

# Management

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## 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 21-unit major listed below. The Associate in Science Degree can be obtained by completing a total of 60 units, including the major, the supporting courses and the general education requirements. All courses for this major must be completed with a grade of C or better or a P if the course is taken on a Pass/No Pass basis.

## Program Outcomes

Students who complete the Certificate of Achievement/ Associate Degree will be able to:

1. Demonstrate oral and written skills unique in the business community.
2. Apply leadership, ethical standards, and team building skills necessary for managerial positions in the 21st century.
3. Conduct a personal SWOT analysis for a future small business venture.
4. Design a comprehensive business plan for a future small business venture.
5. Demonstrate the ability to use technology in analyzing and solving business problems.
6. Use basic computation skills to analyze and solve business problems requiring the use of mathematics.

## REQUIRED COURSES . . . . . Units

BUS 005 Introduction to Business . . . . .	3
BUS 092 Business Communication . . . . .	3
BUS 181 Business Mathematics . . . . .	3
CIS 050 Microcomputer Applications . . . . .	3
MGMT 050 Principles of Management . . . . .	3
MGMT 055 Management/Leadership Skills . . . . .	3
MGMT 191 Human Relations. . . . .	3
OR	
MGMT 193 Human Resource Management. . . . .	3
<b>Total Units . . . . .</b>	<b>21</b>

## Supporting Courses (for the A.S.)\* . . . . . Units

ACCT 001 Principles of Accounting - Financial. . . . .	4
OR	
ACCT 002 Principles of Accounting - Managerial. . . . .	4
BUS 018 Legal Environment of Business . . . . .	3
ECON 001 Principles of Economics (Macroeconomics) . .	3
OR	
ECON 002 Principles of Economics (Microeconomics) . .	3
<b>*Required for the A.S. degree</b>	
<b>Total Units . . . . .</b>	<b>10</b>

## Recommended Electives

OCED 090 Occupational Work Experience

# Management

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## *Retail Management*

### **Program Description**

Designed to serve the needs of the employees and employers within the retail industry. The program provides the knowledge and skills needed to prepare students for both entry level jobs and upward mobility opportunities in this dynamic and ever changing segment of our economy. Program emphasis is placed on professional and career development.

### **Certificate of Achievement and Associate in Science Degree**

A Certificate of Achievement in Retail Management can be obtained by completing the 30-31-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. All courses for this major must be completed with a grade of C or better or a P if the course is taken on a Pass/No Pass basis.

### **Program Outcomes**

Students who complete the Certificate of Achievement/ Associate Degree will be able to:

1. Demonstrate oral and written skills unique in the business community.
2. Apply leadership, ethical standards, and team building skills necessary for managerial positions in the 21st century.
3. Conduct a personal SWOT analysis for a future small business venture.
4. Design a comprehensive business plan for a future small business venture.
5. Demonstrate the ability to use technology in analyzing and solving business problems.
6. Use basic computation skills to analyze and solve business problems requiring the use of mathematics.

### **REQUIRED COURSES ..... Units**

Recommended sequence

ACCT 001 Principles of Accounting - Financial. ....	4
BUS 092 Business Communication .....	3
BUS 181 Business Mathematics .....	3
CIS 050 Microcomputer Applications .....	3
MGMT 050 Principles of Management .....	3
MKT 171 Introduction to Marketing .....	3
MKT 174 Retail Merchandising .....	3
MGMT 191 Human Relations .....	3
MGMT 055 Management/Leadership Skills .....	3
MGMT 193 Human Resource Management .....	3
<b>Total Units .....</b>	<b>31</b>

### **Recommended Electives**

BUS 182 Small Business Mathematics  
OCED 090 Occupational Work Experience  
OCED 091 General Work Experience

**NOTE: This program is approved by the Western Association of food chains for awarding of the industry WAFC Certificate.**

# Management

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## *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. All courses for this major must be completed with a grade of C or better or a P if the course is taken on a Pass/No Pass basis.

### **Program Outcomes**

Students who complete the Certificate of Achievement/ Associate Degree will be able to:

1. Demonstrate oral and written skills unique in the business community.
2. Apply leadership, ethical standards, and team building skills necessary for managerial positions in the 21st century.
3. Conduct a personal SWOT analysis for a future small business venture.
4. Design a comprehensive business plan for a future small business venture.
5. Demonstrate the ability to use technology in analyzing and solving business problems.
6. Use basic computation skills to analyze and solve business problems requiring the use of mathematics.

### **REQUIRED COURSES ..... Units**

Recommended sequence	
BUS 005 Introduction to Business .....	3
BUS 018 Legal Environment of Business .....	3
BUS 181 Business Mathematics .....	3
BUS 182 Small Business Mathematics .....	1
BUS 092 Business Communication .....	3
MGMT 184 Small Business Management and Planning .	3
MGMT 186 Small Business Marketing .....	3
MGMT 188 Computers in Small Business .....	3
Electives selected from list of Recommended Electives .	6
<b>Total Units .....</b>	<b>28</b>

### **Recommended Electives**

ACCT 001 Principles of Accounting - Financial
ACCT 002 Principles of Accounting - Managerial
ACCT 180 Introduction to Accounting
BUS 060 Introduction to International Business
ECON 001 Principles of Economics (Macroeconomics)
ECON 002 Principles of Economics (Microeconomics)
MGMT 055 Management/Leadership Skills
MGMT 191 Human Relations
MKT 173 Principles of Selling
MKT 174 Retail Merchandising
OCED 090 Occupational Work Experience
OCED 091 General Work Experience
OT 054A Beginning Keyboarding A
OT 054B Beginning Keyboarding B
OT 055A Intermediate Keyboarding/Word Processing A
OT 055B Intermediate Keyboarding/Word Processing B





# Marketing

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MKT 174

3 Units

## **Retail Merchandising**

*Course Advisory: 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.*

# Mathematics

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## 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 20-21-unit major listed below, general education requirements, and electives. All courses for this major must be completed with a grade of C or better or a P if the course is taken on a Pass/No Pass basis.

## Program Outcomes

Students who complete an Associate Degree will be able to:

1. Solve problems by applying appropriate math concepts and ideas; and
2. Effectively communicate the solution(s) of these problems.

<b>REQUIRED COURSES</b>	<b>Units</b>
MATH 020 Analytic Geometry and Calculus I	5
MATH 021 Analytic Geometry and Calculus II	5
MATH 022 Analytic Geometry and Calculus III	4
MATH 023 Differential Equations	4
OR	
MATH 011 Elementary Statistics	4
OR	
MATH 012 Mathematical Ideas	3
MATH 040 Introduction to Linear Algebra	3
<b>Total Units</b>	<b>20 - 21</b>

# Mathematics

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## *Associate in Science in Mathematics for Transfer*

### **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 to pursue a baccalaureate degree in mathematics.

### **Associate in Science in Mathematics for Transfer**

The Associate in Science for Transfer is especially appropriate for students who plan to complete a bachelor's degree in Mathematics at a CSU campus. Students completing an AS-T degree are guaranteed admission to the CSU system, but not to a particular campus or major. Students transferring to a CSU campus that does accept the AS-T will be required to complete no more than 60 units after transfer to earn a bachelor's degree. This degree also prepares students for mathematics degree programs at other four-year institutions, but does not come with the same guarantees. In all cases, students should consult with a counselor for more information on university admission and transfer requirements.

To earn this AS-T degree, students must:

- complete the following major requirements with grades of C or better;
- complete a minimum of 60 CSU-transferable semester units with a minimum grade point average of 2.0
- complete either the California State University General Education Breadth pattern (CSU GE), which requires 39 units, or the Intersegmental General Education Transfer Curriculum (IGETC), which requires 34-39 units. Students are not required to complete Solano's Cross-Cultural Studies requirement.

### **Program Outcomes**

Students who complete an Associate Degree will be able to:

1. Solve a problem applying appropriate math concepts and ideas.
2. Effectively communicate solution(s).

These will be assessed using techniques employed by individual instructors in the capstone courses of MATH 022 and MATH 040.

<b>REQUIRED COURSES</b>	<b>Units</b>
MATH 020 Analytic Geometry and Calculus I	5
MATH 021 Analytic Geometry and Calculus II	5
MATH 022 Analytic Geometry and Calculus III	4
MATH 023 Differential Equations	4
OR	
MATH 011 Elementary Statistics	4
MATH 040 Introduction to Linear Algebra	3
<b>Total Units</b>	<b>21</b>







# Mathematics

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**MATH 104**

**5 Units**

## **Intermediate Algebra**

*Prerequisite:* A grade of C or better in MATH 330 or MATH 330B. *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. Lab hours may be scheduled or TBA depending on section. Students are expected to complete both the lecture and lab portions of the course. *Five hours lecture, one hour lab.*

**MATH 112**

**4 Units**

## **Algebraic Reasoning**

*Prerequisite:* MATH 330 or MATH 330B with a grade of C or better. *Course Advisory:* SCC minimum English standard. In this course students will develop their ability to solve problems with algebraic reasoning. Topics include ratios, rates, proportional reasoning using fractions, decimals, and percents, evaluating expressions, functions, use of linear and exponential functions to model bivariate data, use of logarithms and logarithmic scales, financial math, probability, and graphical descriptive statistics. This course is designed for students who DO NOT plan to major in math, science, computers, engineering, or business. Students who plan to transfer will need to take MATH 104 in preparation for transfer math courses. Lab hours may be scheduled or TBA depending on the section. Students are expected to complete both the lecture and the lab portions of the course. *Four hours lecture, one hour lab.*

**MATH 114**

**3 Units**

## **Math for Health Occupations**

*Prerequisite:* Math 330 or Math 330B with a grade of C or better. *Course Advisory:* SCC minimum English standard. This course is designed for A.S./A.A health occupation students to prepare them for math topics encountered in their chemistry, biology, and health occupation courses. Topics include metric system, dimensional analysis, counting techniques, linear models, exponential models, and common logarithms. *Three hours lecture.*

**MATH 160**

**2 Units**

## **Review of Scientific Principles of Pre-Nursing**

*Prerequisite:* CONDITION OF ENROLLMENT: Current acceptance or on the waiting list of an RN Program. This course focuses on science and mathematics topics that are critical to success for students entering an RN program. This course provides a review of select anatomy, physiology, chemistry, nutrition, microbiology, and mathematics topics for students entering nursing school. This course is especially designed for students that have had an extended time period between finishing their pre-nursing requirements and entering nursing school. (Same as BIO 160) Pass/No Pass Class. *Eight hours lecture (4 week course).*

**MATH 310**

**3 Units**

## **Arithmetic**

**NOTE: Not open for credit to students who have completed MATH 304.** *Course Advisory:* SCC minimum English standard. A course in basic mathematical computations designed to improve arithmetic skills and prepare the student for a pre-algebra level math course. Major topics include whole numbers, fractions, decimals, percents, simple geometry, measurement, and basic statistics. *Three hours lecture.*

**MATH 320**

**4 Units**

## **Pre-Algebra**

*Prerequisite:* Grade of C or better in MATH 310, or 3 units of credit in MATH 304, or 3 units of BUS 181 with a grade of C or better. *Course Advisory:* SCC minimum English standard. A course in pre-algebra designed to prepare the student for transition into a beginning algebra course. Major topics include operations on integers and rational numbers, the order of operations, introduction to variables, simplifying and evaluating expressions, solving basic linear equations, proportions, percents, basic geometry, graphing, and application problems. Lab hours may be scheduled or TBA depending on the section. Students are expected to complete both the lecture and lab portions of the course. *Four hours lecture, one hour lab.*

# Mathematics

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**MATH 330**

**5 Units**

## **Elementary Algebra**

*Prerequisite: A grade of C or better in MATH 320. 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. Not open to students who have passed MATH 330A. Lab hours may be scheduled or TBA depending on section. Students are expected to complete both the lecture and lab portions of the course. Formerly MATH 102. *Five hours lecture, one hour lab.*

**MATH 330A**

**3 Units**

## **Elementary Algebra Part I**

*Prerequisite: A grade of C or better in MATH 320. 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 330B to complete Elementary Algebra. Students who pass MATH 330A are not eligible for MATH 330. Lab hours may be scheduled or TBA depending on the section. Students are expected to complete both the lecture and the lab portions of the course. Formerly MATH 107. *Three hours lecture, one hour lab.*

**MATH 330B**

**3 Units**

## **Elementary Algebra Part II**

*Prerequisite: A grade of C or better in MATH 330A.*

*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. Successful completion of Math 330B completes Elementary Algebra. Lab hours may be scheduled or TBA depending on the section. Students are expected to complete both the lecture and lab portions of the course. Formerly MATH 108. *Three hours lecture, one hour lab.*

## **MATH Special Topics**

These courses, numbered 048, 098, 148 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.

# Music

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## *Music-Instrumental*

### **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. All courses for this major must be completed with grade of C or better or a P if the course is taken on a Pass/No Pass basis.

### **Program Outcomes**

Students who complete an Associate Degree will be able to:

1. Learn and rehearse a piece utilizing various musical techniques.
2. Analyze/compose a musical exercise using a variety of technical skills.
3. Critically evaluate a musical work.

<b>REQUIRED COURSES</b> .....	<b>Units</b>
MUSC 003 Advanced Theory .....	4
MUSC 004 Advanced Theory .....	4
MUSC 010 Concert Band .....	2
OR	
MUSC 021 Chorus .....	2
MUSC 041A Music Majors Piano .....	1.5
MUSC 041B Music Majors Piano .....	1.5
Select One course from Selection One .....	1 - 1.5
Select seven units from Selection Two .....	7
<b>Total Units</b> .....	<b>21 - 21.5</b>

<b>Selection One (Select one course)</b> .....	<b>Units</b>
MUSC 030 Intermediate Piano Part II .....	1.5
MUSC 032 Class Lessons in Brass .....	1.5
MUSC 033 Class Lessons in Strings .....	1
MUSC 034 Class Lessons in Percussion .....	2
MUSC 039 Class Lessons in Intermediate Guitar .....	1.5

<b>Selection Two (Select 7 units)</b> .....	<b>Units</b>
MUSC 008 Music Appreciation .....	3
MUSC 010 Concert Band .....	2
MUSC 013 Multicultural Music in America .....	3
MUSC 014 Jazz Ensemble .....	2
MUSC 016 Symphony Orchestra .....	0.5 - 1
MUSC 017 Chamber Orchestra .....	2
MUSC 018 Beginning Steel Drum Band .....	2
MUSC 019 Instrumental Ensemble .....	2
MUSC 023 Handbell Ensemble .....	2
MUSC 042A Jazz and Pop Piano .....	1.5
OR	
MUSC 042B Jazz and Pop Piano .....	1.5
MUSC 055 Introduction to Jazz Improvisation .....	3
MUSC 056 Jazz Improvisational Ensemble .....	3

\*MUSC 010 required first semester of enrollment

# Music

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## *Music-Theory-Composition*

### **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. All courses for this major must be completed with grade of C or better or a P if the course is taken on a Pass/No Pass basis.

### **Program Outcomes**

Students who complete an Associate Degree will be able to:

1. Learn and rehearse a piece utilizing various musical techniques.
2. Analyze/compose a musical exercise using a variety of technical skills.
3. Critically evaluate a musical work

<b>REQUIRED COURSES</b> .....	Units
MUSC 003 Advanced Theory .....	4
MUSC 004 Advanced Theory .....	4
MUSC 010 Concert Band .....	2
OR	
MUSC 021 Chorus .....	2
MUSC 041A Music Majors Piano .....	1.5
MUSC 041B Music Majors Piano .....	1.5
Select one course from Selection One .....	1 - 1.5
Select seven units from Selection Two .....	7
<b>Total Units</b> .....	<b>21 - 21.5</b>

<b>Selection One (Select One Course)</b> .....	<b>Units</b>
MUSC 030 Intermediate Piano Part II .....	1.5

<b>Selection Two (Select 7 units)</b> .....	<b>Units</b>
MUSC 006 Composition, Arranging, Songwriting .....	3
MUSC 008 Music Appreciation .....	3
MUSC 013 Multicultural Music in America .....	3
MUSC 052 Sound Recording .....	2
MUSC 053 Advanced Sound Recording .....	2
MUSC 055 Introduction to Jazz Improvisation .....	3
MUSC 056 Jazz Improvisational Ensemble .....	3
MUSC 060 Computer Assisted Music Lab .....	1 - 3
MUSC 061 MIDI and Computer Music Sequencing and Scoring .....	2

\*MUSC 010 is required the first semester of enrollment

# Music

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## Music—Vocal

### 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. All courses for this major must be completed with grade of C or better or a P if the course is taken on a Pass/No Pass basis.

### Program Outcomes

Students who complete an Associate Degree will be able to:

1. Learn and rehearse a piece utilizing various musical techniques.
2. Analyze/compose a musical exercise using a variety of technical skills.
3. Critically evaluate a musical work.

<b>REQUIRED COURSES</b> .....	<b>Units</b>
MUSC 003 Advanced Theory .....	4
MUSC 004 Advanced Theory .....	4
MUSC 010 Concert Band .....	2
OR	
MUSC 021 Chorus .....	2
MUSC 041A Music Majors Piano .....	1.5
MUSC 041B Music Majors Piano .....	1.5
Select One course from Selection One .....	1.5
Select seven units from Selection Two .....	7
<b>Total Units</b> .....	<b>21.5</b>

<b>Selection One (Select one course)</b> .....	<b>Units</b>
MUSC 035A Beginning Voice I .....	1.5
OR	
MUSC 035B Beginning Voice II .....	1.5
MUSC 036A Intermediate Voice I .....	1.5
OR	
MUSC 036B Intermediate Voice II .....	1.5

<b>Selection Two (Select 7 units)</b> .....	<b>Units</b>
MUSC 008 Music Appreciation .....	3
MUSC 013 Multicultural Music in America .....	3
MUSC 020 Choir .....	2
MUSC 024 Master Works Chorale .....	2
MUSC 025 Chamber Choir .....	2
MUSC 026 Vocal Jazz Ensemble .....	2
MUSC 051 Jazz and Popular Solo Voice .....	1.5

\*MUSC 010 is required the first semester of enrollment











# Music

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**MUSC 041A**                      **1.5 Units**  
**Music Majors Piano**  
*Course Advisory: 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.*

**MUSC 041B**                      **1.5 Units**  
**Music Majors Piano**  
*Prerequisite: MUSC 041A. 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.*

**MUSC 042A**                      **1.5 Units**  
**Jazz & Pop Piano**  
*Prerequisite: MUSC 027, 028, 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.*

**MUSC 042B**                      **1.5 Units**  
**Jazz & Pop Piano**  
*Prerequisite: MUSC 027, 028, or equivalent as determined by instructor. Course Advisory: MUSC 042A.* 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 042A. 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.*

**MUSC 049**                        **1.00 to 3.00 Units**  
**Music 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. 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. *Three to nine hours weekly by arrangement.*

**MUSC 051**                        **1.5 Units**  
**Jazz and Popular Solo Voice**  
*Course Advisory: SCC minimum English standard; MUSC 035A or other solo voice experience.* 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. This class requires public performance and/or field trips. *One hour lecture, one hour activity.*

**MUSC 052**                        **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. *One hour lecture, three hours lab.*



# Nursing

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## *Nursing, Registered*

### **Program Description**

The Registered Nursing Program at Solano Community College is a 2-year Associate Degree Program fully accredited by the State Board of Registered Nursing and is subject to its regulations regarding the education and training of nurses. Successful completion of the program qualifies the student to take the National Council Licensing Examination (NCLEX) to become a Registered Nurse. The practice of nursing requires knowledge of the biological, behavioral, and physical sciences, as well as knowledge of, and the ability to speak, to read, and to write the English language proficiently. This program follows the policy of non-discrimination set forth by the Governing Board of Solano Community College.

### **Associate in Science Degree**

The Associate in Science Degree is awarded upon successful completion of the major and general education requirements. All courses in the major must be completed with a grade of C or better or a P if the course is taken on a Pass/No Pass basis.

### **Program Outcomes**

Students who complete an Associate Degree will be able to:

1. Qualify for state licensure as a registered nurse by achieving a passing score on the National Council Licensure Examination for registered nurses (NCLEX-RN).
2. Synthesize principles of the nursing process and critical thinking to assist individuals, families and communities to achieve positive adaptation to change in health or a peaceful death.
3. Integrate evidenced based concepts of nursing practice across the health care continuum to ensure quality patient centered care.

### **Program Requirements and Courses**

All courses taken toward the Registered Nursing Degree must be completed with a letter grade of C or better.

Students are encouraged to attend a Registered Nursing Information Workshop prior to seeing a counselor individually. These workshops provide a basic understanding of the nursing program and the requirements for application. After attending the Nursing Information Workshop students planning to major in Nursing should make an appointment with a counselor for assistance in developing an education plan.

### **Admission Procedures**

#### **Prerequisites**

All courses taken toward the Registered Nursing Degree must be completed with a letter grade of C or better. To be eligible to apply to the Registered Nursing Program, students must have completed the following four prerequisites.

Please note that these courses may also have prerequisites:

- ENGL 001 College Composition (3 units)
- BIO 004 Human Anatomy (5 units)
- BIO 005 Introductory Physiology (5 units)
- BIO 014 Principles of Microbiology (4 units)

**NOTE: No online Anatomy, Physiology, or Microbiology courses will be accepted.**

You must achieve a composite score of 73 or above to qualify for the waiting list. Composite score is determined by a combination of: (a) overall college GPA, (b) English GPA, (c) core Biology (Anatomy, Physiology & Microbiology) GPA, and (d) core Biology course repetitions.

Other required courses in the Nursing Major include

- NUTR 010 Nutrition (3 units)
- CDFS 070 Lifespan Human Development (3 units)
- NURS 052 Pharmacology (3 units)
- PSYC 001 General Psychology (3 units)

OR

- SOCS 022 Minority Group relations (3 units)
- COMM 001 or approved communications class. It is also highly recommended that English 062 or the College reading requirement be met prior to entering the program as well as all SCC Local District General Education requirements.

# Nursing

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## Application Steps:

1. Letter grades of at least “C” or better must be officially posted to a transcript to verify COMPLETION of the following prerequisite courses in order to apply for the RN Waitlist.

ENGL 001 College Composition

BIO 004 Human Anatomy w/Lab (4 semester units minimum)

BIO 005 Physiology w/Lab (4 semester units minimum)

BIO 014 Microbiology w/Lab (4 semester units minimum)

**Note:** No ONLINE Anatomy, Physiology, or Microbiology courses will be accepted.

2. APPLY for admission to SCC online at [www.solano.edu](http://www.solano.edu) (if not already a current/continuing student).
3. We RECOMMEND that you attend a RN Information Workshop  
For the RN Information Workshop schedule go to [www.solano.edu](http://www.solano.edu) (Click the A-Z index, then “N” for Nursing)
4. APPLY in person at the Admissions and Records (A&R) Office located in the 400 Building at the Fairfield Main Campus (Monday – Thursday 9am – 3pm)

## PLEASE BRING

1. Your California Driver’s License or photo ID.
2. OFFICIAL transcripts in sealed, unopened envelopes from ALL colleges, universities, or educational institutions EVER attended, except Solano. (Transcripts must be hand carried.)
3. New, current transcripts are required even if transcripts were submitted prior to submitting the application in person.

## Note: We need ALL transcripts

Even if you did not complete any of the ADN (Associate’s Degree in Nursing) required classes at the other institutions you attended, *we still need the transcript*. Even if you feel the courses taken do not relate to our Nursing Program, we still need ALL transcripts.

**FAILURE TO LIST ALL COLLEGES OR UNIVERSITIES, AND SUBMIT ALL TRANSCRIPTS,  
WILL VOID THIS APPLICATION.**

5. WAIT 90 BUSINESS DAYS During this time, A &R will evaluate your transcripts and calculate your overall RN Composite Score. Students must earn a score of 73 or above to qualify for the waitlist. **DO NOT CONTACT A & R FOR YOUR RESULTS.** At the end of the 90 days, you will receive a letter by mail from the School of Health Sciences with your results. **IMPORTANT:** Completion timeline may be extended beyond 90 days depending on volume of applications received.
6. Once on the waitlist, you will be invited to take the TEAS V test and you must earn a 62 or higher.  
For more information, see: <https://www.atitesting.com/Solutions.aspx>. You will also be required to meet with a Counselor once you have been on the waitlist one year to review ADN degree requirements.

*\*International college or university transcripts are also required, but may be unofficial photo copies along with an official international evaluation service summary in a sealed, unopened envelope from an approved credential evaluation service\*\* and must include:*

- A detailed report which distinguishes lower division from upper division courses
- A-F letter grade values
- Course descriptions for any RN science prerequisites (Anatomy, Physiology, Microbiology) that were completed at an international institution.

*\*\* A list of acceptable evaluation service companies is available from A&R.*

**NOTE: Dishonest or unethical conduct during the application process may lead to disqualification of the application.**

Prior to First Class Meeting, Students Accepted into the Nursing Program Must Have:

1. Physical examination indicating physical fitness and freedom from illness with required immunizations.
2. Cardiopulmonary Resuscitation (CPR) for Health Care Providers card.
3. Attended a mandatory orientation meeting with nursing faculty to be arranged by Health Sciences.
4. Taken the reading assessment test or have met the reading requirement for graduation.
5. Provided a clear criminal background check and drug screen.
6. Achieved a score of 62 or greater on the TEAS V test.

# Nursing

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## Retention in Program:

1. Students are required to undergo criminal background checks and drug screens. Health Sciences may be unable to place students in a clinical setting if they have a positive criminal background check or drug screen; therefore, the student may be dropped from the nursing program.
2. If a student's conduct poses potential harm to the well-being of clients or is disruptive to the classroom or lab environment, the student may be terminated from the nursing program.
3. 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.
4. In order to remain in the program and to graduate, a student must maintain a letter grade of C or better in the theory and the clinical portions of the nursing program.
5. Maintain current CPR, TB screening, clear criminal background check and drug screen.

In accordance with state law, the California Board of Registered Nursing (BRN) may deny licensure to an individual for crimes substantially related to the practice of nursing. Upon acceptance to the nursing program, any student who has had a conviction related to sex crimes, drug crimes (including DUI) and crimes of violence may need to contact the BRN regarding his/her status.

## REQUIRED COURSES . . . . . Units

Nursing courses must be taken in sequence because one course is prerequisite to another.

NURS 058 Mediated Skills Development . . . . . 0.5 -1.5

(Concurrent enrollment in NURS 058 is required for each of the following Nursing courses except NURS 052 & 065.)

## First Year Courses . . . . . Units

NURS 050A Fundamentals of Nursing . . . . . 5

NURS 050B Basic Human Needs . . . . . 6

HUDV 070 \* Lifespan Human Development . . . . . 3

NUTR 010 \* Nutrition . . . . . 3

NURS 052 \* Pharmacology for Nursing . . . . . 3

NURS 054 Maternal-Child Nursing . . . . . 5

NURS 055 Nursing of Adults I . . . . . 5

PSYC 001 \*\* Introduction to Psychology . . . . . 3

OR

SOCS 022 Ethnic, Racial and Minority Group

Relations in Harmony and Conflict . . . . . 3

\*Course must be completed prior to entry into NURS 054

\*\*Course must be completed prior to entry into NURS 060/061

## Second Year Courses

NURS 060 Nursing of Adults II/

Medical-Surgical Nursing . . . . . 5

NURS 061 Psychiatric and Mental Health Nursing . . . . . 5

NURS 063 Advanced Medical Surgical

and Community Nursing . . . . . 7

NURS 064 Issues and Leadership

in Health Care Today . . . . . 2

NURS 065 Role Transition in Practice . . . . . 2.5

## Concurrent Courses

The following courses are required for graduation and must be completed prior to entering the fourth semester of the Nursing Program, as the fourth semester schedule does not accommodate the scheduling of other courses.

ENGL 062 Analytical Reading . . . . . 3

OR

meet the reading requirement

Communications course other than ENGL 001 . . . . . 3

**Some courses may not be offered. Please contact the Dean of Health Sciences for alternate courses if necessary.**



# Nursing

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## Career Mobility

The Career Mobility Program at Solano Community College provides an opportunity for qualified licensed vocational nurses to be admitted with advanced placement into the Registered Nursing program. This program is designed to prepare technically competent nurses for service in the community. The curriculum includes study in general education, biophysical and social science courses. Principles derived from academic study are applied to the practice of nursing. The nursing major is comprised of lecture-discussion classes on campus and client care laboratory experience in agencies within the community. Nursing preparation includes the care of adults and children in medical, surgical, psychiatric and community settings. This program is accredited by the California Board of Registered Nursing.

## Program Requirements and Courses

Students are encouraged to attend a Registered Nursing Information Workshop prior to seeing a counselor individually. These workshops provide a basic understanding of the nursing program and the requirements for application. After attending the Nursing Information Workshop students planning to major in Nursing should make an appointment with a counselor for assistance in developing an education plan.

## Program Information

Licensed vocational nurses have two career mobility options:

### Associate Degree Option:

Applicants must complete prerequisites for the nursing program, science courses and the general education requirements for the Associate Degree. By choosing this option:

- You would complete a total of 49 to 52 units toward the 60 units required for the Associate Degree.
- You would be a graduate of an accredited ADN program.
- You would be eligible for RN licensure by endorsement in other states.

## Prerequisites

To be eligible to apply to the Career Mobility Program Associate Degree Option, students must have completed:

- ENGL 001 - College Composition (3 units)
- BIO 004 - Human Anatomy (5 units)
- BIO 005 - Introductory Physiology (5 units)
- BIO 014 - Principles of Microbiology (4 units)
- NUTR 010 - Nutrition (3 units)
- CDFS 070 - Lifespan Human Development (3 units)
- NURS 052 - Pharmacology for Health Care Professionals I (3 units)
- PSYC 001 - Introduction to Psychology: Individual & Social Processes (3 units)

OR

- SOCS 022 - Ethnic, Racial, and Minority Group Relations in Harmony and Conflict (3 units)

**NOTE:** All courses required for graduation should be completed prior to entering the fourth semester of the Nursing Program, as the fourth semester schedule does not accommodate the scheduling of other courses. It is highly recommended that ENGL 062 or the college reading requirement be met prior to entering the program.

### Thirty-Unit Option:

By choosing this option:

- You would complete a total of 29-30 units.
- You would not be a graduate of an Associate Degree Program.
- You would not be a graduate of the Solano College Nursing Program and may not wear the school pin.
- You would be eligible for licensure in California and may not be eligible for licensure in other states.

## Prerequisites

- BIO 005 - Introductory Physiology (5 units)
- BIO 014 - Principles of Microbiology (4 units)

You must achieve a composite score of 73 or above to qualify for the waiting list. Composite score is determined by a combination of : (a) overall college GPA, (b) English GPA, (c) core Biology (Anatomy, Physiology & Microbiology) GPA, and (d) core Biology course repetitions.

# Nursing

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## Application Steps

1. In order to apply to the LVN-RN Waitlist, letter grades of at least "C" or better must be officially posted to a transcript to verify COMPLETION of the following EIGHT prerequisite courses.

ENGL 001 College Composition

BIO 004 Human Anatomy w/Lab (4 sem. units minimum)

BIO 005 Physiology w/Lab (4 sem. units minimum)

BIO 014 Microbiology w/Lab (4 sem. units minimum)

NUTR 010 Nutrition

CDFS 070\* Lifespan Human Development

NURS 052 Pharmacology

PSYC 001 or SOCS 022 Ethnic Race Relations

**NOTE: NO ONLINE ANATOMY, PHYSIOLOGY, OR MICROBIOLOGY COURSES WILL BE ACCEPTED**

2. APPLY for admission to SCC online at [www.solano.edu](http://www.solano.edu) (if not already a current/continuing student).
3. **WE HIGHLY RECOMMEND THAT YOU ATTEND A RN INFORMATION WORKSHOP**  
For the RN Information Workshop schedule, go to [www.solano.edu](http://www.solano.edu) (Search for Nursing in the A-Z index)
4. **APPLY IN PERSON at the Counseling Office** located in the 400 Building at the Fairfield Main Campus (Monday-Thursday 8:30-6:00, Friday 8:30-3:00)

### PLEASE BRING:

1. Your California Driver's License or photo ID.
2. **OFFICIAL TRANSCRIPTS** in sealed, unopened envelopes from ALL colleges, universities, or educational institutions EVER attended, except Solano. (Transcripts must be hand carried. New, current transcripts are required even if transcripts were submitted prior to submitting the application in person.)

### Note: We need ALL transcripts

Even if you did not complete any of the ADN (Associate's Degree in Nursing) required classes at the other institutions you attended, *we still need the transcript*. Even if you feel the courses taken do not relate to our Nursing Program, we still need ALL transcripts.

**Failure to list ALL colleges or universities, and submit ALL transcripts, will VOID this application.**

5. **WAIT 90 BUSINESS DAYS.** During this time, Admissions and Records (A&R) will be evaluating your transcripts and calculating your overall RN Composite Score. Students must earn a score of 73 or above to qualify for the waitlist. **Do not contact A&R for your results.** IMPORTANT: Completion timeline may be extended beyond 90 days depending on volume of applications received.
6. **AFTER 90 BUSINESS DAYS RETURN IN PERSON OR CALL** the Counseling Office (707- 864-7101) to schedule a one-hour "LVN-RN Referral Appointment." *This is your responsibility.*  
**Your Application will be complete only after you have met with a counselor for your Referral.**
7. **ATTEND THE SCHEDULED LVN-RN REFERRAL APPOINTMENT.** During your counseling appointment, the counselor will review and post all completed pre-Major and General Education requirements, and list the remaining required courses for you to graduate from Solano Community College. You will then receive a wait list number by mail from the School of Health Sciences
8. Once on the waitlist, you will be invited to take the **TEAS V Test** and you must earn a 62 or higher.  
For more information, see: <https://www.atitesting.com/Solutions.aspx>

**NOTE: Dishonest or unethical conduct during the application process may lead to disqualification of the application.**

# Nursing

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## Other Requirements

- Upon admission to the program, students are required to enroll in NURS 159 during the next session.

## Prior to First Class Meeting, Students Must Have:

1. Physical examination indicating physical fitness and freedom from illness with required immunizations.
2. Cardiopulmonary Resuscitation (CPR) for Health Care Providers card.
3. Attended an orientation meeting with nursing faculty to be arranged by Health Sciences.
4. Taken the reading assessment test or have met the reading requirements for graduation.
5. Provide a clear criminal background check and drug screen.
6. Achieved a score of 67 or greater on the TEAS V test.

## Retention in Program:

1. Students are required to undergo criminal background checks and drug screens. Health Sciences may be unable to place students in a clinical setting if they have a positive criminal background check or drug screen; therefore, the student may be dropped from the nursing program.
2. If a student's conduct poses potential harm to the well-being of clients or is disruptive to the classroom or lab environment, the student may be terminated from the nursing program.
3. 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.
4. In order to remain in the program and to graduate, a student must maintain a grade of C or better in the theory and the clinical portions of the nursing program.
5. Maintain current CPR, TB screening, clear criminal background check and drug screen.

In accordance with state law, the California Board of Registered Nursing (BRN) may deny any license to an individual for crimes substantially related to the practice of nursing. Upon acceptance to the nursing program, any student who has had a conviction related to sex crimes, drug crimes (including DUI) and crimes of violence may need to contact the BRN regarding his/her status.

## *Certified Nursing Assistant Job-Direct Certificate*

The required courses must be completed with a grade of C or better.

REQUIRED COURSES	Units
NURS 200 Certified Nursing Assistant/ Home Health Aide	6
<b>Total Units</b>	<b>6</b>

## *Emergency Medical Technician I Job-Direct Certificate*

The required courses must be completed with a grade of C or better.

REQUIRED COURSES	Units
EMT 112 Emergency Medical Technician (Basic)	7
<b>Total Units</b>	<b>7</b>

# Nursing

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## *Emergency Medical Technician I*

EMT 112 7 Units

### **Emergency Medical Technician (Basic)**

*Prerequisite: EMT 128 with a minimum grade of C. Course Advisory: Minimum standards: Eligibility for English 001 and SCC minimum MATH standard.* Based on state Emergency Medical Services Association regulations, the goal of the EMT (Basic) course is to acquire essential assessment & treatment skills for the delivery of prompt, efficient & safe pre-hospital emergency patient care. Application of these emergency care skills can minimize the risk of permanent disability to an individual. The course has lecture/discussion sessions & skills practice time. Students will attend a combined minimum of twenty-four (24) hours of observation time with an emergency department and an ambulance service. This clinical experience must include a minimum of ten (10) documented patient contacts wherein a patient assessment and other EMT skills are performed. Students successfully completing the course are eligible to take the National Registry Emergency Medical Technician (Basic) Exam as required by the state of California for certification. Certification enables students to qualify for employment with ambulance services, fire, or rescue services, search & rescue crews, ski patrol or related pre-hospital emergency care positions. NOTE: By law, applicants for certification must be at least 18 years of age. Students must present current Basic Life Support for Healthcare Providers course completion card at the orientation meeting in order to enroll in the course. *Five hours lecture and six hours activity.*

EMT 128 3 Units

### **Emergency Medical Responder**

*Course Advisory: SCC minimum English and Math standards.* Provides the student with the basic emergency care procedures for sick and injured victims as a first responder including but not limited to: cuts, abrasions, broken bones, trauma injuries, burns and respiratory/cardiovascular emergencies. *Five hours lecture and three hours lab (8 week course).*

EMT 213 1 Unit

### **Emergency Medical Technician (Basic) Refresher**

*Prerequisite: EMT 212 or equivalent or previous EMT 213. Course Advisory: SCC minimum English and Math standards.* Consists of review and update of EMT 212 course content and focuses on 'hands-on' practice of all pre-hospital emergency skills, meeting the education requirements for EMT renewal. Topics and skills include: legal issues (including HIPAA), trauma, triage, use of airway/ventilation equipment with CPR, automated external defibrillation (AED), patient exam (medical & trauma), assessments and treatments for breathing, cardiovascular, neurologic, musculoskeletal, soft tissue injury, childbirth & environmental emergencies. Students apply assessments and treatments during pre-planned patient care skills scenarios to meet EMSA requirements for skills verification. May repeat every 1-2 years, ad infinitum (as stipulated by EMSA regulations for EMT I refresher and renewal). *Four and one half hours lecture, four and one half hours activity (3 week course).*

## *Nursing*

NURS 050A 5 Units

### **Fundamentals of Nursing**

*Corequisite: NURS 058A. Prerequisite: ENGL 001, BIO 004, BIO 005, BIO 014, with grade of C or better; current CPR for Healthcare Providers, current physical exam, immunizations and background check with drug screen. Authorization to enter RN program. Course Advisory: Basic Computer navigation skills and frequent internet access is required.* Introduction to the principles of nursing to meet needs common to all individuals. Utilizing the concept of homeostasis and communications theory, the student will study stressors affecting the patient's position on the wellness-illness continuum. The nursing process will be introduced, utilized and applied at the beginning level. The basis of the nurse-patient relationship will be explored. Clinical assignments, self-study modules and small group seminars will be offered concurrently with theory. Internet access required. *Eight hours lecture, six hours lab (8 week course).*

# Nursing

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**NURS 050B**

**6 Units**

## **Basic Human Needs**

*Corequisite: NURS 058A Prerequisite: NURS 050A with grade of C or better. Course Advisory: Basic Computer navigation skills and frequent internet access is required.*

This course is an introduction to the demands for increased care that are necessitated by deviations in health in the adult. Emphasis is placed on the basic human needs of activity and rest, oxygenation, fluid and electrolytes, nutrition, comfort, and elimination. Also included in the course are gerontology, nursing process, oral and injectable medication administration, wound care, and care of the adult perioperative patient. Clinical assignments, self-study modules and seminar will be offered concurrently with theory. Internet access required. *Seven lecture hours and fifteen lab hours (8 week course).*

**NURS 052**

**3 Units**

## **Pharmacology for Nursing**

*Prerequisite: BIOSC 5 with a grade of C or better. Course Advisory: SCC minimum English and Math standards.*

Nursing or Pre-nursing Students. Basic Computer navigation skills and frequent internet access is required. This course is designed to focus on nursing pharmacology by presenting a firm theoretical foundation. The course presents general principles, theories, and facts about medicinal agents. General characteristics of major classifications of medications are discussed. Specific information regarding action, dosage, side effects, adverse reactions and contraindications of selected medications within each classification is addressed. Practical information is presented on how the nursing process is integrated with pharmacology. Specific drug information is discussed in relation to assessment, client monitoring, interventions, client education, and evaluation of safe and effective drug therapy. *Three hours lecture.*

**NURS 054**

**5 Units**

## **Maternal-Child Nursing**

*Corequisite: Concurrent enrollment in NURS 058B.*

*Prerequisite: NURS 050A & 050B, NURS 052, NUTR 010, and HUDV 070 with grades of C or better. Course Advisory: Basic Computer navigation skills and frequent internet access is required.* A family centered course with emphasis on nursing care of women and children. 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 clients in a variety of settings. Concepts of homeostasis, communication, and growth and development are integrated throughout the course. The nursing process is utilized with concepts 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).*

**NURS 055**

**5 Units**

## **Nursing of Adults I**

*Corequisite: Concurrent enrollment in NURS 058B or 058E. Prerequisite: Completion of NURS 050A & 050B,*

*NURS 052, NUTR 010, and HUDV 070 with grades of C or better. Course Advisory: Basic Computer navigation skills and frequent internet access is required.* Covers the theory and practice of nursing necessary to assist the adult in meeting selected health care needs. Emphasis is placed on the client experiencing health alterations in the musculoskeletal, respiratory, cardiovascular and gastrointestinal systems. The concepts of safety, communication, clinical decision making, asepsis, pharmacology, legality, ethics, health teaching and self-evaluation are integrated throughout the course. Issues related to culture, developmental level and sexuality are considered, as nursing care is individualized to the client. Skill modules and clinical experiences are offered concurrently with theory. *Five hours lecture, fifteen hours lab (8 week course).*

# Nursing

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NURS 058A

1 Unit

## Skills Lab I

*Corequisite: NURS050A with a minimum grade of C.*

*Concurrency. Course Advisory: Basic Computer navigation skills and frequent internet access is required.*

This is a 1.0 unit course that is required for students who are enrolled in the first semester of the nursing program. Students will participate in basic skills and introduction to simulations that involve group, peer and instructor evaluations. Students have the opportunity to practice and employ the required knowledge, skills and attitudes of a Registered Nurse through the use of the nursing process and QSEN standards for each course throughout the curriculum. Students are required to demonstrate competency in the required skills modules as well as participation in human patient care simulation scenarios by the end of the semester. Major modules that are instructor moderated include: applying a dry, sterile dressing, administering enteral feedings, administering and managing primary intravenous line therapy and insertion, irrigation and discontinuing a nasogastric tube. Other peer evaluated skills include application of cold/heat therapy, use of compression devices, incentive. Students are required to purchase a Nursing Skills Lab kit, stethoscope, white lab coat and uniform per the Registered Nursing Student Handbook. This is a Pass/No Pass Course. *Three hours lab.*

NURS 058B

1 Unit

## Skills Lab II

*Corequisite: NURS 055 or enrollment in NURS 054 -*

*Concurrency. Prerequisite: NURS 058 or Successful completion of NURS 058A. Course Advisory: Basic*

*Computer navigation skills and frequent internet access is required.* This is a 1.0 unit course that is required for students who are enrolled in the second semester of the nursing program. Students will build on previously learned concepts, content and participate in skills and simulations that involve group, peer and instructor evaluations. Students have the opportunity to practice and employ the required knowledge, skills and attitudes of a Registered Nurse through the use of the nursing process and QSEN standards for each course throughout the curriculum. Students are required to demonstrate competency in the required skills modules including: urinary catheter insertion, care and removal, application of a wet-to-damp dressing/packing, Intravenous (IV) piggyback medication, IV push medication, conversion of an IV to a saline lock, IV pump programming, ostomy bag application and management, performing blood glucose monitoring, collection of a pediatric urine specimen. Participation in human patient care simulation scenarios by the end of the semester are required. Students are required to purchase a Nursing Skills Lab kit, stethoscope, white lab coat and uniform per the Registered Nursing Student Handbook. This is a Pass/No Pass Course. *Three hours lab.*

# Nursing

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**NURS 058C**

**0.5 Unit**

**Skills Lab III**

*Corequisite: NURS 060 or concurrently enrolled in NURS 061. Prerequisite: NURS 058 or successful completion of NURS 058B or 058E. Course Advisory: Basic Computer navigation skills and frequent internet access is required.*

This is a 0.5 unit course that is required for students who are enrolled in the third semester of the nursing program. Students will continue to build on previously learned concepts, content and participate in skills and simulations that involve group, peer and instructor evaluations. Students will continue to practice and employ the required knowledge, skills and attitudes of a Registered Nurse through the use of the nursing process and QSEN standards for each course throughout the curriculum. Students are required to demonstrate competency in the required skills modules including: administration of blood and blood products, central line care including blood drawing, flushing, dressing change and injection port change, continual practice of previously completed modules from first year skills courses and participation in human patient care simulation scenarios. Students are required to purchase a Nursing Skills Lab kit, stethoscope, white lab coat and uniform per the Registered Nursing Student Handbook. This is a Pass/No Pass course. *One and one-half hours lab.*

**NURS 058D**

**0.5 Unit**

**Skills Lab IV**

*Corequisite: NURS 063. Prerequisite: Successful completion of NURS 058 or NURS 058C. Course Advisory: Basic Computer navigation skills and frequent internet access is required.*

This is a 0.5 unit course that is required for students who are enrolled in the fourth semester of the nursing program. Students will continue to build on previously learned concepts, content and participate in more advanced skills and simulations that involve group, peer and instructor evaluations. Students will continue to practice and employ the required knowledge, skills and attitudes of a Registered Nurse through the use of the nursing process and QSEN standards for each course throughout the curriculum. Students are required to demonstrate competency in the required skills modules including: venipuncture, tracheostomy care and suctioning, management of a chest tube drainage system and practice of all previously completed skills from prior semesters. Participation in human patient care simulation scenarios is required. Students are required to have purchased a Nursing Skills Lab kit, stethoscope, white lab coat and uniform per the Registered Nursing Student Handbook. This is a Pass/No Pass course. *One and one-half hours lab.*

**NURS 058E**

**1 Unit**

**Skills Lab for LVN Transition Students**

*Corequisite: NURS 159 or enrollment in NURS 055 concurrently. This is a 1.0 unit course that is required for students who are enrolled in the LVN to RN Transition Course, NURS 159. Course Advisory: Basic Computer navigation skills and frequent internet access is required.*

Students will continue to build on previously learned concepts, content and participate in skills and simulations that involve group, peer and instructor evaluations including: dry-sterile dressing application, wet-to-damp dressing and packing, enteral feedings, insertion, maintenance and discontinuance of nasogastric tubes, intravenous (IV) therapy and medication administration via piggyback and IV push, urinary catheter insertion, care & removal, blood glucose monitoring, conversion of an IV to a saline lock, ostomy care, nasopharyngeal suctioning, administration of non-IV medication administration. Students will continue to practice and employ the required knowledge, skills and attitudes of a Registered Nurse through the use of the nursing process and QSEN standards for each course throughout the curriculum. Students are required to demonstrate competency in the required skills modules as well as participation in human patient care simulation scenarios by the end of the semester. Students are required to purchase a Nursing Skills Lab kit, stethoscope, white lab coat and uniform per the Registered Nursing Student Handbook. This is a Pass/No Pass course. *Three hours lab.*

**NURS 060**

**5 Units**

**Nursing of Adults II/Medical-Surgical Nursing**

*Corequisite: Concurrent enrollment in NURS 058C.*

*Prerequisite: NURS 054 & NURS 055 and either PSYC 001, PSYC 002 or SOCS 022 with grades of C or better.*

*Course Advisory: Basic Computer navigation skills and frequent internet access is required.* This course continues with the theory and practice of nursing necessary to assist the adult in meeting selected health care needs. Emphasis is placed on the patient experiencing health alterations related to nutritional deficits, the endocrine, renal/urinary, neurological and immune systems. The concepts of delegation, safety, communication, clinical decision-making, asepsis, pharmacology, legality, ethics, health education, and self-evaluation are integrated throughout the course. Issues related to culture, developmental level and sexuality are considered, as nursing care is individualized to the patient. Leadership and management concepts are introduced. Skill modules and clinical experiences are offered concurrently with theory. *Five hours lecture, fifteen hours lab (8 week course).*









# Nursing

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NURS 230

4 Units

## Emergency Care Nursing

*Prerequisite: RN or LVN licensure and NURSE 219.*

*Course Advisory: SCC minimum English and Math standards. Basic Computer navigation skills and frequent internet access is required.* Prepares staff nurses with essential knowledge and skills to function effectively within an emergency department. 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.*

# Nutrition

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## NUTRITION

NUTR 010

3 Units

### Nutrition

*Course Advisory: Eligibility for ENGL 001 and SCC minimum Math standards.* Study of the basic principles of human nutrition. Essential nutrients, functions, chemical compositions of foods and their utilization in the body will be covered. The course will emphasize topics such as weight loss, sports nutrition, food safety, the diet-disease relationship, global nutrition, and analysis of special nutritional requirements during the lifecycle among others. Students utilize computer technology and nutritional assessment methods to evaluate personal dietary habits. *Three hours lecture.*

NUTR 012

0.50 to 2.00 Units

### Evaluating Current Topics in Nutrition

*Course Advisory: Eligibility for ENGL 001 and SCC minimum Math standards.* Methods of evaluating current nutritional topics, determining reliable and unreliable sources of information and judging validity of experimental design. This course provides opportunities to study current, controversial topics in nutrition. Course topics include, but are not limited to, vitamin and mineral supplements, weight loss fads, phytochemicals and foods as medicine. *One-half to Two hours lecture.*

NUTR 054

3 Units

### Child Health, Safety and Nutrition

*Course Advisory: Eligibility for ENGL 001, CDFS 038 and CDFS 062. Introduction to the laws, regulations, standards, policies and procedures and early childhood curriculum related to child health safety and nutrition.*

The key components that ensure physical health, mental health and safety for both children and staff will be identified along with the importance of collaboration with families and health professionals. Focus on integrating the concepts into everyday planning and program development for all children. This is the same course as CDFS 054. *Three hours lecture.*

# Occupational Education

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## Program Description

OCED 090 and 091 are work experience courses available to all occupational education certificate and degree programs students. These courses are designed to combine academic studies with practical, on the job experience, enabling students to apply theories learned in the classrooms to real work situations while earning college credits.

Through an agreement formulated at the beginning of the semester, each student establishes specific "Measurable Learning Objectives" to be accomplished by the end of the grading period. This cooperative agreement may be in the private sector or in public agencies and may be paid or volunteer.

## OCED 090 1 - 8 Units • Occupation Work Experience

*Corequisite: Student must be enrolled in 7 units (including Occupational Work Experience). Student must be available to work from 5 to 40 hours per week for a licensed business for a total of 75 hours per unit for paid work and 60 hours per unit for unpaid work. Duties must relate to student's major field. Course Advisory: SCC minimum English and Math standards.*

To qualify for Occupational Work Experience credit, the student must be available to work from 5 to 40 hours per week for a licensed business in a job directly related to the declared major. Student will attend a weekly coordination seminar, develop job-oriented objectives and remain currently enrolled in at least 7 units including Occupational Work Experience. Includes all occupational education certificate and degree programs. Qualified students who are not working may seek placement assistance from the Student Placement Office. 1 unit of credit may be earned for each 75 hours paid or 60 hours unpaid work per semester to a maximum of 8 units per semester. Students enrolled in OCED 090 may not enroll in OCED 091 during the same semester. Combined units in all work experience courses shall not exceed 16. **NOTE: CSU will accept up to 12 units for transfer.** To determine the correct course length and number of units in which to enroll, refer to the following formula for paid employment\*:

### Full Semester Sections

1 unit = 5 hours per week  
2 units = 10 hours per week  
3 units = 15 hours per week  
4 units = 20 hours per week  
5 units = 25 hours per week  
6 units = 30 hours per week  
7 units = 35 hours per week  
8 units = 40 hours per week

### 12-Week Sections

1 unit = 7 hours per week  
2 units = 14 hours per week  
3 units = 19 hours per week  
4 units = 25 hours per week  
5 units = 32 hours per week  
6 units = 38 hours per week

### 8-Week Sections

1 unit = 10 hours per week  
2 units = 19 hours per week  
3 units = 28 hours per week  
4 units = 38 hours per week

\*unpaid work requires fewer hours per week

## OCED 091 1 - 6 Units • General Work Experience

*Corequisite: Student must be enrolled in 7 units (including Work Experience). Student must be available to work from 5-30 hours or more per week for a licensed business for a semester total of 75 hours per unit for paid work and 60 hours per unit for unpaid work. Job does not need to be related to major. Course Advisory: SCC minimum English and Math standards.*

To qualify for General Work Experience credit, the student must be available to work from 5 to 30 hours per week at a job with a licensed business. Student will attend a weekly coordination seminar, develop job-oriented objectives and remain currently enrolled in at least seven units, including General Work Experience. Includes all occupational education certificate and degree programs. Qualified students who are not working may seek placement assistance from the Student Placement Office. 1 unit of credit may be earned for each 75 hours paid or 60 hours unpaid work per semester to a maximum of 6 units per semester. Students enrolled in OCED 091 may not enroll in OCED 090 during the same semester. Combined units in all work experience courses shall not exceed 16. **NOTE\* CSU will accept up to 12 units for transfer.** To determine the correct course length and number of units in which to enroll, refer to the following formula for paid employment\*:

### Full Semester Sections

1 unit = 5 hours per week  
2 units = 10 hours per week  
3 units = 15 hours per week  
4 units = 20 hours per week  
5 units = 25 hours per week  
6 units = 30 hours per week

### 12-Week Sections

1 unit = 7 hours per week  
2 units = 14 hours per week  
3 units = 19 hours per week  
4 units = 25 hours per week

### 8-Week Sections

1 unit = 10 hours per week  
2 units = 19 hours per week  
3 units = 28 hours per week

\*unpaid work requires fewer hours per week

# Occupational Education

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OCED 101

1 Unit

## Occupational Soft Skills

*Advisory: Minimum SCC Math and English requirements.* Covers the critical tools to help occupational students develop the employability or soft skills needed for a smooth transition to the work force. Topics include practical elements required to meet employer expectations, create cooperative co-worker interactions and development of positive personal characteristics. Etiquette and work ethics are stressed along with practical job hunting skills such as resumes and interviews. This is not a work experience course. *One hour lecture (8 week course).*

# Office Technology

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## Program Description

Students may select from four programs in Office Technology: Administrative Assistant, Legal Specialist, or Medical Office 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, or Medical Office Specialist can be obtained upon completion of the courses in the selected major. The Associate in Science Degree in Office Technology can be obtained upon completion of 60 units, including the required courses in the selected major, the general education requirements, and electives. All courses for this major must be completed with a grade of C or better or a P if the course is taken on a Pass/No Pass basis.

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## *Administrative Assistant*

### Program Outcomes

Students who complete the Certificate of Achievement/ Associate Degree will be able to:

1. Demonstrate mastery of the alpha and numeric typewriting keyboard.
2. Demonstrate mastery in the keyboarding of correspondence, manuscripts, and compositions under timed conditions with established accuracy and formatting standards using proper techniques.
3. Develop a high degree of competency and a broad knowledge of skills as they relate to general office procedures.

<b>REQUIRED COURSES</b>	<b>Units</b>
BUS 092 Business Communication	3
BUS 100 Work Readiness	1.5
BUS 181 Business Mathematics	1
CIS 001 Introduction to Computer Science	3
OR	
CIS 050 Microcomputer Applications	3
CIS 066 Microsoft Word	3
CIS 073 Microsoft Excel	3
CIS 090 Introduction to PowerPoint	1.5
CIS 091 Microsoft Outlook	1.5
OCED 090 Occupational Work Experience	1
OT 054A Beginning Keyboarding A	1.5
OT 054B Beginning Keyboarding B	1.5
OT 055A Intermediate Keyboarding/ Word Processing A	1.5
OT 055B Intermediate Keyboarding/ Word Processing B	1.5
OT 056 Advanced Keyboarding/Word Processing	3
OT 151 Office Systems & Procedures	3
OT 162 Ten-Key	1
<b>Total Units:</b>	<b>31.5</b>

# Office Technology

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## Medical Office and Coding Specialist

### Program Outcomes:

Students who complete the Certificate of Achievement/ Associate Degree will be able to:

1. Apply both coding diagnostic and procedural for insurance billing while demonstrating understanding of medical terminology.
2. Enter patient information into medical software.
3. Keyboard accurately using the proper technique at 45+ wpm.

<b>REQUIRED COURSES</b> .....	<b>Units</b>
BUS 092 Business Communication .....	3
BUS 100 Work Readiness .....	1.5
BUS 181 Business Mathematics .....	1
CIS 066 Microsoft Word .....	3
CIS 073 Microsoft Excel .....	3
CIS 091 Microsoft Outlook .....	1.5
NURS 111 Medical Terminology .....	3
OCED 090 Occupational Work Experience .....	1
OT 054A Beginning Keyboarding A .....	1.5
OT 054B Beginning Keyboarding B .....	1.5
OT 055A Intermediate Keyboarding/ Word Processing A .....	1.5
OT 055B Intermediate Keyboarding/ Word Processing B .....	1.5
OT 056 Advanced Keyboarding/ Word Processing .....	3
OT 059 Medical Keyboarding and Computer Applications .....	3
OT 060 Administrative Medical Assistant .....	3
OT 061 Health Insurance .....	3
OT 063 * Introduction to ICD-9-CM Coding .....	3
OT 064 Intermediate ICD-9-CM Coding .....	3
OT 066 ** CPT-IV Coding .....	3
OT 101 Study of Human Diseases for Medical Assistants .....	3
OT 151 Office Systems & Procedures .....	3
<b>Total Units</b> .....	<b>48 - 50</b>

### Recommended Electives:

ACCT 180 Introduction to Accounting  
CIS 001 Introduction to Computer Science  
OR  
CIS 050 Microcomputer Applications  
CIS 078 Access -Database Management System  
CIS 090 Introduction to PowerPoint  
MGMT 055 Management/Leadership Skills  
OCED 090 Occupational Work Experience

**Some courses may not be offered. Please contact the Dean of Career and Technical Education for alternate courses if necessary.**



# Office Technology

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## *General Office Assistant Job-Direct Certificate*

The required courses must be completed with a C or better.

<b>REQUIRED COURSES</b> .....	<b>Units</b>
BUS 100 Work Readiness .....	1.5
CIS 066 Microsoft Word .....	3
CIS 073 Microsoft Excel .....	3
CIS 091 Microsoft Outlook .....	1.5
CIS 090 Introduction to PowerPoint .....	1.5
OT 054 Beginning Keyboarding .....	3
OT 162 Ten-Key .....	1
<b>Total Units</b> .....	<b>14.5</b>

Some courses may not be offered. Please contact the Dean of Career and Technical Education for alternate courses if necessary.

## *Medical Front Office Clerk Certificate of Achievement*

The goal of this program is to prepare students to enter the health care industry at an entry level position in two semesters. The program requires students to successfully complete 21.5 units during two consecutive semesters. Students enroll as a group and progress through each class in the program together.

### **Certificate of Achievement**

A Certificate of Achievement can be obtained upon completion of the 26-unit major below.

### **Program Outcomes**

Students who complete a Certificate of Achievement will be able to:

1. Demonstrate alpha and numeric keyboarding skills at 40 wpm with established accuracy.
2. Demonstrate computer literacy and word processing skills related to formatting business documents
3. Use medical terminology for human diseases.
4. Demonstrate the differences in medical insurance and the duties of a medical office assistant, HIPPA
5. Demonstrate ability to type medical documents and facility at using medical software such as Medisoft
6. Employ the necessary soft skills to apply and find employment and keep it

<b>Semester 1</b> .....	<b>Units</b>
CIS 066 Microsoft Word .....	3
CIS 091 Microsoft Outlook .....	1.5
NURS 111 Medical Terminology .....	3
OT 054A Beginning Keyboarding A .....	1.5
OT 054B Beginning Keyboarding B .....	1.5
OT 060 Administrative Medical Assistant .....	3
<b>Total Units</b> .....	<b>13.5</b>

<b>Semester 2</b> .....	<b>Units</b>
BUS 100 Work Readiness .....	1.5
OT 056 Advanced Keyboarding/Word Processing .....	2
OT 059 Medical Keyboarding and Computer Applications .....	3
OT 061 Health Insurance .....	3
OT 101 Study of Human Diseases for Medical Assistants .....	3
<b>Total Units</b> .....	<b>12.5</b>

\*Courses should be taken in sequence.

# Office Technology

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OT 054A 1.5 Units

## Beginning Keyboarding A

OT 054A is an individualized beginning keyboarding course taught on the computer. Touch typing is developed for the alphabet, punctuation, symbols, and top row number keys. Speed will be built to a minimum of 20 words per minute. Students may test out of OT 054A if they can meet a minimum of 20 wpm with proper technique. *Three hours lecture (8 week course).*

OT 054B 1.5 Units

## Beginning Keyboarding B

*Prerequisite: OT 054 with a grade of C or better, or OT 054A with a grade of C or CR, or instructor recommendation. Students may register in both OT 054A and OT 054B concurrently, but must successfully complete OT 054A before starting OT 054B.* OT 054B is an individualized beginning keyboarding course taught on the computer. Touch typing is developed for the alphabet, punctuation, symbols, and top row number keys. Speed will be built to a minimum of 30 words per minute. Materials studied include production of documents such as correspondence, memos, reports and tables in standard formats. Students are required to attend 1 hour of lab per week in the Office Technology lab. Successful completion (C or better) OT 054A is required or OT 054 Unit 2. Students may test out of OT 054B if they can meet a minimum of 30 wpm with proper technique. Students are expected to complete both the lecture and lab portions of the course. *Three hours lecture (8 week course).*

OT 055A 1.5 Units

## Intermediate Keyboarding/Word Processing A

*Prerequisite: OT 054 with a minimum grade of C, or OT 054A and OT 054B with a minimum grade of C, or instructor recommendation. Course Advisory: CIS 066 with a minimum grade of C.* OT 055A is a keyboarding course using a computer with units of study including skill building, correspondence, reports, compositions, tables, special projects, and business forms. Speed will be built to a minimum of 35 words per minute. *Three hours lecture (8 week course).*

OT 055B 1.5 Units

## Intermediate Keyboarding/Word Processing B

*Prerequisite: OT 055 with a minimum grade of C and instructor recommendation, or OT 055A with a grade of C or CR or better.* An individualized keyboarding course using a computer with units of study including skill building, correspondence, reports, compositions, tables, special projects, and business forms. Speed will be built to a minimum of 40 words per minute. *Three hours lecture (8 week course).*

OT 056 1 Unit

## Advanced Keyboarding/Word Processing

*Prerequisite: Completion of all modules of OT 055 with a grade of C or CR or better; or pass placement test. Course Advisory: 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. *Three hours lecture, two hours lab.*

OT 059 3 Units

## Medical Keyboarding and Computer Applications

*Prerequisite: Completion of all modules of OT 054 with a grade of C or CR or better or passing the OT 059 placement test; and Nursing 111 (or concurrent enrollment). Course Advisory: SCC minimum English standard.* A medical document processing course. Students will process documents in various medical specialty units including: head and neck, cardiovascular medicine, plastic surgery, allergy / immunology, urology, surgery, oncology, dermatology, and internal medicine. Students will build keyboarding speed and accuracy. *Three hours lecture, two hours lab.*

OT 060 3 Units

## Administrative Medical Assistant

*Course Advisory: Eligibility for ENGL 001 and SCC minimum Math standards.* This course introduces the student to the responsibilities of an Administrative Medical Office Assistant including: HIPPA (legal and ethical considerations), interpersonal-skills, scheduling appointments in person and by telephone, records and file management, written communications, and financial duties. This course will be offered in the Learning Community for the Medical Front Office Clerk Program. It may also be offered as a course which could be taken in conjunction with the Medical Office Specialist Program. *Three hours lecture.*

OT 061 3 Units

## Health Insurance

*Course Advisory: Eligibility for ENGL 001 and SCC minimum Math standard.* Introduces health insurance claims processing and reimbursement issues. Discusses the major health care insurance programs and the impact of federal regulations. The course introduces the use of diagnosis and procedures coding. Teaches the student how to accurately complete a claim. This class is offered as part of the Medical Front Office Clerk Learning Community. If taken as part of the community, students must enroll in all other Learning Community courses. The course may also be offered independently. *Three hours lecture.*

# Office Technology

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**OT 063 3 Units**  
**Introduction to ICD-9-CM Coding**  
*Prerequisite: OT 101; NURSE 111. 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 064 3 Units**  
**Intermediate ICD-9-CM Coding**  
*Prerequisite: OT 063 (or successful completion of a challenge test). Course Advisory: SCC minimum English standard.* This course will build on the previous knowledge gained in OT 063 and address 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.*

**OT 066 3 Units**  
**CPT-IV Coding**  
*Prerequisite: NURSE 111, OT 101. Course Advisory: SCC minimum English and Math standards.* Course that 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.*

**OT 100 1 Unit**  
**Skill Building on the Computer Keyboard**  
*Course Advisory: 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. *One hour lecture, one half hour 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.*

**OT 151 3 Units**  
**Office Systems & Procedures**  
*Prerequisite: Typing rate of 50 words per minute and microcomputer word processing skills. Corequisite: One unit of OCCED 90. Course Advisory: SCC minimum English and Math standards.* An advanced level course designed to complete the training of Office Technology program 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. One unit of work experience will be required in the specialty area of the student's major. *Three hours lecture.*

**OT 162 1 Unit**  
**Ten-Key**  
*Course Advisory: 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.*



# Photography

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## *Photography, Professional*

### **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 28-unit major. The Associate in Science Degree can be obtained by completing a total of 60 units, including the major and the general education requirements. All courses for this major must be completed with a grade of C or better or a P if the course is taken on a Pass/No Pass basis.

### **Program Outcomes**

Students who complete the Certificate of Achievement/Associate Degree will be able to:

1. Demonstrate and comprehend the technical components of digital/analog cameras to effectively photograph varied subject matter with visual literacy.
2. Analyze and distinguish creative components of a photograph within its contextual usage (light, composition, impact, etc.) and apply knowledge in producing successful images as they pertaining to the photographic usage, i.e., fine art or applied world.

<b>REQUIRED COURSES</b> .....	<b>Units</b>
ART 002 Art History .....	3
PHOT 151 Professional Photography: Introduction .....	4
PHOT 152 Professional Photography: Portraiture .....	4
PHOT 153 Professional Photography: Product and Advertising .....	4
PHOT 154 Professional Photography: Interior & Exterior .....	4
PHOT 156 Portfolio Development .....	3
PHOT 070 Beginning Digital Imaging .....	3
Select three units from List A .....	3
<b>Total Units</b> .....	<b>28</b>

### **Recommended Electives:**

ART 011 Survey of Modern Art  
ART 054 Illustration I  
ART 056 Graphic Design I  
ART 060 Exhibition Design  
CINA 010 The Art of Cinema  
MGMT 184 Small Business Management and Planning  
MKT 171 Introduction to Marketing  
OCED 090 Occupational Work Experience  
PHOT 035 Art of Photography

### **List A - Select 3 units from one of the following .. Units**

PHOT 030 Photojournalism & Documentary Photography .....	3
PHOT 031 Intermediate Photography .....	3
PHOT 052 Alternative Photography .....	3
PHOT 056 Photojournalism & Documentary Photography .....	3
PHOT 071 Digital Imaging 1 .....	3
PHOT 155 Professional Photography: Travel Photography .....	1.5 -3

# Photography

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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.

**PHOT 030** 3 Units

## **Beginning Photography**

*Course Advisory: Eligibility for ENGL 001, SCC minimum Math standard and PHOT 035, ART 11.* An introduction to black and white film photography. Includes a brief history and discussion of image composition, with special emphasis on darkroom techniques, photographic principles and materials. This course is prerequisite to the Professional Photography program and most other photography courses. Camera equipment for photography classes not provided by the college. SLR 35mm film camera and related materials are required. *Two hours lecture, three hours lab*

**PHOT 031** 3 Units

## **Intermediate Photography**

*Prerequisite: PHOT 030 or PHOT 070. Course Advisory: PHOT 035, SCC minimum English and Math standards.* This course is designed to further develop a student's basic technical and visual skills with an emphasis on continued visual literacy. Students may work with either film or digital cameras. Camera equipment is not provided by the college. SLR Film or SLR Digital camera is required. *Two hours lecture, three hours activity per week.*

**PHOT 035** 3 Units

## **Art of Photography**

*Course Advisory: ENGL 001, ART 011.* Learn to make better photographs through the survey of historical and contemporary photographers as a vehicle for the development of student's own photographs. Camera equipment is not provided by the college. Students registering for this class should have a film or digital camera. Film or digital camera required. *Three hours lecture.*

**PHOT 051** 0.50 or 1.00 Units

## **Photography Laboratory**

*Corequisite: Concurrent Enrollment in any SCC Photography course excluding PHOT 035. Course Advisory: SCC minimum English and Math standards.* Photography laboratory is intended to augment concurrent enrollment in other darkroom, digital, and/or studio courses. The class provides individual assistance with projects requiring special darkroom, lightroom, and/or studio techniques as well as reinforcement of the proper care and maintenance practices of a darkroom, digital, and studio facility. Formerly PHOT 148. This is an open entry / open exit, Pass/No Pass only course. *One and one-half to three hours lab.*

**PHOT 052** 3 Units

## **Alternative Photography**

*Prerequisite: PHOT 030 or PHOT 070. Course Advisory: PHOT 035, ART 038, SCC minimum English and Math standards.* Students experiment with alternative photographic and non-photographic materials to create visual images and statements. Camera equipment is not provided by the college. SLR Film or SLR Digital camera is required. *Two hours lecture, three hours lab.*

**PHOT 056** 3 Units

## **Photojournalism & Documentary**

*Prerequisite: PHOT 030 or PHOT 070. Course Advisory: Eligibility for ENGL 001.* Covers aspects of the camera as a editorial, journalistic and documentary tool. To be applied to various media outlets including newspaper, magazine and world wide web. A camera is not provided by the College for this course. SLR Film or SLR Digital camera is required. *Two hours lecture, three hours lab.*

**PHOT 057** 3 Units

## **Special Projects**

*Prerequisite: PHOT 052 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.*

**PHOT 070** 3 Units

## **Beginning Digital Photography**

*Course Advisory: SCC minimum English and Math standards. PHOT 030 or PHOT 035.* An introduction to digital photography, including a brief history and discussion of image composition, camera usage, workflow and output options. This course is prerequisite to the Professional Photography program and most other photography courses. Camera equipment is not provided by the college. A SLR digital camera is required. *Two hours lecture, three hours lab.*



# Physics

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For Physical Education, see Kinesiology

## 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 35 - 39-unit major listed below, the general education requirements, and electives. All courses for this major must be completed with a grade of C or better or a P if the course is taken on a Pass/No Pass basis.

## Program Outcomes

Students who complete an Associate Degree will be able to:

1. Demonstrate analytical and problem solving skills.
2. Carry out experiments and critically assess their data.
3. Learn the roles of hypotheses, measurement and analysis in the development of scientific theory as evidenced by laboratory reports.
4. Write a laboratory report or give an oral presentation.

## REQUIRED COURSES ..... Units

PHYS 006 Physics for Science and Engineering. ....	5
PHYS 007 Physics for Science and Engineering. ....	5
PHYS 008 Physics for Science and Engineering. ....	5
MATH 020 Analytic Geometry and Calculus I. ....	5
MATH 021 Analytic Geometry and Calculus II. ....	5
MATH 023 Differential Equations. ....	4

## Biological Science

Course selected from the following list. .... 3 - 5

Biological Science:

BIO 001, 002, 005, 006, 012, 014, 015, 016, 018

## Physical Science

Course selected from the following list. .... 3-5

Physical Science:

ASTR 010, 020, 030, 040

CHEM 001, 002, 003, 004, 010, 011

GEOG 001, 001L

GEOL 001, 002, 005

PHSC 012

**Total Units ..... 35 - 39**



# Physics

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**PHYS 002** 5 Units  
**General Physics (Non-calculus)**  
*Prerequisite: MATH 051 or MATH 004 with a grade of C or better. Course Advisory: Eligibility for ENGL 001.*  
PHYS 002 & 004, 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. It covers the study of motion, energy, momentum, gravitation, solids, fluids, thermodynamics and the gaseous state, vibration, wave motion, and sound. Experiments relating to the topics covered will be performed and students will analyze the experiments. Field trip may be required. *Four hours lecture/discussion, three hours lab.*

**PHYS 004** 5 Units  
**General Physics (Non-calculus)**  
*Prerequisite: PHYS 002 with a grade of C or better. Course Advisory: Eligibility for ENGL 001.* PHYS 002 & 004, 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. 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. Experiments relating to the topics covered will be performed and students will analyze the experiments. Field trip may be required. *Four hours lecture, three hours lab.*

**PHYS 006** 5 Units  
**Physics for Science and Engineering**  
*Prerequisite: MATH 021 (may be taken concurrently). Course Advisory: Eligibility for ENGL 001 and High School Physics, or PHYS 002 with a grade of C or better.*  
The Physics 006,007,008 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. A study of mechanics, gravitation, vibration and fluids. Students will learn to analyze and solve problems appropriate for this level in these topics. Experiments relating to the topics covered will be performed. *Four hours lecture, three hours lab.*

**PHYS 007** 5 Units  
**Physics for Science and Engineering**  
*Prerequisite: A grade of C or better in both PHYS 006 and MATH 021. Course Advisory: Eligibility for ENGL 001.*  
The PHYS 006,007,008 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. A continuation of PHYS 006, 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. Experiments relating to the topics covered will be performed. *Four hours lecture, three hours lab.*

**PHYS 008** 5 Units  
**Physics for Science and Engineering**  
*Prerequisite: A grade of C or better in both PHYS 006 and MATH 021. Course Advisory: Eligibility for ENGL 001.*  
The Physics 006, 007, 008 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. A continuation of PHYS 006 and PHYS 007, covering heat, optics, relativity, and modern physics. Students will learn to analyze and solve problems appropriate for this level in these topics. Experiments relating to the topics covered will be performed and students will analyze the experiments. Field trip may be required. *Four hours lecture, three hours lab.*

**PHYS 010** 3 Units  
**Descriptive Physics**  
*Course Advisory: SCC minimum English standard; MATH 330 or MATH 330B.* An 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, tests, and a comprehensive final exam will be used to evaluate student success. Field trip may be required. *Three hours lecture.*

# Political Science

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## 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 makes 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 Science 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. All courses for this major must be completed with a grade of C or better or a P if the course is taken on a Pass/No Pass basis.

## Program Outcomes

Students who complete an Associate Degree will be able to:

1. Increase intellectual curiosity and political awareness
2. Acquire an understanding of basic citizenship skills and requisite knowledge
3. Demonstrate competency in the SCC "Core Four" competencies
4. Expand knowledge and understanding of governmental systems and world politics. Apply political science skills to critically analyze and evaluate world governments, political movements and political change
5. Demonstrate reading, writing, and analytical skills necessary to succeed in college, to transfer to four-year institutions, and to increase career and professional opportunities.
6. Develop awareness of cultural, social, political, environmental and economic forces in the US and world and arrive at a higher level of understanding of cultural and political diversity

## REQUIRED COURSES . . . . . Units

PLSC 001 Introduction to American Government and Politics . . . . .	3
<i>OR</i>	
PLSC 049 Political Science Honors . . . . .	3
Select 15 units from the courses in Selection One . . . . .	15
<b>Total Units . . . . .</b>	<b>18</b>

## Selection One:

IR 001 Global Interdependence . . . . .	3
PLSC 002 Introduction to Comparative Government. . . . .	3
PLSC 005 Constitutional Rights in a Multicultural Society . . . . .	3
PLSC 006 Basic Concepts in Political Thought. . . . .	3
PLSC 016 The American Legal System . . . . .	3
PLSC 019 Human Rights and Sexual Orientation . . . . .	3
PLSC 048G Human Rights: A Global Perspective . . . . .	3
PLSC 049 Political Science Honors 1 . . . . .	3
PLSC 050 Student Leadership . . . . .	1





# Psychology

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**PSYC 004** 3 Units  
**Research Methods in Behavioral Science**  
*Prerequisite: PSYC 001 or PSYC 002 or SOC 001. Course Advisory: Eligibility for ENGL 001; MATH 011.*  
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.*

**PSYC 005** 3 Units  
**Abnormal Psychology**  
*Prerequisite: PSYC 001. Course Advisory: ENGL 062, eligibility for ENGL 001, 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.*

**PSYC 006** 3 Units  
**Developmental Psychology**  
*Course Advisory: Eligibility for ENGL 001, SCC minimum Math standard, and Psychology 001.* The course is a study of development from the prenatal period through the lifespan. Emphasis will be on current theories and research in developmental psychology. Physical, cognitive, social-emotional, intellectual and linguistic aspects of development will be examined. Included are influences of family, society and culture. This course does not fulfill the lifespan requirement for the nursing major. *Three hours lecture.*

**PSYC 010** 3 Units  
**Psychology of Woman**  
*Course Advisory: PSYC 001.* 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.*

**PSYC 020** 3 Units  
**Personal and Social Behavior**  
*Course Advisory: 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.*

**PSYC 024** 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.*

**PSYC 030** 3 Units  
**Introduction to Social Psychology**  
*Course Advisory: PSYC 001; Eligibility for ENGL 001 and SCC minimum Math standard.* This course will explore how 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 influence human behavior; other people, institutions, situations and the social and physical structures people have created. A review of the various perspectives unique to social psychologists and a variety of classical research in social psychology will be studied. *Three hours lecture.*

**PSYC 034** 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.*

**PSYC 040** 3 Units  
**Drugs, Society & Behavior**  
*Course Advisory: Eligibility for ENGL 001 and SCC minimum Math standard.* The course will cover the historical, sociological, psychological, 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.*

**PSYC 049** 1.00 to 3.00 Units  
**Psychology 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 designed for honor students who intend to major in psychology. *Three to nine hours weekly by arrangement.*

# Real Estate

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## 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 Arts

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. All courses for this major must be completed with a grade of C or better or a P if the course is taken on a Pass/No Pass basis.

## Program Outcomes

Students who complete the Certificate of Achievement/Associate Degree will be able to:

1. Analyze common real estate problems, apply appropriate solutions, and interpret outcomes.
2. Meet career preparation goals, as well as prepare for a state licensing exam.
3. Explain the process for making home purchase or sale decisions and completing real estate transactions.
4. Students will demonstrate mastery of program-specific concepts and skills. (e.g. understand theory and application in real estate finance, investments, property management and financial institutions).

## REQUIRED COURSES . . . . . Units

RE 164 * Real Estate Principles . . . . .	3
RE 171 Real Estate Economics . . . . .	3
OR	
ECON 001 Principles of Economics (Macroeconomics) . .	3
OR	
ECON 002 Principles of Economics (Microeconomics) . .	3
RE 172 Real Estate Practice . . . . .	3
RE 173 Legal Aspects of Real Estate . . . . .	3
RE 174 RE Finance . . . . .	3
RE 175 Principles of Appraisal . . . . .	3
Electives selected from the list of	
Recommended Electives . . . . .	6
<b>Total Units . . . . .</b>	<b>24</b>

## Select 6 units from this list of Recommended Electives:

ACCT 001 Principles of Accounting - Financial. . . . .	4
BUS 018 Legal Environment of Business . . . . .	3
RE 176 Advanced Residential Appraisal Practice . . . . .	3
RE 177 Income Property Appraisal and Analysis . . . . .	3

# Real Estate

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**RE 164 3 Units**  
**Real Estate Principles**  
*Course Advisory: SCC minimum English and Math standards.* 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 salespersons and brokers license examination. *Three hours lecture.*

**RE 171 3 Units**  
**Real Estate Economics**  
*Course Advisory: 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. Particular emphasis is made on governmental and agency controls on development of regional and local areas, past and future. *Three hours lecture.*

**RE 172 3 Units**  
**Real Estate Practice**  
*Course Advisory: SCC minimum English and Math standards.* A comprehensive study of the techniques used to successfully operate a real estate business. Includes office management administration, in-service training of associate licensees, legal and statutory compliance, and agency and other oversights. Designed for students needing course for continuing education as required by the Department of Real Estate. *Three hours lecture.*

**RE 173 3 Units**  
**Legal Aspects of Real Estate**  
*Course Advisory: 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**  
**RE Finance**  
*Course Advisory: 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 Advisory: SCC minimum English and Math standards.* Entry level appraisal course introducing students to basic appraisal principles, and the Uniform standards of Professional Appraisal Practice. Content includes: 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. Course Advisory: SCC minimum English and Math standards.* 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

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## 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

The Associate in Arts Degree can be obtained by completing a total of 60 units, including a minimum of 18 units in the major, 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. All courses for this major must be completed with a grade of C or better or a P if the course is taken on a Pass/No Pass basis.

## Program Outcomes

Students who complete the Associate Degree will be able to:

1. Demonstrate analytical and/or conceptual problem solving skills.
2. Carry out experiments and critically assess their data.
3. Learn the role of hypotheses, measurement and analysis in the development of scientific theory as evidence by laboratory reports.
4. Learn how to write a laboratory report or give an oral presentation.

### BIOLOGICAL SCIENCE

ANTH 001 Physical Anthropology  
BIO 001 \* Principles of Organismal Biology  
BIO 002 \* Principles of Cell and Molecular Biology  
BIO 005 \* Introductory Physiology  
BIO 004 \* Human Anatomy  
BIO 012 Environmental Science  
BIO 012L \* Environmental Science Laboratory  
BIO 014 Principles of Microbiology  
BIO 015 \* Introduction to Biology  
BIO 016 Introduction to Human Biology  
BIO 018 Biology of Sex  
BIO 019 \* Marine Biology

### PHYSICAL SCIENCE

ASTR 010 General Astronomy  
ASTR 020 \* Astronomy Laboratory  
ASTR 030 The Solar System  
ASTR 040 Stars, Galaxies, and Cosmology  
CHEM 001 \* General Chemistry  
CHEM 002 \* General Chemistry  
CHEM 003 \* Organic Chemistry I  
CHEM 004 \* Organic Chemistry II  
CHEM 010 \* Intermediate Chemistry  
CHEM 011 \* Basic Organic Chemistry and Biochemistry  
CHEM 051 Chemistry for the Health Sciences  
GEOG 001 Physical Geography  
GEOG 001L \* Physical Geography Laboratory  
GEOL 001 Physical Geology  
GEOL 002 \* Geology Laboratory  
GEOL 005 Geology of California  
PHSC 012 \* Introduction to Principles of Physical Science  
PHYS 002 \* General Physics (Non-Calculus)  
PHYS 004 \* General Physics (Non-Calculus)  
PHYS 006 \* Physics for Science and Engineering  
PHYS 007 \* Physics for Science and Engineering  
PHYS 008 \* Physics for Science and Engineering  
PHYS 010 Descriptive Physics

*\*Laboratory Class*



# Science, General

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## Anthropology

**ANTH 001** 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. *Three hours lecture.*

**ANTH 002** 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. *Three hours lecture.*

**ANTH 007** 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. *Three hours lecture.*

**ANTH 049** 2 Units  
**Anthropology 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; 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, field work, or other advanced study. *Six hours weekly by arrangement.*

## Astronomy

**ASTR 010** 3 Units  
**General Astronomy**  
*Course Advisory: Eligibility for ENGL 001; 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. Field trip may be required. *Three hours lecture.*

**ASTR 020** 1 Unit  
**Astronomy Laboratory**  
*Prerequisite: ASTR 010, 030, or 040 (they may be taken concurrently). Course Advisory: SCC Minimum Math standard, Eligibility for ENGL 001.* Students will gain familiarity with the sky, telescopes, and other astronomical equipment. They will do experiments in Physics related to Astronomy. Topics will cover the moon, planets, stars, galaxies, and cosmology. Field trips may be required. *Three hours lab.*

**ASTR 030** 3 Units  
**The Solar System**  
*Course Advisory: Eligibility for ENGL 001; SCC minimum Math standard.* An introductory study of solar system astronomy, the physics related to that astronomy, the planets and their moons, the sun, solar system debris, and the possibility of extraterrestrial life. Field trips may be required. *Three hours lecture.*

**ASTR 040** 3 Units  
**Stars, Galaxies, and Cosmology**  
*Course Advisory: Eligibility for ENGL 001; SCC minimum Math standard.* An introductory study of stars, galaxies, the universe, and the physics related to these topics. This includes an examination of the facts relating to the sun, stellar lifetimes, supernovae, black holes, and cosmology. Field trip may be required. *Three hours lecture.*

## Geography

**GEOG 001** 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. Field trips may be required. *Three hours lecture.*

**GEOG 001L** 1 Unit  
**Physical Geography Laboratory**  
*Prerequisite: GEOG 001 (may be taken concurrently). Course Advisory: SCC minimum English and Math standards.* A lab course to supplement GEOG 1. Emphasis will be placed on using the skills and tools of modern physical geography and analyzing and interpreting geographic data. Maps, aerial photographs, satellite images, weather instruments and computer analysis are stressed. One or more field trips are required and may occur outside of class time. *Three hours lab.*

# Science, General

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**GEOG 002**

**3 Units**

## **Cultural Geography**

*Course Advisory: Eligibility for ENGL 001.* 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. A field trip may be required. However, if the student cannot attend the field trip, there will be an optional research paper assignment. *Three hours lecture.*

**GEOG 004**

**3 Units**

## **World Geography**

*Course Advisory: Eligibility for ENGL 001.* 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. A field trip may be required with the course. However, if a student cannot attend the trip, there will be an optional research paper assignment. *Three hours lecture.*

**GEOG 006**

**3 Units**

## **California Geography**

*Course Advisory: Eligibility for ENGL 001.* This course examines the diversity in the physical and human landscapes of California. Major topics in the physical landscape include geology, biogeography, weather/climate, and hydrology; while the human landscape component includes culture, population issues, urbanization, and economics. A field trip is required. *Three lecture hours.*

**GEOG 010**

**3 Units**

## **Introduction to Geographic Information Systems**

*Course Advisory: SCC minimum English and Math standards. Eligibility for ENGL001.* Basic computer literacy is recommended. Provides an in-depth introduction to the fundamentals of Geographic Information Systems (GIS). The course will include an introduction to basic cartographic principles including map scales, coordinate systems, and map projections. Various applications of GIS technology used in science, business, and government will also be presented. Specific topics covered in lectures will include an understanding of GIS terminology, raster and vector data structures, data sources and accuracy, methods of data acquisition, conversion and input, requirements for metadata, working with spatial data databases, and spatial analysis. The above topics will be reinforced in the laboratory with hands-on experience. Same as GEOL 010. Not open to students who have completed GEOL 010. *Two hours lecture, three hours lab.*

## *Geology*

**GEOL 001**

**3 Units**

## **Physical Geology**

*Course Advisory: Eligibility for ENGL 001 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, 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. Online work may be required. *Three hours lecture.*

**GEOL 002**

**1 Unit**

## **Geology Laboratory**

*Prerequisite: GEOL 001 or 005 (either may be taken concurrently). Course Advisory: 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. *Three hours lab and discussion, plus field trips by arrangement.*

**GEOL 005**

**3 Units**

## **Geology of California**

*Course Advisory: Eligibility for ENGL 001 and SCC minimum Math standard.* An 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. A field trip report will be required. If the student cannot attend the trip, they will have a research paper option. *Three hours lecture.*

# Science, General

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GEOL 010

3 Units

## Introduction to Geographic Information Systems

*Course Advisory: SCC minimum English and Math standard. Eligibility for ENGL001.* Basic computer literacy is desirable. Provides an in-depth introduction to the fundamentals of Geographic Information Systems (GIS). The course will include an introduction to basic cartographic principles including map scales, coordinate systems, and map projections. Various applications of GIS technology used in science, business, and government will also be presented. Specific topics covered in lectures will include an understanding of GIS terminology, raster and vector data structures, data sources and accuracy, methods of data acquisition, conversion and input, requirements for metadata, working with spatial data databases, and spatial analysis. The above topics will be reinforced in the laboratory with hands-on experience. Same as GEOL 010. Not open to students who have completed GEOL 010. *Two hours lecture, three hours lab.*

GEOL 049

1.00 to 3.00 Units

## Geology Honors

*Prerequisite: Completion of 24 units of college credit with a minimum GPA of 3.0; completion of GEOL 001, GEOL 005, or GEOL 010 with a grade of B or better; an ability to work independently; and permission of the Division Dean based on instructor availability. Course Advisory: Eligibility for ENGL 001.* Requires students to engage in an independent student project. The project may be a laboratory or field study or a library study that leads to a thesis. In all cases, the final written product should show integration and synthesis of ideas. This project requires the approval of a faculty member sponsor. *Three to nine hours weekly by arrangement.*

## Physical Science

PHSC 012

4 Units

## Introduction to Principles of Physical Science

*Course Advisory: Eligibility for ENGL 001; SCC minimum Math standard.* An introduction to the physical universe from atomic particles to the stars, with emphasis on the basic principles of physics, chemistry, astronomy, and the geo-sciences. 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. Field trips may be required. *Three hours lecture, three hours lab.*

# Social Sciences

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## 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 six subject areas shown below. All courses for this major must be completed with a grade of C or better or a P if the course is taken on a Pass/No Pass basis.

## Program Outcomes

Students who complete an Associate Degree will be able to:

1. Be aware of the social and cultural aspects of human behavior.
2. Understand the relationship between individual/self, society and others
3. Demonstrate understanding regarding diverse individuals and groups in society.
4. Understand diverse groups and the social and cultural aspects of relationships
5. Think, read, and write critically with respect to the social sciences.
6. Apply the knowledge and skills to life experience, including employment, social and individuals.
7. Understand the purpose and value of social sciences across the curriculum.
8. Major in the Social Science field.

## REQUIRED COURSES . . . . . Units

ANTH 001 Physical Anthropology . . . . .	3
OR	
ANTH 002 Cultural Anthropology . . . . .	3
ECON 001 Principles of Economics (Macroeconomics) . .	3
GEOG 001 Physical Geography . . . . .	3
OR	
GEOG 002 Cultural Geography . . . . .	3
OR	
GEOG 004 World Geography . . . . .	3
Any History OR American Studies Course . . . . .	3
PLSC 001 Introduction to American Government and Politics . . . . .	3
OR	
PLSC 006 Basic Concepts in Political Thought. . . . .	3
OR	
PLSC 016 The American Legal System . . . . .	3
PSYC 001 Introduction to Psychology . . . . .	3
OR	
SOC 001 Introduction to Sociology . . . . .	3
OR	
Any Social Science Ethnic Studies course that is not used to complete the above. . . . .	3
<b>Total Units . . . . .</b>	<b>18</b>



# Sociology

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## Program Description

Sociology is the study of society and human behavior. Students who obtain a degree in Sociology gain a fundamental understanding of culture, socialization, inequality, racial and ethnic relations, sex roles, deviance, social issues and problems, and the distribution of political and economic power. Sociology students prepare themselves for a job in the field of business, health, education, criminal justice, government/law, or social service, and a variety of other areas.

## Associate in Arts Degree

The Associate in Arts Degree can be obtained by completing a total of 60 units, including the 18 - 19-unit major, general education requirements and electives. The 18 - 19-unit major is composed of courses selected from the three (3) subject areas shown below. All courses for this major must be completed with a grade of C or better or a P if the course is taken on a Pass/No Pass basis.

## Program Outcomes

Students who complete an Associate Degree will be able to:

1. Have a basic knowledge of the history of the development of sociology as a separate discipline.
2. Become more aware of cultural, social, political, environmental, and economic forces within the world they live.
3. Critically think, in addition to increase reading, writing and basic research skills.

<b>REQUIRED COURSES</b>	<b>Units</b>
PSYC 004 Research Methods in Behavioral Science . . . . .	3
SOC 001 Introduction to Sociology . . . . .	3
SOC 002 Social Issues and Problems . . . . .	3
Select six units from Selection One . . . . .	6
Select at least three units from Selection Two . . . . .	3 - 4
<b>Total Units</b> . . . . .	<b>18 – 19</b>

### Selection One: Select 6 units from the following:

SOC 023 Sociology of African Americans . . . . .	3
SOC 040 Sociology of the Family . . . . .	3
SOC 045 Sociology of Religion . . . . .	3
SOC 075 Introduction to Sociology of Sport . . . . .	3

### Selection Two: Select at least 3 units from the following:

ANTH 002 Cultural Anthropology . . . . .	3
MATH 011 Elementary Statistics . . . . .	4
PLSC 019 Human Rights and Sexual Orientation . . . . .	3
PSYC 030 Introduction to Social Psychology . . . . .	3
SOCS 022 Ethnic, Racial and Minority Group Relations in Harmony and Conflict . . . . .	3

### Recommended Electives:

ENGL 036 Multi-Ethnic Literature in America
ENGL 012 Modern Women Writers
GEOG 002 Cultural Geography
IR 001 Global Interdependence
PHIL 001 Introduction to Critical Thinking and Reasoning
SOCS 030 Peace, Non Violence and Conflict Resolution
SOC 049 Sociology Honors

# Sociology

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## *Associate in Arts in Sociology for Transfer*

### **Program Description**

Sociology is the study of society and human behavior. Students who obtain a degree in Sociology gain a fundamental understanding of culture, socialization, inequality, racial and ethnic relations, sex roles, deviance, social issues and problems, and the distribution of political and economic power. Sociology students prepare themselves for a job in the field of business, health, education, criminal justice, government/law, or social service, and a variety of other areas.

### **Associate in Arts in Sociology for Transfer**

The Associate in Arts for Transfer (AA-T) in Sociology is intended for students who plan to complete a bachelor's degree in Sociology at a CSU campus. Students completing this degree (AA-T in Sociology) are guaranteed admission to the CSU system, but not to a particular campus or major.

### **To earn this AA-T degree, student must:**

1. Complete the following 18-19-unit major requirements with grades of C or better
2. Complete a minimum of 60 CSU-transferable semester units with a minimum grade point average of 2.0
3. Complete either the California State University General Education Breadth pattern (CSU, GE), which requires 39 units, or the Intersegmental General Education Transfer Curriculum (IGETC), which requires 34-39 units. Students are not required to complete Solano Cross-Cultural Studies requirement.

### **Program Outcomes**

1. To prepare students to become more aware of cultural, social, political, environmental, and economic forces within the world they live.
2. To help students to raise their ethnic consciousness to a higher level of understanding and acceptance.
3. To educate the students' skills in critical thinking, reading and writing.
4. To improve the students' skills cited above to provide an excellent base for transfer and success at four-year institutions.

### **REQUIRED COURSES ..... Units**

SOC 001 Introduction to Sociology .....	3
Select 6-7 units from Area 1 .....	6 - 7
Select 6 units from Area 2 .....	6
Select 3 units from Area 3 .....	3

### **Area 1 - Select 6-7 units from the following: ..... Units**

SOC 002 Social Issues and Problems .....	3
PSYC 004 Research Methods in Behavioral Science .....	3
MATH 011 Elementary Statistics .....	4

### **Area 2 - Select 6 units from the following ..... Units**

SOC 030 Introduction to Social Psychology .....	3
SOC 040 Sociology of the Family .....	3
SOCS 022 Ethnic, Racial and Minority Group Relations in Harmony and Conflict. ....	3

### **Area 3 - Select 3 units from the following ..... Units**

SOC 045 Sociology of Religion .....	3
SOC 075 Introduction to Sociology of Sport .....	3
SOC 049 Sociology Honors .....	1 - 3
SOCS 030 Peace, Non Violence and Conflict Resolution. ....	3

**Total Units ..... 18 - 19**





# Theatre Arts

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## For Speech see Communication Studies

### 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. All courses for this major must be completed with a grade of C or better or a P if the course is taken on a Pass/No Pass basis.

### Program Outcomes

Students who complete an Associate Degree will be able to:

1. Read and analyze written materials for context, theme and dramatic intent.
1. Demonstrate comprehension of vocal and physical performance techniques.
1. Demonstrate comprehension of technical and artistic production elements including
1. Stagecraft, scenery, costumes, lighting and sound.

<b>ACTING EMPHASIS</b> . . . . .	<b>Units</b>
THEA 003 Stagecraft . . . . .	3
THEA 004 Stage Movement . . . . .	2
THEA 010 History of Theatre 1 . . . . .	3
THEA 011 History of Theatre 2. . . . .	3
Select six units from Selection One or if selecting THEA 001 and THEA 002, you must select one unit from any course in Selection Two . . . . .	7
<b>Total Units</b> . . . . .	<b>18</b>

#### Selection One: Select seven units in the following:

THEA 001 Principles and Theory of Acting . . . . .	3
<i>AND</i>	
THEA 002 Principles and Theory of Acting . . . . .	3

#### Selection Two: One unit in any of the following . . Units

THEA 005 Applied Drama 2 . . . . .	2 - 3
THEA 047 Technical Production 1 . . . . .	1 - 3

<b>TECHNICAL EMPHASIS</b> . . . . .	<b>Units</b>
THEA 001 Principles and Theory of Acting . . . . .	3
THEA 003 Stagecraft . . . . .	3
THEA 010 History of Theatre 1 . . . . .	3
THEA 011 History of Theatre 2. . . . .	3
THEA 020 Lighting. . . . .	3
THEA 047 Technical Production. . . . .	3
<b>Total Units</b> . . . . .	<b>18</b>

#### Recommended Elective:

THEA 013 Diversity in American Theatre: A Contemporary Focus

# Theatre Arts

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**THEA 001** 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. *Three hours lecture.*

**THEA 002** 3 Units

## **Principles and Theory of Acting**

*Prerequisite: THEA 001. Course Advisory: Eligibility for ENGL 001.* 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 003** 3 Units

## **Stagecraft**

*Course Advisory: SCC minimum English and Math standards.* Presents a general introduction to the practices of theatre production, including costume, makeup, props, lighting, scenic and audio design and operation. Student will participate in the planning, design, construction and operation of a theatrical event as determined by the instructor. Repeatable 1 time. *Two hours lecture, three hours lab.*

**THEA 004** 2 Units

## **Stage Movement**

*Course Advisory: SCC minimum English standard.* Presents the fundamental principles of movement for the drama student including stage movement, character development and interrelationships, ensemble exercises and dramatic improvisation. *Four hours activity.*

**THEA 005** 2.00 to 3.00 Units

## **Applied Drama**

*Prerequisite: Audition for actors only. Course Advisory: SCC minimum English standard.* The study and rehearsal of dramatic, comedic and musical works for the stage which includes: classical plays, contemporary dramas and comedies, revues, poetry presentations and one-acts. Students participate as actors, ensemble members and/or accompanists. This is an open-entry, open-exit course. Repeatable 3 times. *Two unit option requires 19.3 hours lab, three unit option requires an additional 9.5 hours. (5 week course).*

**THEA 006** 3 Units

## **Introduction to Theatre: Understanding Drama**

*Course Advisory: 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 007** 3 Units

## **Directing**

*Course Advisory: Eligibility for ENGL 001.* 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 008** 2 Units

## **Stage Make-Up**

*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. *One hour lecture, three hours lab.*

**THEA 010** 3 Units

## **History of Theatre 1**

*Course Advisory: Eligibility for ENGL 001 and SCC minimum 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. Field trip may be required. *Three hours lecture.*

**THEA 011** 3 Units

## **History of Theatre 2**

*Course Advisory: Eligibility for ENGL 001 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. Field trip may be required. *Three hours lecture.*





# University Studies

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## University Studies with Emphasis

### Program Description

The Associate in Arts Degree in University Studies is designed for students who wish a broad knowledge of arts and sciences plus additional coursework in an area of academic interest. With proper planning, students will complete lower division major preparation and general education for transfer while simultaneously completing the University Studies Associate Degree. This major is an ideal choice for students planning to transfer to the University of California (UC), the California State University (CSU), or any other baccalaureate-granting college or university.

Students are encouraged to develop a transfer plan in consultation with a counselor and to refer to [www.assist.org](http://www.assist.org) for current articulation of Solano Community College and university courses.

- Choose either Solano Community College Option B or C for the General Education pattern related to your educational goal.
- For both options: complete a Cross Cultural Studies Graduation Requirement.
- Complete at least 18 units in on Area of Emphasis from those listed below.
- Choose electives if necessary to complete the 60 units required for the Associate Degree.
- All courses for this major must be completed with a grade of C or better or a P if the course is taken on a Pass/No Pass basis.

### General Education ..... GE Units

#### I. Option B: IGETC

Minimum 34 semester units

Complete units necessary to meet full IGETC certification requirements.

#### II. Option C: CSU/GE/Breadth Pattern

Minimum 39 semester units

Complete units necessary to meet full CSU/GE-Breadth certification requirements.

### Areas of Emphasis

- 18 units required from one Area of Emphasis listed below.
- Where appropriate, courses in the Area of Emphasis may also be counted for GE.
- Courses numbered 1-49 transfer to UC, CSU and most independent and out-of-state colleges and universities. Courses numbered 50-99 transfer to CSU and some independent and out-of-state colleges and universities. Courses numbered 100-199 are associate degree applicable but usually do not transfer to baccalaureate-granting institutions.

### Elective Units

Electives may be necessary to meet the 60-unit requirement for the Associate Degree.

### Program Outcomes:

Students completing an Associate Degree will be able to:

1. Develop a pattern of thinking and a knowledge base consistent with the scholarship required to pursue further study in a major at a university.
2. Discover the nature and common themes of the disciplines represented by an area of emphasis
3. Examine the relationship between personal perspective and evidence-based evaluation of information.

# University Studies

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## *Arts and Humanities*

*Minimum 18 units required*

*Minimum six units from the Arts and six units from Humanities*

*Maximum three units of credit for studio/performance courses*

These courses emphasize the study of cultural, literary and humanistic activities and the artistic expression of human beings. Students will evaluate and interpret the ways in which people through the ages in different cultures have responded to each other and the world around them through artistic and cultural creation.

Majors at a 4-year institution appropriate for this Area of Emphasis include but are not limited to: Classical Civilization, Design, Dramatic Arts, Film Studies, Literature, Music, and Philosophy.

### **ARTS**

ART 001, 002, 003, 010, 011, 012

ART Studio: 004, 005, 006, 007, 008, 014, 015, 016, 017, 018, 021, 022, 023, 026, 027, 030B, 031, 032, 033, 034, 038, 039, 040, 041, 042, 043

CINA 010, 011

CINA Performance: 015

MUSC 001, 002, 003, 004, 005, 007, 008, 013

MUSC Studio: 027, 028, 029, 030, 041A, 041B

PHOT 035

THEA 006, 010, 011, 013, 048A

THEA Performance: 001, 002, 003, 020

TV 050

### **HUMANITIES**

AMST 001, 002

ENGL 002, 006, 007, 012, 013, 014, 016, 018, 021, 023, 024, 025, 030, 031, 032, 033, 034, 035, 036, 037, 038, 040, 041, 044, 046, 047

FREN 001, 002, 003, 004, 011, 012, 031, 032

GRMN 001, 002, 003, 004, 011, 012, 031, 032, 033, 034

HIST 002, 003, 004, 005, 010, 017, 018, 028, 029, 030, 031, 032, 037

ITAL 031, 032

LATN 001, 002, 003

PHIL 003, 004

SPAN 001, 002, 003, 004, 011, 012, 025, 031, 032, 033, 034

COMM 015

# University Studies

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## *Communication*

*Minimum 18 units required*

*Minimum three units from each of three different disciplines*

These courses emphasize the content, understanding and production of verbal and written communication. Students will learn to evaluate and assess communication as a process of human symbolic interaction while developing skills in such areas as reasoning, organization, accuracy, reading and effective listening.

Majors at a 4-year institution appropriate for this Area of Emphasis include, but are not limited to: Advertising and Public Relations, English, Journalism, Linguistics, Mass Communication, Rhetoric, and Speech.

BUS 092

COMM 001, 002, 006, 008, 010, 012, 015, 060

COUN 062

ENGL 002, 004, 006, 007, 046, 047, 058, 062, 064

FREN 001, 002, 003, 004, 031, 032

GRMN 001, 002, 003, 004, 031, 032, 033, 034

HS 052

ITAL 031, 032

JOUR 001, 002, 011, 060

LATN 001, 002, 003

PHIL 005

SPAN 001, 002, 003, 004, 025, 031, 032, 033, 034

SOCS 030, 051

TV 050, 060, 061

# University Studies

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## *Liberal Studies for Elementary Teacher Preparation*

*Minimum 18 units required*

*Minimum three units from each of four different disciplines*

This Area of Emphasis is intended for students who plan to complete a baccalaureate degree and a California Multiple subject Teaching Credential. Most students pursue this credential with the goal of becoming elementary school or special education teachers. This degree is designed to accommodate the differing requirements of the California State University and the University of California campuses that offer majors preparing students for the multiple subject credentials.

AMST 001, 002

ANTH 002, 007

ART 001, 002, 003, 006, 010, 011, 012, 014, 017, 023, 031, 039

ASTR 010

BIO 003, 004, 005, 012, 014, 015, 016, 019

CHEM 010

CINA 010, 011

CDFS 038, 039, 070, 071

ECON 001

ENGL 012, 016, 030, 031, 032, 033, 034, 035, 036, 037, 038, 040, 041

GEOG 002, 004

GEOL 001, 002

HED 002

HIST 002, 003, 004, 005, 010, 017, 018, 028, 029, 037

HUMN 003

MATH 002, 004, 011, 012

MUSC 005, 007, 008, 013

PHIL 001, 003, 004, 005

PHYS 010

PHSC 012

PLSC 001, 005

PSYC 001, 002, 005, 010, 024

SOC 001, 002, 023, 040

SOCS 022

THEA 001, 010, 011, 013



# University Studies

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## *Science and Quantitative Reasoning*

*Minimum 18 units required*

*Minimum six units from Science and six units from Quantitative Reasoning*

*Chemistry courses may be used as either Science or Quantitative reasoning but not in both.*

These courses emphasize the natural sciences which examine the physical universe, its life forms and its natural phenomena. Courses in math emphasize the development of mathematical and quantitative reasoning skills beyond the level of intermediate algebra. Students will be able to demonstrate an understanding of the methodologies of science as investigative tools. Students will also examine the influence that the acquisition of scientific knowledge has on the development of the world's civilizations.

Majors at a 4-year institution appropriate for this Area of Emphasis include but are not limited to: Animal Science, Biology, Computer Science, Engineering, Geology, Nursing, and Physics.

### **Program Outcomes:**

Students completing the Associate Degree will:

1. Learn how to write a laboratory report or give an oral presentation
2. Demonstrate analytical and/or conceptual problem solving skills
3. Learn to carry out experiments and critically assess their data. Students will learn the roles of hypotheses, measurement, and analysis in the development of scientific theory as evidenced by laboratory reports.

### **SCIENCE**

ANTH 001

ASTR 010, 020, 030, 040

BIO 002, 004, 005, 012, 012L, 014, 015, 016, 018, 019

CHEM 001, 002, 003, 004, 010, 011, 051

ENGR 017, 030, 045

GEOG 001, 001L

GEOL 001, 002, 005

PHYS 002, 004, 006, 007, 008, 010

PHSC 012

PSYC 002

### **QUANTITATIVE REASONING**

CIS 001, 015, 020, 022, 023, 035

CHEM 001, 002, 010

DRFT 056

GEOG 010 (GEOL 010)

MATH 002, 004, 011, 012, 020, 021, 022, 023, 030, 031, 040, 051

PSYC 004

# University Studies

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## *Social Science*

*Minimum 18 units required*

*Minimum three units from each of three different disciplines*

These courses emphasize the perspective, concepts, theories and methodologies of the vast variety of disciplines that comprise study in the Social Sciences. This emphasis examines people and their interactions with each other, within their social and political institutions and as members of the larger society. Course work will explore behavior - sometimes the behavior of an individual, other times the behavior of a system, society, or culture. Topics and discussion will stimulate critical thinking about ways people have thought and acted in response to their upbringing, environment and society.

Majors at a 4-year institution appropriate for this Area of Emphasis include but are not limited to: Anthropology, Child Development, Government, History, Psychology, and Social Work.

AMST 001, 002

ANTH 002, 007

COUN 055, 058, 062, 083

CJ 001, 002, 011

ECON 001, 002, 010

GEOG 002, 004

HIST 002, 003, 004, 005, 010, 017, 018, 028, 029, 030, 031, 037

CDFS 038, 039, 040, 050, 053, 070

HS 051, 052, 053

IR 001

JOUR 011

PLSC 001, 002, 005, 016, 019

PSYC 001, 002, 004, 005, 010, 020, 024, 030, 034

SOC 001, 002, 023, 030, 040

SOCS 022, 023, 025, 027, 030, 051, 053

COMM 012

TV 050





# Welding

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## *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. All courses for this major must be completed with a grade of C or better or a P if the course is taken on a Pass/No Pass basis. Certification of students as "Code Welders" is available at a nominal cost to the student.

### **Program Outcomes**

Students who complete the Certificate of Achievement/Associate Degree will be able to:

1. Demonstrate competency in major welding processes used in industry.
2. Apply welding processes and the use of hand tools and shop equipment to fabricate projects.
3. Recognize and interpret technical drawings in the planning and fabrication of projects.
4. Demonstrate appropriate workplace safety policies and procedures during welding and fabrication operations.
5. Apply mathematical concepts to solve problems related to an industrial/technical environment.

<b>REQUIRED COURSES</b> .....	<b>Units</b>
DRFT 079 Blueprint Reading .....	3
IT 140 Industrial Materials .....	3
Electives selected from the list below .....	18
<b>Total Units</b> .....	<b>24</b>

### **Select 18 units from the following Units**

WELD 120 Plate Welder (Basic) .....	3
WELD 121 Plate Code Welder (Advanced) .....	3
WELD 122 Pipe Welding (Basic) .....	3
WELD 123 Pipe Welding (Advanced) .....	3
WELD 124 Gas Tungsten Arc Welding (GTAW) .....	3
WELD 125 Gas Metal Arc Welding .....	3
WELD 126 Ornamental Iron Welding .....	3

### **Recommended Electives:**

ENGL 051 Technical Writing  
OCED 090 Occupational Work Experience  
OCED 091 General Work Experience  
WELD 174 Welding Equipment Operation  
WELD 175 Welding Fabrication  
WELD 176 Shielded Metal Arc Certification  
WELD 177 Wire Welding Certification

# 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 49-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. All courses for this major must be completed with a grade of C or better or a P if the course is taken on a Pass/No Pass basis. Certification of students as "Code Welders" is available at a nominal cost to the student.

### Program Outcomes

Students who complete the Certificate of Achievement/ Associate Degree will be able to:

1. Demonstrate competency in major welding processes used in industry.
2. Apply welding processes and the use of hand tools and shop equipment to fabricate projects.
3. Recognize and interpret technical drawings in the planning and fabrication of projects.
4. Demonstrate appropriate workplace safety policies and procedures during welding and fabrication operations.
5. Apply mathematical concepts to solve problems related to an industrial/technical environment.

REQUIRED COURSES	Units
WELD 100 Welding Technology	10
WELD 101 Welding Technology	10
WELD 102 Welding Technology	10
WELD 103 Welding Technology	0
DRFT 079 Blueprint Reading	3
IT 140 Industrial Materials	3
IT 150 Industrial Processes	3
<b>Total Units</b>	<b>49</b>

### Recommended Electives:

IT 120 102 Electrical Safety  
OCED 090 Occupational Work Experience  
OCED 091 General Work Experience  
WELD 174 Welding Equipment Operation  
WELD 175 Welding Fabrication  
WELD 176 Shielded Metal Arc Certification  
WELD 177 Wire Welding Certification

Some courses may not be offered. Please contact the Dean of Career and Technical Education for alternate courses if necessary.

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## Welding Equipment Operator Job-Direct Certificate

All courses must be completed with a grade of "C" or better.

REQUIRED COURSES	Units
WELD 174 Welding Equipment Operation	2
WELD 175 Welding Fabrication	2
WELD 176 Shielded Metal Arc Certification	2
WELD 177 Wire Welding Certification	2
OCED 090 * Occupational Work Experience	1
<b>Total Units</b>	<b>9</b>

\*Students will be required to complete 80 hours of cooperative supervised work experience to receive credit.



# Welding

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**WELD 125** 3 Units  
**Gas Metal Arc Welding**  
*Course Advisory: 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.*

**WELD 126** 3 Units  
**Ornamental Iron Welding**  
*Course Advisory: 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. *Two hours lecture, three hours lab.*

**WELD 174** 2 Units  
**Welding Equipment Operation**  
*Course Advisory: 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).*

**WELD 175** 2 Units  
**Welding Fabrication**  
*Course Advisory: 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).*

**WELD 176** 2 Units  
**Shielded Metal Arc Certification**  
*Course Advisory: 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. *Four hours lecture, sixteen hours lab (4 week course).*

**WELD 177** 2 Units  
**Wire Welding Certification**  
*Course Advisory: 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. *Four hours lecture, sixteen hours lab (4 week course).*

**WELD 500** Non-Credit  
**Special Welding Problems**  
*Prerequisite: Permission of the instructor to verify room for Special Welding 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.*