements and to understanding, comparing and contrasting the diverse political, religious, social and cultural elements of literature in the United States. Written examinations and critical papers are required. (CAN ENGL 16) (ENGL 30 and 31 = CAN ENGL SEQ C). <i>Three hours lecture.</i></p>	<p><b>3 Units</b></p>	<p><b>ENGL 36</b>  <b>Survey of American Multi-Ethnic Literature</b>  <i>Prerequisite: ENGL 1.</i> A study of literature by various American ethnic writers: Asian American, Black American, European American, Hispanic American, and Native American. Written examinations and critical papers are required. <i>Three hours lecture.</i></p>	<p><b>3 Units</b></p>
<p><b>ENGL 32</b>  <b>Introduction to Native American Literature</b>  <i>Prerequisite: ENGL 1.</i> A study of representative literature by various Native American writers. Critical papers and written examinations are required. <i>Three hours lecture.</i></p>	<p><b>3 Units</b></p>	<p><b>ENGL 37</b>  <b>Survey of Asian American Literature</b>  <i>Prerequisite: ENGL 1.</i> A study of representative selections of poetry, fiction, short drama, and non-fiction by Asian American writers. The course examines the ethnic context, artistic technique, and literary themes. Critical papers and examinations are required. <i>Three hours lecture.</i></p>	<p><b>3 Units</b></p>
<p><b>ENGL 33</b>  <b>Survey of African American Literature in the United States</b>  <i>Prerequisite: ENGL 1.</i> A study of representative selections of poetry, short fiction, short drama, and essays written by African Americans from 1760 to the present. The ethnic context, artistic techniques, and literary themes will be studied. Critical papers and written examinations are required. <i>Three hours lecture.</i></p>	<p><b>3 Units</b></p>	<p><b>ENGL 38</b>  <b>The California Experience in Literature</b>  <i>Prerequisite: ENGL 1.</i> A study of literature written by California writers, including historical and cultural backgrounds, variety of regional and ethnic experiences, and unifying themes, concepts, and dreams. <i>Three hours lecture.</i></p>	<p><b>3 Units</b></p>
<p><b>ENGL 34</b>  <b>African American Novel and Drama in the United States</b>  <i>Prerequisite: ENGL 1.</i> Through the in-depth study of novels and plays by African American writers, the course examines the sociopolitical effect on the works and the influence this literature has had on mainstream American literature. Critical papers and examinations are required. <i>Three hours lecture.</i></p>	<p><b>3 Units</b></p>	<p><b>ENGL 40</b>  <b>Survey of English Literature</b>  <i>Prerequisite: ENGL 1.</i> The study of works of major British authors from the Anglo-Saxon period through the Eighteenth Century, supplemented by consideration of literary trends in relation to the social and political history of England. Examinations and critical papers are required. (CAN ENGL 8) (ENGL 40 &amp; 41 = CAN ENGL SEQ B). <i>Three hours lecture.</i></p>	<p><b>3 Units</b></p>
<p><b>ENGL 35</b>  <b>Introduction to Chicano Literature</b>  <i>Prerequisite: ENGL 1.</i> A study and evaluation of literature written by Chicanos. Students will read and discuss essays, short stories, novels, poetry, and drama. Critical papers and examinations are required. <i>Three hours lecture.</i></p>	<p><b>3 Units</b></p>	<p><b>ENGL 41</b>  <b>Survey of English Literature</b>  <i>Prerequisite: ENGL 1.</i> Study of representative selections of prose and poetry written by British authors from approximately 1798 to the present. Emphasis will be placed on the major writers of the Romantic Movement, Victorian Age, and early 20th Century. Examinations and critical papers are required. (CAN ENGL 10) (ENGL 40 &amp; 41 = CAN ENGL SEQ B). <i>Three hours lecture.</i></p>	<p><b>3 Units</b></p>

# English

<b>ENGL 44</b> <b>Introduction to Shakespeare</b> <i>Prerequisite: ENGL 1. An introduction to Shakespearean drama and poetry through a study of representative comedies, histories, tragedies, and sonnets. Students will be concerned with dramatic and poetic principles as well as with an understanding of the historical context into which Shakespearean drama fits. Examinations and critical papers are required. Repeatable 1 time. Three hours lecture.</i>	<b>3 Units</b>	<b>ENGL 64</b> <b>Writing the Research Paper</b> <i>Prerequisite: Completion of ENGL 370. Study of the principles and techniques of library research and the writing of the research paper. To earn 1.5 units the student must complete both the research and the writing of an actual paper. May be repeated to a maximum of 1 1/2 units, including initial enrollment. One to three hours activity.</i>	<b>.5-1.5 Units</b>
<b>ENGL 49</b> <b>English Honors</b> <i>Prerequisites: Completion of 24 units of college credit with a minimum GPA of 3.3; a minimum of 5 units in the discipline with a grade of "B" or better; an ability to work independently; permission of the Division Dean based on instructor availability. An independent study project which generally results in a critical examination of literature of significant creative and/or analytical writing. May be repeated to a maximum of 6 units, including initial enrollment. One to three hours weekly by arrangement with instructor and division Dean.</i>	<b>1-3 Units</b>	<b>ENGL 87</b> <b>Drama in Performance</b> <i>Prerequisite: Permission of instructor to confirm opening. Course Advisory: ENGL 1. Introduction to the principles of drama through a study of plays being presented at the Oregon Shakespearean Festival. Repeatable 3 times. A travel study course.</i>	<b>1 or 1.5 or 2 Units</b>
<b>ENGL 51</b> <b>Technical Writing</b> <i>Prerequisites: A score of 28 or more on the Written English Assessment Test; or recommendation of a counselor or English instructor based on a Multiple Measures Evaluation; or a grade of "Credit" and a score of 8 or more on the Composition Mastery Final Examination upon completion of ENGL 305 or 350 or 355; or a grade of "Credit" in ENGL 370. Course Advisory: Keyboarding skills. The fundamentals of technical writing, including memos, forms, resumes, proposals, and formal and informal reports. Emphasis is on techniques for organizing, evaluating, and presenting information in the simple, direct, and objective style required in modern technical communications. Use of word processing, desktop publishing, graphics, tables, appropriate fonts, layout, and format will also be emphasized. Three hours lecture.</i>	<b>3 Units</b>	<b>ENGL 180</b> <b>Sign Language 1</b> <i>A beginning course for parents and teachers of the deaf and hearing impaired designed to develop mastery of sign language and awareness of deafness and techniques of educating the deaf. Two hours lecture.</i>	<b>2 Units</b>
<b>ENGL 58</b> <b>Creative Writing: The Literary Magazine</b> <i>Prerequisite: ENGL 2 or any English course numbered 6-48. A course in the contemporary American Literary magazine which will also produce its own literary magazine: requesting submissions, reviewing them, selecting material, arranging contents and determining the format. Students may write creatively and make their work available for class commentary, as well as for possible inclusion in the magazine. Repeatable 1 time. Three hours lecture.</i>	<b>3 Units</b>	<b>ENGL 181</b> <b>Sign Language 2</b> <i>Course Advisory: ENGL 180. An intermediate course for parents and teachers of the deaf and hearing handicapped designed to develop mastery of sign language and awareness of deafness and techniques of educating the deaf. Repeatable 3 times. Two hours lecture.</i>	<b>2 Units</b>
		<b>ENGL 305</b> <b>Introductory Reading and Writing Skills</b> <i>Intensive instruction in developmental language processing skills, reading and writing skills, and general classroom survival skills. Success in this class will be based on attendance, satisfactory completion of in- and out-of class reading and writing assignments and the Composition Mastery Examination. Repeatable 1 time. This is a credit/no credit only course. Three hours lecture.</i>	<b>3 Units</b>
		<b>ENGL 310</b> <b>Writing Skills Lab</b> <i>Upon registration, each student's writing sample will be used to identify his/her individual writing problems, and an individualized program will be designed to provide instruction in those problem areas. Credit will be earned upon successful completion and mastery of the student's course of</i>	<b>.5-1.5 Units</b>

study and an appropriate number of hours as specified in each student's contract. This is an open entry/open exit, credit/no credit only course. May be repeated to a maximum of 6 units, including initial enrollment. *Two hours activity weekly per unit.*

## **ENGL 350** **3 Units**

### **Reading and Writing Skills for ESL Students**

*Prerequisite: A score of 15-19 on the Written English Assessment Test or recommendation of a counselor or English instructor based on a Multiple Measures Evaluation; or a grade of "Credit" or better and a score of 4 or more on the Composition Mastery Final Examination upon completion of ENGL 305.* Combines writing and reading practice to increase skill in developing clear paragraphs. This course includes an intensive study of grammar, reading comprehension, and ways to find ideas. ESL students will acquire new language patterns for writing standard American English. This course must be taken together with one unit of the Reading Lab (ENGL 320) and one unit of the Writing Lab (ENGL 310). Credit for this course will be given only when the requirements for all three components have been met. This is a credit/no credit course. *Three hours weekly.*

## **ENGL 355** **3 Units**

### **Writing and Reading Skills**

*Prerequisite: A score of 15-19 on the Written English Assessment Test; or recommendation of a counselor or English instructor based on a Multiple Measures Evaluation; or a grade of "Credit" or better and a score of 4 or more on the Composition Mastery Final Examination upon completion of ENGL 305 or 350.* Combines writing and reading practice to increase skill in developing clear paragraphs. This course includes an intensive study of grammar, reading comprehension, and ways to find ideas. This course must be taken together with one unit of the Reading Lab (ENGL 320) and one unit of the Writing Lab (ENGL 310). Credit for this course will be given only when the requirements for all three components have been completed. This is a credit/no credit course. *Three hours lecture.*

## **ENGL 370** **3 Units**

### **English Fundamentals**

*Prerequisite: Concurrent enrollment in 1/2 unit of ENGL 310 or ENGL 320; a score of 20-27 on the Written English Assessment Test; or recommendation of a counselor or English instructor based on a Multiple Measures Evaluation; or a grade of "Credit" and a score of 6 or more on the Composition Mastery Final Examination upon completion of ENGL 305 or 350 or 355.* Course Advisory: ENGL 353. Principles and practice of English composition, emphasizing analytical paragraphs and essays; critical reading,

thinking, and writing; principles of essay and paragraph construction; grammar and punctuation; construction of effective sentences. Credit for the course will be given only when the requirements for both components have been met. This is a credit/no credit course. *Three hours lecture.*

### **Special Topics**

These courses, numbered 48 or 98, are courses of contemporary interest centered on changing knowledge and important issues in the field. Announcements of Special Topics courses appear in the Schedule of Classes.

## **Reading**

## **ENGL 62** **3 Units**

### **Analytical Reading**

*Prerequisite: Eligibility for ENGL 370.* A college-level reading course designed to improve and enhance the student's ability to understand inferential reading passages. Emphasis is on the development of critical reading skills, including the ability to understand the author's point of view and to engage in textual analysis. In addition, the student should develop the ability to successfully critique college-level reading material by analyzing a variety of prose structures. *Three hours lecture.*

## **ENGL 131** **3 Units**

### **Vocabulary for College Students**

*Prerequisite: ENGL 331 or SCC minimum English standard.* Designed for degree bound students who wish to succeed in college. Provides the learner with specific strategies for increasing expressive and receptive vocabulary skills as well as assist the student in improving his or her ability to learn vocabulary from content. *Three hours lecture.*

## **ENGL 320** **.5 to 1.5 Units**

### **Reading Improvement Lab**

Designed to identify students' individual reading needs and to provide individualized instruction. Students will be placed in a reading module based on individual needs. Credit will be earned upon mastery of the student's course of study and an appropriate number of hours as specified in each student's contract. This is an open entry/open exit course. May be repeated to a maximum of 6 units, including initial enrollment. *Two hours activity weekly per unit.*

# English

ENGL 331

3 Units

## Basic Vocabulary and Spelling

A skills development course designed to help students attain the receptive and expressive vocabulary necessary for college study, and the spelling skills essential to college composition. Attention will be given to context, dictionary, and word analysis skills, common spelling rules and patterns, and strategies for retention. Repeatable 1 time. *Three hours lecture.*

ENGL 332

1 Unit

## Spell Well

*Course Advisory: SCC minimum English standard.* Presents an overview of the basic techniques of learning phonics and sight words with emphasis on understanding spelling patterns and word parts and particular attention to retention strategies. Repeatable 1 time. *Three hours lecture (6 week course).*

ENGL 353

3 Units

## Textbook Reading Strategies

Reading strategies and practice to improve understanding, enlarge vocabulary, and improve retention. Students will learn how to comprehend main ideas, use the knowledge they already have, recognize organizational patterns and author's purpose, and respond thoughtfully through discussion and writing. To develop skills in college study reading, primary emphasis is on reading materials typically found in textbooks, although practice reading passages will also include different types of materials such as magazines and fiction. The close relationships among reading, writing, and thinking will be emphasized. Repeatable 1 time. This is a credit/no credit class. *Three hours lecture.*

# English As A Second Language

ESL 6

3 Units

## ESL: Composition Skills

*Prerequisite: ESL 78 and 79. Course Advisory: ESL Assessment Test score of 51-75.* Advanced class for non-native speakers of English which offers practice in writing, vocabulary acquisition, and related grammar practice. Includes ongoing practice in critical analysis of English paragraph logic in contrast to the logic systems of other languages. Frequent compositions, quizzes, graded exercises, and a final exam are required. This course is a prerequisite for English 350 for those students who score 31-75 on the ESL assessment test. Repeatable 1 time. *Three hours lecture.*

ESL 55

3 Units

## Advanced ESL Reading

*Prerequisites: ESL 78 and 79 or ESL Assessment Test score of 51-75.* A class for advanced non-native speakers of English involving the active, problem-solving process of intensive reading and focusing on the coordination of a number of skills to assist the student in drawing information from a content-oriented, college-level text. Students will also practice critical, extensive reading and writing at their individual level and pace using outside texts from the ESL collection at the Solano College Library. Comprehension tasks, exercises, quizzes, a final exam and weekly written journals are required for successful completion. Repeatable 1 time. *Three hours lecture.*

ESL 77

3 Units

## Conversation/Pronunciation Skills

*Corequisite: Credit in 1.0 unit of ESL 330 or ESL 340. Prerequisite: Successful completion of ESL 372 and 373. Course Advisory: ESL Assessment Test: Score of 31-50.* Offers practice in acquiring patterns of American English grammar and pronunciation for the purpose of conversing clearly and completely. Includes practice in critically evaluating semantic and syntactic contrasts among various languages represented by students. *Three hours lecture.*

ESL 78

3 Units

## Intermediate ESL Reading

*Prerequisite: ESL 372 and 373. Course Advisory: ESL Assessment Score of 31-50.* Offers development in reading and vocabulary improvement for the intermediate ESL student. College-level reading passages range from narration to argumentation. Students practice the phonetic structure of the

# English—English as a Second Language

English sound and spelling systems to decrease confusion in reading comprehension. Graded exercises, quizzes, comprehension tasks, a midterm, and a final exam that includes an essay are required for successful completion of this course. Repeatable 1 time. *Three hours lecture.*

## ESL 79 3 Units

**Intermediate Sentence Structure: Spoken English**  
*Prerequisite: Successful completion of ESL 372 and 373. Course Advisory: ESL Assessment Test score of 31-50.* An intermediate English course for non-native speakers focusing on the correct use of basic English sentence structures in oral communication. Knowledge of the structures reinforced and verified through written assignments. *Three hours lecture.*

## ESL 87 3 Units

**Advanced Sentence Structure: Written English**  
*Prerequisite: Successful completion of ESL 78 and 79 or ESL Assessment Test score of 51-75.* An advanced English course for non-native speakers focusing on the correct use of basic English structures in written communication. Knowledge of the structures reinforced and verified through written assignments. Continuation of ESL 79. *Three hours lecture.*

## ESL 330 .5 -3 Units

**ESL Lab**  
*Course Advisory: Familiarity with basic reading and writing skills: English alphabet letter names, numbers, and ability to follow directions.* Provides structured listening comprehension and pronunciation practice, basic grammar practice, and elementary word processing practice for students new to the English language who wish to improve their own ability to speak and understand clearly. This is an open entry/open exit, credit/no-credit only course. May be repeated to a maximum of 6 units, including initial enrollment. *Two hours activity weekly per unit.*

## ESL 340 .5 -3 Units

**Pre-Vocational ESL**  
Provides individualized practice in a laboratory setting for listening to, reading, and writing specialized vocabulary for vocational areas such as computers, business, medical terminology, science, accounting, advertising, mathematics, merchandising, math and engineering. Using the chosen vocabulary area, teaches notetaking, listening, pronunciation, and study skills for the learner new to English. Individual study contracts include quizzes, exercises, classwork, homework, and mastery exam. This is an open entry/open exit, credit/no-credit only course. May be repeated to a maximum of 6 units, including initial enrollment. *Two hours activity weekly per unit.*

## ESL 372 3 Units

**Fundamentals of ESL Reading**  
*Course Advisory: Score of 1-30 on ESL Assessment Test.* Offers practice in high beginning level reading comprehension, vocabulary acquisition and writing skills development for the ESL student who is still developing fluency. *Three hours lecture.*

## ESL 373 3 Units

**ESL Basic Oral Communication Skills**  
*Course Advisory: ESL Assessment Test score of 1-30.* For students still developing fluency in spoken English, this course offers practice in mastering the patterns of spoken American English through study of the English sound system (pronunciation), conversation strategies, related grammar, writing, and spelling at a high-beginning level of proficiency with oral communication and listening as the focus. *Three hours lecture.*

## Program Description

This major is an interdisciplinary program which provides an opportunity for students to pursue organized studies of minority groups in American Society and to foster and expand general understanding of these groups. The courses allow for a wide latitude of study to meet a variety of interests with courses which fulfill competence in and an understanding of the unique contributions of American ethnic groups; interpretation of American ethnic culture as manifested in its history, its literature, and its social, economic, political, and philosophical development. (The course descriptions may be found under the appropriate disciplines.)

## Associate in Arts Degree

The Associate in Arts Degree can be obtained by completing a total of 60 units, including the required courses in one of the majors listed below, the general education requirements, and electives.

## Required Courses

### African-American Studies

	Units
ENGL 33—Intro. Survey/Black American Lit. OR	
ENGL 34—The Black Novel/Drama in America	3
HIST 26 or 27—African History OR	
SOCSC 28—Intro to African Studies	3
HIST 28 or 29—African-American History	3
SOCSC 22—Ethnic, Racial, and Minority Group Relations in Harmony and Conflict	3
SOCIO 23—Sociology of African-Americans OR	
SOCSC 23—The African-American Family	3
Any course listed in any Ethnic Studies major	<u>3</u>
	18

### Asian-American Studies

	Units
ENGL 37—Asian Literature	3
HIST 19 or 20—Hist. of Asian Civilizations	3
HIST 32—History of the Philippines OR	
HIST 33—Asians in America	3
SOCSC 22—Ethnic, Racial, and Minority Group Relations in Harmony and Conflict	3
SOCSC 26—Filipino-American Experience	3
Any course listed in any Ethnic Studies Major	<u>3</u>
	18

# Ethnic Studies (continued)

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## Latino Studies

	Units
ENGL 35—Intro. to Chicano Literature	3
HIST 7—Latin American Civilization	3
SOCSC 22—Ethnic, Racial, and Minority Group Relations in Harmony and Conflict	3
SOCSC 25—Mexican-American Experience	3
SPAN 1 or 2 or 3 or 4 (one course)(5 units)	
OR	
HIST 30—History of Mexico (3 units)	
OR	
HIST 31— Mexican-American History (3 units)	3-5
Any course listed in the Ethnic Studies Program	<u>3</u>
	18-20

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## Native-American Studies

	Units
ENGL 32—Native American Literature	3
HIST 24—Native Americans of Calif. & Nevada	3
HIST 25—Intro to Native America Studies	3
SOCSC 22—Ethnic, Racial, and Minority Group Relations in Harmony and Conflict	3
SOCSC 27—Native American Experience	3
Any course listed in any Ethnic Studies Major	<u>3</u>
	18

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## Ethnic Studies Combination

	Units
AMST 1 or 2—An Interdisciplinary Study of American Culture	3
SOCSC 22—Ethnic, Racial, and Minority Group Relations in Harmony and Conflict	3
SPAN 1, 2, 3, or 4 (one course)	5
Electives selected from the following list:	<u>12</u>
	23

Select 12 units from the following (all 3 unit courses):

ENGL 32—Native American Literature  
ENGL 33—Intro. Survey of Black-American Lit.  
ENGL 34—Black Novel & Drama in America  
ENGL 35—Intro. to Chicano Literature  
ENGL 36—Survey of Amer. Multi-Ethnic Lit.  
HIST 7—Latin American Civilization  
HIST 19 or 20—History of Asian Civ.  
HIST 24—Native Americans of Calif. & Nevada  
HIST 25—Intro to Native American Studies  
HIST 26 or 27—African History

# ***Ethnic Studies*** (continued)

## ***Ethnic Studies Combination*** (continued)

HIST 28 or 29—African-American History

HIST 30—History of Mexico

HIST 31—Mexican-American History

HIST 32—History of the Philippines

HIST 33—Asians in American

MUSIC 7—Jazz and Popular Music in America:

Ragtime to Rock

PSYCH 24—Psych. of African-Americans

SOCIO 23—Sociology of African-Americans

SOCSC 25—Mexican-Amer. Exper.

SOCSC 26—Filipino-Amer. Exper.

SOCSC 27—Native-Amer. Exper.

### **Recommended Electives for all Ethnic Studies Programs**

AMST 1, 2

ANTH 2

COUN 55

ENGL 32, 37

ENGL 48 (Topics dealing with ethnic groups)

HIST 30

JAPAN 101, 102

PHLOS 31, 32

POLSC 5

SOCSC 28, 48 (Topics dealing with ethnic groups)

SOCIO 2

SPAN 25

TAG 101, 102

THEA 13

# Fashion Design

Fine & Applied Arts/Behavioral Sciences Division

## Program Description

This program is designed for vocational majors planning employment in clothing and textiles and other fashion-related occupations.

## Certificate of Achievement and Associate in Science Degree

A Certificate of Achievement can be obtained upon completion the 33-35 unit major. The Associate in Science Degree can be obtained upon completion of a total of 60 units, including the major, general education requirements, and electives.

## Required Courses

	Units		Units
FASHD 31—Textiles	3	FASHD 68 or Drafting 68—CAD/Apparel Design	3
FASHD 60—Clothing Selection	3	ART 58—Fashion Illustration	2
FASHD 61—Fitting & Grading Patterns	4	BUS 182—Small Business Math (1 unit)	
FASHD 62—Clothing Construction	3	OR	
FASHD 63—Costume History	3	BUS 5—Introduction to Business (3 units)	1-3
FASHD 64—Adv. Const./Tailoring	3	FASHM 53—Fashion Merch.	<u>3</u>
FASHD 65—Alterations & Fit/Ready-to-Wear	1		33-35
FASHD 66—Fashion Design by Flat Pattern and Draping	4	Recommended Electives:	
		BUS 184, 185	
		FASHD 67	
		FASHM 54, 55, 57	

### FASHD 31

3 Units

#### Textiles

Course Advisories: SCC minimum English and math standards. The study of basic textile technology including fibers, yarns, fabric construction and finishes. Evaluation is based on written examinations, fabric swatch books, and written assignments. (CAN H EC 6). Three hours lecture.

### FASHD 60

3 Units

#### Clothing Selection

Course Advisories: SCC minimum English and math standards. Explores the relationships between clothing and culture, society and the individual from the perspective of design, color, physique. Evaluation is based on classroom participation, written examinations, and written assignments. Three hours lecture.

### FASHD 61

4 Units

#### Fitting and Grading Patterns

Course Advisories: SCC minimum English and math standards. The study of fit in clothing and the methods by which any pattern may be altered and graded. Evaluation is based on written examinations, pattern alteration problems, and class participation. Three hours lecture, three hours lab.

### FASHD 62

3 Units

#### Clothing Construction

Course Advisories: SCC minimum English and math standards. The study of custom clothing construction techniques including pattern adjustment, fabric selection and equipment usage. Evaluation is based on clothing constructed, sample skills, and written exams. Two hours lecture, three hours lab.

### FASHD 63

3 Units

#### Costume History

Course Advisories: SCC minimum English and math standards. The study of world costume from the earliest time to the present. Evaluation is based on written examinations, written summaries, and classroom participation. Three hours lecture.

### FASHD 64

3 Units

#### Advanced Construction/Tailoring

Course Advisories: SCC minimum English and math standards. The study of traditional and contemporary techniques of tailoring for men or women. Evaluation is based on clothing constructed, sample skills, written examinations. Two hours lecture, three hours lab.

<b>FASHD 65</b> <b>Alterations and Fit in Ready-to-Wear</b> <i>Course Advisories: SCC minimum English and math standards. The study of alterations and fit in ready-to-wear clothing. Restyling, marking, costing and construction techniques will be applied to men, women and children's clothing. Evaluation will be based on written examinations, garment alterations, and classroom participation. One-half hour lecture, one and one-half hour lab.</i>	<b>1 Unit</b>	<b>FASHD 152</b> <b>Special Clothing Projects</b> <i>The study of specialized areas of clothing construction including stage costume, historical costume, flat pattern design, tailoring and adaptive sewing techniques for persons with physical or learning limitations. An optional-units, individually contracted course. Students contract to spend 34 hours in the classroom completing their contract goals for 1 unit, 68 hours in the classroom for 2 units, and 85 hours in the classroom for 3 units. Evaluation is based upon written examinations, clothing project, and classroom participation. May be repeated to a maximum of 9 units, including initial enrollment. Two hours lecture, three hours lab.</i>	<b>1, 2, or 3 Units</b>
<b>FASHD 66</b> <b>Fashion Design by Flat Pattern and Draping</b> <i>Course Advisories: SCC minimum English and math standards. The creation of fashion design through flat pattern and draping. Evaluation is based on written examination, design notebook, garments constructed, class participation. Repeatable 1 time. Three hours lecture, three hours lab.</i>	<b>4 Units</b>		
<b>FASHD 67</b> <b>Designing Children's Clothes</b> <i>Course Advisories: SCC minimum English and math standards. The study of clothing design for children. Evaluation is based on classroom participation and written examinations. Eight hours total for the semester.</i>	<b>.5 Unit</b>		
<b>FASHD 68</b> <b>CAD in Apparel Design</b> <i>Course Advisories: SCC minimum English and math standards and computer experience. Teaches the use of the computer in apparel design. Students will create patterns for a size range, develop and print a production cutting marker. Two hours lecture, four hours lab.</i>	<b>3 Units</b>		
<b>FASHD 100</b> <b>Fashion I</b> <i>An intensive, short-term course for professionals and students who wish to learn about recent research and developments in design and production methods. Eight hours total for the semester.</i>	<b>.5 Unit</b>		
<b>FASHD 104</b> <b>Beginning Clothing Construction</b> <i>Course Advisories: SCC minimum English and math standards. The study of clothing construction techniques for students with little or no experience in sewing. Evaluation is based on written examinations, construction skills, and classroom participation. Two hours lecture, three hours lab.</i>	<b>3 Units</b>		

# Fashion Merchandising

Fine & Applied Arts/Behavioral Sciences Division

## Program Description

An inter-departmental program offering a two-year curriculum. Graduates may elect to continue their studies at a four-year school or enter the industry directly. The graduate with a major in Fashion Merchandising should expect an entry level training position leading toward goals such as assistant buyer, display director, department manager, fashion coordinator, or store owner. Both full and part-time study options are available.

## Certificate of Achievement and Associate in Science Degree

A Certificate of Achievement can be obtained by completing the 30-unit major listed below. The Associate in Science Degree may be obtained by completing a total of 60 units, including the major, the general education requirements, and electives.

## Required Courses

	Units		Units
FASHM 53—Fashion Merchandising	3	MKT 171—Marketing	
FASHM 54—Visual Merchandising	3	OR	
FASHM 56—Fashion Buying and Department Management Procedures	3	ECON 1—Principles of Economics	3
FASHM 57—Fashion Sales Promotion	3	MKT 174—Retail Merchandising	
FASHM 59—Fashion Coordination	3	OR	
BUS 181—Business Mathematics		BUS 5—Introduction to Business	<u>3</u>
OR			30
ACCT 1—Princ. of Accounting-Fin.	3	Recommended Electives:	
FASHD 31—Textiles	3	ART 58	
FASHD 60—Clothing Selection		FASHM 55	
OR			
INTDS 50—Interior Design	3		

### FASHM 53

3 Units

#### Fashion Merchandising

*Course Advisory:* SCC minimum English standard. An introduction to the field of Fashion Merchandising and the function of same at all levels of the fashion business. Reading of the text and trade publications plus a survey of merchandising applications in design, manufacturing, retailing, and sales promotion of fashion goods are required. Three hours lecture.

### FASHM 54

3 Units

#### Visual Merchandising

*Course Advisories:* SCC minimum English and math standards. An introduction to the visual presentation of fashion merchandise as a sales promotion tool. Content includes the principles of design, color and lighting. Emphasis is given to materials, props, equipment, and fixtures used in both window and store interior display. Three hours lecture.

### FASHM 55

1 Unit

#### Visual Merchandising Lab

*Prerequisite:* FASHM 54 (may be taken concurrently). Involves the application of visual merchandising theory as this relates to designing, developing and building a variety of displays. Interior as well as window displays are completed. Beginning students complete basic displays that are simple to execute. Intermediate and advanced students complete displays which require an increased level of proficiency and expertise to plan and execute. Repeatable 2 times. Three hours lab.

**FASHM 56** **3 Units**

**Fashion Buying and Department Management Procedures**

*Course Advisories: SCC minimum English and math standards. Covers the buying and management practices, procedures, activities, consideration and techniques that are involved in the management of fashion departments and the purchasing of fashion merchandise. Designed to prepare future department managers, small store owners, and applicants to executive level training programs in all types of retail businesses specializing in fashion apparel and/or related items. Three hours lecture.*

**FASHM 57** **3 Units**

**Fashion Sales Promotion**

*Course Advisory: SCC minimum English standard. An overview of the techniques involved in the promotion of fashion merchandise. Covers the specific areas of personal selling, fashion advertising and fashion show production. Three hours lecture.*

**FASHM 59** **3 Units**

**Fashion Coordination**

Involves the coordination of all aspects of sales promotion activities that may be used by a manufacturer or retailer. Students must develop a coordinated promotional package that includes advertising, display, a fashion show and special events. *Three hours lecture.*

# Film and Television

Fine & Applied Arts/Behavioral Sciences Division

## Program Description

This program is designed to provide fundamental theory and practical experiences required for a career in film and/or television .

## Associate in Arts Degree

The Associate in Arts Degree can be obtained upon completion of a total of 60 units, including the 18-unit major, the general education requirements, and electives.

## Required Courses

	Units	Recommended Electives:
CINMA 10—The Art of the Cinema	3	ART 10
CINMA 15—Film Production	3	CINMA 11
TV 50—Survey of Broadcasting	3	JOURN 11
TV 55—Beginning Television Production	3	MUSIC 8
TV 56—Advanced Television Production		PHOTO 30
OR		SPEECH 15
CINMA 16—Film Production	3	THEA 1, 2, 10, 48, 50, 98
TV 60—Television & Film Writing	3	TV 61, 98, 99
	18	

## Cinematography

### CINMA 10 3 Units

#### The Art of the Cinema

*Course Advisory: SCC minimum English standard.* An introduction to film history, aesthetic principles and production techniques of motion pictures. Important cinematic styles and trends are examined and representative films of major American and foreign film directors are viewed. Written exams, film screenings and film criticism are required. *Three hours lecture.*

### CINMA 11 3 Units

#### American Cultures in Film

*Course Advisory: ENGL 1.* A film studies approach to understanding ethnicity, culture, race, discrimination, gender, class and pluralism in America. Includes screenings of films by and/or about Asian Americans, African-Americans, European Americans, Hispanic Americans, Native Americans, and selected readings, written critical analysis and discussion. *Three hours lecture.*

### CINMA 15 4 Units

#### Film Production

*Prerequisite: CINMA 10 or concurrent enrollment.* An introduction to film production equipment, techniques and principles. Includes applications of producing, directing, writing, cinematography, editing and sound recording. Students are required to demonstrate knowledge of the above in student produced films, film exercises and written work. *Three hour lecture, three hours weekly by arrangement.*

### CINMA 16 4 Units

#### Film Production

*Prerequisite: CINMA 15 or concurrent enrollment.* The application of filmmaking principles and techniques in the production of student produced animated, documentary, educational and/or dramatic films. Emphasis is on developing skill and creativity as a producer/director and refining basic technical competence. A final film project is required. *Repeatable 2 times. Three hour lecture, three hours weekly by arrangement.*

## Television

### TV 50 3 Units

#### Survey of Broadcasting

*Course Advisory: SCC minimum English standard.* Introduction to radio and television as mediums of mass communication. The history, development and structure of radio and television are studied, and their impact on society and culture. Students are required to demonstrate knowledge of course content through written tests and projects. *Three hours lecture.*

### TV 55 3 Units

#### Beginning Television Production

*Prerequisite: TV 50 or concurrent enrollment.* Offers introductory training in the fundamentals of TV studio production, including producing, directing, scriptwriting, performing, production crewing, set graphics and designing. TV production projects are required. *Three hours lecture.*

**TV 56** **3 Units**

**Advanced Television Production**

*Prerequisite: TV 55 or previous television production experience. Presents the fundamentals of on-location and studio production applied to news, public affairs, and dramatic programs. Students are required to produce, direct, write, and crew on TV programs. Repeatable 1 time. Two hours lecture, two hours lab.*

**TV 60** **3 Units**

**Television & Film Writing**

*Course Advisory: ENGL 1. Presents the fundamental principles, techniques and formats of writing for film and TV, including analysis and study of professionally written scripts. Scriptwriting assignments for news, public affairs, editorials, public service announcements, commercials, documentaries, and dramas are required. Three hours lecture.*

**TV 61** **3 Units**

**Advanced Television & Film Writing**

*Prerequisite: TV 60 or presentation of a treatment or well structured story line acceptable to the instructor. Script writing for the motion picture, including dramatic structure, scene and sequence structure, and character development. Each student will complete an original script for a full length motion picture. Repeatable 1 time. Three hours lecture.*

**TV 99** **1-3 Units**

**Telecommunications Honors**

*Prerequisites: Completion of 24 units of college credit with a minimum GPA of 3.3; a minimum of 5 units in the discipline with a grade of "B" or better; an ability to work independently; permission of the division Dean based on instructor availability. Allows the advanced student to work independent of the structured classroom environment in areas of special concern during hours set by arrangement with instructor. Students are required to complete their independent study goals as arranged through contract with their instructor at the beginning of the semester. May be repeated to a maximum of 6 units, including initial enrollment. Three to nine hours weekly by arrangement.*

**Special Topics**

These courses, numbered 48 or 98 depending upon their transferability, are courses of contemporary interest centered on changing knowledge and important issues in the field. Announcements of Special Topics courses appear in the Schedule of Classes.

# Fine Arts

## Program Description

An interdisciplinary program designed to provide a broad exposure to the fine arts. The program includes courses in Theatre Arts, Telecommunications, Music and Art. (The individual course descriptions may be found under the appropriate disciplines.)

## Associate Arts Degree

The Associate in Arts Degree can be obtained by completing a total of 60 units, including the 18-unit major listed below, the general education requirements and electives. (The individual course descriptions may be found under the appropriate disciplines.)

## Required Courses

	Units
ART 10—Art Appreciation	3
MUSIC 7—Jazz and Popular Music in America: Ragtime to Rock OR	
MUSIC 8—Music Appreciation	3
THEA 1—Principles & Theory of Acting OR	
THEA 10—History of Theatre I	3
TV 50—Survey of Broadcasting OR	
CINMA 10—The Art of the Cinema	3
Plus 3 units from the following:	3
MUSIC 5—Music Fundamentals (3 units)	
MUSIC 10—Concert Band (2 units)	
MUSIC 14—Jazz Ensemble (2 units)	
MUSIC 20—Choir (2 units)	
MUSIC 22—Musical Theater (1-3 units)	
MUSIC 25—Chamber Choir (2 units)	
MUSIC 26—Vocal Jazz Ensemble (2 units)	
MUSIC 27,28,29,30—Piano (1 unit each)	
Plus 3 units from the following:	3
ART 4—Life Drawing (2-3 units)	
ART 6—Design (3 units)	
ART 15—Intro. to Drawing (2 units)	
ART 23—Intro./Ceramics:Hand Building (2-3 units)	
ART 26—Intro./Ceramics:Wheel Throwing (2-3 units)	
ART 31—Sculpture (2-3 units)	
	18

### Recommended Electives:

SPEECH 1, 15  
PHOTO 148  
THEA 3, 5, 7  
TV 55

## Program Description

This program was established under direction of Solano County fire protection agencies and offers both an intensive training course culminating in a Certificate of Achievement and a well-rounded educational program leading to the Associate in Science Degree. Instructors in this program are experienced members of the fire service field. In addition, a Fire Technology Academy for recently recruited fire service personnel and pre-service students is conducted periodically. The curriculum consists of courses selected from the regular fire technology course offerings.

## Certificate of Achievement and Associate in Science Degree

A Certificate of Achievement can be obtained upon completion of the 30-unit major. The Associate in Science Degree can be obtained upon completion of a total of 60 units, including the major, the general education requirements, and electives.

## Required Courses

	Units		Units
*FIRE 100—Fundamentals of Fire Technlgy	3	FIRE 112—Hazardous Materials I	3
FIRE 101—Fund. of Fire Protection/Chemistry	3	FIRE 113—Wildland Fire Control	3
*FIRE 102—Fund. of Fire Safety/Emerg. Action	3	Fire Technology Electives	6
FIRE 103—Fundamentals of Fire Prevention	3		30
FIRE 104—Fund. of Fire Protection Systems and Equipment	3	*Fire service personnel may take Fire Technology electives in lieu of these courses providing they are a current EMT and CPR card holder.	
FIRE 105—Funda. of Fire Service Operations	3		

## Hazardous Substance and Waste Handling Technician

### Certificate of Achievement Only

A Certificate of Achievement in Hazardous Substance and Waste Handling can be obtained by completing the courses listed below. Training meets OSHA requirements for workers handling hazardous substances. An Associate of Science Degree is not available with this option.

## Required Courses

	Units
FIRE 100—Intro. to Fire Technology	3
FIRE 102*—Fund. of Personal Fire Safety & Emergency Action	3
FIRE 112—Hazardous Materials I	3
FIRE 115—Hazardous Waste Operations	2
FIRE 116—Hazardous Waste Management	3
	Units
FIRE 123—Fire Service Principles & Procedures I	1
INDMG 172—Industrial Safety	
OR	
INDMG 173—Occupational Safety & Health	
	3
	18

# Fire Technology (continued)

## Job-Direct Certificate Requirements

### Hazmat Worker

Required Courses	Units
FIRE 115—Hazardous Waste Operations	2
FIRE 128—Emergency Care of the Sick and Injured	$\frac{1}{3}$

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<b>FIRE 100</b> <b>Introduction to Fire Technology</b> <i>Course Advisory: SCC minimum English standard. An introduction to fire protection; career opportunities in fire protection and related fields; philosophy and history of fire protection; fire loss analysis; organization and function of public and private fire protection services; fire departments as part of local government; laws and regulations affecting the fire service; fire service nomenclature; specific fire protection functions; basic fire chemistry and physics; introduction to fire protection systems; introduction to fire strategy and tactics. Three hours lecture.</i>	<b>3 Units</b>	<b>FIRE 104</b> <b>Fundamentals of Fire Protection Systems and Equipment</b> <i>Course Advisory: SCC minimum English standard. Provides information relating to the features of design and operation of fire detection and alarm systems, heat and smoke control systems, special protection and sprinkler systems, water supply for fire protection, and portable fire extinguishers. Three hours lecture.</i>	<b>3 Units</b>
<b>FIRE 101</b> <b>Fundamentals of Fire Protection Chemistry</b> <i>Course Advisory: SCC minimum English standard. Provides fundamental information and knowledge of the physical and chemical characteristics of matter, fire, hazardous materials, and basic extinguishment theory. Three hours lecture.</i>	<b>3 Units</b>	<b>FIRE 105</b> <b>Fundamentals of Fire Service Operations</b> <i>Course Advisory: SCC minimum English standard. Presents the fundamentals of fire department organization, management, and resources, and the use of those resources to control various emergencies. Three hours lecture.</i>	<b>3 Units</b>
<b>FIRE 102</b> <b>Fundamentals of Personal Fire Safety &amp; Emergency Action</b> <i>Course Advisory: SCC minimum English standard. Designed to provide basic skills in assessing fire dangers in the home or industry and provide students with basic CPR, standard and/or advanced first aid skills. Repeatable 3 times. Three hours lecture.</i>	<b>3 Units</b>	<b>FIRE 112</b> <b>Hazardous Materials I</b> <i>Course Advisory: SCC minimum English standard. A study of fire protection chemistry and physics; analysis and discussion of fire protection emergencies and their solutions relative to the manufacture, storage, transportation, handling and use of acids, alkalies, space-age fuels and other hazardous materials. Repeatable 3 times. Three hours lecture.</i>	<b>3 Units</b>
<b>FIRE 103</b> <b>Fundamentals of Fire Prevention</b> <i>Course Advisory: SCC minimum English standard. Presents the history and philosophy of fire prevention, organization and operation of a fire prevention bureau, use of fire codes, identification and correction of fire hazards, and the relationship of fire preventions with fire safety education and detection and suppression systems. Repeatable 3 times. Three hours lecture.</i>	<b>3 Units</b>	<b>FIRE 113</b> <b>Wildland Fire Control</b> <i>Course Advisory: SCC minimum English standard. Presents the principles of wildland fire prevention, behavior and control, and the techniques of wildland fire prevention, control and suppression. Covers legal areas of wildland fire protection, mutual aid for wildland fires, wildland fire investigating and reporting methods and ecology factors of wildland fires. Recommended for forestry, conservation and wildlife majors. Repeatable 3 times. Three hours lecture.</i>	<b>3 Units</b>

# Fire Technology

<b>FIRE 115</b> <b>Hazardous Waste Operations</b> <i>Course Advisories: SCC minimum English and math standards. Study of hazardous waste identification and handling techniques. Prepares individuals to identify a product, select safety equipment to wear, and how to mitigate clean-up procedures. Two hours lecture, one hour lab.</i>	<b>2 Units</b>	protecting building contents, and operation of air moving equipment. Repeatable 3 times. Sixteen hours lecture, five hours lab total for the semester.
<b>FIRE 116</b> <b>Hazardous Substance Management</b> <i>Course Advisory: SCC minimum English standard. Designed to give business personnel, hazardous substance handlers, and others an overview of federal and state organizations responsible for hazardous waste and substance laws. An introduction to the Occupational Safety and Health Administration (OSHA) 29CFR1910.120 worker right to know laws will also be covered. Participants will be trained to identify and utilize the different hazardous materials identification systems. Three hours lecture.</i>	<b>3 Units</b>	<b>FIRE 127</b> <b>Fire Service Principles and Procedures V</b> <i>Course Advisory: SCC minimum English standard. Designed to train personnel in volunteer fire departments. Includes use of water removal tools and equipment, removal of debris and hazards, collection and preservation of evidence, operation of fire protection systems, identification of hazardous and explosive materials, use of life lines and belts, and traffic control. Repeatable 3 times. Sixteen hours lecture, five hours lab total for the semester.</i>
<b>FIRE 123</b> <b>Fire Service Principles and Procedures I</b> <i>A study of the related tools and equipment used in fire suppression and rescue work. Repeatable 3 times. Sixteen hours lecture, five hours lab total for the semester.</i>	<b>1 Unit</b>	<b>FIRE 128</b> <b>Emergency Care of the Sick and Injured</b> <i>Course Advisory: SCC minimum English standard. Designed to provide essential information on rescue work, to develop a knowledge of how to diagnose rescue problems and to care for respiratory, circulatory, childbirth, heat, and other emergencies; to care for flesh injuries; and to transport the sick and injured. Repeatable 3 times. Sixteen hours lecture, five hours lab total for the semester.</i>
<b>FIRE 124</b> <b>Fire Service Principles and Procedures II</b> <i>Course Advisory: SCC minimum English standard. Presents the application of the basic skills in connecting, elevating and controlling hose lines and streams. Sixteen hours lecture, eight hours lab total for the semester.</i>	<b>1 Unit</b>	<b>FIRE 129</b> <b>Fire Control I</b> <i>Course Advisory: SCC minimum English standard. Study of how fires start, spread and are controlled. Repeatable 3 times. Twenty-four hours lecture total for the semester.</i>
<b>FIRE 125</b> <b>Fire Service Principles and Procedures III</b> <i>Course Advisory: SCC minimum English standard. Designed to train personnel in volunteer and paid fire departments. Includes laying single and multiple lines of hose, coupling hose, loading hose, connecting and operating hose devices, and connecting hose lines to auxiliary appliances. Repeatable 3 times. Sixteen hours lecture, five hours lab total for the semester.</i>	<b>1 Unit</b>	<b>FIRE 130</b> <b>Fire Control II</b> <i>Course Advisory: SCC minimum English standard. Study of the identification of problems, use of equipment and personnel in search, rescue, and lifesaving situations created by fire. Sixteen hours lecture, eight hours lab total for the semester.</i>
<b>FIRE 126</b> <b>Fire Service Principles and Procedures IV</b> <i>Course Advisory: SCC minimum English standard. Designed to train personnel in volunteer and paid fire departments. Includes operation of stream appliances, hose operations above and below street level, salvage covers, fold and carry covers, spread and hand covers, improvising with covers,</i>	<b>1 Unit</b>	<b>FIRE 131</b> <b>Fire Control III</b> <i>Course Advisory: SCC minimum English standard. Designed to prepare company officers or potential officers to supervise fire-ground operations, control serious fires, and deal with other emergencies requiring a sound knowledge of the principles of strategy and tactics. Repeatable 3 times. Twenty-one hours lecture total for the semester.</i>

# Fire Technology

<b>FIRE 132</b> <b>Pump Operation</b> <i>Course Advisory: SCC minimum English standard. Presents the principles of hydraulics as they relate to pumps used in fire fighting. Repeatable 3 times. Sixteen hours lecture, five hours lab (1 week course).</i>	<b>1 Unit</b>	<b>FIRE 145</b> <b>Fire Investigation I</b> <i>Course Advisory: SCC minimum English standard. Presents the methods for determining the cause and place of fire origin, investigative techniques for accidental and incendiary fires, recognition and preservation of evidence, developing an arson case, trial preparation and courtroom testimony, preparation of adequate reports, fire investigation photographs and diagrams. Forty hours lecture total for the semester.</i>	<b>2 Units</b>
<b>FIRE 134</b> <b>Fire Prevention 1A</b> <i>Course Advisory: SCC minimum English standard. Study of federal, state, county, and local fire protection legislation; fire prevention codes, fire protection aspects of building codes, the role of the State Fire Marshal in fire protection legislation and enforcement, and fire protection legislation application and enforcement. Forty hours lecture total for the semester.</i>	<b>2 Units</b>	<b>FIRE 146</b> <b>Fire Investigation II</b> <i>Course Advisory: SCC minimum English standard. A continuation of Fire Investigation with emphasis on case preparation and courtroom demeanor. Forty hours lecture total for the semester.</i>	<b>2 Units</b>
<b>FIRE 135</b> <b>Fire Prevention 1B</b> <i>Course Advisory: SCC minimum English standard. Continuation of Fire Prevention I with emphasis on the California Administrative Code, Uniform Building Code and Title 19. Forty hours lecture total for the semester.</i>	<b>2 Units</b>	<b>FIRE 150</b> <b>Fire Command 1A</b> <i>Course Advisory: SCC minimum English standard. Presents the fire science principles and techniques applied to fire control and extinguishment; effective and efficient use of manpower, equipment, communications at fires and fire-related emergencies; prefire planning methods and techniques, and control and extinguishing methods for fires of all types. Forty hours lecture total for the semester.</i>	<b>2 Units</b>
<b>FIRE 136</b> <b>Fire Prevention III</b> <i>Course Advisory: SCC minimum English standard. An in-depth survey of the fire prevention regulations and problems surrounding the storage, transfer and handling of flammable liquids and gases. Topics include installation practices for above ground and underground tanks, hazards of transfer and finishing processes, piping and valve requirements, venting procedures and devices, drainage and diking systems, investigation of leaks, and maintenance procedures. Repeatable 2 times. Forty hours lecture total for the semester.</i>	<b>2 Units</b>	<b>FIRE 151</b> <b>Fire Command 1B</b> <i>Course Advisory: SCC minimum English standard. Presents the fire science principles and techniques applied to fire control and extinguishment; effective and efficient use of manpower, equipment, communications at fire and fire-related emergencies; pre-fire planning methods, techniques of control and extinguishing methods for fires of all types. The principles and techniques described are related to hazardous materials incidents. Forty hours lecture total for the semester.</i>	<b>2 Units</b>
<b>FIRE 140</b> <b>Fire Technology Academy</b> <i>Prerequisite: FIRE 100 ; FIRE 128 or NURSE 212. Course Advisories: SCC minimum English and math standards. A course containing the contents of FIRE 115, 123, 124, 125, 126, 127, 128, 129, 130, 131 and 155. Upon successful completion, the student will become eligible for certification by the State Fire Marshall's Office as a Fire Fighter I. Forty hours lecture (7 week course).</i>	<b>12 Units</b>	<b>FIRE 155</b> <b>Incident Command I</b> <i>Course Advisories: SCC minimum English and math standards. Contains the contents of the Incident Command System (FIREScope i-200) including establishing the identity of command and resource section assignments of planning, operations, safety, logistics, resources, finance administration and communications. Upon successful completion, the student will qualify for certification by the State Fire Marshall's Office as a Fire Fighter I. Twelve hours lecture (1 week course).</i>	<b>.5 Unit</b>

# Fire Technology

<b>FIRE 161</b> <b>Fire Management I</b> <i>Course Advisory: SCC minimum English standard.</i> Study of fire company functions, operations, and public safety responsibilities; duties, functions, and responsibilities of fire company personnel; fire company personnel instruction, training, and administration; fire company records, reports and public relations with an emphasis on the company officers' role. <i>Forty hours lecture total for the semester.</i>	<b>2 Units</b>	<b>FIRE 195</b> <b>Fire Prevention 2C</b> <i>Course Advisory: SCC minimum English standard.</i> Explores fire prevention problems of a unique or difficult nature. Analyzes solutions to specialized fire prevention situations. <i>Forty hours lecture total for the semester.</i>	<b>2 Units</b>
<b>FIRE 170</b> <b>Fire Service Instructor 1A</b> <i>Course Advisory: SCC minimum English standard.</i> Provides a variety of methods and techniques to help fire service personnel select, develop and organize material for in-service programs. Includes methods of evaluation and an opportunity to apply major principles of learning through practice demonstrations. Designed for fire company officers who conduct in-service training programs. Repeatable 3 times. <i>Forty hours lecture total for the semester.</i>	<b>2 Units</b>	<b>FIRE 196</b> <b>Prevention 2B Interpreting Codes</b> <i>Prerequisite: FIRE 103. Course Advisories: SCC minimum English and math standards.</i> Covers in-depth information about the fire and life safety standards of buildings as related to the UBC and Title 19 and 24. Types of construction, occupancy classifications, egress, interior finishes. Applied to Fire Prevention II and accredited by CFSTES. <i>Forty hours lecture total for the semester.</i>	<b>2 Units</b>
<b>FIRE 171</b> <b>Fire Service Instructor 1B</b> <i>Course Advisory: SCC minimum English standard.</i> Designed to give the student more sophistication in the development, implementation and evaluation of in-service programs in the fire service. <i>Forty hours lecture total for the semester.</i>	<b>2 Units</b>	<b>FIRE 500</b> <b>Hazardous Materials Awareness</b> Designed to reduce the potential for injury and mortality among emergency services personnel who are the initial responders to emergencies where hazardous materials are present and a factor in the emergency. <i>Eight hours lecture total for the semester.</i>	<b>Non-Credit-Only</b>
<b>FIRE 180</b> <b>Fire Science Public Education Officer I</b> <i>Course Advisory: SCC minimum English standard.</i> Topics include systematic planning process for public education, use of CFIRS to analyze local fire problems, communication skills, program evaluation, working with the media, integrating programs into schools, gaining community support, fire safety for children, interviewing and counseling juvenile fire setters, creating and using audio visual resources, and ideas and resource sharing. Repeatable 3 times. <i>Forty hours lecture total for the semester.</i>	<b>2 Units</b>	<b>FIRE 501</b> <b>Hazardous Materials Handling</b> Indoctrinates fire service personnel in the handling of hazardous materials. Includes factors affecting handling, types of materials, evacuations procedures, and required assistance. <i>Eight hours lecture total for the semester.</i>	<b>Non-Credit-Only</b>
<b>FIRE 193</b> <b>Fire Prevention 2A</b> <i>Course Advisory: SCC minimum English standard.</i> Designed for personnel who are seeking employment or are currently employed in the fire service or other industrial related fields. Emphasis will be placed on utilizing codes relative to extinguisher or alarm systems and the evaluation of fire resistive building construction. <i>Forty hours lecture total for the semester.</i>	<b>2 Units</b>	<b>FIRE 502</b> <b>Hazardous Materials, First Responder</b> Indoctrinates fire service personnel in hazardous materials prevention, preparedness, emergency response and recovery. Repeatable 3 times. <i>Sixteen hours lecture total for the semester.</i>	<b>Non-Credit-Only</b>
		<b>Special Topics</b> These courses, numbered 148, 248, or 548 depending upon their transferability, are courses of contemporary interest centered on changing knowledge and important issues in the field. Specific information will vary with each course.	

# Foreign Languages

## Foreign Languages, General

### Program Description

This program introduces the fundamentals of language learning (listening, speaking, reading, writing, and culture) with emphasis on language production, grammar, syntax, vocabulary acquisition, and exposure to the culture. This program provides study in more than one language.

### Associate in Arts Degree

The Associate in Arts Degree can be obtained by completing a total of 60 units, including a minimum of 20 units from the courses listed below in at least two different languages, the general education requirements, and electives.

### Required Courses

French	Units	Spanish	Units
FRNCH 1—First Semester French	5	SPAN 1—First Semester Spanish	5
OR		OR	
FRNCH 31 & 32—First Sem. French (3 & 3 units)	6	SPAN 31 & 32—First Sem. Spanish (3 & 3 units)	6
FRNCH 2—Second Semester French	5	SPAN 2—Second Semester Spanish	5
OR		OR	
FRNCH 33 & 34—Second Sem. French (3 & 3 units)	6	SPAN 33 & 34—Second Sem. Spanish (3 & 3 units)	6
FRNCH 3—Third Semester French	5	SPAN 3—Third Semester Spanish	5
FRNCH 4—Fourth Semester French	5	SPAN 4—Fourth Semester Spanish	5
FRNCH 11—Conversational French	3	SPAN 11—Conversational Spanish	3
FRNCH 12—Intermediate French Conversation	3	SPAN 12—Intermediate Spanish Conversation	3
German		Latin	
GERMN 1—First Semester German	5	LATIN 1—Latin Fundamentals	3
OR		LATIN 2—Latin Fundamentals	3
GERMN 31 & 32—First Sem. German (3 & 3 units)	6	LATIN 3—Latin Fundamentals	3
GERMN 2—Second Semester German	5		
OR			
GERMN 33 & 34—Second Sem Germn (3 & 3 units)	6		
GERMN 3—Third Semester German	5		
GERMN 4—Fourth Semester German	5		
GERMN 11—Conversational German	3		
GERMN 12—Intermediate German Conversation	3		

# Foreign Languages (continued)

## Foreign Languages, Individual

### Program Description

This program introduces the fundamentals of language learning (listening, speaking, reading, writing, and culture) with emphasis on language production, grammar, syntax, vocabulary acquisition, and exposure to the culture. This program requires study be accomplished in one language only.

### Associate in Arts Degree

The Associate in Arts Degree can be obtained by completing a total of 60 units, including a minimum of 18 units in **one** of the languages listed below, the general education requirements, and electives.

### Required Courses

## Foreign Language, French

	Units
FRNCH 1—First Semester French	5
FRNCH 2—Second Semester French	5
FRNCH 3—Third Semester French	5
FRNCH 4—Fourth Semester French	5
FRNCH 11—Conversational French	3
FRNCH 12—Intermediate French Conversation	3
FRNCH 31—First Sem. French, Part I	3
FRNCH 32—First Sem. French, Part II	3
FRNCH 33—Second Sem. French, Part I	3
FRNCH 34—Second Sem. French, Part II	3
FRNCH 49—French Honors	1-3

## Foreign Language, German

GERMN 1—First Semester German	5
GERMN 2—Second Semester German	5
GERMN 3—Third Semester German	5
GERMN 4—Fourth Semester German	5
GERMN 11—Conversational German	3
GERMN 12—Interm. German Conversation	3
GERMN 31—First Sem. German, Part I	3
GERMN 32—First Sem. German, Part II	3
GERMN 33—Second Sem. German, Part I	3
GERMN 34—Second Sem. German, Part II	3
GERMN 49—German Honors	1-3

# Foreign Languages

## Foreign Languages, Individual (continued) Foreign Language, Spanish

	Units
SPAN 1—First Semester Spanish	5
SPAN 2—Second Semester Spanish	5
SPAN 3—Third Semester Spanish	5
SPAN 4—Fourth Semester Spanish	5
SPAN 11—Conversational Spanish	3
SPAN 12—Interm. Spanish Conversation	3
SPAN 25—Intro to Latin-American Culture	3
SPAN 31—First Semester Spanish, Part I	3
SPAN 32—First Semester Spanish, Part II	3
SPAN 33—Second Sem. Spanish, Part I	3
SPAN 34—Second Sem. Spanish, Part II	3
SPAN 49—Spanish Honors	1-3
SPAN 61M—Spanish for Medical Worker Part 1	3
SPAN 62M—Spanish for Medical Worker Part 2	3
SPAN 63M—Spanish for Medical Worker Part 3	3
SPAN 64M—Spanish for Medical Worker Part 4	3

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## French

### FRNCH 1

5 Units

#### First Semester French

*Prerequisite:* None. *NOTE:* Not open to students who have had two or more years of high school French with a grade of “B” or better within the last three years. *Course Advisory:* SCC minimum English standard. **Introduces the fundamental elements of the language (listening, speaking, reading, writing and culture) with emphasis on language production, grammar, syntax, acquisition of a practical vocabulary, and exposure to the Francophone culture. Exams, quizzes, written and oral assignments and completion of the lab manual will be used to evaluate student progress. (CAN FREN 2) (FRNCH 1 & 2 = CAN FREN SEQ A). Five hours lecture, one hour weekly of listening to tapes.**

### FRNCH 31

3 Units

#### First Semester French, Part I

*Prerequisites:* *NOTE:* Not open for credit to students who have received credit for FRNCH 1 nor to students who have had two or more years of high school French with a grade of “B” or better within the past three years. *NOTE:* In order to fulfill the one semester of French 1 requirement of some universities, transfer students must complete the sequence of FRNCH 31-32. *Course Advisory:* SCC minimum English standard. **Introduces the basic elements of the language (listening, speaking, reading, writing and culture) with emphasis on language production, grammar, syntax, vocabulary building, and exposure to the**

**Francophone culture. Exams, quizzes, written and oral assignments and completion of the lab manual will be used to evaluate student progress. Three hours lecture, one hour weekly of listening to tapes.**

### FRNCH 32

3 Units

#### First Semester French, Part II

*Prerequisites:* FRNCH 31 or its equivalent or one year of high school French. *NOTE:* Not open for credit to students who have received credit for FRNCH 1 or who have had two or more years of high school French with a grade of “B” or better within the last three years. *NOTE:* In order to fulfill the one-semester French 1 requirement of some universities, transfer students must complete the sequence of FRNCH 31-32. **Continuation of FRNCH 31 introducing the fundamental elements of the language (listening, speaking, reading, writing and culture) with continued emphasis on language production, grammar, syntax, vocabulary building, and exposure to the Francophone culture. Exams, quizzes, written and oral assignments and completion of the lab manual will be used to evaluate student progress. Three hours lecture, one hour weekly of listening to tapes.**

### FRNCH 2

5 Units

#### Second Semester French

*Prerequisites:* FRNCH 1, or FRNCH 31 and 32, or two years of high school French or equivalent. **Continuation of FRNCH 1 introducing the fundamentals of French (listening, speaking, reading, writing and culture) with increased emphasis on writing and continued stress on language production, pronunciation,**

grammar, syntax, acquisition of a practical vocabulary, and exposure to the Francophone culture. Exams, quizzes, written and oral assignments and completion of the lab manual will be used to evaluate student progress. (CAN FREN 4) (FRNCH 1 & 2 = CAN FREN SEQ A). *Five hours lecture, one hour weekly of listening to tapes.*

## **FRNCH 33** **3 Units**

### **Second Semester French, Part I**

*Prerequisites: FRNCH 1 or equivalent. Not open for credit to students who have received credit for FRNCH 2.* Continuation of FRNCH 1 (or FRNCH 32), presenting the fundamentals of French (listening, speaking, reading, writing and culture), with increased emphasis on writing and continued stress on language production, pronunciation, grammar, syntax, acquisition of a practical vocabulary, and exposure to the Francophone culture. Exams, quizzes, written and oral assignments and completion of the lab manual will be used to evaluate student progress. *Three hours lecture.*

## **FRNCH 34** **3 Units**

### **Second Semester French, Part II**

*Prerequisites: FRNCH 33. Not open for credit to students who have received credit for FRNCH 2.* Continuation of FRNCH 33, presenting the fundamentals of French (listening, speaking, reading, writing and culture), with increased emphasis on writing and continued stress on language production, pronunciation, grammar, syntax, acquisition of a practical vocabulary, and exposure to the Francophone culture. Exams, quizzes, written and oral assignments and completion of the lab manual will be used to evaluate student progress. *Three hours lecture.*

## **FRNCH 3** **5 Units**

### **Third Semester French**

*Prerequisites: FRNCH 2 or three years of high school French.* Continuation of FRNCH 2, FRNCH 3 expands the student's knowledge of the language (listening, speaking, reading, writing and culture) with emphasis on language production, grammar, syntax, and acquisition of a practical vocabulary, and exposure to Francophone culture. In addition, students will read and discuss short selections taken from a literary and cultural anthology. Exams, quizzes, written and oral assignments and completion of the lab manual will be used to evaluate student progress. (CAN FREN 8) (FRNCH 3 & 4 = CAN FREN SEQ B). *Five hours lecture.*

## **FRNCH 4** **5 Units**

### **Fourth Semester French**

*Prerequisite: FRNCH 3.* Complete review and expansion of grammar, idioms and structure, use of complex tenses and stylistic explanations. Extensive work is done in reading, writing and conversing in French. Students will subscribe to and learn to read effectively a French newspaper. There will be an introduction to serious literary works in French with an introduction to literary analysis in both written (la redaction) and oral (l'explication de texte) forms. Exams, quizzes, written and oral assignments and completion of the lab manual will be used to evaluate student progress. (CAN FREN 10) (FRNCH 3 & 4 = CAN FREN SEQ B). *Five hours lecture.*

## **FRNCH 11** **3 Units**

### **Conversational French**

*Prerequisite: FRNCH 2 with a grade of "C" or better.* Designed to promote competency in the oral use of the language and to increase fluency by reinforcing previously learned materials and by expanding vocabulary and patterns of speech. This course emphasizes the practical application of the language, not grammar acquisition or review. *Three hours lecture.*

## **FRNCH 12** **3 Units**

### **Intermediate French Conversation**

*Prerequisite: FRNCH 11.* Continuation of FRNCH 11, and is designed to promote competency in the oral use of the language and to increase fluency by reinforcing previously learned materials and by expanding vocabulary and patterns of speech. The course emphasizes the practical application of the language, not grammar acquisition or review. *Three hours lecture.*

## **German**

## **GERMN 1** **5 Units**

### **First Semester German**

*Prerequisite: None. NOTE: Not open for credit to students who have had two or more years of high school German with a grade of "B" or better within the past three years. Course Advisory: SCC minimum English standard.* Introduces the fundamental elements of the language (listening, speaking, reading, writing and culture) with emphasis on language production, grammar, syntax, acquisition of a practical vocabulary, and exposure to the German culture. Exams, quizzes, written assignments and completion of the lab manual will be used to evaluate student progress. (CAN GERM 2) (GERMN 1 & 2 = CAN GERM SEQ A). *Five hours lecture, one hour weekly of listening to tapes.*

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## **GERMN 31**

**3 Units**

### **First Semester German, Part I**

*Prerequisites: None. NOTE: Not open for credit to students who have received credit for GERMN 1 nor to students who have had two or more years of high school German with a grade of "B" or better within the past three years. NOTE: In order to fulfill the one-semester German 1 requirement of some universities, transfer students must complete the sequence of GERMN 31-32. Course Advisory: SCC minimum English standard. Introduces the basic elements of the language (listening, speaking, reading, writing and culture) with emphasis on language production, grammar, syntax, vocabulary building, and exposure to the German culture. Exams, quizzes, written assignments and completion of the lab manual will be used to evaluate student progress. Three hours lecture, one hour weekly of listening to tapes.*

## **GERMN 32**

**3 Units**

### **First Semester German, Part II**

*Prerequisites: GERMN 31 or one year of high school German or equivalent knowledge. NOTE: Not open for credit to students who have received credit for German 1 or who have had two or more years of high school German with a grade of "B" or better within the last three years. NOTE: In order to fulfill the one-semester German 1 requirement of some universities, transfer students must complete the sequence of GERMN 31-32. Continuation of GERMN 31, presenting an introduction to the fundamental elements of the language (listening, speaking, reading, writing and culture) with continued emphasis on language production, grammar, syntax, vocabulary building, and exposure to the German culture. Exams, quizzes, written assignments and completion of the lab manual will be used to evaluate student progress. Three hours lecture, one hour weekly of listening to tapes.*

## **GERMN 2**

**5 Units**

### **Second Semester German**

*Prerequisites: GERMN 1, or GERMN 31 and 32, or two years of high school German or the equivalent. Continuation of GERMN 1, presenting the fundamentals of German (listening, speaking, reading, writing and culture), with increased emphasis on writing and continued stress on language production, pronunciation, grammar, syntax, acquisition of a practical vocabulary, and exposure to the German culture. Exams, quizzes, written assignments and completion of the lab manual will be used to evaluate student progress. (CAN GERM 4) (GERMN 1 & 2 = CAN GERM SEQ A). Five hours lecture, one hour weekly of listening to tapes.*

## **GERMN 33**

**3 Units**

### **Second Semester German, Part I**

*Prerequisites: GERMN 1 or equivalent. Not open for credit to students who have received credit for GERMN 2. Continuation of GERMN 1 (or GERMN 32), presenting the fundamentals of German (listening, speaking, reading, writing and culture), with increased emphasis on writing and continued stress on language production, pronunciation, grammar, syntax, acquisition of a practical vocabulary, and exposure to the Germanic culture. Exams, quizzes, written assignments and completion of the lab manual will be used to evaluate student progress. Three hours lecture.*

## **GERMN 34**

**3 Units**

### **Second Semester German, Part II**

*Prerequisites: GERMN 33. Not open for credit to students who have received credit for GERMN 2. Continuation of GERMN 33, presenting the fundamentals of German (listening, speaking, reading, writing and culture), with increased emphasis on writing and continued stress on language production, pronunciation, grammar, syntax, acquisition of a practical vocabulary, and exposure to the Germanic culture. Exams, quizzes, written assignments and completion of the lab manual will be used to evaluate student progress. Three hours lecture.*

## **GERMN 3**

**5 Units**

### **Third Semester German**

*Prerequisite: GERMN 2 or three years of high school German. Completes the students' introduction to the fundamentals of German, reviewing and refining many of the concepts covered in GERMN 1 and 2 so that students are prepared to deal with more advanced grammar, reading, writing and conversation in German. Exposure to the culture and thinking of the German-speaking peoples is accomplished through the reading of literature by representative East and West German, Austrian and Swiss writers. Exams, quizzes, written assignments and completion of the lab manual will be used to evaluate student progress. (CAN GERM 8) (GERMN 3 & 4 = CAN GERM SEQ B). Five hours lecture.*

## **GERMN 4**

**5 Units**

### **Fourth Semester German**

*Prerequisite: GERMN 3 or four years of high school German. Continues the review and expansion of students' knowledge of basic German begun in GERMN 3, while emphasizing several fine points of more advanced German grammar for closer study. Exposure to the culture and thinking of the German-speaking peoples is accomplished through the reading of literature by representative East and West German, Austrian and Swiss writers. Exams,*

# Foreign Languages

quizzes, written assignments and completion of the lab manual will be used to evaluate student progress. (CAN GERM 10) (GERMN 3 & 4 = CAN GERM SEQ B).. Five hours lecture.

## **GERMN 11** **3 Units**

### **Conversational German**

*Prerequisite: GERMN 2 with a grade of "C" or better.* Designed to promote competency in the oral use of the language and to increase fluency by reinforcing previously learned materials and by expanding vocabulary and patterns of speech. Three hours lecture.

## **GERMN 12** **3 Units**

### **Intermediate German Conversation**

*Prerequisite: GERMN 11.* Continuation of GERMN 11, and is designed to promote competency in the oral use of the language and to increase fluency by reinforcing previously learned materials and by expanding vocabulary and patterns of speech. The course emphasizes the practical application of the language, not grammar acquisition or review. Three hours lecture.

## **Italian**

### **ITAL 31** **3 Units**

#### **First Semester Italian, Part I**

*Course Advisory: SCC minimum English standard.* Introduces the basic elements of the language (listening, speaking, reading, writing and culture), with emphasis on language production, grammar, syntax, vocabulary building, and exposure to Italian culture. Exams, quizzes, written assignments and completion of the lab manual will be used to evaluate student progress. (NOTE: In order to fulfill the one-semester foreign language requirement of some universities, transfer students must complete the sequence of ITAL 31 and 32). Three hours lecture, one hour weekly by arrangement.

### **ITAL 32** **3 Units**

#### **First Semester Italian, Part II**

*Prerequisite: ITAL 31.* Course Advisory: SCC minimum English standard. Continuation of ITAL 31 introducing students to the fundamental elements of the language (listening, speaking, reading, writing and culture), with emphasis on language production, grammar, syntax, vocabulary building, and exposure to Italian culture. Exams, quizzes, written assignments and completion of the lab manual will be used to evaluate student progress. Three hours lecture, one hour weekly by arrangement.

### **ITAL 33** **3 Units**

#### **Second Semester Italian, Part I**

*Prerequisite: ITAL 32.* Course Advisories: SCC minimum English standard. Continuation of ITAL 32 presenting the fundamentals of Italian (listening, speaking, reading, writing and culture), with increased emphasis on writing and continued stress on language production, pronunciation, grammar, syntax, acquisition of a practical vocabulary, and exposure to Italian culture. Exams, quizzes, written assignments and completion of the lab manual will be used to evaluate student progress. Three hours lecture, one hour weekly by arrangement.

### **ITAL 34** **3 Units**

#### **Second Semester Italian, Part II**

*Prerequisite: ITAL 33.* Course Advisory: SCC minimum English standard. Continuation of ITAL 33 presenting the fundamentals of Italian (listening, speaking, reading, writing and culture), with increased emphasis on writing and continued stress on language production, pronunciation, grammar, syntax, acquisition of a practical vocabulary, and exposure to Italian culture. Exams, quizzes, written assignments and completion of the lab manual will be used to evaluate student progress. Three hours lecture, one hour weekly by arrangement.

## **Japanese**

### **JAPAN 101** **3 Units**

#### **Conversational Japanese**

*Course Advisory: SCC minimum English standard.* A practical course stressing essentials of vocabulary, pronunciation and basic conversation patterns; the students will be introduced to aspects of Japanese culture. Three hours lecture.

### **JAPAN 102** **3 Units**

#### **Conversational Japanese**

*Prerequisite: JAPAN 101.* A continuation of JAPAN 101 which reviews and expands on the previously learned vocabulary, pronunciation, grammar, and conversation patterns. A high emphasis will be on the spoken language in realistic situations. Three hours lecture.

## **Latin**

### **LATIN 1** **3 Units**

#### **Latin Fundamentals**

*Course Advisory: SCC minimum English standard.* Introduction to the Latin language - to its sonorous quality, its treasury of words, its inflectional system, and the logic of its syntax. Three hours lecture.

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## LATIN 2

3 Units

### Latin Fundamentals

*Prerequisite: LATIN 1.* Continued introduction to the Latin language - to its treasury of words, its inflectional system, the logic of its syntax, its ability to clarify difficult grammatical concepts for students of modern languages, its legacy of English derivatives and of the nomenclatures of scholarship, the sciences, and the arts. *Three hours lecture.*

## LATIN 3

3 Units

### Latin Fundamentals

*Prerequisites: LATIN 1 and 2.* Advanced study of the Latin Language and Literature; advanced study of syntax and complex sentence structures in Latin; reading from original Latin authors including Caesar, Cicero, Catullus and Horace. *Three hours lecture.*

## Portuguese

### PORT 101

3 Units

#### Conversational Portuguese

*Course Advisories: SCC minimum English and math standards.* Introduction to the Portuguese language, grammar, and idiom. The course emphasizes the acquisition of basic grammatical structures, the development of vocabulary and pronunciation, and exposure to Portuguese and Brazilian culture. *Three hours lecture.*

### PORT 102

3 Units

#### Conversational Portuguese

*Prerequisite: PORT 101. Course Advisories: SCC minimum English and math standards.* Continued introduction to the Portuguese language, grammar, and idioms. The course emphasizes the acquisition of basic grammatical structures, the development of vocabulary and pronunciation, and exposure to Portuguese and Brazilian culture. *Three hours lecture.*

## Spanish

### SPAN 1

5 Units

#### First Semester Spanish

*Prerequisite: None. NOTE: Not open to students who have had two or more years of high school Spanish with a grade of "B" or better within the last three years. Course Advisory: SCC minimum English standard.* Introduces the fundamental elements of the language (listening, speaking, reading, writing and culture) with emphasis on language production, grammar, syntax, acquisition of a practical vocabulary, and exposure to the Hispanic culture. Exams, quizzes, written assignments and completion of the lab manual will be used to evaluate student progress. (CAN SPAN 2) (SPAN 1 & 2 = CAN SPAN SEQ A). *Five hours lecture, one hour weekly of listening to tapes.*

### SPAN 31

3 Units

#### First Semester Spanish, Part I

*Prerequisites: None. NOTE: Not open for credit to students who have received credit for Spanish 1 nor to students who have had two or more years of high school Spanish with a grade of "B" or better within the last three years. NOTE: In order to fulfill the one-semester Spanish 1 requirement of some universities, transfer students must complete the sequence of Spanish 31-32. Course Advisory: SCC minimum English standard.* Introduces the basic elements of the language (listening, speaking, reading, writing and culture) with emphasis on language production, grammar, syntax, vocabulary building, and exposure to the Hispanic culture. Exams, quizzes, written assignments and completion of the lab manual will be used to evaluate student progress. *Three hours lecture, one hour weekly of listening to tapes.*

### SPAN 32

3 Units

#### First Semester Spanish Part II

*Prerequisites: SPAN 31 or one year of high school Spanish or equivalent. NOTE: Not open for credit to students who have received credit for Spanish 1 or who have had two or more years of high school Spanish with a grade of "B" or better within the last three years. NOTE: In order to fulfill the one-semester Spanish 1 requirement of some universities, transfer students must complete the sequence of Spanish 31-32.* Continuation of Spanish 31, presenting the fundamental elements of the language (listening, speaking, reading, writing and culture) with continued emphasis on language production, grammar, syntax, vocabulary building, and exposure to the Hispanic culture. Exams, quizzes, written assignments and completion of the lab manual will be used to evaluate student progress. *Three hours lecture, one hour weekly of listening to tapes.*

### SPAN 2

5 Units

#### Second Semester Spanish

*Prerequisites: SPAN 1, or SPAN 31 and 32, or two years of high school Spanish.* Continuation of Spanish 1, presenting the fundamentals of Spanish (listening, speaking, reading, writing and culture), with increased emphasis on writing and continued stress on language production, pronunciation, grammar, syntax, acquisition of a practical vocabulary, and exposure to the Hispanic culture. Exams, quizzes, written assignments and completion of the lab manual will be used to evaluate student progress. (CAN SPAN 4) (SPAN 1 & 2 = CAN SPAN SEQ A). *Five hours lecture, one hour weekly of listening to tapes.*

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<b>SPAN 33</b> <b>Second Semester Spanish, Part I</b> <i>Prerequisites: Spanish 1 or equivalent. Not open for credit to students who have received credit for Spanish 2. Continuation of Spanish 1 (or Spanish 32), presenting the fundamentals of Spanish (listening, speaking, reading, writing and culture), with increased emphasis on writing and continued stress on language production, pronunciation, grammar, syntax, acquisition of a practical vocabulary, and exposure to the Hispanic culture. Exams, quizzes, written assignments and completion of the lab manual will be used to evaluate student progress. Three hours lecture.</i>	<b>3 Units</b>	<b>SPAN 11</b> <b>Conversational Spanish</b> <i>Prerequisite: SPAN 2 with a grade of "C" or better. Designed to promote competency in the oral use of the language and to increase fluency by reinforcing previously learned materials and by expanding vocabulary and patterns of speech. This course emphasizes the practical application of the language, not grammar acquisition or review. Three hours lecture.</i>	<b>3 Units</b>
<b>SPAN 34</b> <b>Second Semester Spanish, Part II</b> <i>Prerequisites: SPAN 33. Not open for credit to students who have received credit for SPAN 2. Continuation of Spanish 33, presenting the fundamentals of Spanish (listening, speaking, reading, writing and culture), with increased emphasis on writing and continued stress on language production, pronunciation, grammar, syntax, acquisition of a practical vocabulary, and exposure to the Hispanic culture. Exams, quizzes, written assignments and completion of the lab manual will be used to evaluate student progress. Three hours lecture.</i>	<b>3 Units</b>	<b>SPAN 12</b> <b>Intermediate Spanish Conversation</b> <i>Prerequisite: SPAN 11. Continuation of Spanish 11, and is designed to promote competency in the oral use of the language and to increase fluency by reinforcing previously learned materials and by expanding vocabulary and patterns of speech. The course emphasizes the practical application of the language, not grammar acquisition or review. Three hours lecture.</i>	<b>3 Units</b>
<b>SPAN 3</b> <b>Third Semester Spanish</b> <i>Prerequisites: SPAN 2 or three years of high school Spanish. A continuation of Spanish 1 and 2. Extensive work is required in grammar, reading, writing, and conversation. Reading includes representative literary selections by Spanish and Latin American writers. Exams, quizzes, and compositions will be used to evaluate student progress. (CAN SPAN 8) (SPAN 3 &amp; 4 = CAN SPAN SEQ B). Five hours lecture.</i>	<b>5 Units</b>	<b>SPAN 25</b> <b>Introduction to Latin-American Culture: An Exploration of Identity Through Essay, Film, and Short Story</b> <i>Prerequisite: SPAN 3. Course Advisory: SCC minimum English standard. Explores the Latin-American identity: What is Latin America and who are the Latin Americans? The focus will be on contemporary issues, customs, political and historical events, and major institutions of Latin America as expressed in contemporary Latin-American essays, films and short stories. This course will be taught in Spanish. Three hours lecture.</i>	<b>3 Units</b>
<b>SPAN 4</b> <b>Fourth Semester Spanish</b> <i>Prerequisites: SPAN 3 or four years of high school Spanish. Continuation of Spanish 3. Reviews and expands knowledge of elements previously learned, while introducing new material. Exposure to the culture and thinking of the Hispanic peoples is accomplished through the reading of literature by representative Spanish or Latin American writers. Exams, quizzes and compositions will be used to evaluate student progress. (CAN SPAN 10) (SPAN 3 &amp; 4 = CAN SPAN SEQ B). Five hours lecture.</i>	<b>5 Units</b>	<b>SPAN 61M (Formerly SPAN 98)</b> <b>Beginning Spanish for Medical Workers, Part 1</b> <i>Course Advisory: SCC minimum English standard. NOTE: Students who complete SPAN 61M will not be able to get credit for SPAN 31. Introduces the basic elements of the language (listening, speaking, reading, writing and culture), with emphasis on language production in a medical setting. Grammar, syntax, and vocabulary building will be taught with the aim of producing oral and written competency in a medical setting. Exams, quizzes, and written assignments will be used to evaluate student progress. Three hours lecture, one hour weekly by arrangement.</i>	<b>3 Units</b>

# Foreign Languages

## SPAN 62M

3 Units

### Beginning Spanish for Medical Workers, Part 2

Prerequisite: SPAN 61M or SPAN 31. Course Advisory: SCC minimum English standard. NOTE: Students who complete SPAN 62M will not be able to get credit for SPAN 32. Introduces the basic elements of the language (listening, speaking, reading, writing and culture), with emphasis on language production in a medical setting. Grammar, syntax, and vocabulary building will be taught with the aim of producing oral and written competency in a medical setting. Exams, quizzes, and written assignments will be used to evaluate student progress. Three hours lecture, one hour weekly by arrangement.

## SPAN 63M

3 Units

### Beginning Spanish for Medical Workers, Part 3

Prerequisite: SPAN 62M or SPAN 1. Course Advisory: SCC minimum English standard. Continuation of SPAN 62M, presenting the fundamentals of Spanish (listening, speaking, reading, writing and culture), with increased emphasis on writing and continued stress on language production in a medical setting. Grammar, syntax, and vocabulary building will be taught with the aim of producing oral and written competency in a medical setting. Exams, quizzes, and written assignments will be used to evaluate student progress. Three hours lecture, one hour weekly by arrangement.

## SPAN 64M

3 Units

### Beginning Spanish for Medical Workers, Part 4

Prerequisite: SPAN 63M or SPAN 33. Course Advisory: SCC minimum English standard. Continuation of SPAN 63M, presenting the fundamentals of Spanish (listening, speaking, reading, writing and culture), with increased emphasis on writing and continued stress on language production in a medical setting. Grammar, syntax, and vocabulary building will be taught with the aim of producing oral and written competency in a medical setting. Exams, quizzes, and written assignments will be used to evaluate student progress. Three hours lecture, one hour weekly by arrangement.

# Tagalog

## TAG 101

3 Units

### Conversational Tagalog

Course Advisory: SCC minimum English standard. An introduction to basic Tagalog designed to acquaint student with basic sentences and vocabulary used in daily conversation. The course will include emphasis on proper pronunciation and intonation as well as an introduction to Philippine customs and culture. Three hours lecture.

## TAG 102

3 Units

### Conversational Tagalog

Prerequisite: TAG101. An intermediate study of basic Tagalog which introduces students to more intricate sentence patterns and further use of functional words in oral communication. The course will also include further study of Philippine culture and new points of Tagalog grammar. Three hours lecture.

## FLANG 49

1-3 Units

### Honors Program (French, German, Latin or Spanish)

Prerequisites: Completion of 24 units of college credit with a minimum GPA of 3.3; a minimum of 5 units in the discipline with a grade of "B" or better; an ability to work independently; permission of the Dean based on instructor availability. Independent study and research, by arrangement with the instructor, in specified fields of study in a foreign language, or creative writing in a foreign language. French, German and Spanish may be repeated to a maximum of 6 units, including initial enrollment. One to three hours weekly by arrangement.

### Special Topics

These courses, numbered 48 or 98, depending upon their transferability, are courses of contemporary interest centered on changing knowledge and important issues in the field. Announcements of Special Topics courses appear in the Schedule of Classes.

## Nursing, Registered

### Program Description

This program is designed to prepare technically competent professional nurses for service in the community. The graduate of this program is eligible to take the National Council Licensure Examination for state licensure. The program requires full-time day attendance. Students must provide their own transportation to various hospitals and agencies. Classes of limited size are accepted for the fall semester. Enrollment is limited by facilities available for clinical experience.

### Associate in Science Degree

The Associate in Science Degree is awarded upon successful completion of the major and general education requirements.

### Program Requirements and Courses

#### Admissions Procedures

Only those students formally admitted to the nursing program may enroll in nursing courses.

#### Courses that must be completed prior to applying to the nursing program (prerequisites):

Completion of BIOSC 5 and BIOSC 6, ENGL 1 with grades of "C" or better.

#### Application steps for nursing major:

1. See counselor for referral form.
2. Obtain one copy of official transcripts, high school and college.
3. Take referral form to Health Occupations office during specified time period and complete nursing application forms.
4. After completion of application forms, a waiting list number will be assigned.

#### Prior to first class meeting, students must have:

1. Physical examination indicating physical fitness and required immunizations.
2. Current Cardiopulmonary Resuscitation Certificate.
3. Evidence of purchase of malpractice insurance for student nurses.

#### Retention in Program

1. If a student's conduct poses potential harm to the well-being of clients, the student may be terminated from the nursing program. If a student's physical or emotional health appears to be such that he or she cannot meet the objectives of the program in nursing, the student may be asked to leave the nursing program.
2. In order to remain in the program and to graduate, a student must maintain a grade of "C" or better in the theory portion and a passing grade in the clinical portion of nursing courses.

# Health Occupations (continued)

## Required Courses

Nursing courses must be taken in sequence because one course is prerequisite to another.

<u>First Year</u>	Units	
NUTRI 10—Nutrition	3	
NURSE 50—Fund. of Nursing	6	*PSYCH 1—Intro. to Psychology
NURSE 52—Pharmacology for Health Care Professionals I	2	OR
HU DV 70—Lifespan Human Dev.	3	*SOCSC 22—Ethnic, Racial, and Minority Group Relations in Harmony & Conflict
NURSE 54—Maternal-Child Nrsng	5	3
NURSE 55—Nursing of Adults I	5	*Communications course other than ENGL 1
NURSE 58—Mediated Skills Dev.	1-3	52-56
<u>Second Year</u>		
NURSE 58—Mediated Skills Dev.	1-3	* Required for graduation and may be completed any time during the two-year program.
NURSE 60—Nrsng. of Adults and Children II/ Medical-Surgical Nsg.	5	
NURSE 61—Mental Health Nsg.	5	
NURSE 63—Nrsng. of Adults III/Adv. Med-Surgical Nsg. & Community Health Nursing	6	
NURSE 65—Role Transition, Management Theory & Practice	4	
	Units	

## Career Mobility

Licensed vocational nurses are eligible to apply for admission to the Career Mobility program, which means entry into the Registered Nursing program at the sophomore level, NURSE 60-61. Credit is given for vocational nursing education, however some additional courses may be needed to meet the prerequisite for Nursing 60-61. Applicants can receive complete information about the Career Mobility program by contacting the Health Occupations Office.

## Job-Direct Certificate Requirements

<u>Certified Nursing Assistant</u>	Units
NURSE 200—Certified Nursing Assistant/ Home Health Aide	$\frac{6}{6}$

## Registered Nursing

**NURSE 50**

**6 Units**

### Fundamentals of Nursing

*Prerequisites:* ENGL 1, BIOSC 5, BIOSC 6, BIOSC 14 with grades of "C" or better; current CPR; current malpractice insurance; current physical exam and immunizations; authorization to enter RN program.

Introduces concepts and skills necessary in the care of clients with medical-surgical problems common to the young, middle-aged, and elderly adult.

Critical thinking skills are developed in the application of the concepts of homeostasis, communication, growth and development, and the nursing process. Theory, principles and techniques learned in the classroom are applied in the hospital setting. *Three hours lecture, nine hours lab.*

**NURSE 52**

**3 Units**

### Pharmacology for Health Care Professionals I

*Prerequisite:* BIOSC 5 with a grade of "C" or better.

*Course Advisories:* SCC minimum English and math standards. Introductory principles of pharmacology with emphasis on the therapeutic use of drugs.

Topics of study include sources of drugs, drug nomenclature, drug actions in the body, variables that affect drug actions, drug interactions, adverse effects of drugs, and substance abuse. Special attention is given to anti-infective drugs, cardiac drugs, diuretic drugs, and drugs of the autonomic nervous system. *Three hours lecture.*

**NURSE 54**

**5 Units**

### Maternal-Child Nursing

*Prerequisites:* NURSE 50, NURSE 52, NUTRI 10, and HU DV 70 with grades of "C" or better; concurrent enrollment in NURSE 58. This course is family

centered with emphasis on nursing care of women, children, and families throughout the lifespan. The focus includes the antepartal, intrapartal, postpartal, neonatal and pediatric client, both sick and well.

This course provides students the opportunity to synthesize and utilize nursing knowledge and skills in providing care to families in a variety of settings. Concepts of homeostasis, communication, and growth and development are integrated throughout the course. The nursing process is utilized with content strands of legal aspects, pharmacology, clinical skills, safety and asepsis, crisis intervention, health teaching, and self-evaluation. Clinical assignments and self-study modules are offered concurrently with theory. This course must be completed successfully with a grade of "C" or better to advance in the nursing program. *Five hours lecture, fifteen hours lab (8 week course).*

**NURSE 55**

**5 Units**

### Nursing of Adults I

*Prerequisites:* Completion of NURSE 50, NURSE 52, NUTRI 10, and HU DV 70 with grades of "C" or better; concurrent enrollment in NURSE 58; and authorization to enroll. Theory and practice of nursing to assist the adult in meeting selected health care needs, especially clients undergoing the surgical experience. Critical thinking skills are further developed in the application of concepts such as homeostasis, communication, growth and development, culture, sexuality and the nursing process. Legal considerations, pharmacology, clinical skills, decision making, safety and asepsis, health teaching and self-evaluation are strands utilized throughout the course. *Five hours lecture, fifteen hours lab (8 week course).*

**NURSE 56**

**2-3 Units**

### Introduction to Professional Nursing/Study Techniques

*Course Advisories:* SCC minimum English and math standards. An interdisciplinary nursing and counseling course designed for pre-nursing and career mobility nursing students to enhance existing study skills and introduce them to the Solano College Nursing Program objectives, expectations in class and clinical practice, critical thinking using the nursing process, cultural diversity in nursing, curriculum and nursing philosophy, major educational strands, mediated skills laboratory, computer-aided instruction, and library resources. The course is designed to help students identify their own strengths and weaknesses affecting successful completion of the nursing program. *Two to three hours lecture.*

**NURSE 58**

**.5 -1.5 Units**

### Mediated Skills Development

*Prerequisites:* Concurrent enrollment in either NURSE 50, 55, 60, 63, or 64. A variable unit course (0.5 to 1.5 units) which is required of all nursing students in each semester of the nursing program. A portion of the unit credit may be used for group and/or individual study time. Students have the opportunity to practice the required skills modules for each nursing course. This practice takes place under the supervision of the skills laboratory assistant, a registered nurse. The skills modules have been leveled to match the content. Students must demonstrate competency in all of the assigned skills modules. Peer checkoff is permitted on some of the modules, whereas more complex modules require checkoff by the skills lab assistant. The mediated skills lab is a valuable adjunct to all of the nursing courses as it allows students the time and place to not only practice and master skills, but to study theoretical concepts. This is a credit/no-credit class.

# Nursing

May be repeated to a maximum of 6 units, including initial enrollment. *One and one-half to four and one-half hours lab.*

## **NURSE 60** **5 Units** **Nuring of Adults and Children II/Medical-Surgical Nursing**

*Prerequisites: Completion of NURSE 55 with a grade of "C" or better; completion of either PSYCH 1 or SOCSC 22 with a grade of "C" or better; concurrent enrollment in NURSE 58; and authorization to enroll. The Nursing of Adults and Children II portion continues the study of the body's response to illness and the subsequent changes in the lives of individuals throughout the life span. The students use the nursing process (problem-solving) to assist clients to attain or maintain homeostasis. Selected strands identified in earlier courses will be continued. Clinical experiences in hospital and other community agencies are offered concurrently with theory. Nursing of Adults and Children must be completed successfully with a grade of "C" or better to enter the fourth semester of the nursing program. Five hours lecture, fifteen hours lab (8 week course).*

## **NURSE 61** **5 Units** **Psychiatric and Mental Health Nursing**

*Prerequisites: Completion of NURSE 55 with a grade of "C" or better; completion of either PSYCH 1 or SOCSC 22 with a grade of "C" or better, and authorization to enroll. Includes principles and practice of nursing using prevalent theories of mental health, mental illness, interpersonal communication, group process and growth and development. The students utilize the five steps of the nursing process (problem-solving model) including assessment, analysis, planning, implementation, and evaluation to assist clients in attaining or maintaining homeostasis. Clinical experience in hospitals, residential treatment centers and community agencies is offered concurrently with theory. Psychiatric and Mental Health Nursing must be completed successfully in order to enter the fourth semester of the nursing program. Five hours lecture, fifteen hours lab (8 week course).*

## **NURSE 63** **6 Units** **Nursing of Adults III/Advanced Medical- Surgical Nursing and Community Health Nursing**

*Prerequisites: Completion of NURSE 60 and 61 with grades of "C" or better; concurrent enrollment in NURSE 58. Provides students the opportunity to synthesize and utilize nursing knowledge and skills in providing care to multiple clients who have complex multi-system illnesses. Clinical experiences are offered in hospitals and community agencies. Self study modules are offered concurrently with theory. This course must be completed successfully with a grade of "C" or better to graduate from the Nursing Program. Five hours lecture, fifteen hours lab (10 week course).*

## **NURSE 65** **4 Units**

**Role Transition, Management Theory and Practice**  
*Prerequisites: Completion of NURSE 63 with a grade of "C" or better. The principles related to group process, management, leadership, organization, nursing law, and ethics are presented in the theoretical setting while students have the opportunity to practice their newly learned skills in the clinical agency. The student will work with a nurse preceptor in learning to assume the Registered Nurse (RN) role while directing and evaluating the nursing care that other health care givers provide. This course must be completed successfully with a grade of "C" or better to graduate from the nursing program. Two and one-half hours lecture, twenty-four hours laboratory (6 week course).*

## **Professional Education**

*These courses are **not** part of the Registered Nursing Program.*

## **NURSE 111** **3 Units** **Medical Terminology**

*Course Advisories: SCC minimum English and math standards. Study of the language of medicine. An introduction to terms, word roots and abbreviations related to medical practice and the functioning of the systems of the body. Three hours lecture.*

## **NURSE 159** **2 Units** **Career Mobility Transition**

*Prerequisites: Current LVN Licensure and acceptance into the ADN Program; authorization to enroll. Designed to ease the transition of the LVN Career Mobility student into the third semester of the Registered Nursing Program. This course emphasizes role transition and presents the major theoretical concepts that are the foundation for the nursing curriculum. The course encompasses both classroom activities and opportunities to apply theoretical knowledge in the clinical setting. Fourteen hours lecture, four hours lab (2 week course).*

## **NURSE 200** **6 Units** **Certified Nursing Assistant/Home Health Aide**

*Course Advisories: SCC minimum English and math standards. Prepares the student to function in the role of Certified Nursing Assistant in the acute care, long-term care, and home health settings. Upon completion, the student is eligible to take the state CNA examination. Five hours lecture, fifteen hours lab (10 week course).*

**NURSE 212** **4.5-5 Units**

**Emergency Medical Technician I**

*Course Advisories: Eligibility for ENGL 1 and SCC minimum math standard.* Basic emergency care course focused on the pre-hospital care phase for ill or injured persons. Course content includes: patient assessment skills; basic life support skills, including cardiopulmonary resuscitation, airway and ventilation equipment; management of shock, bleeding, and spinal injury; application of bandages, splints, and spinal protection; management of childbirth emergencies; monitoring IV solutions; and medically safe removal of the injured from vehicles. Students completing the course for 4.5 units participate in lecture and lab practice activities regularly; students completing the course for 5.0 units additionally attend 10 hours of observation time with an assigned emergency department and with an ambulance. Successful completion of the course for 5.0 units qualifies students for certification with Solano County EMS. This certification enables students to seek employment with ambulance transport services, rescue services, search and rescue crews, or other related pre-hospital emergency care positions. (NOTE: By law, applicants for certification must be at least 18 years of age). *Three and one-half hours lecture, three and one-half hours activity.*

**NURSE 213** **1 Unit**

**Emergency Medical Technician I Refresher**

*Prerequisite: A 100 hour Emergency Medical Technician I basic course within the previous two to four years. Course Advisories: Eligibility for ENGL 1 and SCC minimum math standard.* A 27-hour course that meets the educational and renewal requirements for EMT I personnel. The focus of the course is to update and review EMT I course content, with an emphasis on hands-on practice of pertinent EMT I skills. Refresher topics and skills include: CPR, basic airway equipment, patient exam, legal issues, signs of and treatment for shock, pediatric emergencies (including SIDS), environmental emergencies, medical emergencies, trauma, and triage. Patient care scenarios for application of all EMT I assessment and treatment skills are included. May be repeated every two years (as stipulated by EMSA regulations for EMT I refresher training and renewal). *Thirteen and one-half hours lecture, thirteen and one-half hours lab total for the semester.*

**NURSE 221** **4 Units**

**Basic Coronary Care Nursing**

*Prerequisites: RN or LVN Licensure. Course Advisories: SCC minimum English and math standards.* Designed for staff nurses responsible for the care of patients who are at risk of developing cardiac dysrhythmias. The course content includes: cardiovascular

physiology, electrophysiology of cardiac tissues, pathophysiology of coronary artery disease, identification and interpretation of cardiac dysrhythmias, use of and correlation of monitoring equipment, and application of treatment priorities according to the standards published by JAMA for Basic Life Support (BLS) and Advanced Life Support (ALS). *Four hours lecture.*

**NURSE 223** **4 Units**

**Critical Care Nursing**

*Prerequisites: RN or LVN Licensure. Course Advisories: SCC minimum English and math standards.* Designed to provide staff nurses with the essential knowledge and skills to adequately function in a critical care unit. For each body system, the course content includes: review anatomy and physiology; identification of critical illness states; potential complications; correlation of specific physical assessment and laboratory data; principles of operation in the use of critical care equipment; nursing care responsibilities in the care of the critically ill patient; legal aspects of critical care nursing. *Four hours lecture.*

**NURSE 230** **4 Units**

**Emergency Nursing**

*Prerequisites: RN or LVN licensure. Course Advisories: SCC minimum English and math standards.* Prepares staff nurses with the essential knowledge and skills to function effectively within an emergency department. Course content is based on CORE CURRICULUM, as published by the Emergency Nurses' Association. Topics include the emergency care of patients with: respiratory, cardiovascular, shock, neurological, orthopedic, abdominal, ENT, obstetrical, gynecological, genitourinary, pediatric, environmental, endocrine, trauma, essential knowledge and skills to function effectively within an emergency department. Course content is based on CORE CURRICULUM, as published by the Emergency Nurses' Association. Topics include the emergency care of patients with: respiratory, cardiovascular, shock, neurological, orthopedic, abdominal, ENT, obstetrical, gynecological, genitourinary, pediatric, environmental, endocrine, trauma, psychological, psychiatric, abuse, and toxicologic emergencies. For each topic, pertinent physical and laboratory assessments, priorities of nursing care, interventions, and standards for documentation are explored. *Four hours lecture.*

**Special Topics**

These courses, numbered 98, 148, or 248 depending upon their transferability, are courses of contemporary interest centered on changing knowledge and important issues in the field. Announcements of Special Topics courses appear in the Schedule of Classes.

## Program Description

This program emphasizes the development of various societies through a chronological study of the major social, political, economic, and cultural forces which have shaped these societies. Students in this program may study a variety of societal histories including United States, World, Western Civilization, Native-American, Philippine, African and African-American, Asian, Mexican and Mexican-American, California and Women's History.

## Associate in Arts Degree

The Associate in Arts Degree can be obtained upon completion of a total of 60 units, including the 18-unit major, general education requirements and electives.

## Required Courses

Students may choose to concentrate their program by selecting elective courses from one category or, for a more diverse program, elective courses may be selected from different categories.

		Units	
	HIST 2—World History to 1750		
	OR		
	HIST 4—History of Western Civ. to 1500	3	
	HIST 3—Modern World History		
	OR		
	HIST 5—History of Western Civ. Since 1500	3	
	HIST 17 & 18—History of the United States (3 & 3 units)	6	
	Electives selected from the following categories	<u>6</u>	
		18	
<b>I. Native American History</b>	<b>Units</b>		<b>Units</b>
HIST 24—Native Americans/Calif. and Nevada	3		
HIST 25—Intro. to Native American Studies	3		
HIST 37—Women in American History	3		
HIST 49—History Honors	1-3		
<b>II. Asian/Asian American History</b>			
HIST 19—History of Asian Civilizations	3		
HIST 20—History of Asian Civilizations	3		
HIST 32—Hist. of Philippines	3		
HIST 33—Asians in America	3		
HIST 37—Women in American History	3		
HIST 49—History Honors	1-3		
<b>III. African/African American History</b>			
HIST 26—African History	3		
HIST 27—African History	3		
HIST 28—African-American History	3		
HIST 29—African-American History	3		
HIST 37—Women in American History	3		
HIST 49—History Honors	1-3		
<b>IV. Mexican/Mexican American History</b>			
HIST 7—Latin American Civilization		3	
HIST 30—History of Mexico		3	
HIST 31—Mexican American/Chicano History		3	
HIST 37—Women in American History		3	
HIST 49—History Honors		1-3	
<b>V. History of California and the West</b>			
HIST 10—California History		3	
HIST 24—Native Americans of California and Nevada		3	
HIST 37—Women in American History		3	
HIST 49—History Honors		1-3	
<b>VI. European and World History</b>			
HIST 2—World History to 1750		3	
HIST 3—Modern World History		3	
HIST 4—Hist./Western Civ. to 1500		3	
HIST 5—Hist./Western Civ. since 1500		3	
HIST 49—History Honors		1-3	

# History

- HIST 2** **3 Units**  
**World History to 1750**  
*Course Advisories: ENGL 370; SCC minimum math standard. An integrated, holistic study of world civilizations from their beginnings to the mid-18th century. Emphasis will be placed on a critical assessment of the cultural achievements, belief systems and economic, political and social structures of the major global civilizations. We will also study the interconnections which linked these cultures into an integrated world system during the early modern period. Three hours lecture.*
- HIST 3** **3 Units**  
**Modern World History**  
*Course Advisories: ENGL 370; SCC minimum math standard. An integrated, holistic study of modern global history since 1500. Emphasis will be placed on the emergence of an interconnected world system in the modern era and the impact of that system on societies and cultures around the globe. The ongoing tension between tradition and modernity--shaped by wars, revolutions, and economic transformations--forms the central theme of the course. Three hours lecture.*
- HIST 4** **3 Units**  
**History of Western Civilization to 1500**  
*Course Advisory: Eligibility for ENGL 1. Survey of the history of western civilization from its beginning through the Renaissance. Emphasis will be on analyzing the major social, political, economic and cultural forces which have shaped European societies. (CAN HIST 2) (HIST 4 & 5 = CAN HIST SEQ A). Three hours lecture.*
- HIST 5** **3 Units**  
**History of Western Civilization Since 1500**  
*Course Advisory: Eligibility for ENGL 1. Survey of the history of western civilization from 1500 to the present. Emphasis will be on analyzing the major social, political, economic and cultural forces which have shaped modern European history. (CAN HIST 4) (HIST 4 & 5 = CAN HIST SEQ A). Three hours lecture.*
- HIST 7** **3 Units**  
**Latin American Civilization**  
*Course Advisory: Eligibility for ENGL 1. Introduction to the history of Latin America, stressing cultural, economic, and political developments from the Indians, Iberian, and African heritages to the present. Special emphasis will be given to selected nations and the relationship between the United States and Latin America. Three hours lecture.*
- HIST 10** **3 Units**  
**California History**  
*Course Advisory: Eligibility for ENGL 1. Survey of the history of California from the pre-colonial, Native American period to the modern state. Particular emphasis will be placed on the interplay of economic, political, social, and cultural forces that contributed to the development of this diverse state. Three hours lecture.*
- HIST 17** **3 Units**  
**History of the United States to 1865**  
*Course Advisory: Eligibility for ENGL 1. Survey of the U.S. from the pre-colonial period through Reconstruction. This course will stress the development of the economic, social, political and cultural conditions that shaped the movements, events, and trends of this period of U.S. history. Special attention will be paid to analyzing cause-effect and comparative relationships among major historical developments. (CAN HIST 8) (HIST 17 & 18 = CAN HIST SEQ B). Three hours lecture.*
- HIST 18** **3 Units**  
**History of the United States from 1865**  
*Course Advisory: Eligibility for ENGL 1. Survey of the history of the U.S. from Reconstruction to the present. This course will stress the development of the economic, social, political and cultural conditions that shaped the movements, events, and trends of this period in U.S. history. Special attention will be paid to analyzing cause-effect and comparative relationships among major historical developments. (CAN HIST 10) (HIST 17 & 18 = CAN HIST SEQ B). Three hours lecture.*
- HIST 19** **3 Units**  
**History of Asian Civilizations to 1750**  
*Course Advisory: Eligibility for ENGL 1. Survey of Asian history to the 18th century, including East Asia, South Asia, Southeast Asia and West Asia. Emphasis will be on a critical evaluation of the main social, political, economic, cultural and intellectual trends which form the basis of the major Asian civilizations. Three hours lecture.*
- HIST 20** **3 Units**  
**Asian Civilizations Since 1700**  
*Course Advisory: Eligibility for ENGL 1. A survey of Asian history from the 18th century to the present, including the histories East Asia, South Asia, Southeast Asia and West Asia. Emphasis will be on a critical evaluation of the main social, political, economic, and intellectual trends which have shaped Asian societies during the 19th and 20th centuries. Of particular interest will be Asia's encounter with the West. Three hours lecture.*

# History

- HIST 24** **3 Units**  
**Native Americans of California and Nevada**  
*Course Advisories: Eligibility for ENGL 1; SCC minimum math standard. An introduction to the cultural, historical and political development of the Native Americans of California and Nevada. The course begins with the origins of the native people and proceeds to the contemporary scene. Three hours lecture.*
- HIST 25** **3 Units**  
**Introduction To Native American Studies**  
*Course Advisories: Eligibility for ENGL 1; SCC minimum math standard. Introduction to Native American Studies with emphasis upon basic concepts related to Native American historical, cultural and political development. Three hours lecture.*
- HIST 26** **3 Units**  
**African History**  
*Course Advisory: Eligibility for ENGL 1. A survey of Africa from human origination, to 1800, including the civilizations of Nubia, Kemet, and Munhu Mapata; the entrance of Islam and development of the Swahili Coast; West African civilizations of the Middle Ages; the rise of the slave trade to the East and West. Emphasis on the Nile Valley Civilizations and cross-culture within the continent. Three hours lecture.*
- HIST 27** **3 Units**  
**African History**  
*Course Advisory: Eligibility for ENGL 1. Modern Africa, from 1800 to the present, with an emphasis on historical patterns of current African issues. The defeat of colonialism; independence movements and leaders; arts and letters; breaking current events. Three hours lecture.*
- HIST 28** **3 Units**  
**African American History to 1877**  
*Course Advisory: Eligibility for ENGL 1. A survey of the culture and experience, major events, and movements in the history of African Americans from African origins through 1877. Group development of political strategies to end slavery, gain citizenship, and combat racism, as well as individual contributions of African American leaders and intellectuals are emphasized. Three hours lecture.*
- HIST 29** **3 Units**  
**African American History Since 1865**  
*Course Advisory: Eligibility for ENGL 1. Examines particular major events, personalities and movements that have played an important part in the history of African Americans from the Reconstruction Period up to the present. Three hours lecture.*
- HIST 30** **3 Units**  
**History of Mexico**  
*Course Advisories: ENGL 370; SCC minimum math standard. A survey of Mexican history from the pre-colonial period to the present. This course will emphasize the varied economic, social, cultural, and political conditions and events that have combined to shape modern Mexico. Analysis of cause-effect and comparative relationships among major historical developments will be given special emphasis. Student success will be determined on completion of significant amounts of reading, writing, and critical analysis. Three hours lecture.*
- HIST 31** **3 Units**  
**Mexican American/Chicano History**  
*Course Advisories: Eligibility for ENGL 1; SCC minimum math standard. A survey of Mexican American/Chicano history from the pre-Columbian era of Mexico to the present. Course will emphasize the economic, social, cultural, and political conditions and events that have shaped the history of Mexican Americans/Chicanos. Analysis of cause-effect and comparative relationships among major historical developments will be given special emphasis. Student success to be determined upon completion of significant amounts of reading, writing, and critical analysis. Three hours lecture.*
- HIST 32** **3 Units**  
**History of the Philippines**  
*Course Advisory: Eligibility for ENGL 1. A historical survey of the Philippines with emphasis on the political, social, economic, legal and cultural developments. Major topics will focus on the anthropological, Asian, Spanish, Japanese and American influences, as well as independence movement, and political periods to the present. Students will be evaluated on their historical comprehension, critical and analytical written work. Three hours lecture.*

## **HIST 33**

**3 Units**

### **Asians in America**

*Course Advisories: Eligibility for ENGL 1; SCC minimum math standard. A historical survey on the Asians in America, and an interdisciplinary analysis of their contemporary status in American society. Focuses on the East Asians, Asian Indians, Southeast Asians, Filipinos, other Pacific Islands, and the Amerasian. All students must research and complete a family genealogy. Historical comprehension, and critical and analytical written work are the means of evaluating student achievement. Three hours lecture.*

## **HIST 37**

**3 Units**

### **Women in American History**

*Course Advisory: Eligibility for ENGL 1. A multicultural survey of American history from pre-colonial times to the present examining the impact of ethnic and cultural diversity, class, and gender on the lives of women. Three hours lecture.*

## **HIST 49**

**1-3 Units**

### **History Honors**

*Prerequisites: Completion of 24 units of college credit with a minimum GPA of 3.3; a minimum of 6 units in the discipline with a grade of "B" or better; an ability to work independently; permission of the Division Dean based on instructor availability. An independent study project which results in a critical examination of history. May be repeated to a maximum of 6 units, including initial enrollment. One to three hours weekly by arrangement with instructor and division Dean.*

# Home Economics

Fine & Applied Arts/Behavioral Sciences Division

## Program Description

This is an interdisciplinary program designed for students planning to transfer to a four-year college. Some course descriptions may be found below while others may be found under the appropriate disciplines.

## Certificate of Achievement and Associate in Science Degree

A Certificate of Achievement can be obtained upon completion the 18 -unit major. The Associate in Science Degree can be obtained upon completion of a total of 60 units, including the major, general education requirements, and electives.

## Required Courses

FASHD 31—Textiles	Units	
FASHD 62—Clothing Construction	3	
OR		
FASHD 64—Adv. Constr./Tailoring	3	Recommended Electives:
HU DV 40—Family Relationships	3	FASHD 31, 60, 66, 104, 152
HU DV 70—Lifespan Human Dev.	3	HM EC 99
INTDS 50—Interior Design	3	HU DV 39, 50, 53, 58, 75
NUTRI 10—Nutrition	3	INTDS 51, 55
	3	NUTRI 12, 101
	18	

## Home Economics

### HM EC 99

1-3 Units

#### Honors

*Prerequisites: Completion of 24 units of college credit with a minimum GPA of 3.3; a minimum of 5 units in the discipline with a grade of "B" or better; an ability to work independently; permission of the Division Dean based on instructor availability. Course Advisory: SCC minimum English standard. An independent study and research course. The specific fields of study include Fashion Design, Fashion Merchandising, Nutrition, Human Development, and Interior Design. Repeatable to a maximum of 6 units, including initial enrollment. One to three hours weekly by arrangement with instructor and division Dean.*

### HM EC 501

Non-Credit

#### Home Decorating Skills for Seniors

A community outreach course designed primarily for senior citizens. Provides creative ideas for designing and making custom home furnishings and accessories, including recycling and other low-cost decorating alternatives. Includes individual projects suited to students' needs, interests and capabilities. Repeatable 3 times. *One hour lecture, two hours lab (9 week course).*

#### Special Topics

These courses, numbered 48, 98, 148, 248, or 348 depending upon their transferability, are courses of contemporary interest centered on changing

knowledge and important issues in the field. Announcements of Special Topics courses appear in the Schedule of Classes.

## Human Development

### HU DV 38

3 Units

#### Child Development

*Course Advisory: Eligibility for ENGL 1. A study of the developing human being from conception through the formative years with emphasis on the close interaction between heredity and the physical, cognitive and psycho-social environment. Observations are included. Three hours lecture.*

### HU DV 39

3 Units

#### School Years and Adolescent Development

*Course Advisories: SCC minimum English standard; PSYCH 1 or HU DV 38. Development and maturation of the school-age child and the adolescent; the interrelationship of physical, mental, social, and emotional events will be discussed along with a survey of community resources. Three hours lecture.*

### HU DV 40

3 Units

#### Family Relationships

*Course Advisory: SCC minimum English standard. A study of sociological and psychological factors influencing marriage and alternative life-styles in contemporary society, including factors which affect interpersonal relationships within the family. (CAN H EC 12). Three hours lecture.*

# Home Economics

**HU DV 50** **3 Units**

## **Child, Family, Community**

*Course Advisory: Eligibility for ENGL 1.* A study of the relationship between the child, his/her family and his/her community. Includes an analysis of the major theories of personality and social development. Special emphasis is given to the resources of the local community that are available to children and families. *Three hours lecture.*

**HU DV 52** **2 Units**

## **Issues In Aging**

*Course Advisory: SCC minimum English standard.* An interdisciplinary course in care of the elderly, designed for family care-givers and for professional aides employed in homes or institutions which service the elderly whether they are "young old" or "frail elderly." *Two hours lecture.*

**HU DV 53** **3 Units**

## **Child Development In a Multi-Ethnic Society**

*Course Advisories: SCC minimum English and math standards.* Helps students learn to recognize and confront barriers that interfere with their ability to deal effectively with people who differ from themselves while examining the societal systems through which children grow and develop. The course is designed to help students understand the theoretical and practical applications in dealing with issues of diversity. *Three hours lecture.*

**HU DV 58** **3 Units**

## **Life Management**

*Course Advisory: SCC minimum English standard.* A survey of the areas of life which influence decision-making. Students are introduced to areas of human development (emotional, intellectual, physical, and social) which influence decision making. They will analyze and evaluate differences in values, motivation, and goals. Includes introduction to financial, time and stress management, and communication skills. Requires written papers and problem-solving exercises. *Three hours lecture.*

**HU DV 70** **3 Units**

## **Lifespan Human Development**

*Course Advisory: SCC minimum English standard. Note: Not open for credit to students who have successfully completed HU DV 38/39.* A survey of human development throughout the life cycle, including physical, social, intellectual, and emotional development from conception to death. Includes direct observation. *Three hours lecture.*

**HU DV 75** **.5 -3 Units**

## **Children With Special Needs**

*Prerequisite: HU DV 38. Course Advisory: SCC minimum English standard.* An introductory study of children with special needs, including causes of disabilities, their incidence, care, management, and

general remedial procedures. Emphasis is on the child within the home and community settings. Repeatable to a maximum of 3 units, including initial enrollment. *One-half to three hours lecture.*

## **Nutrition**

**NUTRI 10** **3 Units**

### **Nutrition**

*Course Advisory: SCC minimum English standard.* Study of the principles of human nutrition, including historical development, underlying biological and bio-chemical principles, current world nutrition problems, nutrients and their utilization by the body, and nutritional needs throughout the human life cycle, including understanding of cultural development of, and psychological influences on eating patterns. (CAN H EC 2). *Three hours lecture.*

**NUTRI 12** **.5, 1, 1.5 or 2 Units**

### **Evaluating Current Topics in Nutrition**

*Course Advisories: SCC minimum English and math standards.* Methods of evaluating current nutritional topics, determining reliable and unreliable sources of information and judging validity of experimental design. Involves examination of types of information available on current topics relating to common health problems and dietary interrelationships. Repeatable 3 times. *Eight hours lecture per 1/2 unit.*

**NUTRI 51** **1 Unit**

### **Nutrition Basics for Early Childhood Education**

*Course Advisories: SCC minimum English and math standards.* A non-technical survey of the six major classes of nutrients, their sources and their use in the human body, with special attention paid to the needs of children. Projects and tests required. *One hour lecture.*

**NUTRI 52** **1 Unit**

### **Child Nutrition**

*Course Advisory: SCC minimum English standard.* Nutritional assessment, meal planning and meal service for children. Also addresses the topic of food safety and sanitation. Projects and tests are required. *One hour lecture.*

**NUTRI 101** **2 Units**

### **Foodservice Sanitation**

*Course Advisories: SCC minimum English and math standards.* Principles of food microbiology in a foodservice setting, important food-borne diseases, knowledge of standards enforced by regulatory agencies, knowledge of applied measures for the prevention of food-borne diseases and other microbiological problems. The Hazardous Analysis Critical Control Point system will be included. *Four hours lecture (8 week course).*

# Human Services

Fine & Applied Arts/Behavioral Sciences Division

## Program Description

This program is designed to equip students with the basic knowledge and skills necessary for the variety of jobs in the field of Human Services. These courses are intended to provide entry-level skills and training for students who are interested in employment in mental health, social welfare, developmental services, corrections, alcohol and drug treatment, or child/adolescent treatment services.

## Certificate of Achievement and Associate in Arts Degree

A Certificate of Achievement can be obtained upon completion of the 18-unit major. The Associate of Arts Degree can be obtained upon completion of 60 units, including the major, general education requirements, and electives.

## Required Courses

	Units	
HS 51—Intro to Human Services	3	<b>Recommended Electives</b> COUN 55, 64, 65 CRIMJ 1, 11, 58 ECE 62 HU DV 38, 39, 58, 70, 75 PSYCH 1, 2, 5, 10, 20, 34, 65 SOCS 22, 23, 25, 26, 27 SOCIO 1, 2, 40
HS 52—Intro to Group Processes	3	
HS 53—Special Populations	3	
HS 55—Case Management	3	
COUN 62—Intro to Counseling: Theory & Skills	3	
OCCED 90—Occupational Work Experience	3	
	18	

### HS 51

3 Units

#### Introduction to Human Services

*Course Advisories: ENGL 370; SCC minimum math standard.* Introduction to human services which involves a critical exploration of the history, theoretical development, defining problems and causes within the field of human service, as well as the characteristics and career of a human services worker. The course will also study a variety of local agencies, looking at the diverse population they serve, the politics and economics of the system and an evaluation of the legal and social issues with such a delivery system. *Three hours lecture.*

### HS 52

3 Units

#### Introduction to Group Processes

*Course Advisories: ENGL 370; ENGL 62; SCC minimum math standard.* Introduction to the theory and dynamics of group interaction including psychoeducational, support, and therapeutic context. The various stages and process of group development are studied using both a conceptual and experiential approach. This course is intended to assist persons who will function as leaders in a variety of small group situations. *Three hours lecture.*

### HS 53

3 Units

#### Serving Special Populations

*Course Advisories: ENGL 370; ENGL 62; SCC minimum math standard.* Study of the values, problems, issues, concerns and counseling needs of special population groups including, but not limited to, aging, gender, ethnic, socioeconomic, physical or psychiatric disabled, sexual orientation, and chemical dependency. The course will examine these diverse populations and their impact within human services. It provides students with the insight, knowledge and skills necessary to work with these types of clients effectively. *Three hours lecture.*

### HS 55

3 Units

#### Introduction to Case Management

*Prerequisite: COUN 62. Course Advisories: Eligibility for ENGL 1 and SCC minimum math standard.* Introductory course which acquaints students to the basic concepts and skills of case management including history of case management, personal characteristics of professional case managers. This course will provide an introduction to case management concepts, assessment, financial concerns related to case management, planning and linkage with community agencies, service monitoring, legal and ethical considerations of case management, consultation and referral strategies. Careers in case management will also be covered. *Three hours lecture.*

## Industrial Management, Safety

### Program Description

This program is designed to train men and women for management positions in government and industry. The program was developed in cooperation with representatives of the leading industries of Solano County and surrounding areas, and is approved by the Bureau of Industrial Education.

The Industrial Safety specialization is designed for the person in a supervisory capacity or the person aspiring to become a safety manager/technician with related experience and basic knowledge of industrial health and hygiene.

### Certificate of Achievement and Associate in Science Degree

A Certificate of Achievement can be obtained upon completion of the 21-unit major listed below. The Associate in Science Degree can be obtained by completing a total of 60 units, including major, the general education requirements, and electives.

### Required Courses

	Units	
CIS 1—Intro. to Computers	3	
INDMG 172—Industrial Safety	3	Recommended Electives:
INDMG 182—Organization & Admin. of Safety Programs	3	ACCT 1
INDMG 183—Intro. to Industrial Hygiene	3	FIRE 100, 112
MGMT 50—Principles of Mgmt.	3	MGMT 191
MGMT 191—Human Relations	3	
Elective selected from list of Recommended Electives	<u>3</u>	
	21	

## Maintenance Technician

### Program Description

This program is designed for the person seeking employment or upgrade of skills in the field of plant equipment/facility maintenance and repair.

### Certificate of Achievement and Associate in Science Degree

A Certificate of Achievement can be obtained upon completion of the 38-unit major below. The Associate in Science Degree can be obtained by completing a total of 60 units including the major, the general education requirements, and electives.

# Industrial Education (continued)

## Required Courses

	Units		Units
ACR 100 or 101-Air Conditioning	3	MT 151-Lathe Applications	3
DRAFT 110-Blueprint Reading	2	MT 152-Milling Applications	3
IT 110-Welding	3	MT 153-Equipment Repair	3
IT 120-Machine Shop	3		38
T 140-Industrial Materials	3		
IT 150-Industrial Processes	3	<b>Recommended Electives:</b>	
IT 151-Vocational Math	3	DRAFT 50, 61, 75	
IT 160-Electrical Fundamentals	3	FIRE 112	
IT 170-Hydraulics & Pneumatics	3	MT 171, 172, 173	
MT 150-Bench Work	3	OCCED 90	

## Job-Direct Certificate Requirements

### Plant Maintenance Worker

	Units
MT 171—Machine Shop Practices	2
MT 172—Intro. to Fluid Systems	2
MT 173—Intro. to Electricity	2
WELD 174—Welding Equipment Operation	2
*OCCED 90—Occupational Work Experience	1
	9

\*Students will be required to complete 80 hours of cooperative supervised work experience to receive credit.

## Air Conditioning & Refrigeration

### **ACR 100**

**3 Units**

#### **Air Conditioning and Refrigeration**

*Course Advisory: SCC minimum English standard. A study of compression systems, controls, refrigerants, various refrigeration systems, and commercial applications designed to develop the ability to understand and apply the basic principles required to maintain and service this type of specialized equipment. Three hours lecture.*

### **ACR 101**

**3 Units**

#### **Air Conditioning and Refrigeration**

*Course Advisories: ACR 100; SCC minimum English standard. The maintenance and servicing of commercial air conditioning and refrigeration systems with the study of techniques applied to refrigerant handling, systems controls, and compression systems. Three hours lecture.*

## Industrial Management

**INDMG 172**

**3 Units**

### Industrial Safety

*Course Advisory: SCC minimum English standard.*  
Comprehensive study and analysis of safety principles applied to the workplace. Three hours lecture.

**INDMG 182**

**3 Units**

### Organization and Administration of Safety Programs

*Course Advisory: SCC minimum English standard.*  
Comprehensive review of OSHA requirements and standards pertinent to all workplaces. This course will provide a comprehensive study and analysis of current practices and trends in the organization and administration of safety programs. Three hours lecture.

**INDMG 183**

**3 Units**

### Introduction to Industrial Hygiene

*Course Advisory: SCC minimum English standard.*  
Comprehensive study and analysis of the interrelationship between industrial hygiene and the safety professional. The course examines and contrasts the scope and responsibilities of the industrial hygienist and the safety professional on the occupational health team. Three hours lecture.

**INDMG 186**

**3 Units**

### Elements of Accident Investigation

*Course Advisory: SCC minimum English standard.*  
Presentation of the principles and functions of accident investigation to meet the requirements and standards of Occupational Safety and Health Administration (OSHA), state, county, city, and insurance regulations. Three hours lecture.

## Industrial Technology

Industrial Technology education, a part of general education, seeks to develop an interest and an understanding of the tools, materials, and products of industry. All Industrial Technology courses are general and exploratory in nature and are open to the entire college community. Those students seeking occupational trade training should refer to additional listings in "Automotive Body & Repair," "Automotive Mechanics," or "Automotive Technology," "Drafting," "Electronics," "Maintenance Technician," and "Welding."

**IT 110**

**3 Units**

### Modern Welding

*Course Advisory: SCC minimum English standard.*  
Designed to acquaint the student with the fields of arc and acetylene welding, the tools and equipment used, shop safety and employment opportunities. Two hours lecture, three hours lab.

**IT 111**

**3 Units**

### Modern Welding

*Prerequisite: IT 110.* Designed to acquaint the student with MIG and TIG welding methods and knowledge necessary to weld in all positions utilizing the mild steel, low hydrogen electrodes, metal inert gas and tungsten inert gas techniques. Two hours lecture, three hours lab.

**IT 120**

**3 Units**

### Machine Shop

*Prerequisite: None. NOTE: Not open to students who have received credit for MT 171. Course Advisories: SCC minimum English and math standards.* Overview of the machinist trade designed to develop safety habits, blueprint reading skills, proper application of the concepts and principles of bench work, precision with measuring instruments, accurate operation of machine tools, and an understanding of metallurgical processes. Laboratory projects, assignments, and testing are required. Repeatable 2 times. Two hours lecture, three hours lab.

**IT 140**

**3 Units**

### Industrial Materials

*Course Advisory: SCC minimum English standard.* A broad overview of the characteristics and comparative qualities of naturally occurring, alloyed and man-made materials used in industry. Testing and practical use of materials are required. Two hours lecture, three hours lab.

# Industrial Education

## IT 150

3 Units

### Industrial Process

*Course Advisory: SCC minimum English standard.* Presents the physical, chemical and mathematical processes related to the acquisition, refining, manipulation of man-made and naturally occurring materials used by such areas as auto mechanics, auto body, machine tool and welding. *Two hours lecture, three hours lab.*

## IT 151

3 Units

### Vocational Mathematics

*Course Advisories: SCC minimum English and math standards.* Focuses on mathematical functions, plane and solid geometry, measurement systems, algebra, and trigonometry applied to specific vocational areas. *Three hours lecture.*

## IT 160

3 Units

### Electrical Fundamentals

*Course Advisory: SCC minimum English standard.* Presents the principles of electric circuits, Ohm's law, resistors, motors, generators, transformers, and home lighting circuits. Student will perform laboratory experiments and take written tests. *Two hours lecture, three hours lab.*

## IT 170

3 Units

### Hydraulics & Pneumatics

*Course Advisory: SCC minimum English standard.* Study of the application of hydraulic and pneumatic fundamentals pertaining to industrial systems. Includes industrial pumps, actuators, accumulators, filters, meters, valves, and control devices with emphasis on theory, operation and troubleshooting. *Two hours lecture, three hours lab.*

## IT 180

3 Units

### Auto Maintenance

*Course Advisory: SCC minimum English standard.* Designed to provide an understanding of all phases of auto maintenance, design principles and laboratory practices. Especially useful for those considering further training for purposes of employment. Testing, practical demonstrations and laboratory exercises are required. Repeatable 2 times. *Two hours lecture, three hours lab.*

## IT 185

3 Units

### Spray Paint Theory & Techniques

*Course Advisory: SCC minimum English standard.* Presents the basic principles and techniques of automotive spray refinishing. Covers methods, materials, color mixing, spotting and complete spray projects. *Two hours lecture, three hours lab.*

## IT 190

2 Units

### Metrics

*Course Advisory: MATH 304.* Presents the fundamentals of the metric system. Includes the history and development of the metric system, as well as how it works in industry. Includes scientific notation, dimensional analysis, and everyday practical uses. *Two hours lecture.*

### Special Topics

These courses, numbered 148 or 248, depending upon their transferability, are courses of contemporary interest centered on changing knowledge and important issues in the field. Announcements of Special Topics courses appear in the Schedule of Classes.

# Maintenance Technician

## MT 150

3 Units

### Plant Maintenance: Bench Work

*Course Advisory: SCC minimum English standard.* A general familiarization with hand tools, common and precision measuring instruments, bench work, inspection and maintenance procedures. Perform machine operations using power saws, drill press, and engine lathes. Laboratory projects, assignments, and examinations are required. *Two hours lecture, three hours lab.*

## MT 151

3 Units

### Plant Maintenance: Lathe Applications

*Course Advisory: SCC minimum English standard.* An in-depth course based around the lathe applications in the repair and maintenance of industrial equipment. Techniques developed include facing, turning, boring, drilling, reaming, tapping, thread cutting, knurling, grooving and parting. Laboratory projects, assignments, and examinations are required. *Two hours lecture, three hours lab.*

## MT 152

3 Units

### Plant Maintenance: Milling Applications

*Course Advisory: SCC minimum English standard.* An in-depth course based around the milling and shaper operations in the repair and maintenance of industrial equipment. Techniques developed are plane and contour machining, indexing and dividing head utilization, gear cutting and slotting. Laboratory projects, assignments, and examinations are required. *Two hours lecture, three hours lab.*

# Industrial Education

## MT 153

3 Units

### Plant Maintenance: Equipment Repair

*Prerequisite: MT 151. Course Advisory: SCC minimum English standard. Disassemble, inspect, evaluate, repair, assemble, and test mechanical devices and/or systems. Requires the use of hand tools, precision measuring and test equipment, the ability to perform bench work and lay out, read blue prints, and operate machine tools. Laboratory projects, assignments, and examinations are required. Two hours lecture, three hours lab.*

## MT 171

2 Units

### Machine Shop Practices

*Prerequisite: None. NOTE: Not open to students who have received credit for IT 120. Course Advisories: SCC minimum English and math standards. An overview of plant and equipment maintenance designed to develop: proper safety habits, basic mechanical blueprint reading skills, a general familiarization with hand tools, accuracy in the use of common and precision measuring instruments, proper application of general shop practices to bench work, and the safe and accurate operation of general machine tools. Laboratory projects, assignments, and testing are required. Repeatable 2 times. Four hours lecture, sixteen hours lab (4 week course).*

## MT 172

2 Units

### INTRODUCTION TO FLUID SYSTEMS

*Prerequisite: None. NOTE: Not open to students who have received credit for IT 120. Course Advisories: SCC minimum English and math standards. A study of the application of hydraulic and pneumatic fundamentals pertaining to industrial systems. Includes physical principles of operation, reading schematic drawings, industrial type pumps & compressors, actuators, accumulators, filters, system control devices with emphasis on theory of operation and trouble shooting of components and systems. Laboratory projects, assignments, and testing are required. Four hours lecture, sixteen hours lab (4 week course).*

## MT 173

2 Units

### Introduction To Electricity

*Course Advisory: SCC minimum English standard. Presents the principles of electric circuits, Ohm's law, resistors, motors, generators, transformers, and home lighting circuits. Students will perform laboratory experiments and take written tests. Four hours lecture, sixteen hours lab (4 week course).*

### SPECIAL TOPICS

These courses, numbered 148 or 248, depending upon their transferability, are courses of contemporary interest centered on changing knowledge and important issues in the field. Announcements of Special Topics courses appear in the Schedule of Classes.

# Interior Design

Fine & Applied Arts/Behavioral Sciences Division

## Program Description

This program is designed for vocational majors planning employment in interior design or interior merchandising occupations.

## Certificate of Achievement and Associate in Science Degree

A Certificate of Achievement can be obtained upon completion the 22-unit major. The Associate in Science Degree can be obtained upon completion of a total of 60 units, including the major, general education requirements, and electives.

## Required Courses

	Units	Recommended Electives:
INTDS 50—Interior Design	3	ART 1, 2, 6, 15
INTDS 51—Materials & Techniques	3	MKT 171
INTDS 52—Drafting/Perspective Drawing for Interiors	3	DRAFT 60, 150
INTDS 53—History of Interiors and Furniture	3	FASHM 54, 55
INTDS 55—Advanced Interior Design	3	OCCED 90
BUS 181—Business Mathematics	1	
FASHD 31—Textiles	3	
MKT 173—Sales		
OR		
MKT 174—Retail Merchandising	3	
	22	

### INTDS 50

3 Units

#### Interior Design

*Course Advisory: SCC minimum English standard.*

Study of the basic principles and elements of design and their applications in furnishing residential interiors. Student-designed projects and field trips emphasize the functional and aesthetic use of space, color, furniture, accessories, and other resources.

*Three hours lecture.*

### INTDS 51

3 Units

#### Materials and Techniques

*Course Advisory: SCC minimum English standard.*

Provides the practical expertise needed by interior design and merchandising students for the design, construction and installation of custom furnishings for residential and commercial projects. Course work includes design projects, research on new products and technology, and innovative uses of existing resources. Repeatable 1 time. *Two hours lecture, two hours lab.*

### INTDS 52

3 Units

#### Drafting and Perspective Drawing for Interiors

*Course Advisories: SCC minimum English and math standards.* Basic graphic skills of interior design ideas, including one and two-point perspective drawing, drafting of floor plans, section detail and lettering. Student presentation of design project portfolio required. *Two hours lecture, four hours lab.*

### INTDS 53

3 Units

#### History of Interiors and Furniture

*Course Advisory: SCC minimum English standard.*

Study of the dominant characteristics of historical interior styles, furniture designs, and architectural styles from ancient to modern times. *Three hours lecture.*

### INTDS 55

3 Units

#### Advanced Interior Design

*Prerequisites: INTDS 50, 51, 52, & 53 (may be taken concurrently). Course Advisory: SCC minimum English standard.* Focuses on pre-professional training and career opportunities in interior design and home furnishing merchandising. Course work includes study of color dynamics, light and space planning, research on new materials and technology, and client-oriented design projects for residential and/or commercial interior environments. *Three hours lecture.*

## Program Description

The journalism student seeks to translate events and issues of importance to readers with responsible writing, reporting, and photography. Students who may benefit from the major are those anticipating careers in newspaper, television, or film; photojournalism; advertising, layout, graphic design; public relations, computer graphics; or media management.

## Associate in Arts Degree

An Associate in Arts Degree can be obtained upon completion of 60 units, including the required core courses and courses in one of the three emphasis areas (a total of 22-24 units), general education requirements, and electives.

## Required Courses

	Units
JOURN 1—Newswriting & Reporting	3
JOURN 2—Newswriting & Reporting	3
JOURN 11—Intro. to Mass Communication	3
JOURN 48—Topics in Research	1-3
JOURN 60—Publications Laboratory	3
Emphasis area courses	<u>9</u>
	22-24

Select one area of emphasis (A minimum of 9 units in any one of the areas of emphasis)

### Graphics Communication

	Units
ART 54—Illustration I	3
CIS 84—Pagemaker Publishing	3
CIS 61—Web Page Development	3

### Recommended Electives

- ART 57—Layout Indication
- CIS 48—Desktop Publishing(Adobe)

### Print/Publications Emphasis

JOURN 61—Publications Laboratory	3
PHOTO 56—Photojournalism and Documentary Photography	3
ENGL 5—Advanced Composition	
OR	
ENGL 58—Creative Writing: The Lit. Mag.	3

### Television/Media Emphasis

	Units
TV 50—Survey of Broadcasting	3
TV 55—Beginning Television Production	3
TV 56—Advanced Television Production	3

### Recommended Electives

- TV 60—Television & Film Writing
- SPEECH 50—Communication Strategies

# Journalism

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## JOURN 1 3 Units

### **Newswriting & Reporting**

*Prerequisite: Eligibility for ENGL 1.* Theory and practice of writing for publication in newspapers. Emphasis is on basic skills in writing the new story: effective writing, style, and interviewing. (CAN JOUR 2). *Three hours lecture.*

## JOURN 2 3 Units

### **Newswriting & Reporting**

*Prerequisite: Eligibility for ENGL 1.* Presents in more detail the theory and practice of newswriting focusing on feature writing, sports writing, reviewing, editorial writing, copy editing, and newspaper design. This course gives experience in writing for and editing of college publications. Students are required to write frequently. *Three hours lecture.*

## JOURN 11 3 Units

### **Introduction To Mass Communication**

*Prerequisite: Eligibility for ENGL 1.* Study of the mass media including newspapers, magazines, radio, television, motion pictures and advertising which examines the standards, ethics, and rights of the media and the relationship of government and the public to the various media forms. Emphasis is on the functions, limitations, and responsibilities of the press, as well as the past, present and future impact on society and the individual. Attention will be given to theories of persuasion, the symbolic power and manipulation of images, and the relationship between information and knowledge. Essay examinations and critical papers are required. (CAN JOUR 4). *Three hours lecture.*

## JOURN 60 3 Units

### **Publications Laboratory**

*Prerequisite: Completion of ENGL 370 or ENGL 1 placement level on the Solano College Assessment Test.* Provides training in planning, layout, editing, art work, photography, copywriting and managing to students who are staff members of the College journalistic publications. *One hour lecture, four hours activity.*

## JOURN 61 3 Units

### **Publications Laboratory**

*Prerequisite: Eligibility for ENGL 1.* Continuation of JOURN 60 which provides further training in planning, layout, editing, art work, photography, copywriting, and managing to students who continue as staff members of the College journalistic publications. Repeatable 2 times. *One hour lecture, four hours activity.*

## Program Description

An interdisciplinary program which offers breadth and diversity rather than specialization. The curriculum is not housed within any one of the academic divisions, but consists of the sum of those courses approved for general education credit for the Associate Degree. This program offers a basic core education in the traditional academic disciplines, and the major is ideal for those students who are undecided in their major.

## Associate in Arts Degree

An Associate in Arts Degree can be obtained upon completion of 60 units, including the 18-unit major, general education requirements, and electives. The major consists of courses to be selected from the four areas below. One course from each area is required with the remainder of the major to be selected from the

## Required Courses

### Natural Science

The required course must include a laboratory (Group A)

- A. Lecture and Laboratory
  - BIOSC 1, 2, 5, 6, 10, 14, 15
  - CHEM 1, 2, 3, 4, 5, 10, 11
  - GEOG 1 & 2, 3 & 4
  - PHYS 12
  - PHYS 2, 4, 6, 7, 8
- B. Lecture only
  - ANTH 1
  - ASTR 10
  - BIOSC 12, 16, 18
  - ENGR 30
  - GEOG 1
  - GEOG 5
  - METER 10
  - PHYS 2, 4, 10

### Mathematics

- MATH 2, 4, 11, 12, 15, 20, 21, 22, 23, 28, 29, 30, 31, 40, 51

### Social Science

- AMST 1, 2
- ANTH 2, 7
- COUN 55, 83
- CRIMJ 1
- ECON 1, 2

### Social Science (continued)

- GEOG 2, 4
- HIST 10, 17, 18, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 37
- HU DV 38, 39, 40, 50, 58, 70
- JOURN 11
- POLSC 1, 2, 3, 5, 6, 16, 60
- PSYCH 1, 2, 4, 5, 10, 20, 24, 30, 34
- SOCSC 22, 23, 25, 26, 27, 28
- SOCIO 1, 2, 23, 30, 40
- TV 50

### Humanities

- ART 1, 2, 10, 11, 12
- CINMA 10, 11
- ENGL 2, 4, 5, 6, 7, 12, 13, 14, 16, 17, 18, 21, 23, 24, 25, 30, 31, 32, 33, 34, 35, 36, 37, 38, 40, 41, 44, 48, 58
- FRLNG 1-34
- HIST 2, 3, 4, 5, 19, 20
- HUMN 1, 2, 3
- MUSIC 5, 7, 8, 13
- PHLOS 1, 3, 4, 5, 31, 32
- PHOTO 35
- THEA 1, 2, 5, 6, 10, 11, 13
- TV 50, 60, 61
- SPAN 25
- SPEECH 1, 2, 6, 15

# Liberal Arts

## American Studies

### AMST 1 3 Units

**An Interdisciplinary Study of American Culture**  
*Course Advisories: ENGL 1 and SCC minimum math standard. An interdisciplinary study of American civilization to the end of the Civil War. The course interrelates history, culture, philosophy and literature with emphasis on continuing themes. Critical papers and examinations are required. Three hours lecture.*

### AMST 2 3 Units

**An Interdisciplinary Study of American Culture**  
*Course Advisories: ENGL 1 and SCC minimum math standard. An interdisciplinary survey of American civilization from the late 19th century to the present. The course interrelates history, culture, philosophy and literature with emphasis on continuing themes. Critical papers and examinations are required. Three hours lecture.*

## Education

### EDUC 50 3 Units

**Introduction to Education**  
*Course Advisory: SCC minimum English standard. Survey of American education as a social institution. The course is designed for, but not limited to, students who are considering entering the teaching profession. Three hours lecture.*

## Humanities

### HUMN 1 3 Units

**What It Means To Be Human**  
*Prerequisite: ENGL 1. Explores what it means to be human by examining human life in several ways such as humans as social beings, thinkers, myth makers, aggressors and peace makers, scientists, and creators. Inquiry into each category will involve critical thinking, artistic sensitivity, and historical perspective. Three hours lecture.*

### HUMN 2 3 Units

**Humans As Creators: Being Creative**  
*Course Advisory: SCC minimum English standard. Exploration of the varieties of ways in which humans demonstrate their creative ability ranging from a study of the creative process itself to an examination of creativity in the arts, in the sciences, and in human organization. Three hours lecture.*

### HUMN 3 3 Units

**Journey Into a Multi-Cultural Landscape**  
*Course Advisories: SCC minimum English and math standards. Interdisciplinary course to help students recognize and explore sites of multicultural interaction and conflict in the U.S. by examining at least three different American ethnic cultures as well as cultural issues of gender, disability, sexual orientation, and age. Inquiry into the process of the making and representation of cultural artifacts will enable critical appraisal and appreciation, interpersonal sensitivity and multicultural perspective. Three hours lecture.*

## Learning Resources

### LR 1 3 Units

**Principles of Library Research**  
*Course Advisories: Eligibility for ENGL 1; SCC minimum math standard. Broad overview of research methodology leading to successful information retrieval. The student will develop skills through analysis and comparison of print sources, electronic indexes, and web-based resources. Three hours lecture.*

### LR 50 1 Unit

**Basics of Information Competency**  
*Prerequisite: None. NOTE: Not open for credit to students who have completed LR 1. Course Advisories: SCC minimum English and math standards. Introduction to basic information retrieval skills, including the online catalog, cd-rom and web-based databases, electronic and paper indexes, basic encyclopedias, dictionaries, and other general reference tools. Research in the SCC Library will be emphasized. Two hours lecture (8 week course).*

### LR 51 1 Unit

**World Wide Web Searching**  
*Course Advisories: SCC minimum English and math standards; basic keyboarding and experience with Windows or Macintosh operating systems. Introduction to techniques of effective web-based research. Includes use of navigational tools, formulation of search strategies, identification of critical web sites, and evaluation of information retrieved. Two hours lecture (8 week course).*

## Program Description

This program is intended for students desiring a broad overview of subjects involved in being an aware individual, consumer and wage earner. This is an interdisciplinary program, so the curriculum is not housed within any one division. The course descriptions may be found under the appropriate disciplines.

## Certificate of Achievement and Associate in Science Degree

A Certificate of Achievement can be obtained upon completion the 24-unit major. The Associate in Science Degree can be obtained upon completion of a total of 60 units, including the major, general education requirements, and electives.

## Required Courses

	Units	
CIS 50—MicroComputer Appl.	3	Recommended Electives: ACCT 180 BUS182 COUN 50, 83 FASHD 31, 62 FASHM 53 HU DV 38 or 39, 40, 50, 52, 53 INTDS 51, 53, 55 MGMT 191 NUTRI 101
CIS 63—Intro to WordPerfect	3	
FASHD 60—Clothing Selection	3	
HU DV 40—Family Relationships		
OR		
HU DV 70—Lifespan Human Dev.	3	
HU DV 58—Life Management	3	
INTDS 50—Interior Design	3	
MGMT 194—Personal Finance	3	
NUTRI 10—Nutrition	3	
	24	

# Management

## Management - TQM

### Program Description

This program is designed to emphasize training to improve thought processes and to provide familiarity with the analytical tools of management, sound decision-making, and how to get things done through and with people. Also, this option is designed for initial employment upon graduation and for job advancement opportunities.

### Certificate of Achievement and Associate in Science Degree

A Certificate of Achievement can be obtained by completing the 36-unit major listed below. The Associate in Science Degree can be obtained by completing a total of 60 units, including the major, general education requirements, and electives.

### Required Courses

(Recommended Sequence)

	Units		Units
ACCT 1—Prin. of Acctng—Financial	3	CIS 1—Introduction to Computers	
ACCT 2—Prin. of Acctng—Managerial	3	OR	
BUS 5—Introduction to Business	3	CIS 50—Microcomputer Applications	3
BUS 18—Legal Environment of Business	3	ECON 1—Principles of Economics-Macro	3
MGMT. 50—Prin. of Management	3	ECON 2—Principles of Economics-Micro	<u>3</u>
MGMT 52—Introduction to TQM	3		36
MGMT 53—Quality Project Management	3	<b>Recommended Electives</b>	
MGMT 55—Developing Management Skills	3	BUS 19	
BUS 92—Bus. Communication	3	CIS 55, 63, 66, 73, 78	
		MKT 171, 172	
		MGMT 193, 194	

NOTE: Students desiring to transfer into CSUS' BA-TQM program: select MATH 11 and MATH 30 in General Education areas. (See Counseling for specifics.)

## Small Business Management

### Program Description

This program is designed for those planning to start their own business, buy an existing business, buy a franchise, or who already own their own business. This option emphasizes learning the concepts and practical skills necessary to be a successful, professional entrepreneur. Specifically designed for working adults, the courses emphasize a systematic approach to business which focuses on the integration of theoretical and practical skills.

### Certificate of Achievement and Associate in Science Degree

A Certificate of Achievement can be obtained by completing the 28-unit major listed below. The Associate in Science Degree can be obtained by completing a total of 60 units, including the major, general education requirements, and electives.

# Management (continued)

## Required Courses

(Recommended Sequence)

	Units	
MGMT 184—Small Business Mgmt. and Planning	3	ACCT 1, 2, 180
MGMT 186—Small Business Marketing	3	BUS 19, 60
MGMT 188—Computers/Small Business	3	ECON 1, 2
BUS 5—Introduction to Business	3	MGMT 55, 191
BUS 18—Legal Environment of Business	3	MKT 173, 174
BUS 181—Business Math	3	OT 54, 55
BUS 182—Small Business Math	1	POLSC 60
BUS 92—Business Communication	3	SPAN 1, 2
Electives selected from list of Recommended Electives	6	OCCED 90 (1-4 units)
	28	

## Supervision - TQM

### Program Description

This program is designed to provide training for supervisory positions in business, government, and industry by emphasizing the principles, skills and practices necessary for working successfully with individuals and groups. The program focuses on personal growth and development for the individual seeking or presently holding a supervisory position.

### Certificate of Achievement and Associate in Science Degree

A Certificate of Achievement can be obtained by completing the 30-unit major listed below. The Associate in Science Degree can be obtained by completing a total of 60 units, including the major, general education requirements, and electives.

## Required Courses

(Recommended Sequence)

	Units	
BUS 5—Introduction to Business	3	<b>Recommended Electives</b> ACCT 1*, 2 BUS 18,19,182 CIS 55, 63, 66, 73, 78 ECON 2 MKT 170, 173, 174  *If not taken as part of major.
ACCT 180 —Introduction to Acctng		
OR		
ACCT 1—Prin. of Acctng-Fin.	3	
BUS 181—Business Mathematics	3	
MGMT 50—Prin. of Management	3	
MGMT 52—Introduction to TQM	3	
MGMT 53—Quality Project Management	3	
MGMT 55—Developing Management Skills	3	
MGMT 191—Human Relations	3	
BUS 92—Bus. Communication	3	
CIS 50—Microcomputer Applications		
OR		
CIS 1—Introduction to Computers	3	
	30	

NOTE: Students considering transferring to CSUS' BA-TQM program should take the Management-TQM major.

# Management

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## MGMT 50 3 Units

### Principles of Management

*Course Advisories: SCC minimum English and math standards.* An introduction and comprehensive survey of the theory and practices relevant to the management principles of: planning, organizing, staffing, directing and controlling. The course explores the nature and role of management/supervision in a contemporary environment focusing on the strategic planning, decision-making and problem-solving processes that affect organizational effectiveness and efficiency. Includes quantitative and qualitative methodology used in systems and contingency approach to management. *Three hours lecture.*

## MGMT 52 3 Units

### Introduction To Total Quality Management

*Course Advisories: SCC minimum English and math standards.* Emphasis on the quality systems approach to: customer focus, continuous improvement, employment involvement and metrics. This course provides a general overview of the history, theory, and application of Total Quality in the work place. The course content will include a survey of the history and pioneers of quality, Deming's 14 points, National and State Quality Award criteria, quality management tools and methods, employee participation and team building, and customer-focused decision making. Focus will be on organizational change, paradigm shifts, and the development of mission and vision statements. An extensive use of case studies and exercises, in addition to the readings, will be used to gain insights to strategies for implementing the TQM principles and practices. *Three hours lecture.*

## MGMT 53 3 Units

### Quality Project Management

*Course Advisories: SCC minimum English and math standards.* Introduces the concept of using a scientific method as a means for quality improvement efforts. Grounded in the Deming (Shewart) cycle, students will learn how to work successfully in a project environment, including how to organize and manage effective project teams. Focus on using team tools and how to document and communicate project developments within the team and to others. In-depth coverage of planning, scheduling, and cost estimating is also included. *Three hours lecture.*

## MGMT 55 3 Units

### Developing Management Skills

*Course Advisory: Eligibility to enroll in ENGL 1.* A comprehensive development, analysis, and application of fundamental skills needed for the successful practice of supervision/leadership. This course addresses the quality principles of leadership applied to work processes, decision making and problem solving, communication, stress and time management, and delegating/facilitating in a team environment. The focus of the course is on job-relevant skills. Class exercises are employed to teach the various skills. *Three hours lecture.*

## MGMT 184 3 Units

### Small Business Management and Planning

*Course Advisory: SCC minimum English standard.* Introduction to the principles of management and planning and how they apply to any small business. Principles discussed include the development of a business strategy, how to finance a small business, financial management, risk management and insurance, developing a business plan, budgeting, credit and collections, recruiting and selecting staff, employee relations, business expansion, buying a business, franchising, and the role of small business in the community and the economy. All students will prepare a business plan. *Three hours lecture.*

## MGMT 186 3 Units

### Small Business Marketing

*Course Advisories: SCC minimum English and math standards.* Students will learn how to apply the principles of marketing to any small business, enabling the business to attract and keep customers and increase sales. This course is intended to familiarize students with the major elements of marketing, including market research, test marketing, developing a marketing strategy and implementing that strategy by means of advertising, sales, direct mail, telemarketing, public relations, publicity, customer relations, etc. Course requirements include practice in conducting market research and preparation of a marketing plan. *Three hours lecture.*

**MGMT 188** **3 Units**

**Computers in Small Business**

*Course Advisories: SCC minimum English and math standards.* Students will learn the five most common applications of computers to small business situations: document, form, and correspondence preparation; accounting/financial statements/budgeting; tracking of customers and prospective customers in sales and marketing; graphic design of flyers, brochures, advertisements, etc. This course does not cover programming and systems analysis. *Three hours lecture, one hour lab.*

**MGMT 191** **3 Units**

**Human Relations**

*Course Advisories: SCC minimum English and math standards.* A comprehensive study and analysis of the concepts and skills associated with human behavior and relationships. The course stresses effective supervision and leadership practices as applied to human interaction. *Three hours lecture.*

**MGMT 193** **3 Units**

**Labor-Management Relations**

*Course Advisories: SCC minimum English and math standards.* Examines and describes the implications of the history and growth of American unionism as a basis for understanding the various labor relations acts. The application of these laws through collective bargaining, union organization, the grievance procedure, and arbitration are examined and clarified through the study and evaluation of recent cases. Emphasis is on both the supervisor's and the steward's roles in effectively conducting labor-management relations for maintaining the negotiated contract. *Three hours lecture.*

**MGMT 194** **3 Units**

**Personal Finance**

*Course Advisories: SCC minimum English and math standards.* Study of the everyday problems associated with allocating personal income and the management of personal finance. Emphasizes financial principles associated with planning, decision-making, and budgeting. The course explores the financial concerns of individuals in an economic environment. Topics include financial planning, credit, investments, taxes, risk management, and other current financial issues. *Three hours lecture.*

**SPECIAL TOPICS**

These courses, numbered 98, 148 or 248 depending upon their transferability, are courses of contemporary interest centered on changing knowledge and important issues in the field. Announcements of Special Topics courses appear in the Schedule of Classes.

# Marketing

## Program Description

Marketing involves a variety of activities including selection of target customer, product development, promotion, pricing and distribution. It applies equally to services, ideas, non-profit organizations, and the individual.

## Certificate of Achievement and Associate in Science Degree

A Certificate of Achievement can be obtained by completing the 30-unit major below. The Associate in Science Degree can be obtained by completing a total of 60 units, including the major, general education requirements, and electives.

## Required Courses

	Units	Recommended Electives
BUS 5-Intro. to Business	3	ACCT 1, 180
BUS 18-Legal Environment of Bus	3	BUS 19, 60, 92
BUS 181- Business Math	3	CIS 60
CIS 50-Microcomputer Applications		ECON 1
OR		MGMT 50 *, 191*
CIS 1-Intro to Computers	3	MKT 170
ECON 2-Principles of Economics	3	OCCED 90
MGMT 50-Prin. of Management		
OR		
MGMT 191 Human Relations	3	*If not taken as part of the major.
MKT 171 - Introduction to Marketing	3	
MKT 172-Marketing Mgmt & Planning	3	
MKT 173-Principles of Selling	3	
MKT 174-Retail Merchandising	3	
	<u>30</u>	

**MKT 170** **3 Units**  
**Advertising**  
*Course Advisories: SCC minimum English and math standards. A comprehensive study of the principles of advertising as applied to the marketing process. Three hours lecture.*

**MKT 171** **3 Units**  
**Introduction To Marketing**  
*Course Advisories: SCC minimum English and math standards. A comprehensive study and analysis of initiating the marketing process (for both profit and non-profit organizations) with special emphasis on understanding the consumer and detailed studies of demographics and target marketing. Includes the role of marketing research, the process of defining a marketing problem and then systematically collecting and analyzing information to recommend actions to improve an organization's marketing activities. Three hours lecture.*

**MKT 172** **3 Units**  
**Marketing Management and Planning**  
*Course Advisories: SCC minimum English and math standards. Covers marketing methodology related to all channels of distribution including pricing strategies, new product/services, and the development*

and evaluation of breakthrough opportunities. Practical applications in dealing with government regulations and the career field of sales, promotion/advertising. *Three hours lecture.*

**MKT 173** **3 Units**  
**Principles of Selling**  
*Course Advisories: SCC minimum English and math standards. The application of traditional selling skills including the approach, demonstrating the product, answering the customer's objections, and closing the sale to the customer's satisfaction. Three hours lecture.*

**MKT 174** **3 Units**  
**Retail Merchandising**  
*Course Advisories: SCC minimum English and math standards. A comprehensive study of the principles and practices of merchandising management of product/services, with emphasis on store location analysis, layout, customer services, buying, sales promotion, consumer credit, and understanding consumer needs and wants. Course includes practical applications related to start-up of a new business and legal constraints of organizing, selling, advertising, consumer relations and personnel practices. Three hours lecture.*

## Program Description

Successful completion of this major will assure competence in mathematics through differential and integral calculus, providing an adequate background for employment in many technological and scientific areas as well as providing a firm foundation for students planning advanced study.

## Associate in Arts Degree

An Associate in Arts Degree can be obtained upon completion of 60 units, including the 18 -19 unit major listed below with a grade of "C" (2.0) or better in each course, general education requirements, and electives.

## Required Courses

	Units
MATH 20—Analytic Geometry and Calculus	4
MATH 21—Analytic Geometry and Calculus	4
MATH 22—Analytic Geometry and Calculus	4
MATH 23—Differential Equations (3 units)	
OR	
MATH 11—Elementary Statistics (4 units)	
OR	
MATH 12—Mathematical Ideas (3 units)	
OR	
MATH 15—Finite Mathematics (3 units)	3-4
MATH 40—Intro. to Linear Algebra	3
	18 -19
Recommended Elective: MATH 60	

## Mathematics Activity Center (MAC)

Registration in the Mathematics Activity Center is required for Math courses where "concurrent enrollment in Mathematics Activity Center" is indicated in the course prerequisites. (The "one hour lab weekly" in the class hours refers to the concurrent enrollment in the MAC). Days and times of attendance in the Mathematics Activity Center are determined by the student and instructor.

NOTE: Specific graphing calculators are required in some math courses.

### MATH 2 3 Units

#### Algebra for Calculus (College Algebra) (F/S-Day & Night)

Prerequisites: A grade of "C" or better in MATH 104 . One hour per week concurrent enrollment in Mathematics Activity Center. Course Advisory: SCC minimum English standard. Develops the skills and introduces the concepts necessary for further study in mathematics, and facilitates the application of those skills and concepts to other

fields. Included is a review of elementary set algebra; the algebra of functions; the real and complex numbers as a field; algebraic, exponential, and logarithmic functions; equations and inequalities of these functions; solution of linear systems, matrix algebra, and introduction to sequences and series. (CAN MATH 10). Three hours lecture, one hour lab.

### MATH 4 5 Units

#### Pre-Calculus Mathematics (F/S-Day)

Prerequisites: A grade of "C" or better in MATH 103 and 104. One hour per week concurrent enrollment in Mathematics Activity Center. NOTE: Not open to students who have completed MATH 51 or MATH 2 with a grade of "C" or better. Course Advisory: SCC minimum English standard. A comprehensive study of the mathematics that is prerequisite to the calculus sequence. Topics included are the elementary functions and their graphs, methods of solving equations and systems of equations, applied problems that are relevant to calculus, analytic geometry and mathematical induction. (CAN MATH 16). Five hours lecture, one hour lab.

# Mathematics

## MATH 11 4 Units

### Elementary Statistics (F/S-Day & Night)

*Prerequisites:* A grade of "C" or better in MATH 104. One hour per week concurrent enrollment in Mathematics Activity Center. *Course Advisory:* Eligibility for ENGL 1. An introduction to elementary probability and statistics including the basic rules of probability, probability distributions, descriptive statistics, hypothesis testing, estimation, correlation and regression analysis, and an introduction to analysis of variance. (CAN STAT 2). Four hours lecture, one hour lab.

## MATH 12 3 Units

### Mathematical Ideas (F/S-Day)

*Prerequisite:* A grade of "C" or better in MATH 104. *Course Advisory:* SCC minimum English standard. An introduction to the diversity of mathematics through the examination of ideas from logic, sets, the numeration systems, and other topics from contemporary mathematics. The emphasis is on problem solving. (CAN MATH 2). Three hours lecture.

## MATH 15 3 Units

### Finite Mathematics (On demand)

*Prerequisites:* A grade of "C" or better in MATH 104. One hour per week concurrent enrollment in Mathematics Activity Center. *Course Advisory:* SCC minimum English standard. An introduction of finite mathematical methods including topics from set theory, matrix algebra, combinatorial analysis, and probability with application to statistics, linear programming, Markov chains, and game theory. Includes the application of these methods to business, biology, computer science, and the social sciences. (CAN MATH 12). Three hours lecture, one hour lab.

## MATH 20 4 Units

### Analytic Geometry and Calculus I (F-Day & Night; S-Day)

*Prerequisites:* Grades of "C" or better in MATH 2 and 51, or MATH 4. One hour per week concurrent enrollment in Mathematics Activity Center. Not open to students who have successfully completed MATH 28 with a grade of "C" or better. *Course Advisory:* SCC minimum English standard. MATH 20, 21 and 22 form the three-semester sequence in Analytic Geometry and Calculus for students majoring in mathematics, engineering, and most physical sciences. A study of the differential and integral calculus of functions of one variable. Topics covered are limits, continuity, differentiation of algebraic, trigonometric,

logarithmic, and exponential functions, applications of the derivative, definite and indefinite integrals, fundamental theorem of calculus, applications of the definite integral, and analytic geometry. (CAN MATH 18) (MATH 20 & 21 = CAN MATH SEQ B) (MATH 20, 21, & 22 = CAN MATH SEQ C). Five hours lecture, one hour lab.

## MATH 21 4 Units

### Analytic Geometry and Calculus II (F-Day; S-Day & Night)

*Prerequisites:* A grade of "C" or better in MATH 20 or 29. One hour per week concurrent enrollment in Mathematics Activity Center. *Course Advisory:* SCC minimum English standard. A continuation of the calculus of functions of one variable (MATH 20, or MATH 28 and 29). Topics included are introduction to differential equations of exponential growth and decay, computing area and volume, applications and techniques of integration, polar coordinates, infinite series, indeterminate forms, and improper integrals. (CAN MATH 20) (MATH 20 & 21 = CAN MATH SEQ B) (MATH 20, 21, & 22 = CAN MATH SEQ C). Five hours lecture, one hour lab.

## MATH 22 4 Units

### Analytic Geometry and Calculus III (F/S-Day)

*Prerequisites:* A grade of "C" or better in MATH 21. One hour per week concurrent enrollment in Mathematics Activity Center. *Course Advisory:* SCC minimum English standard. A continuation of MATH 20 and 21. A study of three-dimensional analytic geometry, vectors and vector-valued functions in two and more dimensions, functions of several variables and the calculus of these functions, and an introduction to vector analysis through Green's and Stokes' theorems. (CAN MATH 22) (MATH 20, 21, & 22 = CAN MATH SEQ C).. Five hours lecture, one hour lab.

## MATH 23 3 Units

### Differential Equations (F/S-Day)

*Prerequisite:* A grade of "C" or better in MATH 21. *Course Advisory:* SCC minimum English standard. Covers ordinary differential equations emphasizing linear differential equations and systems with applications to engineering, physics, and chemistry. Included are Laplace transforms and power series methods of solution. Student success will be evaluated by performance on examinations. (CAN MATH 24). Four hours lecture.

## MATH 28 2 Units

### **Analytic Geometry and Calculus I, Part A (On demand)**

*Prerequisites:* A grade of "C" or better in MATH 2 and 51 or MATH 4. One hour per week concurrent enrollment in Mathematics Activity Center. *NOTE:* Not open to students who have completed MATH 20 with a grade of "C" or better. *Course Advisory:* SCC minimum English standard. MATH 28 and 29 is a two-semester sequence which is equivalent to MATH 20. Presents a study of the differential calculus of functions of one variable. Topics included are limits, continuity, differentiation of algebraic and trigonometric functions, and applications of the derivative to curve sketching. Student success will be evaluated by performance on examinations. Two and one-half hours lecture, one hour lab.

## MATH 29 2 Units

### **Analytic Geometry and Calculus I, Part B (On demand)**

*Prerequisites:* A grade of "C" or better in MATH 28; one hour per week concurrent enrollment in Mathematics Activity Center. *NOTE:* Not open to students who have received credit for MATH 20. *Course Advisory:* SCC minimum English standard. The second course in a two-semester sequence which is equivalent to MATH 20. Presents a study of the differential and integral calculus of functions of one variable. Topics included are derivatives of transcendental functions, applications of the derivative, anti-derivative, the definite integral, fundamental theorem of calculus, and applications of the definite integral. Two and one-half hours lecture, one hour lab.

## MATH 30 3 Units

### **Analytic Geometry and Calculus (F/S-Day & Night)**

*Prerequisites:* A grade of "C" or better in MATH 104. One hour per week concurrent enrollment in Mathematics Activity Center. *NOTE:* Not open to students who have completed MATH 20 or 28 with a grade of "C" or better. *Course Advisory:* SCC minimum English standard. MATH 30 and 31 is a two-semester sequence in analytic geometry and calculus for students majoring in business, biological, and social sciences. This is not the calculus course for students majoring in mathematics, engineering or the physical sciences. MATH 30 covers differential and integral calculus of a single variable. Topics include limits, continuity, derivatives of algebraic and transcendental functions and their applications, integrals and their applications, and plane analytic geometry. (CAN MATH 30). (MATH 30 & 31 = CAN MATH SEQ D). Three hours lecture, one hour lab.

## MATH 31 3 Units

### **Analytic Geometry and Calculus (F/S-Day & Night)**

*Prerequisites:* MATH 30 with a grade of "C" or better. One hour per week concurrent enrollment in Mathematics Activity Center. *Course Advisory:* SCC minimum English standard. A continuation of the calculus of functions of one variable (MATH 30). Topics included are the fundamental theorem of calculus, techniques of integration, numerical methods of integration, functions of several variables, elementary differential equations, and infinite series. (CAN MATH 32). (MATH 30 & 31 = CAN MATH SEQ D). Three hours lecture, one hour lab.

## MATH 40 3 Units

### **Introduction to Linear Algebra (F/S-Day)**

*Prerequisites:* A grade of "C" or better in any of the following: MATH 20 or 30. One hour per week concurrent enrollment in Mathematics Activity Center. *NOTE:* A relatively high degree of mathematical maturity is required for this course. *Course Advisory:* SCC minimum English standard. An introduction to linear algebra, with focus on finite dimensional real vector spaces. Systems of linear equations and matrices. Eigenvectors and eigenvalues and associated eigenspaces. Linear transformations. (CAN MATH 26). Three hours lecture, one hour lab.

## MATH 51 3 Units

### **Trigonometry (F/S-Day & Night)**

*Prerequisites:* A grade of "C" or better in MATH 103 and 104. One hour per week concurrent enrollment in Mathematics Activity Center. *Course Advisory:* SCC minimum English standard. Presents the essentials of plane trigonometry to prepare students for subsequent studies in physics, calculus or related technical programs. Topics include definitions of the trigonometric functions and inverse trigonometric functions, solutions of triangles and applied problems, graphs, trigonometric identities and equations, and the trigonometric form of complex numbers. (CAN MATH 8). Three hours lecture, one hour lab.

## MATH 52 1 Unit

### **Calculus Prep Boot Camp (On demand)**

*Prerequisite:* A grade of "C" or better in MATH 2 AND MATH 51, OR MATH 4. *Course Advisory:* Eligibility for ENGL 1. An introduction to some of the ideas of calculus using a "hands on", intuitive approach. The emphasis is on learning strategies, collaborative learning, and developing math study skills. This is a credit/no credit only course. Two hours activity.

# Mathematics

## MATH 60

.5 Unit

### Introduction to the Use of Technology in Mathematics

Introduction to the functions of a scientific graphing calculator or a mathematical computer software package and their uses as tools in mathematical problem solving. Topics covered will be useful in subsequent math courses. Students may be required to have a specific model calculator as indicated by instructor. Course designed for students who have completed intermediate algebra. This is a credit/no credit only course. *Two hours lecture per week (4 week course).*

## MATH 102

3 Units

### Elementary Algebra (F/S-Day & Night)

*Prerequisites: A grade of "C" or better in three units of MATH 304 or BUS 181. One hour per week concurrent enrollment in Mathematics Activity Center. NOTE: Not open to students who have passed MATH 107. Course Advisory: SCC minimum English standard. Introductory examination of the structure of the number system. Covers such topics as an introduction to set operations, the field axioms of the real numbers, and the properties of the whole number exponents. Emphasizes operations with fundamental expressions; solutions of first degree equations, inequalities and linear systems. Introduces absolute value, radical and quadratic equations, applied problems involving first and second degree equations in one variable, point-slope and slope-intercept equations of lines and their graphs, and the concepts of relations and functions. Five hours lecture, one hour lab.*

## MATH 103

3 Units

### Plane Geometry (F/S-Day & Night)

*Prerequisite: A grade of "C" or better in MATH 102 or MATH 108. Course Advisory: SCC minimum English standard. A modern approach to the study of plane Euclidean geometry. Three hours lecture.*

## MATH 104

5 Units

### Intermediate Algebra (F/S-Day & Night)

*Prerequisites: A grade of "C" or better in MATH 102 or MATH 108. One hour per week concurrent enrollment in Mathematics Activity Center. Course Advisory: SCC minimum English standard. An extension of the fundamental algebraic concepts developed in elementary algebra. Additional topics include arithmetic operations on functions; composition of functions; basic graphing techniques; absolute value, exponential, logarithmic, quadratic, linear, and polynomial functions; equations of the second degree and their graphs; complex numbers; and systems of linear equations in two and three variables. Five hours lecture, one hour lab.*

## MATH 107

1.5 Units

### Elementary Algebra, Part I (F/S-Day & Night)

*Prerequisites: A grade of "C" or better in three units of MATH 304 or BUS 181. One hour per week concurrent enrollment in Mathematics Activity Center. Course Advisory: SCC minimum English standard. Introductory examination of the structure of the number system. Covers such topics as an introduction to the concept of set operations, the field axioms of the real numbers, order of operations, properties of whole number exponents, variables, variable expressions, operations with monomials, definition of a polynomial, addition and subtraction of polynomials, linear equations, graphing linear equations, linear inequalities, and systems of linear equations, solutions of first degree equations and inequalities in one variable, and applications. A student must take MATH 108 to complete Elementary Algebra. Students who pass MATH 107 are not eligible for MATH 102. Two and one-half hours lecture, one hour lab.*

## MATH 108

1.5 Units

### Elementary Algebra, Part II (F/S-Day & Night)

*Prerequisites: A grade of "C" or better in MATH 107. One hour per week concurrent enrollment in Mathematics Activity Center. Course Advisory: SCC minimum English standard. Covers such topics as multiplication and division of polynomials, factoring, solving quadratic equations by factoring, operations with rational expressions, simplifying rational expressions, solutions of equations containing rational expressions, roots, radicals and the quadratic formula, and introduction to functions. Two and one-half hours lecture, one hour lab.*

## MATH 304

1-3 Units

### Math Readiness (F/S-Day & Night)

*Course Advisory: SCC minimum English standard. An individualized course in basic mathematical computations designed to develop self-confidence and prepare the student for transition to the regular college math courses. The first unit is whole numbers and fractions. The second unit is decimals and percents. The third unit is exponents, simple geometry, integers and measurements. This is an open-entry/open-exit, credit/no-credit only, variable unit course. May be repeated to a maximum of 3 units, including initial enrollment. Three hours lecture.*

## SPECIAL TOPICS

These courses, numbered 48, 98, or 148 depending upon their transferability, are courses of contemporary interest centered on changing knowledge and important issues in the field. Announcements of Special Topics courses appear in the Schedule of Classes.

## Fine & Applied Arts/Behavioral Sciences Division

### Program Description

Students may select from three music programs—Instrumental, Theory-Composition, or Vocal. Music majors are urged to take class lessons or private instruction in their specialization each semester.

### Associate in Arts Degree

The Associate in Arts Degree can be obtained by completing a total of 60 units, including the courses in the major for Instrumental, or Theory-Composition, or Vocal, the general education requirements, and elective courses.

### Required Courses

## Music—Instrumental

	Units
MUSIC 3 & 4—Advanced Theory (4 & 4 units)	8
MUSIC 41A & B—Piano for Music Majors (1.5 & 1.5 units)	3
* MUSIC 10—Concert Band	
OR	
MUSIC 21—Chorus	2
Select one course from the following:	1-1.5
MUSIC 30—Intermediate Piano (1 unit)	
MUSIC 32—Class Lessons in Brass (1.5 units)	
MUSIC 33—Class Lessons in Brass (1 unit)	
MUSIC 34—Class Lessons in Percussion (1.5 units)	
MUSIC 37—Elementary Organ (1.5 units)	
MUSIC 39—Class Lessons in Intermediate Guitar (1.5 units)	
Select 7 units from the following:	7
MUSIC 8—Music Appreciation (3 units)	
MUSIC 10—Concert Band (2 units)	
MUSIC 13—Multicultural Music in America (3 units)	
MUSIC 14—Jazz Ensemble (2 units)	
MUSIC 16—Symphony Orchestra (1/2-1 unit)	
MUSIC 17—Chamber Orchestra (2 units)	
MUSIC 18—Beginning Steel Band (2 units)	
MUSIC 19—Instrumental Ensemble (2 units)	
MUSIC 42A or B—Jazz & Pop Piano (1.5 units ea.)	
MUSIC 46—Instrumental Conducting (1 unit)	
MUSIC 55—Intro. to Jazz Improvisation (3 units)	
MUSIC 56—Jazz Improvisation Ensemble (2 units)	
	21-21.5

\*Required the first semester of enrollment.

# Music (continued)

## Music—Theory-Composition

	Units
MUSIC 3 & 4-Advanced Theory (4 & 4 units)	8
MUSIC 41A & B-Piano for Music Majors (1.5 & 1.5 units)	3
* MUSIC 10—Concert Band	
OR	
MUSIC 21—Chorus	2
Select one course from the following:	1-1.5
MUSIC 30—Intermediate Piano (1 unit)	
MUSIC 37—Elementary Organ (1.5 units)	
Select 7 units from the following:	7
MUSIC 6—Composition, Arranging, Songwriting (3 units)	
MUSIC 8—Music Appreciation (3 units)	
MUSIC 13—Multicultural Music in America (3 units)	
MUSIC 46—Instrumental Conducting (1 unit)	
MUSIC 52—Sound Recording (2 units)	
MUSIC 53—Adv. Sound Recording (2 units)	
MUSIC 55—Intro. to Jazz Improvisation (3 units)	
MUSIC 56—Jazz Improvisation Ensemble (2 units)	
MUSIC 60—Computer Assisted Music Lab (1/2-3 units)	
MUSIC 61—MIDI Computer Music Seq./Scoring (2 units)	—
	21-21.5
*Required the first semester of enrollment.	

## Music—Vocal

	Units
MUSIC 3 & 4-Advanced Theory (4 & 4 units)	8
MUSIC 41A & B-Piano for Music Majors (1.5 & 1.5 units)	3
* MUSIC 10—Concert Band	
OR	
MUSIC 21—Chorus	2
Select one course from the following (all 1.5 units):	1.5
MUSIC 35A or B—Beginning Voice I or II	
MUSIC 36A or B—Intermediate Voice I or II	
Select 7 units from the following:	7
MUSIC 8—Music Appreciation (3 units)	
MUSIC 13—Multicultural Music in America (3 units)	
MUSIC 20—Choir (2 units)	
MUSIC 22—Musical Theater (1-3 units)	
MUSIC 24—Master Works Chorale (2 units)	
MUSIC 25—Chamber Choir (2 units)	
MUSIC 26—Vocal Jazz Ensemble (2 units)	
MUSIC 47—Choral Conducting (1 unit)	
MUSIC 51—Jazz and Popular Solo Voice (1.5 units)	—
	21.5
*Required the first semester of enrollment.	

## MUSIC 1 4 Units

### Beginning Theory (F-Day)

*Course Advisories: SCC minimum English and math standards. Presents the basic principles of music theory including scales, intervals, modes, cadences, rhythmic and melodic construction and development, basic harmonic progressions, writing and analysis in four part texture in the Common Practice style, the principal triads in inversion, and the leading tone triad. Emphasis is on musicianship skills, including rhythmic and melodic dictation, intervals, chord progressions, sight singing, ear training. Recommended for all students interested in harmony, composition, sight reading and basic musical knowledge. Required for the music transfer student. Five hours lecture.*

## MUSIC 2 4 Units

### Beginning Theory (S-Day)

*Prerequisite: MUSIC 1 or equivalent. Course Advisories: SCC minimum English and math standards. Presents further investigation into the basic principles of music theory, including supertonic, mediant, sub-mediante triads, common chord progressions, non-harmonic tones, triad usage, dominant seventh and supertonic seventh chords and elementary modulation. Development of ear training skills continues with melodic and rhythmic dictation, recognition of harmonic progressions and non-harmonic tones, and sight singing. Recommended for all students interested in harmony, composition, sight reading, ear development and a continuation of basic concepts. Required for the music transfer student. Five hours lecture.*

## MUSIC 3 4 Units

### Advanced Theory (F-Day)

*Prerequisite: MUSIC 2 or passage of acceptance exam. Course Advisories: SCC minimum English and math standards. Presents the advanced principles of music theory including modulation, binary and ternary song forms, instrumental and lyric study, secondary dominants, supertonic, mediant, submediant and diminished seventh chords and introduction to altered chords, with description of advanced diatonic tonal procedures. Continues the development of ear training skills, including recognition of two, three and four part melodic dictation, rhythmic dictation, and realization of a chord progression. Techniques are presented through written examples, score analysis, and short vocal and instrumental projects. Recommended for all occupational music students. Required for the music transfer student and major. Five hours lecture.*

## MUSIC 4 4 Units

### Advanced Theory (S-Day)

*Prerequisite: MUSIC 3 or passage of acceptance examination. Course Advisories: SCC minimum English and math standards. Presents further investigation into the advanced principles of music theory, including ninth, eleventh, and thirteenth chords, the Neopolitan sixth sonorities, the augmented sixth chords, advanced modulation, non-dominant diatonic chords, tone rows, pandiatonicism, and the study of all chromatic procedures. Continues with the development of ear training skills including all forms of melodic, rhythmic, chordal and formal dictation. Investigation of 20th Century techniques are presented through written examples, score analysis and vocal and instrumental projects. Recommended for all occupational music students; required for the music transfer student and major. Five hours lecture.*

## MUSIC 5 3 Units

### Music Fundamentals

*Course Advisories: SCC minimum English and math standards. A basic course including notation, rhythm, and major and minor scales, modes, sight reading, key signature, melody, and triads and ear training concepts. Traces the historical and cultural progress of music through the development of musical symbols and their application. No previous knowledge of music is required. Three hours lecture.*

## MUSIC 6 3 Units

### Composition, Arranging, Songwriting

*Prerequisite: MUSIC 1 and 2 or equivalent experience. Course Advisories: SCC minimum English and math standards. Presents the principles of musical composition, introduction to instruments and transposition, scoring, arranging, text and lyric setting techniques, and songwriting. Popular styles of composition and songwriting as well as traditional techniques will be presented. Completed projects in the above areas will be required, along with demonstrating the practical application of skills and concepts. Repeatable 3 times. Three hours lecture.*

# Music

**MUSIC 7** **3 Units**  
**Jazz and Popular Music in America: Ragtime to Rock**

*Course Advisory: SCC minimum English standard.* A survey of jazz and popular music in America, using an historical approach. Includes listening to and analyzing examples of jazz and popular music in relation to the social, technical and historical trends. *Three hours lecture.*

**MUSIC 8** **3 Units**  
**Music Appreciation**

*Course Advisory: SCC minimum English standard.* An introductory examination of how composers and songwriters exploit the various elements of music to heighten the expressive impact of a composition. Aspects of melody, rhythm, harmony, tone, and structure will be studied through focused listening of works from Renaissance to today's avante-garde and popular styles. Reports, listening tests, quizzes on assigned readings and listening projects may be required. (CAN MUS 8). *Three hours lecture.*

**MUSIC 9** **2 Units**  
**Wind Ensemble**

*Prerequisite: Play a band instrument.* An instrumental ensemble class analyzing and performing wind ensemble music. This class requires public performance. Repeatable 3 times. *One hour lecture, two hours lab and one hour weekly by arrangement.*

**MUSIC 10** **2 Units**  
**Concert Band**

*Prerequisite: Play a band instrument.* An instrumental ensemble class analyzing and performing concert band music. This class requires public performance. Repeatable 3 times. *One hour lecture, two hours lab and one hour weekly by arrangement.*

**MUSIC 11** **2 Units**  
**Symphonic Band**

*Prerequisite: Play a band instrument.* An instrumental ensemble class analyzing and performing symphonic band music. This class requires public performance. Repeatable 3 times. *One hour lecture, two hours lab and one hour weekly by arrangement.*

**MUSIC 13** **3 Units**  
**Multicultural Music in America**

*Course Advisory: SCC minimum English standard.* A survey of multicultural music in America, including listening to and analyzing examples of multicultural music in relations to social, technical, and historical trends, including the

role of music in influencing American attitudes toward ethnic identity, stereotyping, and racial prejudice. This course also examines the uniquely American style resulting from the interaction among musicians of many cultural, racial, national, and ethnic backgrounds. *Three hours lecture.*

**MUSIC 14** **2 Units**  
**Jazz Ensemble**

*Prerequisite: Play a jazz instrument.* An instrumental ensemble class analyzing and performing jazz music. This class requires public performance. Repeatable 3 times. *One hour lecture, two hours lab and one hour weekly by arrangement.*

**MUSIC 15** **2 Units**  
**Stage Band**

*Prerequisite: Play a jazz instrument.* An instrumental ensemble class analyzing and performing stage band music. This class requires public performance. Repeatable 3 times. *One hour lecture, two hours lab and one hour weekly by arrangement.*

**MUSIC 16** **.5 -1 Unit**  
**Symphony Orchestra**

*Prerequisite: Admission by audition for Director.* An opportunity for qualified instrumentalists to perform as part of a symphony orchestra in public performance. A wide variety of musical literature is covered. This is an open entry/open exit course. Repeatable 3 times. **NOTE:** Combined enrollments in Music 16 and 17 may not exceed 4. *One and one-half to three hours lab.*

**MUSIC 17** **2 Units**  
**Chamber Orchestra**

*Prerequisite: Play an orchestral instrument.* An instrumental ensemble class analyzing and performing large quantities of chamber orchestra music. This class requires public performance. Repeatable 3 times. **NOTE:** Combined enrollments in Music 16 and 17 may not exceed 4. *One hour lecture, two hours lab and one hour weekly by arrangement.*

**MUSIC 18** **2 Units**  
**Beginning Steel Drum Band**

*Course Advisories: SCC minimum English and math standards.* An ensemble class with emphasis on music from the Caribbean. Regular rehearsal and performances using steel drums. This class also presents a comparison of Caribbean musical performance styles. Repeatable 3 times. *One hour lecture, two hours lab and one hour weekly by arrangement.*

**MUSIC 19** **2 Units**

**Instrumental Ensemble**

*Prerequisite: Play an instrument. The study and performance of representative music literature for strings, woodwinds, brass and small mixed group ensembles. Includes improvisation, reading, ensemble practice and outside performance when possible. Repeatable 3 times. Two hours lecture, one hour lab.*

**MUSIC 20** **2 Units**

**Choir (F/S—Night)**

Study and performance of a variety of a cappella and accompanied choral literature. Attendance at public performances required. Repeatable 3 times. One hour lecture, two hours lab and one hour weekly by arrangement.

**MUSIC 21** **2 Units**

**Chorus**

Designed to train students to sight sing, note read, use proper voice production and perform a variety of standard choral literature. Highly recommended for theory students and those interested in choral singing. Repeatable 3 times. One hour lecture, two hours lab and one hour weekly by arrangement.

**MUSIC 22** **1-3 Units**

**Musical Theater (F/S-Night)**

*Prerequisite: Audition for actors only, no auditions for crew and other staff. The study, rehearsal, and public performance of musical works for the stage including operas, operettas, and musicals. Students participate as vocalists, musicians, dancers, and accompanists. Variable units: 48 hours of participation equals one unit of credit. This is an open entry/open exit class. May be repeated to a maximum of 12 units, including initial enrollment. One hours lecture, up to three hours lab, and up to five hours weekly by arrangement.*

**MUSIC 24** **2 Units**

**Master Works Chorale**

*Prerequisite: Audition of music and vocal skills. Study of choral music techniques and performance of 18th and 20th Century masterworks for the large ensemble. Both a cappella and symphonic literature to be studied. Designed for singers with previous choral experience. Public performance is required. Repeatable 3 times. One hour lecture, two hours activity, and one hour weekly by arrangement.*

**MUSIC 25** **2 Units**

**Chamber Choir (F/S-Day)**

The study and performance of choral works for the small ensemble. Performance at public concerts required. Repeatable 3 times. One hour lecture, two hours lab and one hour weekly by arrangement.

**MUSIC 26** **2 Units**

**Vocal Jazz Ensemble**

The study and performance of choral works in the vocal jazz idiom, including development of reading and improvisation skills. Vocalists work with a jazz rhythm section and instrumentalists. Repeatable 3 times. One hour lecture, two hours lab and one hour weekly by arrangement.

**MUSIC 27** **1 Unit**

**Elementary Piano**

An introduction to beginning piano techniques, including hand position, posture, fingering, technical exercises, note reading, sight reading, and performance of piano literature. Numerous examples are assigned to demonstrate the essentials of reading and counting skills, coupled with the presentation of major and minor scales, chords, and other fundamentals of piano playing. Two hours activity.

**MUSIC 28** **1 Unit**

**Elementary Piano**

*Prerequisite: Music 27 or equivalent. A continuation of Music 27, this course expands the elementary piano techniques by exploring a progressive series of pieces and exercises which develop the reading skills and other concepts used in performance practice. Stresses use of all major and minor scales, arpeggios in exercise form, sight reading, chromatic fingering, and performance. Two hours activity.*

**MUSIC 29** **1 Unit**

**Intermediate Piano**

*Prerequisite: Music 28. Presents the intermediate level of piano technique and literature. Emphasis is on interpretation, fingering, phrasing, technical studies and exercises including performance. Sight reading and continued development through the mastery of progressive pieces enables the pianist to reach a greater overall skill level and confidence during performance. Two hours activity.*

# Music

<b>MUSIC 30</b> <b>Intermediate Piano</b> <i>Prerequisite: Music 29. Presents more advanced techniques for the pianist. Emphasizes the culmination of reading skills, motor coordination, knowledge of harmony, exercises and fingering, overall interpretation, dynamics, attention to form, advanced technical problems concerning performance of the literature. Recommended for students seeking a working knowledge in piano, comparable to second year level in the literature. Two hours activity.</i>	<b>1 Unit</b>	<b>MUSIC 35B</b> <b>Beginning Voice II</b> <i>Prerequisite: Music 35A or equivalent. A continuation of Music 35A. Group work on the fundamental techniques of singing, including study of standard vocal literature for solo performance, with increased emphasis in developing performance skills. One hour lecture, one hour activity.</i>	<b>1.5 Units</b>
<b>MUSIC 31</b> <b>Class Lessons in Woodwinds</b> <i>Class instruction in woodwind instruments. Music majors are required to take one unit of instruction in their major instrument for graduation. Four units are recommended for transfer majors. This class requires outside practice. Repeatable 3 times. One hour lecture, one hour activity.</i>	<b>1.5 Units</b>	<b>MUSIC 36A</b> <b>Intermediate Voice I</b> <i>Prerequisite: Music 35B or evidence of equivalent skills. A continuation of Music 35B with emphasis on the development of vocal technique and interpretation. Repertoire includes classical compositions from the English, Italian, and German languages. Analysis of individual vocal problems and performance skills is included. One hour lecture, one hour activity.</i>	<b>1.5 Units</b>
<b>MUSIC 32</b> <b>Class Lessons in Brass</b> <i>Class instruction in brass instruments. Music majors are required to take one unit of instruction in their major instrument for graduation. Four units are recommended for transfer majors. This class requires outside practice. Repeatable 3 times. One hour lecture, one hour activity.</i>	<b>1.5 Units</b>	<b>MUSIC 36B</b> <b>Intermediate Voice II</b> <i>Prerequisite: Music 36A or equivalent skills. A continuation of Music 36A with emphasis on vocal technique and interpretation. Solo repertoire appropriate to intermediate level includes standard voice literature. Analysis of individual vocal problems and performance skills is included. One hour lecture, one hour activity.</i>	<b>1.5 Units</b>
<b>MUSIC 33</b> <b>Class Lessons in Strings</b> <i>Class instruction in string. Transfer students are required to study four semesters in their major instrument. Repeatable 3 times. Two hours lab.</i>	<b>1 Unit</b>	<b>MUSIC 37</b> <b>Elementary Organ</b> <i>Prerequisite: Must be able to read music. Course Advisory: Music 27 recommended. Class instruction in the fundamentals and techniques of organ playing including liturgical, popular, and combo music. Repeatable 3 times. One hour lecture, one hour activity.</i>	<b>1.5 Units</b>
<b>MUSIC 34</b> <b>Class Lessons in Percussion</b> <i>Class instruction in percussion instruments. Music majors are required to take one unit of instruction in their major instrument. Transfer majors are required to study four semesters in their major instrument. This class requires outside practice. Repeatable 3 times. One hour lecture, one hour activity.</i>	<b>1.5 Units</b>	<b>MUSIC 38</b> <b>Class Lessons in Beginning Guitar</b> <i>Presents the principles and techniques of fundamental guitar performance. The course stresses first position techniques, notereading, scales, fingerboard knowledge, chord positions, picking and strum techniques, and performance of selected musical literature appropriate to the beginning level. Repeatable 3 times. NOTE: Combined enrollments in Music 38, 39 and 62 may not exceed 4. One hour lecture, one hour activity.</i>	<b>1.5 Units</b>
<b>MUSIC 35A</b> <b>Beginning Voice I</b> <i>Course Advisory: SCC minimum English standard. Group work on the fundamental techniques of singing, including literature of the musical theater. Includes analysis of individual problems and the opportunity for solo performance. Transfer voice majors should study voice each semester. One hour lecture, one hour activity.</i>	<b>1.5 Units</b>		

**MUSIC 39** **1.5 Units**

**Class Lessons in Intermediate Guitar**

*Prerequisite: Music 38 or equivalent as assessed by instructor and ability to read simple guitar music.* Presents the intermediate instruction level in guitar performance techniques and musical skill. The course covers 3rd and 5th positions, solo performance, musical notation exercise and application, musical interpretation and style, and intermediate literature. Repeatable 3 times. NOTE: Combined enrollments in Music 38, 39 and 62 may not exceed 4. *One hour lecture, one hour activity.*

**MUSIC 41A** **1.5 Units**

**Music Majors Piano**

*Course Advisories: Note reading and SCC minimum English and math standards.* Instruction, practice and application of the techniques of piano performance. Emphasis will be placed on a variety of keyboard skills including harmonic progressions, scales, fingerings, drills and exercises, sight reading, and keyboard ear-training. The course will also present musical analysis, performance strategies, suggested rehearsal techniques, independent coordination, and memorization. The class is specially designed to accompany the music major and, therefore, is very specific in harmonic understanding, theory, melodic development and usage, and piano practice. *One hour lecture, one hour activity.*

**MUSIC 41B** **1.5 Units**

**Music Majors Piano**

*Prerequisite: Music 41A. Course Advisory: SCC minimum English standard.* Instruction, practice and application of the techniques of piano performance at the intermediate level designed for music majors. Emphasis will be placed on continuation of keyboard skills including simple and complex modulation, harmonic progressions using seventh chords and larger sonorities, all major and minor scales plus other forms, exercises and drills, sight reading, rehearsal techniques, accompanying skills, arrangement and advanced ear-training. The class specifically relates to advanced theoretical concepts realized at the keyboard with a continued attention to performance and the use of the piano as a teaching tool. *One hour lecture, one hour activity.*

**MUSIC 42A** **1.5 Units**

**Jazz and Pop Piano**

*Prerequisite: Music 27, 28, or equivalent as determined by instructor.* Instruction, practice, performance, and application of the techniques of Jazz and Pop piano performance. Emphasis will be placed on establishing the foundations for an improvised approach as well as a review of available literature. The course will focus on the concepts of jazz and popular styles involving the realization of lead sheets, chord voicing, applied scale theory, rhythmic structure, arrangement techniques, improvisation, and accuracy in the development of all styles considered. *One hour lecture, one hour activity.*

**MUSIC 42B** **1.5 Units**

**Jazz and Pop Piano**

*Prerequisite: Music 27, 28, or equivalent as determined by instructor. Course Advisory: Music 42A.* Instruction, practice, performance, and application of the techniques and principles of intermediate jazz and popular piano styles and skills. Emphasis will be directed to continuing the presentation made in 42A. Focus will be centered around arranging, improvisations, voicings, dialogue, hand formats, performance of literature, written projects and a further introduction to styles. The realization of lead sheets, sight reading, ear training, transcriptions of solos, fingerings, scale theory, exercises, and performance strategies will all be discussed. *One hour lecture, one hour activity.*

**MUSIC 46** **1 Unit**

**Instrumental Conducting**

*Prerequisite: Ability to read music.* Instrumental conducting theory and techniques including a study of standard literature for band and orchestra. Written and practical tests required. *Two hours lecture (9 week course).*

**MUSIC 47** **1 Unit**

**Choral Conducting**

*Prerequisite: Ability to read music.* Choral conducting theory and techniques, including a study of standard literature for choir and chamber choir. Written and practical tests required. *Two hours lecture (9 week course).*

**MUSIC 49** **1-3 Units**

**Honors**

*Prerequisites: Completion of 24 units of college credit with a minimum GPA of 3.3; a minimum of 5 units in the discipline with a grade of "B" or better; an ability to work independently; permission of the Division Dean based on instructor availability.*

# Music

*Course Advisory: SCC minimum English standard. An independent study course in a selected musical area for sophomore students. The student works by arrangement with the instructor on an outlined program of study. A contract between student and instructor which details the specific area of interest including goals and schedule for project completion is required. May be repeated to a maximum of 6 units, including initial enrollment. One to three hours weekly by arrangement.*

## **MUSIC 51** **1.5 Units**

### **Jazz and Popular Solo Voice**

*Prerequisite: Music 35A&B or equivalent vocal instruction or experience. Course Advisory: SCC minimum English standard. The study and performance of songs in the popular and jazz idiom. Areas covered will include musical phrasing, emotional expression, popular vocal styling, stage presence and the use of sound reinforcement systems. Repeatable 3 times. One hour lecture, one hour activity.*

## **MUSIC 52** **2 Units**

### **Sound Recording**

*Course Advisory: SCC minimum English standard. Designed for musical performers and students interested in recording specifically. Development of recorded performances in the studio environment. Emphasis on acoustics, vocal and instrumental recording requirements, control board management, microphone techniques, organization and supervision of the recording session, mixing and mixdown. Particular attention is given to the “hands-on” experience in recording engineering and the overall recording process, including production, musical arrangement, mixdown, and studio demeanor. Repeatable 3 times. One hour lecture, three hours lab.*

## **MUSIC 53** **2 Units**

### **Advanced Sound Recording**

*Prerequisite: Music 52. Course Advisories: SCC minimum English and math standards. Advanced recording techniques with particular attention given to hands-on techniques. One hour lecture, three hours lab.*

## **MUSIC 55** **3 Units**

### **Introduction to Jazz Improvisation**

*Course Advisory: Knowledge of music fundamentals and basic instrumental skills. Techniques and literature of improvisation including application of scales, modes, harmonic progressions, solo shape, form, and dynamic, rhythmic, and*

*melodic development and interpretation of concepts and materials in the jazz style. Provides development and understanding of these techniques in the occupational areas of music through the concepts and performance of improvisation. Two hours lecture, one hour activity, one hour weekly by arrangement.*

## **MUSIC 56** **2 Units**

### **Jazz Improvisation Ensemble**

*Prerequisites: Music 55. Presents the principles and techniques of improvisational materials, combo performance, individual solo skills, advanced playing concepts, group dynamics, and increased performance ability. The class will perform a wide variety of arrangements and the overall performance standards are directed to feature individual soloists. Provides the occupational musician with an opportunity to develop confidence and advanced skills from performance in this ensemble. Repeatable 3 times. Two hours lecture, one hour activity, one hour weekly by arrangement.*

## **MUSIC 60** **.5 -3 Units**

### **Computer Assisted Music Lab**

*Prerequisite: MUSIC 27 and concurrent enrollment in MUSIC 1 or MUSIC 5. A self-paced course which introduces or further develops musicianship skills through computer-assisted instruction. The course is designed to enhance theory, performance and history study and may be taken to develop skills in specialized areas of composition, conducting, orchestration and arranging, and improvisation. This is an open entry/open exit course. Repeatable 3 times. One hour lecture and up to five hours weekly by arrangement.*

## **MUSIC 61** **2 Units**

### **MIDI-Computer Music Sequencing and Scoring**

*Prerequisites: MUSIC 27 and concurrent enrollment in MUSIC 1 or MUSIC 5. Course Advisories: SCC minimum English and math standards. Introduction to Musical Instrument Digital Interface (MIDI) and the hardware and software components of music sequencing and scoring. Includes “hands-on” familiarization with Macintosh computer, practical use of sequencing and scoring software, and an understanding of MIDI terminology. May be repeated to a maximum of 6 units, including initial enrollment. One hour lecture, two hours activity.*

**MUSIC 62** **1.5 Units**

**Introduction to Electric Guitar**

Presents the fundamental principles of electric guitar performance techniques. Guitarists are introduced to combo situations, notereading, chord symbols, finger board knowledge, chord in versions, accompaniment styles, “head” arrangements and ensemble experience. Rhythm and solo techniques are also investigated. Repeatable 3 times. NOTE: Combined enrollments in Music 38, 39 and 62 may not exceed 4. *One hour lecture, one hour activity.*

**MUSIC 63** **1.5 Units**

**Introduction to Electric Bass**

Presents the principles of electric bass performance techniques. The course emphasizes reading notational symbols in bass clef, chord symbol performance, finger board knowledge, scales, patterns, chord construction harmonic motion and function, and basic accompaniment styles. Familiarizes students with conceptual approach to modern musical styles. *One hour lecture, one hour activity.*

**MUSIC 64** **.5, 1, 1.5 or 2 Units**

**Marching Band**

*Prerequisite: Play a band instrument. An instrumental performing ensemble using marching band repertoire. Repeatable 3 times. One to six hours activity.*

**Special Topics**

These courses, numbered 48, 98, or 148 depending upon their transferability, are courses of contemporary interest centered on changing knowledge and important issues in the field. Announcements of Special Topics courses appear in the Schedule of Classes.

# Occupational Education

## Description

This is an occupational work experience course available to all occupational education certificate and degree program students.

## Requirements

To qualify for Occupational Work Experience credit, the student must be working at a job directly related to his/her declared college major in an occupational education area major, attend a weekly coordination seminar, develop job oriented objectives and remain currently enrolled in at least seven units of the declared major or general education requirements, including Occupational Work Experience.

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## OCCEd 90

### Occupation Work Experience

To qualify for Occupational Work Experience credit, the student must be working at a job directly related to his/her declared college major in an occupational education area major, attend a weekly coordination seminar, develop job oriented objectives and remain currently enrolled in at least seven units of the declared major or general education requirements, including Occupational Work Experience. Includes all occupational education certificate and degree programs. This course may be used to meet requirements in certain majors at some four-year institutions. Qualified students who are not working may seek placement assistance from the Student Placement Office. A maximum of 4 units per semester may be earned. May be repeated up to 12 units. NOTE: Combined units for all work experience courses shall not exceed 12 units. Credit allowed as follows (based on hours of work): *Course Advisories: SCC minimum English and math standards.*

Hours/Week	Units
20 or more	4
15-19	3
10-14	2
5-9	1

## Program Description

Students may select from four programs in Office Technology: Administrative Assistant, Legal Specialist, Medical Office Specialist, Medical Transcription Specialist. These programs are designed to develop a management support person with technical and communication skills. Time-management and problem-solving abilities are emphasized along with a “team member” approach for a career in today’s business environment.

## Certificate of Achievement and Associate in Science Degree

A Certificate of Achievement in Administrative Assistant, Legal Specialist, Medical Office Specialist or Medical Transcription Specialist can be obtained upon completion of the courses in the selected major. The Associate in Science Degree in Business-Office Technology can be obtained upon completion of 60 units, including the required courses in the selected major, the general education requirements, and electives.

## Required Courses

### Administrative Assistant

(Recommended sequence)

	Units		Units
OT 55—Interm. Keyboarding/Word Processing	3	OT 159—Filing and RecordsMgmt (spring)	2
OT 56—Adv. Keyboarding/Word Processing	3	OT 160—Machine Transcription	3
CIS 1—Introduction to Computers		OT 151—Off. Sys/Procedure+Internship (spring)	4
OR		Electives selected from the list of Recommended	
CIS 50—Microcomputer Applications	3	Electives	1.5
BUS 92—Business Communication	3		33
CIS 57—Introduction to Microsoft Win 95/98	1.5	<b>Recommended Electives:</b>	
CIS 66—Microsoft Word	3	ACCT 180	
CIS 63—WordPerfect	3	CIS 55, 78, 84, 90	
CIS 73—Microsoft Excel	3	MGMT 55	
		OT 165	

### Legal Specialist

(Recommended sequence)

	Units		Units
OT 55—Interm. Keyboarding/ Word Processing	3	OT 131—Legal Machine Transcription	3
OT 57—Legal Typing	3	OT 132—Admin. Law & Procedure	3
CIS 63—WordPerfect		OT 133—Intro. to Legal Assisting	3
OR		OT 159—Filing & Records Management	2
CIS 66—Microsoft Word	3	OT 151—Off. Sys/Procedure+Internship	4
BUS 92—Business Communication	3		30
BUS 18—Legal Environment of Business	3		

# Office Technology (continued)

## Medical Office Specialist

(Recommended sequence)

	Units		Units
NURSE 111—Medical Terminology	3	OT 151—Off. Sys/Procedure+Internship (spring)	4
OT 59—Medical Keyboarding/Computer Appl.	3	Electives selected from the list of Recommended	
CIS 63—WordPerfect		Electives	1.5
OR			30
CIS 66—Microsoft Word	3	<b>Recommended Electives:</b>	
OT 101—Human Diseases	3	ACCT 180	
BUS 92—Business Communication	3	CIS 1 or 50, 73	
OT 159—Filing & Records Management	2	MGMT 55	
OT 103—Intro. to ICD-9-CM Coding*	3	OT 102, 121	
OT 104—Interm. ICD-9-CM Coding	1.5		
OT 106—CPT-4 Coding**	1.5	* International Classification of Diseases, 9thRev., Clinical Modification, 4th ed.	
OT 107—Medical Insurance Coding	1.5	**Current Procedural Terminology	

## Medical Transcription Specialist

(Recommended sequence)

	Units		Units
CIS 63—WordPerfect		OT 121 to 124—Med. Machine Trans. I, II, III, IV	12
OR		OCCED 90—Occupational Work Experience	2
CIS 66—Microsoft Word	3	Electives selected from the list of Recommended	
OT 55—Interm. Keyboarding/ Word Processing	3	Electives	3
NURSE 111—Medical Terminology	3		32
OT 56—Adv. Keyboarding/ Word Processing	3	<b>Recommended Electives:</b>	
OT 101—Human Diseases	3	OT 59, 100, 102, 103/104, 106	

## Job-Direct Certificate Requirements

### General Office Assistant

Required Courses	Units
BUS 100—Work Readiness	1.5
CIS 66—Microsoft Word	3
CIS 63—WordPerfect	3
CIS 73—Microsoft Excel	3
	10.5

### Legal Office Assistant

Required Courses	Units
BUS 100—Work Readiness	1.5
CIS 63—WordPerfect	3
OT 57—Legal Keybding/Word Processing	3
OT 131—Legal Machine Transcription	3
	10.5

### Medical Office Assistant

Required Courses	Units
BUS 100—Work Readiness	1.5
CIS 63—WordPerfect	3
NURSE 111—Medical Terminology	3
OT 59—Medical Keyboarding /Computer Applic.	3
<u>Retail Clerk</u>	10.5

Required Courses	Units
MKT 174—Retail Merchandising	3
BUS 181—Business Math	1
CIS 148.50—FT Computer Basics	.5
ENGL 310—Writing Skills Lab	1.5
ENGL 320—Reading Improvement Lab	1.5
BUS 100—Work Readiness	1.5
	9

**OT 54****1-3 Units****Beginning Keyboarding**

*Prerequisite: Concurrent enrollment in OT Lab.*

*Course Advisory: SCC minimum English standard.*

Individualized beginning typing course taught on the microcomputer. Touch typing is developed on the alphabet, punctuation, symbols, the top row of numbers and the ten-key pad. Units of study include composition at the keyboard, correspondence, manuscripts and skill building. Speed will be built to a minimum of 35 words per minute. This is an open entry/open exit course. May be repeated to a maximum of 3 units, including initial enrollment. Three hours lecture, two hours lab.

**OT 55****1-3 Units****Intermediate Keyboarding/Word Processing**

*Prerequisites: Successful completion of OT 54 or of the typing placement test; concurrent enrollment or successful completion of CIS 63 or CIS 66; concurrent enrollment in OT Lab. Course Advisory: SCC minimum English standard.*

Individualized keyboarding course using a microcomputer with units of study including skill building, correspondence, manuscripts, compositions, tables, special projects, and business forms. Speed will be built to a minimum of 40 words per minute. This is an open entry/open exit course. May be repeated to a maximum of 3 units, including initial enrollment. Three hours lecture, two hours lab.

**OT 56****1-3 Units****Advanced Keyboarding/Word Processing**

*Prerequisites: Successful completion of OT 55; concurrent enrollment in OT Lab. Course Advisories: SCC minimum English and math standards.*

This advanced, individualized applications course is designed to prepare students for professional work in the secretarial field with a heavy emphasis on word processing applications using a microcomputer. Speed will be built to a minimum of 50 words per minute. This is an open entry/open exit course. May be repeated to a maximum of 3 units, including initial enrollment. Three hours lecture, two hours lab.

**OT 57****1-3 Units****Legal Keyboarding/Word Processing**

*Prerequisites: Successful completion of OT 55 and ability to keyboard at 50 words per minute. Concurrent enrollment in OT Lab. Course Advisory: SCC minimum English standard.* Concentrated study of legal terminology combined with practice in the construction of legal documents and skill development in keyboarding legal forms on microcomputers using word processing and

California Judicial Forms software. Units of study include: civil litigation, family law, and partnerships and corporations. This is an open entry/open exit course. May be repeated to a maximum of 3 units, including initial enrollment. Three hours lecture, two hours lab.

**OT 59****3 Units****Medical Keyboarding and Computer Applications**

*Prerequisites: OT 54 or successful completion of a typing placement test at 40 words a minute, Nursing 111 (or concurrent enrollment) or successful completion of a medical terminology exam. Concurrent enrollment in OT Lab. Course Advisory: SCC minimum English standard.* A medical computer application program will be used to build a patient database for maintaining information necessary for patient contact and billing and for monitoring office operations and efficiency. A computerized skill building program will be utilized for building speed and accuracy. Three hours lecture, two hours lab.

**OT 100****1-3 Units****Skill Building on the Computer Keyboard**

*Prerequisite: Concurrent enrollment in OT Lab.*

*Course Advisories: Ability to touch type at 20 wpm; SCC minimum English and math standards.*

Individualized skill building keyboarding course taught on the microcomputer. Speed and accuracy skills are enhanced on the alphabet, punctuation, and numbers. The unit of study includes identifying the specific needs of the individual and then assigning diagnostic drills, skill-development practice and pre-and post-testing. The skill building goal will be to increase typing speed or straight copy 3- to 5-minute timed writings between 5 to 10 words per minute above the starting rate with an accuracy level of not more than one error per minute. This is an open entry/open exit course. May be repeated to a maximum of 3 units, including initial enrollment. Three hours lecture, two hours lab.

**OT 101****3 Units****Study of Human Diseases for Medical Assistants**

*Course Advisory: SCC minimum English standard.*

Study of the pathological process, imparting basic knowledge to paramedical personnel. The student will study the basic concepts, terminology, etiology and characteristics of pathological processes. Diseases are classified according to both causative agents and the body system to which they relate. Three hours lecture.

# Office Technology

- OT 102** **4 Units**  
**Health Unit Assistant Procedures**  
*Prerequisites: NURSE 111 or successful completion of a medical terminology exam; touch typing at 30 wpm or concurrent enrollment in OT 54. Course Advisory: SCC minimum English standard.*  
Designed for students who want to be prepared for the job of hospital unit assistant/ward clerk. An in-depth study of the job duties performed by a unit assistant/ward clerk under the direct supervision of the nursing staff in a hospital system and the characteristics needed to perform them. Students will be assigned to a local hospital for a practicum under supervision of nursing staff and the instructor. Three hours lecture, four hours weekly by arrangement.
- OT 103** **3 Units**  
**Introduction to ICD-9-CM Coding**  
*Prerequisites: OT 101; NURSE 111 (or successful completion of the challenge test). Course Advisory: SCC minimum English standard.* Introductory course in the basic principles of coding disease and procedures using the International Classification of Disease, 9th Edition Clinical Modification (ICD-9-CM) and ICD-9-CM coding handbook for entry-level coders. Current ICD-9-CM books only will be utilized in this course. The impact of coding on reimbursement will be discussed. Three hours lecture.
- OT 104** **1.5 Units**  
**Intermediate ICD-9-CM Coding**  
*Prerequisites: OT 103. Course Advisory: SCC minimum English standard.* Builds on the previous knowledge gained in OT 103 and addresses more complex issues related to ICD-9-CM Coding. Class lectures and practical applications will focus on using actual medical records and applying higher level coding skills. The Prospective Payment System and Diagnosis Related Groups (DRGs) will be introduced. Three hours lecture (8 week course).
- OT 106** **1.5 Units**  
**CPT-IV Coding**  
*Prerequisites: NURSE 111, OT 101. Course Advisories: SCC minimum English and math standards.* Covers the principles and mechanics of coding professional services rendered using the Current Procedural Terminology (CPT-IV) coding system and its relationship to the Health Care Financing Administration Common Procedure (HCPCS) Coding System. Three hours lecture (8 week course).
- OT 107** **1.5 Units**  
**Medical Insurance Coding**  
*Prerequisites: OT 103, OT 104, OT 106, OT 54 or the successful completion of a challenge test. Course Advisories: SCC minimum English and math standards.* Study of health insurance billing and coding for professional services using the ICD-9-CM, CPT and other classification systems. Students will learn to fill in insurance forms in order to receive proper reimbursement. Three hours lecture (8 week course).
- OT 121** **3 Units**  
**Medical Transcription I**  
*Prerequisite: Successful completion of OT 55 or OT 56 or a keyboarding speed of 40 wpm (to be verified by placement test) with microcomputer word processing skills; NURSE 111 (or concurrent enrollment) or successful completion of a medical terminology exam. Concurrent enrollment in OT Lab. Course Advisory: SCC minimum English standard.* Provides practice on recorded material stressing terminology from medical reports covering history and physicals, radiology, operations, pathology, discharge summary and autopsy using a microcomputer and word processing software. Three hours lecture, two hours lab.
- OT 122** **3 Units**  
**Medical Transcription II**  
*Prerequisite: OT 121.* Vocabulary building and transcription of medical records in specialty areas of cardiology, endocrinology, gastroenterology, gynecology, internal medicine, and oncology. Three hours lecture, two hours lab.
- OT 123** **3 Units**  
**Medical Transcription III**  
*Prerequisites: OT 122; concurrent enrollment in OT Lab. Course Advisory: SCC minimum English standard.* Vocabulary building and transcription of medical reports in specialty areas of radiology, psychiatry, neurology and neurosurgery, emergency medicine, laboratory medicine, and general surgery. Three hours lecture, two hours lab.
- OT 124** **3 Units**  
**Medical Transcription IV**  
*Prerequisites: OT 123. Concurrent enrollment in OT Lab. Course Advisory: SCC minimum English standard.* Vocabulary building and transcription of medical reports in specialty areas of orthopedics, pediatrics, respiratory and pulmonary medicine, immunology and AIDS, plastic surgery, and urology. Three hours lecture, two hours lab.

**OT 131** **3 Units**

**Legal Machine Transcription**

*Prerequisite: OT 55 or OT 56 or a keyboarding speed of 40 wpm (to be verified by placement test) and CIS 63 or CIS 66 with a grade of "C" or better; concurrent enrollment in OT Lab. Course Advisory: SCC minimum English standard. Concentrated course designed to familiarize the student with terminology, background, and knowledge of procedures necessary for work in a law office. The legal system is studied through the court structure, legal documents, and the specialty areas including family law, wills and probate, corporations, real estate, bankruptcy, and criminal law. Proficiency in transcribing from machine dictation is emphasized along with the integration of technical skills. Three hours lecture, two hours lab.*

**OT 132** **3 Units**

**Administrative Law and Procedure**

*Course Advisories: SCC minimum English and math standards. Introductory course for the legal secretary or the litigation paralegal who will be responsible for processing legal documents. Definitions, background information, step-by-step instructions, statements of procedure, and proper forms from initiating action through the enforcing of a judgment. Three hours lecture.*

**OT 133** **3 Units**

**Introduction to Legal Assisting**

*Course Advisories: SCC minimum English and math standards. The career possibilities of legal assisting and paralegal will be the highlight of this course. The lectures will emphasize procedures rather than theory. Four main topics will be covered: The American legal system, client services, law office procedures, and personal and professional career development. Three hours lecture.*

**OT 151** **4 Units**

**Office Systems/Procedures**

*Prerequisites: Typing rate of 50 words per minute and microcomputer word processing skills. Course Advisories: SCC minimum English and math standards. Advanced level course designed to complete the training of secretarial/clerical students in office systems and procedures. Course should be taken during the student's final semester of the program or as a refresher for experienced business students. A 64-hour practicum will be established in the specialty area of the student's major. Three hours lecture, four hours weekly by arrangement.*

**OT 159** **2 Units**

**Filing and Records Management**

*Course Advisory: SCC minimum English standard. Designed to introduce the systems approach of records management using both manual and automated equipment. Topics covered include creation, storage (alphabetic, numeric, geographic, and subject methods), protection, evaluation, control, use, and disposition of the records. Two hours lecture.*

**OT 160** **3 Units**

**Machine Transcription**

*Prerequisites: OT 55 or OT 56 or a keyboarding speed of 40 wpm (to be verified by placement test) and CIS 63 or CIS 66 with a grade of "C" or better; concurrent enrollment in OT Lab. Course Advisory: SCC minimum English standard. Emphasizes proficiency in transcribing from machine dictation. Develops the coordination of keyboarding, business English, and proofreading skills while transcribing documents from a variety of businesses. Three hours lecture, two hours lab.*

**OT 162** **1 Units**

**Ten Key**

*Prerequisite: Concurrent enrollment in OT Lab. Course Advisories: SCC minimum English and math standards. Individualized course offering the fundamentals of operating the ten-key microcomputer number keypad. The touch system of operation and continuous speed and accuracy development are emphasized throughout the course. This is an open entry/open exit course. One hour lecture, one-half hour lab.*

**OT 164** **1-4 Units**

**College Shorthand Level 1**

*Prerequisite: Typing speed of 35 words a minute or concurrent enrollment in typing. Course Advisory: SCC minimum English standard. A variable-units course in Gregg Shorthand, Series 90, in which credit is based on the number of completed lessons (ten lessons per credit) and satisfactory completion of unit performance objectives. General objectives include learning the theory of Gregg Shorthand, developing an automatic response to brief forms, and achieving speed dictation skills to a level of 60 words per minute. This is an open entry/open exit course. May be repeated to a maximum of 4 units, including initial enrollment. Three hours lecture, one hour lab.*

# Office Technology

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OT 165

1-4 Units

## **Shorthand Vocabulary and Speed Building**

*Prerequisites: OT 164 with a grade of "C" or better, or the equivalent; keyboarding speed of 45 wpm or concurrent enrollment in a second semester of keyboarding. Course Advisory: SCC minimum English standard. Second semester of Gregg Shorthand, Series 90, or other speedwriting system to review basic shorthand principles and increase ability to take dictation from 60 to 80 words a minute by using speed development tapes each day and by producing accurate letters of transcription. Credit for repeated units is based on the number of lessons completed and satisfactory completion of each credit's performance objectives for building shorthand speed, vocabulary, and transcription skills. This is an open entry/open exit course. May be repeated to a maximum of 12 units, including initial enrollment. Three hours lecture, one hour lab.*

## Planning to Transfer?

[www.assist.org](http://www.assist.org)

Your official source for California articulation and student transfer information.



# Ornamental Horticulture

Trade & Technical Division

## Program Description

This program is designed to provide theory and practical experience needed to enter the horticulture field or prepare for advancement or certification. It also offers some of the basic courses required of horticulture majors transferring to four-year institutions. This program offers certificates and degrees in six Ornamental Horticulture areas.

## Certificate of Achievement and Associate in Science Degree

A Certificate of Achievement can be obtained upon completion of one of the majors listed below. The Associate in Science Degree can be obtained by completing a total of 60 units, including the required courses in one of the majors listed below, the general education requirements, and electives.

## Required Courses

### Horticulture Science

	Units
OHORT 6—ID & Ecology of Landscape Plant Materials	4
OHORT 30—Landscape Design I	3
OHORT 50—Intro. to Orn. Hort.	3
OHORT 55—Soils & Fertilizers	3
OHORT 56—Plant Pest Control & Mgmt.	4
OHORT 60—Comm. Nursery Practices	3
OHORT 66—Landscape Installation & Maintenance	3
OHORT 67—Landscape Equip. Operation Planning	
OR	
OHORT 80—Flower Arranging	3
	<u>26</u>

### Nursery Production

	Units
OHORT 6—ID & Ecology of Landscape Plant Materials	4
OHORT 50—Intro. to Orn. Hort.	3
OHORT 55—Soils & Fertilizers	3
OHORT 56—Plant Pest Control & Mgmt.	4
OHORT 60—Comm. Nursery Practices	3
OHORT 61—Plant Propagation	3
OHORT 62—Greenhouse Crops	3
	<u>23</u>

### Landscape Maintenance

	Units
OHORT 6—ID & Ecology of Landscape Plant Materials	4
OHORT 50—Intro. to Orn. Hort.	3
OHORT 55—Soils & Fertilizers	3
OHORT 56—Plant Pest Control & Mgmt.	4
OHORT 65—Pruning Principles	3
OHORT 66—Landscape Installation & Maint. I	3
OHORT 71—Irrigation Principles	3
	<u>23</u>

# Ornamental Horticulture (continued)

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## Landscape Practices

	Units
OHORT 6—ID & Ecology of Landscape Plant Materials	4
OHORT 30—Landscape Design I	3
OHORT 50—Intro. to Orn. Hort.	3
OHORT 55—Soils & Fertilizers	3
OHORT 56—Plant Pest Control & Mgmt.	4
OHORT 66—Landscape Installation & Maintenance	3
OHORT 70—Landscape Construction & Estimation	3
	<u>23</u>

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## Commercial Floral Practices

	Units
OHORT 6—ID & Ecology of Landscape Plant Materials	4
OHORT 50—Intro. to Orn. Hort.	3
OHORT 55—Soils & Fertilizers	3
OHORT 56—Plant Pest Control & Mgmt.	4
OHORT 80—Comm. Flower Arranging	3
OHORT 81—Comm. Floral Design	3
OHORT 82—Comm. Florist Operations & Practices	3
	<u>23</u>

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## Turf Management

	Units
OHORT 6—ID & Ecology of Landscape Plant Materials	4
OHORT 50—Intro. to Orn. Hort.	3
OHORT 55—Soils & Fertilizers	3
OHORT 56—Plant Pest Control & Mgmt.	4
OHORT 71—Irrigation Principles	3
OHORT 85—Turf Maintenance & Management	3
OHORT 86—Park Mgmt Planning	3
	<u>23</u>

### Recommended Electives for all Ornamental Horticulture Programs

AGBUS 101, 102  
ACCT 1  
DRAFT 50, 55, 45  
OCCED 90  
OHORT 95, 150, 171, 172, 173, 175, 176, 177

Students interested in pursuing knowledge or a degree in Viticulture should contact Napa Valley College's Viticulture & Winery Technology Coordinator, (707) 253-3259, or the Napa Valley College Dean of Instruction's Office, (707) 253-3100.

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# Ornamental Horticulture (continued)

## Job-Direct Certificate Requirements

Floral Worker	Units
OHORT 175—Intro. to Product Care & Handling	1
OHORT 176—Intro. to Retail & Seasonal Counter Sales	1
OHORT 177—Intro. to Display Area Setup & Maintenance	1
*OCCED 90—Occupational Work Experience	<u>1</u>
	4

\*Students will be required to complete 80 hours of cooperative supervised work experience to receive credit.

Landscape Worker	Units
OHORT 171—Intro. to Landscape Practices	1
OHORT 172—Intro. to Landscape Equipment	1
OHORT 173—Intro. to Landscape Irrigation	1
*OCCED 90—Occupational Work Experience	<u>1</u>
	4

\*Students will be required to complete 80 hours of cooperative supervised work experience to receive credit.

### OHORT 6 4 Units Identification and Ecology of Landscape Plant Materials

*Course Advisories: OHORT 50 and SCC minimum English standard. Study of the identification, growth habits, cultural requirements, and evaluation of landscape plant materials used for ornamental purposes in Western landscapes. Laboratory experience will emphasize the identification and use of the plant materials in various landscape settings. A collection will be required. Repeatable 1 time. Three hours lecture, three hours lab.*

### OHORT 30 3 Units Landscape Design I

*Prerequisites: OHORT 6. Course Advisory: OHORT 50. Introduction to the skills and techniques of landscape design principles and practices. Laboratories will stress drafting techniques through design projects. Field trips required. Two hours lecture, three hours lab.*

### OHORT 31 3 Units Landscape Design II

*Prerequisites: OHORT 30. Course Advisory: OHORT 50. Presents the association of plant materials according to design principles and their environmental requirements with attention to groupings, arrangements and planting about buildings and other landscape structures. Landscape drafting will be stressed in the laboratory projects culminating in a term design project. Mandatory field trips. Two hours lecture, three hours lab.*

### OHORT 50 3 Units

#### Introduction to Ornamental Horticulture

*Course Advisory: SCC minimum English standard. Introduction and preview of the nursery, florist, and landscaping industries including elemental landscape design, flower arranging, plant identification, plant propagation, landscape tools, turf care, pest control, soil testing and basic botany. Laboratory experience will develop beginning techniques in propagation, soil testing, and turf and shrub maintenance. Mandatory field trips will be taken to various phases of the industry. Two hours lecture, three hours lab.*

### OHORT 55 3 Units

#### Soil and Fertilizers

*Course Advisories: SCC minimum English and math standards. Study of the relationships of soils and fertilizers to proper plant growth and emphasizes analysis of soils and fertilizers. Field laboratories will develop management techniques in testing and application through exercises and field trip observations. Two hours lecture, three hours lab.*

### OHORT 56 4 Units

#### Landscape Pest Control and Management

*Course Advisories: SCC minimum English and math standards. Study of horticultural pests, insects, weeds, diseases and other non-pathogenic causes common to the Solano County area emphasizing identification, cultural, rotational, natural and chemical control methods. Mandatory field trips and laboratory experiences will provide experiences in detection, identification and*

# Ornamental Horticulture

techniques necessary to manage and control various species of plant pests. A collection is required. Repeatable 1 time. Three hours lecture, three hours lab.

## **OHORT 60** **3 Units**

### **Commercial Nursery Practices**

*Course Advisories: SCC minimum English and math standards; OHORT 50.* Presents commercial nursery operations, layout and cultural practices emphasizing environmental control for ornamental plants from seeds or cuttings to retail sale. Laboratory experience will develop the student's ability and techniques through exercises, field trip observations and a term project. Two hours lecture, three hours lab.

## **OHORT 61** **3 Units**

### **Plant Propagation**

*Prerequisite: OHORT 60. Course Advisories: SCC minimum English and math standards; OHORT 50.* Presents the methods of plant propagation by budding, grafting, layering, separations, cuttings and seeds used commercially for industry applications. Laboratory experience will incorporate the performance of propagation skills and techniques. A field trip to a commercial production nursery and a term project will be required. Two hours lecture, three hours lab.

## **OHORT 62** **3 Units**

### **Greenhouse Crops**

*Prerequisite: OHORT 60 or 61. Course Advisories: SCC minimum English and math standards; OHORT 50.* Study of the operations and practices in greenhouse plant production with emphasis on cut flowers, bedding plants, potted plants and vegetables grown for market. Laboratory experience will emphasize plant growth and care within the greenhouse structures through student projects, term reports and mandatory field trips. Repeatable 1 time. Two hours lecture, three hours lab.

## **OHORT 65** **3 Units**

### **Pruning Principles and Practices**

*Course Advisories: SCC minimum English and math standards; OHORT 50.* Presents the fundamentals, objectives and effects of pruning landscape annuals, herbaceous and woody perennials, deciduous and evergreen trees and shrubs. Laboratory experience will develop the skills of proper tool use and the training, modifying, improving and maintaining landscape plants through selected activities and mandatory field trip situations. Two hours lecture, three hours lab.

## **OHORT 66** **3 Units**

### **Landscape Installation and Maintenance**

*Course Advisories: SCC minimum English and math standards; OHORT 50.* Introduction to the skills and techniques of landscape maintenance practices with emphasis on care and maintenance of trees, shrubs, ground covers, and lawns. Field laboratories will develop the appropriate skills in cultural practices and handtool operation. Field trips are required. Two hours lecture, three hours lab.

## **OHORT 67** **3 Units**

### **Landscape Equipment Operation and Planning**

*Prerequisite: OHORT 66.* A study of the maintenance of commercial landscaped areas with special emphasis on developing skills in power equipment operation and maintenance, scheduling, estimating and bidding relative to the care and maintenance of ornamental landscaped areas. Field laboratories will develop the appropriate techniques in equipment operation and exercises in bidding and estimation. Term project required. Two hours lecture, three hours lab.

## **OHORT 70** **3 Units**

### **Landscape Construction and Estimation**

*Course Advisories: SCC minimum English and math standards; OHORT 50.* Study of the construction of patios, decks, walks, retaining walls, raised planters, mowstrips, fences, overhead structures, masonry work, sprinkler layout and other landscape features with emphasis on building code specifications. Previews contractor's licensing. Site development and construction skills will be developed during the laboratory. Two hours lecture, three hours lab.

## **OHORT 71** **3 Units**

### **Irrigation Principles**

*Course Advisories: SCC minimum English and math standards; OHORT 55.* Study of the principles and management of water development and use in agricultural and horticultural production with special emphasis on water supplies, measurement, movement through soils, application methods, amounts needed and problems of distribution. The field laboratories will develop management techniques through exercises and field trip observations. Two hours lecture, three hours lab.

# Ornamental Horticulture

## **OHORT 80** **3 Units**

### **Commercial Flower Arranging**

*Course Advisory: SCC minimum English standard.* Commercial use and conditioning of flowers and related materials in making flower arrangements and a study of the basic principles of design in relation to the use of flowers, seasonal arrangements, the planting of indoor planters, simple corsage wiring, basic bowmaking and stem wrapping as performed in flower shop operations. Repeatable 1 time. *Two hours lecture, three hours lab.*

## **OHORT 81** **3 Units**

### **Commercial Floral Design**

*Course Advisories: OHORT 50 and 80; SCC minimum English standard.* Commercial application of advanced floral designs for wedding, receptions, large gatherings, funeral pieces, hospital flowers, and holiday designs; use of dry and silk flowers, care and maintenance of floral pieces and use of specialty containers, mechanics, and pricing will be covered. Field trips will be taken and special lectures given on various phases of the floral industry. Repeatable 1 time. *Two hours lecture, three hours lab.*

## **OHORT 82** **3 Units**

### **Commercial Florist Operations Planning**

*Course Advisories: OHORT 80 and OHORT 50; SCC minimum English standard.* Development of commercial skills and techniques in the application of practices of flower shop operations with emphasis on the layout, displays, planning, ordering, handling, processing and scheduling of floral products. Requires student laboratory projects, reports and field trip experience. *Two hours lecture, three hours lab.*

## **OHORT 85** **3 Units**

### **Turf Maintenance and Management**

*Course Advisories: SCC minimum English and math standards; OHORT 50, 71.* Study of the production and maintenance of turf for lawns, public parks, institutions, recreation areas and golf courses with emphasis on turf varieties, uses, irrigation, conditioning and fertilization, pest control, and equipment operation. Laboratory will develop techniques of maintenance, variety identification and skills of application and use through exercises and field trip observations. *Two hours lecture, three hours lab.*

## **OHORT 86** **3 Units**

### **Park Management Planning**

*Prerequisite: OHORT 30, 85. Course Advisory: OHORT 50.* Study of the design, installation and maintenance of city, county and state parks and recreational maintenance areas with special emphasis on skills development. Field laboratories will develop technician proficiencies and special skills in this area. *Two hours lecture, three hours lab.*

## **OHORT 95** **.5 Unit**

### **Pesticide Application and Safety Training**

*Course Advisory: SCC minimum English standard.* Specialized study of the selection, handling, application and safety of using agriculture pesticides with emphasis on rules and regulations to include ornamentals, turf grass, right-of-way, aquatic, forest, agricultural, industrial and institutional pest control. Intensive training provided for pesticide application, operation and certification preparation. This is a credit/no credit course. Repeatable to a maximum of 40 hours (or 4 enrollments) during a two-year period as dictated by the State of California Dept. of Food & Agriculture Pesticide Licensing Division. *Two and one-half hours (4 week course).*

## **OHORT 150** **2 Units**

### **Plant Identification**

*Course Advisory: SCC minimum English standard.* Presents methods of identifying landscape plant material with emphasis on cultural habits, requirements and use of ornamental trees, shrubs, vines, ground covers used in this area. Includes landscape tours at off-campus settings. Repeatable 1 time. *Two hours lecture.*

## **OHORT 168** **3 Units**

### **LandCAD Design**

*Prerequisites: OHORT 30; DRAFT 45.* Presentation of landscape design with emphasis on public-use areas including contemporary goals, site plan development, evaluation, job bid estimates using computer assisted drafting develop skills and abilities. A term project is required. Repeatable 1 time. *Two hours lecture, three hours lab.*

## **OHORT 171** **1 Unit**

### **Introduction to Landscape Practices**

*Course Advisories: SCC minimum English and math standards.* Provides basic entry level skills in landscape practices as required in the landscape construction and maintenance industry with emphasis on cultural practices related to turf grass, trees, shrubs and groundcovers including planting, watering, mowing, fertilizing, controlling pests and pruning. *One hour lecture, four hours lab (8 week course).*

# Ornamental Horticulture

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## OHORT 172 1 Unit

### Introduction to Landscape Equipment

Course Advisories: SCC minimum English and math standards. Provides basic entry level skills as required in the landscape maintenance industry with emphasis on operation, maintenance and safety of mowers, edgers, blowers, sprayers, spreaders, tillers, aerators, and other powered landscape equipment. Students will be required to work out of doors in any type of weather. One hour lecture, four hours lab (8 week course).

## OHORT 173 1 Unit

### Introduction to Landscape Irrigation

Course Advisories: SCC minimum English and math standards. Provides basic entry level skills as required in the landscape construction and maintenance industry with emphasis on irrigation system operation and maintenance of controllers, timers, valves, heads, emitters, pipe and fittings including trouble shooting and repair. Student may be required to work out of doors in any type of weather. One hour lecture, four hours lab (8 week course).

## OHORT 175 1 Unit

### Introduction to Flower Products Care and Handling

Course Advisories: SCC minimum English and math standards. Provides entry level skills in the use and care of cut flowers, live plants, gift lines, tools, and supplies as used in a retail floral shop with emphasis on flower identification, pricing and handling. One hour lecture, four hours lab (8 week course).

## OHORT 176 1 Unit

### Introduction to Retail and Seasonal Counter Sales

Course Advisories: SCC minimum English and math standards. Develops the skills used in retail floral routine, seasonal and holiday salesmanship with emphasis on effective selling techniques as applied to telephone, wire service and counter orders. One hour lecture, four hours lab (8 week course).

## OHORT 177 1 Unit

### Introduction to Display Area Setup and Maintenance

Course Advisories: SCC minimum English and math standards. Provides entry level skills in retail display and merchandising of sales floor dry goods and live products in the operations of a floral shop or center with emphasis on display concepts, merchandizing, fixtures, props and related maintenance. One hour lecture, four hours lab (8 week course).

## OHORT 190 1 Unit

### Vegetable Gardening

Course Advisory: SCC minimum English standard. Designed to provide theoretical background and current concepts in vegetable gardening techniques. Students will be introduced to various soils, planting, watering, fertilization, pest control, preharvest culture and harvest as related to the latest vegetable gardening procedures. Repeatable 1 time. Two hours lecture (9 week course).

### Special Topics

These courses, numbered 98 or 148 depending upon their transferability, are courses of contemporary interest centered on changing knowledge and important issues in the field. Announcements of Special Topics courses appear in the Schedule of Classes.

## Humanities Division

### Program Description

The philosophy program is limited to a select number of courses, but these will provide students pursuing any major with a solid foundation in philosophy. A comprehensive survey course is supplemented by substantive courses in critical thinking, logic, ethics and comparative religion.

### Associate Degree

Not available in this discipline.

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**PHLOS 1****3 Units****Introduction to Critical Thinking and Reasoning**

*Course Advisory: ENGL 1 or ENGL 62.* Study of logical thinking and reasoning in everyday life. Emphasis is on informal logic in contrast to formal symbolic logic. Special attention is given to "computer literacy" and "educational television." Critical reading and writing is required. The course does not fulfill the IGETC critical thinking requirement. *Three hours lecture.*

philosophical, social, and political sources is integral. Objective exams and critical essays are required. This course fulfills the IGETC critical thinking requirement. *Three hours lecture.*

**PHLOS 3****3 Units****Introduction to Philosophy**

*Course Advisory: ENGL 1 or ENGL 62.* General introduction to the central methods and recurring problems of the Western philosophical tradition. Topics of inquiry are theories of knowledge, theories of existence, philosophy of religion, free will and determinism, and the mind-body problem. Critical reading and writing are required. (CAN PHIL 2). *Three hours lecture.*

**PHLOS 31****3 Units****Introduction to World Religions of the East**

*Course Advisory: SCC minimum English standard.* Introduction to a comparative study of world religions of the East including Hinduism, Buddhism, Jainism, Sikhism, Confucianism, Daoism and Shinto. Emphasis is on analysis of origin and historical background, founders, beliefs and practices, impact on culture and society, and contemporary issues. *Three hours lecture.*

**PHLOS 4****3 Units****Introduction to Moral Philosophy**

*Course Advisory: ENGL 1 or ENGL 62.* Introduction to moral philosophy and major ethical theories of the Western philosophical tradition. Critical reading and writing are required. (CAN PHIL 4). *Three hours lecture.*

**PHLOS 32****3 Units****Introduction to World Religions of the West**

*Course Advisory: SCC minimum English standard.* Introduction to a comparative study of world religions of the West including North American Indian, African, Greek and Roman, Mesopotamian and Zoroastrianism, Judaism, Christianity, and Islam. Emphasis is on historical background, founders, beliefs and practices, impact on culture and society, and contemporary issues. *Three hours lecture.*

**PHLOS 5****3 Units****Critical Thinking: The Philosophic Grounds of Literacy**

*Prerequisite: Engl 1. Course Advisory: SCC minimum math standard.* Designed to educate students in the fundamental principles of sound and cogent thinking and reasoning expressed primarily in argumentative essays. More specifically, the course is a practicum in critical literacy, i.e., the written practice and refinement of fundamental skills and dispositions required in effective argumentation, critical analysis and evaluation, conceptual inquiry, and discursive expression in general. The study of exemplary argumentative writings from a variety of

# Photography, Professional

Fine & Applied Arts/Behavioral Sciences Division

## Program Description

Pre-employment training in professional photography is designed to prepare students for self-employment and employment in the private and public sectors and covers a broad spectrum of photographic fields, e.g., advertising illustration, industrial, portraiture, medical, commercial, photojournalism, and landscape.

## Certificate of Achievement and Associate in Science Degree

A Certificate of Achievement can be obtained upon completion of the 49-unit major. The Associate in Science Degree can be obtained by completing a total of 70 units, including the major and the general education requirements.

## Required Courses

PHOTO 164, 165, 166, 167 must be completed in sequence.

	Units	Recommended Electives:
PHOTO 164—Intro. to Professional Photo.	10	ART 54, 56, 57, 60
PHOTO 165—Applied Professional Photo.	10	BUS 201, 202, 209
PHOTO 166—Adv. Techniques: Prof. Photography	10	CINMA 16
*PHOTO 167—Specialization: Prof. Photography	10	MKT 171, 172
PHOTO 35—The Art of Photography		MGMT 184
OR		PHOTO 35, 52, 53, 54, 56, 57, 58, 59, 99, 148, 168
PHOTO 56—Photojournalism & Doc. Photo	3	
ART 6—Design	3	
TV 55—Beg. TV Production	3	
	49	

\*Students wishing to specialize in color may take PHOTO 53 or 54 or 55 or 59 or 168 instead of PHOTO 167 (for a total of 9 units).

Camera equipment for photography classes is not provided by the College. Students registering for these courses must have available a 35 mm camera or equivalent. Material costs are approximately \$100 per course.

### PHOTO 30 3 Units

#### Beginning Photography

Introduction to black and white photography, including a brief history and discussion of image composition, with special emphasis on darkroom technique and photographic principles and materials. Prerequisite to the Professional Photography program and most other photography classes. (CAN ART 18). Two hours lecture, three hours lab.

### PHOTO 31 3 Units

#### Intermediate Photography

Prerequisite: PHOTO 30. Course Advisories: SCC minimum English and math standards. The application of the principles of composition, design, subject, form and content. Techniques are applied to exposure, development, and printing considerably beyond the scope of PHOTO 30. Written exams and semester projects required. Two hours lecture, three hours lab.

### PHOTO 35 3 Units

#### The Art of Photography

Course Advisory: ENGL 1. Learn to make better photographs through the survey of 19th and 20th Century master photographers as a vehicle for the development of student's own photographs. Students will have the opportunity to develop a sense of color and to apply principles learned through taking pictures in 35mm slide format. Gallery visitations and critical written reviews are a part of the comprehensive course. 35 MM camera required. Three hours lecture.

### PHOTO 52 3 Units

#### Creative Photography

Prerequisite: PHOTO 31. Students experiment with photographic and non-photographic materials to create visual images and statements. Quizzes, laboratory notebook, and final portfolio required. Two hours lecture, three hours lab.

# Photography

## PHOTO 53 3 Units

### Introduction to Color Photography

Course Advisories: SCC minimum English and math standards. Introduction to the theory, materials and techniques of color photography. Includes photography theory and application for transparencies, printmaking, finishing and color portfolio. Some out of class camera assignments utilizing color slide film are included. Both transparency and negative films will be explained. Two hours lecture, three hours lab.

## PHOTO 54 3 Units

### Intermediate Color Photography

Prerequisite: PHOTO 53. Continuation of Photo 53. Advanced techniques, creative ideas, image evaluation and presentation of color prints are emphasized. Two hours lecture, three hours lab.

## PHOTO 55 3 Units

### Creative Color

Prerequisite: PHOTO 54. Course Advisory: SCC minimum English standard. Creative innovations and experiments in color photography, including non-silver methods, polaroid transfer, handtinting, iso-expansion, chemical experimentation, image evaluation, printing and exhibiting. Two hours lecture, three hours lab.

## PHOTO 56 3 Units

### Photojournalism and Documentary Photography

Prerequisite: PHOTO 31. Course Advisory: SCC minimum English standard. Covers aspects of the camera as a journalistic and documentary tool, including news photography, the journalistic photo-essay, and photodocumentation. Written critiques and projects in each area provide a broad understanding of the field. Repeatable 1 time. Two hours lecture, three hours lab.

## PHOTO 57 3 Units

### Special Projects

Prerequisite: PHOTO 52 or advanced class. Courses in special projects that are of historical and contemporary interest. Application through assignments to develop technical skills in subject areas not normally covered in other photography classes. Two hours lecture, three hours lab.

## PHOTO 58 3 Units

### Advanced Black & White Photography (F/S-Night)

Prerequisite: PHOTO 31. Course Advisories: SCC minimum English and math standards. Emphasizes perfecting visual and technical skills. Includes simple photographic chemistry, the zone system, advanced printing, processing and exhibit preparation. A portfolio and a project in creative photography are required. Two hours lecture, three hours lab.

## PHOTO 59 3 Units

### Color Portfolio

Prerequisite: PHOTO 54. Course Advisory: SCC minimum English standard. Provides the advanced color student the opportunity to build upon and expand beyond standardized course instruction. Each student will create and design his/her own portfolio in consultation with the instructor. Each student will exhibit his/her portfolio publicly. Two hours lecture, three hours lab.

## PHOTO 99 2-3 Units

### Honors

Prerequisites: Completion of 24 units of college credit with a minimum GPA of 3.3; a minimum of 5 units in the discipline with a grade of "B" or better; an ability to work independently; permission of the division Dean based on instructor availability. Independent study class designed for students who have taken many of the basic classes and wish to continue work with an instructor in a specialized area. The student works by arrangement with the instructor on an outlined program of study. Repeatable 1 time. Four to six hours weekly by arrangement.

## PHOTO 164 10 Units

### Introduction to Professional Photography (F/S-Day)

Prerequisite: PHOTO 30 or 31. Course Advisories: SCC minimum English and math standards. Entrance level course in professional photography training. Encompasses composition, design, photojournalism, documentary photography, large format camera techniques, beginning digital imaging, and darkroom technology. Building a portfolio, indio, and small team assignments are included in this training. Five hours lecture, fifteen hours lab.

# Photography

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## **PHOTO 165** **10 Units**

### **Applied Professional Photography (F/S-Day)**

*Prerequisites: PHOTO 164 or equivalent. Course Advisories: SCC minimum English and math standards. Continuation of PHOTO 164 with both digital and standard camera photography with emphasis on creativity and perfection of techniques will be studied. Exams and portfolio required. Five hours lecture, fifteen hours lab.*

## **PHOTO 166** **10 Units**

### **Advanced Techniques: Professional Photography (F/S-Day)**

*Prerequisites: PHOTO 165 or equivalent. Course Advisories: SCC minimum English and math standards. Photographic art, science and communications are applied to subject areas such as journalism, portraiture, science, industry, architecture and illustration. Color theory, film processing, diapositive printing applied to basic systems and methods of color reproduction from transparencies. Both digital and standard camera photography will be studied. Five hours lecture, fifteen hours lab.*

## **PHOTO 167** **10 Units**

### **Specialization: Professional Photography (F/S-Day)**

*Prerequisites: PHOTO 166 or equivalent. Course Advisories: SCC minimum English and math standards. Student elects to specialize in one or more of the seven major fields of still photography, including color lab technician, illustration, industrial, photojournalism, landscape/nature, commercial and portraiture. Advanced application, marketing and preparation of portfolio for employment are stressed. Five hours lecture, fifteen hours lab.*

## **PHOTO 168** **3 Units**

### **Portfolio Development**

*Prerequisite: PHOTO 165 or 12 units in Photography courses other than the PHOTO 160 professional series.*

*Advanced study projects undertaken by students in their field of specialization. Students may supplement laboratory work with work in professional settings under guidance of instructor. Highly recommended for the degree program. Repeatable 3 times. Two hours lecture, three hours lab.*

# Physical Education/Athletics

Physical Education/Athletics Division

## Physical Education

### Program Description

This program offers students both activity curriculum to develop fitness and technical skills, and professional development courses to prepare students for transfer in various fields, including physical education.

### Associate in Arts Degree

The Associate in Arts Degree can be obtained by completing a total of 60 units, including the 27-unit major, general education requirements and electives.

### Required Courses

	Units
P.E. 20.1—Foundations of Phys. Ed.	3
P.E. 20.2—Care & Prevention of Athletic Injuries	3
P.E. 20.3—Adv. First Aid & Emergency Care	2
*P.E. Activity Courses	6
BIO SC 6—Human Anatomy	5
BIO SC 5—Intro. to Physiology	5
H ED 2—Health Education	
OR	
H ED 3—Women's Health Issues	3
	27

\*At least one activity course selected from four of the eight listed categories: Aquatics (2.1, 2.2, 2.4, 2.5), Combatives (3.1, 3.4, 3.7, 3.8), Dance (4.1, 4.4, 4.5, 4.7, 4.10, 4.12), Fitness Courses (5.0, 5.1, 5.2, 5.3, 5.4, 5.5, 5.7, 5.8, 5.10, 5.13), Individual Sports (7.1, 7.4, 7.5, 7.7), Racquet Sports (8.1, 8.2, 8.4, 8.7, 8.8), and Team Sports (9.1, 9.2, 9.4, 9.7, 9.8, 9.10, 9.11, 9.30). Intercollegiate Athletics may satisfy the Team Sports category.

#### Recommended Electives:

ANTH 1  
NUTRI 10  
MATH 11  
P.E. 20.6, 20.7, 20.18A, 20.18B, 20.19A, 20.19B,  
20.20A, 20.20B, 20.22A, 20.22B, 20.23A, 20.23B,  
48A, 48G, 48H, 55, 60, 61, 120.  
SOC SC 22

# Physical Education/Athletics (continued)

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## Sports Medicine/Fitness Science -(Transfer)

### Program Description

Designed to allow students to transfer into baccalaureate programs in Physical Education or related areas with a Sports Medicine emphasis. The broad field of Sports Medicine/Fitness Science includes post-baccalaureate employment opportunities in teaching, athletic training, physical therapy, sports rehabilitation, biomechanics, exercise physiology, motor learning, sports orthopedics, sports podiatry, sports psychology, cardiac rehabilitation, EKG technician, and fitness technician.

### Associate in Science Degree

The Associate in Science Degree can be obtained upon completion of a total 60 units, including the 33-34 unit major, the general education requirements, and electives.

### Required Courses

	Units
PE 20.1—Foundations of PE	3
PE 20.2—Care/Prevention of Athletic Injuries	3
PE 20.3—Advanced First Aid & CPR	2
PE 20.6—Intro. to Sports Science	3
PE 20.7—Concepts of Fitness	3
*PE Activity courses	2-3
BOSC 5—Physiology	5
BOSC 6—Human Anatomy	5
CHEM 10—Interm. Chemistry	4
**NUTRI 10—Nutrition	3
	33-34

\*Courses may be doubled counted to meet graduation requirements.

\*\*For those transferring to UC in preparation for a physical therapy major, it is recommended that CHEM 11-Basic Organic Chemistry & Biochemistry be taken in place of NUTRI 10.

#### Recommended Electives

CIS 1  
H ED 2  
MATH 11  
PE 48H, 55  
PSYCH 20

# Physical Education/Athletics (continued)

## Sports Medicine/Fitness Science -(Occupational)

### Program Description

Two occupational programs which prepare students for national certification and employment with commercial health clubs and other private and public fitness and sports centers. These jobs include working in recreation, health & fitness, sports supervision or allied fields. Students may select from two majors— Aerobics or Personal Trainer.

### Associate in Science Degree

The Associate in Science Degree can be obtained upon completion of a total 60 units, including the 34-36 unit major for Aerobics or the 34.5-36.5 unit major for Personal Trainer, the general education requirements, and electives.

### Required Courses

## Sports Medicine/Fitness Science - Aerobics

	Units	
*PE 4.4—Beginning Jazz Dance		
OR		
*PE 4.7—Beginning Ballet	1-1.5	
*PE 5.1—Beginning Aerobic Exercise	1-1.5	
*PE 5.3—Step Aerobics	1-1.5	Recommended Electives
*PE 5.4—Beginning Body Conditioning	1-1.5	ACCT 1 or 180
PE 20.1—Foundations of PE	3	MGMT 184
PE 20.2—Care/Prevent. of Athletic Injuries	3	PSYCH 20
PE 20.3—Advanced First Aid & CPR	2	SPEECH 1
PE 20.6—Intro. to Sports Science	3	
PE 20.7—Concepts of Fitness	3	
PE 60—Aerobic Dance Instructor Certification	3	
PE 120—Fitness Administration	2	
BIO SC 10—Anatomy & Physiology	5	
*H ED 2—Health Education	3	
NUTRI 10—Nutrition	3	
	34-36	

\*May be doubled counted to meet graduation requirements.

# Physical Education/Athletics (continued)

## Sports Medicine/Fitness Science - Personal Trainer

	Units	
*PE 5.3—Step Aerobics	1-1.5	Recommended Electives
*PE 5.4—Beginning Body Conditioning OR		ACCT 1 or 180
*PE 5.1—Beginning Aerobic Exercise	1-1.5	MGMT 184
*PE 5.7—Beginning Weight Training	1-1.5	PSYCH 20
*PE 5.10—Fitness for Life	1.5-2	SPEECH 1
PE 20.1—Foundations of PE	3	
PE 20.2—Care & Prevent./Athletic Injuries	3	
PE 20.3—Advanced First Aid & CPR	2	
PE 20.7—Concepts of Fitness	3	
PE 20.6—Intro. to Sports Science	3	
PE 61—Personal Trainer Certification	3	
PE 120—Fitness Administration	2	
BIOSC 10—Anatomy & Physiology	5	
*H ED 2—Health Education	3	
NUTRI 10—Nutrition	3	
	34.5-36.5	

\*May be doubled counted to meet graduation requirements.

## Health Education

**H ED 2** **3 Units**

### Health Education

*Course Advisory: SCC minimum English standard.*  
Survey course with a multifaceted view of health with physical, mental, and social dimensions. The course extends beyond the structure and function of one's body to include feelings, values, and reasoning. Examinations and a research paper are required. Satisfies one-half of the Health, Physical Education graduation requirement. *Three hours lecture.*

**H ED 3** **3 Units**

### Women's Health Issues

*Course Advisory: SCC minimum English standard.*  
Study of health issues that are unique to women with a focus on women's health maintenance and care, and the development of skills and acquisitions of knowledge necessary to make informed choices in health matters of concern to women. Open to all students. Satisfies one-half of the Health, Physical Education graduation requirement. *Three hours lecture.*

## Adapted Physical Education

Courses numbered 1.1 through 1.4 are modified for students with specific physical disabilities. The instructor, with recommendations from each student's physician, develops an individualized program for each student. A permission card confirming a disability must be obtained from the Enabling Office prior to registration.

**PE 1.1** **1 or 1.5 Units**

### Adapted Aquatics

*Prerequisites: Permission card from Enabler confirming disability.* Specialized course in water orientation, exercise, and swimming designed to meet the individual needs of those unable to participate fully in a regular swimming class. Pre-tests and post-tests (written and practical) serve to evaluate student achievement. Repeatable 3 times. *Two or three hours activity.*

**PE 1.2** **1 or 1.5 Units**

### Adapted Individual Exercise

*Prerequisites: Permission card from Enabler confirming disability.* Specialized course in physical exercise that includes an individualized program that focuses on the specific disability of each student. Pre-tests and post-tests (written and practical) serve to evaluate student achievement. Repeatable 3 times. *Two or three hours activity.*

# Physical Education

## PE 1.3 1 or 1.5 Units

### Adapted Individual Sports

*Prerequisites: Permission card from Enabler confirming disability. Specialized course in modified recreational sports that includes archery, bowling, table tennis, badminton, billiards, shuffle board, darts, and wheelchair games. Students may select three or more sports per semester. A skills exam and a written exam serve to evaluate student achievement. Repeatable 3 times. Two or three hours activity.*

## PE 1.4 1 or 1.5 Units

### Adapted Weight Training

*Prerequisites: Permission card from Enabler confirming disability. Specialized course in weight training that includes an individualized program that focuses on the specific disability of each student. Pre-tests and post-tests (written and practical) serve to evaluate student achievement. Repeatable 3 times. Two or three hours activity.*

## Physical Education

*Sequence courses (Beginning, Intermediate) may not be taken concurrently; and sequence courses may not be taken out of sequence.*

## PE 2.1 1 or 1.5 Units

### Beginning Swimming

Covers the fundamental techniques of swimming, terminology, fluid mechanics, and water safety. Swimming strokes include the front crawl, backstroke, and sidestroke. Skills exams and a written exam are used to evaluate student achievement. Repeatable 3 times. NOTE: Combined enrollments in PE 2.1 and 2.2 may not exceed 4. Two or three hours activity.

## PE 2.2 1 or 1.5 Units

### Intermediate Swimming

*Prerequisite: PE 2.1 or equivalent. Covers the intermediate techniques of swimming, terminology, and fluid mechanics. Swimming strokes include the back crawl, breaststroke, inverted breaststroke, and butterfly kick. Diving, on a beginning level, is included. Skills exams and a written exam are used to evaluate student achievement. Repeatable 3 times. NOTE: Combined enrollments in PE 2.1 and 2.2 may not exceed 4. Two or three hours activity.*

## PE 2.4 1 or 1.5 Units

### Waterpolo

*Prerequisite: PE 2.1 or equivalent. Coeducational course that includes the fundamental skills, game strategies, and rules of waterpolo. Offensive and defensive strategies are practiced in preparation for team play. Skills exams and written exams serve to evaluate student achievement. Repeatable 3 times. Two or three hours activity.*

## PE 2.5 1.5 or 2 Units

### Swim for Fitness

*Course Advisory: SCC minimum English standard. Designed to provide life long fitness through cardiovascular endurance training and skill development in basic aquatics skills. The major components which make up a swimming workout and the concepts of interval training and fartlek training are included. Skills exams and written exams serve to evaluate student achievement. Repeatable 3 times. One hour lecture, one or two hours activity.*

## PE 3.1 1 or 1.5 Units

### Beginning Self Defense

Designed to equip the student with basic skills and knowledge for protection against physical assault. Includes basic fighting techniques, falls and recoveries, and disengagements with counterattacks. Also included are developing a self defense consciousness and knowledge about self defense and the law. Skills exams, a final written exam, and a short essay are used to evaluate student achievement. Repeatable 3 times. Two or three hours activity.

## PE 3.4 1 or 1.5 Units

### Foil Fencing

*Course Advisories: SCC minimum English and math standards. Includes the fundamental skills, strategies, and rules of (French) foil fencing. The early history, evolution of hand weaponry, the dueling sword, the French and Italian techniques, French terminology, and etiquette are included. Written exams and skills exams serve to evaluate student achievement. This course is recommended for Theatre Arts majors. Repeatable 3 times. Two or three hours activity.*

# Physical Education

<b>PE 3.7</b> <b>Beginning Judo</b> Basic Judo course including techniques such as falls, holds, chokes, grips, grip breaks, balance breaks, and application of reverse locks. Strategies for the Judo contest are included such as defenses, counters, break-up throws, take-downs, and general mat work. A historical overview of the Martial Arts is offered with an emphasis on the evolution of modern-day Judo. Written and skills exams are used to measure student achievement. Repeatable 3 times. NOTE: Combined enrollments in PE 3.7 & 3.8 may not exceed 4. <i>Two or three hours activity.</i>	<b>1 or 1.5 Units</b>	<b>PE 4.7</b> <b>Beginning Ballet</b> <i>Course Advisory: SCC minimum English standard.</i> Introduction to beginning classical ballet dance forms, positions, body alignment, patterns, and barre work. The history of ballet and associated French terminology are included. Skills exams and written exams are given to evaluate student achievement. Repeatable 3 times. <i>Two or three hours activity.</i>	<b>1 or 1.5 Units</b>
<b>PE 3.8</b> <b>Intermediate Judo</b> <i>Prerequisite: PE 3.7 or equivalent. Course Advisories: SCC minimum English and math standards.</i> Intermediate Judo course that covers advanced throwing and grappling techniques. Combinations, transitions, and strategies will also be covered. Competition at the local level tournaments will be an option for interested students. Repeatable 3 times. NOTE: Combined enrollments in PE 3.7 & 3.8 may not exceed 4. <i>Two or three hours activity.</i>	<b>1 or 1.5 Units</b>	<b>PE 4.8</b> <b>Intermediate Ballet</b> <i>Prerequisite: PE 4.7. Course Advisories: SCC minimum English and math standards.</i> The student will be exposed to second derivative skills and will expand technical development for artistic growth. Emphasis is on style and the aspects of interpretation of movement needed for development of the classical dancer. Skills exams and written exams are given to evaluate student achievement leading to studio recital or performance. Text required. Repeatable 3 times. <i>Two or three hours activity.</i>	<b>1 or 1.5 Units</b>
<b>PE 4.1</b> <b>Beginning Modern Dance</b> An introduction to basic dance techniques, terminology, and rhythmic structure. The history of Modern Dance is included. Interval skills exams and written exams serve to measure student achievement. Repeatable 3 times. <i>Two or three hours activity.</i>	<b>1 or 1.5 Units</b>	<b>PE 4.10</b> <b>Beginning Tap Dance</b> Introductory course that includes body placement, body balance, rhythm, coordination, musicality, and a repertoire of the traditional tap (foot) techniques. The history of Tap Dance as an indigenous American dance form is included. Skills exams and written exams are used to evaluate student achievement. Repeatable 3 times. <i>Two or three hours activity.</i>	<b>1 or 1.5 Units</b>
<b>PE 4.4</b> <b>Beginning Jazz Dance</b> Covers basic jazz techniques, styles, terminology, and history. The course focuses on sequential development of basic jazz patterns in preparation for future dance composition. Interval skills exams and written exams serve to evaluate student achievement. Repeatable 3 times. NOTE: Combined enrollments in PE 4.4 & 4.5 may not exceed 4. <i>Two or three hours activity.</i>	<b>1 or 1.5 Units</b>	<b>PE 4.12</b> <b>Jazz Dance Technique</b> <i>Prerequisite: PE 4.4. Course Advisories: SCC minimum English and math standards.</i> Designed for students who have vocational or avocational interests in dance. Course emphasis is on the skill development of intermediate-level and advanced-level techniques and patterns. Jazz idioms, styles, and the historical and cultural development are included. Participation in the annual dance concert is encouraged. Interval skills exams and written exams serve to evaluate student achievement. Recommended for Theatre Arts majors. Repeatable 3 times. <i>Two or three hours activity.</i>	<b>1 or 1.5 Units</b>
<b>PE 4.5</b> <b>Intermediate Jazz Dance</b> <i>Prerequisite: PE 4.4 or equivalent.</i> Covers intermediate-level jazz techniques, styles, and terminology. The course focuses on sequential development of intermediate jazz patterns in preparation for dance composition. Interval skills exams and written exams serve to evaluate student achievement. Repeatable 3 times. NOTE: Combined enrollments in PE 4.4 & 4.5 may not exceed 4. <i>Two or three hours activity.</i>	<b>1 or 1.5 Units</b>		

**PE 4.14** **3 Units**

**Dance Production**

*Prerequisite: PE 4.1, or 4.4, or 4.5, or 4.7, or 4.8, or 4.10, or 4.12, or by audition. Course Advisories: SCC minimum English and math standards. Designed for advanced dance students interested in public performance. Experiences in student choreography are included in addition to participation in the annual college dance concert. Interval skills exams and written exams serve to evaluate student achievement. Recommended for Theater Arts majors. Repeatable 3 times. One hour lecture, eight hours lab, one hour weekly by arrangement.*

**PE 5.0** **1 or 1.5 Units**

**Low Impact Aerobic Dance**

*Course Advisories: SCC minimum English and math standards. Low impact aerobic dance reduces the stress of high intensity aerobics by modifying jumping, hopping and leaping movements generally associated with peak aerobic dance. Students will progress through a complete aerobic workout, achieving target training zone heart rate through the use of low-impact routine work. Body toning, strength building and flexibility components of the workout will be included to provide the student with a well-rounded fitness program. Fitness exams and written exams serve to measure student achievement. Repeatable 3 times. NOTE: Combined enrollments in PE 5.0, 5.1, 5.2, & 5.3 may not exceed 4. Two or three hours activity.*

**PE 5.1** **1 or 1.5 Units**

**Beginning Aerobic Exercise**

*Comprehensive fitness program with a focus on aerobic conditioning via choreographed dance exercise patterns set to music. Nutrition, body composition, weight control, and basic physiological principles of exercise are included. Fitness exams and written exams serve to measure student achievement. Repeatable 3 times. NOTE: Combined enrollments in PE 5.0, 5.1, 5.2, & 5.3 may not exceed 4. Two or three hours activity.*

**PE 5.2** **1.5 or 2 Units**

**Intermediate Aerobic Exercise**

*Prerequisite: PE 5.1. Course Advisory: SCC minimum English standard. Comprehensive fitness program with a focus on aerobic conditioning via choreographed dance exercise patterns set to music. The physiological effects of exercise on the heart and vascular system are included. Fitness standards are higher than those in the beginning course. Fitness exams and written exams serve to evaluate student achievement. Repeatable 3 times. NOTE: Combined enrollments in PE 5.0, 5.1, 5.2, & 5.3 may not exceed 4. Three or four and one-half hours activity.*

**PE 5.3** **1 or 1.5 Units**

**Step Aerobics**

*Aerobic exercise program utilizing four inch, six inch, and eight inch step platforms. Class format includes warm-up, pre-aerobics, peak aerobics, aerobic cool down as determined by musical beats per minute (BPM). Hand weights may be utilized for upper body strength and conditioning. A flexibility cool-down will conclude the exercise session. Repeatable 3 times. NOTE: Combined enrollments in PE 5.0, 5.1, 5.2, & 5.3 may not exceed 4. Two or three hours activity.*

**PE 5.4** **1 or 1.5 Units**

**Beginning Body Conditioning**

*A general conditioning course that includes weight training, aerobic conditioning, and stretching exercises. A pre-test serves to define individual fitness goals, and two post-tests (written and practical) serve to evaluate student achievement. Repeatable 3 times. NOTE: Combined enrollments in PE 5.4 & 5.5 may not exceed 4. Two or three hours activity.*

**PE 5.5** **1 or 1.5 Units**

**Intermediate Body Conditioning**

*Prerequisite: PE 5.4. or equivalent. General conditioning course that includes weight training, aerobic conditioning, and stretching exercises. A pre-test serves to define individual fitness goals, and two post-tests (written and practical) serve to evaluate student achievement. Post-test standards are higher than they are in the beginning-level course. Nutrition, as it relates to fitness and weight control, is included. Repeatable 3 times. NOTE: Combined enrollments in PE 5.4 & 5.5 may not exceed 4. Two or three hours activity.*

**PE 5.7** **1 or 1.5 Units**

**Beginning Weight Training**

*A comprehensive weight training course for men and women with a focus on strength development and muscle hypertrophy. Resistive exercises via free weights and fixed weights are used for the development of every major muscle group. Pre-tests and post-tests (written and practical) serve to evaluate student achievement. Repeatable 3 times. NOTE: Combined enrollments in PE 5.7 & 5.8 may not exceed 4. Two or three hours activity.*

# Physical Education

## PE 5.8 1 or 1.5 Units

### Intermediate Weight Training

*Prerequisite: PE 5.7 or equivalent. Course Advisories: SCC minimum English and mathematics standards.* Intermediate weight training course for men and women that will help individuals define and concentrate on personalized goals. Special emphasis will be directed at determining student's needs and helping them write and follow an exercise program designed to meet those needs. Pre-tests, post-tests and fitness measurements will be used to assess progress. Repeatable 3 times. NOTE: Combined enrollments in PE 5.7 & 5.8 may not exceed 4. Two or three hours activity.

## PE 5.10 1.5 or 2 Units

### Fitness for Life

*Course Advisories: SCC minimum English and math standards.* Offers an individualized approach to fitness with a focus on the individual's personal responsibility for his/her fitness and health throughout life. The study of the physiological changes one undergoes as the result of physical conditioning forms the basis for the development of a lifetime fitness plan. Fitness exams and written exams serve to evaluate student achievement. Repeatable 3 times. One hour lecture, one or two hours activity.

## PE 5.13 1 or 1.5 Units

### Off-Season Athletic Conditioning

*Course Advisories: SCC minimum English and math standards.* Comprehensive course designed for the intercollegiate student/athlete. The course focus is on continued development and enhancement of physical performance and maintenance level required of each student/athlete's respective sport. The course will focus on learning and execution of fitness/conditioning parameters as well as pre and post-tests on sport specific abilities applicable to each student/athlete's sport or activity. Repeatable 3 times. Two or three hours activity.

## PE 7.1 1 or 1.5 Units

### Beginning Bowling

Covers the fundamental techniques of bowling, terminology, rules, scoring, etiquette, and history. Practice and class competitions are provided to enhance skill development and strategy. Written exams and skills exams serve to evaluate student achievement. Repeatable 3 times. Two or three hours activity.

## PE 7.4 1 or 1.5 Units

### Beginning Golf

Provides instruction and practice in fundamental golf strokes with irons and woods. Rules, etiquette, and selection and care of equipment are included. Interval skills exams and written exams serve to evaluate the student achievement. Repeatable 3 times. NOTE: Combined enrollments in PE 7.4 & 7.5 may not exceed 4. Two or three hours activity.

## PE 7.5 1 or 1.5 Units

### Intermediate Golf

*Prerequisite: PE 7.4 or equivalent.* Provides instruction and practice in intermediate-level golf skills and strategies. Scoring, handicapping, rules, and etiquette are included in addition to municipal golf course play and class competitions. Interval skills exams and written exams serve to evaluate student achievement. Repeatable 3 times. NOTE: Combined enrollments in PE 7.4 & 7.5 may not exceed 4. Two or three hours activity.

## PE 7.7 1 or 1.5 Units

### Beginning Archery

Covers the fundamental techniques of archery, terminology, accessories, and history. Practice and class competitions are provided to enhance skill development. A written final exam and skills exams serve to evaluate student achievement. Repeatable 3 times. Two to three hours activity.

## PE 8.1 1 or 1.5 Units

### Beginning Tennis

Covers the fundamental techniques of tennis: forehand, backhand, basic serve, and volley. Terminology, rules, and history are included. Practice, skill drills, and class competition in both singles and doubles are provided to enhance skill development and game strategy. Skill exams and written exams serve to evaluate student achievement. Repeatable 3 times. NOTE: Combined enrollments in PE 8.1 & 8.2 may not exceed 4. Two or three hours activity.

## PE 8.2 1 or 1.5 Units

### Intermediate Tennis

*Prerequisite: PE 8.1 or equivalent.* Covers the intermediate techniques of tennis: overhead smash, drop shot, chop volley, serves, and offensive and defensive lobs. Strategy for competitive play is emphasized. Skills exams and written exams serve to evaluate student achievement. Repeatable 3 times. NOTE: Combined enrollments in PE 8.1 & 8.2 may not exceed 4. Two or three hours activity.

# Physical Education

## PE 8.4 1 or 1.5 Units

### Beginning Racquetball

Covers the fundamental techniques and skills such as grips, forehand and backhand strokes, serves, the serve return, and the kill shot. Scoring, game rules, game strategy, and court etiquette are included. Drills and class competitions are provided to enhance skill development and game strategy. Skills exams and written final exam serve to evaluate student achievement. Repeatable 3 times. *Two or three hours activity.*

## PE 8.7 1 or 1.5 Units

### Beginning Badminton

Covers the basic skills: forehand, backhand, service, the clears and the smash. Also covered are singles and doubles strategy. History, terminology, rules and scoring, and care and selection of equipment are included. Skills exams and written exams serve to evaluate student achievement. Repeatable 3 times. NOTE: Combined enrollments in PE 8.7 & 8.8 may not exceed 4. *Two or three hours activity.*

## PE 8.8 1 or 1.5 Units

### Intermediate Badminton

*Prerequisite: PE 8.7.* Covers intermediate skills: clears-cross court, down the line and reverse cross-court; drops - at the net, from the backcourt and from the midcourt; service - forehand and backhand. Also covered are offensive and defensive techniques of the smash. Training drills, agility, endurance and court coverage for competitive play will be taught. Skill exams and written exams serve to evaluate student achievement. Repeatable 3 times. NOTE: Combined enrollments in PE 8.7 & 8.8 may not exceed 4. *Two or three hours activity.*

## PE 9.1 1 or 1.5 Units

### Beginning Basketball

Covers the fundamental skills of basketball: shooting, passing, dribbling, rebounding, and footwork. Offensive and defensive drills are practiced in preparation for low-level competition in class. The history, rules, and terminology of the game are included. Skills exams and written exams serve to evaluate student achievement. Repeatable 3 times. NOTE: Combined enrollments in PE 9.1 & 9.2 may not exceed 4. *Two or three hours activity.*

## PE 9.2 1 or 1.5 Units

### Intermediate Basketball

*Prerequisite: PE 9.1. Course Advisories: SCC minimum English and math standards.* Covers second derivative skills and philosophies of basketball: Court leadership, team offenses and defenses, motivation, team strategies, court decorum and sportsmanship. Skills exams and written exams serve to evaluate student achievement. Repeatable 3 times. NOTE: Combined enrollments in PE 9.1 & 9.2 may not exceed 4. *Two or three hours activity.*

## PE 9.4 1 or 1.5 Units

### Softball

Covers the fundamental techniques of softball, terminology, rules, and history. Practice, skills drills, and class competitions are provided to enhance skill development and game strategy. Skills exams and a written final exam serve to evaluate student achievement. Repeatable 3 times. *Two or three hours activity.*

## PE 9.7 1 or 1.5 Units

### Beginning Volleyball

Covers the basic skills: serve, pass, set, spike and block. Skills development is emphasized. Team play, rules, history and basic game strategy are included. Physical conditioning is an integral part of the course. Skills exams and written exams serve to evaluate student achievement. Repeatable 3 times. NOTE: Combined enrollments in PE 9.7 & 9.8 may not exceed 4. *Two or three hours activity.*

## PE 9.8 1 or 1.5 Units

### Intermediate Volleyball

*Prerequisite: PE 9.7 or equivalent.* Covers the intermediate skills: serve, pass, set, spike and block. The course focuses on offensive and defensive tactics and strategies in preparation for high-level competitive play. A comprehensive physical conditioning program is included to prepare the player for the rigors of volleyball activity. Repeatable 3 times. NOTE: Combined enrollments in PE 9.7 & 9.8 may not exceed 4. *Two or three hours activity.*

# Physical Education

## PE 9.10 1 or 1.5 Units

### Indoor/Outdoor Soccer

Covers the fundamental techniques of soccer, terminology, rules, and history. Practice, skills drills, and class competitions are provided to enhance skill development and game strategy. A written final exam and skills exams serve to evaluate student achievement. Repeatable 3 times. NOTE: Combined enrollments in PE 9.10 & 9.11 may not exceed 4. *Two or three hours activity.*

## PE 9.11 1 or 1.5 Units

### Intermediate Soccer

*Prerequisite: PE 9.10 or equivalent. Course Advisories: SCC minimum English and mathematics standards. Covers intermediate soccer skills. Through team competition, emphasis is placed upon offensive and defensive tactics and strategies. Develop knowledge and understanding of the current collegiate soccer rules. Repeatable 3 times. NOTE: Combined enrollments in PE 9.10 & 9.11 may not exceed 4. Two or three hours activity..*

## PE 9.30 1 or 1.5 Units

### Beginning Baseball

*Course Advisories: SCC minimum English and math standards. Covers the fundamental skills of baseball: Throwing, catching, fielding, catching fly balls, hitting, bunting, base running, sliding, and planning defensive positions. Offensive and defensive drills practiced in preparation for low-level competition in class. History, rules, and terminology are included. Skills exams and written exams serve to evaluate student achievement. Repeatable 3 times. Two or three hours activity.*

## PE 20.1 3 Units

### Foundations of Physical Education

*Course Advisory: SCC minimum English standard. Introduction to the field of Physical Education as a profession and as an academic discipline. The course covers the purposes, philosophical and historical foundations, biological and biomechanical foundations, and the sociological and psychological foundations of Physical Education. The course also focuses on educational preparation, the job market, and alternative careers in Physical Education. Written exams and writing assignments serve to evaluate student achievement. Three hours lecture.*

## PE 20.2 3 Units

### Care and Prevention of Athletic Injuries

*Course Advisory: SCC minimum English standard. Introduction to the field of athletic training as a profession and as an academic discipline. Designed to train students in the diagnoses, rehabilitation, and prevention of athletic injuries. Emphasis is on learning and applying a variety of taping techniques and athletic training therapies. Written examinations and practical examinations serve to evaluate student achievement. Required of Physical Education majors and minors. Three hours lecture.*

## PE 20.3 2 Units

### Advanced First Aid and Emergency Care

*Course Advisory: SCC minimum English standard. Advanced Red Cross course designed for persons who are responsible for administering emergency care to the injured and ill. Upon successful completion of the course, students are awarded the Advanced First Aid and Emergency Care Certificate and a C.P.R. card. Written and skills exams serve to evaluate student achievement. This course is required of Physical Education majors and minors. Two hours lecture, one hour lab.*

## PE 20.6 3 Units

### Introduction to Sports Science

*Course Advisories: SCC minimum English and math standards. BIOSC 6 and PSYCH 1. Covers the basic elements of sport sciences including: kinesiology, motor learning, biomechanics, exercise physiology, sports medicine, sport psychology and training theory. Three hours lecture.*

## PE 20.7 3 Units

### Concepts of Physical Fitness

*Course Advisory: SCC minimum English standard. Comprehensive fitness course that includes the study of the human organism, its structure, function, capabilities, and limitations in relation to physical activity. The course focuses on 25 fitness concepts based on physiological principles and the conditioning process. Written exams and laboratory tests and measurements of human performance serve to evaluate student achievement. Three hours lecture.*

**PE 20.18A** **2 Units**

**Baseball Theory and Practice I**

*Course Advisory: SCC minimum English standard.* Comprehensive baseball course designed for the athlete and coach. The course includes the theories and applications of offensive and defensive strategies, the game plan as it relates to the statistical performance of a particular team, and the use of psychology in assessing the personality and skill of the opposing coach and team. Skills exams and written exams serve to evaluate athlete achievement. *One hour lecture, two hours activity.*

**PE 20.18B** **2 Units**

**Baseball Theory and Practice II**

*Course Advisory: SCC minimum English standard.* Continuation of PE 20.18A. A comprehensive baseball course designed for the athlete and coach. The course includes advanced theories and applications of offensive and defensive strategies, the evaluation of the game plan as it relates to the statistical performance of a team. It also covers assembling advanced scouting reports to assess the opposition. Skills exams and written exams serve to evaluate athlete achievement. *One hour lecture, two hours activity.*

**PE 20.19A** **2 Units**

**Football Theory and Practice I**

*Course Advisory: SCC minimum English standard.* Comprehensive course for athletes and coaches of football in preparation for intercollegiate competition. The course focuses on the analyses and applications of the principles underlying all football techniques, the psychology involved in the development of winners, and the scientific and empirical principles of training. Skills exams and written exams serve to evaluate athlete achievement. *One hour lecture, two hours activity.*

**PE 20.19B** **2 Units**

**Football Theory and Practice II**

*Course Advisory: SCC minimum English standard.* Continuation of 20.19A. An advanced course for athletes and coaches of football in preparation for intercollegiate competition. The course focuses on the analyses and applications of the principles underlying offensive and defensive strategies and formation of game plan. Skills exams and written exams are used to evaluate student learning. *One hour lecture, two hours activity.*

**PE 20.20A** **2 Units**

**Softball Theory and Practice I**

*Course Advisories: SCC minimum English and math standards.* Comprehensive course designed for the intercollegiate softball athlete and for the coach of fastpitch softball. The course focuses on the theories, analyses, and applications of offensive and defensive skills and strategies. Written exams and practical exams serve to evaluate athlete achievement. *One hour lecture, two hours activity.*

**PE 20.20B** **2 Units**

**Softball Theory and Practice II**

*Course Advisories: SCC minimum English and math standards.* Continuation of PE 20.20A. An advanced softball course designed for the athlete and coach. The course includes advanced theories and applications of offensive and defensive strategies, evaluation of the game plan as it relates to statistical information and skill performance of a team. It also covers assembling advanced scouting reports to assess the opposition. Skill exams and written exams serve to evaluate the student. *One hour lecture, two hours activity.*

**PE 20.22A** **2 Units**

**Volleyball Theory and Practice I**

*Course Advisory: SCC minimum English standard.* Study of the theories of offensive and defensive strategies of competitive volleyball. Athletes will study, analyze, and practice offensive and defensive skills and strategies in preparation for seasonal, intercollegiate competition. Skills exams and written exams serve to evaluate athlete achievement. *One hour lecture, two hours activity.*

**PE 20.22B** **2 Units**

**Volleyball Theory and Practice II**

*Course Advisory: SCC minimum English standard.* Continuation of PE 20.22A. A study of advanced theories of offensive and defensive strategies of competitive volleyball. Students will analyze advanced offensive and defensive strategies and will develop in-depth scouting procedures. Skills exams and written exams serve to evaluate athlete achievement. *One hour lecture, two hours activity.*

# Physical Education

## PE 20.23A 2.5 Units

### Basketball Theory and Analyses I

Course Advisories: SCC minimum English and math standards. Comprehensive basketball theory course designed for coach and athlete. The course includes the theories and analyses of offensive and defensive strategies, the development of the offensive and defensive game plan as it relates to statistical data, and spontaneous adjustments in offense and defense. Written exams serve to evaluate student achievement. *Two hours lecture, one hour activity.*

## PE 20.23B 2.5 Units

### Basketball Theory and Analyses II

Course Advisories: SCC minimum English and math standards. Continuation of PE 20.23A. A comprehensive basketball theory course designed for coach and athlete. The course includes the advanced theories and analyses of offensive and defensive strategies and the development of the game plan using statistical data and the scouting report. Written exams and skill exams serve to evaluate student achievement. *Two hours lecture, one hour activity.*

## PE 51 2.5 Units

### Organization and Administration of Intramurals

Course Advisory: SCC minimum English standard. Comprehensive course in the organization and administration of intramural and recreational programs. Tournament styles and methods of scoring are studied. Students work in the College Intramurals Program for laboratory experience. This course is recommended for Physical Education, Recreation, and elementary school majors and minors. *Two hours lecture, one hour activity.*

## PE 55 2 Units

### Sports Medicine—Athletic Training Internship/Practicum

Prerequisites: PE 20.2, BIOSC 6 or its equivalent or concurrent enrollment. Supervised volunteer athletic experience which provides students with the opportunity for immediate recognition and treatment of sports injuries. Emphasis is on taping techniques and rehabilitation which enables athletes to return to competition. (Sports Medicine). Repeatable 3 times. *One hour lecture, nine hours weekly by arrangement.*

## PE 60 3 Units

### Aerobic Dance Instructor Certification

Course Advisories: SCC minimum English and math standards. Comprehensive class covering the most current scientific materials on exercise science as related to aerobic dance instruction. Theories of aerobic training, strength and endurance development and exercise analysis are presented. Students will develop skills for creating aerobic dance choreography, low/high impact modification, formatting and cueing techniques. Written national examinations on all materials will result in the student obtaining a National Level I and Level II aerobic instructor certification. Repeatable 2 times. *Three hours lecture.*

## PE 61 2.5 Units

### Personal Trainer Certification

Course Advisories: BIOSC 10, and PE 20.7, and SCC minimum English and math standards. Comprehensive class covering current methods of client assessment, analysis of client evaluations, including fitness, body composition and nutrition. The student will learn how to develop appraisal and history forms, develop safety and emergency procedures and recognize professional, legal and ethical issues relating to personal training. The student will be able to set client goals, design and monitor programs and recognize training outcomes for clients, some of which may have special problems. Successful completion of this course will prepare students to take the National Strength and Conditioning Coaches (NSCA) national certification exam. *Two hours lecture, one hour lab.*

## PE 120 2 Units

### Fitness, Recreation and Sports Administration Internship

Prerequisites: PE 20.1, PE 20.7, PE 20.3. Presents an overview of the administration of companies or agencies which administer fitness, recreation and sports to public and private groups. This course gives students first-hand knowledge of risk management for the Sports, Fitness, Recreation and para-professional. This course also gives the students practical first-hand knowledge of local employers, the administration of local programs and experience in relating theories they have learned and how local employers practice these theories. Note: Combined units for all work experience courses shall not exceed 12 units. *One hour lecture, nine hours weekly by arrangement.*

PE 300

.5 or 1 Unit

## Intramural Recreational Sports Program

A sports program designed for college and high school individuals or teams. The program offers equal competition, and an organized schedule. There may be programs which require entry fees from individuals or teams. Fees will cover the cost of officials, score-keepers, and awards. Repeatable 3 times. *One or two hours activity.*

## Special Topics

These courses, number 48 or 98 depending upon their transferability, are courses of contemporary interest centered on changing knowledge and important issues in the field. Announcements of Special Topics courses appear in the Schedule of Classes.

## Intercollegiate Athletics

2 Units

The Intercollegiate Athletic Program is governed by the California Community Colleges Commission on Athletics. Solano College is a member of the Bay Valley Conference and NorCal Football Conference and participates in a number of men's and women's intercollegiate sports.

To practice and participate student athletes must present evidence from a physician that they are physically fit to participate in an intercollegiate athletic activity. To be eligible, student athletes must be continuously enrolled in a minimum of 12 units during the semester of competition and have concurrent or previous enrollment in COUN 71. For the second year of competition, the student athlete must have completed 24 units between seasons of competition with a minimum of a 2.0 grade point average. All athletes must have an educational plan on file with the athletic counselor and must be enrolled in at least 9 of their 12 mandatory units toward their educational plan. Additional eligibility information may be obtained from the Athletic Director or respective Solano College coach. Each sport listed below may be repeated 1 time. *Ten hours lab.*

### Men

ATHL 15 Intercollegiate Baseball (Spring)

ATHL \*16.1/16.2 Intercollegiate Basketball (F/S)

ATHL 17 Intercollegiate Football (Fall)

### Women

ATHL 1 Intercollegiate Volleyball (Fall)

ATHL \*2.1/2.2 Intercollegiate Basketball (F/S)

ATHL \*\*3 Intercollegiate Softball (Spring)

ATHL 4 Intercollegiate Soccer (Fall)

### Men and Women

ATHL \*\*10 Intercollegiate Swimming/Diving (S)

ATHL 20 Intercollegiate Water Polo (Fall)

\*One unit, nine week course only.

\*\*Also offered as a one unit, nine week course.

# Physics

## Program Description

The focus of this program is on developing an understanding of and appreciation for the basic laws of our physical universe. This is done largely through the development of conceptual understanding, problem solving skills, and laboratory investigations.

## Associate in Science Degree

The Associate in Science Degree can be obtained by completing a total of 60 units, including the 29-33 unit major listed below with a grade of “C” (2.0) or better in each course, the general education requirements, and electives.

## Required Courses

PHYS 6—Physics for Science & Engineering	Units	4	Biological Science:
PHYS 7—Physics for Science & Engineering		4	BIOSC 1, 2, 5, 6, 10, 12, 14, 15, 16, 18
PHYS 8—Physics for Science & Engineering		4	Physical Science:
MATH 20—Analytic Geometry and Calculus		4	ASTR 10
MATH 21—Analytic Geometry and Calculus		4	CHEM 1, 2, 3, 4, 5, 10, 11
MATH 23—Differential Equations		3	GEOG 1
Biological Science course selected from the following list		3-5	GEOL 1, 2, 3, 4, 5
Physical Science course selected from the following list		3-5	METER 10
		29-33	PHYSC 12

*PHYS 2 and 4, a two-semester sequence in introductory physics using math through trigonometry, is recommended for teachers, technicians, pre-dentistry, pre-medical, and biology majors, and others who need a general physics course.*

### **PHYS 2 (Formerly PHYS 2 & 3)                      4 Units** **General Physics (Non-Calculus)**

*Prerequisite: MATH 51 or MATH 4. Course Advisory: SCC minimum English standard. PHYS 2 covers the study of motion, energy, momentum, gravitation, solids, fluids, thermodynamics and the gaseous state, vibration, wave motion, and sound. Homework problem solutions and written tests, including a comprehensive final exam, will be used to evaluate student success. Experiments relating to the topics covered will be performed and students will hand in weekly reports analyzing the experiments. (CAN PHYS 2) (PHYS 2 & 4 = CAN PHYS SEQ A). Four hours lecture/discussion, three hours lab.*

### **PHYS 4 (Formerly PHYS 4 & 5)                      4 Units** **General Physics (Non-Calculus)**

*Prerequisite: Physics 2. Course Advisory: SCC minimum English standard. A study of electricity, magnetism, light and optics, and modern physics. Students learn to analyze and solve problems appropriate for this level in these topics. Homework problem solutions and written tests, including a comprehensive final examination, will be used to evaluate student success. Experiments relating to the topics covered will be performed and students will hand in weekly reports analyzing the experiments. (CAN PHYS 4) (PHYS 2 & 4 = CAN PHYS SEQ A). Four hours lecture/discussion, three hours lab.*

*The PHYS 6, 7, 8 sequence is a three-semester offering in introductory physics requiring math through calculus. This sequence satisfies the lower division physics requirement for majors in physics, chemistry, geology or other physical sciences, and engineering.*

**PHYS 6****4 Units****Physics for Science and Engineering**

*Prerequisite: MATH 21 (may be taken concurrently).*

*Course Advisories: High school physics or PHYS 2; SCC minimum English standard. Study of mechanics, gravitation, vibration and fluids. Students will learn to analyze and solve problems appropriate for this level in these topics and will demonstrate this ability by successfully completing homework assignments and examinations.*

*Experiments relating to the topics covered will be performed and students will hand in weekly reports analyzing the experiments. (CAN PHYS 8). Four hours lecture/discussion, three hours lab.*

**PHYS 7****4 Units****Physics for Science and Engineering**

*Prerequisites: A grade of "C" or better in both PHYS 6 and MATH 21. Course Advisory: SCC minimum*

*English standard. Continuation of PHYS 6, covering the topics of electricity, magnetism, wave motion and sound. Students will learn to analyze and solve problems appropriate for this level in these topics and will demonstrate this ability by successfully completing homework assignments and examinations. Experiments relating to the topics covered will be performed and students will hand in weekly reports analyzing the experiments. (CAN PHYS 12). Four hours lecture/discussion, three hours lab.*

**PHYS 8****4 Units****Physics for Science and Engineering**

*Prerequisites: A grade of "C" or better in both PHYS 6 and MATH 21. Course Advisory: SCC minimum*

*English standard. Continuation of PHYS 6 and 7, covering heat, optics, relativity, and modern physics. Students will learn to analyze and solve problems appropriate for this level in these topics, and will demonstrate this ability by successfully completing homework assignments and examinations. Experiments relating to the topics covered will be performed and students will hand in weekly reports analyzing the experiments. Four hours lecture/discussion, three hours lab.*

**PHYS 10****3 Units****Descriptive Physics**

*Course Advisories: SCC minimum English and math standards; MATH 102 or MATH 108 is recommended.*

*Introductory physics course for both the non-science and the beginning science student. Includes topics such as nuclear physics, relativity, mechanics, properties of matter, quantum physics, heat, light, electricity, and magnetism. Written assignments, perhaps a research paper, tests, and a comprehensive final exam will be used to evaluate student success. Three hours lecture.*

# Political Science

Humanities Division

## Program Description

This program examines the theory and practice of government and the powerful personalities that affect governmental decisions. This interplay of individual citizens, public leaders, elections, and world events make political inquiry relevant today. The program provides a broad base for the analysis of how government resolves social conflict within the United States and around the world.

## Associate in Arts Degree

The Associate in Arts degree may be obtained upon completion of a total of 60 units, including the 18-unit major, general education requirements and electives.

## Required Courses

POLSC 1—American Government	Units 3
Select 12 units from the following:	
POLSC 2—Intro. to Comparative Political Systems (3 units)	
POLSC 3—Intro. to International Politics (3 units)	
POLSC 5—Constitutional Rights/Multicultural Society (3 units)	
POLSC 6—Basic Concepts in Political Thought (3 units)	
POLSC 16—Law and Society (3 units)	12
Select the remaining 3 units from the unused course above or from the following:	
POLSC 48—Special Topics (3 units)	3
POLSC 49—Political Science Honors (1-3 units)	
POLSC 50—Student Leadership (1 unit)	
POLSC 60—State & Local Government (3 units)	
COUN 63—Volunteer Community Serv. (1-3 units)	
ANTH 2—Cultural Anthropology (3 units)	
ECON 1 or 2—Principles of Economics (3 units each)	
GEOG 4—World Geography (3 units)	
HIST 3—Modern World History (3 units)	
HIST 17 or 18—History of the U.S. (3 units each)	
PHLOS 1—Intro. to Critical Thinking & Reasoning (3 units)	
SOCIO 1—Introduction to Sociology (3 units)	18

### **POLSC 1** **3 Units** **Introduction to American Government and Politics**

*Course Advisory: Eligibility for ENGL 1.*  
Introduction to the theory and practice of American politics, this course includes an analysis of the operation of national, state, and local governments, as well as the U.S. and California Constitutions. (CAN GOVT 2). *Three hours lecture.*

### **POLSC 2** **3 Units** **Introduction to Comparative Government**

*Course Advisories: POLSC 1; SCC minimum English and math standards.* The political institutions of selected industrialized democracies, communist systems, and developing nations are examined comparatively. Emphasis is on the formation of political institutions; political culture; ethnic groups; citizen and interest participation; political parties; and modern bureaucratic public policy roles. *Three hours lecture.*

**POLSC 3** **3 Units**

**Introduction to International Politics**

*Course Advisories: POLSC 1; political SCC minimum English and math standards.*

Introductory study of the international system focusing on such concepts as the nation state and nationalism, ethnicity, power, war and military strategy, and approaches to international peace and stability. Three hours lecture.

**POLSC 5** **3 Units**

**Constitutional Rights in a Multicultural Society**

*Course Advisories: POLSC 1; Eligibility for ENGL 1; SCC minimum math standard.* Introduction to Constitutional rights, this course will highlight the impact of European, Native American, African American, Asian American, and Latino American cultures on United States and California law and government. The effect of the legislative, executive, and judicial branches will be explored. Cross-cultural issues will also be an integral part of this inquiry, including the freedom of expression, religious culture, and the politics of ethnic groups. Satisfies B or E requirements for graduation. Three hours lecture.

**POLSC 6** **3 Units**

**Basic Concepts in Political Thought**

*Course Advisory: Eligibility for ENGL 1 or ENGL 62.* An inquiry into fundamental political concepts in political thought (e.g. justice, freedom, equality, power, authority, obligation and citizenship) as expressed by major political thinkers. Includes the study of basic skills, criticism, and method in political inquiry relevant to the life and education of citizens. Critical reading and writing are required. Three hours lecture.

**POLSC 16** **3 Units**

**Law and Society**

*Course Advisories: POLSC 1; SCC minimum English and math standards.* Introduction to the American legal system and influence of other legal systems, emphasizing the evolution of legal concepts in response to the changing environment. The American judicial system will be analyzed to include civil and criminal procedure, torts & contracts, as well as current legal issues including the death penalty, insanity defense, drugs, environmental law, right to die, forensic evidence and role of juries. Three hours lecture.

**POLSC 49** **1-3 Units**

**Political Science Honors**

*Prerequisites: Completion of 24 units of college credit with a minimum GPA of 3.3; a minimum of 6 units in the discipline with a grade of "B" or better; an ability to work independently; permission of the division Dean based on instructor availability.* Independent study project which results in a critical examination of government, politics, or law. May be repeated to a maximum of 6 units, including initial enrollment. One to three hours weekly by arrangement.

**POLSC 50** **1 Unit**

**Student Leadership**

*Course Advisories: SCC minimum English and math standards.* A class devoted to the practical application of the governmental process through participation in the student government program. Open to all students. Repeatable 3 times. Two hours activity, one hour weekly by arrangement weekly.

**POLSC 60** **3 Units**

**State and Local Governments**

*Course Advisory: POLSC 1; SCC minimum English and math standards.* Survey of the philosophy, structure, and principal features of state and local governments. Special emphasis on California, Solano County, and selected local cities and special districts. Contemporary issues affecting this area of public policy will be investigated. This course will satisfy the State requirements in California Constitution. Three hours lecture.

**Special Topics**

These courses, numbered 48 or 98, are courses of contemporary interest centered on changing knowledge and important issues in the field. Announcements of Special Topics courses appear in the Schedule of Classes.

## Program Description

The psychology program provides academic instruction in basic psychological concepts, theories, terminology, and research methods, and promotes students' life skills, personal growth, and interpersonal effectiveness.

## Associate in Arts Degree

The Associate in Arts Degree can be obtained by completing a total of 60 units, including the 18-unit major, general education requirements and electives.

## Required Courses

	Units	
PSYCH 1 & 2—Intro. to Psych ( 3 & 3 units)	6	Recommended Electives: ANTH 2 BIOSC 5, 6, 10 MATH 11 PSYCH 40, 49 SOCIO 1 SOCSC 23
PSYCH 4—Research Methods in Behav. Science OR		
PSYCH 30—Intro to Social Psych.	3	
PSYCH 20—Personal & Social Behavior OR		
PSYCH 5—Abnormal Psychology OR		
PSYCH 34—Human Sexual Behavior	3	
PSYCH 10—Psych of Women OR		
PSYCH 24—Psych of African-Amer. OR		
PSYCH 65—Intro. to Psych of Aging OR		
SOCSC 22—Ethnic, Racial, and Minority Group Relations in Harmony and Conflict	3	
One other course from the above list	3	
	18	

### PSYCH 1 3 Units

#### Introduction to Psychology: Individual & Social Processes

*Course Advisories: SCC minimum English and math standards.* Introduction to psychology as the scientific study of human behavior. Major topics include history of field, scientific method, sensation and perception, development, learning, cognitive skills, motivation, emotion, personality, tests and measurements, behavior disorders and treatment, and social psychology. *Three hours lecture.*

### PSYCH 2 3 Units

#### Introduction to Psychology: Biological Bases of Behavior

*Course Advisories: SCC minimum English and math standards.* Presents the relationship of genetic and physiological factors to behavior. Topics include neural mechanisms underlying sensory and perceptual processes, emotions, motivation, mental disorders, states of consciousness, learning and memory. (CAN PSY 2). *Three hours lecture.*

### PSYCH 4 3 Units

#### Research Methods in Behavioral Science

*Prerequisites: PSYCH 1 or PSYCH 2 or SOCIO 1. Course Advisories: Eligibility for ENGL 1; MATH 11.* Introduction to basic methods in the behavioral sciences. Assumptions and goals of science are considered as well as several specific research techniques or designs. The ethics of research with human and animal subjects will be covered. *Three hours lecture.*

### PSYCH 5 3 Units

#### Abnormal Psychology

*Prerequisite: PSYCH 1. Course Advisories: ENGL 62, eligibility for ENGL 1, and SCC minimum math standard.* Theoretical approaches to the explanation of psychological disorders. Survey of selected disorders in DSM IV, including psychoses, anxiety disorders, and depression. Survey of major therapeutic methods. *Three hours lecture.*

**PSYCH 10** **3 Units**

**Psychology of Women**

*Course Advisory: PSYCH 1. Study of contemporary women from a biological, psychological and sociological perspective. Theory and research pertaining to female development will be presented and critically examined. Open to all students. Three hours lecture.*

**PSYCH 20** **3 Units**

**Personal and Social Behavior**

*Course Advisories: SCC minimum English and math standards. Study of human behavior in the process of adjusting to life's changes. The emphasis is on normal and abnormal adaptations to the various challenges which life presents. Issues related to the major schools of thought and their views towards a healthy personality effective and ineffective behavior, behavioral disorders, psychotherapy, relationship, careers and personal growth. Three hours lecture.*

**PSYCH 24** **3 Units**

**Psychology of African Americans**

*Course Advisory: SCC minimum English standard. Examination of the principles and findings of psychology as they relate to the behavior and experience of African Americans. Emphasis upon theories and dimensions of personality, self-concept, normality, and the psychological effects of racism. Three hours lecture.*

**PSYCH 30** **3 Units**

**Introduction to Social Psychology**

*Course Advisories: PSYCH 1; eligibility for ENGL 1; SCC minimum math standard. Attempt to understand and explain how the thoughts, feelings, and behavior of individuals are influenced by the actual, imagined, or implied presence of others. Focus will be on the social factors that influences human behavior; other people and the institutions, artifacts, situations and social and physical structures people have created. A review of the various perspectives unique to social psychologists and a variety of classical research studies will also be studied. Three hours lecture.*

**PSYCH 34** **3 Units**

**Human Sexual Behavior**

*Course Advisory: SCC minimum English standard. Objective exploration of the various issues pertaining to human sexual behavior from the perspective of the behavioral and social sciences. Some of the major topics to be discussed include history of sexuality, attitudes, behaviors, life styles, psychosexual development, role and identity, sexual dysfunctions, therapy and treatment. Three hours lecture.*

**PSYCH 40** **3 Units**

**Drugs, Society and Behavior**

*Course Advisories: Eligibility for ENGL 1 and SCC minimum math standard. Covers the historical, sociological, physiological, pharmacological and legal aspects of drugs. Emphasis will be placed on the effects of stimulants, sedative-hypnotics, narcotics, hallucinogens, alcohol, marijuana and inhalants. Various education, prevention and treatment approaches will be discussed. Three hours lecture.*

**PSYCH 49** **1-3 Units**

**Honors**

*Prerequisites: Completion of 24 units of college credit with a minimum GPA of 3.3; a minimum of 5 units in the discipline with a grade of "B" or better; an ability to work independently; permission of the division Dean based on instructor availability. Independent study designed for honor students who intend to major in psychology. May be repeated to a maximum of 6 units, including initial enrollment. Three to nine hours weekly by arrangement.*

**PSYCH 65** **3 Units**

**Introduction to the Psychology of Aging**

*Course Advisories: SCC minimum English and math standards. Introductory course on the psychological aspects of aging covering the physical, emotional, sexual and intellectual processes that occur as an individual matures. The course is designed for those people who work with older adults, for aging individuals or those who must relate to aging adults and/or parents. Three hours lecture.*

**Special Topics**

These courses, number 48 or 98 depending upon their transferability, are courses of contemporary interest centered on changing knowledge and important issues in the field. Announcements of Special Topics courses appear in the Schedule of Classes.

## Program Description

This program offers courses needed to qualify for the state of California salesperson license examination as well as for the broker's examination. A full range of real estate courses is offered including real estate finance, appraisals, etc. The courses are taught by qualified real estate professionals.

## Certificate of Achievement and Associate in Science Degree

A Certificate of Achievement can be obtained by completing the 24-unit major. The Associate in Science degree can be obtained by completing 60 units, including the major, general education requirements, and electives. The major consists of 18 units selected from the courses listed below plus 6 units selected from the list of recommended electives which have been approved by the California Department of Real Estate.

## Required Courses

	Units
R E 164—Principles of Real Estate (Not required for those holding Real Estate Sales License.)	3
R E 171—Real Estate Economics	3
R E 173—Legal Aspects of Real Estate	3
R E 174—Real Estate Finance	3
R E 175—Principles of Appraisal	3
R E 176—Advanced Residential Appraisal Practice	3
Electives selected from the list of Recommended Electives	6
	24

### Recommended Electives:

ACCT 1  
BUS 18  
RE 172, 177

### Pre-Licensing Course

**RE 164** **3 Units**  
**Real Estate Principles**  
*Course Advisory: SCC minimum English standard.*  
 Study of the characteristics of real estate from physical, legal, and economic standpoints. Course material is designed to assist those preparing for the real estate license examination. *Three hours lecture.*

### Post-Licensing Courses

**RE 171** **3 Units**  
**Real Estate Economics**  
*Course Advisories: SCC minimum English and math standards.* Study of the economic aspects of real estate and their effects on real estate markets, urban growth and finance. *Three hours lecture.*

**RE 172** **3 Units**  
**Real Estate Practice**  
*Course Advisories: SCC minimum English and math standards.* Comprehensive study of the techniques used to operate a real estate business successfully. Includes office management and administration. *Three hours lecture.*

**RE 173** **3 Units**

**Legal Aspect of Real Estate**

*Course Advisories: SCC minimum English and math standards. Comprehensive study and analysis of California law as applied to the legal problems involved in real estate transactions. Includes contract, agency, and finance devices. Three hours lecture.*

**RE 174** **3 Units**

**Real Estate Finance**

*Course Advisories: SCC minimum English and math standards. Comprehensive study and analysis of money markets, interest rates, and financing as applied to real estate transactions. Three hours lecture.*

**RE 175** **3 Units**

**Principles of Appraisal**

*Course Advisories: SCC minimum English and math standards. Entry level appraisal course introducing students to basic appraisal principles, process and techniques to appraise a single family residence. Contents include: Influences on value, legal considerations, economic principles, real estate markets and analysis, valuation process, property description, highest and best use analysis, appraisal statistics, sales comparison and cost approaches to value. Three hours lecture.*

**RE 176** **3 Units**

**Advanced Residential Appraisal Practice**

*Prerequisite: RE 175. Advanced appraisal course covering the principles, procedures and techniques needed to appraise all types of residential properties up to four units. The contents include: Review of basic appraisal principles, use of all Federal National Mortgage Association (FNMA) forms, basic income and expense estimating, gross rent multipliers, appraisal ethics and the Uniform Standards of Professional Appraisal Practice (USPAP). Student will appraise a custom home, a condominium and a small income residential property. Three hours lecture.*

**RE 177** **3 Units**

**Income Property Appraisal and Analysis**

*Prerequisite: RE 175. Advanced appraisal course covering the principles, procedures and techniques needed to appraise commercial property, including large apartment buildings. The course content will include review of basic appraisal principles, income and expense estimating, operating expense ratios, direct capitalization, cash flow estimates, measures of cash flow and discounted cash flow analysis. The use of financial calculator will be required. Three hours lecture.*

# Science, General

Math & Science Division

## Program Description

This program is designed to provide students with a basic science background, preparing them to move into a curriculum at a four-year institution leading to a degree in such fields as chemistry, biology, physics, geology, or health sciences. This program is a path for immediate entry into science-based technology careers.

## Associate in Arts Degree

The Associate in Arts Degree can be obtained by completing a total of 60 units, including a minimum of 18 units in the major with a grade of "C" (2.0) or better in each course, the general education requirements, and electives. The major consists of courses selected from the lists below and must include twelve (12) units in courses with laboratory work and at least one course in each of the areas Biological Science and Physical Science.

## Required Courses

### Biological Science

BIOSC 1\*, 2\*, 5\*, 6\*, 10\*, 12, 14\*, 15\*, 16, 18,  
ANTH 1

### Physical Science

ASTR 10  
CHEM 1\*, 2\*, 3\*, 4\*, 5\*, 10\*, 11\*  
GEOG 1  
GEOL 1, 2\*, 3, 4\*, 5  
METER 10  
PHYS 12\*  
PHYS 2\*, 4\*, 6\*, 7\*, 8\*, 10

\*Laboratory Class

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## Anthropology

**ANTH 1** **3 Units**

### Physical Anthropology

*Course Advisory: SCC minimum English standard.*  
An introduction to physical anthropology covering evolutionary theory, human disease and genetics, human variation and adaptation, primatology, primate and hominid evolution. (CAN ANTH 2). *Three hours lecture.*

**ANTH 2** **3 Units**

### Cultural Anthropology

*Course Advisory: SCC minimum English standard.*  
Introduction to the study of human culture, with an emphasis on the changing relations between individual people, families, and other social groups, and various types of social inequality. We will also study cultural institutions from around the world, such as religion and magic, political and economic change, varieties of art forms, and the cultural future. (CAN ANTH 4). *Three hours lecture.*

**ANTH 7** **3 Units**

### Prehistoric Archaeology

*Course Advisory: SCC minimum English and math standards.* An introduction to the theories and methods of anthropological archaeology, with an emphasis on and an overview of prehistory. This course will stress the evolution of social systems and technology. Case studies from around the world will illustrate the various ways archaeology deciphers past behavior. (CAN ANTH 6). *Three hours lecture.*

**ANTH 49** **2 Units**

### Honors

*Prerequisites: Completion of 24 units of college credit with a minimum GPA of 3.3; a minimum of 5 units in the discipline with a grade of "B" or better; an ability to work independently; and permission of the Division Dean based on instructor availability.*  
Open to students qualified to do advanced work in the field. The program may include research, directed reading, fieldwork, or other advanced study. Repeatable 1 time. *Six hours weekly by arrangement.*

## Astronomy

ASTR 10

3 Units

### General Astronomy

*Course Advisories: Eligibility for ENGL 1 ; SCC minimum math standard.* An introductory study of the universe, including the properties and evolution of galaxies, stars, pulsars, black holes, quasars, the sun, planets, and life in the universe. A written library project, periodic tests and a comprehensive final examination will be used to evaluate student success. *Three hours lecture*

## Geography

GEOG 1

3 Units

### Physical Geography

*Course Advisory: SCC minimum English standard.* An introductory study of the Earth's natural environment. The course includes a detailed analysis of weather, geologic landforms, climate, natural vegetation, the oceans and other natural environmental elements. Special emphasis is given to the human impact on the environment. Includes a one-day field trip. (CAN GEOG 2). *Three hours lecture.*

GEOG 2

3 Units

### Cultural Geography

*Course Advisory: Eligibility for ENGL 1.* Introduction to humans and their impact on the land. This course includes a detailed evaluation of man's cultural world with special emphasis given to man's religions, political states, population problems, and economic systems. (CAN GEOG 4). *Three hours lecture.*

GEOG 4

3 Units

### World Geography

*Course Advisory: Eligibility for ENGL 1.* Geographic study of the world's major regions. Special emphasis is given to the major problems confronting humanity in these regions including an analysis of population growth, hunger and poverty, modification and destruction of the natural environment, and natural resource and energy problems. *Three hours lecture.*

## Geology

GEOL 1

3 Units

### Physical Geology

*Course Advisories: Eligibility for ENGL 1 and SCC minimum math standard.* Presents a study of the composition of the earth and the processes responsible for its present characteristics. Topics covered include plate tectonics, rocks and minerals, volcanism, metamorphism, sedimentation, weathering, erosion, landforms, earthquakes, glaciers, and mineral resources. Field trips may be taken to areas of geological interest. A written research project, tests, and a comprehensive final examination will be used to evaluate student success. This course satisfies the physical science requirements for colleges and universities. (GEOL 1 & 2 = CAN GEOL 2). *Three hours lecture, plus field trips by arrangement.*

GEOL 2

1 Unit

### Physical Geology Laboratory

*Prerequisites: GEOL 1 or 5 (either may be taken concurrently).* *Course Advisories: SCC minimum English and math standards.* Topics include the identification of rocks and minerals as hand specimen and the study of geologic maps, landforms, and structures. Field trips will be taken to areas of geologic interest. Laboratory projects, written assignments and reports, and examinations will be used to evaluate student success. (GEOL 1 & 2 = CAN GEOL 2). *Three hours lab and discussion, plus field trips by arrangement.*

GEOL 3

3 Units

### Historic Geology

*Prerequisite: GEOL 1 or 5.* *Course Advisories: Eligibility for ENGL 1 and SCC minimum math standard.* Study of the geologic history of the earth including stratigraphy, the evolution of the earth and its crust, organic evolution of life, fossils in the interpretation of the history of life, and the history of life from its beginning to historic times. Field trips will be taken to areas of geologic interest. An optional research paper, several tests (approximately half of which are take-home exams), and a comprehensive final examination will be used to evaluate student success. (GEOL 3 & 4 = CAN GEOL 4). *Three hours lecture, plus field trips by arrangement.*

## Science, General

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### GEOL 4

1 Unit

#### Historic Geology Laboratory

*Prerequisites:* GEOL 1, 2, and 3 (GEOL 3 may be taken concurrently). *Course Advisories:* SCC minimum English and math standards. Practical application of the principles of historic geology including interpreting geological maps, fossil identification, and stratigraphy. Field trips to areas of geologic interest will be taken. Written laboratory exercises and practical tests will be used to evaluate student success. (GEOL 3 & 4 = CAN GEOL 4). *Three hours lab and discussion, plus field trips by arrangement.*

### GEOL 5

3 Units

#### Geology of California

*Course Advisories:* Eligibility for ENGL 1 and SCC minimum math standard. Introductory course on the geology of California covering its geologic provinces, minerals (including gold), rocks, geologic hazards including earthquakes, and the development of scenic landscapes. Field trips will be taken to areas of geologic interest. In-class and take-home tests, a comprehensive final examination, and an optional research paper will be used to evaluate student success. *Three hours lecture.*

## Meteorology

### METER 10

3 Units

#### Elements of Meteorology

*Course Advisories:* Eligibility for ENGL 1; SCC minimum math standard. A non-technical introduction to the science of meteorology and weather processes. Quizzes and tests and a comprehensive final exam will be used to evaluate student success. *Three hours lecture.*

## Physical Science

### PHYS 12

4 Units

#### Introduction to the Principles of Physical Science

*Course Advisories:* Eligibility for ENGL 1; SCC minimum math standard. Introduction to the physical universe from atomic particles to the stars, with emphasis on the basic principles of physics, chemistry, astronomy, and the geosciences. Laboratory reports, tests, and a comprehensive final exam will be used to evaluate student success; a written library project may also be required. This is a general education course in the physical science area for non-science majors that satisfies the physical science requirement for most universities and colleges. *Three hours lecture, three hours lab.*

#### Special Topics

These courses, numbered 48 or 98 depending upon their transferability, are courses of contemporary interest centered on changing knowledge and important issues in the field. Announcements of Special Topics courses appear in the Schedule of Classes.

## Fine & Applied Arts/Behavioral Sciences Division

### Program Description

This program offers students the opportunity to study aspects of the human experience and the intricate relationship among them.

### Associate in Arts Degree

The Associate in Arts Degree can be obtained by completing a total of 60 units, including the 18-unit major, general education requirements and electives. The 18-unit major is composed of courses selected from the six subject areas shown below.

### Required Courses

	Units		Units
ANTH 1—Physical Anthro		PSYCH 1—Intro. to Psych: Individual & Social Processes	
OR		OR	
ANTH 2—Cultural Anthro.	3	SOCIO 1—Sociology	
ECON 1—Principles of Economics	3	OR	
GEOG 1—Physical Geography		Any Social Science Ethnic Studies course that is	
OR		not used to complete the above	<u>3</u>
GEOG 2—Cultural Geography			18
OR			
GEOG 4—World Geography	3		
Any History OR American Studies Course	3		
POLSC 1—American Politics			
OR			
POLSC 6—Basic Concepts in Political Thinking			
OR			
POLSC 60—State & Local Govmt.			
OR			
POLSC 16—Law and Society	3		

## Social Science

### **SOCS 22** **3 Units**

#### **Ethnic, Racial, and Minority Group Relations in Harmony and Conflict**

*Course Advisory: SCC minimum English standard. Examination of the historical, economic, psychological, and sociological aspects of majority-minority group relationships (ethnic, racial and gender) in the United States and selected cross-cultural situations. Three hours lecture.*

### **SOCS 23** **3 Units**

#### **The African-American Family**

*Course Advisories: Eligibility for ENGL 1 and SCC minimum math standard. Analyze theory and research dealing with the modern African-American family, its structure, and functions. Course survey will include an examination of the historical changes, differing family patterns, and influences of contemporary society as it impacts the African-American family. Social policies will also be examined. Three hours lecture.*

### **SOCS 25** **3 Units**

#### **Mexican-American Experience**

*Course Advisory: SCC minimum English standard. Interdisciplinary examination of the historical, economic, psychological, and sociological aspects of the Mexican-American experience. Three hours lecture.*

### **SOCS 26** **3 Units**

#### **Filipino-American Experience**

*Course Advisory: SCC minimum English standard. Interdisciplinary examination of the historical, economic, political, and sociological aspects of the Filipino-American experience in the United States. Emphasis on various problems of assimilation. Three hours lecture.*

# Social Sciences

## **SOCSC 27** **3 Units**

### **Native American Experience**

Course Advisories: ENGL 1; SCC minimum math standard. Introduction to the diverse cultures of the Native American people of North, Central and South America. Emphasis is on Native American voices in the expression of cultural views and in the experience of conflicting values. Three hours lecture.

## **SOCSC 28** **3 Units**

### **Introduction to African Studies**

Course Advisories: Eligibility for ENGL 1 and SCC minimum math standard. Introduction to African studies, including African history, political development, culture and literature, economic issues and Africa's role in world affairs. Three hours lecture.

## **SOCSC 49** **1-3 Units**

### **Honors**

Prerequisites: Completion of 24 units of college credit with a minimum GPA of 3.3; a minimum of 5 units in the discipline with a grade of "B" or better; an ability to work independently; permission of the division Dean based on instructor availability. Independent study designed for honor students who intend to major in social sciences. May be repeated to a maximum of 6 units, including initial enrollment. Three to nine hours weekly by arrangement.

### **Special Topics**

These courses, numbered 48 or 98 depending upon their transferability, are courses of contemporary interest centered on changing knowledge and important issues in the field. Announcements of Special Topics courses appear in the Schedule of Classes.

## **Sociology**

## **SOCIO 1** **3 Units**

### **Sociology**

Course Advisory: SCC minimum English standard. Introduction to sociology with analysis of a variety of concepts and theories in relation to culture, socialization, social inequality, race relations, sex roles, deviance, and the distribution of political and economic power. (CAN SOC 2). Three hours lecture.

## **SOCIO 2** **3 Units**

### **Social Issues & Problems**

Course Advisories: SOCIO 1, SCC minimum English standard. Analysis of selected social problems, including race relations, urban decay, suburban sprawl, crime, population problems, environment, and changes in the familial, economic and political institutions. (CAN SOC 4). Three hours lecture.

## **SOCIO 23** **3 Units**

### **Sociology of African Americans**

Course Advisories: SOCIO 1 or SOCSC 22, SCC minimum English standard. Introductory sociological study of African Americans. Emphasis will be on culture, community, social institutions, social relationships and social problems. Three hours lecture.

## **SOCIO 30** **3 Units**

### **Social Psychology**

See Psychology 30.

## **SOCIO 40** **3 Units**

### **Sociology of the Family**

Course Advisories: SOCIO 1 and ENGL 370. Comparative cultural view of the family, the history of the family and its present role in our society with special emphasis on kinship relations, sex roles, ethnic variations of the family and alternative family styles. Three hours lecture.

## **SOCIO 49** **1-3 Units**

### **Honors**

Prerequisites: Completion of 24 units of college credit with a minimum GPA of 3.3; a minimum of 5 units in the discipline with a grade of "B" or better; an ability to work independently; permission of the division Dean based on instructor availability. Independent study designed for honor students who intend to major in sociology. May be repeated to a maximum of 6 units, including initial enrollment. Three to nine hours weekly by arrangement.

## Fine & Applied Arts/Behavioral Sciences Division

### Program Description

This program is designed to provide a foundation in theater arts for the student who wishes to enter the entertainment industry. Students may choose from two emphasis areas —Acting and Technical.

### Associate in Arts Degree

The Associate in Arts Degree in Theatre Arts can be obtained by completing a total of 60 units, including the 18-unit major in one of the emphasis areas listed below, the general education requirements, and electives.

### Required Courses

Acting Emphasis	Units	Technical Emphasis	Units
THEA 3—Stagecraft	3	THEA 1—Principles and Theory of Acting	3
THEA 4—Stage movement	2	THEA 3—Stagecraft	3
THEA 10—History of Theatre 1	3	THEA 10—History of Theatre 1	3
THEA 11—History of Theatre 2	3	THEA 11—History of Theatre 2	3
Seven units (7) in the following:		THEA 20—Lighting	3
THEA 33—Actor Training 4 (7 units)		THEA 47—Technical Production	3
OR			18
THEA 1 (3 units) and THEA 2 (3 units),		Recommended Elective:	
AND		THEA 13	
1 unit in any of the following:			
THEA 5, MUSIC 22, THEA 47	7		
	18		

**THEA 1** **3 Units**  
**Principles and Theory of Acting**  
*Course Advisory: SCC minimum English standard.*  
 Fundamentals of acting are presented and training is given in acting mechanics, pantomime, improvisation, and oral interpretation based on the comparison and analysis of plays and short scenes. (CAN DRAM 8). Three hours lecture.

**THEA 4** **2 Units**  
**Stage Movement**  
*Course Advisory: SCC minimum English standard.*  
 Presents the fundamental principles of movement for the drama student including stage movement, combat, mime, pantomime, character development and interrelationships, ensemble exercises and dramatic improvisation. Four hours activity.

**THEA 2** **3 Units**  
**Principles and Theory of Acting**  
*Prerequisite: THEA 1. Course Advisory: Eligibility for ENGL 1.* Presents the fundamentals of acting in greater depth, with emphasis placed on specific style of acting and the interpretation of structure, form, and style of plays as they relate to characterizations. Three hours lecture.

**THEA 5** **1-3 Units**  
**Applied Drama**  
*Prerequisite: Audition for actors only. Course Advisory: SCC minimum English standard.* Study, rehearsal and public performance of dramatic and comedic works for the stage which includes: classical plays, contemporary dramas and comedies, revues, poetry presentations, and one-acts. Students participate as actors, ensemble members in certain works, and/or accompanists. This is an open-entry, open-exit course. Repeatable to a maximum of 12 units, including initial enrollment. One hour lecture, two to eight hours weekly by arrangement.

**THEA 3** **3 Units**  
**Stagecraft**  
*Course Advisory: SCC minimum English standard.*  
 Presents the theory and practical application of procedures employed in technical theater, including safe use of stage equipment, construction and handling of scenery and properties, painting techniques and basic lighting. (CAN DRAM 12). Two hours lecture, three hours lab.

# Theatre Arts

## THEA 6 3 Units

### Introduction to Theatre: Understanding Drama

Course Advisories: SCC minimum English and math standards. Understanding and appreciation of both the distinctive and collaborative contributions of playwright, actor, director, and designer to the total work of dramatic art. Study of the plays from the major periods of dramatic art in their cultural contexts. Written exams and a paper are required. Audience oriented, non-performance course. *Three hours lecture.*

## THEA 7 3 Units

### Directing

Prerequisites: THEA 2. Course Advisory: Eligibility for ENGL 1. Introduction to the theory and practice of play direction which will culminate in the first-hand direction of a one-act play, to be publicly performed, in which all of the requisite directorial elements are synthesized. *Two hours lecture, three hours lab.*

## THEA 8 2 Units

### Stage Makeup

Course Advisory: SCC minimum English standard. Instruction, practice, and application of techniques of stage make-up. Emphasis is placed on role analysis as a basis for make-up design, principles of light and shade as they relate to the creation of youth and aging effects, integration and application of the principles of color usage as they relate to stage lighting and costumes. Also included is a study and comparison of various types of make-up and equipment, development of a make-up kit, special effects, the creation of wigs and moustaches and a survey of make-up fashions to be used in period productions. Repeatable 2 times. (CAN DRAM 14). *One hour lecture, three hours lab.*

## THEA 9 3 Units

### Stage Management

Course Advisories: SCC minimum English and math standards. Duties, skills required, and the function of stage management are presented. Students will study the rehearsal process and environment, basic personnel management, union contracts, cueing, development of a prompt book, and performance systemics. A variety of written assignments related to stage management reporting and the development of a prompt book are required. *Three hours lecture.*

## THEA 10 3 Units

### History of Theatre 1

Course Advisories: SCC minimum English and math standards. Presents the history of theatre from ancient Greece up to the Restoration. Emphasizes the literature of theatre as affected by the society, culture, and politics during the period in which it was created. *Three hours lecture.*

## THEA 11 3 Units

### History of Theatre 2

Course Advisories: Eligibility for ENGL 1 and SCC minimum math standard. Presents the history of theatre from the Restoration to the present. Emphasizes the literature of theatre as affected by the society, culture, and politics during the period in which it was created. *Three hours lecture.*

## THEA 13 3 Units

### Diversity in American Theatre: A Contemporary Focus

Course Advisories: Eligibility for ENGL 1 and SCC minimum math standard. Introduction to American cultural diversity in theatrical performance, this course will study African-American, Asian-American and Latino (a) theatres, and theatrical representations including TV and film, supplemented by consideration of the social and political conditions impacting these works. Journals, exams, and scene performance or readings and oral reports or critical papers are required. *Three hours lecture.*

## THEA 20 3 Units

### Lighting

Course Advisories: SCC minimum English and math standards. Introductory course to the technical aspects of stage lighting. Instruction covers lighting equipment, color, electricity and the reading of lighting plots. Written exams, quizzes and a lighting project are required. (CAN DRAM 10). *Two hours lecture, three hours lab.*

## THEA 21 3 Units

### Introduction to Theatre Design

Course Advisories: SCC minimum English and math standards. Overview of the field of design in the entertainment arts is presented. A brief history of design, as well as style, conception, composition, design communication, and design integration are studied. This course will involve the study of design as it relates to the interpretation of play text and director concept, as well as how design is used in the interpretation and support of other types of entertainment. *Two hours lecture, two hours lab.*

**THEA 30** 7 Units**Actor Training 1**

*Corequisite: THEA 47. Course Advisory: SCC minimum English standard. Intensive acting study course which concentrates on the body as an instrument of communication, the acting process, sensory experience, spontaneity, objectives, vocal relaxation and centering, singing techniques for the actor, musical theatre score reading and musical theatre ballet. Students will begin to learn the integration of technical theatre in the performance. Three hours lecture, twelve hours activity.*

**THEA 31** 7 Units**Actor Training 2**

*Prerequisite: THEA 30. Corequisite: THEA 47. Intensive acting study course which concentrates on the actor in relation to acting text, text breakdown and scoring, beats, textural analysis, American Realism, current play writing trends, diction and regionalism, musical theatre repertoire, sight reading of musical theatre scores, and musical theatre dance. Students will continue their preliminary studies of the total production concept, including scenery construction techniques for the novice. Three hours lecture, twelve hours activity.*

**THEA 32** 7 Units**Actor Training 3**

*Prerequisite: THEA 31. Corequisite: THEA 47. Intensive acting study course which concentrates on acting methodologies and styles, audition techniques, heightened realism, movement in clown, mime, and combat, musical theatre transitions, and American musical theatre tap dance. Students will develop an understanding of the various components of technical theatre including scenery and show operation. Three hours lecture, twelve hours activity.*

**THEA 33** 7 Units**Actor Training 4**

*Prerequisite: THEA 32. Course Advisory: SCC minimum English standard. Intensive acting study course which concentrates on restoration, farce, commedia, and expressionism as acting styles, Shakespearean text and scansion for the actor, audition techniques as they relate to musical theatre and cold reading, as well as performance skills. Students will assimilate all areas of technical theatre into performance, including stage management responsibilities. Three hours lecture, twelve hours activity.*

**THEA 47** 1-3 Units**Technical Production**

*Course Advisory: SCC minimum English standard. A production course for students interested in technical theatre. Students are given an increasing level of responsibility in accordance with their individual abilities. Areas of responsibility may include: stage manager, lead carpenter, master electrician, lead grip, assistant lighting designer, scenic designer, lighting designer, assistant scenic designer. This is an open entry/open exit course. Repeatable to a maximum of 12 units, including initial enrollment. Three hours lab, zero to six hours weekly by arrangement*

**THEA 49** 1-3 Units**Honors**

*Prerequisite: Completion of 24 units of college credit with a minimum GPA of 3.3; a minimum of 5 units in the discipline with a grade of "B" or better; an ability to work independently; permission of the division Dean based on instructor availability. Independent study course for proficient students of drama. Under a contractual arrangement between student and instructor, the student will pursue a specified course of independent but directed study. May be repeated to a maximum of 6 units, including initial enrollment. Three to nine hours weekly by arrangement.*

**THEA 50** 3 Units**Performance for Television**

Fundamental techniques and principles for television acting and television talent, including interviewing, hosting public affairs shows, news anchoring, stand-ups, narration and acting for commercials and television drama. Repeatable 2 times. *Three hours lecture.*

**Special Topics**

These courses, numbered 48, 98, or 148 depending upon their transferability, are courses of contemporary interest centered on changing knowledge and important issues in the field. Announcements of Special Topics courses appear in the Schedule of Classes.

# Water and Wastewater Technology

Trade & Technical Division

## Program Description

A study of the principles of water and wastewater disposal and purification including municipal and industrial wastewater collection and treatment. The program will satisfy most of the requirements for certification of water and wastewater treatment personnel.

## Certificate of Achievement and Associate in Science Degree

A Certificate of Achievement can be obtained upon completion of the 28 1/2-unit major. The Associate in Science Degree can be obtained upon completion of 60 units, including the major, the general education requirements, and electives.

## Required Courses

	Units
WATER 100—Intro. to WW Treatment	4
WATER 102—Sanitary Chemistry I	4
WATER 104—Intro. to Water Supply & Treatment	3
WATER 105—Wastewater Treatment	3
WATER 106—Instrumentation & Controls	3
WATER 107—Math of Water & Wastewater Treatment	4
BIOSC 14—Principles of Microbiology	4
CHEM 160—Introductory Chemistry	3.5
	28.5

### Recommended Electives:

WATER 120, 121  
OCCED 90

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### WATER 100

4 Units

#### Introduction to Wastewater Treatment

*Course Advisory: SCC minimum English standard. Study of municipal and industrial wastewater collection and wastewater treatment methods, protection of ground water and receiving waters, and effects of pollutants on receiving waters. Four hours lecture.*

### WATER 102

4 Units

#### Sanitary Chemistry

*Prerequisite: CHEM 160. Course Advisories: SCC minimum English and math standards. Study of the theory and demonstration of laboratory techniques for control tests of water purification. Emphasis is placed on process control including pH, chlorine residual, coliform, turbidity, BOD, solids, and interpretation of lab test results. Mandatory field trips will be taken to water treatment plants and water quality laboratories. Four hours lecture.*

### WATER 104

3 Units

#### Introduction to Water Supply and Treatment

*Course Advisory: SCC minimum English standard. Study of the elementary engineering aspects of design, operation, process control and maintenance of water treatment plants and facilities. Two and one-half hours lecture, one and one-half hours lab.*

### WATER 105

3 Units

#### Wastewater Treatment

*Prerequisite: WATER 100. Course Advisory: SCC minimum English standard. Study of the elementary engineering aspects of design, operation process control, and maintenance of wastewater treatment plants and facilities. Two and one-half hours lecture, one and one-half hours lab.*

# Water and Wastewater

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**WATER 106****3 Units****Instrumentation and Control**

*Course Advisory: SCC minimum English standard.*  
Study of pneumatic, mechanical and electronic control systems and components. Includes a basic description and explanation of the operation of instruments and controls for water and wastewater plants. Typical performance characteristics, accuracy, and applications of instruments are studied. *Three hours lecture.*

**WATER 107****4 Units****Mathematics of Water and Wastewater Treatment**

*Course Advisories: SCC minimum English and math standards.* Study of hydraulics and calculations used in the design, operation, process control and the maintenance of treatment plants and facilities. *Four hours lecture.*

**WATER 120****2 Units****Distribution Systems Maintenance**

*Course Advisory: SCC minimum English standard.*  
Study of the operation and maintenance of water distribution systems covering the design, construction and the functioning of these systems. *Two hours lecture.*

**WATER 121****2 Units****Collection Systems Maintenance**

*Course Advisory: SCC minimum English standard.*  
Study of the operation and maintenance of wastewater collection systems covering the design, construction and functioning of these systems. *Two hours lecture.*

**Special Topics**

These courses, numbered 148, are courses of specialized interest centered on changing knowledge and important issues in the field. Announcements of Special Topics courses appear in the Schedule of Classes.

# Welding

## Welding, Industrial Technician

### Program Description

Designed to upgrade the skills of persons employed as welders, providing advanced training in a variety of welding applications.

### Certificate of Achievement and Associate in Science Degree

A Certificate of Achievement can be obtained upon completion of the 24-unit major listed below. The Associate in Science Degree can be obtained by completing a total of 60 units, including the major, general education requirements, and electives.

Certification of students as “Code Welders” is available at a nominal cost to the student.

### Required Courses

	Units	Recommended Electives:
DRAFT 110—Blueprint Reading	3	ENGL 51
IT 140—Industrial Materials	3	IT 120, 160
Electives selected from the list below	18	OCCED 90
	24	WELD 174, 175, 176, 177

Select 18 units from the following (all 3-unit courses):

- WELD 120—Plate Welder (Basic)
- WELD 121—Plate Welder (Advanced)
- WELD 122—Pipe Welding (Basic)
- WELD 123—Pipe Welding (Advanced)
- WELD 124—Tungsten Inert Gas (Heliarc) Welding
- WELD 125—Metal Inert Gas/Arc (M.I.G.) Welding
- WELD 126—Ornamental Iron Welding

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## Welding Technician

### Program Description

Designed to prepare the graduate for employment as a welder or a welder helper in the metal trades. The major types of welding covered are shielded arc, acetylene gas welding, metal inert gas, tungsten inert gas, automatic and semi-automatic welding machines.

### Certificate of Achievement and Associate in Science Degree

A Certificate of Achievement can be obtained upon completion of the 48-unit major listed below. The Associate in Science Degree can be obtained by completing a total of 69 units, including the major and the general education requirements.

Certification of students as “Code Welders” is available at a nominal cost to the student.

## Required Courses

	Units	
WELD 100—Welding Technology	10	Recommended Electives: IT 120, 160 OCCED 90 WELD 174, 175, 176, 177
WELD 101—Welding Technology	10	
WELD 102—Welding Technology	10	
WELD 103—Welding Technology	10	
DRAFT 110—Blueprint Reading	2	
IT 140—Industrial Materials	3	
IT 150—Industrial Processes	3	
	48	

## Job-Direct Certificate Requirements

### Welding Equipment Operator

	Units
WELD 174—Weld Equipment Operation	2
WELD 175—Welding Fabrication	2
WELD 176—Shielded Arc Certification	2
WELD 177—Wire Welding Certification	2
*OCCED 90—Occupational Work Experience	1
	9

\*Students will be required to complete 80 hours of cooperative supervised work experience to receive credit.

### **WELD 100** **10 Units**

#### **Welding Technology**

*Course Advisory: SCC minimum English standard. Development of manual skills and related technical knowledge in arc and acetylene welding and burning; flat, horizontal, vertical and overhead positions; machine adjustments, rod identification and characteristics; joints metal expansion and contraction. Five hours lecture, fifteen hours lab.*

### **WELD 101** **10 Units**

#### **Welding Technology**

*Prerequisites: WELD 100 or comparable industry experience or training. Course Advisory: SCC minimum English standard. Designed to present the theory, procedures, and manipulative skills required to weld mild steel plate to code certification levels with the shielded metal arc and flux cored arc welding processes. A basic understanding of metallurgy, metals identification, layout, and welding of other metals is also presented. Five hours lecture, fifteen hours lab.*

### **WELD 102** **10 Units**

#### **Welding Technology**

*Prerequisites: WELD 101 or comparable industry experience or training. Course Advisories: SCC minimum English and math standards. Designed to present the theory, procedures, and manipulative skills required to weld metals of various thicknesses with the gas metal arc welding process. Introduces the student to the theory, procedures, and manipulative skills required to weld mild steel pipe to industrial standards. Five hours lecture, fifteen hours lab.*

### **WELD 103** **10 Units**

#### **Welding Technology**

*Prerequisites: WELD 102 or comparable industry experience or training. Course Advisory: SCC minimum English standard. Designed to present the theory, procedures and manipulative skills required to weld metals of various thicknesses with the gas tungsten arc process, as well as the theory, procedures and manipulative skills required to weld and fit pipe in all positions. Five hours lecture, fifteen hours lab*

### **WELD 120** **3 Units**

#### **Plate Welder (Basic)**

*Course Advisories: Successful completion of IT 110 or prior welding experience; SCC minimum English standard. Presents the theory, procedure and manipulative skills required to meet certification standards on one-inch plate using low hydrogen electrodes in the vertical position. Manipulative and written tests are used to give students practice and to evaluate performance in applying techniques earned. Two hours lecture, three hours lab.*

### **WELD 121** **3 Units**

#### **Plate Code Welder (Advanced)**

*Course Advisories: Successful completion of IT 110 or prior welding experience; SCC minimum English standard. Develops the principles taught in WELD 120, expanding the student's ability to weld one-inch thick certification plates in all positions with low hydrogen electrodes. Manipulative and written tests are used to give students practice and to evaluate performance in applying techniques learned. Two hours lecture, three hours lab.*

# Welding

<b>WELD 122</b> <b>Pipe Welding (Basic)</b> <i>Course Advisories: Successful completion of IT 110 or prior welding experience; SCC minimum English standard. Presents the theory, procedure, and manipulative skills required to meet certification standards on schedule 80 steel pipe in the horizontal fixed position. Manipulative and written tests are used to give students practice and to evaluate performance in applying techniques learned. Two hours lecture, three hours lab.</i>	<b>3 Units</b>	<b>WELD 174</b> <b>Welding Equipment Operation</b> <i>Course Advisories: SCC minimum English and math standards. Designed to acquaint students with the equipment and techniques used to safely perform welding operations. Students will learn to perform basic welding methods. Four hours lecture, sixteen hours lab (4 week course).</i>	<b>2 Units</b>
<b>WELD 123</b> <b>Pipe Welding (Advanced)</b> <i>Course Advisories: Successful completion of IT 110 or prior welding experience; SCC minimum English standard. Develops the principles taught in WELD 122, expanding the student's ability to weld pipe in all positions. Manipulative and written tests are used to give students practice and to evaluate performance in applying techniques learned. Two hours lecture, three hours lab.</i>	<b>3 Units</b>	<b>WELD 175</b> <b>Welding Fabrication</b> <i>Course Advisories: SCC minimum English and math standards. Designed to increase student knowledge and tactile skills with welding processes and related metal working equipment. Four hours lecture, sixteen hours lab (4 week course).</i>	<b>2 Units</b>
<b>WELD 124</b> <b>Gas Tungsten Arc Welding</b> <i>Course Advisories: Successful completion of IT 110 or prior welding experience; SCC minimum English standard. Presents the theory, procedures, and manipulative skills required to weld aluminum steel and stainless steel with the Gas Tungsten Arc process. Manipulative and written tests are used to give students practice and to evaluate performance in applying techniques learned. Two hours lecture, three hours lab.</i>	<b>3 Units</b>	<b>WELD 176</b> <b>Shielded Arc Certification</b> <i>Course Advisories: SCC minimum English and math standards. Designed to increase student knowledge and tactile skills to the level they can pass a certification test to certain Welding Codes using the Shielded Metal Arc process. Repeatable 2 times. Four hours lecture, sixteen hours lab (4 week course).</i>	<b>2 Units</b>
<b>WELD 125</b> <b>Gas Metal Arc Welding</b> <i>Course Advisories: Successful completion of IT 110 or prior welding experience; SCC minimum English standard. Presents the theory, procedures, and manipulative skills required to weld steel and aluminum with the gas metal arc process. Includes the manipulative skills required to weld with the flux cored arc process. Manipulative and written tests are used to give students practice and to evaluate performance in applying techniques learned. Two hours lecture, three hours lab.</i>	<b>3 Units</b>	<b>WELD 177</b> <b>Wire Welding Certification</b> <i>Course Advisories: SCC minimum English and math standards. Designed to increase student knowledge and tactile skills to the level they can pass a certification test to certain Welding Codes Specifications using wire processes. Repeatable 2 times. Four hours lecture, sixteen hours lab (4 week course).</i>	<b>2 Units</b>
<b>WELD 126</b> <b>Ornamental Iron Welding</b> <i>Course Advisories: Successful completion of IT 110 or prior welding experience; SCC minimum English standard. Presents the theory, procedures, and manipulative skills required to fabricate and weld ornamental iron projects. Manipulative and written tests are used to give students practice and to evaluate performance in applying techniques learned. Repeatable 2 times. Two hours lecture, three hours lab.</i>	<b>3 Units</b>	<b>WELD 500</b> <b>Special Welding Problems</b> <i>Prerequisites: Permission of the instructor to verify room for special problems students. Designed to assist with vocational placement for advanced welding students who have sufficient background in welding fundamentals to pursue more independent studying in the area of their choice. The student works by arrangement with the instructor on an outlined program of study to achieve independent objectives. This is an open entry/open exit course. Hours by arrangement as required.</i>	<b>Non-Credit Only</b>
		<b>Special Topics</b> These courses, numbered 148, 248, or 548 depending upon their transferability, are courses of contemporary interest centered on changing knowledge and important issues in the field. Specific information will vary with each course.	

# Administration

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The College's Governing Board meets the first and third Wednesdays of each month at 7 p.m. in the Board Room, 626, of the Administration Building. All meetings, with the exception of closed sessions, are open to public participation. Minutes of previous meetings and current agendas are available from the Superintendent-President's office.

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- Phelan, Sarah F.**, *Humanities Division*. B.A., M.A., California State Univ., Sacramento.
- Phillips, Armond L.**, *Vice President, Academic Affairs*. B.A., San Jose State Univ.; M.A., San Diego State Univ.
- Poff, Gregory**, *Fine & Applied Arts/Behavioral Sciences Division*. B.A., M.A., California State University, Long Beach.
- Pryor, Esther**, *Physical Education/Athletics Division*. B.S., M.S., California State Univ., Hayward.
- Rapisarda, Joseph**, *Business Division*. B.S., M.A., California State Univ., Sacramento.
- Reyes, Jean**, *Health Occupations Division*. B.S., California State Univ., Los Angeles; M.S.N., Univ. of California, Los Angeles.
- Rhoads, Genele**, *Math/Science Division*. B.S., M.A., University of California, Davis.
- Rhoden, Chris C.**, *Dean, Business Division*. B.S., M.S., Southern Oregon State College.
- Rock, Jacqueline**, *Health Occupations Division*. B.S.N., Florida State Univ.; M.S.N., Univ. of Texas, San Antonio.
- Rosengren, Kathy J.**, *Dean, Humanities*. B.S., Northern State College, South Dakota; M.A., Univ. of Wyoming.
- Rota, Leslie R.**, *Fine & Applied Arts/Behavioral Sciences Division*. B.A., Univ. of San Francisco; M.S.E., Univ. of Wisconsin, River Falls.
- Roth, Suzanne**, *Special Services*. B.A., Univ. of California, Berkeley; M.A., San Francisco State Univ.
- Santiago-Habib, Maria E.**, *Math/Science Division*. B.S., University of Puerto Rico; M.S., University of South Carolina.
- Schmall, Calvin**, *Math/Science Division*. B.A., San Jose State College; M.A., Univ. of California, Berkeley.
- Schouten, Jonathan**, *Humanities Division*. B.A., M.A., California State Univ., Sacramento; M.F.A., Arizona State Univ.
- Scott, Robert**, *Math/Science Division*. B.S., Univ. of California, Riverside; M.S., California State Univ., Hayward.
- See, L. Fredrick**, *Trade & Technical Division*. B.S., California State Univ., San Jose; M.Ed., Oregon State Univ.
- Shatzer, Charles R.**, *Business Division*. A.A., Solano Community College; B.S., Southern Illinois Univ., Carbondale; M.B.A., Southern Illinois Univ., Edwardsville.
- Stahlkopf, Carole**, *Humanities Division*. B.S., St. Cloud State College; M.A., Creighton Univ., Ph.D., Univ. of California, Davis.
- Steuer, Sharyn**, *Humanities Division*. B.A., M.A., California State University, Sacramento; M.F.A., Arizona State University.
- Stilwell, Paul**, *Trade & Technical Division*.
- Stofan, Donald J.**, *Trade & Technical Division*. A.A., San Francisco City College; B.A., California State Univ., San Francisco.
- Stratton, Larry**, *Math/Science Division*. B.A., Willamette Univ.; M.A., California State Univ., Sonoma.
- Sturgeon, Larry**, *Math/Science Division*. B.A., B.S., M.S., California State University, Hayward.
- Thomas, Gene**, *Math/Science Division*. B.S., Pennsylvania State University; M.S., Ph.D., University of Wisconsin.
- Thompson, Jane M.**, *Business Division*. B.S., James Madison Univ.; M.S., Indiana Univ.
- Tolliver, Ella**, *Counseling/DSP&S*. B.A., Sonoma State Univ.; M.S., Calif. State Univ., Hayward.
- Tsai, Elizabeth H.**, *Learning Resources*. B.S., M.L.S., Texas Women's University; M.A., University of Texas, San Antonio.
- Twitchell, Keith I.**, *Trade & Technical Division*. A.A., Diablo Valley College; B.A., California State Univ., Sacramento; M.P.A., Golden Gate Univ.
- Urrutia, John**, *Business Division*. B.S., University of Nevada; M.S., National University.
- Wagstaff, John**, *Associate Vice President, Technology and Learning Resources*. B.S., Univ. of Iowa, Ames; M.A., Univ. of Iowa, Iowa City.

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**Wallace, Leona M.**, *Counseling/DSP&S*. B.A.,  
Univ. of California, Berkeley; M.A., Univ. of  
California, San Francisco.

**Warren, Thomas H.**, *Humanities Division*. B.A.,  
Univ. of California, Berkeley; M.A., Ph.D.,  
Univ. of California, Santa Barbara.

**Weist, Robert G.**, *Trade & Technical Division*.  
B.S., Southern Illinois Univ.; T. & I.  
Credential, Univ. of California, Berkeley;  
M.A.V.E., California State Univ., Sacramento.

**White, Diane**, *Humanities Division*. B.A., M.A.T.,  
University of California, Davis.

**Whitesell, Janene**, *Fine & Applied Arts/Behavioral  
Sciences Division*. B.A., Calif. State Univ.,  
Northridge; M.A., San Francisco State Univ.

**Wilson, Meredith**, *Humanities Division*. B.A.,  
M.A., California State University, Sacramento.

**Wright, Dave L.**, *Trade & Technical Division*. B.S.,  
Utah State Univ.; M.S., California State Univ.,  
San Jose.

**Wright, Sanford A.**, *Humanities Division*.  
B.A., San Francisco State Univ.; M.S.W.,  
Univer. of California, Berkeley; M.A., Ph.D.,  
Univer. of Denver.

**Wright, Willard**, *Vice-President, Administrative  
and Business Services*. B.S., Univ. of Nebraska,  
Lincoln; M.B.A., Bradley Univ.; Ed.D., North  
Illinois Univ., DeKalb.

**Wylie, Earl**, *Business Division*. B.A., M.A., San  
Jose State Univ.; Ph.D., Univ. of California,  
Santa Barbara.

**Young, A. Marie**, *Math/Science Division*. B.S.,  
Virginia State Univ., M.S.T., Rutgers | The  
State Univ.

**Zobel, Faith**, *Dean, Health Occupations*. B.S.,  
Loma Linda Univ.; M.N., Univ. of California,  
Los Angeles.

## **Adjunct Faculty**

Accoee, Reynando - Trade & Technical  
Albertazzi, Teri - Fine & Applied Arts/  
Behavioral Sciences

Agnello, Anthony - Business Division  
Alexander, Charles - Business Division

Allen, Truman - Trade & Technical

Arce, Michelle - Humanities

Aubert, Alison - PE/Athletics

Barbose, Debby - Fine & Applied Arts/  
Behavioral Sciences/Behavioral Sciences

Beaulieu, John - Math/Science

Bennett, Clyde - Trade & Technical

Bentley, Margaret - Business Division

Bernheimer, Erika - Fine & Applied Arts/  
Behavioral Sciences

Berrett, Debra - Trade & Technical  
Beverly, Laverne - Health Occupations  
Bevilacqua, Anne - Fine & Applied Arts/  
Behavioral Sciences

Biter-Mundt, Georgina - PE/Athletics

Blackie, Leslie - Math/Science

Bloomfield, Debra - Fine & Applied Arts/  
Behavioral Sciences/Behavioral Sciences

Bolton, Dianna - Business Division

Bolz, Sabine - Fine & Applied Arts/Behavioral  
Sciences

Boyd, Thais - Humanities

Brewer, Kevin - Math/Science

Brown, Joan - Humanities

Bubb, Kenneth - Humanities

Bunch, Richard - Humanities

Burgess, Glenn - Health Occupations

Bussewitz, Barry - Fine & Applied Arts/  
Behavioral Sciences/Behavioral Sciences

Carlin, Nancy - Fine & Applied Arts/Behavioral  
Sciences

Carroll, Debra - Math/Science

Casper-Denman, Kristina - Math/Science

Cavanagh, Leo - Fine & Applied Arts/Behavioral  
Sciences

Cerati, Victoria - Humanities

Cerny, Catherine - Fine & Applied Arts/  
Behavioral Sciences

Chu, David - Business Division

Clapp, Gayle - Fine & Applied Arts/Behavioral  
Sciences

Clark, Jeff - Humanities

Clark, Katherine - Math/Science

Clement, Susan - Health Occupations

Coburn, Fred - Trade & Technical

Cockrell, Suzanne - Fine & Applied Arts/  
Behavioral Sciences

Cohn, Terri - Fine & Applied Arts/Behavioral  
Sciences

Colombano, Sue - Humanities

Combs, Milton - Humanities

Cooper, James - Business Division

Correia, Kristen - Fine & Applied Arts/  
Behavioral Sciences

Couchman, Marcia - Learning Resources  
Courtemanche, Craig - Trade & Technical

Cross, Lauren - Math/Science

Crow, Bill - Business Division

Cutting, Robert - Trade & Technical

Danko, Christopher - Business Division

Daubert, Chris - Fine & Applied Arts/Behavioral  
Sciences

Daugavietis, George - Math/Science

Dave, Timothy - Math/Science

Davis, Bob - Fine & Applied Arts/Behavioral  
Sciences

Davis, Phil - Trade & Technical

Dawson, Laurie - Humanities

Degette, Richard - Fine & Applied Arts/  
Behavioral Sciences

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DeHaan, Pieter - Math/Science  
 Dela O Salas, Maria - Humanities  
 DePaz, Ernesto - Humanities  
 Deweese, James - Math/Science  
 Dieter, Ralph - Business Division  
 Donahue, Cliff - Humanities  
 Dougherty, Mary - Humanities  
 Dumont, Paul - Humanities  
 Dusenberry, Victor - Trade & Technical  
 Eldridge, Jan - Fine & Applied Arts/Behavioral Sciences  
 Emerson, Caryl - Learning Resources  
 Emanuele, Nancy - Humanities  
 Engdahl, Eric - Fine & Applied Arts/Behavioral Sciences  
 England, Mark - Business Division  
 Enneking, Carole - Business Division  
 Erikson, Alden - Fine & Applied Arts/Behavioral Sciences  
 Ernest, Joseph - Trade & Technical  
 Ernst, Stephanie - Fine & Applied Arts/Behavioral Sciences  
 Erskine, Ernest - Trade & Technical  
 Eusebio, Eduardo - Humanities  
 Farahnak, Fereydoon - Math/Science  
 Fernandez, Germania - Humanities  
 Fessenden, Robert - Trade & Technical  
 Finnefrock, Jodelle - Business Division  
 Fiori, Pete - Trade & Technical  
 Francisco, Marylou - Business Division  
 Franklin, Windy - Counseling  
 Froeliger, Drew - Humanities  
 Gantt, Gary - Trade & Technical  
 George, Ed - Trade & Technical  
 Gerardo, Carol - Business Division  
 Getty, James - Math/Science  
 Giambastiani, Lisa - Humanities  
 Gill, Blanca - Humanities  
 Gilliam, Hank - Trade & Technical  
 Gilman, Sharlene - Humanities  
 Glankler, Robert - Trade & Technical  
 Gasper, Sarah - Fine & Applied Arts/Behavioral Sciences  
 Glines, Neil - Fine & Applied Arts/Behavioral Sciences  
 Goeke, Kenneth - Business Division  
 Gold, Marc - Fine & Applied Arts/Behavioral Sciences  
 Goldstein, Rhonda - Humanities  
 Gordon, Denise - Health Occupations  
 Gordon, Marilyn - Humanities  
 Gorton, William - Fine & Applied Arts/Behavioral Sciences  
 Grady, Patrick - Math/Science  
 Graham, Charles - Trade & Technical  
 Graham-Lai, Elizabeth - PE/Athletics  
 Gravely, Steve - Math/Science  
 Greene, William - Trade & Technical  
 Gregory, Sean - Math/Science  
 Grosowsky, Vera - Fine & Applied Arts/Behavioral Sciences  
 Grube, Thomas - Math/Science  
 Gumlia, Mary - Counseling  
 Guyer, Rod - Fine & Applied Arts/Behavioral Sciences  
 Hahn-Smith, Anne - Fine & Applied Arts/Behavioral Sciences  
 Hahn-Smith, Stephen - Fine & Applied Arts/Behavioral Sciences  
 Haney, Ann - Math/Science  
 Harrington, Nancy - Math/Science  
 Hayakawa, Alan - Fine & Applied Arts/Behavioral Sciences  
 Herbert, Rand - Learning Resources  
 Hinkle, Carla - Math/Science  
 Ho, Darwin - Math/Science  
 Hoskin, Bettie - Fine & Applied Arts/Behavioral Sciences  
 Huang, Ling - Math/Science  
 Hubbell, William - Business Division  
 Hunt, Walter - Fine & Applied Arts/Behavioral Sciences  
 Jacobo, Isaias - Humanities  
 Jaimez, LaNae - Fine & Applied Arts/Behavioral Sciences  
 Jensen, Eldon - Trade & Technical  
 Kabica, Judith - Fine & Applied Arts/Behavioral Sciences  
 Kapuku, Myango - Math/Science  
 Kearns, Kathryn - Fine & Applied Arts/Behavioral Sciences  
 Keetch, John - Math/Science  
 Khaja, Gene - Business Division  
 Khorsandi, Shahrzad - PE/Athletics  
 Kimball, Charles - Trade & Technical  
 Kloumova, Irina - Math/Science  
 Knight, Lynne - Humanities  
 Krebs, Don - Math/Science  
 Kreft, Judith - PE/Athletics  
 Krehbiel, Thomas - Fine & Applied Arts/Behavioral Sciences  
 Kucerova, Alena - PE/Athletics  
 Kulasingam, George - Math/Science  
 Lage, Matt - Trade & Technical  
 Lagmay, Elizabeth - Health Occupations  
 Lee, Lori - Fine & Applied Arts/Behavioral Sciences  
 Lee, Terry - Trade & Technical  
 Leonard, David - Fine & Applied Arts/Behavioral Sciences  
 Levy, Carol - Fine & Applied Arts/Behavioral Sciences  
 Libby, Jean - Humanities  
 Livingston, Richard - Humanities  
 Lofton, Lucky - Trade & Technical

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Long, James - Humanities  
 Longo, Lila - Humanities  
 Lopez, Brian - Trade & Technical  
 Lopez, Carlos - Humanities  
 Lorenz, Don - Trade & Technical  
 Lovi, William - Fine & Applied Arts/Behavioral Sciences  
 Low, Robert - Trade & Technical  
 Ludovina, Ceydy - Humanities  
 Lui, Edward - Math/Science  
 Lum, Rebecca - Math/Science and PE/Athletics  
 Lutz, Melanie - Math/Science  
 Lynch, Joy - Humanities  
 MacLachlan, Lettie - Math/Science  
 MacMullen, James - Math/Science  
 Madden, Carmen - Fine & Applied Arts/Behavioral Sciences  
 Magarine, Richard - Business Division  
 Mans, Lothar - Math/Science  
 Marshall, Brian - Business Division  
 Martinez, Jesus - Math/Science  
 McCarthy, Jeanette - Business Division  
 McDaniels, Marcie - Fine & Applied Arts/Behavioral Sciences  
 McDermott, Louis - Humanities  
 McFadden, Jim - Trade & Technical  
 McMullen, Ruth, - Counseling/DSP&S  
 McReynolds, Gale - Fine & Applied Arts/Behavioral Sciences  
 Melter, Catherine - Health Occupations  
 Meyer, Eugene - Humanities  
 Miller, Les - Trade & Technical  
 Miller, Michael - Trade & Technical  
 Miller, Robert - Business Division  
 Mols, Ole - Math/Science  
 Month, Leslie - Math/Science  
 Mork, William - Math/Science  
 Motroni, Milan - PE/Athletics  
 Muir, Diana - Humanities  
 Murphy, Douglas - Fine & Applied Arts/Behavioral Sciences  
 Neely, John - Math/Science  
 Negoescu, Michael - Math/Science  
 Nelson, Frances - Learning Resources  
 Newland, Curtis - Business Division  
 Nicholson, Christine - Fine & Applied Arts/Behavioral Sciences  
 Nickleberry, Benny - PE/Athletics  
 Noblitt, Jim - Business Division  
 Nosce, Lilly - Math/Science  
 Nunnally, Delecia - Business Division  
 O'Brien, Rebecca - Counseling/DSP&S  
 Odaffer, Douglas - Math/Science  
 Ogden, Carl - Business Division  
 O'Herin, Maureen - Humanities  
 Pabst, Sharon - Humanities  
 Padilla, Leannah - Humanities  
 Painter, Lloyd - Trade & Technical  
 Parsons, Robert - Fine & Applied Arts/Behavioral Sciences  
 Passalacqua, Kristine - Fine & Applied Arts/Behavioral Sciences  
 Peck, Kay - Fine & Applied Arts/Behavioral Sciences  
 Peñara, Carol - Counseling/DSP&S  
 Pendleton, Robert - Humanities  
 Pennington, Lisa - Math/Science  
 Peoples, Hugh - Math/Science  
 Perkins, Laura - Humanities  
 Perry, JoAnn - Counseling/DSP&S  
 Perry, Laurie - Fine & Applied Arts/Behavioral Sciences  
 Petersen, Philip - Math/Science  
 Plant, Diana - Business Division  
 Plutchok, Robert - Math/Science  
 Pointer, John - Trade & Technical  
 Porta, Thomas - Business Division  
 Pouget, Marsha - Trade & Technical  
 Purdy, Alton - Business Division  
 Pyle, David - Business Division & Humanities  
 Rex, Scott - Humanities  
 Rawlinson, William - Business Division  
 Reynolds-Smith, Elaine - Fine & Applied Arts/Behavioral Sciences  
 Rice, Karen - Fine & Applied Arts/Behavioral Sciences  
 Riedell, Christine - Fine & Applied Arts/Behavioral Sciences  
 Ringelman, Jeffrey - Trade & Technical  
 Roberts, Lauren - Special Services  
 Rodriguez, Hector - Math/Science  
 Roggli, Kurt - Humanities  
 Romano, Charlene - Fine & Applied Arts/Behavioral Sciences  
 Rozman, Michelle - Math/Science  
 Salazar, Lilia - Fine & Applied Arts/Behavioral Sciences  
 Salditos, Ascension - Humanities  
 Salmon, Ray - Fine & Applied Arts/Behavioral Sciences  
 Sanderson, Ray - Trade & Technical  
 Sardan, Vivian - Humanities  
 Saulsberry, Sharon - Special Services & Counseling/DSP&S  
 Saw, Eng - Business Division  
 Schenebeck, Paul - Fine & Applied Arts/Behavioral Sciences  
 Schneider, Tracy - Humanities  
 Seely, Megan - Fine & Applied Arts/Behavioral Sciences  
 Shaffer, Nancy - Math/Science  
 Shatzer, Jane - Business Division  
 Shelby, Ken - Fine & Applied Arts/Behavioral Sciences  
 Shimano, Yoshiko - Fine & Applied Arts/Behavioral Sciences  
 Sholtis, Kimberly - Humanities  
 Shores, Randall - Business Division  
 Siegel, Don - Humanities  
 Simmerson, Lee - Business Division

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Sklove, Allan - Humanities  
Slawson, Catherine - Humanities  
Smith, Ellen - Counseling/DSP&S  
Smith, Kathleen - Fine & Applied Arts/Behavioral Sciences  
Smith, Kweku - Fine & Applied Arts/Behavioral Sciences  
Smith, William - Business Division  
Sonkin, Ken - Fine & Applied Arts/Behavioral Sciences  
Souza, Michael - Humanities  
Spake, Reuben - Math/Science  
Spencer-Crompton, Robyn - Fine & Applied Arts/Behavioral Sciences  
Spillner, Charles - Math/Science  
Spindt, Carla - Fine & Applied Arts/Behavioral Sciences  
Stevens, Brian - Business Division  
Stewart, Alvin - Math/Science  
Stockdale, Sharon - PE/Athletics  
Stone, Tom - Trade & Technical  
Strawn, Daniel - Business Division  
Struntz, Wolfgang - Counseling/DSP&S  
Summers, Philip - Math/Science  
Sytsma, Robin - Fine & Applied Arts/Behavioral Sciences  
Taff, Mark - Math/Science  
Tanaka, James - PE/Athletics  
Tannenbaum, Marilyn - Fine & Applied Art  
Taylor, Mark - Business Division  
Tollefson, Tennis - Trade & Technical  
Tribbett, Mary - Business Division  
Trice, Thomas - Humanities  
Tsang, Tsze - Math/Science  
Tsiongas, Mary - Fine & Applied Arts/Behavioral Sciences  
Tucker, Francis - Math/Science  
Tutt, James - Fine & Applied Arts/Behavioral Sciences  
Valenzuela, Joe - Trade & Technical  
Van Deusen, Diane - Math/Science  
Verboom, Charles - Business Division  
Via, Thomas - Trade & Technical  
Vranich, Andrew - Business Division  
Vucurevich, Steven - Trade & Technical  
Wallace, Joan - Counseling/DSP&S  
Watkins, Tom - Business Division  
Weeks, Michael - Business Division  
Weston, Diane - Business Division  
Westwick, Anne - PE/Athletics  
Wilkenfeld, Morris - Math/Science  
Williams, Kenneth - Trade & Technical  
Wilson, James - Math/Science  
Winkler, LoAnn - Fine & Applied Arts/Behavioral Sciences  
Winters, Dan - Trade & Technical  
Wozniak, Sonya - Humanities  
Wright, Grover - Trade & Technical  
Wright, Jeff - Humanity  
Wylie, Earl - Business Division  
Yamashiro, Richard - Trade & Technical

Young, Anthony - PE/Athletics  
Young, Vickie - PE/Athletics  
Zagata, Robert - Humanities  
Zaslove, Nina - Humanities  
Zidek, Albert - Fine & Applied Arts/Behavioral Sciences  
Zoeteman, Jason - PE/Athletics

## **Classified Staff**

Fawziya Abdullah - Small Bus. Development Ctr  
Dana Alsip - Children's Programs  
Gale Anderson - Admissions & Records  
Ralphine Andrus - Technology & Learning Resources  
Donna Flannery - Admissions & Records  
Alison Aubert - PE/Athletics  
Betty Austin - PE/Athletics  
Sally Bailey - Humanities/Fine & Applied Arts/Behavioral Sciences  
Elizabeth Banks - Technology & Learning Resources  
Carolyn Bass - SUCCESS  
Judy Bauer - Admin. & Business Services  
Linda Bleamel - Career Center  
Keith Brown - Technology & Learning Resources  
Ruth Brown - Humanities  
Judith Burtenshaw - Children's Programs  
Irma Calderon - CalWorks  
Leah Campbell - Human Resources  
Cheryl Campi - Academic Affairs  
Barbara Cappel - Fiscal Services  
Thomas Carpenter - Graphics  
Carol Cates - Purchasing  
Lee Chandler - Maintenance & Operations  
Patricia Cordry - Office of Superintendent/President  
Richard Crapuchettes - Math & Science  
Rob Crawley - Maintenance & Operations  
Deborah Daniels-Smith - SUCCESS  
Mary David - Admissions & Records  
Dao DeBernardi - Maintenance & Operations  
Dale DeFreece - Maintenance & Operations  
Eduardo DelPilar - Maintenance & Operations  
Sandra Dillon - Human Resources  
Nancy DiPasquale - Financial Aid  
David Doty - Computer Services  
Michelle Duleck - Trade & Technical  
Laurence Eade - College Police  
Janice Eaves - Maintenance & Operations  
Rose Echevarria - Student Development  
Anita Elliott - Humanities  
Tina Ellyson - Fine & Applied Arts/Behavioral Sciences  
Wayne Engell - Maintenance & Operations  
James Ennis - Computer Services  
Marie Enriquez - Foundation & Grants  
Catherine Fites - Admissions & Records  
Rochelle Fleming - Computer Services  
George Flook - Trade & Technical  
Gail Forte - College Police

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Joan Frank - Business Division  
Valeda Franklin - Computer Services  
Zandra Gilley - Human Resources  
Laurie Gorman - Student Services  
LuAnn Greenspane - Children's Programs  
Andre Groom - Maintenance & Operations  
Shirley Gunn - PE/Athletics  
Diana Haley - JFK Library  
Shirley Hamilton - Academic Affairs  
Larry Hansen - Fiscal Services  
Darlene Harris - Financial Aid  
Mary Ann Harris - Business Division  
Ed Haskins - Maintenance & Operations  
Bonnie Hendryx - Fiscal Services  
Barbara Hill - Fiscal Services  
Robert Hilton - Fine & Applied Arts/Behavioral  
Sciences  
Lisa Hiner - Computer Services  
Libbie Hodges - Humanities  
Jonnie Hoggan - Financial Aid  
Marlynne Howard - Children's Programs  
Carol Hunter - Tutoring Center  
Jene Jackson - AmeriCorps  
Jan Jensen Olson - Community Services  
Brigitte Kalama - Humanities  
Barbara Kelley- Trade & Technical  
Gail Kuehl - Technology & Learning Resources  
Martin Kulmus - Technology & Learning  
Resources  
Muhammad Lakhani - Math/Science  
Janice Larsen - Humanities  
Jeffrey Leheldt - Maintenance & Operations  
David Leonard - Fine & Applied Arts/Behavioral  
Sciences  
Susan Liley - Graphics  
Kay Locatelli - Trade & Technical  
Jean Lowe - Technology & Learning Resources  
Daphne Lunasco - Fiscal Services  
Charles Madden - Maintenance & Operations  
Ambrose Maher - Business Division  
Jane Maloney - Trade & Technical  
Kris March - Community Services  
Frances Mason - Bookstore  
Linda McKay - Humanities  
Samuel McKinney, Jr. - P.E./Athletics  
Marnie McLeod - CalWorks  
Teresa McLeod - Vacaville Center  
Gary McPherson - College Police  
Victor Metz - Technology & Learning Resources  
Donna Meyer - Community Services  
Patricia Meyer - Maintenance & Operations  
Ralph Meyer - Maintenance & Operations  
Robert Meyer - Maintenance & Operations  
Donna B. Minkler - Computer Services  
Karen Mitchell - Workforce/Community  
Development  
Patricia Mitchell - EOPS  
Vicki Molstad - Human Resources  
Gerald Monnin - Maintenance & Operations  
Roxie Morgan - PE/Athletics  
Sharon Muhammad - Children's Programs  
Mary Ellen Murphy - Counseling/DSP&S

Mary Jo Nelson - Admissions & Records  
Ronald Nelson - Maintenance & Operations  
Kathy Nesler - Maintenance & Operations  
Bich-Lien Nguyen - Counseling/DSP&S  
Robert Nielsen - Maintenance & Operations  
Larry Nikkel - Maintenance & Operations  
Ray Ogden - Maintenance & Operations  
Dorothy Ohling - Math & Science  
Victoria Osage - Children's Programs  
Sharon Pabst - Humanities  
Maria Panduro - Fiscal Services  
Bette Peat - Business Division  
Laura Perkins - Humanities  
Laurie Perry - Children's Programs  
Suzanne Pitner - Research & Planning  
Elizabeth Popovich - Children's Programs  
Lisa Post - Children's Programs  
Elizabeth Pratt - Small Business Development Ctr.  
Claudia Purvis - Admissions & Records  
Jean Ramirez - Maintenance & Operations  
William Ressler, Jr. - Vacaville Center  
Karen Rice - Fine & Applied Arts/Behavioral  
Sciences  
Pamela Robertson - Fiscal Services  
Lurlean Robinson - Maintenance & Operations  
Dorothy Royset - Admissions & Records  
Leandro Sablan - Maintenance & Operations  
Terri Sanders - Bookstore  
Hai-Yen Scoccia - Fiscal Services  
Sheryl Scott - Counseling/DSP&S  
Darlene See - Technology & Learning Resources  
Ann Short - Community Services  
Belinda Silva-Amos - Trade & Technical  
Rob Simas - Research & Planning  
Cynthia Simon - EOPS  
Carol Smith - Bookstore  
JoAnn Smith - Veterans Affairs  
Michelle Steel - Graphics  
Dennis Stevens - Maintenance & Operations  
Grace Stratton - Math/Science  
Sabrina Summers - Children's Programs  
Zafer Sun - Student Placement  
Maggie Terry - Admissions & Records  
Galen Tom - JFK Library  
Marge Trolinder - Graphics  
Kelly Trujillo - Maintenance & Operations  
Thomas Trujillo - Bookstore  
Juan Valenzuela, Jr. - Bookstore  
Juwan Vartanian - Children's Programs  
Angela Vela - Academic Senate  
Donna Vessels - Academic Affairs  
Anthony Washington - Maintenance & Operations  
Patricia Wilcox - Assessment Center  
Reginald Wilhite - College Police  
Clarence Williams - College Police  
Debbie Williams - Health Occupations  
Mitch Winnett - Maintenance & Operations  
Kristine Wollrich - Humanities  
Larry Yoder - Technology & Learning Resources  
Jeff Yterdal - Bookstore

# Solano College Communication

(707) Area Code • 864-7000 Main Line

Web Site: [www.solano.cc.ca.us](http://www.solano.cc.ca.us)

Solano Community College's main telephone line is an automated system. An operator can help you during the day when classes are in session, but the switchboard is not open at night. All our direct lines and extensions have 24-hour voicemail.

Academic Affairs	864-7137	Horticulture	864-7155
Admissions/		Humanities Division	864-7107
Records-Information	864-7171	Job Placement Office	864-7124
Assessment Center	864-7116	Learning Resources	864-7106
Athletics	864-7126	Library	864-7132
Bookstore	864-7111	Little Theatre Operations	864-7199
Business (Instruction)	864-7179	Little Theatre Ticket Booth	864-7100
Cafeteria Office	864-2367	Maintenance and Operations	864-7197
Campus Police	864-7131	Math-Science Division	864-7110
Community Services	864-7115	Nursery School	864-7182
Cosmetology Receptionist	864-7180	Nursing (see Health Occupations Division)	
Counseling & Guidance	864-7101	Occupational Education	864-7155
Criminal Justice Coordinator	864-7149	Occupational Work Exp.	864-7139
Data Processing Center	864-7104	Office of Instruction	864-7137
Disabled Services	864-7136	Parking Information	864-7131
Early Childhood Education	864-7183	Personnel Office	864-7128
English/Foreign Languages	864-7107	Personnel Job Line	864-7129
		Public Information	864-7115
<b>Fax Numbers:</b>		Purchasing	864-7160
Business Division	864-7190	Science Division	864-7110
Business Office/Fiscal Svs	864-7146	Small Business Dev. Ctr.	
Community Services	864-7210	424 Executive Ct North	
Counseling Office	864-7270	Suite C	864-3382
EOPS	864-7806	Special Services -	
Financial Aid	864-7807	EOPS/CARE	864-7145
Fire Science	864-7229	Student Development	864-7168
Fiscal Services	864-7232	Re-entry Services	864-7263
Graphics (main fax)	864-0361	Student Placement Services	864-7124
JFK (Vallejo)	552-8924	Student Services	864-7102
Library	864-7231	Superintendent - President	864-7112
Maintenance	864-7192	Switchboard	864-7000
Nursing	864-7803	From Vallejo Telephones	552-4330
OAR	864-7175	Trade and Technical	864-7221
OCCED	864-7165	Transfer Center	864-7158
Ortiz/Extended Campus	864-7194	Vacaville Center	446-2900
Personnel	864-7143	Vallejo Office - JFK Library	642-8188
Physical Education	864-7156	Veterans Affairs	864-7105
Placement	864-7186	Vocational Education	864-7155
Purchasing	864-7142	Work Experience	864-7139
Small Bus. Dev. Ctr	864-8025		
SUCCESS	864-7237		
Superintendent/President	864-7213		
Tech Prep	864-7288		
Theater	864-7299		
Trade & Tech	864-7140		
Vacaville Ctr	864-7216		
Veteran's Office	864-7220		
Work Experience	864-7165		
Financial Aid	864-7103		
Fine Arts Division	864-7114		
Fire Technology Coordinator	864-7148		
Fiscal Services	864-7133		
Health Occupations Div.	864-7108		
Health / Physical Ed Div.	864-7126		
Health Services	864-7163		

## College Email

You can email just about anyone or any office at Solano College by using this formula:

(first initial of first name)(first seven letters of the last name)@Solano.cc.ca.us

Or, (office name)@Solano.cc.ca.us  
(these addresses are **not** case-sensitive).

For example, if you would like general registration information from the Admissions Office, address your email to:

**Admissions@Solano.cc.ca.us**

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