



# General Catalog 2009-2011



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# 2009-2011 Catalog

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

**Solano Community College Fairfield Campus**

4000 Suisun Valley Road, Fairfield, CA 94534-3197  
(707) 864-7000

**Vacaville Center**

2000 North Village Parkway, Vacaville, CA 95688  
(707) 446-2900

**Vallejo Center**

545 Columbus Parkway, Vallejo, CA 94591  
(707) 642-8188

**Travis Air Force Base Center**

530 Hickam Ave., Bldg. 249, Travis Air Force Base, CA 94535  
(707) 424-2431

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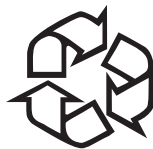
**ABOUT THIS CATALOG** - Students are expected to be familiar with the information in the Catalog, Schedule of Classes and other publications relating to student attendance and conduct. Since this Catalog is prepared in advance of the period of time it covers, changes may occur in some programs and regulations. Courses as described in this Catalog are subject to change without notice, and some listed courses are not offered each year. The College reserves the right to adjust fees, conditions of enrollment, class offerings, and services as dictated by local and state mandates, the limits of institutional resources and enrollment conditions. Consult the current Schedule of Classes for supplementary information and updated requirements.

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

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

**ALTERNATIVE MEDIA** – This document can be made in alternative formats. For more information, please contact the Alternate media office at (707) 864-7000 ext. 4466 or max.hartman@solano.edu

*Please recycle responsibly.*





# Welcome to Solano Community College

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## ACCREDITATION AND APPROVALS

- Solano Community College is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges, 10 Commercial Boulevard, Suite 204, Novato, CA 94949, (415) 506-0234, an institutional accrediting body recognized by the Commission on Recognition of Postsecondary Accreditation and the U.S. Department of Education.
- The Nursing program is accredited by the California State Board of Registered Nursing.
- The Cosmetology program is approved by the California State Board of Cosmetology.
- The Aeronautics program is certified by the Federal Aviation Administration (FAA) in accordance with FAR Part 147.
- Solano Community College is approved for veterans training by the U.S. Department of State and for Foreign Student Education by the U.S. Immigration service.

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## MEMBERSHIPS

- American Association of Community Colleges (AACC)
- American Library Association
- Chambers of Commerce of Benicia, Fairfield, Vacaville, and Vallejo
- Community College League of California (CCLC)
- Directors of Educational Technology/California Higher Education (DET/CHE)
- EDUCAUSE
- Learning Resources Association of California Community Colleges (LRACCC)
- National Association of Student Financial Aid Administrators (NASFAA)
- National Association of Student Personnel Administrators (NASPA)
- North Bay Cooperative Library System (NBCLS)
- Research and Planning Group of California Community Colleges
- Solano County Economic Development Corporation (Solano EDC)
- Solano, Napa and Partners (SNAP) Library Consortium

# Academic Calendar

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## Summer 2009

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May 23, 2009	INSTRUCTION BEGINS
May 25, 2009	Memorial Day, no classes
July 3, 2009	Independence Day observed, no classes
August 12, 2009	INSTRUCTION ENDS

*Final examinations are on the last meeting day of class.*

## Fall 2009

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August 19, 2009 (Wednesday)	INSTRUCTION BEGINS
September 7, 2009	Labor Day, no classes
November 11, 2009	Veterans Day, no classes
November 26, 27, 28, 29, 2009	Thanksgiving Holiday, no classes
December 14-18, 2009	Day final examinations
December 11-17, 2009	Evening final examinations

## Spring 2010

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January 20, 2010 (Tuesday)	INSTRUCTION BEGINS
February 12, 2010	Lincoln's Birthday, no classes
February 15, 2010	Washington's Birthday, no classes
April 3-9, 2010	Spring vacation
May 19-25, 2010	Day final examinations
May 14, 18-24, 2010	Evening final examinations
May 25, 2010	Commencement

## Summer 2010

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May 26, 2010	INSTRUCTION BEGINS
May 31, 2010	Memorial Day, no classes
July 5, 2010	Independence Day observed, no classes
August 11, 2010	Instruction Ends

*Final examinations are on the last meeting day of class.*

## Fall 2010

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August 18, 2010 (Wednesday)	INSTRUCTION BEGINS
September 6, 2010	Labor Day, no classes
November 11, 2010	Veterans Day, no classes
November 25, 26, 27, 28, 2010	Thanksgiving Holiday, no classes
December 13-19, 2010	Day final examinations
December 13-17, 2010	Evening final examinations

## Spring 2011

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January 19, 2011 (Wednesday)	INSTRUCTION BEGINS
February 18, 2011	Lincoln's Birthday observed, no classes
February 21, 2011	Washington's Birthday, no classes
April 18-24, 2011	Spring vacation
May 18-24, 2011	Day final examinations
May 17-23, 2011	Evening final examinations
May 24, 2011	Commencement

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## Welcome!



Dear Students and Supporters  
of Solano Community College:

Since 1945 Solano Community College has been providing opportunities for the residents of Solano County to enhance their lives. With support from our citizens, we are enhancing our capacity to serve you better and more conveniently.

This catalog will provide you with the information to guide you in pursuing your educational goals. Our faculty works diligently to create courses and programs that will meet your needs for transfer, career preparation or personal enrichment. They want you to succeed at every step. The members of our professional staff are ready and eager to serve you. They are well equipped to help guide you through your studies.

Whether your goal is an Associate in Arts Degree, an Associate in Science Degree, a Certificate of Achievement or a Job Direct Certificate, we know we can help you succeed. With over 80 Associate Degrees and over 50 Certificates of Achievement to choose from, you have a great opportunity to launch your future in Solano County.

Your success is our business. We invite you to join us at Solano Community College for a life-changing experience.

Welcome!

*Jowel C. Laguerre, Ph.D.*

Jowel C. Laguerre, Ph.D.  
Superintendent/President



## Solano Community College

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

Solano College is part of California's public community college system of 109 campuses in 72 districts across the state. The College's service area encompasses the communities of Benicia, Dixon, Fairfield, Suisun, Vacaville, Vallejo and Travis Air Force Base as well as Winters in Yolo County. Many graduates of the area's 16 public high schools and three private schools take advantage of the educational opportunities offered by Solano Community College.

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

With the current student population of over 12,000 almost evenly divided between day and evening, the Solano College campus is alive at all hours offering academic study and occupational training to all area residents.

# Mission and Goals

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## VISION STATEMENT

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

## MISSION STATEMENT

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

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## CORE VALUES

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

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

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

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

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

## GOVERNANCE AND FUNDING

Solano Community College is a public community college funded by a combination of state and local tax dollars. Through its Foundation, the college also actively solicits private donations from individuals and corporations to support capital projects and programs. The 7-member Board of Trustees of the Solano Community College District governs the College. Board members are elected at large from the representative areas of the district and serve 4-year terms. Solano College is under the direction of its Superintendent-President, who, with faculty and staff, administers the college and oversees the implementation of Board policies.

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

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

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

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

**Academic Renewal** - A process that allows students to petition for the elimination of clearly substandard coursework (grades D or F) in the calculation of their GPA.

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

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

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

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

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

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

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

**CalWORKs** - California Work Opportunities and Responsibility to Kids program is available at Solano Community College. Students in this program will be referred by Solano or Yolo county Social Welfare Departments. This welfare-to-work program will enable welfare recipients to attain job training skills.

**CARE** - Cooperative Agency Resources for Education provides educational support services to Extended Opportunity Programs and Services (EOPS) students who are CALWORKS-dependent, single parents with preschool-aged children.

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

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

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

**Community Services Course** - Fee-based, not for credit courses offered through the College Community Service Office.

**Concurrent Enrollment** - Taking one course at a CSU or UC campus while also enrolled as a Solano College.

**Course Reference Number (CRN)** - This is identified in the class schedule by a specific CRN number (formerly class section). Course-should read "006" (three digits) Honors - should read "049" or "099" (three digits) and "HIST 017H"

**Co-Requisite** - There are two types of co-requisites. The first is a course or equivalent preparation that must be taken concurrently with another course. The second is a course or equivalent preparation that may be completed before OR taken concurrently with another course. Both types of co-requisites are listed under "Prerequisites," but the second type is followed by the parenthetical phrase "may be taken concurrently." A student's enrollment in a course with a co-requisite is blocked until the requirements of the co-requisite are satisfied.

**Course** - A particular portion of a subject selected for study. This is identified by a course number, for example, Psychology 001 (PYSC 001)

**Course Advisory** - A course or equivalent preparation that will broaden or deepen a student's learning experience in a subsequent course. A student's enrollment in a course with an advisory is not blocked for lack of the advisory skills.

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

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

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

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

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

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

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

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



# Glossary

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**DSP** - Disability Services Program offers supportive services for students with physical, communication, learning disabilities, psychological disabilities or other medical problems.

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

**EOPS** - Extended Opportunity Programs and Services is a program that provides financially and educationally disadvantaged students with support services that include counseling, financial assistance, tutoring referrals, and assistance towards the purchase of their required textbooks.

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

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

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

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

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

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

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

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

**Honors** - There are two types of Honors courses. 1) A series of independent studies courses in which a student works one-on-one with an instructor on a project in a particular discipline. These courses are designated with the course number "049" or "099" in the discipline in which they are offered. 2) A series of transferable liberal arts courses designed to provide high achieving, highly motivated students with an enriched educational experience. These courses are designated with the letter "H" following the number of the course; i.e., HIST 017H. Some of these courses are also independent studies. These honors courses satisfy requirements of the Liberal Arts Honors program major. (For more information, see the Liberal Arts Honors program description in the

"Announcement of Courses and Course Numbers" section of the catalog.)

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

**Hybrid course** - A class presented using a combination of instructional formats. Both in-class and online instruction, assignments, and activities are included in hybrid courses.

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

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

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

**Late Start** - Courses or programs offered in an accelerated mode. Some courses can be completed in less than a semester. Some programs can be completed in less time than normally offered programs.

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

**Learning Disability Program** - This program offers specialized services and instruction to students that have been identified as learning disabled.

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

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

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

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

**MySolano** - A web-based portal for students to look up classes, register for classes, get grades, request transcripts, get news and information, email and more. Visit [www.solano.edu](http://www.solano.edu)

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

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

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

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

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

**Prerequisite** - A course or equivalent preparation that must be completed before enrolling in another course. A student's enrollment in a course with a prerequisite is blocked until the requirements of the prerequisite are satisfied.

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

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

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

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

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

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

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

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

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

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

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

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

**TAA** - Transfer Admission Agreements.

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

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

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

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

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

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

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

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

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

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

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

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

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

**Withdrawal** - Dropping all classes.

# General Campus Information

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## ACADEMIC FREEDOM - FACULTY

The Solano Community College District affirms its belief in the academic freedom of its full and adjunct faculty and students to engage in any teaching, studying, research, writing, and criticism deemed appropriate by such individuals to the spirit of free inquiry and pursuit of truth.

As stated in the Academic Freedom and Tenure, 1969 (Handbook of American Association of University Professors):

“...academic freedom consists in the absence of, or protection from, such restraints or pressures - chiefly in the form of sanctions, threatened by the state or church authorities or by the authorities, faculties, or students of colleges and universities, but occasionally also by other power groups in society - as are designed to create in the minds of academic scholars (teachers, research workers, and students in colleges and universities) fears and anxieties that may inhibit them from freely studying and investigating whatever they are interested in, and from freely discussing, teaching or publishing whatever opinions they have reached.”

Since these rights of academic freedom carry responsibilities with them, each faculty member and student should strive to be accurate, should exercise appropriate restraint, show respect for the opinions of others, and must indicate that he or she does not speak, necessarily, for the College.

Information on posting materials and conducting fund-raising activities is available in the Student Development Office Rm. 1425/1426.

## ATM SERVICE

An ATM is located in the lobby of Building 1400 and is available for students, staff, and visitors to the campus. All major ATM cards are accepted. Bank fees may apply.

## BOOKSTORE

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

The Bookstore buys many textbooks back during finals and between semesters. Some books not needed or used on this campus may be bought at a nationally established price. For further details about book buyback, refunds, and other policies, please contact the bookstore or see our web site.

Hours of operation vary in conjunction with the College calendar. For more information, hours, selected products, services, textbook information, online ordering, and policies see the Bookstore's web site ([www.solano.edu/bookstore](http://www.solano.edu/bookstore)), or call (707) 864-7111. The SCC Bookstore is a member of the National and California Associations of College Stores, Connect2One, and the Used Textbook Association.

## CAFETERIA

The cafeteria at Solano College is located in the Student Center, Bldg. 1400. The cafeteria offers a wide selection for breakfast and lunch from its full service grill. The selection includes daily hot lunch menus, soups, salad bar, deli sandwiches, Mexican and Asian menus, vegetarian, desserts, snacks, and beverages. The cafeteria hours of operation are Monday through Thursday, 7:30 a.m. to 8:00 p.m., and Fridays from 7:30 a.m. to 2:00 p.m.

## CAREER & EMPLOYMENT SERVICES CENTER

The Career and Employment Services Center offers one-stop services to include career exploration and skills assessment, labor market information and free employment assistance to all Solano College students and alumni in obtaining full or part-time employment on and off campus. Students can research information and resources on occupations, including employment outlooks, education and training requirements, prospective employers and current salaries. The Center offers computerized career information systems, on-line resume posting and job search as well as up-to-date listings of current employment opportunities. For more information or appointments, call the Career and Employment Services Center at 864-7124.

*Solano Community College Career and Employment Services does not accept or list any job opportunity that discriminates on the basis of sex, sexual preference, color, religious creed, national origin, marital status, medical condition, or age (over 40). The SCC Career and Employment Services Center adheres to all laws governing equal opportunity and discrimination, including, but not limited to, Title VI and VII of the Civil Rights Act of 1964, Executing Section 504 of the Rehabilitation Act of 1973,*

# General Campus Information

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*California Fair Employment Practices of 1959, Americans With Disabilities Act of 1990, and the Discrimination and Employment Act of 1972.*

## COMMUNITY SERVICES AND FACILITY RENTALS

Our Community Education Office offers a variety of not for credit, fee-based classes and workshops addressing a broad range of subjects and areas of interest. *Vistas*, our community education schedule, is mailed to all residents of Solano County. Look for *Vistas* in August, and January, for classes, fees, and class dates and times.

Call our office at (707) 864-7115, for more information on classes and fees, or to register. For online information and registration, visit our Web site at: [www.solano.edu/vistas](http://www.solano.edu/vistas)

Community Services also arranges for use of campus facilities. For campus facility rentals and fees, call (707) 864-7000, ext. 4400 or email [facilityrentals@solano.edu](mailto:facilityrentals@solano.edu)

## CONTRACT EDUCATION AND TRAINING

Solano Community College partners with local business, industry, and agencies to develop training solutions for your workforce. In partnership with you, we assess your training needs and implement optimum training opportunities. The Solano Community College Office of Contract Training excels at designing and delivering appropriate and comprehensive customized programs to meet your specific training and education needs.

Employees are every organization's most important resource. As processes, procedures, products, and goals change, employees need new and upgraded skills. Through a careful needs assessment we:

- Identify your real workplace needs
- Customize solutions specifically for your business and employees
- Implement training on a schedule and at a site that best meets your organization's requirements
- Offer excellent instruction, as well as a variety of delivery method
- Evaluate the training to assure that there has been a transfer of skills and knowledge from the training environment to the workplace
- Provide cost effective training and services

For information and a free needs assessment, call or email Deborah Mann today at (707) 854-7195 or [deborah.mann@solano.edu](mailto:deborah.mann@solano.edu)

## CONTACTING STUDENTS - EMERGENCY ONLY

In cases of extreme emergency such as sudden illness or accident, students may be contacted (by the College staff) on campus by calling the Admissions and Records at (707) 864-7171. Non-emergency messages are not delivered to students.

## COSMETOLOGY SERVICES

The Cosmetology Department offers haircare, skin care and manicuring services. These services are available during the fall and spring semesters Monday, Tuesday, Thursday and Friday from 9:00 a.m. to 2:00 p.m. and 5:00 p.m. to 9:00 p.m. in Building 1600, room 1610. All work is done by students only with instructor supervision. Appointments are appreciated but not required. For more information, please call (707) 864-7180 day and (707) 863-7849 evening appointments.

## CRIME AWARENESS AND CAMPUS SECURITY ACT OF 1990

The Solano Community College District is in compliance with the Federal Crime Awareness and Campus Security Act of 1990. Information required by this act may be found in the Student Handbook: Rights, Responsibilities & Procedures. Statistical crime information required by this act is published annually and inserted in the Student Handbook. "Crime Statistics and Campus Safety Information" is available on the Police Department's web site. Updated statistics list is available online at <http://ope.ed.gov/security>. Hard copy is available at the Police Dept., Rm 1109.

## A DRUG-FREE CAMPUS

In accordance with Public Law 101-226, the Drug Free Schools and Communities Act Amendment of 1989, the Board of Trustees of Solano Community College prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol.

District procedures for Student Conduct and Discipline (\$5300) prohibit: The unlawful sale, possession, use, or distribution of any drug or substance controlled by State or Federal law on District or College-controlled property or at any District or College-sponsored or supervised function. Such drugs or substances include but are **not** limited to legally controlled hallucinogenics, narcotics, depressants, stimulants, marijuana and its products, toluene, and alcoholic beverages. Additionally, such

# General Campus Information

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controlled substances, as defined in the California Education Code (§87011 and §88022), include: cocaine, LSD, heroin, methadone, mescaline, peyote, and methaqualone, among others.

Any student or employee in violation of this policy is subject to disciplinary action up to, and including, expulsion from Solano Community College or termination from employment for violation of the standards of conduct. The decision to take disciplinary action in any instance rests with the Board of Trustees, after consideration of the recommendation of the Superintendent-President of Solano Community College.

The possession, use and sale of alcoholic beverages by anyone on property controlled by Solano Community College, except as authorized under Board Policy (§1180), is a misdemeanor, as per California Business Code (§25608) and a violation of the standards of student conduct. The use, sale or possession of any illegal drug is a violation of State law and any person found in violation may be subject to arrest by Federal, State, local or campus law enforcement authorities. Criminal prosecution is separate from any administrative discipline that may be imposed by the District.

For more detailed information and a listing of assistance programs (including on-campus meetings of Alcoholics Anonymous and Al-Anon), contact:

Student Health Center - Room 1409

Counseling Department - Building 400

Enabling Services - Room 407

Re-Entry Program - Room 1426

## SCC EDUCATIONAL FOUNDATION

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

Governed by a board of community directors, the Foundation provides an avenue for individuals and businesses to make tax-deductible donations to support the work of Solano College. Persons wishing to donate to the Founda-

tion should make checks payable to the SCC Educational Foundation and mail them to SCC Educational Foundation, 4000 Suisun Valley Road, Fairfield, CA 94534-3197.

## HOUSING

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

## PARKING

**Parking Permits:** Semester parking permits must be purchased online at [www.solano.edu](http://www.solano.edu). The cost is \$20 per vehicle for Fall and Spring semesters and \$6 per vehicle during Summer session. Parking permits are not transferable from one person to another. It is against the law to alter, forge, reproduce, sell, or loan your parking decal to another person. Parking permits are required each semester and during summer sessions. Faculty/Staff and designated reserved parking (Rideshare, Disabled, Visitors, etc.) is enforced 7 days a week, 24 hours a day. All permits (semester and daily) must be clearly displayed with permit number or date (for daily permits) visible to be valid.

**Motorcycles:** Motorcycles may park in designated motorcycle areas without cost or permits. Motorcycles parked in other areas require permits at the vehicle price.

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

**Disabled Parking:** You must have a disabled placard or plates AND a current parking permit to park in disabled parking stalls. Your placard/plates and permit must be clearly displayed.

**Rideshare Permits:** Rideshare parking requires a special permit issued by the Student Development Office in room 1426 (across from the Bookstore, Fairfield campus). Vehicles displaying valid rideshare permits may only park in designated stalls reserved for rideshare participants.

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If you do not have a rideshare permit, you cannot park in the rideshare stalls. Rideshare permits are not valid for general parking stalls or at the Vacaville Center or Vallejo Center. Rideshare vehicles must contain three (3) or more students for the permit to be valid.

**Visitor Parking:** Limited 30-minute visitor parking stalls are available at the campus in Lot 1. They are marked "Visitors Parking" and are located along the curb line. For visits longer than 30 minutes, purchase a daily permit from the dispensers located in lots 1-6 and move your vehicle to another stall in the parking lot. Do not park in rideshare or faculty/staff lots. The visitors parking area is not available for faculty, staff, or students.

**Fairfield Campus:** Parking for students is provided in clearly designated areas of the campus. Certain parking areas are reserved for visitors, for faculty and staff who hold permanent parking permits, and for disabled persons. Student parking is provided in Lots 1-6. The California Vehicle Code and District parking regulations are enforced by the Solano Community College Police Department.

**Vacaville and Vallejo Centers:** A parking permit is required to park at both the Vacaville Center and the Vallejo Center. Fall and Spring semester parking permits are \$20 per vehicle. Summer session fees are \$6 per vehicle. Daily permits (\$1 per day) may be purchased at the Vacaville and Vallejo sites.

**Parking Enforcement:** During the first two weeks of the Fall/Spring semester and during the first week of Summer session, parking permits are not enforced in general parking lots 1-6. Thereafter, permit parking is enforced Monday-Friday, 7 a.m. – 10 p.m. You must have a valid permit clearly displayed while parked on Solano Community College District property, including the Vacaville Center and the Vallejo Center. All other regulations and vehicle code violations are enforced 24 hours a day, 7 days a week.

**General Information:** Parking permits are good for all Solano College campuses. Permits must be located as indicated on the permit directions. Parking fees are subject to change. Parking brochures are available at the Police Department, Student Center (Bldg. 1400), Switchboard (Bldg. 600), and at the Information Booth (Bldg. 400). An Amnesty Program and an appeal process are available to contest parking citations. For more information regarding parking, access our Web site at [www.solano.edu/police](http://www.solano.edu/police) or email us at [sccpd@solano.edu](mailto:sccpd@solano.edu) or call (707) 864-7131.

## PUBLICATIONS

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

## SAFETY FOR THE COLLEGE COMMUNITY

The following information is published in accordance with Public Law 101.542 (§201), as amended by Public Law 102.26, the *Crime Awareness and Campus Security Act of 1990*.

**Crime Reporting Procedures:** Working together, safety at Solano Community College is everybody's business. No community, or campus, can be totally risk-free in today's society. Students, faculty, staff and visitors are partners in creating an atmosphere that is safe and conducive to learning.

Solano Community College maintains a police department. The department is located in building 1109. A person may report any criminal action or other emergency by calling extension 4355 or 911. The non-emergency number is extension 7131 or (707) 864-7131. Off campus dial 911 to report any emergency.

**College Property:** Solano Community College property may **not** be removed from the campus without expressed, written permission from the division dean or area supervisor. Unauthorized removal of College property from the campus is a violation of the law and may be prosecuted by the College.

**Police Department:** It is the policy of the Solano Community College Board of Trustees to protect the members of the total College community and to protect the property of the District (Board Policy §3410 & §3800). Under the general direction of the Chief of Police, the Police Department shall ensure that reasonable protection is provided by using methods that fit within, and contribute to, the educational philosophy and process of the institution.

The college's police officers, have full peace officer authority, pursuant to California Penal Code (§830.32A)

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and Education Code (§72330). They have peace-officer training, as prescribed by the California Commission on Peace Officer Standards and Training. They have the same authority throughout the State of California as a municipal police officer or a county deputy sheriff. The Police Department receives reports for all incidents occurring on campus and is responsible for investigating all campus crime. Drivers should be aware that police officers are authorized to enforce all provisions of the California Vehicle Code relative to both moving and non-moving violations on campus.

The Campus Crime Statistics Report is published annually and is available in the Solano Community College Police Department.

**Sexual Assaults:** Sexual assaults including rape, acquaintance rape, and other sex offenses, should be reported to the Police Department immediately. Police can be contacted in room 1109 or emergency phone extension 4355. The non-emergency number for campus police is extension 4369 or (707) 864-7131. If the crime occurred off campus, call the 911 police emergency number.

If you are a victim of a sexual assault, do not touch or change anything at the scene. Do not wash, take a shower, or change your clothing, you may destroy important evidence. Sexual assault victims will be transported to the nearest hospital for examination and collection of important evidence by trained medical personnel.

Services available on campus include a police officer trained in sexual assault investigation. During the fall and spring semesters, a nurse and an abuse counselor are located in Bldg. 1400. The rape crisis hotline for Solano County is (707) 422-RAPE or (707) 644-RAPE.

Possible sanctions for a perpetrator of a sexual assault include: criminal prosecution, official warning, reprimand, social probation, restitution, suspension by teacher, emergency summary suspension, disciplinary suspension, disciplinary probation, and expulsion. All criminal investigations are conducted independently of college rules of conduct inquiries.

**Crime Prevention:** One of the essential ingredients of any successful crime prevention program is an informed public. It is the intent of Solano Community College to inform students and staff, in a timely manner, of any criminal activity or security problems that may pose a reasonable threat to their physical safety. Another critical element of a campus safety program is training. The Police Department, the ASSC and the Office of Student Services sponsor on-going training programs on various topics, ranging from sexual assault awareness to the prevention of substance abuse.

Finally, all effective crime prevention programs include some measure of people watching out for one another. All staff and students are asked to be **ALERT, SAFETY-CONSCIOUS, AND INVOLVED**. Call the Solano College Police, via the college emergency extension 4355, whenever you see suspicious behavior or activity.

**Off-Campus Crime:** The local police departments have been requested to provide Solano Community College with crime data for the areas surrounding the facilities operated by the College. When a safety problem arises, the Campus Police will notify persons using these facilities.

## SMOKE-FREE CAMPUS/WORKPLACE

For reasons of health and safety, Solano Community College District does **not** permit smoking in any campus building; smoking is only permitted outside and more than 20 feet from building entrances. (Board Policy §4215). It is the responsibility of all students and employees to observe this policy. Violation of this policy could lead to disciplinary action under usual disciplinary procedures. (This policy does **not** supersede more restrictive policies that may be in force in compliance with State or Federal regulations.)

## STUDENT RIGHTS

**Academic Freedom - Students:** Every student is guaranteed the right of full expression and advocacy, consistent with established District policy and regulations (Board Policy §5580). To this end, a "Hyde Park" location has been designated near the Student Center (Building 1400). This is the area where peaceful assembly may take place for the purpose of free expression and exchange of ideas by the students and staff of the College. Outside speakers and groups **must** be sponsored by a campus organization, faculty member or administrator.

The "Hyde Park" area is available five days a week, from 9 a.m. to 5 p.m., unless otherwise reserved. Scheduling of this area **must** be done through the Office of Student Development **prior** to the activity.

Speech, with or without electronic amplification, shall not interfere with nor disrupt the orderly operation of the College, including classroom instruction, registration procedures, public programs and athletic events. The expression of obscene, libelous or slanderous statements, according to current legal standards, or statements which so incite students as to create a clear and present danger of the commission of unlawful acts on campus premises or the violation of College regulations or the substantial disruption of the orderly operation of the College are prohibited.

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

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

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

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

**Rights to Privacy:** While the College does not provide general directory services, it may (by law under special circumstances) release the following information about you: name, address, telephone number, date of birth, major field of study, participation in officially recognized sports, height and weight of members of athletic teams, dates of attendance, and degrees and awards received. If you do not wish such information to be released about your participation or status, you should notify the Admissions and Records in writing.

Directory information may be released at the discretion of the College to persons or agencies, such as the National Student Clearinghouse, which the College deems to have legitimate reason for access to the information. To prevent disclosure, written notification must be sent to the Admissions and Records.

The college is required to release student names, addresses, and telephone numbers to armed forces recruiters, per the Solomon Act, without first obtaining a student's permission. In addition, the college is required to release information to the U.S. Department of Education and the Federal Internal Revenue Services about fees paid and financial aid received according to the Hope and Opportunity for Post-secondary Education Act of 1997.

**Student Equity:** The mission of the California Community Colleges is to serve the educational needs of all

residents of the State, regardless of the educational or socioeconomic background, ethnic or cultural heritage of students seeking higher education opportunities. The Solano Community College District is committed to the principle that all students equally achieve their educational goals.

## CIVIL RIGHTS/TITLE IX

**Open Access & Non-Discrimination** is the policy of the Solano Community College District, based on California Title 5 regulations, that no person, on the basis of ethnic group identification, national origin, religion, sexual orientation, age, sex, race, color, or physical or mental disability, shall be unlawfully subjected to discrimination under any program or activity that is funded directly by, or that receives any financial assistance from, the Chancellor or Board of Governors of the California Community Colleges.

Other forms of unlawful/prohibited discrimination under federal and state law include discrimination on the basis of race or national origin. Further, the College District, in compliance with state law, will not tolerate behavior by students or staff, which insults, degrades, threatens, stereotypes or otherwise discriminates on the basis of marital status, pregnancy, sexual orientation, political activities or affiliation and/or medical condition. In addition, Solano Community College has identified another form of discrimination not recognized by the Chancellor's Office and the State of California to include veteran status. Complaints should be filed with the Director of Human Resources, building 600. No one shall retaliate against anyone who files a discrimination complaint or participates in an investigation, or against anyone who is a representative of an alleged victim or an alleged offender.

**"Title IX" of the Education Amendment of 1972** guarantees the right of students to be free of sex discrimination. This applies to the following: access to courses, counseling and guidance services, treatment of students, access to personal records, athletics, financial assistance and work experience. Student inquiries concerning "Title IX" complaints should be directed to the Director of Human Resources, building 600.

**The Americans with Disabilities Act of 1990** provides individuals with disabilities equal educational opportunities, programs and services. To ensure equality of access for students with disabilities, academic accommodations and auxiliary aids shall be provided to the extent necessary to comply with state and federal law and regulations. Academic accommodations and auxiliary aids shall



# General Campus Information

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specifically address those functional limitations of the disability, which adversely affect equal educational opportunity. If students feel their accommodations have not been made, they may file a complaint with the Director of Human Resources, building 600.

**Sexual Harassment** is prohibited by law and by College policy (Board Policies §4270 and §4285). Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal, visual, or physical conduct of a sexual nature or communications constituting sexual harassment made by someone from or in the work place or educational setting when:

1. Submission to the conduct is explicitly or implicitly made a term or condition of an individual's employment, academic status, or progress.
2. Submission to, or rejection of, the conduct by the individual is used as the basis of employment or academic decisions affecting the individual.
3. The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment.
4. Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors programs, or activities available at or through the district.

## Examples of Sexual Harassment:

1. Making unsolicited verbal, physical, written, and/or visual contact of a sexual nature.
  - a. Verbal: Offensive and/or inappropriate comments, epithets, whistling, jokes and innuendoes of a sexual nature, including but not limited to, comments of a sexual nature about another person's or one's own physical appearance, attire, sexual thoughts, sexual behavior, marital status or sexual orientation.
  - b. Physical: Offensive and/or inappropriate touching, interference with movement, or sexual assault, including but not limited to, kissing, touching intimate places, unnecessary and unwelcome touching of non-intimate places, or blocking of free bodily movement.
  - c. Written: Sending or delivering sexually suggestive letters, notes, invitations, electronic media transmissions, or other reading materials.

- d. Visual: Displaying sexually suggestive posters, pictures, drawings, cartoons, computer graphics or objects; making sexually suggestive or obscene gestures; leering or staring at another person with sexual intent.

The above types of conduct of a sexual nature may be considered sexual harassment whether or not they are directed at a specific person. A workplace or educational setting which is permeated with sexual communications or behaviors may create a hostile environment to all persons within that setting. Whether an environment is hostile depends on the totality of the circumstances, including such factors as the frequency and severity of the conduct and whether the conduct has a negative impact on a person's work or educational environment.

2. Continuing to express sexual interest after having been informed that the interest is unwelcome.
3. Coercive sexual behavior such as making reprisals, threats of reprisal, or implied threats following a rebuff of harassing behavior used to control, influence, or affect the career, salary, or work environment of another person, including but not limited to promises or threats regarding appointments, promotions, transfers, changes of assignment, or performance evaluations which are explicitly or implicitly made contingent on the person tolerating or submitting to the sexual behavior.
4. Coercive sexual behavior such as making reprisals, threats of reprisal, or implied threats following a rebuff of harassing behavior used to control, influence, or affect the educational opportunities, grades, or learning environment of a student, including but not limited to promises or threats regarding grades earned or deserved, course admission, suggesting poor performance evaluations, letters of recommendation, benefits or services such as scholarships, financial aid, or work study jobs which are explicitly or implicitly made contingent on the student tolerating or submitting to the sexual behavior.

## Obligations of All District Employees and Students

All employees and students shall report to their immediate supervisor or school official any conduct on the part of other employees and students or non-employees, such as sales representatives or service vendors, who sexually harass any District employee, student, or other persons. If the immediate supervisor is the alleged harasser, contact the Director of Human Resources. Immediately following

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notification to the supervisor or school official, the party shall notify the Director of Human Resources and provide all information relevant to the complaint.

Because different procedures apply after a formal governmental administrative charge or complaint is filed, any employee receiving such a charge or complaint is directed to the Director of Human Resources immediately.

All employees and students shall cooperate with any investigation of an alleged act of sexual harassment conducted by the District or by an appropriate state or federal agency.

No employee or student of the District shall take any action to discourage a victim of sexual harassment from reporting such an instance.

The District will respond to any conduct which may constitute unlawful/prohibited discrimination as it deems appropriate, including but not limited to, an internal investigation of reported conduct and will take appropriate disciplinary action up to and including discharge, expulsion, or termination of contract if such is justified.

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

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

In conformance with the "Student Right-to-Know Act" of 1990, completion and transfer rate statistics can be viewed at <http://srtk.cccco.edu/index.asp> or are available in the offices of the Vice Presidents of Academic Affairs and Student Services, and the office of the Associated Students of Solano College. Additional information is also available on the College's web site in the Research and Planning area under the title "Student Information and Statistics."

# Student Services

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## ADMISSIONS AND RECORDS (A&R)

Admissions and Records office is located in the Student Services building. The office is open to assist students from 8 a.m. to 6:45 p.m., Monday through Thursday, and 8 a.m. to 3 p.m. on Friday.

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

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

The Associated Students of Solano Community College are represented by an Executive Board and the Student Senate. Every registered student is a member of the A.S.S.C. and is encouraged to participate in the student government. Students may obtain information from the Student Development Office (room 1426) concerning requirements for holding a student government office. The A.S.S.C. meets weekly in room 1427 in the Student Center. Through its annual budget, the A.S.S.C. allocates student funds for the use and benefit of day, evening and off-campus students. Students are invited to drop in and become familiar with the services provided by the Student Development Office and to meet the people (students, staff and faculty) who are working to make the student experience at Solano Community College a successful one.

## CALWORKS

Your Path to Success begins with Solano College's CalWORKs program. We offer programs designed to prepare CalWORKs students for entry-level jobs and career opportunities combined with extensive coordinated services to assist in the transition from welfare to long-term self-sufficiency. Solano's CalWORKs program can help you access:

- Childcare
- Financial aid
- Counseling
- Assistance with transportation
- Work readiness skills
- Workstudy
- Assistance with job search and placement

Solano College's CalWORKs training programs are approved by the Solano County Department of Health & Social Services. To begin your journey to success call (707) 864-7000, ext. 4645 or 7252, or stop by room 435 on campus.

## CHILDREN'S PROGRAMS

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

The Children's Programs are housed in Buildings 200 A & B. Both have been carefully designed and beautifully equipped to meet the needs of the children and teachers in the programs. The Children's Programs are open from 7:45 a.m. to 3:30 p.m. during the school year. Children are placed in the infant, toddler, two-year-old, or preschool group based on their age and maturity, and may attend for full or part-day.

Student parents are assigned a schedule in the center based on their college class schedule. Monday-Wednesday-Friday, Tuesday-Thursday, or five-days-per week schedules are available.

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

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

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

The CARE Program provides additional support services to EOPS students. Eligibility criteria for the CARE Program: must be an EOPS student, at least 18 years of age and a single parent head-of-household, a current recipient of CalWORKs, have one child under 14 years of age, and be enrolled full-time at Solano College. Support services provided to CARE students include: assistance with child care expenses, textbooks-supplies, and transportation costs; meal reimbursement, counseling and advisement, personal development activities; and help from peer counselors who are often single parents. For more information, contact the EOPS Office at (707) 864-7000 ext. 4444.

## COUNSELING

The Counseling Center provides career, educational and personal counseling services. The counselors work with students to help them understand their interests, abilities and achievements. Counselors assist students in determining goals and planning programs to attain their goals. Careful course selection is the key to a successful college experience. Because requirements differ for each program, major, and college or university, and because these requirements are subject to change, students are advised to consult with a counselor prior to each registration period.

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

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

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

## How to make a counseling appointment

1. In person
2. Online at [http://www.solano.edu/counseling/counseling\\_services.htm](http://www.solano.edu/counseling/counseling_services.htm)
3. Call the campus where you would like to make the appointment.
  - Main Campus (707) 864-7101
  - Vallejo Center (707) 642-8188
  - Vacaville Center (707) 446-2900
  - Travis Air Force Base (707) 424-2431

## ENGLISH AS A SECOND LANGUAGE (ESL) LAB

The English as a Second Language Department operates an ESL Lab in room 130 of the Library/Student Services Building to provide listening comprehension and pronunciation practice for second language learners. Students may also work on grammar and elementary word processing while carrying .5 to 1 unit per semester up to a maximum of 3 units.

## EXTENDED OPPORTUNITY PROGRAMS AND SERVICES (EOPS)

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

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

Services include assistance in transferring to four-year colleges and universities; academic, career and personal counseling; EOPS orientation; book services; and priority registration. For more information, contact the EOPS Office, in room 426, or call (707) 864-7000, ext. 4444, or go online at [www.solano.edu](http://www.solano.edu) and click on Financial Aid.

## FINANCIAL AID PROGRAMS AND ELIGIBILITY

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

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

# Student Services

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- Loans - Money that a student can borrow and must repay with interest.

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

The FAFSA is typically available in December of each year and should be completed and mailed to the United States Department of Education processing center between January 1 and no later than March 2 to meet the Solano Community College priority filing date. Students must reapply each year. Students are encouraged to apply over the Internet at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). For more information, go online to [www.solano.edu](http://www.solano.edu) and click on Financial Aid.

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

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

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

FAMILY SIZE	2008 INCOME
1	\$15,600 or less
2	\$21,000 or less
3	\$26,400 or less
4	\$31,800 or less
5	\$37,200 or less
6	\$42,600 or less
7	\$48,000 or less
8	\$53,400 or less

Each Additional Family Member \$ 5,400

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

Other federal and state financial aid programs available at Solano College include (all programs have a March 2 filing deadline):

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Federal Work-Study (FWS)
- Extended Opportunity Programs and Services/Grant (EOPS) - State funded
- Federal Stafford Loan
- CAL Grant A,B,C
- California Community College Transfer Entitlement Awards
- CAL Grant A and B Competitive Awards
- California Chafee Grant for Foster Youth

## Special Note on Financial Aid Eligibility Requirements:

- All applicants must be a U.S. citizen or eligible noncitizen.
- Students attending both high school and Solano Community College are not eligible to receive Financial Aid.
- Because the U.S. Department of Education requires a degree or certificate program to be at least one year in length, students in Fire Technology Academy, Emergency Medical Technician, Special Manicuring Program, and Esthetics Program do not qualify for federal student aid.
- All applicants who do not have a high school diploma, a GED, or who have not passed the high school proficiency test must pass the SCC Ability To Benefit test.
- Students under the age of 18 who possess a high school diploma, GED, or who have passed the high school proficiency test will be required to meet with the Dean of Special Services and the Dean of Counseling.
- All male students 18 years or older must be registered with the selective service or must be on active duty to satisfy this requirement.
- A student cannot be in default on a federal student loan or in repayment for a federal Pell Grant or SEOG.

## I. Satisfactory Academic Progress

Continuation on financial aid programs is based on financial eligibility and the student maintaining satisfactory academic progress. Federal regulations require

Solano College to establish Standards of Satisfactory Academic Progress for students receiving financial aid. A student not meeting this standard will lose his/her eligibility until that time that the student meets the required academic conditions.

A student meeting the financial aid satisfactory academic progress standard is one who maintains a minimum semester grade point average of 2.0 (C) and completes at least 2/3 (66.6%) of all units attempted in an academic year. The performance of all students will be reviewed at the end of each semester and the overall academic progress will be determined once each year at the end of the spring semester. Students will be notified if their eligibility may be in jeopardy.

## II. Probation

If the above conditions are not met during a given semester, the student will be placed on Financial Aid Probation for the following semester of attendance. The student will be allowed to receive financial aid during the probationary semester. However, if the student fails to meet the satisfactory academic progress standard during the probationary period, the student will be disqualified from financial aid assistance.

## III. Disqualification

Students may be disqualified from receiving financial aid if they have:

- 1) Completed less than 2/3 (66.6%) of the total cumulative units attempted for the academic year; or
- 2) Completed the equivalent of 6 full-time semesters; or
- 3) Completed 90 units (30 remedial units will be deducted from this maximum).

## IV. Grade Interpretation

- 1) Grade symbols of A, B, C, D, and CR will be considered acceptable for satisfactorily completed courses.
- 2) Grade symbols of F (failing), NC (no credit), W (withdrawal), I (incomplete), IP (in progress), and RD (report delayed) grades will not be considered as completed or contributing to satisfactory academic progress. NOTE: These units will be counted as contributing to the 90 units limit. The student is responsible for reporting changes in I, IP, and RD grade standings or any units completed outside the academic year or any further unit completion outside the academic year to the Office of Financial Aid for reconsideration of satisfactory progress.

## V. Appeal Process

A student who is disqualified may have eligibility reinstated once the required minimum units and grade point average are completed. A student may also appeal if there were unusual or mitigating circumstances that affected the student's ability to make progress. Documented considerations to reinstate financial aid eligibility may include:

- 1) Serious illness;
- 2) Death in immediate family;
- 3) Reason beyond the control of the student.

## VI. Program Disqualification and Ineligibility

Financial aid disqualification described above applies to Federal Pell Grants, Federal Supplemental Educational Opportunity Grants, Federal Work-Study and Stafford Loans, and Parent Loan for Undergraduate Students (PLUS).

## HEALTH CENTER FOR STUDENTS

The Student Health Center is available for all full- and part-time students during the fall and spring semesters. A registered nurse with public health experience is available to educate students about healthy living and disease prevention, to assist students who are ill, and to provide students with referrals to community resources. The Health Center is located in the Student Center, room 1409, and is open Monday through Thursday, 8 a.m. to 7 p.m., and on Friday, 8:30 a.m. to 3 p.m.

## INTERCOLLEGIATE ATHLETICS

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

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

# Student Services

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the Athletic Director or respective Solano College coach. Intercollegiate athletic sports offered are:

## **MEN**

ATHL 015 Intercollegiate Baseball (Spring)  
ATHL \*016.1/016.2 Intercollegiate Basketball (F/S)  
ATHL 017 Intercollegiate Football (Fall)

## **WOMEN**

ATHL 001 Intercollegiate Volleyball (Fall)  
ATHL \*002.1/002.2 Intercollegiate Basketball (F/S)  
ATHL 003 Intercollegiate Softball (Spring)  
ATHL 004 Intercollegiate Soccer (Fall)

## **MEN AND WOMEN**

ATHL 010 Intercollegiate Swimming/Diving (S)  
ATHL 020 Intercollegiate Water Polo (Fall)

\*One unit, nine week courses only.

## **LIBRARY**

The Library, located in Building 100, offers an online catalog which provides access to over one million volumes of print and non-print materials via SNAP, a consortium of public and community college libraries in Solano and Napa counties. Patrons also have access to a variety of online, full text and digital serials. The Library provides free, daily delivery of SNAP materials located at other SNAP libraries. A valid SNAP Library card is required to access library services. The Library houses a reserve collection of class-related materials, media, as well as a wide variety of materials for basic research.

The Library also houses an Information Commons with sixty PC's, providing students with access to the Library's online catalog, databases, word processing packages, Excel, PowerPoint, and the Web. It also contains a Bibliographic Instruction Classroom accommodating students in library orientations, Information Competency, Research and Web Searching courses.

The Library is open Monday through Friday, both day and evening hours when classes are in session, and closed on all school holidays and breaks between sessions. Check in the Library atrium or on the Library Web site (<http://www.solano.edu/library>) for the current, posted hours of operations.

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

The MESA program offers a wide range of support for students majoring in math, science or engineering at

Solano Community College. This program assists economically and educationally disadvantaged students by helping them overcome educational barriers through strong academic assistance, and by making students aware of the many opportunities in math-related fields.

Academic services offered by MESA include: Academic excellence workshops, MESA tutoring, MESA study center, and MESA computer center. Counseling services offered by MESA include: Transfer/advising information, individual education plans, career counseling and personal counseling. MESA student activities include: Summer research, science and leadership conferences, university tours, scholarships, and student support. For more information about the MESA Program, please contact (707) 864-7000, ext. 4498, or log on to: [www.solanomesa.org](http://www.solanomesa.org).

## **OCCUPATIONAL WORK EXPERIENCE**

Occupational and General Work Experience opportunities and credit are provided for eligible students. Requirements for participation are found under Occupational Education in the course listing section of this catalog. A maximum of 4 units per semester and 12 units of total credit is available through this program. Occupational and General Work Experience may not be taken concurrently. For information and assistance, contact the Work Experience Office, room 1811, or telephone (707) 864-7139, or e-mail [debra.berrett@solano.edu](mailto:debra.berrett@solano.edu). Additional information may be found at: <http://www.sccworkexperience.com>.

## **PUENTE PROJECT**

Solano Community College is one of 75 community colleges participating in the Puente Project, a one-year writing, counseling and mentoring program open to all students. Puente's main objective is to empower students to access four-year colleges and universities. The Puente Program has three main components:

- 1) A rigorous one-year writing program, ENGL 370-English Fundamentals and ENGL 1-English Composition. These classes provide a supportive and stimulating environment for Puente students to build confidence in writing skills.
- 2) Focused counseling services, COUN 007-College Study Techniques and COUN 050-Career/Life Planning. Students work closely with the Puente counselor until graduation, exploring career options, developing an academic educational plan and identifying lifetime goals. Students visit University of California and California State University campuses and attend an annual student transfer conference.

3) Professional community mentors—each student is matched with a mentor from the business or professional community. Mentors share with students personal, academic and career experiences, and provide a window into a “real life” work environment. For more information, please contact the Counseling Office at (707) 864-7000, ext. 7101.

## READING LAB

The English Department operates the Reading Lab in room 130 of the Library building to assist students with problems in reading and research. Any student can enroll in English 320, Reading Lab, and earn from .5 to 3 units of credit depending on learning modules completed.

## SCHOLARSHIPS

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

Alpha Gamma Sigma Scholarship Society  
Allison Rael Banks Memorial  
Frank Buck Scholarship  
Cal Grant A, B, & C  
Chancellor’s Office Real Estate Scholarship  
Delta Kappa Gamma Delta, XI Chapter  
Doris M. Higgins Scholarship  
Fairfield-Suisun Rotary “Most Deserving” Scholarship  
Bill Gates Millennium Scholarship  
Golden Gate University Scholarship  
Vallejo Business & Professional Women’s Club  
Malcolm X Scholarship  
Nursing-La Societe Des Quarante-Hommes et  
Huit Chevaus (40 & 8)  
Re-Entry Scholarship  
Solano Association of Realtors  
Solano Republican Women Federated Scholarship  
Soroptimist International of Vacaville  
The Sparkettes  
Bill Thurston Ethnic Studies Scholarship  
Vallejo Federated Women’s Club Scholarship  
John Webster Scholarship

Mooy - Durkin Memorial Scholarship

Students interested in applying for these scholarships should contact the Financial Aid Office, room 425, for additional information.

## SCHOLARSHIP FOUNDATION

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

Beginning in 1974, there were three awards presented to students. In 2006, over \$20,000 in scholarships was awarded to Solano students. The goal of the Foundation is the promotion of scholastic excellence by providing a program that will identify, recognize and reward outstanding scholars attending Solano Community College.

The Scholarship Foundation administers the following two programs:

### The Scholastic Achievement Program:

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

### The Memorial/Special Endowment Programs

With the first memorial program starting in 1975, there are currently 47 programs established in commemoration of specific individuals or purposes. Each program has a designated major or qualifying special requirement to determine eligibility for consideration.

### Available programs include:

- Academic Senate Scholarship - Distinguished Scholar
- Associated Students Solano College Scholarship Award
- Associated Students Distinguished Leadership/Service Recognition Award
- Chloe Beavers Tribute - Cosmetology
- Dr. Marge Blaha Memorial - Re-entry, female, various transfer majors
- California Teachers’ Association - Education/Teaching
- Jean Chapman Scholarship - Science
- Naomi “Chris” Christensen Memorial - Music
- Joe Clevenger Tribute Scholarship -Business Administration
- James “Jim” Cooper Memorial - Business
- John and Carol DeKloe Biotechnology Scholarship
- Ray O. Duey Memorial - Registered Nursing
- Eddie Edwards Memorial - Re-entry



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- Jane H. Ford Memorial - English, Education/Teaching
- Robert D. Ford Memorial - Science
- Gilbert Memorial - Re-entry; History major preference
- Rachel Goodwin Memorial
- Chuck Gray Memorial - Photography
- Phillip Moses Gray Memorial - Re-entry Male
- Dr. Carolyn Anne Green Memorial - Registered Nursing, 2nd year
- Peggy Gross Memorial - Audubon, wildlife interest/concerns
- Bob Hamilton Memorial - Science
- Ralph Hanson Memorial - Language Arts
- Beulah Hawkins Memorial - Re-entry, female, art commentary on "I Can Have My Career and a Family"
- Hosley Family Scholarship
- Margaret Lee Jenkins Memorial - Cosmetology
- Carmen Camille Cook Johnson Memorial - Re-entry, ECE, Social Science, Education
- Kirkorian Family Memorial - Education
- Clyde Low Scholarship - Library Science or History
- Jim Mills - Biotechnology Scholarship
- Martin Mini Memorial Scholarship
- Diana Muir Memorial - English
- Mary C. and Henry A. Ornellas Memorial - Fashion Design, Music or Cinematography
- Dr. Delphine Palm Memorial - Biological Science/ Medical field
- Robert "Bob" Pokorny Memorial - Education/Teaching
- Henry Power Memorial - Aeronautics
- Dr. Sally Ralph Memorial - Psychology/Counseling
- Clarence Rose Memorial - Engineering/Mathematics
- Steve Ryder Memorial - Nature awareness/appreciation
- Art and Myrna Satterlie Scholarship - Engineering/Mathematics/Computer Science
- Don Siegel Journalism Scholarship
- Sierra Club, Solano Group - Environmental concerns/awareness
- Alvin E. and Jeanne E. Soliday Scholarship - Environmental Science
- Taylor Memorial - Re-entry
- Mac Tilley Memorial - Electronics
- Malcolm Henry Tipp Memorial - Business
- Charlotte Waggy Memorial
- Lawrence "Jack" Wheeler Memorial - Counseling
- Bill and Jean Wilson Memorial - Leadership/Service with preference in Athletics
- Morgan "Porky" Wood Memorial - Athletics

A brochure on the Scholarship Foundation Program is available at the Student Services Office or the Financial

Aid Office. For any further information, please contact: SCC Scholarship Foundation; P.O. Box 2208; Fairfield, CA; 94533; or phone (707) 864-7202.

## SERVICEMEMBERS OPPORTUNITY COLLEGES (SOC)

Solano Community College has been designated as an institutional member of Servicemembers Opportunity Colleges (SOC), a group of over 1,800 colleges and universities providing voluntary postsecondary education to members of the military throughout the world. As an SOC member, Solano College recognizes the unique nature of the military life-style and has committed itself to easing the transfer of relevant course credits, providing flexible academic residency requirements, and crediting learning from appropriate military training and experiences.

## STUDENT ACTIVITIES TRANSCRIPT

The Activities Transcript is an opportunity for SCC students to document college sponsored involvement, service, and volunteerism beyond the classroom. This transcript, bearing the official College seal, is offered free to students. For more information, please contact the Director of Student Development at 864-7168, or pick up a packet from room 1425/1426.

## STUDENT CLUBS

A wide range of clubs and organizations reflecting cultural, social, ethnic and academic interests are active on the campus. Announcements of meetings and activities are available from the Student Development Office, room 1426, or call ext. 4367.

## STUDENT COMPLAINTS AND GRIEVANCES

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

**Student Complaints: Unlawful/Prohibited Discrimination Policy and Complaint Resolution Procedures (§4285) and Sexual Harassment Policy (§4270)**- In the event that any student believes that an act of prohibited and unlawful discrimination involving ethnic group identification, religion, age, sex, color or physical or mental disability, race, national origin, marital status, pregnancy, political activities or affiliation, medical condition, veteran

status, or sexual orientation has been directed against him/her by another student, staff member, group or campus organization, the student may file a complaint with the Director of Human Resources, room 616, ext. 7122. The Director of Human Resources also serves as the Staff Diversity Officer, Title IX Coordinator and the Section 504/ADA Coordinator.

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

**Student Grievances: Non-Civil Rights (§5350)** - A grievance may arise from a decision or action that has an adverse effect on a student with respect to his/her educational rights. It may arise when a student believes he/she has been denied educational rights provided by college, state and federal policies, rules, regulations.

Copies of Solano College's current procedures on "Student Grievances: Non-Civil Rights (§5350)" are available free, upon request, from the Student Development Office (room 1426), the Vice President of Student Services (room 433), and the Counseling Office (Student Services Building). These procedures include specific, step-by-step actions that must be followed to register a grievance, describe the hearing process, and establish the time limits under which these procedures operate.

## STUDENT CONDUCT & DISCIPLINE POLICY (§5300) \*\*

A student attending Solano Community College may rightfully expect that the faculty and administration will provide and maintain an environment in which there is freedom to learn. Students shall respect and obey the civil and criminal laws and shall be subject to punishment for violation of the law in the same manner as other persons. Additionally, students shall obey the policies and the rules and regulations adopted by the Solano Community College District Governing Board, and shall be subject to discipline for violation of these policies and the rules and regulations of the District and the College.

**Grounds for Disciplinary Action:** Student conduct at Solano Community College and in the activities of the College **must** conform to and be compatible with the College's function as an educational institution. College-related misconduct for which students may be expelled, suspended, placed on social probation or given a lesser sanction may come within, but is **not** limited to, one or more of the following categories:

- Failure to comply with the directions of District or College

officers or employees acting in the performance of their duties; or violation of District or College policies or regulations.

- Violating District regulations concerning the registration of student organizations, use of College facilities, and the time, place or manner of public expression, distribution of leaflets, pamphlets or other materials.
- Academic dishonesty, such as cheating or plagiarism.
- Forgery, alteration, misuse, misappropriation or theft of College papers, documents, records or identification or knowingly furnishing false information to the District or College or its officers or employees.
- Disruption or obstruction of classes, meetings, disciplinary proceedings, or other authorized functions or activities of the District or College, whether conducted on the Solano Community College campus or elsewhere including, but not limited to, the use of headsets, walkmans, cellular telephones or pagers in the classroom.
- Abusive behavior directed toward, or hazing of, a member of the campus community on or off campus property, including verbal abuse, harassment, intimidation, or the threat of abuse, to the person or property of any member of the campus community, or of members of his or her family.
- Engaging in disorderly conduct, gambling, lewd, indecent, obscene or offensive behavior on District-owned or controlled property or at any District or College-sponsored or supervised function or activity.
- The unlawful sale, possession, use or distribution of any drug or substance controlled by state or federal law on District or College controlled property or at any District or College sponsored or supervised function. Such drugs or substances include but are **not** limited to legally controlled hallucinogenics, narcotics, depressants, stimulants, marijuana and its products, toluene, and alcoholic beverages. This regulation does not apply to lawful possession of prescription drugs by the person named on the prescription or possession of contraband drugs or substances by peace officers and College instructors for use as evidence or teaching aids.
- Theft of, or intentional damage to, campus property, or property in the possession of, or owned by, a member of the campus community, or theft of software by copying. Unauthorized entry into, unauthorized use of, or misuse of campus property to include "computer piracy," which is unauthorized entry into information which is campus property.

*\*\*At time of printing, this policy and procedures were under review and not yet adopted. Please refer to the website for current policy and procedures, or contact the VP of Student Services Office, Bldg. 400, Fairfield Campus.*

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- Illegal operation of a motor vehicle on the Solano Community College campus.
- Possession or use of explosives, dangerous chemicals or deadly weapons on campus property or at a college function.
- Violation of any order of the Superintendent/President, notice of which had been given prior to such violation and during the academic term in which the violation occurs, either by publication in the campus newspapers, or by posting on an official bulletin board designated for this purpose, and which order is not inconsistent with any other provision of this Section.
- Soliciting or assisting another to do any act which would subject a student to expulsion, suspension or probation pursuant to this Section.
- Littering on campus property including grounds, facilities and parking lots.
- Unauthorized preparation, giving, selling, transfer, distribution, or publication for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction.

**Types of Disciplinary Action:** There are several types/levels of discipline that may be imposed for violations of the policies or the Rules and Regulations of the District or College:

- Official Warning
- Reprimand
- Social Probation
- Restitution
- Suspension by Teacher
- Emergency/Summary Suspension
- Disciplinary Suspension
- Disciplinary Probation
- Expulsion

The definition, process and implication of each of these are detailed in the District's procedures on "Student Conduct and Discipline (§5300)", available in the Student Development Office (Room 1425/1426), the Vice President of Student Services Office (Room 433), and the Counseling Office (Building 400).

**Student Disciplinary Procedures:** The Vice President of Student Services administers the disciplinary procedures and is authorized to take appropriate action, subject to the approval of the Superintendent/President and the Governing Board as required in the current District policies and procedures. Disciplinary action taken under these procedures may be taken regardless of anticipated,

pending, or completed civil or criminal proceedings arising out of the same act or event.

Copies of the District's current procedures on "Student Conduct and Discipline (§5300)" are available free, upon request, from the Vice President of Student Services Office (Room 443).

## STUDENT DEVELOPMENT OFFICE

The Student Development Office, located in room 1425/1426 of the Student Center, provides students with information about campus activities, special events, resources, and policies. Also, the College's Lost and Found department is located in this office. The Student Development Office supports an active student government program and encourages students to use the many services provided by the College.

The Student Development Office is a focal point for service and student leadership development. A wide variety of programs, services and clubs are available to students. Students and the student government play an important role in developing and supporting these activities. Students are involved in decision making and policy determination through their representation on many college committees. For information call (707) 864-7000, extension 4367.

## DISABILITY SERVICES PROGRAM (DSP)

This program offers supportive service for students with physical, visual, hearing, learning and psychological disabilities or other medical problems. The purpose of this program is to enable persons with a disability to integrate successfully into the college program. Some of the supportive services are: specialized counseling, priority registration, assistive computer technology, audio books, notetakers, specialized equipment, and faculty and community liaison. An adapted physical education program, which is individualized to the student's needs, is also offered.

The College campus is ideal for the student with physical disabilities. All rooms are on the ground level with many accessible restrooms and ramps. The DSP maintains a working relationship with the Department of Rehabilitation, Mental Health, Veterans Administration, Worker's Compensation (Private Rehab) and similar agencies. For further information call (707) 864-7136, extension, or come to Building 400 room 407, Fairfield campus.

**Learning Disability Center:** Solano College offers thorough testing to determine learning strengths and weaknesses for a student with a possible learning

disability. This leads to a comprehensive evaluation for services, Learning Skills classes, and to help with college success. Classes focus on learning strategies and all services stress access to the college experience. For more information contact the Learning Disability Specialist, (707) 864-7234.

## TECHNOLOGY & LEARNING RESOURCES

The Technology & Learning Resources Office is located in the Library (Bldg. 100). The Technology & Learning Resources Office is responsible for all matters related to information technology services, strategic technology planning, library automation, distance learning and state and local data/telephone network planning and implementation. It exercises overall responsibility for administrative computing, academic and instructional technology support programs, telephony, network infrastructure, local and wide area networks, media, library and video-conferencing. The office is open Monday through Friday, 8 a.m. to 4:30 p.m., and closed on all school holidays and breaks between sessions.

## TRANSCRIPTS-

### SOLANO COMMUNITY COLLEGE

Upon written request, two official transcripts of record, bearing the signature of the Dean of Admissions and Records, will be mailed without charge. Additional copies are \$2 each, payable in advance. Unofficial copies are accessible on the college Web site at: [www.solano.edu](http://www.solano.edu). A minimum of five to ten working days should be allowed for processing transcript requests. Express service (one hour maximum) is available. The cost is \$7.50 per transcript. Test scores and transcripts from other colleges are not a part of the Solano College transcript and must be requested from the appropriate testing company or college.

## TRANSPORTATION

Public transportation to Solano College is available via local city transit agencies. For schedules and fares, contact the appropriate local agency. Information on bus schedules, ride shares, and carpools is available in the Student Development Office, room 1425/1426. Also, bus schedules are available on the college Web site at [www.solano.edu](http://www.solano.edu).

## TUTORING

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

## VERIFICATION OF ENROLLMENT

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

For round the clock service, Solano College has authorized the National Student Clearinghouse to act as its agent for verification of student enrollment status. You can obtain an official Enrollment Verification Certificate at any time via the Clearinghouse Web site at [www.studentclearinghouse.org](http://www.studentclearinghouse.org). There is a \$2.50 cost for this express service.

## VETERANS AFFAIRS

Solano Community College is an approved educational institution by the CA Department of Consumer Affairs Bureau for Private & Vocational Education, under Title 38, United States Code. The Office of Veterans Affairs (VA) provides assistance to veterans, reservists and eligible dependents of veterans in their pursuit of an education and in obtaining their Veterans Educational Benefits. VA also offers additional allowances through a work-study program for those who are receiving Veterans Educational Benefits. For specific information regarding eligibility of Veterans Education Benefits, please visit our office located in Building 400, room 429, or call: (707) 864-7105.

## WRITING SKILLS LAB

The English Department operates the Writing Skills Lab in room 130 of the Library building to assist students with problems in basic grammar, sentence structure, spelling, punctuation, and vocabulary. Any student can enroll in English 310, Writing Skills Lab, and earn .5 to 1.5 units per semester to a maximum of 3 units of credit depending on learning modules completed. Students may also register for English 64, Writing the Research Paper, and earn from .5 to 1.5 units.

# Admission and Registration

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## MATRICULATION

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

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

Each student has the following responsibilities regarding matriculation services:

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

The College has the following responsibilities:

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

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

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

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

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## ADMISSION TO THE COLLEGE

Admission to Solano Community College is open to anyone who is a high school graduate, has a high school equivalency certificate, or is 18 years of age or older, and shows evidence of being able to benefit from instruction. All inquiries concerning application, admission and registration should be sent to the Solano Community College Admissions and Records office, 4000 Suisun Valley Road, Fairfield, CA 94534.

## APPLICATION FOR ADMISSION

Applications for admission with detailed instructions are available on the college Web site at : [www.solano.edu](http://www.solano.edu). An application must be submitted if a student is:

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

# Admission and Registration

## SPECIAL ADMISSION (K-12)

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

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

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

Students under grade 9 must attend an interview with a College official, along with the parent or guardian.

Students that are concurrently enrolled in K-12 can make up no more than 10% enrollment of any P.E. course (*California State Education Code Section 76002*). The authorized enrollees are determined by their enrollment "time and date." The first 10% to enroll are authorized enrollment in each course.

## INTERNATIONAL STUDENT ADMISSION

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

1. File official transcripts from all secondary schools, universities or professional schools. Transcripts must be accompanied by an official English translation.
2. Submit scores from the Test of English as a Foreign Language (TOEFL). A minimum score of 500 is required for admission on the paper-based examination. A score of 173 on the computer-based test is required for admission.
3. File a current declaration and certification of finances.
4. File a current certificate of health, including a tuberculin test. A copy of the health verification certificate submitted to immigration is acceptable provided it is not more than one year old.
5. Provide evidence of health and accident insurance protection.

6. Provide a local street address, not a post office box number, and a social security number, if applicable.

Students with an F-1 Visa must meet with the International Student Advisor each semester for approval of their academic programs. Each student must maintain enrollment in at least 12 semester units of academic work each semester. Non-resident tuition is \$190 per unit for the 2009-2010 school year. All fees are subject to change by the Board of Governors. Contact the Counseling and Guidance Office for an appointment.

## RESIDENCY

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

## SCCID (SOLANO COLLEGE IDENTIFICATION NUMBER)

All students admitted to Solano College will be issued a SCCID upon receipt of their application for admission. The SCCID is your primary identification number and will serve as your login ID for web and telephone registration. It should also be used on all correspondence and forms. The SCCID provides an added layer of protection to combat the ever-increasing occurrences of identity theft.

## TRANSCRIPTS FOR ADMISSION

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

1. Applicants for the Nursing Program.
2. Veterans.
3. Students enrolling in English and mathematics courses.
4. International students.
5. Students receiving financial assistance.

# Admission and Registration

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6. Recipients of California State Scholarships must file high school transcripts showing the eight semesters.
7. Participants in intercollegiate athletics.

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

## Transfer of Credit From Other Colleges

Only those courses from accredited colleges may be accepted for transfer to a degree or certificate program.

## REGISTRATION

### ASSESSMENT/ORIENTATION PROGRAM

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

In addition, all students enrolling for the first time in any English, English as a Second Language, or reading class must complete the appropriate testing to meet department requirements. Students who take the standard English placement tests also will be required to take a mathematics test.

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

- 1) Complete and file an "Application for Admission" with the SCC Admission & Records office (A&R)  
[Note: this can be done online at the SCC Web site: [www.solano.edu](http://www.solano.edu)
- 2) Attend a scheduled test session and take the math, reading and writing tests (contact a counselor if you think you might be eligible for a testing waiver)
- 3) Complete an on-line orientation session, found on the College's Web site under "Counseling" ([www.solano.edu/counseling](http://www.solano.edu/counseling)) or enroll in COUN 101-Orientation for College Success (1 unit)
- 4) Meet with a counselor to complete an education plan
- 5) Register for classes

Additional information may be obtained from the Counseling Center or at the Admissions and Records office. The Assessment Center schedules all matriculation tests. The Center is located in Building 400, Room 442. The

schedule for testing is published each semester in the Schedule of Classes. After the start of a semester, the monthly schedule of additional testing sessions is posted online at <http://www.solano.edu/counseling/assessment.html>, in the Counseling Center and at the Assessment Center Office. Students may also phone (707) 864-7000, ext. 4525 for the current week's assessment dates, and times.

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

## DEBTS

- Most debts for the current semester that are associated with Web registration can be paid online. If you do not have Internet access or your debt involves special circumstances, you must submit payment to the Admissions and Records office (Building 400).
- Outstanding debts associated with Web registration from previous semesters must be paid at the Admissions and Records office (Building 400).
- Returned checks are turned over to a collection agency. There is a \$15 service charge for each returned check. This debt is payable at the Credit Bureau of Fairfield, 460 Union Avenue, Fairfield.
- All other debts must be paid to the Cashier in Fiscal Services (Building 600).

Students are advised to keep receipts as proof of payment if you pay on the web. Print a copy of the confirmation page for your records.

## OFF-CAMPUS CLASSES

Classes are offered at three off-campus centers in Vallejo, Travis Air Force Base, and Vacaville. The Vallejo Center is located at 545 Columbus Parkway, Vallejo, Vallejo, (707) 642-8188. Travis University Center is located at 530 Hickam, Travis AFB, (707) 424-2431. The Vacaville Center is located at 1990 Akerly Drive, Vacaville, (707) 446-2900.

In addition to the sites listed above, each semester there are classes offered at many other locations. Students should consult the Schedule of Classes for specific locations and times. For convenience, registration for off-campus classes can be accomplished online at the College Web site, or in person on campus. Counseling services are generally held at three off-campus locations, the Vallejo Center, Travis University Center, and the Vacaville Center. Further information is available in the Schedule of

# Admission and Registration

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Classes, on the College Web site at: [www.solano.edu](http://www.solano.edu), or by calling the Admissions and Records office (707) 864-7171. It is advised that for classes offered at the Travis University Center students should view the Solano Community College Web site to meet the security requirements for Travis Air Force Base.

## PHOTO-IDENTIFICATION CARD (\$5.00)

A photo-identification card is required of all students who take courses on campus, except students who enroll in fee-based courses offered by Community Services, home-study and television courses. The card is to be carried by the student at all times while on campus. The fee of \$5.00 is payable at registration and allows the bearer to use the card during nine consecutive semesters of attendance. The card must be validated each semester upon presenting proof of registration. There is no charge for the validation. Student ID cards may be obtained in the Student Development Office, room 1425/1426 (Bldg. 1400).

## SCHEDULE OF CLASSES

The Solano College Schedule of Classes, published prior to each semester and the summer sessions, includes registration procedures and all necessary forms, calendar dates, program and general information, and course offerings. Detailed information on programs and courses may be found in this Catalog. Schedules are available at the Admissions and Records office, the Bookstore and in the Administration Building. A searchable class schedule is online at [www.solano.edu](http://www.solano.edu).

## REGISTRATION PROCEDURES

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

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

**Registration:** Students who wish to enroll in classes for the next semester can obtain registration information from the Schedule of Classes or online at [www.solano.edu](http://www.solano.edu).

The Schedule of Classes contains registration information and instructions. Registration is conducted by priority. The priority registration definitions/schedule are listed in the Schedule of Classes and online approximately 2 weeks

prior to the start of the semester. Students may pay their fees by mail. Registration payments must be received within 10 working days or you may be dropped. The College is not responsible for lost or delayed mail. Register online through the College Web site at: [www.solano.edu](http://www.solano.edu) or through **MySolano**.

Registration by proxy is permissible. Fees are due and payable at the time of in-person registration. In person registration is reserved for students with registration problems that can only be solved in person.

## LATE REGISTRATION

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

### Adding Classes and/or Late Registration:

1. Students go to the classes they wish to attend. If space is available, the instructors will give them an add code which they should use to enroll in the course online via the College Web site.
2. All enrollment fees must be submitted on or before the last day to register or add classes (see academic calendar for specific dates).

### Dropping Classes:

1. Students may drop classes by telephone or online at [www.solano.edu](http://www.solano.edu) up to the 62.5% date of the course. Students wishing to drop classes in person should complete and turn in a drop card to the Admissions & Records office.
2. Students *may* be dropped from class by the instructor if they do not attend the first class meeting. Students are required to drop classes by telephone, online or submit a drop card to A&R if no further attendance is contemplated.

## FEES

Fees are due and payable at the time of registration. Students must pay within 10 days of registration without penalties. All debts to the College must be cleared before students may register for classes.

Students are responsible for officially dropping their courses before the deadline. Non-attendance or non-payment of fees will not remove you from a course nor alleviate your responsibility to pay fees.

Students who do not officially drop courses may receive an "F" for the term and incur a student debt. You may drop courses online, by phone or in person at the Admissions and Records office.



# Admission and Registration

## NON-RESIDENT TUITION

Non-residents (out-of-state and international students) must pay tuition fees at the time of registration. The tuition fee for the 09-10 academic year, effective the first day of the summer session, 2009, is \$190 per unit. All non-resident students are also required to pay enrollment fees.

## ENROLLMENT FEES AND OTHER COSTS

- Enrollment fee: \$20 per unit.\* There is no enrollment fee for noncredit classes. Fees are due and payable at registration. All debts to the College must be cleared before students may register for classes.
- Parking fee for on-campus students: A \$20 fee per vehicle.
- Student transcript record fee: \$2 (first two are free); \$7.50 Express service; \$1 unofficial transcript.
- Student enrollment verification record fee: \$1 (first two are free). Express service through the National Student Clearinghouse: \$2.50.
- Health fee: Fall/Spring-\$13.00; Summer-\$5.00
- Student records fees (grade mailer): \$.50
- Student photo ID for on-campus students: \$5.00 (good for nine consecutive semesters when validated).
- Student Center fee: \$1 per credit hour, up to a maximum of \$10 per student fiscal year (July 1-June 30).
- Library fines: 25 cents per day, per overdue book or other materials.
- Parking citations: \$20 (for regular parking citations); \$275 (for handicapped parking citations).
- Diploma mailing fee: \$3
- Certificate of Achievement mailing fee: \$1
- Instructional and required materials fees: See the Schedule of Classes.
- Duplicate fee receipt or unofficial transcript:\$1
- Returned checks: \$15

\* The State of California has mandated this fee for credit courses through Section 72252 of the California State Education Code. The fee is not applicable to students who can demonstrate, at the time of enrollment, that they are recipients of benefits under the CalWorks program, the Supplemental Security Income/State Supplementary program, or the General Assistance program. Fee waiver forms may be obtained from the Financial Aid Office. The enrollment fee is subject to change by the State Legislature.

Solano College Office of Financial Aid will waive the enrollment fee for qualifying students who apply. A Financial Assistance Program provides three ways to help

low-income students pay the enrollment fee. Students eligible in one of the three following areas should visit the Financial Aid Office, Room 425, Student Services Building, before registering for classes and complete an enrollment fee waiver form.

—A—

### To be eligible a student must:

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

—B—

### To be eligible a student must:

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

FAMILY SIZE	2008 INCOME
1	\$15,600
2	\$21,000
3	\$26,400
4	\$31,800
5	\$37,200
6	\$42,600
7	\$48,000
8	\$53,400

Each Additional Family Member \$ 5,400

—C—

### To be eligible a student must:

- Be a California resident.
- File a free application for Federal Student Aid (FAFSA) and show financial need.
- Provide the Student Aid Report based on filing the Free Application for Federal Student Aid (FAFSA).

Contact the Financial Aid Office for complete details on the Fee Waiver Program or go online at [www.solano.edu](http://www.solano.edu) and click on Financial Aid.

# Admission and Registration

## APPLYING FOR REFUNDS

Classes dropped by the deadline date outlined in the Academic Calendar are automatically refunded. A processing fee and any debts are deducted from refunds. Fees are refunded by check, four to six weeks after late registration ends.

### 1. California Community Colleges Enrollment Fee

#### Fall and Spring Semesters

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

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

#### Summer Session and Short-Term Courses

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

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

### 2. Non-Resident Tuition

Non-resident tuition and international students tuition are refunded when the Request for Refund form is received in the Admissions and Records office or post-marked by the deadline date according to the refund schedule below and under the following conditions:

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

## TUITION REFUND SCHEDULE

### Fall and Spring Semesters

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

### Summer Session and Short-Term Courses

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

\* Less \$20 processing fee.

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

### 3. Parking Fee

The parking fee is refundable if the Request for Refund form and the original receipt and decal are received in the Admissions and Records office by the end of the second week of instruction or by the second class meeting for short term courses.

### 4. Photo I.D.

The Photo I.D. fee is refundable if the I.D. has **not** been issued to the student, and the Request for Refund form with the original receipt is received in the Admissions and Records office by the end of the second week of instruction or the second class meeting for short-term courses.

### 5. Health and Student Center Fees

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

### 6. Student Records Fee

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

# Academic Regulations

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## ACADEMIC COUNCIL

The Academic Council deals with all matters that pertain to problems that students are having with their academic performance, enrollment status, graduation status evaluations and financial matters that pertain to the registration process.

1. The Academic Council consists of the following membership: Vice President of Student Services (Chairperson), Dean of Admissions and Records, one counselor, two faculty members (appointed by the Academic Senate), and one classified staff member from Student Services.
2. Students may petition the Academic Council concerning any matter that pertains to their academic performance, enrollment status or registration/withdrawal procedures.
3. The Academic Council reviews the scope and content of each student's petition.
4. Students may obtain Academic Council petitions from the Admissions and Records office.
5. Students shall submit their completed form(s) to the Admissions and Records office.
6. All Academic Council actions are decided by majority vote. If there is a tie vote, the Vice President of Student Services may vote to break the tie.
7. The Academic Council meets on an as-needed basis.
8. Students who submit petitions that pertain to academic disqualification must have their petitions reviewed and signed by a counselor before the Academic Council will consider their requests for readmission.
9. Each student who petitions the Academic Council is notified in writing, by the Student Services Office, concerning the action taken by the Academic Council on his/her petition.
10. Any student who is not satisfied with the Academic Council action taken on his/her petition may request a second petition review by the Academic Council or an opportunity to meet with the Academic Council in order to discuss his/her petition. Requests for a second review or a personal meeting are directed to the Vice President of Student Services.
11. The Admissions and Records office is notified, by the Student Services Office, of all Academic Council decisions. The Disabled Student Program and Services (DSP&S) Extended Opportunity Programs and Services, (EOPS) and the Counseling Division are notified about special counseling needs for students.
12. The Academic Council Petition for each student is filed in his/her permanent cumulative folder along with a copy of the Academic Council's action. (Reference: Student Services Policy and Procedures 5200).

## STANDARDS FOR PROBATION AND DISQUALIFICATION

Students failing to maintain an acceptable standard academic achievement shall be placed on academic probation, progress probation, or be disqualified. (Reference: Student Services Policy and Procedures 5100) For purposes of probation and dismissal, semesters shall be considered consecutive, not in their calendar order of succession, but in the order in which a student enrolls in them. The semester in which performance causes one to be placed on probation is the first probationary semester.

### *Academic Probation*

#### **A. Placement on Academic Probation**

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

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

#### **B. Removal from Academic Probation**

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

### *Progress Probation*

#### **A. Placement on Progress Probation**

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

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

#### **B. Removal from Progress Probation**

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

### *Academic Disqualification*

Academic Disqualification may result in dismissal.

Dismissal prohibits the student from enrolling until one academic semester has passed.

#### **A. Placement on Academic Disqualification**

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

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

# Academic Regulations

## B. Removal from Academic Disqualification

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

### 1. Satisfactory Progress After Disqualification

A student who meets the requirements for readmission after disqualification and achieves a semester GPA of 2.25 or greater, but does not have an overall cumulative GPA of 2.00 or greater, shall remain on academic probation until the cumulative GPA is 2.00 or better. (This condition only overrides A.1. above.)

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

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

## PROBATION AND DISQUALIFICATION PROCEDURES

1. Students will be placed on Academic Probation when the total units in which grades of A, B, C, D and F were received at Solano Community College is 12 or more and the calculated grade point average is less than 2.0 for either the semester or cumulative GPA.
2. Students will be placed on Progress Probation when the total units enrolled is 12 or more and for which entries of I, W, or NP equals or exceeds 50%. (For purposes of Progress Probation, transcript entries of A, B, C, D, F, W, I, P and NP are counted for units enrolled.)
3. Students placed on probation will be notified on the student grade report. Students that are disqualified will be notified by the Admissions and Records office.
4. The student on probation should see a counselor to review academic standards for maintaining satisfactory progress.
5. Students who are dismissed for poor academic achievements must petition the Academic Council for readmission. A petition may be filed if extenuating circumstances exist which caused the substandard grades, or the student must remain out of school for one semester excluding a summer session.
6. A Counselor will review academic standards with the student and recommend readmission after disqualification. The petition for readmission must contain written comments from the Counselor prior to review by the Dean of Admissions & Records. The Academic Council will hear appeals and recommend conditions of readmission or denial of readmission.
7. Students that have been readmitted after disqualification and achieve a semester GPA of 2.25 or greater with no transcript entries of W, I or NP and whose cumulative G.P.A. remains under 2.0, will be automatically readmitted for the ensuing term.
8. For purposes of progress probation, the total units enrolled will begin to accumulate with the Summer 1996 term.

## ACADEMIC RENEWAL

Pursuant to regulations established by the Board of Governors of the California Community Colleges, students may petition for the elimination of past substandard coursework (D, F, or NP) up to 30 units in the calculation of their cumulative grade point average. (*Reference: Student Services Policy and Procedures 5110*)

## ACADEMIC RENEWAL –STUDENT SERVICES PROCEDURES 5110 PROCEDURES

Pursuant to regulations established by the Board of Governors of the California Community Colleges (*Title 5, Section 55764*), students may, under the provisions outlined below, petition for the elimination of past substandard coursework in the calculation of the student's grade point average (GPA.)

1. Coursework eligible for consideration under this regulation shall be:
  - a) No more than thirty (30) units;
  - b) Clearly sub-standard coursework, defined as those courses in which the student earned grades of D, F or No Pass;
  - c) Courses taken at Solano Community College and
  - d) Courses taken three or more semesters (not including summer session) prior to petitioning.
2. Students are not eligible for relief under the academic renewal policy until they have:
  - a) Completed at least fifteen (15) units, with a grade of "C" or better at an accredited post-secondary institution subsequent to the coursework to be alleviated;
  - b) Met the three semester (not including summer session) time requirements; and
  - c) Filed an Academic Renewal Petition with the Admissions and Records office.
3. Courses eliminated under this policy may not be applied toward any degree or certificate requirement.
4. If the request is approved, the student's academic record will be annotated to reflect the change, but all work will remain legible.
5. Solano Community College may honor the Academic Renewal Policy of other accredited institutions in disregarding previous academic work.
6. Students should understand that other colleges may not honor the Academic Renewal Regulations of Solano College.

## PETITION PROCESS

Any student who has a problem regarding their academic performance, enrollment status or registration/withdrawal procedures may petition the Academic Council. Petition forms are available from the Admissions and Records office, the Counseling Division Office, the

# Academic Regulations

Office of the Vice President of Student Services, or on the web. Petitions to the Academic Council can relate to any of the following issues and circumstances:

- **Dropping a class after the deadline has passed:** Due to extenuating circumstances, specifically, illness, accident or conflict with hours of employment [a physician's statement on letterhead stationary is required to support medical reasons; an employer's statement on letterhead stationary is required to support the change of hours as a condition of continuing (not new) employment]; an instructor's signature is required.
- **Adding a class after the deadline has passed:** The instructor's signature is required and the petition must be submitted to the Admissions and Records office within five (5) business days of receiving the instructor's signature.
- **Repeating a course previously completed successfully (with a grade of "C/P" or better):** Due to extenuating circumstances that affected the previous grade [three or more years must have passed since the course was completed and there must be a compelling reason why a grade higher than a "C/P" is required in the course]. Students must first meet with a counselor and obtain their signature on the petition prior to submitting it to the Office of Admissions & Records.
- **Receiving a refund of fees after the deadline has passed:** Only under extenuating circumstances.
- **Being readmitted after academic disqualification:** The petition must be reviewed and signed by a counselor before it is submitted to the Vice President of Student Services or his/her designee.
- **Requesting Substitutions/Waiver of Requirements:** Students must first meet with a counselor before submitting the Substitution/Waiver of Graduation/or Major Requirements petition.

## AUDITING

Course auditing is permitted as a service to students who have completed designated credit courses for the maximum number of allowable enrollments. The purpose of auditing is to allow students to continue study, after course repeatability has been exhausted.

A list of courses that have been designated for auditing is available in the Admissions and Records office.

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

The auditing fee is \$15 per semester unit. NOTE: This is the fee at the time of publication; however, it is possible that the fee may be increased by the State Legislature and Governor at a later date. For up-to-date fee information, go to: [www.solano.edu](http://www.solano.edu). One may apply to audit a designated course after the second meeting when class size has been established for regular students.

## FINAL EXAMINATIONS

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

## GRADES

### GRADING SYSTEM

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

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

\*Substandard grades (Title V 55761)

### NON-EVALUATIVE GRADES

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

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

### PASS/NO-PASS OPTION

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

The P grade represents a letter grade of A, B, or C. The NP grade represents a D or F letter grade. Units earned in the grading system are not used in computing grade point averages. A letter grade cannot be changed to a pass/no-pass grade, and a pass/no-pass grade cannot be changed to a letter grade unless the course is repeated. A course in which a grade of NP has been earned may be repeated

# ACADEMIC REGULATIONS

once for a P or letter grade. Some courses are offered only on a P/NP grading basis and letter grades may not be earned in these courses. These courses are identified in the Course Descriptions section of this Catalog.

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

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

## GRADE REPORTS

Grades are available at the College Web site under *MySolano*.

## INCOMPLETE GRADES

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

When such conditions exist, the instructor and student must complete an "Incomplete Grade Contract" which outlines the work to be completed within one calendar year to result in an agreed-upon grade and states a preliminary grade which represents the grade earned by the student in work completed. When the work has been completed as outlined on the contract, the instructor will forward a "Change of Grade" card to the Division Dean. Students who do not complete the contract will be assigned a grade at the end of one calendar year.

## CHANGE OF GRADES

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

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

**Important Note:** Except in the cases of mistake, fraud, bad faith, or incompetency, a grade assigned by an instructor is not a grievable

issue as described by the California Education Code (*Section 76224*):  
". . .when grades are given for any course of instruction taught in a community college district, the grade given to each student shall be the grade determined by the instructor of the course and the determination of the student's grade by the instructor, and in the absence of mistake, fraud, bad faith, or incompetency, shall be final."

## HONORS

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

**Deans':** The Deans' Honor List recognizes those students who earn academic honors each semester. The Deans' List includes those students who have achieved a grade point average of at least 3.25 or higher with at least 39 grade points in not fewer than 12 units of work completed. A grade point average (GPA) is determined by dividing the total number of grade points earned by the total units attempted, excluding credit/nocredit courses and those in which W or I grades are earned. (Example: 36 grade points divided by 12 units attempted equals 3.0 GPA/B average.)

**Alpha Gamma Sigma:** Permanent membership in Alpha Gamma Sigma, the California Community College Honor Society, recognizes students who have maintained a high grade point average in all college work. Permanent membership may be awarded at the time of graduation. Applications are available in Room 1425/1426 in the Student Center. For detailed membership information contact one of the AGS advisors: Dorothy Hawkes at (707) 864-7202 or Diane White at (707) 864-7285.

**Phi Theta Kappa:** Permanent membership in Phi Theta Kappa International Honor Society, Beta Mu Gamma Chapter, recognizes the scholarly achievements of SCC students who have completed 12 semester hours associate degree course work, with a grade point average of 3.5. Grades for courses completed at other institutions will not be considered when determining membership eligibility. A cumulative grade point average of 3.25 must be maintained to remain in good standing. Applications are available in the Student Development Office, Room 1425/1426, Fairfield campus. For detailed membership eligibility information, contact (707) 864-7000, ext. 4367.

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

## REPEATABILITY OF COURSES\*\*

**\*\*At the time of print, the college was in the process of reviewing changes in the Education Code about repeatability - there are anticipated changes to these policies and procedures, See Web site for current information or contact the Admissions & Records office.**

# ACADEMIC REGULATIONS

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

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

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

## STUDENT CLASSIFICATION

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

**Freshman:** A student who has earned from 0 to 29.5 semester units of college credit.

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

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

**Part-time:** A student enrolled in 11.5 or fewer semester units.

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

## STUDENT LOAD

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

Permission to carry an excess load of 20.5 or more units may be granted to individuals depending on the excellence of their academic work. This permission is granted by the **Academic Council**. Petitions are available at the Admissions and Records office.

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

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

## STUDENT RESPONSIBILITIES

### Attendance and Participation

Students must attend the first meeting of their classes each semester in order to verify their class enrollments. Students failing to appear may be withdrawn from class rolls. Regular attendance and participation is required of all students enrolled in courses and laboratories at Solano Community College. This includes regular attendance, completion of examinations, assignments, participation in class activities and discussions. Instructors shall provide students with written statements describing course requirements, grading standards and course prerequisites.

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

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

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

### Attendance and Progress of Veterans

Veterans and their dependents must initiate their claim for educational benefits through the Veterans' Affairs Office on campus. After classes begin, students are required to notify the Veterans' Affairs

# ACADEMIC REGULATIONS

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Office promptly of any change in their unit loads or changes of address.

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

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

## Withdrawal from Classes

Students are responsible for officially dropping from classes and verifying that drop cards are submitted to the Admissions and Records office or complete the drop process using the web online services. Non-attendance or non-payment of fees will not remove you from a course nor alleviate your responsibility to pay fees.

Students who do not officially drop courses may receive an "F" for the term and incur a student debt. You may drop courses online or in person at the Admissions and Records office.

A student may withdraw from a class during the first four weeks of instruction by filing a drop card with the Admissions and Records office or complete the drop process using the web online services. Courses dropped by the end of the first four weeks of instruction will not appear on the student's record.

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

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

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

## Withdrawal from College

Students who find it necessary to drop all courses during the semester are required to fill out a Withdrawal Card at the Admissions and Records office or withdraw using the web online services. Seeing a counselor is advised before deciding to withdraw. It is important to clear any debts owed to the College before leaving the College. Failure to withdraw properly could result in a failing grade and a student debt.

## ACADEMIC INTEGRITY

At the heart of any institution of higher learning is the fundamental right of Academic Freedom for which Honesty and Integrity are preconditions. Academic Integrity is therefore fundamental to the Solano Community College community. Academic Integrity is maintained only when all academic work is the product of identified individuals. Any act of Academic Dishonesty interferes with

Academic Integrity and therefore the core values of this institution. All violations of Academic Integrity on the part of any member of the academic community constitute a serious offense. Examples of Academic Dishonesty include:

### Plagiarism:

Plagiarism consists of taking the exact words or the specific substance, structure or ideas of another and passing these words or ideas off as one's own in any academic exercise. The following examples are some of the many forms plagiarism may take.

1. Submitting a term paper, examination or other work written by someone else. This includes extended paraphrasing of another's work or research. This is a flagrant instance of plagiarism.
2. Failure to give appropriate credit for ideas, statements of facts, conclusions, or exact words derived by another either in the text or as a footnote.
3. Failure to use quotation marks or appropriate indents when using the exact words of another, whether it be a paragraph, a sentence or even a portion thereof.
4. Usage of any electronic media without providing proper citations, including the Internet, email, copied postings, or any other source of information available electronically.
5. The citing of a source which does not reasonably conform to these expectations, such as another plagiarized or otherwise undocumented paper or other resource.

Plagiarism can, in some cases, be a subtle issue. Any questions about what constitutes plagiarism should be discussed with the faculty member or a Solano Community College faculty librarian.

### Cheating:

Cheating is the usage of unacknowledged or unauthorized notes, materials, information, calculators, electronic devices, or study aids in any academic exercise. Cheating also includes: using information from another student or student's paper; altering a graded work after it has been returned then submitting the work for re-grading without instructor permission; submitting another's work under one's own name. Students must not request others (including commercial term paper companies) to conduct research for them. Students may be restricted from leaving the classroom during an exam period.

### Fabrication:

Fabrication is the falsification of any information or citation in an academic exercise. Fabrication includes presenting data not gathered in accordance with guidelines defining the appropriate methods for collecting or generating data or failing to include an accurate account of the method by which the data were generated or collected. "Invented" information may not be used in any laboratory experiment or other academic exercise without authorization from



# ACADEMIC REGULATIONS

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the instructor. The student must also acknowledge reliance upon the actual source from which cited information was obtained. A writer should not, for example, reproduce a quotation from a book review and indicate that the quotation was obtained from the book itself.

## **Facilitating Academic Dishonesty:**

Students who knowingly or negligently allow their work to be used by other students or who otherwise aid another student in violating Academic Integrity are guilty of Academic Dishonesty even though they may not benefit directly from the violation. Facilitating Academic Dishonesty includes making one's research, notes, essays or other work available for other students to access such as uploading one's work to the Internet or making it otherwise available.

## **Denying Others Access to Information:**

It is a violation of Academic Integrity to deny others access to scholarly resources, or to deliberately impede the progress of another student or scholar. Examples of offenses of this type include: giving other students false or misleading information; making library material unavailable to others by stealing or defacing books or journals, or by deliberately misplacing or destroying reserve materials; or altering computer files that belong to another.

## **Forgery, Alteration or Misuse of Campus Documents, Records, or Identification or Knowingly Furnishing False or Incomplete Information to a Campus:**

It is a violation of Academic Integrity to alter documents affecting academic records. It is also a violation to forge a signature of authorization or to falsify information on an official academic document, election form, grade report, letter of permission, petition, or any document designed to meet or exempt a student from an established College academic regulation.

## **Sanctions:**

All violations of Academic Integrity are subject to an appropriate penalty. Violations at Solano Community College are classified into three levels according to the severity of the infraction and the discretion of the instructor and/or Vice President of Student Services. For each level of violation, a corresponding set of sanctions is recommended. These sanctions are intended as general guidelines as culpability may be assessed differentially for those with more and less experience as members of the academic community. Examples are cited below for each level of violation. These examples are illustrations and are not meant to be considered all-inclusive. Any violation of Academic Integrity which occurs within the classroom or the context of a particular class may incur Level One or Level Two sanctions at the discretion of the instructor. The instructor may also choose to refer the student to the Office of the Vice President of Student Services for possible further action at the discretion of the Vice President of Student Services, including Level Three sanctions. To refer students to the Office of the Vice President of Student Services, faculty may contact the Office of the Vice President of Student

Services directly or use the Solano Community College Academic Dishonesty Report Form.

## **Level One Violations**

Level One violations may occur due to inexperience or lack of knowledge of principles of academic integrity.

These violations are likely to involve a small fraction of the total course work, are not extensive, and/or occur on a minor assignment. Such infractions might include:

1. Working with another student on a laboratory or other homework assignment when such work is prohibited.
2. Failure to footnote or give proper acknowledgment in an extremely limited section of an assignment.

## **Recommended sanctions for Level One violations may include one or more of the following:**

1. Requiring the student to complete additional academic assignments which may be at a more difficult level than the original assignment.
2. Awarding a failing grade for the assignment.
3. Imposing other sanctions of similar severity at the discretion of the instructor and/or the Vice President of Student Services.

Records of students who commit Level One offenses will be maintained in the Office of the Vice President of Student Services.

## **Level Two Violations**

Level Two violations are characterized by dishonesty of a more serious character or which affects a more significant aspect or portion of the course work. Examples of Level Two violations might include:

1. Quoting directly or paraphrasing to a limited extent without acknowledging the source.
2. Submitting the same work or major portions thereof to satisfy the requirements of more than one course without permission from the instructor.
3. Using data or interpretative material for a laboratory report without acknowledging the sources or the collaborators.
4. Receiving assistance from others, such as research, statistical, computer programming, or field data collection help that constitutes an essential element in the undertaking without acknowledging such assistance in a paper, examination or project.

## **Recommended sanctions for Level Two violations may include one or more of the following:**

1. Awarding a failing grade for the assignment.
2. Awarding a failing grade for the course if the assignment was valued at more than 1/2 the course evaluation.
3. Imposing other sanctions of similar severity at the discretion of the instructor and/or Vice President of Student Services.

Records of students who commit Level Two offenses will be maintained in the Office of the Vice President of Student Services.

# Academic Regulations

## Level Three Violations

Level Three violations are those that go beyond Level One or Two which, in the opinion of the Office of Student Services, require sanctions that go beyond the measure of a single classroom. Level Three violations include dishonesty that affects a major or essential portion of work done to meet course requirements, or involves premeditation, or is preceded by one or more violations at Levels One and Two. Level Three violations represent the most serious breaches of intellectual honesty. Examples might include:

1. Copying on examinations.
2. Plagiarizing major portions of a written assignment.
3. Acting to facilitate copying during an exam.
4. Using materials prohibited by the instructor, e.g., books, notes, calculators or the like during an examination.
5. Collaborating before an exam to develop methods of exchanging information and implementation thereof.
6. Altering examinations for the purposes of re-grading.
7. Acquiring or distributing an examination from unauthorized sources prior to the examination.
8. Presenting the work of another as one's own.
9. Using a purchased or otherwise acquired term paper or other materials.
10. Removing posted or reserved material, or preventing other students to its access.
11. Fabricating data by inventing or deliberately altering material. (This includes citing "sources" that are not, in fact, sources.)
12. Using unethical or improper means of acquiring data.
13. Infractions of academic integrity in ways similar to criminal activity (such as forging a grade form, stealing an examination from a professor or from a university office; buying an examination; or falsifying a transcript or changing other records of work accomplished).
14. Having a substitute take an examination or taking an examination for someone else.
15. Sabotaging another student's work through actions designed to prevent the student from successfully completing an assignment.

Sanctions for Level Three violations are imposed by the Office of the Vice President of Student Affairs in accordance with the established disciplinary procedures as set forth in *Solano Community College Board Policy 5300*. Following procedures consonant with due process, a student may be expelled, suspended, placed on social probation or given a lesser sanction if the student is found to have committed an act of academic dishonesty. The totality of the particular circumstances, the student involved, and any relevant mitigating factors shall be considered in every case.

## Additional Consequences of Violating the Academic Integrity Policy

Students committing acts of academic dishonesty not only face university censure but run a serious risk of harming their future educational and employment opportunities. Prospective employers and other educational institutions frequently use recommendation forms that ask for judgment and comment on an individual's moral or ethical behavior. Many scholarship opportunities, awards and memberships to academic societies, such as honor societies or discipline-specific associations, also rely heavily on recommendations. College faculty and administrators knowledgeable of academic dishonesty infractions are ethically bound to report such incidences. Moreover, in all cases in which a grade of "F" is assigned for disciplinary reasons, the "F" will remain on the student's transcript, even if the course is retaken and a passing grade is achieved. Lastly, many other institutions and professional environments impose a no tolerance policy on dishonesty which may result in the student being expelled or fired. Solano Community College students are therefore obligated to develop educational habits befitting their scholastic and career goals.

## SOLANO COMMUNITY COLLEGE HONOR CODE

At Solano Community College, we believe that Academic Integrity is fundamental in an institution dedicated to personal development through learning, free inquiry, and the exchange of ideas. Honest work is an integral part of the learning process: it builds self esteem, knowledge, and skills. It is the responsibility of every Solano Community College student to represent work truthfully and engage honestly in all assignments. We believe that any instance of academic dishonesty hurts the entire college community. Solano Community College defines academic dishonesty as:

- Plagiarism or knowingly or unknowingly using someone else's ideas, words, or thoughts without giving credit to the source
- Receiving or providing unauthorized assistance on assignments and/or exams
- Using unauthorized materials during an exam
- Fabrication of data or references
- Denying others access to information
- Forgery, alteration, or misuse of documents, records, or identification

Solano Community College will not tolerate Academic Dishonesty.

# Non-Traditional Learning

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

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

## ADVANCED STANDING

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

## CLEP EXAMINATIONS APPROVED AT SOLANO COMMUNITY COLLEGE

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

EXAMINATION	Credit SCORE	COURSE
<b>GENERAL EXAMINATIONS:</b>		
English Comp (with essay)	3 units	ENGL 001 (50)
Humanities	3 units	Elective Credit (50)
College Mathematics	3 units	Elective Credit (49)
Natural Sciences	5 units	Elective Credit (49)
Social Sciences & History	3 units	Elective Credit (47)
<b>SUBJECT EXAMINATIONS:</b>		
Pre-Calculus	3 units	MATH 320 (50)
American Government	3 units	PLSC 001 (50)
History of the United States I: Early Colonizations to 1877	3 units	HIST 017 (50)
History of the United States II: 1865 to the Present	3 units	HIST 018 (46)
American Literature	6 units	ENGL 030, 031 (46)
Analyzing & Interpreting Literature	3 units	ENGL 002 (47)
English Literature	6 units	ENGL 030, 031 (46)
College Composition	3 units	ENGL 001 (50)
General Biology	5 units	BIO 002 (49)
Calculus with Elementary Functions	4 units	MATH 020 (50)
General Chemistry	5 units	CHEM 001 or 002 (48)
Introductory Psychology	3 units	PSYC 001 (47)
Human Growth/Development	3 units	HUDV 038 (47)
Principles of Accounting	3 units	ACCT 001 (50)
Principles of Macroeconomics	3 units	ECON 001 (48)
Principles of Microeconomics	3 units	ECON 002 (48)
Introduction to Business Law	3 units	BUS 018 (50)
Information Syst & Computer Appl.	3 units	CIS 001 (50)
Principles of Marketing	3 units	MKT 171 (48)
Introductory Sociology	3 units	SOC 001 (46)

## COLLEGE ENTRANCE EXAMINATION BOARD (CEEB)

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

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

EXAMINATION	Credit SCORE	SCC Equivalent AWARDED	COURSE
English			
Language & Comp	3,4,5	3 units	ENGL 001
Lit & Composition	3	3 units	ENGL 001
Lit & Composition	4,5	6 units	ENGL 001, 002
Foreign Languages			
French Lang	3,4,5	5 or 3	FREN 003 or 011
French Lit	3,4,5	5 units	FREN 004
German Lang	4,5	5 units	GRMN 004
German Lang	3	5 or 3	GRMN 003 or 011
Latin (Vergil & Catilus/Horace)	3,4,5	3 units	LATN 003
Spanish Lang	4,5	5 or 3	SPAN 003 or 011
Spanish Lang	3	5 units	SPAN 002
Spanish Lit	4,5	5 units	SPAN 004
Humanities			
Studio Art	5	6 units	ART 001 - 048
Studio Art	3,4	3 units	ART 001 - 048
Studio Art (Draw)	5	6 units	ART 001 - 048
Studio Art (Draw)	3,4	3 units	ART 001 - 048
Art History	5	6 units	ART 001, 002
Art History	3,4	3 units	ART 001 or 002
U.S. History	3,4,5	6 units	HIST 017, 018
Eur History	3,4,5	6 units	HIST 004,005
Music Theory	3,4,5	3 units	Elective
Natural Science			
Biology	3,4,5	4 units	BIO 015
Chemistry*	4,5	5 units	CHEM 001
Computer Sc AB	3,4,5	3 units	CIS 022
Calculus AB	4,5	4 units	MATH 020
Calculus BC	4,5	8 units	MATH 020, 021
		or	MATH 030, 031
Physics B*	4,5	8 units	PHYS 002, 004
Physics C*	4,5	4 units	CHEM 006
Social Science			
Gov't & Pol of US	3,4,5	3 units	PLSC 001
Econ (Micro)	3,4,5	3 units	ECON 002
Econ (Macro)	3,4,5	3 units	ECON 001

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

## CREDIT-BY-EXAMINATION

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

To be eligible, the student must be enrolled currently at the College in at least one (1) graded course other than those being taken for credit-by-examination, be in good standing (overall 2.0 GPA) and have completed a minimum of 12 units in residence or will have completed a minimum of 12 semester units by the end of the current semester, exclusive of units to be earned by the credit-by-examination. All prerequisites must be met or waived by the Division Dean before a student takes an examination

# Non-Traditional Learning

for credit, and no examination may be repeated. The maximum number of units that may be earned by credit-by-examination is 15. A petition for credit-by-examination must be filed with the Office of Admissions and Records no later than the fourth week of the semester.

If the petition for credit-by-examination is approved by the Division Dean, the student returns the petition to the Office of Admissions and Records. Eligibility will be checked and payment of a fee for preparation and administration of the examination in the amount of \$20 per course unit to a maximum of \$120.

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

## FORMAL MILITARY SERVICE SCHOOLS

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

## MILITARY SERVICE

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

## ONLINE AND ONLINE/HYBRID CLASSES

Solano Community College offers two types of Internet classes for credit: online and hybrid classes. Online classes are taught entirely over the Internet and hybrid classes are taught partly over the Internet and partly in the classroom. These classes have regular assignment schedules and reading material and the same learning requirements as traditional classes.

Participation in online sections and hybrid sections require that students have a computer with Internet access and a web browser. The individual classes will also have additional requirements such as a textbook and possibly a specific software program to be used.

**Online:** These classes utilize the Internet and email to create an educational experience that can be completely independent of time and place. Students still purchase textbook(s) and take tests, but they do the majority of the class work at a computer connected to the Internet. They work according to their own schedule, at home, in the office, or on general access computers on campus. All course materials, the syllabus, assignments, tests, and links to other Web resources, are contained on the course site. Students communicate with their instructor, and each other, by sending and receiving email and by participating in "threaded discussions." These are discussions that continue over time where students drop in to read the comments and to add their own. While online classes may not be for everyone, they are well suited to students who are self-motivated, who have access to a computer, who may have busy

schedules and who may not be able to travel to campus for classes with specific meeting times.

**Hybrid:** These classes use a combination of the face-to-face and online formats. Typically, the class will meet as a group once a week, and the remaining time is spent online. Some activities will be conducted in a group (traditional class) format and some activities are conducted individually (online). These classes offer the best of both worlds - flexibility with the online portion and the sense of being in a group with the traditional class meeting.

## STUDY ABROAD PROGRAM

At Solano Community College, the opportunity to study abroad is available for all students. Students of various language skills have the opportunity to participate in study abroad programs all over the world. Students can elect a program where the language of instruction is a foreign language or alternately may choose a program where the language of instruction is English. Solano Community College also has information on a wide variety of exciting opportunities such as volunteering abroad, exchange programs, internship abroad or work abroad programs.

Solano Community College has joined with other California Community Colleges and the American Institute for Foreign Study (AIFS) to offer students the opportunity to study abroad. In addition to being eligible for any California Community College Program, students may prepare for study abroad via California State University's Study Abroad Program, University of California's Education Abroad Program, or numerous higher education institutions and private programs.

Solano Community College students may participate in semester, year long, or summer programs all over the world. Many locations are available, including places such as: Australia, England, France, Mexico, Northern Europe, South America, Spain, Italy, Holland, Austria, Czech Republic, Ireland, Russia, Poland, South Africa, China and Japan. The world can be your classroom through study abroad. To be eligible to study abroad via Solano and other Community College Programs, a student must have completed 12 units of post secondary college work at Solano or another regionally accredited institution, be at least 18 years of age, and have a cumulative GPA of 2.0 or higher, depending on the program. For programs that require language skills, students typically need 1-2 years of successful work in the language. In addition, students also have the option of beginning their junior year at a CSU or UC as a study abroad student. The deadline for these academic year programs generally is in early spring. Courses offered through study abroad programs are usually transferable to accredited colleges and universities.

The FAFSA (Free Application for Federal Student Aid) program offers funding for students wishing to study abroad. Solano Community College is also affiliated with the National Security Education Program, which offers scholarships for study abroad. Additional private scholarships may be available.

Students who would like additional information on study abroad should see a counselor early in their academic program to be well prepared. Appointments can be made in the Counseling Center, Building 400, room 407, Fairfield Campus.

# Graduation Requirements

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

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

## Certificates of Achievement

A Certificate of Achievement recognizes a student's satisfactory completion of an organized program of study. A number of certificate programs are offered for students seeking specialized training in specific fields. For most certificate programs, students who complete the series of courses with a **cumulative** grade point average of 2.0 or higher are eligible to apply for the Certificate of Achievement. However, it is required that students complete **each** course within the program with a grade point of 2.0 (C) or better or a P if the course is taken on a pass-no pass basis.

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

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

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

## Associate Degrees

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

## Catalog Rights

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

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

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

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

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

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

## Total Units

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

## Major and Area of Emphasis

A minimum of 18 semester units must be concentrated in a designated field of study, as outlined in one of the two-year degree programs. All courses in the major or area of emphasis 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 Philosophy and Criteria Statements

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

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

- To improve the essential communication skills of speaking, writing, reading, and listening.
- To understand the heritage and culture of one's own society and the society of others.

# Graduation Requirements

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

## Cross-Cultural Studies Requirement

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

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

## General Education Structure

There are three options available for completing the General Education requirements for the Associate Degree. Requirements for Option A, Option B and Option C are as follows:

### Option A

(Minimum 21 units)

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

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

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

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

## Area A - Natural Sciences

(Minimum 3 units)

**Physical Science:** ASTR 010, 030, 040; CHEM 001, 002, 003, 004, 010, 011, 160; ENGR 030; GEOL 001, 002, 005; METR 010; PHYS 002, 004, 006, 007, 008, 010; PHSC 012.

**Biological Sciences:** BIO 001, 002, 005, 006, 012, 012L, 014, 015, 016, 018, 019.

Other courses that may be used in satisfying this requirement: ANTH 001; NUTR 010; GEOG 001; HORT 050.

## Area B - Social and Behavioral Studies

(Minimum 3 units)

1. AMST 001, 002; HIST 017, 018, 018H, 028, 029, 037; IR 001; PLSC 001, 001H, 005; SOC 002.

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

2. ANTH 002, 007; COUN 050, 055, 083; CJ 001; ECON 001, 002; GEOG 002, 004; HIST 010, 025, 030, 031, 032; HUDV 038, 039, 040, 050, 053, 058, 070; JOUR 011; LR 12; PLSC 002, 003, 006, 016, 019; PSYC 001, 002, 004, 005, 010, 020, 024, 030; SOCS 022, 023, 025, 026, 027, 028, 030; SOC 001, 023.

## Area C - Humanities

(Minimum 3 units)

AMST 001, 002; ART 001, 002, 003, 010, 011, 012; CINA 010, 011; ENGL 002, 012, 013, 014, 016, 018, 021, 023, 024, 025, 030, 031, 032, 033, 034, 035, 036, 037, 038, 040, 041, 044, 058; FLNG 001-004, 011, 031-034; HIST 002, 003, 004, 005; HUMN 001, 002, 003; MUSC 005, 007, 008, 009, 010, 011, 013, 014, 015, 017, 020, 021, 024, 025, 026; PHIL 003, 004, 005, 031, 032; PHOT 035; SPAN 001S, 002S, 025, SPCH 015; THEA 006, 010, 011, 013; TV 050.

# Graduation Requirements

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## Area D - Language and Rationality

(Minimum 6 units)

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

1. Writing: ENGL 001 OR \*ENGL 051 (English requirement).
- \* English 051 may be used in some vocational programs. See the "Programs" section of this catalog.
2. Reading: This requirement may be satisfied by any of the options listed below:

- a) Achieve a college level score of 95 or better on the reading comprehension section of the assessment test.

**OR**

- b) Achieve a grade of "C" or better in a college-level reading class: ENGL 062, or a special program of study in the Reading Improvement Lab developed for students scoring between 87-94 on the reading comprehension section of the assessment test.

**OR**

- c) Present proof of one of the following:

- 1) An Associate degree or higher from an accredited institution.

- 2) A grade of "C" or better in a college-level reading course from another community college.

- 3) College-level reading test scores from another college, or a score of 500 or better on the verbal section of the SAT, or a score of 23 or better on the English section of the ACT.

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

- a) A minimum of three units of an Intermediate Algebra level Math course: MATH 104, 112, 114, 118.

**OR**

- b) A minimum of three units of a transfer level Math course: MATH 002, 004, 011, 012, 020, 021, 022, 023, 030, 031, 040, 051.

## Area E - Cross-Cultural Studies

(Minimum 3 units)

ART 012, CINA 011, COUN 055, ENGL 012, ENGL 036, HIST 037, HUDV 053, HUMN 003, MUSC 013, PLSC 005, SOCS 022, THEA 013.

## Local District Requirement Health/Physical Education

Two Physical Education activity courses (PE 001A through PE 009F) or two Intercollegiate Athletic sports or any combination thereof that equates to two exposures.

**OR**

One Health Education course (HED 002, or 003) *and* one Physical Education activity course (PE 001A through PE 009F) or one Intercollegiate Athletic sport.

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

### Option B

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

Please see page 46-47 for specific IGETC courses.

### Cross-Cultural Studies Requirement

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

ART 012, CINA 011, COUN 055, ENGL 012, ENGL 036, HIST 037, HUDV 053, HUMN 003, MUSC 013, PLSC 005, SOCS 022, THEA 013.

### Option C

To satisfy the general education requirements for the Associate Degree, completion of the California State University (CSU) general education 39-unit breadth pattern may be used in lieu of the requirements listed in Option A or B. In order to use this option, these courses must be completed with the grades required for admission to the CSU campuses. Please see a counselor for further information.

Please see page 44-45 for specific CSU courses.

### Cross-Cultural Studies Requirement

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

ART 012, CINA 011, COUN 055, ENGL 012, ENGL 036, HIST 037, HUDV 053, HUMN 003, MUSC 013, PLSC 005, SOCS 022, THEA 013.

# Transfer to Four-Year Colleges & Universities

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Solano Community College has a long history of preparing students for successful transfer to colleges throughout California and the United States. While it is ultimately the student's responsibility to adhere to transfer admissions requirements and application deadlines, Solano Community College counselors can help students keep up-to-date with the complex array of transfer requirements. To ensure transfer admission, particularly into competitive majors, students should see a counselor early in their educational experience in order to develop an education plan that includes transfer prerequisites. In addition, students are urged to study the catalogs of the transfer institutions and, if possible, to visit those campuses. Catalogs and detailed transfer information are available in the Counseling, Career, and Transfer Centers. Information regarding general education requirements for the California State University system and the University of California system are summarized in this catalog, but students are still urged to see a counselor to discuss general education for their major and transfer school.

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

## Transfer Programs

Solano Community College works closely with the UC, CSU, and independent institutions to create a seamless transition from SCC to the university. While Solano students may apply to any university, the college has particular guaranteed transfer admission programs with some universities. To participate in these programs students must meet specific G.P.A. and course requirements often times associated with their major. The University of California offers a Transfer Admission Guarantee (TAG) to all UC campuses with the exception of UC Berkeley and UCLA.

## Concurrent Enrollment

Students may enroll in one course at the UC or CSU at no additional cost while concurrently enrolled at Solano Community College. G.P.A. and unit requirements are enforced and students must be enrolled full-time. Contact the Office of Admissions and Records or a counselor for additional information and application.

## Aerospace Studies (Air Force ROTC)

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

Upon completion of all the program requirements for a Bachelor's degree, cadets are commissioned second lieutenants in the Air Force and serve a minimum of four years on active duty.

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

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

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

## General Education for the UC and CSU Systems

In addition to preparing for their transfer major, students are encouraged to complete the lower division portions of their general education (GE) program as well. These requirements may be met using one of two course patterns. The first course pattern is known as the Intersegmental General Education Transfer Curriculum (IGETC) and the other is the California State University General Education pattern (CSU GE).

The IGETC pattern is accepted at both the UC and the CSU to meet lower division GE requirements. All courses used for IGETC must be completed with a "C" or better.

The CSU GE pattern is accepted for lower division general education at the CSU only.

Completion of either of these patterns will permit students to transfer to the universities with all of their lower division GE completed.

Students may also elect to follow the specific general education requirements for the college to which they plan to transfer.

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

Upon completion of IGETC, a student must request certification. IGETC certification is initiated with a counselor who will confirm that all requirements have been met.

To see a list of the courses that meet the IGETC and CSU GE requirements see the forms on the following pages. These forms are used by counselors and students to identify appropriate course selection. This does not substitute for counseling advice which includes consideration of many other variables. **Please see a counselor to plan your course selection.**





# CSU General Education Course List 2009 - 2010

The CSU GE pattern is a set of courses approved to meet lower division general education requirements at the California State University system. For full certification, a student must complete 39 units and each subject area (A-E) minimum. Partial certification is also available for students missing one or more courses. Students should request certification from the Office of Admissions and Records prior to transfer.

**Items to Note**

1. For admission purposes, students must complete the "Golden Four" courses (AREA A1, A2, A3, and B4) with a "C" or better.
2. To meet the Solano Community College GE requirement under option C, at least one of the following cross-cultural courses must be included: ART 012, CINA 011, COUN 055, ENGL 012, 036, HIST 037, HUMN 003, MUSC 013, PLSC 005, SOCS 022 or THEA 013.
3. Please see a counselor for additional information and guidance.

<b>Area A - Communication in the English Language</b>		C	IP	P
<b>(Minimum of 9 units)</b>				
<b>A1 - Oral Communication</b> SPCH 001, 001H Course from other college _____ Advanced Placement Exam _____				
<b>A-2 - Written Communication</b> ENGL 001 Course from other college _____ Advanced Placement Exam _____				
<b>A-3 - Critical Thinking</b> ENGL 002, 004 PHIL 001, 005 SPCH 006 Course from other college _____ Advanced Placement Exam _____				

<b>Area B - Physical Universe and Life Forms</b>		C	IP	P
<b>(Minimum of 12 units, 9 at SCC)</b> <b>Select one physical science and one life science (one lab required) and one mathematics course.</b>				
<b>B-1 - Physical Science</b> ASTR 010, 030, 040 CHEM 001(L), 002(L), 003(L), 004(L), 010(L), 011(L) ENGR 030 GEOG 001 Course from other college _____ Advanced Placement Exam _____ GEOL 001, 005 METR 010 PHYS 002(L), 004(L), 006(L), 007(L), 008(L), 010 PHSC 012(L)				
<b>B-2 - Life Science</b> ANTH 001 BIO 001(L), 002(L), 004(L), 005(L), 012, 014(L), 015(L), 016, 019(L) Course from other college _____ Advanced Placement Exam _____				
<b>B-3 - Lab Courses</b> ASTR 020(L)                      GEOL 002(L) BIO 012L(L) GEOG 001L(L) And any course in B1 or B2 with an asterisk. Course from other college _____ Advanced Placement Exam _____				
<b>B-4 - Mathematics</b> MATH 002, 004, 011, 012, 020, 021, 022, 023, 030, 031, 040, 051 Course from other college _____ Advanced Placement Exam _____				

(L) Lab Course      + May be used in only one area.      # Meets American Institutions requirement.

<b>Area C - The Arts, Literature, Philosophy, Foreign Languages</b>			<b>C</b>	<b>IP</b>	<b>P</b>
<b>(Minimum of 12 units, 9 at SCC)</b>					
<b>Select at least one course in each of the two categories, arts and humanities.</b>					
<b>C-1 - Arts</b>					
ART 001, 002, 003, 010, 011, 012		PHOT 035			
CINA 010, 011		THEA 001, 002, 005, 006, 010, 011, 013, 048A			
MUSC 005, 007, 008, 013					
Course(s) from other college _____		Advanced Placement Exam _____			
<b>C-2 - Humanities</b>					
AMST +001#, +002#		GRMN 001, 002, 003, 004, 011, 012, 031, 032, 033, 034			
ENGL 006, 007, 012, 013, 014, 016,		HIST +002, +003, +004, +005, +010, +017#, +018#			
018, 021, 023, 024, 025, 030, 031,		+028#, +029#, +030, +031, +032, +037#			
032, 033, 034, 035, 036, 037, 038		HUMN 001, 002, 003,			
040, 041, 044, 046, 047, 058		ITAL 031, 032, 033, 034			
FREN 001, 002, 003, 004, 011, 012, 031,		LATN 001, 002, 003			
032, 033, 034		PHIL 003, 004, 031, 032			
SPCH 012		SPAN 001, 001S, 002, 002S, 003, 004, 011, 012, 025,			
Course(s) from other college _____		031, 032, 033, 034, 048A			
		Advanced Placement Exam _____			

<b>Area D - Social, Political and Economic Institutions</b>			<b>C</b>	<b>IP</b>	<b>P</b>
<b>(Minimum of 12 units, 9 at SCC)</b>					
<b>Select courses from at least two different course disciplines.</b>					
<b>D-0 - Sociology &amp; Criminology</b>			<b>D-7 - Interdisciplinary, Social &amp; Behavioral Sciences</b>		
SOC 001, 002, 023, 040, 075			AMST +001#, +002#		
<b>D-1 - Anthropology &amp; Archaeology</b>			JOUR 011		
ANTH 002, 007			PSYC 030 (SOC 030)		
<b>D-2 - Economics</b>			SOCS 028, 030, 053		
ECON 001, 002, 010			SOC 030 (PSYC 030)		
<b>D-3 - Ethnic Studies</b>			SPCH 012		
COUN 055			TV 050		
HIST +028#, +029#, +031			<b>D-8 - Political Science, Government &amp; Legal Institutions</b>		
PLSC 005#			CJ 001, IR 001		
PSYC 024			PLSC 001#, 002, 003, 005#, 006, 016, 019		
SOC 023			<b>D-9 - Psychology</b>		
SOCS 022, 023, 025, 026, 027, 053			PSYC 001, 001H, 002, 004, 005, 010, 024		
SPCH 012					
Course(s) from other college _____			Advanced Placement Exam _____		

<b>Area E - Lifelong Understanding and Self-Development</b>			<b>C</b>	<b>IP</b>	<b>P</b>
<b>(Minimum 3 units)</b>					
BIO 018		H ED 002		PSYC 020, 034	
BUS 058 (COUN 058, HUDV 058)		HUDV 040, 050, 058, (BUS 058, COUN 058) 70			
COUN 058 (BUS 058, HUDV 058), 083, 098		NUTR 010			
Course(s) from other college _____		Advanced Placement Exam _____			

<b>CSU Graduation Requirement</b>			<b>C</b>	<b>IP</b>	<b>P</b>
<b>CSU requires two American Institutions courses for graduation; one must be from Group 1 and one from Group 2. Courses used to meet this requirement may also be used in area C or D.</b>					
<u>American Institutions (Group 1)</u>			<u>American Institutions (Group 2)</u>		
PLSC 001, 005			AMST 001, 002		
			HIST 017, 018, 028, 029, 037		

+ May be used in only one area.  
# Meets American Institutions requirement.



# Intersegmental General Education Transfer Curriculum (IGETC) 2009 - 2010

The Intersegmental General Education Transfer Curriculum (IGETC) is a pattern of courses that allows community college transfer students to fulfill lower-division general education requirements either at the UC or the CSU system. The IGETC pattern is most useful for students who want to keep their options open before making a final decision about transferring to a particular UC or CSU campus. Completion of IGETC does NOT guarantee admission, nor is it required for admission. IGETC is not appropriate for some majors. Please see a counselor for additional information and guidance.

**Items to Note**

1. All courses used for IGETC must be completed with a "C" grade or better and be IGETC approved at the time the course is completed.
2. To meet the Solano Community College GE requirement under option B, at least one of the following cross-cultural courses must be included: ART 012, CINA 011, ENGL 012, 036, HIST 037, HUMN 003, MUSC 013, PLSC 005, SOCS 022 or THEA 013.
3. Students must see a counselor to initiate IGETC certification prior to transfer.

Area 1 - English Composition	C	IP	P
<p><b>CSU - 3 courses required, one each from Group 1A, 1B and 1C.</b>  <b>UC - 2 courses required, one each from Group 1A and 1B.</b></p> <p><b>Group A - English Composition</b> (1 course, 3 semeser/4-5 quarter units)            ENGL 001            Course from other college _____ Advanced Placement Exam _____</p> <p><b>Group B - Critical Thinking - English Composition</b> (1 course, 3 semester/4-5 quarter units)            ENGL 002, 004            PHIL 005            Course from other college _____</p> <p><b>Group C - Oral Communication (CSU Requirement Only)</b> (1 course, 3 semester/4-5 quarter units)            SPCH 001*, 001H*, 002, 006            Course(s) from other college _____ Advanced Placement Exam _____</p>			
Area 2 - Mathematical Concepts and Quantitative Reasoning	C	IP	P
<p><b>1 course, 3 semester/4-5 quarter units</b>            MATH 002*, 004*, 011, 012, 020*, 021*, 022*, 023, 030*, 031*, 040            Course from other college _____ Advanced Placement Exam _____</p>			
Area 3 - Arts and Humanities	C	IP	P
<p><b>At least 3 courses, with at least one course from the Arts and one course from the Humanities.</b>  <b>9 semester/12-15 quarter units</b></p> <p><b>3A - Arts</b>            ART 001, 002, 003, 010, 011, 012            CINA 010, 011            MUSC 005*, 007, 008, 013            Course(s) from other college _____ Advanced Placement Exam _____</p> <p><b>3B - Humanities</b>            AMST +001, +002            ENGL 012, 013, 014, 016, 018, 021,                  023, 024, 025, 030, 031, 032,                  033, 034, 035, 036, 037, 038,                  040, 041, 044            FREN 002*, 003, 004, 033*, 034*            GRMN 002*, 003, 004, 011, 033*, 034*            Course(s) from other college _____ Advanced Placement Exam _____</p> <p style="margin-left: 300px;">PHOT 035            THEA 006, 010, 011, 013, 048A            HIST +002, +003, +004,                  +005, +010, +017, +018, +028                  +029, +030, +031, +032, +037            HUMN 001, 002, 003            PHIL 003, 004, 031, 032            SPAN 002*, 003, 004, 025, 033*, 034*, 048A</p>			

<b>Area 4 - Social and Behavioral Sciences</b>		<b>C</b>	<b>IP</b>	<b>P</b>
<b>At least 3 courses from at least 2 disciplines or an interdisciplinary sequence.</b> <b>9 semester/12-15 quarter units</b>				
<b>4A - Anthropology and Archaeology</b> ANTH 002, 007	<b>4F - HISTORY</b> HIST +002, +003, +004, +005, +010, +017 +018, +028, +029, +030, +031, +032, +037			
	<b>4J - Sociology &amp; Criminology</b> SOC 001, 002, 023, 030 (PSYC 030)			
<b>4B - Economics</b> ECON 001, 002	<b>4G - Interdisciplinary, Social &amp; Behavioral Sciences</b> HUDV 038, 039 JOUR 011 SOCS 025, 026, 027, 028, 030			
<b>4C - Ethnic Studies</b> HIST +028, +029, +031 PLSC 005 SOCS 022, 023, 025, 026	<b>4H - Political Science, Government &amp; Legal Institutions</b> IR 001 PLSC 001*, 002, 003, 005, 006, 016, 019			
<b>4D - Gender Studies</b> PLSC 019 HIST +037	<b>4I - Psychology</b> PSYC 001*, 001H*, 002, 004, 005, 010, 020, 024, 030 (SOC 030), 034 HUDV 038, HUDV 039			
<b>4E - Geography</b> GEO 002, 004 Course(s) from other college _____	Advanced Placement Exam _____			

<b>Area 5 - Physical and Biological Sciences</b>		<b>C</b>	<b>IP</b>	<b>P</b>
<b>At least 2 courses, one Physical Science course and one Biological Science course;</b> <b>at least one must include a laboratory.</b> <b>7-9 semester/9-12 quarter units</b> Courses marked with an "L" in parentheses - (L), contain a laboratory component.				
<b>5A - Physical Science</b> ASTR 010, 020(L), 30*, 40* CHEM 001(L), 002(L), 003(L)*, 004(L)*, 010(L)*, 0011(L)*, GEOG 001, 001(L) GEOL 001, 002(L), 005 Course(s) from other college _____	METR 010 PHYS 002(L)*, 004(L)*, 006(L)*, 007(L)*, 008(L)* 010* PHSC 012(L)* Advanced Placement Exam _____			
<b>5B - Biological Science</b> ANTH 001 BIO 001(L), 002(L)*, 004(L), 005(L)*, 012, 012(L)*, 014(L), 015(L)*, 016*, 018, 019(L), Course(s) from other college _____	Advanced Placement Exam _____			

<b>Area 6 - Language Other Than English (UC Requirement Only)</b>		<b>C</b>	<b>IP</b>	<b>P</b>
<b>Proficiency equivalent to two years of high school study in the same language.</b> <b>Solano College courses that fulfill this requirement are:</b> ENGL 046 FREN 001, 032* GRMN 001, 032* Completed at high school _____ Course(s) from other college _____				
	ITAL 032 LATN 002 SPAN 001, 032* Advanced Placement Exam _____			

<b>CSU Graduation Requirement</b>		<b>C</b>	<b>IP</b>	<b>P</b>
<b>CSU requires two American Institutions courses for graduation; one must be from Group 1 and one from Group 2. Courses used to meet the American Institutions requirement may also be used to satisfy any other area.</b> <u>American Institutions (Group 1)</u> PLSC 001, 005				
	<u>American Institutions (Group 2)</u> AMST 001, 002 HIST 017, 018, 028, 029, 037			

\* Indicates that transfer credit may be limited by either UC or CSU or both. Consult a counselor for details.  
 + May be used in only one area.  
 (L) Indicates course has a lab.

# Transfer to Four-Year Colleges & Universities

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

### Lower Division Transfer Admission Requirements—

Students are eligible for admission if they:

- Have completed 59.5 or fewer transferable semester college units (88.5 quarter units).
- Have a college grade point average of 2.00 or better in all transferable college units attempted.
- Are in good standing at the last college or university attended, i.e., they are eligible to re-enroll.
- Meet the admission requirements for a first-time freshman or have successfully completed necessary courses to make up the deficiencies they had in high school if they did not complete the 15-unit pattern of college preparatory subjects.
- Meet the eligibility index required of a freshman which requires SAT or ACT test scores.

Some campuses may require completion of English composition and general education math. Students should contact the campus to which they plan to submit an application to determine whether there are limits on admission as a lower division transfer. (Students who completed college units before they graduated from high school or during the summer between high school graduation and CSU enrollment are considered first-time freshmen and must meet those admission requirements.)

### Upper Division Transfer Admission Requirements—

Students are eligible for admission if they:

- Have completed 60 or more transferable semester college units (90 quarter units).
- Have a college grade point average of 2.00 or better (2.40 for non-California residents) in all transferable college units attempted.
- Are in good standing at the last college or university attended, i.e., they are eligible to re-enroll.
- Have completed or will complete prior to transfer at least 30 semester units (45 quarter units) of courses equivalent to general education requirements with a grade of C or better. The 30 units must include all of the general education requirements in communication in the English language (English composition, oral communication, and critical thinking) and at least one course of at least 3 semester units (4 quarter units) in transfer level mathematics.

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

Online application, instructions, and other information are available at: [www.csumentor.edu](http://www.csumentor.edu).

### Identification of Baccalaureate Level Courses- California State Universities

1. Courses numbered 001 through 099 transfer for entrance and elective credit to all California State Universities.
2. Vocational courses designated for two-year programs are transferable for the Bachelor of Vocational Education (BVE) or other directly related four-year programs.

For additional information, contact a counselor.

### General Education Breadth Requirements

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

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

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

Please see page 44-45 for the Solano Community College courses that satisfy CSU GE breadth requirements.

## University of California Undergraduate Transfer Admission Requirement

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

# Transfer to Four-Year Colleges & Universities

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

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

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

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

## California Residents

There are several ways to meet the University's minimum admission requirements for transfer students as described below. The path used by the student depends upon the degree to which the student has satisfied the UC's minimum eligibility requirements for freshmen at the time of graduation from high school. In all cases, applicants must have at least a C (2.0) average in all transferable coursework:

1. Students who were eligible for admission to the University when they graduated from high school—meaning they satisfied the Subject, Scholarship, and Examination requirements or were identified by the University during the senior year in high school as being eligible under the Eligibility in the Local Context (ELC) program—are eligible to transfer if they have a C (2.0) average in their transferable college coursework.
2. Students who met the Scholarship Requirement but did not satisfy the Subject Requirement must take transferable college courses in the missing subjects, earning a grade of C or better in each of these required courses, and earn an overall C (2.0) average in all transferable coursework to be eligible to transfer.
3. Students who were not eligible for admission to the University when they graduated from high school because they did not meet the Scholarship Requirement must:
  - a. Complete 60 semester (90 quarter) units of transferable college credit with a grade-point average of at least 2.4, and;

b. Complete the following course pattern, earning a grade of "C" or better in each course:

- two transferable college courses (3 semester or 4-5 quarter units each) in English composition; and
- one transferable college course (3 semester or 4-5 quarter units) in mathematical concepts and quantitative reasoning; and
- four transferable college courses (3 semester or 4-5 quarter units each) chosen from at least two of the following subject areas: the arts and humanities, the social and behavioral sciences, the physical and biological sciences.

(Students who satisfy the IGETC prior to transferring to UC will satisfy Option 3b of the transfer admission requirements.)

## Nonresidents

The minimum admission requirements for nonresident transfer applicants are very similar to those for residents. Please consult with the Admissions Office at one of the University campuses for details. In all cases, however, nonresidents must have a grade point average of 2.8 or higher in all transferable college coursework.

## Courses Acceptable at University of California

Solano Community College courses number 001 through 049 transfer to the University of California. A limited number of units are allowed for certain transfer courses in specific areas. Courses which have an asterisk (\*) following the course name and number in the Course Descriptions section of this Catalog have been submitted to the UC system for approval as transferable courses. The transferability of these courses is pending UC approval. Not all Special Topics courses are transferable. Please contact a counselor for specific information.

## University of California (Breadth) General Education Requirements

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

Each school and college at every UC campus has its own set of requirements. They are described in the campus catalogs and articulation agreements. With careful planning, the student can meet many of the requirements while attending community college. At some campuses and in some majors, transfer students must fulfill all or a portion of the general education/breadth requirements before transferring.

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

# *Transfer to Four-Year Colleges & Universities*

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However, some major and some colleges within a particular UC campus may not accept IGETC. Please see a counselor for more information. See page 45 for the specific Solano Community College courses that satisfy IGETC.

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

Transfer students with 60 or more semester units are expected to have satisfied the reading and composition breadth requirement, the quantitative reasoning breadth requirement, and the foreign language requirement of the College by the end of the spring term prior to transfer.

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

NOTE: In recent years, all major programs have turned away qualified applicants because of space limitations. Transfer applicants should be aware that admission to most majors in the College of Letter and Science is competitive and should endeavor to complete as much of the lower division preparation for their major as possible before transferring.

Contact a counselor and visit the ASSIST Web site at [www.assist.org](http://www.assist.org) for details and information on specific courses to satisfy the College of Letters and Science breadth and major requirements.

## **University of California, Davis**

There are three parts to preparing to transfer to UC Davis:

1. **Minimum Transfer Admissions Eligibility:** courses and grades that prepare a student to be minimally eligible to transfer, regardless of the major.
2. **Major Preparation:** courses that prepare a student to complete a major after transferring.
3. **General Education (GE):** courses that satisfy the GE requirement for graduation from UC Davis.

Students should place highest priority on achieving minimum transfer eligibility and on completing courses for their majors. Major preparation gives students the best opportunity to begin upper-level courses as soon as they transfer. Additionally, some majors require that students complete specific courses before they may transfer. These majors are: all majors in the College of Engineering, all majors in the Division of Biological Sciences, Biotechnology, Communications, Computer Science, Fermentation Science, International Relations, Landscape Architecture, Pre-Design, Pre-Managerial Economics, Psychology, and Viticulture and Enology.

After students have planned their courses for major preparation, they can think about General Education. GE is not required for admission; it is required for graduation from UC Davis. There are two ways to complete GE. Students pursuing majors with few courses for major preparation will want to consider completing the Intersegmental General Education Transfer Curriculum (IGETC). Students pursuing majors that have many preparatory courses should work on UC Davis GE rather than IGETC.

Students should work with a Solano Community College Counselor and a UC Davis Advisor to know how to prepare for their majors. This consultation also will help students decide which version of GE to choose.

# Workforce Development Education

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

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

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

## Short-Term Courses

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

## Degree and Certificate Programs

Solano College offers a wide variety of programs in technical fields in which a student can be certified in a year or less. See the listing under each major for specific information, or see [www.solano.edu](http://www.solano.edu).

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

- Accounting
- Aeronautics
- Automotive Body and Repair
- Automotive Technician
- Avionics Technician
- Banking and Finance, Bank Operation
- Biotechnology Production Technician
- Business – General (Transfer)
- Business – Insurance Property & Casualty
- Computer and Information Science
- Cosmetology
- Criminal Justice, Corrections
- Criminal Justice, Law Enforcement
- Drafting Technician
- Early Childhood Education
- Electronics Technology
- Fashion Design
- Fire Technology
- Home Economics
- Human Services
- Industrial Management, Safety
- Interior Design
- Life Management
- Maintenance Technician
- Management
- Marketing
- Office Technology

- Ornamental Horticulture
- Professional Photography
- Real Estate
- Retail Management
- Small Business Management
- Water and Wastewater Technology
- Welding, Industrial Technician
- Welding Technician

**Associate Degree** only is offered in the following programs:  
Graphic Design and Illustration

- Journalism
- Nursing, Registered
- Sports Medicine/Fitness Science

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

- Hazardous Substance & Waste Handling Technician

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

- Account Clerk (see Accounting major)
- Certified Nursing Assistant (see Nursing/Health Occupations major)
- Computer Applications Specialist (see Comp. & Information Science major)
- Computer Information Security (see Electronics major)
- Computer Investigations (see Electronics major)
- Database Specialist (see Computer & Information Science Major)
- Drafting Technology (see Drafting major)
- Electronic Security and Surveillance Technician (see Electronics major)
- Emergency Medical Technician I (see Health Occupations major)
- Fitness Professional (see Physical Education/Athletics major)
- General Office Assistant (see Office Technology major)
- Hazmat Worker (see Fire Technology major)
- Home-Based Computer Processor (see Comp. & Information Science major)
- Home Technology Integrator (see Electronics major)
- Insurance Specialist (see Business-Insurance: Property & Casualty major)
- Landscape Worker (see Ornamental Horticulture major)
- Legal Office Assistant (see Office Technology major)
- Manufacturing Technology (see Industrial Education major)
- Medical Front Office Clerk (see Office Technology major)
- Microsoft Office Master (see Computer & Information Science Major)
- Microsoft Office Specialist (see Computer & Information Science Major)
- Nail Technician (see Cosmetology major)
- Pre-Fire Technician (see Fire Technology)
- Retail Clerk (see Office Technology major)
- Web Developer (see Computer & Information Science major)
- Web Programmer (see Computer & Information Science major)
- Welding Equipment Operator (see Welding major)
- Wildland Fire Technology (see Fire Technology major)

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



# Programs

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

A number of Certificate of Achievement programs are offered for students seeking specialized training in specific fields. For most certificate programs, students who complete the series of courses with a cumulative grade point average of 2.0 or higher are eligible to apply for the Certificate of Achievement. Some programs, however, require that students complete each course within the program with a grade point of 2.0 (C) or better. All credits earned in certificate programs may be counted toward the A.S./A.A. degree and in some instances credit for certificate courses may be transferable to four-year colleges. To be eligible for a certificate, at least six semester units in the

field or a closely related subject must be completed at Solano Community College.

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

Students planning to transfer to four-year institutions should consult the catalog of the college to which they intend to transfer. Also, they should meet with a counselor to coordinate their A.S./A.A. courses with transfer requirements. This is the best way to ensure that the program taken at Solano College satisfies lower division requirements of the transfer institution.

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

## Guide to Catalog Course Listings

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

<b>Courses</b>	<b>Listed Under</b>
Air Conditioning & Refrig (ACR)	Industrial Education
American Studies (AMST)	Liberal Arts
Anthropology (ANTH)	Science, General
Astronomy (ASTR)	Science, General
Athletics (ATHL)	Physical Education/Athletics
Cinematography (CINA)	Film & Television
Education (EDUC)	Liberal Arts
Emergency Medical Technician (EMT)	Health Occupations
English as a Second Language (ESL)	English
French (FREN)	Foreign Languages
Geography (GEOG)	Science, General
Geology (GEOL)	Science, General
German (GRMN)	Foreign Languages
Health Education (HED)	Physical Education/Athletics
Human Development (HUDV)	Home Economics
Humanities (HUMN)	Liberal Arts
Industrial Management (IMGT)	Industrial Education
Industrial Technology (IT)	Industrial Education
Insurance (BUS)	Business
Italian (ITAL)	Foreign Languages
Japanese (JAPN)	Foreign Languages
Latin (LATN)	Foreign Languages
Learning Resources (LR)	Liberal Arts

<b>Courses</b>	<b>Listed Under</b>
Learning Skills (LS)	Counseling
Maintenance Technician (MT)	Industrial Education
Meteorology (METR)	Science, General
Nursing (NURS)	Health Occupations
Nutrition (NUTR)	Home Economics
Physical Science (PHSC)	Science, General
Portuguese (PORT)	Foreign Languages
Sociology (SOC)	Social Sciences
Spanish (SPAN)	Foreign Languages
Speech (SPCH)	Communications Studies
Tagalog (TAG)	Foreign Languages
Television (TV)	Film & Television
Tutoring (TUTR)	Counseling

<b>Other Categories</b>	<b>Listed Under</b>
Computer Servicing Tech.	Electronics major
Graphic Design & Illustration major	Art major
Reading courses	English major
Sports Med./Fitness Sci major	P.E./Athletics

# Program Degrees and Certificates

	Assoc Degree	Certificate
# Accounting	•	•
<b>*# Aeronautics</b>		
Airframe Maintenance Technician	•	•
Powerplant Maintenance Technician	•	•
Airframe & Powerplant Maintenance Technician	•	•
Avionics Technician	•	•
<b>Art</b>		
Two Dimensional	•	
Three Dimensional	•	
Art History	•	
Graphic Design & Illustration	•	
<b>*# Automotive</b>		
Body & Repair Technician	•	•
<b>*# Banking &amp; Finance, Bank Operation</b>	•	•
<b>Biology</b>	•	
# Business, General (Transfer)	•	•
# Business-Insurance: Property & Casualty	•	
<b>Chemistry</b>	•	
<b>Communication Studies</b>	•	
<b># Computer &amp; Information Science</b>		
Computer Programming	•	•
Microcomputer Applications	•	•
Web Development and Administration	•	•
<b>*# Cosmetology</b>	•	•
<b># Criminal Justice</b>		
Corrections	•	•
Law Enforcement	•	•
<b>*# Drafting Technician</b>	•	•
<b># Early Childhood Education</b>	•	•
<b>* Electronics</b>		
Electronic Technology	•	•
<b>English</b>	•	
<b>Ethnic Studies</b>		
African-American Studies	•	
Asian-American Studies	•	
Ethnic Studies Combination	•	
Latino Studies	•	
Native American Studies	•	
<b># Fashion Design (not currently offered)</b>	•	•
<b>Film and Television</b>	•	
<b>Fine Arts</b>	•	
<b>*# Fire Technology</b>	•	•
Hazardous Substance and Waste Handling Technician		•
<b>Foreign Languages, General</b>	•	
<b>Foreign Languages, Individual:</b>		
French	•	
German	•	
Spanish	•	
<b>History</b>	•	
<b># Horticulture Science</b>	•	•
Horticulture Science		
<b># Home Economics</b>	•	•
<b># Human Services</b>	•	•
<b>Industrial Biotechnology</b>	•	•
<b>Industrial Education</b>		
*# Industrial Management, Safety	•	•
*# Maintenance Technician	•	•

<b>Interdisciplinary Studies (with Emphasis)</b>	•	
Arts and Humanities	•	
Communication	•	
Science and Quantitative Reasoning	•	
Social Science	•	
Wellness and Self-Development	•	
<b>International Relations</b>	•	
<b>Interior Design</b>	•	
<b>Journalism</b>	•	
<b># Life Management</b>	•	•
<b># Management</b>	•	•
*# Small Business Management	•	•
Retail Management	•	•
<b># Marketing</b>	•	•
<b>Mathematics</b>	•	
<b>Music</b>		
Instrumental	•	
Theory-Composition	•	
Vocal	•	
<b>Nursing, Registered</b>	•	
<b># Office Technology</b>		
Administrative Assistant	•	•
Legal Specialist	•	•
Medical Office Specialist	•	•
Medical Transcription Specialist	•	•
<b># Photography, Professional</b>	•	•
<b>Physical Education</b>	•	
<b>Physics</b>	•	
<b>Political Science</b>	•	
<b>Psychology</b>	•	
<b># Real Estate</b>	•	•
<b>Science, General</b>	•	
<b>Social Science</b>	•	
<b>Sociology</b>	•	
<b>Sports Medicine/Fitness Science</b>		
Transfer	•	
Occupational-Aerobics	•	
Occupational-Personal Trainer	•	
<b>Theatre Arts</b>	•	
<b>University Studies - (With Emphasis)</b>		
Arts And Humanities	•	
Communication	•	
Liberal Studies For Elementary Teacher Preparation	•	
Science and Quantitative Reasoning	•	
Social Science	•	
<b># Water &amp; Wastewater Technology</b>	•	•
<b>*# Welding</b>		
Industrial Technician	•	•
Technician	•	•

\* Students in these programs may satisfy the English portion of the general education requirement for the Associate Degree by taking either ENGL 001 or ENGL 051.

# Students in these programs may satisfy the mathematics portion of the general education requirement for the Associate Degree by taking an Intermediate Algebra level Math course: MATH 104, 112, 114, or 118.

# Announcement of Courses & Course Numbers

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## COURSES

**Credit Courses:** Courses numbered 001-399 are graded courses authorized by the Governing Board of Solano Community College. All courses are not offered every year. A coding directly below the title of some courses indicates when the course is usually offered. "F" indicates fall semester and "S" indicates spring semester. If no coding appears for a course, however, it does not mean the course is offered every semester, day and night. Courses offered depend on prospective enrollment, the availability of instructors and physical facilities. Prospective students should consult the current Schedule of Classes for information on course offerings for a specific semester.

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

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

## CO/PREREQUISITES AND ADVISORIES

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

**Co-requisite details:** There are two types of co-requisites. The first is a course or equivalent preparation that **must** be taken concurrently with another course. The second is a course or equivalent preparation that may be completed before **or** taken concurrently with another course. Both types of co-requisites are listed as such under "Prerequisites," but the second type is followed by the parenthetical phrase "may be taken concurrently." A student's enrollment in a course with a co-requisite is blocked until the requirements of the co-requisite are satisfied.

**Prerequisite:** A course or equivalent preparation that **must** be completed **before** enrolling in another course.

A student's enrollment in a course with a prerequisite is blocked until the requirements of the prerequisite are satisfied.

**Advisory:** A course or equivalent preparation that will broaden or deepen a student's learning experience in a subsequent course. A student's enrollment in a course with an advisory is not blocked for lack of the advisory skills.

**Co/Prerequisites.** Course co-requisites and prerequisites ensure that the student has the minimum level of knowledge and/or skills to be successful in the specific course or program. The skills, concepts, and proficiencies learned in the prerequisite are not taught in the subsequent course. Co-requisite and prerequisite information for a course, if any, appears in the "Prerequisite" area of the catalog description. For registration purposes, if a student is currently enrolled in a prerequisite course, that student may enroll in a subsequent course **contingent** on successful completion of the prerequisite. If the student is unsuccessful in the prerequisite, he/she will be **dropped** automatically from the subsequent course.

**Advisories.** Advisories are recommendations made to enhance or deepen the student's learning experience in a course. While the advisory skills and proficiencies are not required in order for a student to be successful in the course, advisories should be taken seriously. For specific information, students should consult their counselor or faculty advisor. Solano College has established recommended minimum English and math standards for Associate-Degree level courses across the disciplines to advise students of the levels of writing, reading, and math skills they should have in order to have the most beneficial learning experience. Advisory information for a course appears in the "Course Advisory" area of the catalog description.

The recommended **minimum** skill level in English in an Associate-Degree level course (SCC minimum English standard) is eligibility for enrollment in English 370. The recommended **minimum** skill level in mathematics in an Associate-Degree level course (SCC minimum math standard) is a satisfactory grade in any mathematics course at the level of the course typically known as Intermediate Algebra (MATH 104) or another mathematics course at the same level with the same rigor and with Elementary Algebra as a prerequisite. Alternatives to taking Intermediate Algebra: MATH 112, MATH 114, and MATH 118.

**Verification of a Co/Prerequisite.** Students desiring to enroll in a course or program that specifies a co/prerequisite course and who have completed such a course at an institution other than Solano College must submit documentation to verify this completion. This documentation must be presented to a counselor, faculty advisor, or

# Announcement of Courses & Course Numbers

division dean. Or a student may file a "Petition to Verify a Course Pre/Co-requisite" form, available at the Office of Admissions and Records. (Refer to the form for more detailed information on the requirements and procedures for processing this petition.)

**Challenging a Co/Prerequisite.** A student has the right to challenge a course co/prerequisite based on the following grounds: the co/prerequisite has not been established in accordance with the District process for establishing co/prerequisites; the co/prerequisite is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner; the prerequisite course has not been made "reasonably available" and the required completion of it will cause a delay of one or more terms in attaining the goal specified in the student's authorized Individualize Education Plan (IEP); or the student has the knowledge or ability to succeed in the course or program despite not meeting the co/prerequisite. In the challenge process, **the burden of proof is on the student.** In order to file a challenge, students must submit a "Petition to Challenge a Course Pre/Co-requisite," available at the Office of Admissions and Records. If the challenge is upheld, the student will be allowed to enroll, contingent on the availability of space in the course; if denied, the student will not be allowed to enroll or, if already enrolled, will be dropped automatically from the class. Refer to the form for more detailed information on the requirements and procedures for processing this petition.

## COURSE NUMBERING SYSTEM

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

## COURSE NUMBERS

**001-049** Qualify for the AA/AS Degree; transfer to the University of California system and the California State Universities.

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

**050-099** Qualify for the AA/AS Degree and transfer to the California State Universities.

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

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

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

**500-599** Noncredit courses.

**600-799** Community Service courses. These courses are not for credit and usually charge a fee.

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

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

# Learn. Grow. Succeed!

## We chose SCC for our college!



**DIANCA DORIA**

Theater Arts Major, actors training program

*"I go to Solano because of the amazing faculty and all these people helped me figure out where I really want to go in life. I hope to transfer to UCLA or UC Davis after Solano."*



**JOVAN  
HANDY**

*"Solano is a way for me to develop and train myself to be a successful adult in America and represent for black America."*



**DAVID EWING  
and  
CHRISTHAIAN  
AYVAR**

*"I graduated from Napa High School and I came to Solano Community College because it has the best theater department in the area, hands down."*

David Ewing

*"I came to Solano because of the wonderful German and business programs and I hope to graduate and transfer to UCLA or NYU."*

Christhaian Ayvar

## Learning Communities



**Farid Haji**

*"Learning Communities classes give college students a whole new perspective on college. You're basically taking a mix of two courses at the same time. That can sound weird, but honestly it's awesome. Just think TWO professors there to help you out in the class room. This also means that by signing up for one class you're getting credits for 2 classes. But for me the cool thing about learning communities were the topics we studied. We learned about actual events our society is facing today: environmental terrorism, media bias, net neutrality."*



**Kady Spencer**

*"The Learning Communities program gave me the support I need to reach my educational goals at Solano Community College. I enjoyed the instructor led student support groups that helped me to develop my strong organizational skills and taught me how to prepare for tough coursework."*

# Accounting

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*Business & Computer Science Division*

## PROGRAM DESCRIPTION

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

## CERTIFICATE OF ACHIEVEMENT AND ASSOCIATE IN SCIENCE DEGREE

A Certificate of Achievement can be obtained upon completion of the 26-unit major with a grade of C (2.0) or better in each course. The Associate in Science Degree can be obtained by completing a total of 60 units, including the required courses in the major, the general education requirements, and electives. 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.

## REQUIRED COURSES

	<b>Units</b>	
ACCT 001—Prin. of Acctng.—Financial	4	<b>Recommended Electives:</b> OCED 090, 091
ACCT 002—Prin. of Acctng.—Managerial	4	
ACCT 176—Intermediate Accounting	3	
ACCT 177—Prin. of Cost Accounting	3	
ACCT 183—Prin. of Income Tax	3	
CIS 050—Microcomputer Applications		
OR		
CIS 001—Intro. to Computer Science	3	
CIS 066—Microsoft Word		
OR		
CIS 063—WordPerfect	3	
CIS 073—Microsoft Excel	3	
	<u>26</u>	

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## JOB-DIRECT CERTIFICATE REQUIREMENTS

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

### Account Clerk

<b>Required Courses</b>	<b>Units</b>
BUS 100—Work Readiness	1.5
CIS 073 —Microsoft Excel	3
ACCT 180—Introduction to Accounting	3
OT 162—Ten Key	<u>1</u>
	8.5

# Accounting

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<b>ACCT 001</b>	<b>4 Units</b>	<b>ACCT 177</b>	<b>3 Units</b>
<b>Principles of Accounting—Financial</b> <i>Course Advisories: SCC minimum English and math standards; Working knowledge of Excel helpful.</i> A study and analysis of the accounting cycle, accruals and deferrals, inventory, receivables, plant assets, accounting systems, error correction, and financial reporting. <i>Four hours lecture.</i>		<b>Principles of Cost Accounting</b> <i>Prerequisite: ACCT 002 with a grade of “C” or “P” or better.</i> A comprehensive study and analysis of manufacturing costs as they apply to planning, controlling, and determining unit costs, inventory valuation, and income. <i>Three hours lecture.</i>	
<b>ACCT 002</b>	<b>4 Units</b>	<b>ACCT 180</b>	<b>3 Units</b>
<b>Principles of Accounting—Managerial</b> <i>Prerequisite: ACCT 001 with a grade of “C” or “P” or better. Course Advisory: Working knowledge of Excel helpful.</i> A study and analysis of the managerial accounting concepts and theory including the following: job order cost accounting; process cost accounting; departmental accounting; product analysis; pricing decisions; flexible budgeting; standard cost analysis; cost volume, profit analysis; preparation of operational, capital and financial budgets; analysis of financial reporting; and tax implications of managerial decisions. In addition, a study of corporate reporting, bonds and long-term liabilities, long-term investments, and reporting and analyzing cash flows. <i>Four hours lecture.</i>		<b>Introduction to Accounting</b> <i>Course Advisories: SCC minimum English and Math standards.</i> A study and analysis of the accounting cycle for a merchandising business and professional enterprises, payroll accounting, accruals and deferrals, accounting systems, error correction, and financial reporting. <i>Three hours lecture.</i>	
<b>ACCT 176</b>	<b>3 Units</b>	<b>ACCT 183</b>	<b>3 Units</b>
<b>Intermediate Accounting</b> <i>Prerequisite: ACCT 002 with a grade of “C” or “P” or better. Course Advisory: Working knowledge of Excel helpful.</i> Accounting theory as applied to common issues faced by accountants in today’s businesses. Lecture, group-study, and computer-based study emphasize the conceptual framework, the four major financial statements, footnotes, and present-value concepts. The class helps prepare the student for an entry-level position in professional accounting career. <i>Four hours lecture.</i>		<b>Principles of Income Tax</b> <i>Course Advisories: SCC minimum English and Math standards.</i> A comprehensive study and analysis of the principles of federal income tax applied to individual, partnership, informational, and corporate tax returns. <i>Three hours lecture.</i>	

## PROGRAM DESCRIPTION

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

## CERTIFICATE OF ACHIEVEMENT AND ASSOCIATE IN SCIENCE DEGREE

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

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

## AIRFRAME MAINTENANCE TECHNICIAN

### REQUIRED COURSES

	Units	To obtain the combination Airframe & Powerplant Maintenance Technician certificate or degree, complete the three courses listed below:	Units
AERO 055— Aviation Maintenance Technician General I	10		
AERO 102—Airframe Maintenance I	10		
AERO 103—Aviation Maintenance Technician General II	10	AERO 106—Powerplant Maintenance I	10
AERO 105—Airframe Maintenance II	10	AERO 107—Powerplant Maintenance II	10
AERO 118—FAA Airframe Test Rev. & Qual.	<u>1</u>	AERO 119—FAA Powerplant Test Rev. & Qual.	<u>1</u>
	41		21

#### Recommended Electives:

AERO 110, 111, 112, 113, 150  
OCED 090, 091

## POWERPLANT MAINTENANCE TECHNICIAN

### REQUIRED COURSES

	Units	To obtain the combination Airframe & Powerplant Maintenance Technician certificate or degree, complete the three courses listed below:	Units
AERO 055— Aviation Maintenance Technician General I	10		
AERO 103—Aviation Maintenance Technician General II	10		
AERO 106—Powerplant Maintenance I	10	AERO 102—Airframe Maintenance I	10
AERO 107—Powerplant Maintenance II	10	AERO 105—Airframe Maintenance II	10
AERO 119—FAA Powerplant Test Rev. and Qual.	<u>1</u>	AERO 118—FAA Airframe Test Rev. & Qual.	<u>1</u>
	41		21

#### Recommended Electives :

AERO 110, 111, 112, 113, 150  
OCCED 090, 091



# Aeronautics

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## AVIONICS TECHNICIAN

### PROGRAM DESCRIPTION

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

### CERTIFICATE OF ACHIEVEMENT AND ASSOCIATE IN SCIENCE DEGREE

A Certificate of Achievement can be obtained upon completion of the 28-unit major. The Associate in Science Degree can be obtained by completing a total of 60 units, including the major and the 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.

### REQUIRED COURSES

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

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*Aeronautics courses numbered 200 and above are intended as refresher courses and may be used to prepare for FAA licensing. They are not applicable toward the certificate or A.S. Degree in Airframe Maintenance or Powerplant Maintenance and are not covered under Part 147 FAR's or the school FAA certification.*

*Students with prior experience or schooling must have Solano instructor verification for substitution or waiving. "Proof of Proficiency Exam" may be required prior to enrollment in any class other than 055.*

### AERO 055

10 Units

#### Aviation Maintenance Technician General I

*Course Advisory: SCC minimum English and Math standards.*

Presents the fundamentals necessary for the advanced study in aeronautics. It will define the history of aviation and powerplant operation, and the study of flight; aircraft weight and balance, ground operation and servicing, mathematics, maintenance forms and records, basic physics, maintenance publication, and mechanic privileges and limitation. Safety is stressed throughout the course. In addition, this course is a study of the methods and processes used in the production of an aircraft, including shop safety, use of hand tools and power equipment, aircraft drawings, cleaning, corrosion control, and the processes used by the manufacturers for aircraft construction. *Five hours lecture, fifteen hours lab.*

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<p><b>AERO 102</b> <span style="float: right;"><b>10 Units</b></span></p> <p><b>Airframe Maintenance I</b>  <i>Course Advisory: SCC minimum English standard; AERO 055.</i> Presents the application of fundamental methods, techniques and practices used in aircraft inspection, maintenance and repair. Includes shop safety, wood structures, fabric covering, finishes, composite structures, plastics, sheet metal structures, welding, assembly and rigging, and airframe inspection. <i>Five hours lecture, fifteen hours lab.</i></p>	<p><b>AERO 111</b> <span style="float: right;"><b>7 Units</b></span></p> <p><b>Aircraft Communication Systems</b>  <i>Prerequisites: ECTN 053 and ECTN 126.</i> A study of the basic principles of communication systems used on modern aircraft including information on maintenance levels, FAA and FCC requirements, customer relations, basic RF systems, RF transmitters, antenna systems, related test equipment, documentation, aircraft drawing and various manufacturer's support manuals will be used. Mandatory field and laboratory experience will include typical installation and repair facilities, federal laws governing installation, repair and calibration of equipment used in conjunction with communication systems. <i>Five hours lecture, six hours lab.</i></p>
<p><b>AERO 103</b> <span style="float: right;"><b>10 Units</b></span></p> <p><b>Aviation Maintenance Technician General II</b>  <i>Course Advisory: SCC minimum English standard; AERO 055.</i> A study of fluid control systems and components with emphasis on design, maintainability, testing and repair. Includes hydraulic fluids, lines and fittings, inspection, checking, servicing and testing of pneumatic and hydraulic systems. Presents theory and application of direct and alternating current as related to air electrical components and systems. <i>Five hours lecture, fifteen hours lab.</i></p>	<p><b>AERO 112</b> <span style="float: right;"><b>7 Units</b></span></p> <p><b>Aircraft Navigation Systems</b>  <i>Prerequisites: ECTN 053 and ECTN 126.</i> A study of basic principles of the navigation systems used on modern aircraft including the "glass cockpit" and the general theory of navigation systems will be addressed, along with specific investigation into ADF VOR/localizer, glide slope, marker beacon systems, aircraft drawings and various manufacturer's support manuals will be used. Mandatory field and laboratory experience will include typical installations and repairs of each system and the facilities necessary to accomplish the task. Also the student will study the Federal laws governing installation, repair and calibration of equipment used in conjunction with navigation systems. <i>Five hours lecture, six hours lab.</i></p>
<p><b>AERO 105</b> <span style="float: right;"><b>10 Units</b></span></p> <p><b>Airframe Maintenance II</b>  <i>Course Advisory: SCC minimum English standards.</i> A detailed study of aircraft systems, their fabrication, maintenance, and repair. Includes landing gear, hydraulic, pneumatic, atmosphere control, instruments, communication, navigation, fuel, position, warning, rain and fire protection systems. <i>Five hours lecture, fifteen hours lab.</i></p>	<p><b>AERO 113</b> <span style="float: right;"><b>7 Units</b></span></p> <p><b>Aircraft Radar and Pulse Systems</b>  <i>Prerequisites: ECTN 053 and ECTN 126.</i> A study of the basic principles of the radar and pulse systems used on modern aircraft including the theory of radar and pulse systems, analog MTI systems, analog signal processing FM-CW radar wave propagation targets, and DME and transponder principles. An introduction to radar procedures, aircraft drawings and various manufacturer's support manuals will be used. Mandatory field and laboratory experience will include typical installation and repair facilities, Federal laws governing installation, repair and calibration of equipment used in conjunction with radar and pulse systems. <i>Five hours lecture, six hours lab.</i></p>
<p><b>AERO 106</b> <span style="float: right;"><b>10 Units</b></span></p> <p><b>Powerplant Maintenance I</b>  <i>Course Advisory: SCC minimum English standard; AERO 055.</i> Presents a study of the theory, operation, maintenance and repair of reciprocating engines and accessories. <i>Five hours lecture, fifteen hours lab.</i></p>	<p><b>AERO 118</b> <span style="float: right;"><b>.5-1.5 Units</b></span></p> <p><b>FAA Airframe Test Review and Qualification</b>  <i>Course Advisories: SCC minimum English and math standards; AERO 055.</i> To be taken during the final semester of a student's enrollment in the Aviation Program. Consists of a comprehensive oral, practical, and written examination of all material covered in the Airframe Program for the purpose of verifying the student's readiness to pass the Federal Aviation Administration Airframe Examinations. This is an open entry/open exit course. May be repeated to a maximum of 1.5 units, including initial enrollment. <i>Six to eighteen hours lab (4 week course).</i></p>
<p><b>AERO 107</b> <span style="float: right;"><b>10 Units</b></span></p> <p><b>Powerplant Maintenance II</b>  <i>Course Advisory: SCC minimum English standard; AERO 055.</i> Presents a study of the theory, operation, maintenance and repair of the turbine engine and accessories. <i>Five hours lecture, fifteen hours lab.</i></p>	<p><b>AERO 110</b> <span style="float: right;"><b>7 Units</b></span></p> <p><b>Instrument Power Distribution &amp; Flight Control Systems</b>  <i>Prerequisites: ECTN 053 and ECTN 126.</i> A study of basic principles of the electronic systems used on modern aircraft including a review of the principles of flight, aircraft power distribution, basic flight control systems, an introduction to avionics equipment maintenance and repair and Federal Avionics Administration rules, documentation, aircraft drawings and various manufacturers support manuals. Mandatory field and laboratory experience will include typical installation and repair facilities, federal laws governing installation, repair and calibration of equipment used in conjunction with avionics maintenance. <i>Five hours lecture, six hours lab.</i></p>

# Aeronautics

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<b>AERO 119</b>	<b>.5-1.5 Units</b>	<b>AERO 175</b>	<b>2 Units</b>
<b>FAA Powerplant Test Review and Qualification</b> <i>Course Advisories: SCC minimum English and math standards; AERO 055.</i> To be taken during the final semester of a student's enrollment in the Aviation Program. Consists of a comprehensive oral, practical, and written examination of all material covered in the Powerplant Program for the purpose of verifying the student's readiness to pass the Federal Aviation Administration Powerplant Examinations. This is an open entry/open exit course. May be repeated to a maximum of 1.5 units, including initial enrollment. <b>Six to eighteen hours lab (4 week course).</b>		<b>Working with Composite Materials</b> <i>Course Advisories: SCC minimum English and Math standards.</i> Introduces the student to the manufacturing and maintenance of composite materials in aeronautical and aerodynamic structures. Emphasis is placed on the safe handling of tools and chemicals used in composites. Does not qualify toward FAA licensing for airframe or powerplant mechanics. <b>One hour lecture, three hours activity.</b>	
<b>AERO 150</b>	<b>.5-1.5 Units</b>	<b>AERO 176</b>	<b>1 Unit</b>
<b>FAA Special Projects - Airframe Enhancement</b> <i>Course Advisories: SCC minimum English and Math standards. Any Solano College Aeronautics course (AERO 055-119); or previous training/experience in aeronautics.</i> This course is designed to give Aeronautics students a chance to make up time lost for FAA certificate and/or to work on special projects required by FAA to bring students in line with new FAA FAR Part 66 requirements. This is an open entry/open exit course. May be repeated to a maximum of 1.5 units, including initial enrollment. <b>One and one half to four and one half hours lab.</b>		<b>Composite Materials Workshop</b> <i>Prerequisite: AERO 175 with a grade of "C" or better. Course Advisories: SCC minimum English and Math standards.</i> Continues the study of the manufacturing and maintenance of composite materials in aeronautical and aerodynamic structures. Through laboratory practice the student is able to improve their skills to aeronautical quality. Emphasis is placed on the safe handling of tools and chemicals used in composites. Does not qualify toward FAA licensing for airframe or powerplant mechanics. <b>Three hours activity.</b>	
<b>AERO 151</b>	<b>.5-1.5 Units</b>	<b>Special Topics</b>	
<b>FAA Special Projects - Powerplant Enhancement</b> <i>Course Advisories: SCC minimum English and Math standards. Any Solano College Aeronautics course (AERO 055-119); or previous training/experience in aeronautics.</i> This course is designed to give Aeronautics students a chance to make up time lost for FAA certificate and/or to work on special projects required by FAA to bring students in line with new FAA FAR Part 66 requirements. Also allows mechanics to take recurrent training. This is an open entry/open exit course. May be repeated to a maximum of 3 units, including initial enrollment. <b>One and one half to four and one half hours lab.</b>		These courses, numbered 098, 148, or 248, depending upon their transferability, are courses of contemporary interest centered on changing knowledge and important issues in the field. Announcements of Special Topics courses appear in the Schedule of Classes.	

## PROGRAM DESCRIPTION

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

## ASSOCIATE IN ARTS DEGREE

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

## REQUIRED COURSES

### ART—TWO-DIMENSIONAL

	<b>Units</b>	
ART 001—Art History		
OR		
ART 002—Art History	3	
ART 004—Life Drawing	2-3	
ART 006—Design Principles in 2-Dimensions	3	
ART 007—Design-Color	3	
ART 008—Design Principles in 3-Dimensions	3	
ART 011—Survey of Modern Art	3	
ART 014—Intro. to Drawing (2-3 units)		
OR		
ART 015—Intermediate Drawing (3 units)	2-3	<b>Recommended Electives</b> ART 010, 012, 016, 018, 019, 020, 021, 022, 024, 025, 027, 028, 032, 033, 034, 035, 037, 039, 040, 041, 043, 044, 045, 048, 058, 060, 061, 100, 145 PHOT 030
ART 017—Acrylic and Oil Painting	2-3	
ART 031—Sculpture		
OR		
ART 023—Intro. to Ceramics: Hand Building		
OR		
ART 026—Intro. to Ceramics: Wheel Throw		
	<u>2-3</u>	
	23-27	

### ART—THREE-DIMENSIONAL

	<b>Units</b>	
ART 001—Art History		
OR		
ART 002—Art History	3	
ART 004—Life Drawing (3 units)		
OR		
ART 015—Interm. Drawing (2 or 3 units)	2-3	<b>Recommended Electives</b> ART 003, 010, 011, 012, 015, 024, 025, 027, 028, 034, 035, 037, 039, 040, 041, 042, 043, 048, 060
ART 006—Design Principles/ 2-Dimensions	3	
ART 007—Design-Color	3	
ART 008—Design Principles/ 3-Dimensions	3	
ART 011—Survey of Modern Art	3	
ART 014—Introduction to Drawing	2	
ART 023—Intro. Ceramics: Hand Building		
OR		
ART 026—Intro. Ceramics: Wheel Throw.	2-3	
ART 031—Sculpture	2-3	
ART 032—Sculpture: Human Figure	2-3	
ART 033—Intermediate Sculpture	<u>2-3</u>	
	27-32	

# Art

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## ART HISTORY

### PROGRAM DESCRIPTION

This program provides the academic and practical experience to prepare students for a career, or further education at a four-year institution, in art history and related fields.

### ASSOCIATE IN ARTS DEGREE

The Associate in Arts Degree can be obtained by completing a total of 60 units, including the 27-30 units for the major, the general education requirements, and electives. 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.

### REQUIRED COURSES

	Units	Recommended Electives
ART 001—Art History	3	ART 003*,004, 005, 006, 007, 008, 010, 012*, 014, 015, 016, 017, 018, 019, 020, 021, 022, 023, 024, 025, 026, 027, 028, 029, 031, 032, 033, 034, 035, 037, 038, 039, 040, 041, 042, 043, 044, 045, 048, 049, 052, 053, 054, 055, 056, 057, 058, 061, 098, 100, 145, 148 CINA 010*, 015 FREN 001, 002, 003, 004, 031, 032, 033, 034 GRMN 001, 002, 003, 004, 031, 032, 033, 034 HIST 002, 003, 004, 005 HUMN 002 LATN 001, 002, 003 PHIL 031, 032 PHOT 030, 035*
ART 002—Art History	3	
ART 003—World Art		
OR		
ART 012—Inside/Outside: The Cultures and Identities of Visual Artists in a Diverse America	3	
ART 011—Survey of Modern Art	3	
ART 060—Exhibition Design	3	
PHOT 035—The Art of Photography		
OR		
CINA 010—The Art of Cinema	3	
ART 006—Design Principles in 2-Dimensions		
OR		
ART 007—Design-Color		
OR		
ART 008—Design Principles in 3-Dimensions	3	
ART 014—Introduction to Drawing		
OR		
ART 023—Introduction to Ceramics: Hand Building		
OR		
ART 031—Sculpture	2-3	
Electives--two courses from Recommended List*	4-6	
	27-30	

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## GRAPHIC DESIGN & ILLUSTRATION

### PROGRAM DESCRIPTION

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

### ASSOCIATE IN ARTS DEGREE

The Associate in Arts Degree can be obtained by completing a total of 60 units, including the 24-27 unit major, the general education requirements, and electives. 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.

### REQUIRED COURSES

	<b>Units</b>	
ART 004— Life Drawing		<b>Recommended Electives</b> ART 001, 002, 004*, 005, 010, 015*, 023, 026, 031, 032, 038, 003, 009, 041, 053 BUS 181 CINA 010, 015 DRFT 050, 070 ENGL 051 JOUR 060, 061 MKT 170, 171, 172 OCCED 090, 091 PHOT 030, 148 TV 050, 055, 056
OR		
ART 015—Intermediate Drawing	2-3	
ART 006—Design Principles in 2-Dimensions	3	
ART 007—Design-Color	3	
ART 014—Intro. to Drawing	2-3	
ART 052—Lettering and Layout	2-3	
ART 054—Illustration I	3	
ART 055—Illustration II	3	
ART 056—Graphic Design I	3	
ART 057—Graphic Design II	<u>3</u>	
	24-27	

\*If not taken as part of the major.

# Art

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<b>ART 001</b> <b>Art History</b> <i>Course Advisory: Eligibility for ENGL 001.</i> Covers the history of art in the Western World from the Paleolithic era to the Middle Ages, focusing on the interrelation of art and culture, with a comparative study of selected non-Western art. <i>Three hours lecture.</i>	<b>3 Units</b>	<b>ART 007</b> <b>Design—Color</b> <i>Course Advisory: SCC minimum English standards.</i> A study of the principles of additive and subtractive color in two dimensions. Various theories of color will be studied including those of Albers and Ittens. Reference to the use of color in the dominant styles of art history will be made. Students will produce a portfolio of projects in applied color and the elements of design. <i>Two hours lecture, four hours lab.</i>	<b>3 Units</b>
<b>ART 002</b> <b>Art History</b> <i>Course Advisory: Eligibility for ENGL 001.</i> Covers the history of Western Art through a critical analysis of Renaissance art through Modern Art. Students will examine the connection between art and culture, and evaluate the historic, religious, and political influences on the artistic choices of diverse men and women of art history from the 15th century to today. <i>Three hours lecture.</i>	<b>3 Units</b>	<b>ART 008</b> <b>Design Principles in 3-Dimensions</b> <i>Course Advisory: SCC minimum English standards.</i> The fundamental study of visual elements and principles of design for production of art objects in three dimensions using various sculpture materials and methods. Design formats developed from historic and esthetic precepts are employed to investigate the relationships of form and content. <i>Two hours lecture, four hours lab.</i>	<b>3 Units</b>
<b>ART 003</b> <b>World Art</b> <i>Course Advisories: Eligibility for ENGL 001 and SCC minimum math standard.</i> A cross-cultural exploration of recurrent themes in the art and architecture of the world, emphasizing Non-Western art with selected Western art for comparative study. <i>Three hours lecture.</i>	<b>3 Units</b>	<b>ART 010</b> <b>Art Appreciation</b> <i>Course Advisory: Eligibility for ENGL 001.</i> A study of the visual elements, materials and techniques used in the creation of art forms, including analysis of art across history and cultures. Audio-visual presentation and field trips that focus on the importance of understanding subject, form and content in the appreciation of art. <i>Three hours lecture.</i>	<b>3 Units</b>
<b>ART 004</b> <b>Life Drawing</b> <i>Course Advisory: SCC minimum English standards.</i> A study of the human figure in action and repose using a variety of drawing materials and approaches. Assignments include line drawings, tone studies, the use of color, and portraits. The student submits a midterm and final portfolio for evaluation. (CAN ART 24). <i>One to two hours lecture, three to four hours lab.</i>	<b>2 or 3 Units</b>	<b>ART 011</b> <b>Survey of Modern Art</b> <i>Course Advisory: Eligibility for ENGL 001.</i> A study of the major art styles and artists from 1875 to the present. Analysis of subject, form and content of paintings and sculpture in lecture and audio visual presentation. Classes supplemented by field trips to current exhibitions. Written examinations and term paper required. <i>Three hours lecture.</i>	<b>3 Units</b>
<b>ART 005</b> <b>Life Drawing</b> <i>Prerequisite: ART 004.</i> The continued study of the human figure with more advanced problems in drawing and composition. Following initial review, the student may choose an individual program of study with the approval of the instructor. Repeatable 1 time. <i>One to two hours lecture, three to four hours lab.</i>	<b>2 or 3 Units</b>	<b>ART 012</b> <b>Inside/Outside: The Cultures and Identities of Visual Artists in a Diverse America</b> <i>Course Advisory: ENGL 001.</i> An art survey course that examines and assesses three or more groups of culturally diverse artists, art organizations and support structures. Issues relating to social and historical trends including the role of art as it influences American attitudes towards ethnic identity, race, gender, culture and discrimination will be explored. <i>Three hours lecture.</i>	<b>3 Units</b>
<b>ART 006</b> <b>Design Principles in 2-Dimensions</b> A fundamental study of visual elements and principles of design for production of art images in 2-dimensions using various materials in black and white. Design formats developed from historic and esthetic precepts are employed to investigate the relationship of form and content. <i>Two hours lecture, four hours lab.</i>	<b>3 Units</b>	<b>ART 014</b> <b>Introduction to Drawing</b> <i>Course Advisory: SCC minimum English standards.</i> A study of drawing as a means of expression with emphasis on the potential variety of forms and materials available to the artist. Students will create representational and abstract drawings from still life, the figure, nature and imagination. Observational drawing skills will be developed. Repeatable 1 time. <i>One to two hours lecture, three to four hours lab.</i>	<b>2 or 3 Units</b>

<p><b>ART 015</b> <span style="float: right;"><b>2 or 3 Units</b></span>  <b>Intermediate Drawing</b>  <i>Course Advisories: ART 014; SCC minimum English and Math standards.</i> A basic drawing class which develops the concepts introduced in ART 14 on a more advanced level. Problems in observation and imagination and the translation of these experiences into graphic terms by exploration of line, shape, mass, space, texture, and light and shadow. Emphasis on composition and the development of a personal approach to drawing. Students will be required to submit a portfolio of assignments. <i>One to two hours lecture, three to four hours lab.</i></p>	<p><b>ART 016</b> <span style="float: right;"><b>2 or 3 Units</b></span>  <b>Beginning Painting</b>  <i>Course advisory: ART 014; SCC minimum English standards.</i> Introduction to techniques and materials of painting in acrylic or oil. Designed for the student with limited experience in painting, this course includes color theory, composition, exposure to a variety of subject matters, and the development of skills for individual expression. Repeatable 1 time. <i>One to two hours lecture, three to four hours lab.</i></p>	<p><b>ART 017</b> <span style="float: right;"><b>2 or 3 Units</b></span>  <b>Acrylic and Oil Painting</b>            A study of acrylic and oil painting techniques focusing on use of color, the medium and composition. A series of painting assignments designed to develop skills in both media. <i>One to two hours lecture, three to four hours lab.</i></p>	<p><b>ART 018</b> <span style="float: right;"><b>2 or 3 Units</b></span>  <b>Acrylic and Oil Painting</b>  <i>Prerequisite: ART 017.</i> A study of color, composition and technique in oil or acrylic painting on an intermediate level. The student may choose to repeat assignments from ART 017 or develop an outline of semester assignments appropriate to his interest and skill needs. Repeatable 1 time. <i>One to two hours lecture, three to four hours lab.</i></p>	<p><b>ART 019</b> <span style="float: right;"><b>2 or 3 Units</b></span>  <b>Figure Painting</b>  <i>Course Advisory: SCC minimum English standards.</i> A study of figure painting techniques. Students work directly from the model to develop skills in rendering and expression. Repeatable 1 time. <i>One to two hours lecture, three to four hours lab.</i></p>	<p><b>ART 020</b> <span style="float: right;"><b>2 or 3 Units</b></span>  <b>Landscape Drawing and Painting—Reflections of Nature</b>  <i>Course Advisories: SCC minimum English and Math standards.</i> Focuses on the outdoors as subject matter. Frequent field trips and class exercises will introduce and expand the student's awareness and observational skills of the environment, in the tradition of Natural History as well as plein air (outdoor) art making. The student will reflect and translate these experiences into graphic terms using various media while considering line, shape, mass, space, texture, light, color, and shadow. The student will focus on composition and content while developing an understanding of the environment. Keeping a written and visual journal will also</p>	<p>be a component of this class. This course will examine the interrelationships of humans and their surroundings, and the esthetics choices available with which to communicate our responses. May be repeated to a maximum of 9 units, including initial enrollment. <i>One to two hours lecture, three to four hours lab.</i></p>	<p><b>ART 021</b> <span style="float: right;"><b>2 or 3 Units</b></span>  <b>Watercolor</b>  <i>Course Advisory: SCC minimum English standards.</i> An introduction to the materials and techniques of transparent watercolor. Course includes basic composition, color study and an exploration of materials. Lectures, demonstrations and field study will supplement class assignments. <i>One to two hours lecture, three to four hours lab.</i></p>	<p><b>ART 022</b> <span style="float: right;"><b>2 or 3 Units</b></span>  <b>Watercolor</b>  <i>Prerequisite: ART 021. Course Advisory: SCC minimum English standards.</i> A continuation of the study of basic watercolor techniques with emphasis on a more individual approach to the medium. The student and instructor develop a course of study that will focus on needs in the areas of skills and self-expression. Repeatable 1 time. <i>One to two hours lecture, three to four hours lab.</i></p>	<p><b>ART 023</b> <span style="float: right;"><b>2 or 3 Units</b></span>  <b>Introduction to Ceramics: Hand Building</b>            Covers basic construction methods of hand building and finishing pottery. Emphasis on form, craftsmanship and creativity. Building methods include pinch technique, coil building, and slab construction. Surface techniques include texture, stencil, slip, relief, stain, and glaze. Non-traditional construction and surface techniques will also be covered. Repeatable 1 time. <i>One to two hours lecture, three to four hours lab.</i></p>	<p><b>ART 024</b> <span style="float: right;"><b>2 or 3 Units</b></span>  <b>Intermediate Ceramics: Hand Building</b>  <i>Prerequisite: ART 023.</i> Continuation of ART 023 with emphasis on expanding skills, experimentation, design, craftsmanship, and creativity. Application of basic techniques to create finished art forms. <i>One to two hours lecture, three to four hours lab.</i></p>	<p><b>ART 025</b> <span style="float: right;"><b>2 or 3 Units</b></span>  <b>Ceramic Design and Decoration: Hand Building Methods</b>  <i>Prerequisite: ART 024.</i> Emphasizes ceramic design problem-solving. Emphasis on creativity, design, honing skills, craftsmanship and experimentation. Ceramic art of the past as well as contemporary art is discussed. Loading and firing kilns, formulating glazes and mixing clay bodies are also covered. Builds on fundamental skills covered in Art 023 and Art 024. <i>One to two hours lecture, three to four hours lab.</i></p>
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# Art

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<b>ART 026</b> <b>Introduction to Ceramics: Wheel Throwing Techniques</b> Introduction to basic wheel throwing techniques. Emphasis on form, craftsmanship, and creativity. Surface techniques include texture, stencil, slip, relief, stain, and glaze. Non-traditional construction and surface techniques will also be covered. Repeatable 1 time. <i>One to two hours lecture, three to four hours lab.</i>	<b>2 or 3 Units</b>	<b>ART 033</b> <b>Intermediate Sculpture</b> <i>Prerequisites: ART 031 or ART 032 or ART 034.</i> Further development of concepts and skills presented in ART 031 and 032. Emphasis is placed on individual expression. A variety of materials, methods, and sculptural concepts are explored. Repeatable 3 times. <i>One to two hours lecture, three to four hours lab.</i>	<b>2 or 3 Units</b>
<b>ART 027</b> <b>Intermediate Ceramics: Wheel Throwing Techniques</b> <i>Prerequisite: ART 026.</i> Continuation of ART 026 with emphasis on expanding skills, experimentation, design, craftsmanship, and creativity. Application of basic techniques to create finished art forms. <i>One to two hours lecture, three to four hours lab.</i>	<b>2 or 3 Units</b>	<b>ART 034</b> <b>Ceramic Sculpture</b> <i>Course Advisory: SCC minimum English standards.</i> Introduction to basic sculpture concepts, materials, and approaches with an emphasis on ceramics. Subjects to be covered include: Historic and contemporary approaches to ceramic sculpture, slab construction, coil building, mold making, extruded fabrication, modeling from the figure, introduction to ceramic color, characteristics and limitations of ceramic materials. Repeatable 2 times. <i>One to two hours lecture, three to four hours lab.</i>	<b>2 or 3 Units</b>
<b>ART 028</b> <b>Ceramic Design: Wheel Throwing Techniques</b> <i>Prerequisite: ART 027.</i> Emphasizes ceramic design problem-solving. Emphasis on creativity, design, honing skills, craftsmanship and experimentation. Ceramic art of the past as well as contemporary art is discussed. Loading and firing kilns, formulating glazes and mixing clay bodies are also covered. Builds on fundamental skills covered in ART 026 and ART 027. <i>One to two hours lecture, three to four hours lab.</i>	<b>2 or 3 Units</b>	<b>ART 035</b> <b>Wood-Fired Ceramics</b> <i>Prerequisite: ART 023 or ART 026. Course Advisories: SCC minimum English and Math standards.</i> Covers the ancient and contemporary art of wood-fired ceramics. Topics include techniques of forming clay, the formulating of clay bodies and glazes for wood fire, kiln construction, wood firing techniques, Eastern and Western aesthetics and the history of wood-fired ceramics. Course will require participation in wood firing with some time spent outside regularly scheduled class hours. Repeatable 3 times. <i>One to two hours lecture, three to four hours lab.</i>	<b>2 or 3 Units</b>
<b>ART 029</b> <b>Raku Pottery</b> <i>Prerequisite: ART 023 or ART 026 or equivalent.</i> Covers the ancient and contemporary art of Raku. Topics include techniques of forming clay, the formulation of clay bodies and glazes for Raku, kiln construction, firing, post firing, Eastern and Western aesthetics, and history of Raku. Repeatable 2 times. <i>One to two hours lecture, three to four hours lab.</i>	<b>2 or 3 Units</b>	<b>ART 037</b> <b>Clay and Glazes for the Ceramic Artist</b> <i>Prerequisite: ART 023 or 026. Course Advisories: SCC minimum English and Math standards.</i> Covers and investigates the theoretical and practical aspects of clay and glaze formulation. Topics covered include: Clay/glaze fit, glaze calculation, testing strategies, the development of color, the development of texture, kiln types, kiln temperatures and kiln atmosphere. Repeatable 2 times. <i>Two to three hours lecture, two to three hours lab.</i>	<b>2 or 3 Units</b>
<b>ART 031</b> <b>Sculpture</b> Introduction to sculpture methods and materials. Emphasis on principles of three dimensional design and the interrelationship of form, content and context. Sculpture methods to be covered include modeling, mold making, welding, assemblage, and construction with a variety of materials. <i>One to two hours lecture, three to four hours lab.</i>	<b>2 or 3 Units</b>	<b>ART 038</b> <b>Introduction to Printmaking</b> <i>Course Advisory: SCC minimum English and Math standards.</i> Explores traditional and contemporary approaches to silk-screen, etching (Intaglio), lithography, and relief (woodcut and linoleum) printing. Newer print processes like offset lithography, thermographic and computer-mediated print processes are discussed and demonstrated. This course is project oriented to enable the student to develop a portfolio of completed works in various mediums. <i>Two hours lecture, four hours lab.</i>	<b>3 Units</b>

<p><b>ART 039</b> <span style="float: right;">2 or 3 Units</span>  <b>Etching and Engraving: Line Techniques</b>  <i>Course Advisory: SCC minimum English standards.</i> Covers history and techniques of line etching and engraving, including dry point, sugar lift line etching, and soft ground line variations. The student is expected to produce matted prints of completed projects. <i>One to two hours lecture, three to four hours lab.</i></p>	<p><b>ART 052</b> <span style="float: right;">2 or 3 Units</span>  <b>Lettering and Layout</b>  <i>Course Advisory: SCC minimum English standards.</i> Basic lettering skills in several media for reproduction and creative lettering. Study of layout and illustration in sign, poster, and advertising design. Recommended for commercial art students and art majors. <i>One to two hours lecture, three to four hours lab weekly.</i></p>
<p><b>ART 040</b> <span style="float: right;">2 or 3 Units</span>  <b>Etching and Engraving: Tone</b>            Includes etching and engraving techniques such as aquatint, featherbiting, spit bite, and soft ground which produce tones that have gray and black areas defining line etchings. The student will prepare a portfolio of completed projects. <i>One to two hours lecture, three to four hours lab.</i></p>	<p><b>ART 053</b> <span style="float: right;">2 Units</span>  <b>Layout Indication</b>  <i>Prerequisite: ART 052 or equivalent. Course Advisory: SCC minimum English standards.</i> Introduction to basic use of markers in creating professional layouts, including how to achieve various textures and effects with markers; understanding the marker as a tool for a quick, crisp method in layout advertising, brochures, posters, etc. <i>One hour lecture, three hours lab.</i></p>
<p><b>ART 041</b> <span style="float: right;">2 or 3 Units</span>  <b>Etching &amp; Engraving: Color</b>            Includes etching and engraving techniques and their history, including the use of multiple plates for each color used on the key plate. Some color plate methods covered include a la poupee, monotype, chine colle, color rollings, and viscosity printing. The student will prepare a portfolio of completed projects. <i>One to two hours lecture, three to four hours lab.</i></p>	<p><b>ART 054</b> <span style="float: right;">3 Units</span>  <b>Illustration I</b>  <i>Course Advisory: SCC minimum English standards.</i> Problems in design and rendering of illustration for print and film media. Projects may include illustrations for books, magazines, advertising and film. <i>Two hours lecture, four hours lab.</i></p>
<p><b>ART 042</b> <span style="float: right;">2 Units</span>  <b>Printmaking: Silkscreen</b>            Includes basic silkscreen printing, with an emphasis on learning the principal techniques and application in the production of original design. Repeatable 3 times. <i>One hour lecture, three hours lab.</i></p>	<p><b>ART055</b> <span style="float: right;">3 Units</span>  <b>Illustration II</b>  <i>Prerequisite: ART 054 or equivalent as determined by portfolio review. Course Advisory: SCC minimum English standards.</i> Studio illustration conception, production and finish. Students will execute illustration projects using professional procedures and equipment. Emphasis is on student creative and technical development. Written papers and portfolio review required. Repeatable 1 time. <i>Two hours lecture, four hours lab.</i></p>
<p><b>ART 043</b> <span style="float: right;">2 or 3 Units</span>  <b>Printmaking: Relief Printing, Including Woodcut</b>            Includes etching and engraving techniques in areas of relief printing such as collograph, embossment, de-embossment, assemblages, woodblock, and stencils from plant forms. The students will prepare a portfolio of completed projects. Repeatable 3 times. <i>One to two hours lecture, three to four hours lab.</i></p>	<p><b>ART 056</b> <span style="float: right;">3 Units</span>  <b>Graphic Design I</b>            Provides fundamental background for terminal and transfer students planning to enter the graphic design field. Instruction in the professional use of design, lettering, and illustration through solution of visual communication problems. <i>Two hours lecture, four hours lab.</i></p>
<p><b>ART 049</b> <span style="float: right;">2-3 Units</span>  <b>Art Honors</b>  <i>Prerequisites: Completion of 24 units of college credit with a minimum GPA of 3.3; a minimum of 5 units in the discipline with a grade of "B" or better; an ability to work independently; permission of the Division Dean based on instructor availability.</i>            An independent study course designed for sophomores or students who have taken many of the basic classes and wish to continue work with an instructor in a specialized area. The student works by arrangement with the instructor on an outlined program of study. May be repeated to a maximum of 6 units, including initial enrollment. <i>Six to nine hours weekly by arrangement.</i></p>	<p><b>ART 057</b> <span style="float: right;">3 Units</span>  <b>Graphic Design II</b>  <i>Prerequisite: ART 056. Course Advisories: SCC minimum English and Math standards.</i> Computer design and production methods for print and digital mediums using Macintosh computers and Adobe and other software programs for layout, illustration, typography, and animation. Graphic design principles are stressed. <i>Two hours lecture, four hours lab.</i></p>

# Art

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ART 058 2 or 3 Units

## Clothed Figure

**Course Advisory:** *SCC minimum English standards.* Course emphasis is on understanding the various properties of clothing and drapery, as used with the figure in painting and drawing. Gesture, proportion, form and color will be studied in relation to the clothed figure. Projects will include a variety of costume statements including fashion, sport, fantasy or science fiction and theatre costume. Repeatable 1 time. **One to two hours lecture, three to four hours lab.**

ART 060 3 Units

## Exhibition Design

**Course Advisory:** *Eligibility for ENGL 001.* Provides fundamentals of designing exhibitions in galleries, museum, and alternative spaces. Students will gain hands-on experience managing all aspects of the Solano Art Gallery. Topics covered include selection, design and installation of exhibitions; defining the mission of a gallery; public relations; and career opportunities. Repeatable 2 times. **Two hours lecture, four hours lab.**

ART 061 2 or 3 Units

## Collage and Assemblage

**Course Advisory:** *SCC minimum English standards.* Explores the making of 2D and 3D collages in a variety of media. Addresses the history and prevalence of collage thinking as an approach to art making while integrating traditional drawing and painting skills. Repeatable 1 time. **One to two hours lecture, three to four hours lab.**

ART 064 3 Units

## Monotype/monoprint

**Course Advisories:** *SCC minimum English and Math standards.* This course will focus on the unique print. Study will include history and development of this form in relation to print tradition. Development of press skills in single-drop and multi-drop printing is required. A portfolio of printing techniques including direct, indirect and combination prints will be required. Repeatable 2 times. **Two hours lecture, four hours lab.**

ART 065 3 Units

## Book Making

**Course Advisories:** *SCC minimum English and Math standards.* Explores book making in a variety of formats. Discussion of the history and development of the book is included. Students will make several books: Classic signature book bound between boards, side bound books and a variety of artist's books including altered books, boxed books, and 3 dimensional book structures like accordion books and pop-up books. Repeatable 2 times. **Two hours lecture, four hours lab.**

ART 100 2 or 3 Units

## Color and Mixed Media Drawing

**Course Advisory:** *SCC minimum English standards.* Course focuses on the use of a variety of drawing materials and techniques with special attention to color theory. Lectures, demonstrations and field study will supplement class assignments. Repeatable 1 time. **One to two hours lecture, three to four hours lab.**

ART 145 2 or 3 Units

## Portrait Drawing and Painting

**Course Advisory:** *ART 014.* A multi-faceted course addressing the representation of likeness portrait study. Includes anatomy and work with live models, self-portraits and portraits of others. Issues of gender, ethnic identity, youth and aging, stereotyping and caricature will be presented in historical and contemporary contexts. Portrait work will be explored in a variety of stylistic formats from observational likeness to expressionistic images to symbolic portraits. Work in a variety of media is required. Repeatable 1 time. **One to two hours lecture, three to four hours lab.**

## Special Topics

These courses, numbered 048, 098, or 148 depending upon their transferability, are courses of contemporary interest centered on changing knowledge and important issues in the field. Announcements of Special Topics courses appear in the Schedule of Classes.

## AUTOMOTIVE BODY AND REPAIR

### PROGRAM DESCRIPTION

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

### CERTIFICATE OF ACHIEVEMENT AND ASSOCIATE IN SCIENCE DEGREE

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

### REQUIRED COURSES

	Units	Recommended Electives
AUTB 100—Fundamentals of Auto Body Repair	10	BUS 005
AUTB 101—Spray Paint Theory and Techniques	10	DRFT 079
AUTB 102—Automotive Body Panels and Frame Straightening	10	IT 110, 160
AUTB 103—Advanced Auto Body Repair and Painting	10	OCED 090, 091
IT 140—Industrial Materials	3	
IT 150—Industrial Processes	<u>3</u>	
	46	

## AUTOMOTIVE TECHNICIAN

### PROGRAM DESCRIPTION

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

### CERTIFICATE OF ACHIEVEMENT AND ASSOCIATE IN SCIENCE DEGREE

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

### REQUIRED COURSES

	Units	Recommended Electives
ATEC 130—Automotive Systems	10	BUS 005
ATEC 131—Automotive Electrical Systems	10	ECTN 101
ATEC 132—Automotive Brakes & Suspension Systems	10	IT 110, 140, 150, 160
ATEC 133—Internal Combustion Engines & Power Transmission	<u>10</u>	OCED 090, 091
	40	

# Automotive

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## AUTOMOTIVE BODY AND REPAIR

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

**AUTB 100** 10 Units

### Fundamentals of Auto Body Repair

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

**AUTB 101** 10 Units

### Spray Paint Theory and Techniques

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

**AUTB 102** 10 Units

### Automotive Body Panels and Frame Straightening

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

**AUTB 103** 10 Units

### Advanced Auto Body Repair and Painting

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

**AUTB 110** 3 Units

### Special Projects

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

### Special Topics

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

## AUTOMOTIVE TECHNICIAN

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

**ATEC 070** 3 Units

### Automotive Fundamentals

*Course Advisories: SCC minimum English and Math standards.* The study of automotive fundamentals including hazardous waste handling, automotive safety, automotive careers, auto-

motive information systems, tools and equipment, fasteners, automotive measurements and measuring devices, bearings and sealants, engine systems and operation, drivelines, suspension and steering, brakes, and auxiliary systems. *Two hours lecture, three hours lab.*

**ATEC 130** 10 Units

### Automotive Systems

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

**ATEC 131** 10 Units

### Automotive Electrical Systems

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

**ATEC 132** 10 Units

### Automotive Brakes and Suspension Systems

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

**ATEC 133** 10 Units

### Internal Combustion Engines and Power Transmission

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

# Banking and Finance, Bank Operations

Business & Computer Science Division

## PROGRAM DESCRIPTION

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

## CERTIFICATE OF ACHIEVEMENT AND ASSOCIATE IN SCIENCE DEGREE

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

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.

## REQUIRED COURSES

	Units	
BIF 150—Principles of Bank Operation	3	CIS 055, 073, 060
BUS 018—Legal Environment of Business	3	OCED 090, 091
BUS 181—Business Mathematics	3	OT 054, 055, 100, 159, 162
CIS 050—Microcomputers Applications	3	
MGMT 191—Human Relations	3	
SPCH 001—Introduction to Public Speaking		
OR		
SPCH 060—Communication Strategies	3	
Elective(s) selected from the Recommended		
Electives	<u>3</u>	
	21	

## Recommended Electives

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### BIF 150

3 Units

#### Principles of Bank Operations

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

# Biology

Math & Science Division

## PROGRAM DESCRIPTION

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

## ASSOCIATE IN SCIENCE DEGREE

The Associate in Science Degree can be obtained by completing the 44-46 unit major, the general education requirements, and electives for a total of 64-66 units. 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.

## REQUIRED COURSES

	Units
BIO 001—Organismal Biology	5
BIO 002—Cell and Molecular Biology	5
CHEM 001 & 002—General Chemistry (5 & 5 units)	10
CHEM 003 & 004—Organic Chemistry (5 & 5 units)	10
MATH 030 & 031—Analytic Geometry and Calculus (3 & 3 units)	
OR	
MATH 020 & 021—Analytic Geometry & Calc. (4 & 4 units)	6-8
PHYS 002 & 004—General Physics (Non-Calculus) (4 & 4 units)	
OR	
PHYS 006 & 007—Physics for Science/Engineering (4 & 4 units)	<u>8</u>
	44-46

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<b>BIO 001</b>	<b>5 Units</b>	<b>BIO 004</b>	<b>5 Units</b>
<b>Principles of Organismal Biology</b> <i>Prerequisite: MATH 104. Course Advisory: Eligibility for ENGL 001.</i> This course for biology majors covers evolution, ecology, and the diversity of life. The laboratory component includes invertebrate and vertebrate dissection and several weekend and all day field trips. <i>Three hours lecture, six hours lab.</i>		<b>Human Anatomy</b> <i>Course Advisories: BIO 016; SCC minimum English and Math standards.</i> A study of the structure of the human body involving histology, gross dissection and prepared human materials. (Formerly BIO 006.) <i>Three hours lecture, six hours lab.</i>	
<b>BIO 002</b>	<b>5 Units</b>	<b>BIO 005</b>	<b>5 Units</b>
<b>Principles of Cell and Molecular Biology</b> <i>Prerequisite: CHEM 001. Course Advisory: Eligibility for ENGL 001.</i> An introduction to basic concepts of cell and molecular biology that includes Mendelian and molecular genetics. Laboratory work includes performing current procedures in molecular biology with accurate reporting in scientific style. <i>Three hours lecture, six hours lab.</i>		<b>Introductory Physiology</b> <i>Prerequisite: A grade of "C" or better in BIO 006 and CHEM 001, or CHEM 010. Course Advisory: SCC minimum English and Math standards.</i> A physiology course that studies normal mechanisms and homeostatic relationships of most systems of the body from the molecular to the gross levels. The laboratory relates microstructure to function; utilizes a variety of instruments and techniques for measuring body parameters; and establishes the rationale for determining functional status. <i>Three hours lecture, six hours lab.</i>	

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<p><b>BIO 012</b> 3 Units  <b>Environmental Science</b>  <i>Course Advisories: Eligibility for ENGL 001 and SCC minimum math standard.</i> Examines the basic concepts of biology (especially ecology), chemistry, and physics to study: 1) human population growth; 2) short and long-term use of resources (such as soil, food, land, renewable and non-renewable energy, water, and air); and 3) the production of pollution and other wastes. <i>Three hours lecture.</i></p>	<p>4 Units</p>
<p><b>BIO 012L</b>  <b>Environmental Science Laboratory</b>  <i>Prerequisite: BIO 012 (may be taken concurrently) Course Advisories: Eligibility for ENGL 001 and SCC minimum math standard.</i> A course that uses laboratory and mandatory field trip techniques to examine the ecological roles of organisms, resource use, and pollution/waste. <i>Three hours lab.</i></p>	<p>1 Unit</p>
<p><b>BIO 014</b>  <b>Principles of Microbiology</b>  <i>Prerequisite: CHEM 010. Course Advisory: SCC minimum English standards.</i> The study of the morphology, physiology, genetics, taxonomy, and ecology of microorganisms. The course also includes principles of immunology, the control of microbes, and their relationship to disease. Laboratory exercises cover aseptic techniques, identification, staining, and microbial growth among others. <i>Three hours lecture, three hours lab.</i></p>	<p>4 Units</p>
<p><b>BIO 015</b>  <b>Introduction to Biology</b>  <i>Prerequisite: None. NOTE: Not open for credit to students who have completed BIO 001 or 002. Course Advisories: Eligibility for ENGL 001; SCC minimum math standard.</i> A non-majors biology course that introduces basic concepts of living organisms including aspects of biological chemistry, cell structure and function, physiology, genetics, evolution, and ecology. Students must successfully complete both the lecture AND lab portions of the course. <i>Three hours lecture, three hours lab weekly, including field trips.</i></p>	<p>4 Units</p>
<p><b>BIO 016</b>  <b>Introduction to Human Biology</b>  <i>Prerequisite: None. NOTE: Not open for credit to students who have completed BIO 001, 002, 005, 010 or 015. Course Advisories: SCC minimum English and Math standards.</i> An introduction to general biology with emphasis on the human model. Topics include cell structure and function, human evolution, anatomy and physiology, genetics, and the human impact on the environment. This is a course for non-majors. <i>Three hours lecture.</i></p>	<p>3 Units</p>
<p><b>BIO 018</b>  <b>Biology of Sex</b>  <i>Course Advisories: SCC minimum English and Math standards.</i> Our biological bases of sex and sexuality will be discussed and compared with other organisms. Essay and objective exams as well as written assignments will be used for student evaluations; the final exam will be comprehensive. <i>Three hours lecture.</i></p>	<p>3 Units</p>
<p><b>BIO 019</b>  <b>Marine Biology</b>  <i>Course Advisories: Eligibility for ENGL 001 and SCC minimum math standard.</i> A non-majors course that studies the diversity and natural history of life in the marine environment with an emphasis on the adaptations of organisms to their environment. Lecture and laboratory exams, written reports and several field trip activities are required to fulfill the course requirements. Some field trips may involve a fee. <i>Three hours lecture, three hours lab.</i></p>	<p>4 Units</p>
<p><b>BIO 047</b>  <b>Independent Study</b>  <i>Prerequisite: A grade of "C" or better in 12 units of credit, including 4 units from within the discipline. Course Advisories: Eligibility for ENGL 001; statistics may be useful for data analysis.</i> Designed for students who intend to major in biological sciences or pre-professional programs. May be repeated to a maximum of 3 units, including initial enrollment. <i>One and one-half to nine hours weekly by arrangement.</i></p>	<p>.5-3.0 Units</p>
<p><b>BIO 049H</b>  <b>Biology Honors</b>  <i>Prerequisites: Eligibility for Honors Program; BIO 001, BIO 002, BIO 005, BIO 014, or BIO 015 (any of these courses may be taken concurrently). Requires approval of a faculty member sponsor and the Dean of the Math-Science Division. Course Advisory: Eligibility for ENGL 001.</i> Requires students to complete an independent student project under the supervision of a member of the faculty. 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. <i>Three to nine hours weekly by arrangement.</i></p>	<p>1-3 Units</p>
<p><b>BIO 099</b>  <b>Biology Honors: Dissection</b>  <i>Prerequisites: Completion of 24 units of college credit with a minimum GPA of 3.3; a minimum of 5 units in the discipline with a grade of "B" or better; an ability to work independently; permission of the Division Dean based on instructor availability.</i> An independent study project designed to increase understanding of human anatomy through detailed dissection and other projects assigned by the supervising instructor. The student will be evaluated through oral examination and evaluation of dissections. May be repeated to a maximum of 6 units, including initial enrollment. <i>One and one-half to six hours weekly by arrangement.</i></p>	<p>.5-2.0 Units</p>
<p><b>Special Topics</b>            These courses, numbered 048, 098, or 148 depending upon their transferability, are courses of contemporary interest centered on changing knowledge and important issues in the field. Announcements of Special Topics courses appear in the Schedule of Classes.</p>	



# Industrial Biotechnology

Math & Science Division

## PROGRAM DESCRIPTION

This program prepares graduates to work in the biotechnology industry as production technicians. A production technician operates and maintains the equipment used to manufacture protein pharmaceutical products. Students will grow bacterial, yeast, and mammalian cells and recover the proteins that they produce. They will follow good manufacturing practices by maintaining records in order to comply with quality assurance procedures and government regulations. Students in the program must be able to adjust their time to a flexible schedule.

## CERTIFICATE OF ACHIEVEMENT AND ASSOCIATE IN SCIENCE DEGREE

The Certificate of Achievement can be obtained upon completion of the 22-24 unit major with a grade of "C" (2.0) or better in each course. The Associate in Science Degree can be obtained upon completion of 60 units, including the major, general education requirements and electives. 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.

## REQUIRED COURSES

	Units
BIOT 051—Principles of Biotechnology	3
BIOT 052—Business & Regulatory Practices in Biotechnology	3
BIOT 062—Cell Culture and Protein Recovery	4
BIOT 063—Biotechnology Instrumentation: Quality Control & Genetic Engineering	4
BIO 014—Principles of Microbiology (4 units) OR	
BIO 002—Principles of Cell and Molecular Biology (5 units)	4-5
CHEM 010—Intermediate Chemistry (4 units) OR	
CHEM 001—General Chemistry (5 units)	4-5 22-24

NOTE: Prior knowledge and use of computers is advised including word processing, spreadsheets, and databases.

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### BIOT 051

3 Units

#### Principles of Biotechnology

*Prerequisite: BIO 014 or BIO 002 or BIOT 160. Course Advisories: SCC minimum English and Math standards.*

This course covers topics important in the development, production, recovery, and analysis of products produced by biotechnology. The course traces the path of a drug or biologic from the cell through the production facility, the final processing, and into the human body. It discusses the growth characteristics of the organisms used to produce pharmaceutical proteins, the techniques used in product recovery, and the techniques used in product analysis. **Three hours lecture.**

### BIOT 052

3 Units

#### Business and Regulatory Practices in Biotechnology

*Course Advisories: Eligibility for ENGL 001; SCC minimum math standard.* Examines how basic business principles and sound manufacturing procedures assure the quality and safety of a product as the manufacturing team moves a product down the biotechnology production pipeline. It explores the role of governmental oversight and regulation during the discovery, development, and manufacturing of new products produced by biotechnology. **Three hours lecture.**

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**BIOT 062****4 Units****Cell Culture and Protein Recovery**

**Prerequisites:** *BIO 014 or BIO 002 or BIOT 160. Course Advisory: Eligibility for ENGL 001.* This laboratory course teaches the skills needed to serve as a technician in biotechnology production. Students grow and monitor bacterial, yeast, and mammalian cells on a laboratory scale that emulates the large-scale production used in industry. Students will become familiar with the cleaning, sterilization, aseptic inoculation, operation, and monitoring of fermenters and bioreactors. Students then recover and purify proteins produced by those cell cultures. They recover and purify proteins using centrifugation, ultrafiltration, and chromatography techniques. The course emphasizes the use of current Good Manufacturing Practices (cGMP), and students gain experience following Standard Operating Procedures (SOP). **Two hours lecture and six hours lab weekly.**

**BIOT 063****4 Units****Biotechnology Instrumentation: Quality Control & Genetic Engineering**

**Prerequisite:** *BIO 014 or BIO 002 or BIOT 160. Course Advisory: Eligibility for ENGL 001.* Familiarizes students with small scale laboratory practices, both those used in a research laboratory and those used by a quality control department in industry, to analyze the quality of a cell culture process and the purity of protein products produced by cells in culture. The course emphasizes the use of Good Laboratory Practices (GLP) in these analyses. Students will gain experience in techniques used to analyze nucleic acids and in the genetic engineering of cells. They will also gain experience with the common assays used in Quality Control including electrophoresis, High Performance Liquid Chromatography (HPLC), Enzyme Linked Immunosorbant Assay (ELISA), and Polymerase Chain Reaction (PCR) to test products generated using cell culture. **Two hours lecture and six hours lab weekly.**

**BIOT 160****4 Units****Basic Concepts/Methods in Biotechnology**

**Prerequisite:** *Math 104 or Math 114. Course Advisories: SCC minimum English and Math standards.* This course serves as a prerequisite to Solano College's biotechnology courses by giving students knowledge of the basic concepts in biology and chemistry used in biotechnology while also developing the basic laboratory skills required to succeed in this field. NOTE: Not open to students who have completed CHEM 001, CHEM 010, BIO 002, BIO 014 or equivalent. This course is not designed for students intending to transfer. **Two hours lecture and six hours lab weekly.**

# Business, General (Transfer)

Business & Computer Science Division

## PROGRAM DESCRIPTION

This program is designed for business students planning to transfer to the University of California and/or the California State University systems.

## CERTIFICATE OF ACHIEVEMENT AND ASSOCIATE IN SCIENCE DEGREE

A Certificate of Achievement can be obtained by completing the 26-unit major with a grade of "C" or better in each course. The Associate in Science Degree can be obtained by completing a total of 60 units, including the major, general education requirements, and electives. 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.

## REQUIRED COURSES AND ELECTIVES

	Units	Recommended Electives:
ACCT 001—Accounting—Financial	4	BUS 092
ACCT 002—Accounting—Managerial	4	CIS 020, 022, 023, 025
BUS 005—Introduction to Business	3	MATH 011, 015, 020, 021, 030, 031
BUS 018—Legal Environment of Business	3	OCED 090, 091
CIS 001—Introduction to Computer Science OR CIS 050—Microcomputer Applications	3	Suggested general education math courses for the Business, General (Transfer) major are MATH 011 (Statistics) and MATH 015 (Finite Math) OR MATH 030 (Analytical Geometry and Calculus). Students should consult a counselor regarding Business Articulation Agreements for a particular college or university campus.
ECON 001—Prin. of Economics	3	
ECON 002—Prin. of Economics	3	
Elective(s) selected from the Recommended Electives	<u>3</u>	
	26	

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## BUSINESS-INSURANCE: PROPERTY & CASUALTY

### PROGRAM DESCRIPTION

This program provides essential background information needed by those wishing to work in an insurance office. Extensive employment opportunities are available in a variety of job areas from sales to accounting to database or project management.

### CERTIFICATE OF ACHIEVEMENT AND ASSOCIATE IN SCIENCE DEGREE

A Certificate of Achievement can be obtained by completing the 31-unit major below. The Associate in Science Degree can be obtained upon completion of 60 units, including the major, and the general education requirements and electives. 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.

### REQUIRED COURSES

	Units		
ACCT 001—Principles of Accounting-Financial	4	BUS 070—Introduction to Insurance	1
BUS 092—Business Communication	3	BUS 071—Principles of Property/Liability Insurance	3
BUS 005—Introduction to Business	3	BUS 072—Personal Insurance	3
BUS 018—Legal Environment of Business	3	BUS 073—Commercial Insurance	3
CIS 050—Microcomputer Applications	3	BUS 074—Insurance--Code & Ethics	1
CIS 073—Microsoft Excel	3	OCED 090—Occupational Work Experience	<u>1</u>
			31
		<b>Recommended Electives</b>	
		MKT 171, 173	

## JOB-DIRECT CERTIFICATE REQUIREMENTS

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

### Insurance Specialist

Required Courses	Units
BUS 170—Introduction to Insurance	1
BUS 171—Principles of Property/Liability Insurance	3
BUS 172—Personal Insurance	3
BUS 173—Commercial Insurance	3
BUS 174—Insurance - Code and Ethics	1
	11

*Many courses formerly listed under the Business discipline now appear under the disciplines "Accounting," "Management," "Marketing," or "Office Technology."*

### BUS 005 3 Units

#### Introduction To Business

**Course Advisories:** *Eligibility for ENGL 001, SCC minimum math standard.* A comprehensive study and analysis of the principles of business. The course introduces students to contemporary business principles, practices, and terminology. Students will gain an understanding and appreciation of the private enterprise system, and how the functional areas of business work and interrelate. The course explores business career opportunities, provides the prerequisite knowledge needed for success in other business courses, and prepares students for transfer to upper-division business degree programs. Assigned readings, class participation, written homework, and written examinations are required. **Three hours lecture.**

### BUS 018 3 Units

#### Legal Environment of Business

**Course Advisories:** *Eligibility for ENGL 001, SCC minimum math standard.* A comprehensive introduction to the study of the law, with specific emphasis on the legal environment of business. Includes the legal process, legal institutions, contracts, agency, the Uniform Commercial Code (UCC), torts, employment, property, computer law, consumer protection, government regulation and Alternative Dispute Resolution (ADR), along with ethical concerns and current public policy issues. Written examinations required. **Three hours lecture.**

### BUS 058 3 Units

See Human Development 058.

### BUS 060 3 Units

#### Introduction to International Business

**Course Advisories:** *Eligibility for English 001, SCC minimum math standard.* A comprehensive overview designed to provide a global perspective in a continuously emerging international marketplace, including topics such as foreign investing, impact of financial markets, international marketing, cultural understanding, and operation of multinational and small companies. **Three hours lecture.**

### BUS 070 1 Unit

#### Introduction to Insurance

**Course Advisories:** *Eligibility for English 001, SCC minimum math standard.* Provides students with the background needed prior to taking the other insurance courses. Included are topics such as property/casualty insurance, distribution of insurance products and services to the consumer, how insurance company departments function, civil laws or tort and contract, basic commercial and personal Insurance Services Office (ISO) contracts, and the risk management process. **Three hours lecture. (6 week course).**

### BUS 071 3 Units

#### Principles of Property and Liability Insurance

**Course Advisories:** *Eligibility for English 001, SCC minimum math standard.* One of five insurance courses that are designed to prepare students for employment in the insurance industry, which consists of many different types of employment opportunities, from selling insurance to working in a variety of positions in an insurance company. **Three hours lecture.**

### BUS 072 3 Units

#### Personal Insurance

**Course Advisories:** *Eligibility for English 001, SCC minimum math standard.* Assists individuals in learning basic information regarding personal insurance. It includes information about automobile insurance; homeowners' insurance; other residential insurance, such as fire and earthquake insurance; marine insurance; and other personal property. **Three hours lecture.**

### BUS 073 3 Units

#### Commercial Insurance

**Course Advisories:** *Eligibility for English 001, SCC minimum math standard.* One of five insurance courses designed to prepare students for employment in the insurance industry. Emphasis for this course is on commercial insurance. The insurance industry offers many different types of employment opportunities, from selling insurance to working in an insurance office. **Three hours lecture.**

# Business

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<b>BUS 074</b> <b>Insurance -- Code &amp; Ethics</b> <i>Course Advisories: Eligibility for English 001, SCC minimum math standard.</i> Designed to enable students to understand and apply proper ethical business behavior and obligations, especially as they relate to those working in the field of insurance. <i>Three hours lecture. (6 week course).</i>	<b>1 Unit</b>	<b>BUS 181</b> <b>Business Mathematics</b> <i>Course Advisory: SCC minimum English standards.</i> Requires students to apply essential mathematical skills necessary for success in business. Includes a review of fractions, decimals, percents, ratios, the percentage formula, and general business applications; covers advanced business applications such as interest, discount, markup, payroll, pricing policies, cash and trade discounts, and financial statements. This self-paced, programmed learning class is open entry/open exit. May be repeated to a maximum of 3 units, including initial enrollment. <i>Three hours lecture.</i>	<b>1-3 Units</b>
<b>BUS 092</b> <b>Business Communication</b> <i>Course Advisories: Eligibility for ENGL 001; SCC minimum math standard.</i> A study of communication theory in the planning and preparation of various types of letters, reports, resumes, and oral presentations along with analysis of group dynamics, symbolic communication, interview techniques and listening skills. Stresses audience analysis, style, appearance, and the importance of grammar, punctuation and vocabulary. Strong focus on gender and cultural communication issues and strategies in the workplace. Critical thinking encouraged through written and oral assignments and case studies on business communication and ethical issues. <i>Three hours lecture.</i>	<b>3 Units</b>	<b>BUS 182</b> <b>Small Business Mathematics</b> <i>Course Advisories: SCC minimum English and Math standards.</i> Requires students to apply essential mathematical skills necessary for persons operating a successful business. It includes asset and inventory management; ratio analysis, depreciation, taxation applied to sales, excise, and real property; investments and insurance, and basic statistics. This self-paced, programmed learning course is open entry/open exit. <i>One hour lecture.</i>	<b>1 Unit</b>
<b>BUS 099</b> <b>Business Honors</b> <i>Prerequisites: Completion of 24 units of college credit with a minimum GPA of 3.3; a minimum of 5 units in the discipline with a grade of "B" or better; an ability to work independently; permission of the Division Dean based on instructor availability.</i> A comprehensive study and analysis of a topic of student scholarship which is centered on important topics or issues within the business field. May be repeated to a maximum of 6 units, including initial enrollment. <i>Three to nine hours weekly by arrangement.</i>	<b>1-3 Units</b>	<b>BUS 191</b> <b>Investment Fundamentals</b> <i>Course Advisory: SCC minimum English standards.</i> A comprehensive study and analysis of investment strategies available to investors. Topics covered include the stock and bond market, gold, money markets and options. <i>Three hours lecture.</i>	<b>3 Units</b>
<b>BUS 100</b> <b>Work Readiness</b> <i>Course Advisories: SCC minimum English and Math standards.</i> Covers the process of assessing the job market and completing a resume and application. Topics include how to be successful on the job and to gain satisfaction and rewards from work. The skills needed in the workplace are emphasized along with the social and communication skills, personal characteristics and habits, and expectations of the employer. <i>Three hours lecture (8 week course).</i>	<b>1.5 Units</b>	<b>BUS 201</b> <b>Starting and Managing a Small Business</b> Presents an overview of the process and steps involved in establishing a small business. Topics include entrepreneurial characteristics, success and failure factors, financing, management and business concerns, and developing a check list for planning a start-up. This is a credit/no-credit only course. <i>Eight hours lecture total. (Two week course.)</i>	<b>.5 Unit</b>
<b>BUS 119</b> <b>Project Management</b> <i>Prerequisites: CIS 001 or CIS 050 and BUS 005. Course Advisories: ECON 002, ACCT 002, CIS 091, BUS 092; SCC minimum English and Math standards.</i> Integrates business concepts used in managing a development or business project such as the project's scope and goals, management of communication, cost and time management, and human resources together with using project management computer software designed for these tasks. Students will manage case studies using their understanding of business and using the software. (Same as CIS 119) <i>Three hours lecture, one hour lab weekly by arrangement.</i>	<b>3 Units</b>	<b>BUS 202</b> <b>Financing a Small Business</b> Examines various sources of money to start, buy, or expand a small business, including the many ways to start, buy, or expand a business with little or no money. This is a credit/no-credit only course. <i>Eight hours lecture total. (Two week course.)</i>	<b>.5 Unit</b>
		<b>BUS 203</b> <b>Business Financial Management</b> Examines the preparation and analysis of financial statements and basic small business accounting techniques, using manual and/or computer systems. This is a credit/no-credit only course. <i>Eight hours lecture total. (Two week course.)</i>	<b>.5 Unit</b>

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<b>BUS 204</b>	<b>.5 Unit</b>	<b>BUS 209</b>	<b>.5 Unit</b>
<b>Managing Credit and Collections</b> Examines the functions of credit and collections, how to establish a credit policy and collections procedures, and how to avoid legal problems. This is a credit/no-credit only course. <i>Eight hours lecture total. (Two week course.)</i>		<b>Establishing a Home-Based Business</b> Presents the basic fundamentals and considerations involving the use of a private residence as the primary location of a small business. Topics include the advantages and disadvantages of home-based operations; licensing, zoning and use permits; legal and liability considerations, specific state and federal tax compliance; employing family members; and the business use of personal assets. This is a credit/no-credit only course. <i>Eight hours lecture total. (Two week course.)</i>	
<b>BUS 205</b>	<b>.5 Unit</b>	<b>BUS 210</b>	<b>.5 Unit</b>
<b>Business Budgeting</b> Examines the use of budgeting techniques as an aid to making informed business decisions. Budgeting enables small business owners to reduce risk and increase the probability of success. This is a credit/no-credit only course. <i>Eight hours lecture total. (Two week course.)</i>		<b>Record Keeping for Small Business</b> Examines the legal, tax, and other reasons for keeping business documents, what kinds should be kept, and how to create them. The use of various manual and computer systems is explored. This is a credit/no-credit only course. <i>Eight hours lecture total. (Two week course.)</i>	
<b>BUS 206</b>	<b>.5 Unit</b>	<b>BUS 211</b>	<b>.5 Unit</b>
<b>Planning for Sales and Profit</b> Examines various business strategies that enable a small business to grow rapidly in size and profitability. This is a credit/no-credit only course. <i>Eight hours lecture total. (Two week course.)</i>		<b>Marketing and Advertising</b> Covers the process of determining what customers want to buy and how to sell products and services to them. This is a credit/no-credit only course. <i>Eight hours lecture total. (Two week course.)</i>	
<b>BUS 207</b>	<b>.5 Unit</b>	<b>BUS 212</b>	<b>.5 Unit</b>
<b>Recruiting and Selecting Employees</b> Explores the process of identifying human resource needs and the process of recruiting and selecting the right person. This is a credit/no-credit only course. <i>Eight hours lecture total. (Two week course.)</i>		<b>Risk Management and Insurance</b> Focuses on the risks associated with owning a small business and how to reduce them. Explores the different types of insurance available. This is a credit/no-credit only course. <i>Eight hours lecture total. (Two week course.)</i>	
<b>BUS 208</b>	<b>.5 Unit</b>	<b>Special Topics</b> These courses, numbered 098, 148 or 248 depending upon their transferability, are courses of contemporary interest centered on changing knowledge and important issues in the field. Announcements of Special Topics courses appear in the Schedule of Classes.	
<b>Employee Relations and Personnel Policies</b> Good employees are made through effective training, development, and relations. This course explores techniques used in training and developing good employees. The elements that comprise a sound employee relations program are presented. This is a credit/no-credit only course. <i>Eight hours lecture total. (Two week course.)</i>			

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# Chemistry

Math & Science Division

## PROGRAM DESCRIPTION

This program is designed to foster an understanding of the fundamental principles of chemistry in a variety of applications. Students will learn how chemical knowledge is derived, theorized, and applied in solving problems in everyday life.

## ASSOCIATE IN SCIENCE DEGREE

The Associate in Science Degree can be obtained by completing 60 units, including the 26-29 unit major listed below, general education requirements, and electives. 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.

## REQUIRED COURSES

	Units
CHEM 001 & 002—General Chemistry (5 & 5 units)	10
CHEM 003 & 004—Organic Chemistry (5 & 5 units)	10
BIO (any course except 048 or 098)	3 – 5
PHYS 002—Gen. Physics (Non-Calculus) (4 units)	
OR	
PHYS 006—Gen. Physics (Calculus) (4 units)	
OR	
PHYS 010—Descriptive Physics (3 units)	<u>3–4</u> 26-29

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### CHEM 001

5 Units

#### General Chemistry

**Prerequisite:** A grade of “C” or better in any of the following: *MATH 104* or two years of high school algebra AND a grade of “C” or better in one of the following: *CHEM 160* OR one year of high school chemistry. **Course Advisories:** *CHEM 010* is strongly recommended for students who need additional preparation in problem solving; *SCC minimum English standards*. Presents principles of general chemistry for students in science, engineering, medical and related professions. Topics include atomic structure and theory, the periodic table, bonding, gas laws, stoichiometry, solutions, ionization, thermochemistry and equilibrium. **Three hours lecture, six hours lab.**

### CHEM 002

5 Units

#### General Chemistry

**Prerequisite:** *CHEM 001* or equivalent with a grade of “C” or better. A continuation of chemical principles and theory covered in CHEM 001 with emphasis on electrochemistry, chemical equilibrium, and quantitative and qualitative analysis. **Three hours lecture, six hours lab.**

### CHEM 003

5 Units

#### Organic Chemistry I (F)

**Prerequisite:** *CHEM 002* with a grade of “C” or better. **Course Advisory:** *ENGL 001* is strongly recommended. First half of a two semester course (CHEM 003 and CHEM 004) that begins a survey of organic chemistry for students in chemical, biological, health science, and related professions. Topics include analysis of structure and nomenclature, bonding, isomerism, and basic reaction mechanisms of organic chemicals. Functional groups considered include alkanes, alkenes, alkynes, alcohols, and alkyl halides. Basic organic laboratory procedures are introduced along with spectral analysis, simple syntheses, and reactions described in lecture. **Four hours lecture, four hours lab.**

### CHEM 004

5 Units

#### Organic Chemistry II (S)

**Prerequisite:** *CHEM 003* with a grade of “C” or better. A continuation of CHEM 003, topics include analysis of structure, nomenclature, and reaction mechanisms of conjugated systems, aromatics, organometallics, various functional groups, carbohydrates, lipids, amino acids, proteins, and nucleic acids. The laboratory will emphasize more advanced work and the application of instrumentation in organic chemistry. **Four hours lecture, four hours lab.**

## CHEM 010

4 Units

### Intermediate Chemistry

**Prerequisites:** A grade of "C" or better in CHEM 160 or two semesters of high school chemistry, and a grade of "C" or better in MATH 104 or MATH 114 or two years of high school algebra. **NOTE:** Not open for credit to students who have completed CHEM 001. **Course Advisory:** SCC minimum English standards. A general chemistry course often required for nursing students and for students majoring in physical therapy, occupational therapy, industrial technology and home economics, it emphasizes the chemistry of inorganic compounds and covers selected topics such as atomic theory, bonding, equations, gas laws, solutions, acid-base theory, and oxidation-reduction. *Three hours lecture, three hours lab.*

## CHEM 011

4 Units

### Basic Organic Chemistry & Biochemistry (F/S)

**Prerequisite:** A grade of "C" or better in CHEM 10 or CHEM 1. **Course Advisory:** SCC minimum English standards. Presents an overview of organic chemistry and biochemistry for majors in nursing, home economics, liberal arts and technical fields. *Three hours lecture, three hours lab.*

## CHEM 051

5 Units

### Chemistry for the Health Sciences

**Prerequisite:** A grade of "C" or better in CHEM 160 or two semesters of high school chemistry, and a grade of "C" or better in MATH 104 or equivalent or two years of high school algebra. **Course Advisory:** SCC minimum English standards. This course presents an overview of general, organic chemistry, and biochemistry for majors in nursing and other allied health occupations. Topics covered include chemical bonding, chemical equations, gas laws, solutions, acid-base theory, oxidation-reduction, functional groups and properties of organic compounds, and the structure and function of carbohydrates, lipids, proteins, and nucleic acids. These topics are discussed in the context of cellular metabolism and human health. **NOTE:** Not open for credit to students who have completed CHEM 011. This course is not a prerequisite for any chemistry course. *Three hours lecture, six hours lab.*

## CHEM 097

1-3 Units

### Special Projects

**Prerequisite:** CHEM 002 with a grade of "C" or better. An independent laboratory project designed to increase a student's laboratory and reporting skills. Completion of chemical analyses and a written report are required. May be repeated to a maximum of 6 units, including initial enrollment. *Three to nine hours weekly by arrangement.*

## CHEM 160

4.0 Units

### Introductory Chemistry

**Prerequisite:** A grade of "C" or better in any of the following: MATH 104 or MATH 114 or two years of high school algebra. **NOTE:** Not open to students who have completed CHEM 001, CHEM 010, or equivalent. **Course Advisory:** SCC minimum English standards. An introductory course covering the fundamental principles of inorganic chemistry. *Three hours lecture, three hours lab.*

### Special Topics

These courses, numbered 048, 098, or 148 depending upon their transferability, are courses of contemporary interest centered on changing knowledge and important issues in the field. Announcement of Special Topics courses appears in the Schedule of Classes.



# Communication Studies

(For Cinematography - See "Film & Television")

Fine & Applied Arts/Behavioral Sciences Division

## PROGRAM DESCRIPTION

This program is a broad based program concerned with the preparation and delivery of messages in interpersonal, public and mediated situations. This program focuses on understanding the communication process and improving communication skills. The program prepares the students to pursue professional goals in a variety of career possibilities including Community College Teacher, Speech Writer, Communications Consultant, Lawyer, Minister, Personnel Director, Television Director or Producer, Broadcast Journalist, Public Relations, Political Campaign Aide, Sales, Counselor.

## ASSOCIATE IN ARTS DEGREE

The Associate in Arts degree can be obtained upon completion of 60 units, including the 18-unit major, general education requirements, and electives. 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.

## REQUIRED COURSES

	Units	Recommended Electives
SPCH 001—Public Speaking	3	ENGL 004
SPCH 006—Argumentation and Debate	3	JOUR 001, 011
SPCH 010—Interpersonal Communication	3	PHIL 001
SPCH 015—Oral Interpretation	3	PSYC 001
SPCH 060—Business and Professional Communication	3	SPCH 002, 050
TV 050—Survey of Broadcasting	3	THEA 001
	<u>18</u>	TV 055

### SPCH 001 3 Units

#### Introduction to Public Speaking

**Course Advisory:** *SCC minimum English standards.* Public speaking course which includes instruction and practice in the various forms of public address and the techniques for orally presenting ideas clearly, concisely, and coherently. Students are required to outline speeches frequently; to read a college-level public speaking textbook and apply its principles in the preparation of their speeches; and to critically analyze public speeches of various types. **Three hours lecture.**

### SPCH 001H 3 Units

#### Honors Introduction to Public Speaking

**Prerequisites:** *Eligibility for the Honors Program. Completion of ENGL 001 with a grade of "B" or higher.* An honors course in public speaking which includes instruction and practice in the various forms of public address and the techniques for orally presenting ideas clearly, concisely, and coherently. Students are required to outline speeches frequently; to read a college-level public speaking textbook and apply its principles in the preparation of their speeches; and to critically analyze public speeches of various types. **Three hours lecture.**

### SPCH 002 3 Units

#### Fundamentals of Persuasive Speaking

**Course Advisory:** *Eligibility for ENGL 001.* A persuasive speaking course which includes instruction and practice in the various forms of persuasive speaking including, but not limited to, sales presentations, speeches of praise/blame, propaganda, and opposing viewpoints. Students are required to outline persuasive speeches frequently; to read a college-level persuasive speaking textbook and apply its principles in the preparation of their persuasive speeches; to critically analyze persuasive speeches; and to deliver persuasive speeches of various types. **Three hours lecture.**

### SPCH 006 3 Units

#### Argumentation & Debate

**Course Advisory:** *Eligibility for ENGL 001.* Public speaking course which includes instruction and practice in the principles of argumentation and in the various forms of debate including the analysis of propositions, research, evidence and reasoning. Students are required to practice various forensic debating techniques through the presentation of their outlined affirmative and negative cases after investigating major contemporary issues; to read a college level argumentation and debate textbook and apply its principles in the preparation of their cases; and to critically analyze debate cases. **Three hours lecture.**

# Communication Studies

<b>SPCH 008</b>	<b>3 Units</b>	<b>SPCH 050</b>	<b>1-3 Units</b>
<b>Group Communication</b> <i>Course Advisory: SCC minimum English standards.</i> This course is designed to increase students' understanding of group communication behaviors related to problem-solving, decision-making, leadership, group roles, norms and conformity and to prepare students to function more effectively in groups. This course is designed for students majoring in speech communication, business, international business, education, nursing, and all fields of study and certifications that require group and team-building skills. <i>Three hours lecture.</i>		<b>Forensics/Speech Workshop</b> <i>Course Advisory: SCC minimum English standards.</i> Provides training in the principles of all forms of competitive speaking, oral interpretation and debate, including participation in intercollegiate and competition and appearances before campus and community groups. Students attend intercollegiate forensic tournaments and festivals or speak before campus or community audiences. This is an open entry/open exit course. Repeatable to a maximum of 12 units. <i>One hour lecture, three to six hours lab.</i>	
<b>SPCH 010</b>	<b>3 Units</b>	<b>SPCH 060</b>	<b>3 Units</b>
<b>Interpersonal Communication</b> <i>Course Advisory: Eligibility for ENGL 001.</i> Communication principles as applied to different interpersonal communication situations including verbal and non-verbal communication, listening, overcoming barriers to communication, and conflict resolution. <i>Three hours lecture.</i>		<b>Business and Professional Communication</b> <i>Course Advisory: SCC minimum English standards.</i> Presents practical communication skills to allow students to achieve effective verbal communication in business situations, community activities, and other areas of daily life. Areas of discussion include giving and receiving the basic practical communication skills. Exercises are employed to allow students to achieve effective verbal communication in business situations, community activities, and other areas of daily life, including giving and receiving instructions, interviewing, verbal and non-verbal communication. <i>Three hours lecture.</i>	
<b>SPCH 012</b>	<b>3 Units</b>	<b>SPCH 075</b>	<b>3 Units</b>
<b>Intercultural Communication</b> <i>Course Advisory: SCC minimum English standards.</i> This course introduces students to the challenges and promises of intercultural communication with application to American culture, subcultures, and different cultures of the world. Specific focus will be development of the ability to acknowledge and understand the unique voice of people from the African, Asian, Latina, Middle Eastern, and Pacific Island cultures as well as co-cultures within the United States. Through lectures, readings, films, group discussions, written and oral assignments, students will learn the skills necessary to achieve positive outcomes when communicating with others that are perceived as different. <i>Three hours lecture.</i>		<b>Sports Broadcasting</b> <i>Course Advisory: SCC minimum Math standard, eligibility for ENGL 001, SPCH 001.</i> A professional approach to the basics of on-air and internet sports broadcasting. areas of concentration include performance training for play-by-play description, color commentary, compiling and organizing statistical data for a variety of sporting events. The course includes an in-depth approach to careers in broadcast communication with concentration on all aspects of research preparation and delivery presentation to adequately and effectively establish and sustain a career in sports broadcasting. Students will be required to attend weekly athletic competitions. This course is repeatable 3 times. <i>One hour lecture, two hours activity, three hours by arrangement.</i>	
<b>SPCH 015</b>	<b>3 Units</b>		
<b>Oral Interpretation of Literature</b> <i>Course Advisory: SCC minimum English standards.</i> Study of literature through oral performance which includes development of skills in the analysis and interpretation of prose, poetry, and dramatic literature. Emphasis on vocal and physical techniques to orally communicate understanding of the literature performed. <i>Three hours lecture.</i>			
<b>SPCH 049</b>	<b>2-3 Units</b>		
<b>Speech Honors</b> <i>Prerequisites: Completion of 24 units of college credit with a minimum GPA of 3.3; a minimum of 5 units in the discipline with a grade of "B" or better; an ability to work independently; permission of the division Dean based on instructor availability.</i> Independent study course designed for advanced speech students who wish to continue work with an instructor in a specialized area of oral communication. The student and instructor design an outlined program of study. May be repeated to a maximum of 6 units, including initial enrollment. <i>Six to nine hours weekly by arrangement.</i>			

# Computer and Information Science

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Business & Computer Science Division

## COMPUTER PROGRAMMING

### PROGRAM DESCRIPTION

This program is designed to prepare the student for employment as a computer programmer trainee.

### CERTIFICATE OF ACHIEVEMENT AND ASSOCIATE IN SCIENCE DEGREE

A Certificate of Achievement can be obtained upon completion of the 33-unit major listed below. The Associate in Science Degree may be obtained by completing a total of 60 units, including the major, general education requirements, and electives. 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.

### REQUIRED COURSES

Not all courses are offered every semester, and the sequence of courses listed below is recommended, not required.

	Units	
CIS 001—Intro. to Computer Science	3	<b>NOTE:</b> Students planning to transfer to a four-year college and major in Management Information Systems/Computer Science should see a counselor regarding Business Articulation Agreements for a particular university campus.
BUS 092—Bus. Communications	3	
CIS 022—Introduction to Programming	3	
CIS 055—MS Windows Operating Systems	3	
CIS 023—Data Structures & Algorithms	3	
CIS 015—Programming in Visual Basic.NET	3	
CIS 089—Essential Networking Technologies	3	
CIS 078—Database Management Systems	3	
CIS 052—UNIX Operating System	3	
CIS 020—Assembly Programming	3	
Elective(s) selected from the Recommended Electives	<u>3</u>	
	33	
<b>Recommended Electives</b>		
CIS 025, 035, 060, 061, 063, 066, 068, 073, 080, 108		
ACCT 001, 002		
BUS 005		
OCED 090, 091		

# Computer and Information Science

## MICROCOMPUTER APPLICATIONS

### PROGRAM DESCRIPTION

This option is designed to prepare the student for employment as a microcomputer applications specialist.

### CERTIFICATE OF ACHIEVEMENT AND ASSOCIATE IN SCIENCE DEGREE

A Certificate of Achievement can be obtained upon completion of the 30-unit major listed below. The Associate in Science Degree may be obtained by completing a total of 60 units, including the major, general education requirements, and electives. 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.

### REQUIRED COURSES

Not all courses are offered every semester, and the sequence of courses listed below is recommended, not required.

	Units	Recommended Electives
CIS 001—Intro. to Computer Science	3	CIS 020, 022, 025, 035, 060, 065, 066,
CIS 055—MS Windows Operating System	3	080, 093, 108
CIS 015—Prog. in Visual Basic.NET	3	ACCT 001, 002
CIS 066—Microsoft Word	3	BUS 005
CIS 073—Microsoft Excel	3	ECTN 158
CIS 089—Essential Network. Techn.	3	OCED 090, 091
CIS 078—Database Management Syst.	3	
CIS 090—Intro. to PowerPoint	1.5	
CIS 061—Creating Web Pages	3	
BUS 092—Bus. Communication	3	
CIS 091—Microsoft Outlook	1.5	
	<u>30</u>	

### JOB-DIRECT CERTIFICATE REQUIREMENTS

For each of the following programs, the required courses must be completed with a grade of "C" or better.

#### Microsoft Office Master

##### Required Courses

	Units
CIS 066—Microsoft Word	3
CIS 073—Microsoft Excel	3
CIS 090—Introduction to PowerPoint	1.5
CIS 093—Microsoft Publisher	1.5
	<u>9</u>

#### Microsoft Office Specialist

##### Required Courses

	Units
CIS 066—Microsoft Word	3
CIS 073—Microsoft Excel	3
CIS 078—Database Management Systems	3
CIS 090—Introduction to PowerPoint	1.5
CIS 091—Microsoft Outlook	1.5
CIS 093—Microsoft Publisher	1.5
	<u>13.5</u>

#### Database Specialist

##### Required Courses

	Units
CIS 072—Extensible Markup Language (XML)	3
CIS 078—Database Management Systems	3
CIS 080—SQL Database Management Systems	1.5
	<u>7.5</u>

# Computer and Information Science

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## WEB DEVELOPMENT AND ADMINISTRATION

### PROGRAM DESCRIPTION

This specialty is designed to prepare the student for employment as a web site administrator and developer.

### CERTIFICATE OF ACHIEVEMENT AND ASSOCIATE IN SCIENCE DEGREE

A Certificate of Achievement can be obtained upon completion of the 33-unit major listed below. The Associate in Science Degree may be obtained by completing a total of 60 units, including the major, general education requirements, and electives. 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.

### REQUIRED COURSES

Not all courses are offered every semester, and the sequence of courses listed below is recommended, not required.

	<b>Units</b>		
CIS 001—Intro. to Computer Science	3	CIS 083—Web Server Administration	3
CIS 061—Creating Web Pages	3	CIS 089—Essential Networking Technologies	3
CIS 062—Creating Web Interactivity with Flash	3	CIS 111—Cascading Style Sheets	1.5
CIS 069—Multimedia for the Web	3	Elective(s) selected from the	
CIS 072—XML	1.5	Recommended Electives	<u>3</u>
CIS 075—Client Side Programming	3		33
CIS 080—SQL Database Management System	3	<b>Recommended Electives</b>	
CIS 081—Server Side Programming	3	CIS 015, 022, 023, 035, 068, 078, 108, 120, 121	

### JOB-DIRECT CERTIFICATE REQUIREMENTS

For each of the following programs, the required courses must be completed with a grade of "C" or better.

#### Computer Applications Specialist

Required Courses	Units
BUS 100—Work Readiness	1.5
CIS 073 —Microsoft Excel	3
CIS 066—Microsoft Word	
OR	
CIS 063—WordPerfect	3
CIS 078 —Database Management Systems	<u>3</u>
	10.5

#### Home-Based Computer Processor Required Courses

Required Courses	Units
BUS 100—Work Readiness	1.5
CIS 073 —Microsoft Excel	3
CIS 066—Microsoft Word	
OR	
CIS 063—WordPerfect	3
OT 100—Skillbuilding/Computer Keyboard	1
BUS 201—Starting and Managing a Small Bus.	.5
BUS 210—Record Keeping for Small Bus.	.5
BUS 209—Establishing Home-based Bus.	<u>.5</u>
	10

#### Web Developer

Required Courses	Units
CIS 001—Intro. to Computer Science	3
CIS 061—Creating Web Pages	3
CIS 069—Multimedia for the Web	3
CIS 072—XML	1.5
CIS 075—Client Side Programming	3
CIS 081—Server Side Programming	<u>3</u>
	16.5

#### Web Programmer

Required Courses	Units
CIS 015—Programming in Visual Basic.NET	3
CIS 035—Introduction to Java Programming	3
CIS 075—Client Side Web Programming	3
CIS 081—Server Side Web Programming	3
CIS 068—Object Oriented Game Programming with	
Flash	<u>3</u>
	15

# Computer and Information Science

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- CIS 001** 3 Units  
**Introduction to Computer Science**  
*Course Advisories: SCC minimum English and Math standards; keyboarding 30 wpm.* An introduction to the hardware and software components of basic computer systems. A review of historical, social and cultural implications of computer technology in today's society. Course content will include "hands-on" familiarization with a computer operating system and common application software. Additionally, the course includes an introduction to computer programming using the Visual Basic .Net language. Students will learn to develop problem specifications, detailed analysis, design algorithms, and construct structured computer programs. *Three hours lecture, one hour lab weekly by arrangement.*
- CIS 015** 3 Units  
**Programming in Visual Basic.NET**  
*Course Advisories: CIS 001 with a grade of "C" or "P" or better; SCC minimum English and Math standards.* An introductory course in Object Oriented Programming (OOP) using Visual Basic, emphasizing problem-solving techniques using structured design and development. An extensive coverage of the Visual Basic computer language will be conducted using the Microsoft.Net environment. Students will construct forms and define procedures, events, properties, methods and objects to solve a variety of business-oriented problems. *Three hours lecture, one hour lab weekly by arrangement.*
- CIS 020** 3 Units  
**Assembly Programming**  
*Prerequisites: CIS 010 or 015 or 022 or 035 with a grade of "C" or "P" or better. Course Advisories: SCC minimum English and Math standards.* A hardware-oriented programming course dealing with programming a computer at the assembler language level. Emphasis will be on the assembly language of computers. *Three hours lecture, one hour lab weekly by arrangement.*
- CIS 022** 3 Units  
**Introduction to Programming**  
*Prerequisites: CIS 001 with a grade of "C" or "P" or better. Course Advisories: SCC minimum English and Math standards.* An introduction to computer programming. The course's content will include "hands-on" development of structured algorithms and programs through top-down design, modular and object oriented programming, and standardized control structures. (Taught using an object-oriented computer programming language such as C++, C#, Java, etc.). *Three hours lecture, one hour lab weekly by arrangement.*
- CIS 023** 3 Units  
**Data Structures and Algorithms**  
*Prerequisites: CIS 022 with a grade of "C" or "P" or better. Course Advisories: SCC minimum English and Math standards.* A study of the basic concepts associated with the creation and manipulation of data structures and their related processing algorithms. Topics include software engineering principles, the selection, design, and implementation of data structures including arrays, sequential and random access files, strings, stacks, queues, linked lists, and binary trees, and the development of efficient algorithms for sorting, searching, and manipulating these data structures. (Taught using an object-oriented computer programming language such as C++, C#, Java, etc.) *Three hours lecture, one hour lab weekly by arrangement.*
- CIS 025** 3 Units  
**FORTTRAN Programming**  
*Prerequisite: CIS 001 with a grade of "C" or "P" or better.* An introduction to the FORTRAN programming language. Students will learn to code, compile, test, and debug simple programs in the areas of mathematics, science, and business. Topics will include use of subprograms, file processing, multi-dimensional arrays, and structured programming concepts for selection and iteration techniques. *Three hours lecture, one hour lab weekly by arrangement.*
- CIS 035** 3 Units  
**Introduction to Java Programming**  
*Prerequisites: CIS 022 or CIS 023 or 015 with a grade of "C" or better. Course Advisories: SCC minimum English and Math standards.* The course introduces Object Oriented Programming (OOP) using the Java programming language. It includes "hands-on" development of Java applets and Java applications using objects, classes, interfaces and Graphical User Interface (GUI) components. *Three hours lecture, one hour lab weekly by arrangement.*
- CIS 049** 1-3 Units  
**Computer and Information Science Honors**  
*Prerequisites: Completion of 24 units of college credit with a minimum GPA of 3.3; a minimum of 5 units in the discipline with a grade of "B" or better; an ability to work independently; permission of the Division Dean based on instructor availability. Course Advisories: SCC minimum English and Math standards.* Designed for honor students who intend to major in one of the Computer and Information Science options. Students are expected to design their own projects and must submit them to the instructor for approval. May be repeated to a maximum of 6 units, including initial enrollment. *Three to nine hours weekly by arrangement.*
- CIS 050** 3 Units  
**Microcomputer Applications**  
*Course Advisories: Basic keyboarding skills at 30 wpm; SCC minimum English and Math standards.* This course will serve as an introduction to microcomputers and the more frequently used applications software. The course is designed for the microcomputer user who is not a computer science major. The purpose of this course is to help students to understand the concepts and fundamentals of working with: an operating system with its associated graphical user interface, word processing, spreadsheets, databases and presentation software. *Three hours lecture, one hour lab weekly by arrangement.*

# Computer and Information Science

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CIS 052

3 Units

## UNIX Operating System

**Course Advisories:** CIS 055 with a grade of “C” or “P” or better; SCC minimum English and Math standards. This course will analyze the UNIX operating system, its terminology, user utilities, file structure, file security, commands, shells, shell programming, system architecture, and system administration. Emphasis will be placed on the shell environment, shell programming and utilities. The course will include hands-on exercises for the students to complete using the UNIX operating system (Currently taught using LINUX). *Three hours lecture, one hour lab weekly by arrangement.*

CIS 055

3 Units

## MS Windows Operating Systems

**Course Advisories:** CIS 001 with a grade of “C” or “P” or better; basic keyboarding skills. Students will learn how to use the Graphical User Interface (GUI) and the command line interface in carrying out system tasks in the MS Windows operating systems. Topics include file management, hard disk management, system tools, batch files, connectivity, and the registry. *Three hours lecture, one hour lab weekly by arrangement.*

CIS 057

1.5 Units

## Introduction to Microsoft Windows

**Course Advisories:** CIS 001 with a grade of “C” or “P” or better; ability to keyboard at 30 wpm. Designed to familiarize students with the major features of the Microsoft Windows operating systems file management using My Computer, Explorer, Find; customizing the system using control panel; using accessories such as Paintbrush, Wordpad, Notepad, Calculator; and using other advanced features including OLE (object linking and embedding); backing up and maintaining the system, and the MS Windows Registry. *Three hours lecture, one hour lab weekly by arrangement. (8 week course).*

CIS 060

1.5 Units

## Introduction to the Internet

**Course Advisories:** SCC minimum English and Math standards. Designed to prepare students to use the Internet, a world wide computer network. Emphasis is on introducing features of the Internet, including electronic mail, the World Wide Web, Gopher, FTP (file transfer protocol), Telnet, and Usenet, as well as other Internet services and utilities. Students will explore hands-on the vast resources of the Internet, learn to access information using a variety of methods, and will construct a simple Web page. *Three hours lecture, one hour lab weekly by arrangement. (8 week course).*

CIS 061

3 Units

## Creating Web Pages

**Course Advisories:** CIS 001; SCC minimum English and Math standards. This course is designed to prepare students to develop web sites that interact with databases. Emphasis is on the creation of Web sites with interactive Web pages, data access Web pages, and web pages with interactive components. Students will explore hands-on access to the Internet and an HTML editor to create and maintain Web sites. Repeatable 3 times. NOTE: Repeatable for different HTML browsers, i.e. FrontPage, Dreamweaver, Expression Web, etc. *Three hours lecture, one hour lab weekly by arrangement.*

CIS 062

3 Units

## Creating Web Interactivity with Flash

**Course Advisories:** CIS 001 with a grade of “C” or “P” or better; CIS 061 with a grade of “C” or “P” or better; SCC minimum English and Math standards. This course covers the creation of vector-based graphics, animation, and interactivity within the Web environment. Emphasis will be placed on applying design principles to the elements of motion and interactivity. The basic operating principles of Macromedia Flash will be applied in order to create Web sites with animation, interactive buttons, and sound. Issues of optimal delivery and web accessibility will also be covered. A portfolio-quality professional level capstone project will be developed and presented. *Three hours lecture, one hour lab weekly by arrangement.*

CIS 063

3 Units

## WordPerfect

**Course Advisories:** CIS 001 with a grade of “C” or “P” or better; ability to keyboard at 30 wpm. Provides a thorough study of the WordPerfect word processing program. Students will use basic functions to create business documents as well as advanced features such as macros, mail merge, sorting, graphics, charts, columns, outlining, and styles. *Three hours lecture, one hour lab weekly by arrangement.*

CIS 066

3 Units

## Microsoft Word

**Course Advisories:** CIS 001 or CIS 050 with a grade of “C” or “P” or better; ability to keyboard at 30 wpm. Provides an in-depth study of the functions of the word processing program. Students will learn how to use basic and advanced program features to create and design business documents. *Three hours lecture, one hour lab weekly by arrangement.*

CIS 068

3 Units

## Object Oriented Game Programming with Flash

**Prerequisite:** CIS 062 with a grade of “C” or better. **Course Advisories:** CIS 001 with a grade of “C” or “P” or better; SCC minimum English and Math standards. Using solid programming techniques and the fundamental concepts of Object Oriented Programming, students will use Macromedia Flash ActionScript to create multimedia games. This process includes designing, coding, testing, debugging and documenting Flash ActionScript programs. Additionally, students will apply these concepts to the creation of game programs that utilize digital media including images, animation, audio, video, and text. *Three hours lecture, one hour lab weekly by arrangement.*

# Computer and Information Science

CIS 069	3 Units	CIS 080	3 Units
<b>Multimedia for the Web</b> <i>Course Advisories: CIS 001 with a grade of “C” or better; CIS 061 with a grade of “C” or better; SCC minimum English and Math standards.</i> Takes an in-depth look at designing multimedia for the Web. Topics include developing graphic elements such as buttons, background textures and images for a Web site, using Cascading Style Sheets to position graphics, using Dynamic HTML to create web site interactivity, adding audio and/or video to a Web site, and manipulating Web multimedia file formats. <i>Three hours lecture, one hour lab weekly by arrangement.</i>		<b>SQL Database Management Systems</b> <i>Course Advisories: CIS 078 with a grade of “C” or “P” or better; SCC minimum English and Math standards.</i> Designed for the student who needs knowledge and skills about advanced database systems that use the SQL language such as IBM’s DB2, Oracle, Sybase and Microsoft’s SQL Server. This course is designed for the end user, the database designer and the database administrator. Microsoft SQL Server 2000 is the database system currently used for this course. <i>Three hours lecture, one hour lab weekly by arrangement.</i>	
CIS 072	1.5 Units	CIS 081	3 Units
<b>Extensible Markup Language (XML)</b> <i>Course Advisories: CIS 001 with a grade of “C” or better; CIS 061 with a grade of “C” or better; SCC minimum English and Math standards.</i> Introduces Extensible Markup Language. Students will learn how to create XML documents and use XML-based markup languages. <i>Three hours lecture, one hour lab weekly by arrangement (8 week course).</i>		<b>Server-Side Web Programming</b> <i>Course Advisories: CIS 001 with a grade of “C” or better; CIS 061 with a grade of “C” or better; SCC minimum English and Math standards.</i> Emphasizes the creation of interactive web sites using a server-sided scripting language such as ASP, Net, CGI, or Perl. Topics include core features of the server-side scripting language, control structures, functions, arrays, form validations, regular expressions, environmental variables, and database-driven web applications. <i>Three hours lecture, one hour lab weekly by arrangement.</i>	
CIS 073	3 Units	CIS 083	3 Units
<b>Microsoft Excel</b> <i>Course Advisories: CIS 001 with a grade of “C” or “P” or better; ability to keyboard at 30 wpm.</i> Provides a thorough study of spreadsheet operation and enables the student to use the spreadsheet to perform mathematical computations and analysis. Students will create graphic representations of the information contained in a spreadsheet, perform list management routines, use functions, perform “what if” analysis, customize toolbars and menus, and create macros using Visual Basic for Applications. <i>Three hours lecture, one hour lab weekly by arrangement.</i>		<b>Web Server Administration</b> <i>Course Advisories: CIS 001 with a grade of “C” or better; CIS 061 with a grade of “C” or better; SCC minimum English and Math standards.</i> This course covers web server installation and administration for the Internet and intranet. Topics covered include the installation, configuration, management and tuning of web services, security, online transaction processing, and FTP services. <i>Three hours lecture, one hour lab weekly by arrangement.</i>	
CIS 075	3 Units	CIS 089	3 Units
<b>Client-Side Web Programming</b> <i>Course Advisories: CIS 001 with a grade of “C” or better; CIS 061 with a grade of “C” or better; SCC minimum English and Math standards.</i> Focuses on the enhancement of Web pages by adding interactivity and functionality through the use of client-side programming. <i>Three hours lecture, one hour lab weekly by arrangement.</i>		<b>Essential Networking Technologies</b> <i>Course Advisories: CIS 001 with a grade of “C” or “P” or better; SCC minimum English and Math standards.</i> An introductory course starting with a general overview of networking. Network design, media, protocols, architectures, operations, and administration will be discussed. Local area networks, wide area networks, and network connectivity (including Internet) are covered. This course is the foundation of all other network classes and helps prepare the student to be successful when taking various certified examinations. <i>Three hours lecture, one hour lab weekly by arrangement.</i>	
CIS 078	3 Units	CIS 090	1.5 Units
<b>Access - Database Management Systems</b> <i>Course Advisories: CIS 001 with a grade of “C” or “P” or better.</i> An introduction to relational database management using microcomputers. Microsoft’s Access database management program is used. Students will learn how to create and maintain relational database structures, organize and manipulate data, ask questions of the data, create custom forms for entering data and custom reports for printing the data. How to publish objects on the Internet’s World Wide Web is presented. The student will learn how to construct a complete application combining previously created tables, queries, forms, and reports. Visual BASIC Applications (VBA) and Structured Query Language (SQL) are introduced. Advanced database design is explored and the student learns how to “normalize” a database structure. <i>Three hours lecture, one hour lab weekly by arrangement.</i>		<b>Introduction to PowerPoint</b> <i>Course Advisories: CIS 001 or CIS 050 with a grade of “C” or “P” or better; ability to keyboard.</i> This course introduces features and design concepts utilized in developing powerful presentations using a package software such as Microsoft PowerPoint. <i>Three hours lecture, one hour lab weekly by arrangement (8 week course).</i>	



# Computer and Information Science

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CIS 091	1.5 Units	CIS 104	.5 Units
<b>Microsoft Outlook</b> <i>Course Advisories: SCC minimum English standard, CIS 001 or CIS 050 with a grade of "C" or better; basic keyboarding skills.</i> Students get started using Outlook's features; working with the Contact address book; Inbox and e-mail; Journal; Notes; Tasks; use Calendar to track and schedule appointments, events and meetings; work with forms and templates; use Outlook with other applications. <i>Three hours lecture, one hour lab weekly (8 week course).</i>		<b>Fast Track PowerPoint</b> <i>Course Advisories: SCC minimum English and math standards; previous computer experience; keyboarding at 30wpm.</i> Designed to introduce the student to the most elementary functions of Microsoft PowerPoint. This is a pass/no-pass only course. <i>Eight hours lecture. (1 week course).</i>	
CIS 093	1.5 Units	CIS 105	.5 Units
<b>MS Publisher</b> <i>Course Advisories: CIS 001 or CIS 050 with a grade of "C" or "P" or better; SCC minimum English and Math standards.</i> Provides "hand-on" experience in the Microsoft Publisher desktop publishing computer program. Students will learn to produce camera ready, near-typeset quality reports, brochures, newsletters, labels, cards, and business forms. <i>Three hours lecture, one hour lab weekly by arrangement (8 week course).</i>		<b>Fast Track Excel</b> <i>Course Advisories: SCC minimum English and math standards; previous computer experience; keyboarding at 30wpm.</i> Designed to introduce the student to the most elementary functions of Excel. This is a pass/no-pass only course. <i>Eight hours lecture. (1 week course).</i>	
CIS 100	.5 Units	CIS 106	1 Unit
<b>Fast Track Introduction to Computers</b> <i>Course Advisories: SCC minimum English and Math standards.</i> A brief introduction to the microcomputer for novices. Includes an overview of computer components and functions, as well as its uses. This is a pass/no-pass only course. <i>Eight hours lecture. (1 week course).</i>		<b>Fast Track Computer Literacy</b> <i>Course Advisories: SCC minimum English and Math standards.</i> Designed to provide a brief introduction to microcomputers for novices. It includes an introduction to computer components, and also includes hands-on activities utilizing the Windows operating system, word processing and spreadsheet software and the Internet. This is a pass/no-pass only course. <i>Two hour lecture, one hour weekly by arrangement. (8 week course).</i>	
CIS 101	.5 Units	CIS 107	.5 Units
<b>Fast Track Windows</b> <i>Course Advisories: SCC minimum English and math standards; previous computer experience; keyboarding at 30wpm.</i> Designed to introduce the student to the most elementary functions of Windows. This is a pass/no-pass only course. <i>Eight hours lecture. (1 week course).</i>		<b>Fast Track Outlook</b> <i>Course Advisories: SCC minimum English and Math standards.</i> Designed to introduce to students to a desktop information management program using Microsoft Outlook for email, calendaring, contacts, tasks, files, and to track activities. This is a pass/no-pass only course. <i>Eight hours lecture. (1 week course).</i>	
CIS 102	.5 Units	CIS 108	.5 Units
<b>Fast Track Microsoft Word</b> <i>Course Advisories: SCC minimum English and math standards; previous computer experience; keyboarding at 30wpm.</i> Designed to introduce to students the most elementary functions of Microsoft Word. This is a pass/no-pass only course. <i>Eight hours lecture. (1 week course).</i>		<b>Fast Track WordPerfect</b> <i>Course Advisories: SCC minimum English and math standards; previous computer experience; keyboarding at 30wpm.</i> Designed to introduce to students the most elementary functions of WordPerfect. This is a pass/no-pass only course. <i>Eight hours lecture. (1 week course).</i>	
CIS 103	.5 Units	CIS 109	.5 Units
<b>Fast Track Internet</b> <i>Course Advisories: SCC minimum English and math standards; previous computer experience; keyboarding at 30wpm.</i> Designed to introduce the student to the most elementary features of working on the Internet. This is a pass/no-pass only course. <i>Eight hours lecture. (1 week course).</i>		<b>Fast Track Quicken for Windows</b> <i>Course Advisories: SCC minimum English and math standards; previous computer experience; keyboarding at 30wpm.</i> Designed to introduce the student to the most elementary functions of Quicken for Windows 2005. This is a pass/no-pass only course. <i>Eight hours lecture. (1 week course).</i>	

# Computer and Information Science

CIS 110	1.5 Units	CIS 119	3 Units
<b>Wireless LANs</b> <i>Course Advisories: CIS 001 with a grade of “C” or “P” or better; SCC minimum English and Math standards.</i> This course is designed to instruct students on planning, designing, installing and configuring wireless LANs. The course offers in-depth coverage of wireless networks with extensive step-by-step coverage of IEEE 802.11b/a/g/pre-n implementation, design, security, and troubleshooting. <i>Three hours lecture, one hour lab weekly. (8 week course).</i>		<b>Project Management</b> <i>Prerequisites: CIS 001 or CIS 050 and BUS 005. Course Advisories: ECON 002, ACCT 002, CIS 091, BUS 092; SCC minimum English and Math standards.</i> This course integrates business concepts used in managing a development or business project such as the project’s scope and goals, management of communication, cost and time management, and human resources together with using project management computer software designed for these tasks. Students will manage case studies using their understanding of business and using the software. (Same as BUS 119) <i>Three hours lecture, one hour lab weekly by arrangement.</i>	
CIS 111	1.5 Units	CIS 120	1.5 Units
<b>Web Design with Cascading Style Sheets</b> <i>Course Advisories: CIS 061 with a grade of “C” or “P” or better; SCC minimum English and Math standards.</i> This course is intended for students and Web Professionals who have a working knowledge of Web design and HTML and want to use cascading style sheets to control the display and formatting on a Web site or any other application that uses CSS. <i>Three hours lecture, one hour lab weekly by arrangement. (8 week course).</i>		<b>Developing XML Web Services</b> <i>Prerequisites: CIS 072. Course Advisories: SCC minimum English and math standards; CIS 001.</i> This course introduces the fundamental Web services architecture and its core technologies, including XML, XML Schema, SOAP, WSDL, and UDDI with the focus on writing, testing, and debugging a Web service such as a credit card validation Web service. <i>Three hours lecture, one hour lab.</i>	
CIS 112	3 Units	CIS 121	3 Units
<b>Introduction to Robotics Programming</b> <i>Prerequisite: CIS 001. Course Advisories: SCC minimum English and Math standards.</i> The student will be introduced to Programming a 360 degree 5 axis articulating arm via the Industry Standard Smart Terminal hand held computer and the PC interface. The student will learn all the basic physical parts of the system. Additionally, the student will learn to utilize many of the 150 programming language commands to manipulate the robot to do work in three dimensional work space over time. Furthermore, the student will learn and implement Industry Standard Robotic Safety Standards in the work place. <i>Three hours lecture, one hour lab weekly by arrangement.</i>		<b>PHP Programming with MySQL</b> <i>Course Advisories: SCC minimum English and math standards; CIS 001; CIS 061.</i> This course teaches Web development with PHP and MySQL. It presents the basics of PHP and MySQL along with advanced topics including object-oriented programming and how to build Web sites that incorporate authentication and security. Upon completion of this course, students should be able to use PHP and MySQL to build professional quality, database-driven Web sites. Additionally, students will become proficient with the administration and maintenance of a MySQL database. <i>Three hours lecture, one hour lab.</i>	
CIS 113	3 Units	CIS 172	1.5 Units
<b>Introduction to Programmable Logic Controllers</b> <i>Prerequisite: CIS 001. Course Advisories: SCC minimum English and Math standards.</i> The student will be introduced to how to design, program and operate the Programmable Logic Controller (PLC) to control a number of process applications used by industries all over the world. The PLC is a microprocessor-based controller designed to provide easily programmed control of almost any type of process. The student will learn to program Input Modules, Output Modules, Processor module, Power Supply, Programming device, and I/O chassis. <i>Three hours lecture.</i>		<b>Computer Forensics: Evidence Recovery</b> <i>Course Advisories: SCC minimum English and math standards.</i> Introduces the student to the physical aspects of data collection from computer systems and computer networks. The student is introduced to the hardware and software used to collect data, the techniques used to ensure integrity and preserve data, and the requirements of preparing collected data for later forensic investigation. Students will learn to process a digital crime scene as well as the corporate environment for both criminal/civil cases and incident response. (Same as ECTN 172). <i>One hour lecture, one and one-half hours lab.</i>	
CIS 115 (formerly CIS 10)	3 Units		
<b>COBOL Programming</b> <i>Prerequisites: CIS 022 with a grade of “C” or “P” or better or CIS 015 with a grade of “C” or “P” or better. Course Advisories: SCC minimum English and Math standards.</i> Covers elements of the COBOL programming language including data description; arithmetic operations; sequential, random, and indexed file manipulation; tables; sorting; data validation; and control break summary reports. Emphasis will be on top-down, structured design techniques. <i>Three hours lecture, one hour lab weekly by arrangement.</i>			

# Computer and Information Science

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CIS 173

3 Units

## Computer Forensics Investigations

**Prerequisite:** CIS 001. **Course Advisories:** Eligibility for ENGL 001; SCC minimum math standard. Introduces the student to the tools and techniques of preserving and investigating digital evidence in a systematic and scientifically reliable manner using modern computer forensic software applications. The student is introduced to the interpretation and analysis of recovered data for the purpose of collecting legal evidence. Student is exposed to data in an array of formats and applications from several computer types and operating systems as well as deleted, encrypted, and damaged information. Evidence reporting practices are also introduced. (Same as ECTN 173). *Two hours lecture, three hours lab.*

CIS 174

3 Units

## Computer Forensics: Operating Systems Internals

**Prerequisite:** CIS 173 or ECTN 173 with a grade of "C" or better. **Course Advisories:** SCC minimum English and Math standards. Students will explore the internal workings of computer operating systems and perform forensic examinations of various operating systems. Students will analyze FAT, NTFS, Ext2, Ext3, UFS1, and UFS2 file systems and data structures. Students will learn to recognize systems that have been compromised by viruses or other intrusive programs, and will be able to locate corrupt, hidden or deleted data. (Same as ECTN 174). *Two hours lecture, three hours lab.*

## Special Topics

These courses, numbered 048, 098, or 148 depending upon their transferability, are courses of contemporary interest centered on changing knowledge and important issues in the field. Announcement of Special Topics courses appears in the Schedule of Classes.

# Cosmetology

Career Technical Education Division

## PROGRAM DESCRIPTION

The program consists of sixteen hundred (1600) hours of intensive training and study designed to prepare the student to take the California State Board of Cosmetology examination for licensure. Units include theory and practice in fundamental skills in all phases of beauty culture. Assignment of units is based on hours in attendance. See the Course Description portion of the Catalog for prerequisite requirements for admission to the program.

Transfer students will be accepted on a space-available basis providing they have not achieved more than 500 certified hours of training.

## CERTIFICATE AND ASSOCIATE IN SCIENCE DEGREE

A certificate can be obtained by completing the 45-unit major listed below. The Associate in Science Degree can be obtained by completing a minimum of 66 units, including the major of at least 45 units and the general education requirements. 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.

## REQUIRED COURSES

	Units
COSM 100—Cosmetology I	15
COSM 101—Cosmetology II	15
COSM 102—Cosmetology III	15
	<u>45</u>

### Recommended Electives:

COSM 103, 104A, 104B, 111, 112, 113,  
114, 115, 116, 117, 118A, 118B, 171, 172,  
173, 174, 175  
OCED 090, 091

## JOB-DIRECT CERTIFICATE REQUIREMENTS

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

### Nail Technician

Required Courses	Units
COSM 171—Manicure Practices	3
COSM 172—Pedicure Practices	3
COSM 173—Artificial Nails	3
COSM 174—Nail Systems	<u>3</u>
	12

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*First-time students to the Cosmetology Program will be required to attend an orientation meeting and purchase a materials card at registration in addition to the registration fees. The cost of the materials card and start-up materials exceeds \$2,000. For more information see the Schedule of Classes or call the Cosmetology Department at (707) 864-7000 ext. 4389.*

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# Cosmetology

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## COSM 100

15 Units

### Cosmetology I

**Course Advisory:** *SCC minimum English standards.* The first course in a three semester series to provide the training towards the state mandated 1600 hours of intensive training and study designed to prepare the student for the California State Board of Cosmetology examination for licensure. Introduces theories, concepts, principles and practice in the beauty culture. The student will focus on the fundamental techniques and application skills for cosmetology processes. Critical thinking skills are developed in the application of the concepts of client consultation, communication, hair care, nail care, skin care and cosmetology processes. Note: Students are required to attend the cosmetology orientation meeting and purchase a materials card at registration in addition to the registrations fees. Students are required to purchase an equipment kit and materials card from the SCC College Bookstore. The cost of the materials card and start-up materials varies. For current costs, please refer to the Schedule of Classes for each semester. To qualify for the State examination for license, students must have completed the following: designated license hours and requirements; 10th grade or equivalent; be at least 18 years of age. Not open to students who have received credit for COSM 150 or 151. **Five hours lecture, thirty hours lab.**

## COSM 101

15 Units

### Cosmetology II

**Prerequisites:** *COSM 100 or COSM 150 and 151.* The second of a three semester course series in Cosmetology to provide the training towards the state mandated 1600 hours of intensive training and study designed to prepare the student for the California State Board of Cosmetology examination for licensure. Focus is on the continued study of beauty culture. This course provides the students with the opportunity to synthesize and utilize cosmetology knowledge and skills in providing multiple clients with hair care, nail care and skin care service in the Patron Laboratory. **Note:** Students are required to purchase a materials card from the SCC Bookstore. The cost of the materials card and start-up materials varies. For current costs, please refer to the Schedule of Classes for each semester. **Five hours lecture, thirty hours lab.**

## COSM 102

15 Units

### Cosmetology III

**Prerequisite:** *COSM 101.* The third in a series of a three semester course series in Cosmetology to provide the training towards the state mandated 1600 hours of intensive training and study designed to prepare the student for the California State Board of Cosmetology examination for licensure. Includes principles and practices of cosmetology with emphasis on the essential knowledge and skills for licensure and working within the cosmetology industry. Students are able to increase practical application skills and processes by providing multiple clients with hair care, skin care and nail care services in the patron lab. **Note:** Students are required to purchase a materials card from the SCC Bookstore. The cost of the materials card and start-up materials varies. For current costs, please refer to the Schedule of Classes for each semester. **Five hours lecture, thirty hours lab.**

## COSM 103

1-4 Units

### Cosmetology IV

**Prerequisite:** *COSM 100.* **Note:** *Not open to students who have completed COSM 175.* **Course Advisory:** *SCC minimum English standards.* Designed to meet the needs of students who have not completed the required 1600 hours and need additional training. May be repeated to a maximum of 4 units, including initial enrollment. **Note:** Students are required to purchase a materials card from the SCC Bookstore. The cost of the materials card and start-up materials varies. For current costs, please refer to the Schedule of Classes for each semester. One unit requires 50 hours total; 2 units require 100 hours total; 3 units require 150 hours total; and 4 units require 200 hours. Not open to students who have completed Cosmetology 175. **One hour lecture, six hours lab daily.**

## COSM 104A

15 Units

### Esthetics of Skin Care I

**Prerequisites:** *Tenth grade completion or equivalent and 18 years of age as required by the State Board of Barbering and Cosmetology.* **Course Advisory:** *SCC minimum English standards.* A two semester course series in skin care consisting of 600 hours. Designed to prepare the student for the California State Board of Barbering and Cosmetology examination for Esthetician licensure. An intensive study of basic and advanced technological concepts in European faciaing techniques. The curriculum framework provides the theoretical, manual, and mechanical skills needed for a profession in esthetics. **Note:** Students are required to purchase a mandatory equipment kit and materials card at the SCC Bookstore. The cost of the materials card and start-up materials varies. For current costs, please refer to the Schedule of Classes for each semester. Additionally, students are required to attend the Cosmetology orientation (see Schedule of Classes for the date and time). **Five hours lecture, thirty hours lab.**

## COSM 104B

1-4 Units

### Esthetics of Skin Care II

**Prerequisites:** *COSM 104A.* A continuation of Cosmetology 104A providing additional in-depth training for more advanced skin care techniques and methodologies. Designed to prepare the student for the California State Board of Barbering and Cosmetology examination for Esthetician licensure. **Note:** Students will be required to purchase a mandatory materials card from the SCC Bookstore. The cost of the materials card and start-up materials varies. For current costs, please refer to the Schedule of Classes for each semester. 1 unit requires 50 hours total; 2 units require 100 hours total; 3 units require 150 hours total; 4 units require 200 hours. **A total of fifty lab hours per semester per unit.**

<b>COSM 105A</b>	<b>10 Units</b>	<b>COSM 112</b>	<b>2 Units</b>
<b>Fundamentals of Esthetics</b> <i>Prerequisites: Tenth grade completion or equivalent and 18 years of age as required by the State Board of Barbering and Cosmetology. Course Advisory: SCC minimum English and Math standards.</i> The first of a two-part class designed to introduce students to the basic knowledge and skills to qualify them to take the state licensing exam in esthetics. Topics include the treatments, facials, makeup, and hair removal processes as well as a thorough understanding of the business aspects, general facial procedures, the human anatomy, chemistry, ingredients, electricity, sanitation and health and safety associated with this field. <i>Note:</i> Students are required to purchase a mandatory equipment kit and materials card at the SCC Bookstore. Additionally, students are required to attend the Cosmetology orientation (see Schedule of Classes for the orientation date and time). This class is not open to students enrolled in 104A. <i>Five hours lecture, fifteen hours lab.</i>		<b>Basic Hairstyling</b> <i>Prerequisite: Current California State Cosmetology License or completion of COSM 100. Course Advisory: SCC minimum English standards.</i> This course is designed to provide licensed operators and students enrolled in the Solano College Cosmetology day program with a fundamental knowledge of basic styling and hair cutting skills. <i>Note:</i> Students are required to buy a materials card from the SCC Bookstore. The cost of the materials card and start-up materials varies. For current costs, please refer to the Schedule of Classes for each semester. <i>One hour lecture, three hours lab.</i>	
<b>COSM 105B</b>	<b>10 Units</b>	<b>COSM 113</b>	<b>2 Units</b>
<b>Advanced Fundamentals of Esthetics</b> <i>Prerequisites: Tenth grade completion or equivalent and 18 years of age as required by the State Board of Barbering and Cosmetology; completion of COSM 105A. Course Advisory: SCC minimum English and Math standards.</i> This course continues the basic skills practice and technical training from COSM 105A to qualify students for state licensure. It expands the knowledge of the practices, techniques, products, chemicals, laws and advanced procedures used in the current field of Esthetics. <i>Note:</i> Students will be required to purchase a mandatory equipment kit and materials card at the SCC Bookstore. The cost of the materials card and start-up materials varies. For current costs, please refer to the Schedule of Classes for each semester. This class is not open to students who have completed COSM 104A or students enrolled in COSM 104B. <i>Five hours lecture, fifteen hours lab.</i>		<b>Advanced Hairstyling</b> <i>Prerequisite: Current California State Cosmetology License. Course Advisory: SCC minimum English standards.</i> Designed to provide licensed cosmetologist with advanced techniques in haircutting, hairstyling and make-up. Provides hands-on knowledge of the current trends released by the National Hairdresser's Association. Presents concepts and principles of newly established in the cosmetology industry. <i>Note:</i> Students are required to purchase a materials card from the SCC Bookstore. The cost of the materials card and start-up materials varies. For current costs, please refer to the Schedule of Classes for each semester <i>One hour lecture, three hours lab.</i>	
<b>COSM 110</b>	<b>1-3.5 Units</b>	<b>COSM 114</b>	<b>15 Units</b>
<b>Introduction to Cosmetology</b> <i>Course Advisory: SCC minimum English standard</i> To acquaint students with cosmetology career opportunities and the industry options available. A survey of the concepts and processes utilized in the beauty industry. <i>Note:</i> Students are required to purchase a materials card from the SCC Bookstore. The cost of the materials card and start-up materials varies. For current costs, please refer to the Schedule of Classes for each semester. <i>Five hours lecture, twenty hours lab. (6 week course).</i>		<b>Brush-up and/or Supplemental Training</b> <i>Prerequisite: Completion of COSM 102 or its equivalent or current license number or expired California State license number, or a letter from the California State Board of Cosmetology identifying specific requirements of training for cosmetology licensure. Course Advisory: SCC minimum English standards.</i> Designed to meet the needs of cosmetologist who have deficiencies in theory or practice in the field of cosmetology. Assists cosmetologist who require additional training to qualify for better positions by upgrading skills. Preparatory training for cosmetologist who wish to renew their cosmetology license. <i>Note:</i> Students are required to purchase a materials card from the SCC Bookstore. The cost of the materials card and start-up materials varies. For current costs, please refer to the Schedule of Classes for each semester. <i>Five hours lecture, thirty hours lab.</i>	
<b>COSM 111</b>	<b>2 Units</b>		
<b>Special Hair Processes</b> <i>Prerequisite: Current California State Cosmetology License or COSM 100 (COSM 100 may be taken concurrently). Course Advisory: SCC minimum English standards.</i> This course is designed to teach theory and practice in the thermal and chemical processes used in the curling, straightening and waving of hair. <i>Note:</i> Students are required to purchase a materials card from the SCC Bookstore. The cost of the materials card and start-up materials varies. For current costs, please refer to the Schedule of Classes for each semester. <i>One hour lecture, three hours lab.</i>			

# Cosmetology

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- COSM 115** 13 Units  
**Cosmetology Instructor Training I**  
*Prerequisites: Current California Cosmetologist's license and completion of COSM 102 or 114. Course Advisory: SCC minimum English standards.* Presents cosmetology principles and techniques applied to instruction teaching methods. Designed for currently licensed cosmetologist who want to pursue a cosmetology instructor license through the California State Board of Barbering and Cosmetology. Focus is on the lesson planning, presentation methods, application techniques, evaluation processes and instruction materials. Provides the utilization of cosmetology processes to develop instruction performance criteria. State Board of Barbering and Cosmetology requires one experience within the last three years and completion of Cosm 102 or 114 within the last five years to be eligible for instructors licensing test. *Note:* Students are required to purchase a materials card from the SCC Bookstore. The cost of the materials card and start-up materials varies. For current costs, please refer to the Schedule of Classes for each semester. *Five hours lecture, twenty-four hours lab.*
- COSM 116** 8 Units  
**Cosmetology Instructor Training II**  
*Prerequisite: COSM 115. Course Advisory: SCC minimum English standards.* Continuation of Cosmetology 115 to give the student more sophistication in the development, implementation and evaluation of teaching methods. Focus is on laboratory practicum emphasizing curriculum activities utilizing lesson planning and teaching techniques. Provide the students with the opportunity to synthesize and utilize instructional knowledge and skills through classroom instruction presentations. Designed to prepare the student for the cosmetology instructor licensure examination for the California State Board of Barbering and Cosmetology. *Note:* Students are required to purchase a materials card from the SCC Bookstore. The cost of the materials card and start-up materials varies. For current costs, please refer to the Schedule of Classes for each semester. *Five hours lecture, fifteen hours activities.*
- COSM 117** 15 Units  
**Special Manicurist**  
*Prerequisite: None. Note: Not open to students who have completed COSM 171, 172, 173, or 174. Course Advisory: SCC minimum English standards.* Consists of four hundred (400) hours of intensive training and study. Designed to prepare the student for the California State Board Examination in Manicuring. Focus is on the essential knowledge and skills in all area of manicuring technology. Provide the opportunity for students to develop technical skills in providing nail care and artificial nail service to multiple clients in the patron laboratory. *Note:* Students are required to purchase an equipment kit and materials card from the SCC Bookstore. The cost of the materials card and start-up materials varies. For current costs, please refer to the Schedule of Classes for each semester. Students are required to attend the cosmetology orientation (see orientation statement in Schedule of Classes). Students must have completed the designated hours of practical training and technical instruction, the tenth (10th) grade, or its equivalent, and be 18 years of age to qualify for the manicurist license examination by the State Board of Barbering and Cosmetology. *Five hours lecture, thirty hours lab.*
- COSM 118A** 2 Units  
**Imaging System I**  
*Prerequisite: Successful completion of COSM 100 or currently licensed with the California Board of Barbering and Cosmetology.* Presents the basic concepts and uses of computerized imaging systems, including the study of theoretical principles of computerized hair styling and hair cutting for creating graphic images. *Note:* Students are required to purchase a materials card from the SCC Bookstore. The cost of the materials card and start-up materials varies. For current costs, please refer to the Schedule of Classes for each semester. *One hour lecture, three hours lab.*
- COSM 118B** 2 Units  
**Imaging System II**  
*Prerequisite: COSM 118A.* Presents the theory and use of computer imaging systems. An in-depth study of client consultation principles, color analysis, make-up application, and hair styling options as applied to creating graphic computer images. The students use the New Image System's Computer for creating total makeovers. *Note:* Students are required to purchase a materials card from the SCC Bookstore. *One hour lecture, three hours lab.*
- COSM 150** 7.5 Units  
**Basic Concepts in Cosmetology**  
*Prerequisite: Completion of the tenth grade or equivalent required by state law. Course Advisory: SCC minimum English standards.* Provides a format for students to study basic cosmetology issues of the industry and basic style trend changes. The first course in a two-course sequence which is equivalent to COSM 100. *Note:* First-time students will be required to attend the cosmetology orientation meeting and purchase a materials card from the SCC Bookstore at registration, in addition to the registration fees. The cost of the materials card and start-up material is in addition to the registration fees and varies. For current costs, please refer to the Schedule of Classes for each semester. To qualify for the cosmetology licensure examination as required by California State Board of Barbering and Cosmetology, students must have completed the designated license hours and requirements, completed the tenth grade or equivalent and be at least 18 years of age. Not open to students who have received credit for COSM 100. *Five hours lecture, thirty hours lab (9 week course).*
- COSM 151** 7.5 Units  
**Basic Concepts in Cosmetology**  
*Prerequisite: COSM 150. Course Advisory: SCC minimum English standards.* Provides a format for student to study more in depth issues of the industry and to examine theoretical and practical trend changes. The second course in a two-course sequence which is equivalent to COSM 100. Completion of the tenth grade or equivalent and 18 years of age to be eligible for cosmetology licensure examination as required by California State Board of Barbering and Cosmetology. Students are required to purchase a materials card from the SCC Bookstore. The cost of the materials card and start-up materials varies. For current costs, please refer to the Schedule of Classes for each semester. Not open to students who have received credit for COSM 100. *Five hours lecture, thirty hours lab (9 week course).*

## COSM 171

3 Units

### Manicure Practices

**Prerequisite:** None. **Note:** Not open to students who have completed COSM 117. **Course Advisory:** SCC minimum English standards. Provides one hundred (100) hours of training and intensive study in various methodologies of nail care including water and European manicures, spa therapy massage and reflexology techniques, with emphasis on practical skills including client consultation, safety, and analysis of manicure cosmetics. First-time students enrolling in the Cosmetology-Manicuring class series 171, 172, 173, 174, 175 will be required to attend the cosmetology orientation meeting and purchase a materials card at registration in addition to the registrations fees (refer to the Schedule of Classes). Students are required to purchase a materials card from the SCC Bookstore. The cost of the materials card and start-up materials varies. For current costs, please refer to the Schedule of Classes for each semester. Not open to students who have received credit for Cosmetology 117. *Five hours lecture, fifteen hours lab (5 week course).*

## COSM 172

3 Units

### Pedicure Practices

**Prerequisite:** None. **Note:** Not open to students who have received credit for COSM 117. **Course Advisory:** SCC minimum English standards. Provides one hundred (100) hours of training and intensive study in various techniques of pedicuring with emphasis on practical skills including foot care, sanitation and patron safety. First-time students enrolling in the Cosmetology-Manicuring class series 171, 172, 173, 174, 175 will be required to attend the cosmetology orientation meeting and purchase a materials card at registration in addition to the registrations fees (refer to the Schedule of Classes). Students are required to purchase a materials card from the SCC Bookstore. The cost of the materials card and start-up materials varies. For current costs, please refer to the Schedule of Classes for each semester. Not open to students who have received credit for Cosmetology 117. *Five hours lecture, fifteen hours lab (5 week course).*

## COSM 173

3 Units

### Artificial Nails

**Prerequisite:** None. **Course Advisory:** SCC minimum English standards. Provides one hundred (100) hours of training and intensive study in artificial nail services including acrylic, tips, and nail wrap methodologies with emphasis on techniques and application skills, identification of artificial nail preparations as related to chemical and non-chemical changes. First-time students enrolling in the Cosmetology-Manicuring class series 171, 172, 173, 174, 175 will be required to attend the cosmetology orientation meeting and purchase a materials card at registration in addition to the registrations fees (refer to the Schedule of Classes). Students are required to purchase a materials card from the SCC Bookstore. The cost of the materials card and start-up materials varies. For current costs, please refer to the Schedule of Classes for each semester. Not open to students who have received credit for Cosmetology 117. *Five hours lecture and fifteen hours lab (5 week course).*

## COSM 174

3 Units

### Nail Systems

**Prerequisite:** None. **Course Advisory:** SCC minimum English standards. Provides one hundred (100) hours of training in nail system concepts, practices, and principles, including nail strengthening and artificial extension, adhesive, non-adhesive, acrylic, and non-acrylic nails and practical applications of ergonomic techniques. First-time students enrolling in the Cosmetology-Manicuring class series 171, 172, 173, 174, 175 will be required to attend the cosmetology orientation meeting and purchase a materials card at registration in addition to the registrations fees (refer to the Schedule of Classes). Students are required to purchase a materials card from the SCC Bookstore. The cost of the materials card and start-up materials varies. For current costs, please refer to the Schedule of Classes for each semester. Not open to students who have received credit for Cosmetology 117. *Five hours lecture and fifteen hours lab (5 week course).*

## COSM 175

.5-3.5 Units

### Cosmetology Education Practicum

**Prerequisites:** COSM 100, or 101, or 102, or 104A, or 104B, or 117, or 171, or 172, or 173, or 174. **Course Advisory:** SCC minimum English standards. Provides the application of theoretical skills to increase performance proficiencies and accrue the 400 hours as mandated by the State Board of Barbering and Cosmetology. Individuals who do not meet the minimum number of hours for license are to enroll according to the following scale: 50 hours = 0.5 units; 100 hours = 1.0 units; 150 hours = 1.5 unit; 200 hours = 2.0 units; 250 hours = 2.5 units; 300 hours = 3.0 units; 350 hours = 3.5 units. Students are required to have the mandatory books and equipment kit by the first class meeting. Students are required to purchase a materials card from the SCC Bookstore. The cost of the materials card and start-up materials varies. For current costs, please refer to the Schedule of Classes for each semester. Not open to students who have completed Cosmetology 103. *Three to five hours lecture, three to thirty-five hours lab (8 week course).*

### Special Topics

These topics, numbered 148 are courses of contemporary interest centered on changing knowledge and important issues in the field. Announcement of Special Topics courses appears in the Schedule of Classes.



# Counseling

Counseling Division

## PROGRAM DESCRIPTION

These courses are designed to assist students in making a successful adjustment to college, develop academic and career plans and goals, acquire learning skills, obtain job-seeking skills and employment, and develop interpersonal skills for life and work.

## ASSOCIATE DEGREE

Not offered in this discipline.

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## COUNSELING

COUN 007

2 Units

### College Study Techniques

**Course Advisories:** *Eligibility for ENGL 001 and SCC minimum math standard.* Designed to enhance existing study skills through the exploration and application of learning strategies in areas such as time management, notetaking, textbook reading, memory, and test-taking. The impact of student attitudes, motivation, and learning style on college success will also be examined. Students will be required to purchase a current Solano College catalog. *Two hours lecture.*

COUN 050

3 Units

### Career-Life Planning

**Course Advisories:** *Eligibility for ENGL 001 and SCC minimum math standard.* A career planning and development course designed to assist students with personal assessment, career exploration and job seeking skills. In the context of studying the changes that occur during a typical life span, each student will construct a personal profile of current and projected interests, aptitudes, skills, main attitude, goals, personality, life choices and personal circumstances. Students will analyze the relationship between themselves, their life choices and the ongoing process of career planning and self-development throughout the life span. *Three hours lecture.*

COUN 055

3 Units

### Valuing Diversity

**Course Advisories:** *Eligibility for ENGL 001 and SCC minimum math standard.* An examination of the complexities of interpersonal relationships among several cultures in our society including self-concept, values, beliefs, communication and lifestyle. This course will invite exploration of individual cultural perception in order to promote respect for differences and to develop a sense of community. Examination requirements include written essays and critical papers. *Three hours lecture.*

COUN 058

3 Units

### Life Management

See Human Development 058.

COUN 060

2 Units

### Strategies for Re-entry Success

**Course Advisory:** *SCC minimum English standards.* Designed to give students who are returning to school after some absence an introduction to and practice in, skills to successfully complete college-level studies. This course is intended to facilitate students' confidence in their abilities to succeed through: an introduction to academic skills and effective communication; assessment of campus, family, personal and financial resources; and an exploration of college goal choices. Also included are techniques to help students discover and overcome common barriers such as: fears, time constraints, family resistance and personal stressors. *Two hours lecture, one hour activity.*

COUN 061

2 Units

### Math Without Fear

**Course Advisory:** *SCC minimum English standards.* A counseling course to help math-anxious students evaluate the causes of math anxiety, to develop interventions to reduce math fear, to review math skills and to explore a variety of mathematical concepts. *Three hours lecture.*

COUN 062

3 Units

### Helping Skills: Creating Alliances and Facilitating Change

**Course Advisories:** *Eligibility for ENGL 001 and SCC minimum math standard.* Introduction to the basic helping skills that enable the student to build on alliance, effect change and empower others within a multicultural society. A helping model is introduced and helping skills such as attending, active listening, demonstrating empathy, assessment and referral are discussed, role played and applied in an experiential manner to a number of common challenges with a special emphasis on chemical dependency and depression. In addition, the pertinent legal and ethical guidelines of the professional helping relationship are presented, discussed and applied throughout the course. *Three hours lecture.*

<p><b>COUN 063</b> <span style="float: right;"><b>3-6 Units</b></span></p> <p><b>Field Work</b>  <i>Prerequisite: COUN 062. Course Advisories: Eligibility for ENGL 001 and SCC minimum math standard; HS 055 (or concurrent enrollment)(for Human Services Majors only).</i> A field work experience course designed to provide students with supervised experiential learning opportunities in a variety of community settings related directly to working in Human Services or other humanistic fields of study. This experience can be for pay or volunteer and students are expected to have established an approved placement by the end of the second week of class. The field experience will be combined with classroom lecture and discussion to promote continued career and helping skills development in order to become effective culturally sensitive professionals. May be repeated to a maximum of 12 units, including initial enrollment. <i>Two hours lecture and four to twelve hours weekly by arrangement.</i></p>	<p><b>COUN 098</b> <span style="float: right;"><b>3 Units</b></span></p> <p><b>Performance Enhancement</b>  <i>Course Advisories: SCC minimum English and Math standards.</i> Performance enhancement explores the psychological, social and physiological factors influencing optimal performance in life's endeavors including academics, performing arts, sports, interpersonal and business relationships. Performance enhancement topics include self care, life balance, confidence, arousal management, motivation, goal attainment, concentration, positive self talk, commitment, uses of imagery and visualization, active listening and demonstrating empathy. Students will design and apply their own Personal Performance Plan to a variety of performance arenas. <i>Three hours lecture.</i></p>
<p><b>COUN 068</b> <span style="float: right;"><b>2 Unit</b></span></p> <p><b>University Transfer Success</b>  <i>Course Advisories: SCC minimum English and Math standards.</i> A comprehensive study and analysis of the process of transferring from a community college to a 4-year college or university. The course presents an overview of the purposes of higher education, transfer strategies, detailed transfer requirements, transfer information resources, student support services, transitional issues, and the college application process. <i>Four hours lecture (8 week course).</i></p>	<p><b>COUN 101</b> <span style="float: right;"><b>.5 Unit</b></span></p> <p><b>Orientation for College Success</b>  <i>Course Advisories: SCC minimum English and Math standards.</i> Provides an in-depth orientation to college by introducing students to Solano Community College's student support services, describing certificate, associate degree, and transfer preparation and requirements, and by reviewing the College's academic expectations. Educational goal setting will also be introduced. Students will be required to purchase a current Solano College catalog. <i>Two hours lecture (4 week course).</i></p>
<p><b>COUN 071</b> <span style="float: right;"><b>1 Unit</b></span></p> <p><b>Student Athlete Academic Success Strategies</b>  <i>Course Advisory: SCC minimum English and Math standards.</i> Designed for the student athlete which addresses both the study skills necessary to succeed academically and the complex athletic eligibility requirements (COA/NCAA/NAIA) that govern present and future athletic competition. <i>Three hours lecture (6 week course).</i></p>	<p><b>COUN 102A</b> <span style="float: right;"><b>.5 Unit</b></span></p> <p><b>Time Management &amp; Goal Setting</b>  <i>Prerequisite: None. NOTE: Not open for credit to students who have completed COUN 007 with a grade of "C" or better. Course Advisories: SCC minimum English and Math standards.</i> Introduces time management concepts and techniques such as goal-setting, organizing, prioritizing and scheduling and emphasizes their practice and application to assist students to achieve their educational and career goals. Other COUN 102 courses may be taken concurrently with this course. <i>One hour lecture, three hours lab (4 week course).</i></p>
<p><b>COUN 083</b> <span style="float: right;"><b>3 Units</b></span></p> <p><b>Applied Psychology</b>  <i>Course Advisories: SCC minimum English and Math standards.</i> Applied approach to understanding the fundamental concepts of psychology as they relate to daily life. Topics include examining the methods of psychology, perception, behavior, memory, problem solving, development, motivation, emotions, adjustment, problem behavior, lifestyle, communication, and attitudes. <i>Three hours lecture.</i></p>	<p><b>COUN 102B</b> <span style="float: right;"><b>.5 Unit</b></span></p> <p><b>Learning Styles and Life Skills</b>  <i>Prerequisite: None. NOTE: Not open for credit to students who have completed COUN 007 with a grade of "C" or better. Course Advisories: SCC minimum English and Math standards.</i> Introduces concepts and strategies of learning styles, self-esteem, managing emotion and overcoming barriers to learning. Emphasis is placed on practice and application to assist students to achieve their educational and career goals. Other COUN 102 courses may be taken concurrently with this course. <i>One hour lecture, three hours lab (4 week course).</i></p>

# Counseling

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## COUN 102C

.5 Unit

### Test Taking, Test Anxiety & Memory

**Prerequisite:** None. **NOTE:** Not open for credit to students who have completed COUN 007 with a grade of "C" or better. **Course Advisories:** SCC minimum English and Math standards. Introduces test taking, test anxiety and memory concepts and techniques and emphasizes their practice and application to assist students to achieve their educational and career goals. Other COUN 102 courses may be taken concurrently with this course. **One hour lecture, three hours lab (4 week course).**

## COUN 102D

.5 Unit

### Study Systems

**Prerequisite:** None. **NOTE:** Not open for credit to students who have completed COUN 007 with a grade of "C" or better. **Course Advisories:** SCC minimum English and Math standards. Introduces note-taking, reading and study environment concepts and strategies and emphasizes their practice and application to assist students to achieve their educational and career goals. Other COUN 102 courses may be taken concurrently with this course. **One hour lecture, three hours lab (4 week course).**

## COUN 103

3 Units

### Disability and Success

**Course Advisories:** SCC minimum English and Math standards. **Primarily for students with disabilities.**

This is an orientation course to assist students with disabilities in accessing services and completing their community college goals. It includes the SCC Disability Service Program, the College community, community agencies serving people with disabilities, laws and disabilities, coping with a disability, self advocacy, success in the classroom, and a final "Plan for Personal Disability Management." Students will receive a letter grade. Repeatable 1 time. **Three hours lecture.**

## COUN 104

3 Units

### Wellness and Maintaining Good Health

This course provides the tools, goals, and objectives, toward creating and maintaining good mental health. The course also addresses strategies for creating and maintaining health in the face of living with a chronic illness. Students will create their personal Wellness and Recovery Action Plan (WRAP) based on the concepts presented. This is a pass/no-pass only course. Repeatable 1 time. **Three hours lecture.**

## COUN 148E

1 Unit

This is a transition course for high school seniors who are planning on entering the Community College system and receiving Disability Services. It includes the matriculation process of entering into college, the difference between college and high school for students with disabilities. Students will obtain a beginning understanding of how to navigate successfully through the Community College system and Disability Services. This is a pass/no-pass only course. **Two hours lecture.**

## COUN 301 3 Units

### Adaptive Personal Development Life Skills

**Course Advisories:** Primarily for students with disabilities.

This course introduces career and job awareness and readiness for students with a disability. It will cover career and job related, interests, aptitudes, and personality characteristics. Students will also develop an awareness of the strengths and difficulties with their disability in particular job related task analyses. Disability related community agencies, as well as disability benefits versus employment salaries will be covered. This is a pass/no-pass only course. Repeatable 1 time. **Three hours lecture.**

## COUN 302

3 Units

### Adaptive Personal Development Life Skills

**Course Advisories:** Primarily for students with disabilities.

This Adaptive Personal Development course will teach students methods to enhance their self esteem and self determination. Students will also learn disability awareness, a healthy life style, interpersonal relations, and independent living skills. This is a pass/no-pass only course. Repeatable 1 time. **Three hours lecture.**

## COUN 348C

3 Units

### Well-being for Life Skills

This is a well-being or health course primarily for students with disabilities who are transitioning into the community for the purpose of having a healthy approach to life for personal, family and career life skills. This is a pass/no-pass only course. **Three hours lecture.**

## COUN 510

Non-Credit

### Matriculation Assessment/Orientation

In a three-hour time frame, students will take a skills test in writing and reading, will be provided the results of that test, will be provided a preliminary indication of their English and math placement, and will be provided with a brief overview of the programs, services, policies, and procedures of Solano College. **A total of three hours by arrangement.**

### Special Topics

These courses, number 048, 098 or 148 depending upon their transferability, are courses of contemporary interest centered on changing knowledge and important issues in the field. Announcements of Special Topics courses appear in the Schedule of Classes.

**LEARNING SKILLS**

LS 102	3 Units	<b>Learning Skills Strategies</b> <i>Course Advisories: SCC minimum English and Math standards. Enrollment in other college courses recommended as strategies are applied to curricular materials.</i> Helps the student with cognitive learning and processing disabilities that is planning to transfer to a 4-year school. The student will learn to analyze, compare, think critically and select effective learning strategies to help them access college curricular materials. Throughout the semester, students will learn to develop their self-understanding and ability to advocate for effective accommodations in academic, work, and social settings. <i>Two hours lecture, two hours activity.</i>	LS 301D	1 Unit	<b>Math Concepts and Strategies</b> <i>Course advisory: SCC minimum English and Math standards.</i> This course is one in a series of four that helps students with cognitive processing disabilities. This course focuses on the conceptual framework of mathematics through manipulation of tactual, visual, auditory aids, skills/drill competence, and computer-assisted instruction. Embedded within the material are learning strategies dealing with all math courses. This is a credit/no-credit only course. <i>Two hours lecture, one hour activity (8 week course).</i>
LS 301A	1 Units	<b>General Learning Strategies</b> <i>Course Advisories: SCC minimum English and Math standards. Enrollment in other classes is strongly recommended as strategies are applied to curricular materials.</i> This course is one in a series of four that helps students with cognitive processing disabilities. It focuses on general learning strategies that help students customize test taking, note taking, time management, planning and organization to their specific educational limitations. This is a credit/no-credit only course. <i>Two hours lecture, one hour activity (8 week course).</i>	LS 306A	3 Units	<b>Spelling Strategies</b> Emphasizes special spelling techniques, computer-assisted instruction, and assistive-device instruction to help the student compensate for a specific spelling disabilities impacting his/her college courses. Covers phoneme awareness, morphograph analysis, and beginning rule applications to affixes and base words. The students also begin to learn compensatory strategies. This is a credit/no-credit only course. Repeatable 1 time NOTE: Combined enrollments in LS 306A and LS 306B may not exceed 3. <i>Three hours lecture.</i>
LS 301B	1 Units	<b>Reading Strategies</b> <i>Course Advisories: SCC minimum English and Math standards. Enrollment in other classes is strongly recommended as strategies are applied to curricular materials.</i> This course is one in a series of four that helps students with cognitive processing disabilities. This course focuses on strategies specific to reading needs. Students will learn to apply paraphrasing, questioning, pre-reading, vocabulary, and other strategies to help with their processing deficits. This is a credit/no-credit only course. <i>Two hours lecture, one hour activity (8 week course).</i>	LS 306B	3 Units	<b>Spelling Strategies</b> <i>Prerequisite: LS 306A.</i> Emphasizes special spelling techniques, computer-assisted instruction, and assistive-device instruction to help the student compensate for specific spelling disabilities impacting his/her college courses. Continues with additional morphograph analysis, new rule applications, and concentration on compensatory strategies, greater emphasis on written application. This is a credit/no-credit only course. Repeatable 1 time NOTE: Combined enrollments in LS 306A and LS 306B may not exceed 3. <i>Three hours lecture.</i>
LS 301C	1 Unit	<b>Writing Strategies</b> <i>Course advisory: SCC minimum English and math standards; student advised to meet with DSP counselor and instructor prior to enrollment. Student advised to take other non-Learning Skills courses.</i> This course is one in a series of four that helps students with cognitive processing disabilities. This course focuses on alternative strategies to become skillful in sentence writing, paragraph writing, error monitoring and theme writing to access their college classes. This is a credit/no-credit only course. <i>Two hours lecture, one hour activity (8 week course).</i>	LS 307	3 Units	<b>Reading for Life Skills</b> <i>Course advisory: Primarily for students with disabilities.</i> This reading course is written specifically for basic level readers to address their need to understand the printed material they encounter in everyday situations. The reading involves practical life skills materials such as the newspaper, job applications, work place, supermarket, restaurant, department store, directories and guides, personal health, nutrition, and grooming, bills, and much more. This is a pass/no-pass course only. Repeatable 1 time. <i>Three hours lecture.</i>
			LS 312	1 Unit	<b>Computer Tools For Accessibility</b> <i>Course Advisories: SCC minimum English and math standards and concurrent enrollment in a non-Learning Skills course.</i> Designed especially for the student with cognitive disabilities offering a variety of problem-solving solutions that include fundamental processing routines, academic skills solutions and productivity solutions. Students learn to be more successful in other college courses by integrating computers, software, and assignment requirements. This is a credit/no-credit only course. May be repeated to a maximum of 3 units, including initial enrollment. <i>One hour lecture, two hours lab.</i>

# Counseling

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LS 313 1 Unit

## Assistive Computer Technology I

**Course Advisories:** *SCC minimum English and Math standards.* A course for disabled students wishing to learn how to use assistive computer programs and hardware in academic and employment environments. Students will master the procedures for a configuration of assistive devices designed to overcome the limitations of their particular disabilities. May be repeated to a maximum of 6 units, including initial enrollment. *Two hours lecture, two hours activity (8 week course).*

LS 315 1 Unit

## Assistive Computer Technology II

**Prerequisite:** *LS 313.* **Course Advisories:** *SCC minimum English and Math standards.* The second of a two course sequence for disabled students wishing to learn how to use assistive computer programs and hardware in academic and employment environments. Students will master the procedures for a configuration of assistive devices designed to overcome the limitations of their particular disabilities. May be repeated to a maximum of 6 units, including initial enrollment. *Two hours lecture, two hours activity (8 week course).*

LS 348A 5 Units

## LD Studies

**Prerequisite:** *Permission of LD Coordinator based on screening criteria indicating a learning disability.* Student meets with Learning Specialist/Coordinator for initial intake. Student then meets individually with a learning specialist to complete the California Assessment System for Adults with Learning Disabilities. Course completed when all required components are completed. This is an open-entry/open-exit, only course. This is a pass/no-pass only course. *Two hours by arrangement.*

LS 348C 3 Units

## Math for Life Skills

**Course Advisory:** *Primarily for students with disabilities.* This course will teach students the ability to solve math problems from everyday life situations. Students will decide to apply either addition, subtraction, multiplication, or division to everyday life situations. They will also learn the use of decimals, percents, and fractions in practical applications. The use of the calculator will be taught as an additional tool for life skills math. This course is not meant to prepare students for advancement to higher level math courses at the college. This is a pass/no-pass only course. *One hour lecture, and two hours lab.*

LS 348D 1 Unit

## Adaptive Basic Computer Skills

**Course Advisory:** *Primarily for students with disabilities.* A basic skills computer course primarily for students with disabilities. Students will learn disability-specific assistive computer technology and learn basic computer operations for everyday life. This is a pass/no-pass only course. *Three hours lecture.*

LS 350 3 Units

## Learning Skills Assessment

**Course Advisory:** *Eligibility for ENGL 305.* This course is designed to help students know their academic strengths and weaknesses, help students discover their study and learning strategy style, and if necessary, individually assess for a Learning Disability. Through reading, class activities, surveys, questionnaires, and assessment measures the student develops strategies that lead to proactive skills that help them become a more successful college student. *Three hours lecture and two hours weekly by arrangement.*

## Special Topics

These courses, numbered 148 or 348, are designed to help students with specific learning disabilities and/or skills deficiencies. Announcements of Special Topic courses will appear in the Schedule of Classes.

## TUTORING

TUTR 050 .5 Unit

### Tutoring Practicum

**Prerequisites:** Completion with a grade of "B" or better in the subject to tutor, instructor recommendation, permission of Tutoring Center personnel after verification of prerequisites, and concurrent assignment as a Tutoring Center or in-class tutor. Provides supervised practice in tutoring, examines the basics of learning principles, communication, listening skills, effective tutoring techniques and is required for all students who work or volunteer in the Tutoring Center. *Eight hours lecture (1 week course).*

TUTR 500 Non-Credit

### Supervised Tutoring

**Prerequisites:** *Recommendation by the course instructor or a counselor, permission of the Tutoring Center Supervisor to verify prerequisite, and concurrent enrollment in course or courses in which tutoring assistance is being requested.* Provides academic support through content reinforcement and course-related materials. Peer tutors are assigned to individuals or small groups; the tutoring will take place in the Tutoring Center and the tutoring sessions are supervised by a credentialed instructor. Repeatable 6 times. This is an open entry/open exit course. *One-half to three hours weekly by arrangement.*

## CRIMINAL JUSTICE, CORRECTIONS

### PROGRAM DESCRIPTION

This program offers core and selective courses which provide the student with a base of knowledge and proficiencies in the area of corrections. The program operates with the cooperation and participation of local corrections agencies. All instructors in the program have experience in the corrections field. Courses are scheduled both day and evening to accommodate full-time or part-time students seeking to acquire or upgrade skills in the corrections field.

### CERTIFICATE OF ACHIEVEMENT AND ASSOCIATE IN SCIENCE DEGREE

The Certificate of Achievement can be obtained upon completion of the 30-unit major listed below. The Associate in Science Degree can be obtained upon completion of 60 units, including the major, general education requirements, and electives. 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.

### REQUIRED COURSES

	Units	Select six (6) units from the following:	Units
CJ 001—Intro. to Crim. Justice	3	CJ 057—Crim. Justice Career Dev.	3
CJ 002—Concepts of Criminal Law	3	CJ 060—Probation and Parole	3
CJ 011—Community Relations	3	CJ 061—State & Local Correct. Inst.	3
CJ 051—Criminal Investigation	3	CJ 062—Legal Aspects of Corr.	3
CJ 052—Investigative Report Writing	3	CJ 091—Voc. Work Experience: Correct.	1-3
CJ 053—Legal Aspects of Evidence	3		
CJ 058—Fund. of Crime & Delinquency	3	<b>Recommended Electives</b>	
CJ 059—Interviewing & Counseling	3	CIS 002 & 050	
Electives selected from the following list	<u>6</u>	COUN 062, 063	
	30	ENGL 004, 051	
		HUMN 003	
		HS 051, 053	
		OCED 090, 091	
		OT 054, 055	
		SOCS 022, 030	
		SPCH 010	
		SPAN 001, 002	

## CRIMINAL JUSTICE, LAW ENFORCEMENT

### PROGRAM DESCRIPTION

This program was established with the cooperation of the Solano County Criminal Justice Advisory Committee and offers courses for both pre-service and in-service students. All instructors have experience in law enforcement, and courses are scheduled day or evening to accommodate full-time and part-time students seeking to acquire or upgrade skills in the field.

### CERTIFICATE OF ACHIEVEMENT AND ASSOCIATE IN SCIENCE DEGREE

The Certificate of Achievement can be obtained upon completion of the 30-unit major listed below. The Associate in Science Degree can be obtained upon completion of 60 units, including the major, general education requirements, and electives. 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.

# Criminal Justice

## CRIMINAL JUSTICE, LAW ENFORCEMENT (CONTINUED)

### REQUIRED COURSES

	<b>Units</b>
CJ 001—Intro. to Crim. Justice	3
CJ 002—Concepts of Criminal Law	3
CJ 011—Community Relations	3
CJ 051—Criminal Investigation	3
CJ 052—Investigative Report Writing	3
CJ 053—Legal Aspects of Evidence	3
CJ 058—Fundamentals of Crime and Delinquency	3
CJ 059—Interviewing & Counseling	3
Electives selected from the following list	6
	30
<b>Select six (6) units from the following:</b>	
CJ 050—Substantive Law	3
CJ 054—Patrol Procedures	3
CJ 055—Traffic Control	3
CJ 056—Juvenile Procedures	3

### Select six units (continued)

Units CJ 057—Criminal Justice Career Dev.	3
CJ 064—Prin. & Procedures/C J System	3
CJ 090—Voc. Work Exper:Law Enforcement	1-3

### Recommended Electives

CIS 002 & 050
ENGL 004, 051
OCED 090, 091
OT 054, 055
SOCS 022
SPAN 001, 002

### CJ 001 3 Units

#### Introduction to Criminal Justice

**Course Advisories:** *SCC minimum English and Math standards.* Introduction to Criminal Justice presents an overview of informal and formal means of social control. It is a study of the history, evolution, philosophy, structure, operation and role of the criminal justice system and its component sub-systems (law enforcement, courts, corrections). It also explores the history of the U.S. Constitution and application of constitutional principles; theories of crime causation and criminal behavior. Another component of this course is the study of professional ethics, education and training for professionals in the criminal justice system. Required for all Criminal Justice majors. *Three hours lecture.*

### CJ 002 3 Units

#### Concepts of Criminal Law

**Course Advisories:** *SCC minimum English and Math standards; CJ 001.* A study of the history, philosophy and development of law and various legal systems; case law and legal research; corpus delicti, mental elements, capacity to commit crimes, and defenses; classification of crimes and penalties; elements of major crimes. *Three hours lecture.*

### CJ 011 3 Units

#### Community Relations

**Course Advisories:** *SCC minimum English and Math standards.* An exploration of actual and perceived special roles of criminal justice agencies and individual practitioners; interrelationships and role expectations of criminal justice practitioners and various individuals and groups; propaganda and pressure groups. Principal emphasis will be placed upon the development of the professional image of the criminal justice system and upon development of positive relationships between members of the criminal justice system and the public. *Three hours lecture.*

### CJ 050 3 Units

#### Substantive Law

**Course Advisories:** *CJ 002; SCC minimum English and Math standards.* A detailed study of statutory law and corollary case law commonly used by criminal justice practitioners, with emphasis on California Penal, Welfare and Institutions, Vehicle, and Business and Professions Codes. *Three hours lecture.*

### CJ 051 3 Units

#### Criminal Investigation

**Course Advisories:** *SCC minimum English and Math standards; CJ 001.* Fundamentals of investigation, crime scene search and recording, collection and preservation of evidence, scientific aid; interviews and interrogation, follow-up and case preparation. *Three hours lecture.*

### CJ 052 3 Units

#### Investigative Report Writing

**Course Advisory:** *Eligibility for ENGL 001; CJ 001; CJ 002; CJ 051.* Presents investigative report writing in criminal justice relative to police, probation, institutional and parole activities. Includes practical experience in preparing field notes, statements, and reports. *Three hours lecture.*

### CJ 053 3 Units

#### Legal Aspects of Evidence

**Course Advisories:** *SCC minimum English and Math standards; CJ 001.* A study of the origin, development, philosophy and constitutional basics of evidence; constitutional and procedural considerations affecting arrest, search and seizure; kinds of degrees of evidence and rules governing admissibility; judicial decisions interpreting individual rights and case studies. *Three hours lecture.*

# Criminal Justice

<b>CJ 054</b> <b>Patrol Procedures</b> <i>Course Advisories: SCC minimum English and Math standards; CJ 001.</i> Presents the responsibilities, techniques and methods of modern police patrol. <i>Three hours lecture.</i>	<b>3 Units</b>	<b>CJ 061</b> <b>State and Local Correctional Institutions</b> <i>Course Advisories: SCC minimum English standards; CJ 058.</i> Provides theoretical and practical methods and solutions for achieving effectiveness in the various leadership correctional institutional programs. <i>Three hours lecture.</i>	<b>3 Units</b>
<b>CJ 055</b> <b>Traffic Control</b> <i>Course Advisories: SCC minimum English and Math standards; CJ 001.</i> A study of traffic law enforcement, regulations and control; fundamentals of traffic accident investigation, and an overview of the California Vehicle Code. <i>Three hours lecture.</i>	<b>3 Units</b>	<b>CJ 062</b> <b>Legal Aspects of Correction</b> <i>Course Advisories: SCC minimum English and Math standards; CJ 058.</i> Presents the legal aspects of corrections and code provisions relative to all phases of the correctional system. <i>Three hours lecture.</i>	<b>3 Units</b>
<b>CJ 056</b> <b>Juvenile Procedures</b> <i>Course Advisories: SCC minimum English and Math standards; CJ 001.</i> Presents the organization, function, and jurisdiction of juvenile agencies; the processing and detention of juveniles; juvenile case disposition; juvenile statutes and court procedures. <i>Three hours lecture.</i>	<b>3 Units</b>	<b>CJ 064</b> <b>Principles and Procedures of the Criminal Justice System</b> <i>Course Advisories: SCC minimum English and Math standards; CJ 001.</i> Detailed study of the role and responsibility of each sub-system within the criminal justice system; an examination of the philosophy, history, structure, operation and interrelation of each sub-system component; a description of procedure from initial entry of the individual into the system to the final disposition. <i>Three hours lecture.</i>	<b>3 Units</b>
<b>CJ 057</b> <b>Criminal Justice Career Development</b> <i>Course Advisories: SCC minimum English and Math standards; CJ 001.</i> Examines criminal justice career positions, employment standards and current occupational opportunities in the field. Includes practical aspects of various jobs and provides information and practice in entrance examination taking, oral interviews, and general preparation for various occupations within the criminal justice field. <i>Three hours lecture.</i>	<b>3 Units</b>	<b>CJ 090</b> <b>Vocational Work Experience: Law Enforcement</b> <i>Course Advisory: CJ 001.</i> Volunteer service in a variety of governmental and private criminal justice agencies related to Law Enforcement. One (1) unit of credit may be earned for each 75 hours paid or 60 hours unpaid work per semester to a maximum of 3 units per semester. Students enrolled in CJ 090 may not enroll in CJ 091 during the same semester. This is a pass/no-pass only course. May be repeated to a maximum of 12 units, including initial enrollment. NOTE: Combined units for all work experience courses shall not exceed 12. <i>One hour lecture and five to twenty hours weekly by arrangement.</i>	<b>1-3 Units</b>
<b>CJ 058</b> <b>Fundamentals of Crime and Delinquency</b> <i>Course Advisories: SCC minimum English and Math standards; CJ 001.</i> Introduction to major types of criminal behavior, patterns of career offenders, factors which contribute to the production of criminality of delinquency. Includes methods used in dealing with violators in the justice system; the changing roles of police courts and after-care process of sentence, probation, prisons, and parole; changes of the law in crime control and treatment processes. <i>Three hours lecture.</i>	<b>3 Units</b>	<b>CJ 091</b> <b>Vocational Work Experience: Corrections</b> <i>Course Advisory: CJ 001.</i> Volunteer service in a variety of governmental and private criminal justice agencies related to Corrections. One (1) unit of credit may be earned for each 75 hours paid or 60 hours unpaid work per semester to a maximum of 3 units per semester. Students enrolled in CJ 091 may not enroll in CJ 090 during the same semester. This is a pass/no-pass only course. May be repeated to a maximum of 12 units, including initial enrollment. NOTE: Combined units for all work experience courses shall not exceed 12. <i>One hour lecture and five to twenty hours weekly by arrangement.</i>	<b>1-3 Units</b>
<b>CJ 059</b> <b>Interviewing and Counseling</b> <i>Course Advisories: SCC minimum English and Math standards; CJ 001.</i> Overview of the interviewing and counseling techniques available to practitioners in law enforcement, the courts, and corrections emphasizing communication and practical skills. <i>Three hours lecture.</i>	<b>3 Units</b>	<b>Special Topics</b> These courses, numbered 098, 148, 248, 548, depending upon their transferability, are courses of contemporary interest centered on changing knowledge and important issues in the field. Announcements of Special Topics courses appear in the Schedule of Classes.	
<b>CJ 060</b> <b>Probation and Parole</b> <i>Course Advisories: SCC minimum English and Math standards; CJ 001; CJ 058.</i> Presents the philosophy and history of correctional services. A survey of the correctional sub-systems of institutions by type and function, probation concepts and parole operations. A discussion of correctional employee responsibilities as applied to offender behavior modifications through supervisory control techniques. Covers rehabilitation goals as they affect individual and intimate cultural groups in both confined and field settings. <i>Three hours lecture.</i>	<b>3 Units</b>		



# Drafting Technician

Career Technical Education Division

## PROGRAM DESCRIPTION

This program is designed to provide students with entry level skills in the fields of mechanical, electrical, civil and architectural drafting.

## CERTIFICATE OF ACHIEVEMENT AND ASSOCIATE IN SCIENCE DEGREE

A Certificate of Achievement can be obtained upon completion of the 30-unit major listed below. The Associate in Science Degree can be obtained by completing a total of 60 units, including the major, general education requirements, and electives. 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.

## REQUIRED COURSES

	Units
DRFT 045—Introduction to CAD	3
DRFT 046—Advanced CAD	3
DRFT 050—Basic DRFTing	3
DRFT 055—Mechanical Drafting I	3
DRFT 060—Architectural Drafting I	3
DRFT 075—Electronic Drafting	3
DRFT 080—Civil Drafting I	3
IT 140—Industrial Materials	3
IT 151—Vocational Math	3
DRFT 125—Solid Modeling	3
	30

## Recommended Electives

DRFT 056, 057, 065, 070, 079, 085, 092, 130, 135, 140  
 INTDS 52  
 IT 150  
 OCED 090, 091  
 HORT 030

NOTE: Many of the advanced courses will require CAD. It is important to take DRFT 045 (Intro. to CAD) as early in your program as possible. College credit may be obtained with credit by examination in DRFT 045, 050, and 060 or they may be waived.

## JOB-DIRECT CERTIFICATE REQUIREMENTS

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

<b>Drafting Technology</b>	Units
DRFT 171—Autocad Drafting Tech. I	3
DRFT 172—Autocad Drafting Tech. II	3
DRFT 173—Autocad Drafting Tech. III	3
DRFT 174—Autocad Drafting Tech. IV	3
*OCED 090—Occupational Work Experience	1
	13

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

**DRFT 045** 3 Units  
**Introduction to Computer-Aided Drafting (CAD)**  
*Course Advisory: SCC minimum English and math standards; DRFT 050; drafting experience helpful.* Designed to introduce the drafting student to CAD technology and terminology. The student shall complete a series of related drawing problems using a CAD work station. Repeatable 1 time. *Two hours lecture, four hours lab.*

**DRFT 045A \*** 1.5 Units  
**Introduction to Computer-Aided Drafting (CAD)-Part 1**  
*Course Advisories: SCC minimum English and Math standards. DRFT 050 or drafting experience helpful.* Designed to introduce the drafting student to CAD technology and terminology. The student shall complete a series of related drawing problems using a CAD work station. Repeatable 1 time. *One hour lecture, two hours lab. (\*UC transferability pending)*

# Drafting

<b>DRFT 045B *</b> <b>Introduction to Computer-Aided Drafting (CAD)-Part 2</b> <i>Course Advisories: SCC minimum English and Math standards. DRFT 050 or drafting experience helpful.</i> Designed to introduce the drafting student to CAD technology and terminology. The student shall complete a series of related drawing problems using a CAD work station. Repeatable 1 time. <i>One hour lecture, two hours lab. (*UC transferability pending)</i>	<b>1.5 Units</b>	<b>DRFT 056</b> <b>Descriptive Geometry</b> <i>Prerequisites: DRFT 050; IT 151; DRFT 045. Course Advisories: SCC minimum English and Math standards.</i> Presents fundamental principles of descriptive geometry and their application to the solution of three dimensional problems. Included are true lengths and shapes; bearing and slopes; point, line and shape problems, advanced auxiliaries, revolutions, intersections and developments. <i>Two hours lecture, four hours lab.</i>	<b>3 Units</b>
<b>DRFT 046</b> <b>Advanced Computer-Aided Drafting (CAD)</b> <i>Prerequisite: DRFT 045 and DRFT 050. Course Advisories: SCC minimum English and Math standards.</i> Designed to develop advanced proficiency in CAD. Covers symbol libraries, isometrics, external references (XREFS), 3-D drawing, basic solid modeling, tables and customization techniques. Repeatable 1 time. <i>Two hours lecture, four hours lab.</i>	<b>3 Units</b>	<b>DRFT 057</b> <b>Mechanical Drafting Level II</b> <i>Prerequisites: DRFT 055 with a grade of "C" or better; IT 151 (may be taken concurrently). Course Advisories: SCC minimum English and Math standards.</i> A continuation of Drafting 055, with special emphasis on geometric tolerancing, gears, cams, electro-mechanical packaging, and advanced working drawings. <i>Two hours lecture, four hours lab.</i>	<b>3 Units</b>
<b>DRFT 046A *</b> <b>Advanced Computer-Aided Drafting (CAD)-Part 1</b> <i>Prerequisites: DRFT 045 (or DRFT 045B) and DRFT 050. Course Advisories: SCC minimum English and Math standards.</i> Designed to develop advanced proficiency in CAD. Covers symbol libraries, isometrics, external references (XREFS), 3-D drawing, basic solid modeling, tables and customization techniques. Repeatable 1 time. <i>One hour lecture, two hours lab. (*UC transferability pending)</i>	<b>1.5 Units</b>	<b>DRFT 060</b> <b>Architectural Drafting I</b> <i>Prerequisites: DRFT 050, DRFT 045. Course Advisories: SCC minimum English and Math standards.</i> Practice in drawing a complete set of plans for a single family dwelling in accordance with local building regulations. Includes an introductory unit on heat loss computations. Recommended for non-majors and drafting majors. <i>Two hours lecture, four hours lab.</i>	<b>3 Units</b>
<b>DRFT 046B *</b> <b>Advanced Computer-Aided Drafting (CAD)-Part 2</b> <i>Prerequisites: DRFT 046A. Course Advisories: SCC minimum English and Math standards.</i> Designed to develop advanced proficiency in CAD. Covers symbol libraries, isometrics, external references (XREFS), 3-D drawing, basic solid modeling, tables and customization techniques. Repeatable 1 time. <i>One hour lecture, two hours lab. (*UC transferability pending)</i>	<b>1.5 Units</b>	<b>DRFT 065</b> <b>Architectural Drafting II</b> <i>Prerequisites: DRFT 060 with a grade of "C" or better; IT 151 (IT 151 may be taken concurrently). Course Advisories: SCC minimum English and Math standards.</i> Introduction to the trade terms, detailing and basic construction practices related to light commercial design and delineation. <i>Two hours lecture, four hours lab.</i>	<b>3 Units</b>
<b>DRFT 050</b> <b>Basic Drafting</b> <i>Course Advisories: SCC minimum English and Math standards.</i> Presents the fundamentals of drafting, including the use of instruments, lettering, freehand sketching, orthographic projection, dimensioning and sectioning. Recommended for non-majors and drafting majors. <i>Two hours lecture, four hours lab.</i>	<b>3 Units</b>	<b>DRFT 068</b> <b>CAD In Apparel Design</b> See Fashion Design 068.	<b>3 Units</b>
<b>DRFT 055</b> <b>Mechanical Drafting Level I</b> <i>Prerequisite: DRFT 050, DRFT 045. Course Advisories: SCC minimum English and Math standards.</i> Emphasizes sectioning, pictorials, threads, fasteners, springs, tolerancing, measurement, and working drawings. <i>Two hours lecture, four hours lab.</i>	<b>3 Units</b>	<b>DRFT 070</b> <b>Technical Illustration and Design</b> <i>Prerequisite: DRFT 050, DRFT 045. Course Advisory: SCC minimum English and Math standards.</i> Designed for advanced drafting students to develop the basic tools, skills and concepts required in the field of engineering illustration. Includes freehand sketching and pencil shading. CAD drawings include isometric, perspective assembly, photo-tracing and cut-away drawings. <i>Two hours lecture, four hours lab.</i>	<b>3 Units</b>

# Drafting

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<b>DRFT 075</b> <b>Electronic Drafting</b> <i>Prerequisites: DRFT 050, DRFT 045. Course Advisory: SCC minimum English and Math standards.</i> Designed for drafters to develop skill in reading and drawing plans related to electronics. Topics include, terminology, component identification, schematic symbols, cable drawings, electro-mechanical design, and basic printed circuit board design. <b>Two hours lecture, four hours lab.</b>	<b>3 Units</b>	<b>DRFT 130</b> <b>Advanced Printed Circuit Board Design</b> <i>Prerequisite: DRFT 075. Course Advisories: SCC minimum English and Math standards.</i> The student will learn how to design complex circuit boards from schematic layout to artwork generation. Course requires completion of a complete set of drawings for a printed circuit board, including proper documentation, all based on industry standards. Through-hole and surface mount technology are studied. <b>Two hours lecture, four hours lab.</b>	<b>3 Units</b>
<b>DRFT 079</b> <b>Blueprint Reading</b> <i>Course Advisories: SCC minimum English and Math standards.</i> Designed to provide understanding and interpretation of a variety of blueprints. Emphasizes the ability to recognize and identify modern industrial blueprints and architectural blueprints. Includes basic development of freehand sketching abilities. <b>Three hour lecture, one hour lab.</b>	<b>3 Units</b>	<b>DRFT 135</b> <b>Structural and Detail Drafting</b> <i>Course Advisories: SCC minimum English and Math standards.</i> Provides a basic introduction to structural detailing. Covers basic terminology, shapes, types of connections, types of views, scaling and proportion, bills of materials and lettering, plus some detailing problems. <b>Five hours lecture, two hours weekly by arrangement (3 week course).</b>	<b>1 Unit</b>
<b>DRFT 080</b> <b>Civil Drafting I</b> <i>Prerequisites: DRFT 050, DRFT 045. Course Advisory: SCC minimum English and math standards; IT 151 recommended.</i> Introductory course in civil drawing with emphasis on land division, breakdown of survey notes, office procedures and related math computations. Included is an introductory unit on modern CAD applications, as applied to preliminary and final maps. <b>Two hours lecture, four hours lab.</b>	<b>3 Units</b>	<b>DRFT 140</b> <b>Surveying</b> <i>Prerequisites: DRFT 080, IT 151. Course Advisory: SCC minimum English and Math standards.</i> Presents the fundamentals of plane surveying with practice in the field using tape, levels, transit and theodolite. <b>Two hours lecture, four hours lab.</b>	<b>3 Units</b>
<b>DRFT 085</b> <b>Civil Drafting II</b> <i>Prerequisites: DRFT 080, IT 151. Course Advisory: SCC minimum English and Math standards.</i> Designed for the advanced civil drafting student with emphasis on computer programs and experience compatible with the industry standards. Includes the study of plan and profile, cross-section and earth-work calculations. <b>Two hours lecture, four hours lab.</b>	<b>3 Units</b>	<b>DRFT 150</b> <b>Computer Graphics for Non-Drafters</b> <i>Course Advisory: SCC minimum English standards.</i> Provides the opportunity for the non-drafting major to explore the creation of graphic images using the PC as a tool. <b>One hour lecture, three hours lab (8 week course).</b>	<b>1 Unit</b>
<b>DRFT 092</b> <b>Special Problems</b> <i>Prerequisite: DRFT 050.</i> Individualized projects for advanced students who demonstrate competency to carry out individual work. Repeatable 3 times. <b>Three to nine hours weekly by arrangement.</b>	<b>1-3 Units</b>	<b>DRFT 171</b> <b>AutoCAD Drafting Technician I</b> <i>Course Advisories: SCC minimum English and Math standards.</i> Introduces the drafting student to CAD technology, utilization and terminology. The student will complete a series of related drawing problems using a CAD work station. <b>Six hours lecture, eighteen hours lab (5 week course).</b>	<b>3 Units</b>
<b>DRFT 125</b> <b>Solid Modeling with Solidworks</b> <i>Course Advisory: SCC minimum English and math standards; DRFT 050 or knowledge of drafting concepts.</i> This course is designed to teach the basic concepts and skills necessary to create, view, and manipulate objects in three dimensional space using Solidworks software. Repeatable 1 time. <b>Two hours lecture, four hours lab.</b>	<b>3 Units</b>	<b>DRFT 172</b> <b>AutoCAD Drafting Technician II</b> <i>Prerequisite: DRFT 171. Course Advisories: SCC minimum English and Math standards.</i> Introduces drafting students to architectural and mechanical drafting elements through CAD utilization. The student will complete a series of related drawing problems using a CAD work station. <b>Six hours lecture, eighteen hours lab (5 week course).</b>	<b>3 Units</b>

DRFT 173 3 Units

**AutoCAD Drafting Technician III**

*Prerequisite: DRFT 172. Course Advisories: SCC minimum English and Math standards.* Introduces drafting students to fasteners, dimensioning and pictorial representation through CAD processes . The student will complete a series of related drawing problems using a CAD work station. **Six hours lecture, eighteen hours lab (5 week course).**

DRFT 174 3 Units

**AutoCAD Drafting Technician IV**

*Prerequisite: DRFT 173. Course Advisories: SCC minimum English and Math standards.* Introduces drafting students to section views and details; descriptions and supplemental drawings. The student will complete a series of related drawing problems using a CAD work station. **Six hours lecture, eighteen hours lab (5 week course).**

**Special Topics**

These courses, numbered 098, or 148 depending upon their transferability, are courses of contemporary interest centered on changing knowledge and important issues in the field. Specific information will vary with each course.

# Early Childhood Education

(For Dramatic Arts see "Theatre Arts")

Fine & Applied Arts/Behavioral Sciences Division

## PROGRAM DESCRIPTION

This program prepares students to meet the new and stringent demands of today's child care centers, preschool programs, and nursery schools. It offers a comprehensive study of the development of the young child as well as opportunities to learn techniques to enhance the emotional, physical, social, and cognitive needs of the child.

## CERTIFICATE OF ACHIEVEMENT AND ASSOCIATE IN SCIENCE DEGREE

A Certificate of Achievement can be obtained upon successful completion of the 32-unit major with a grade of C (2.0) or better in each course. The Associate in Science degree can be obtained by completing a total of 60 units, including the major, the general education requirements, and electives. 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.

## REQUIRED COURSES

Students should enroll in HUDV 038 during their first semester in the program. Students will spend their first semester of ECE Practicum I (ECE 065) assigned to the Solano College Children's Program or placed off campus with an accepted mentor teacher. A second semester may be spent either on campus (ECE 066 or 067) or off campus (ECE 067). Off campus placements will be made with an approved mentor teacher. Prior to the first week of enrollment in ECE 065 or 066, students will be required to be fingerprinted at District expense.

	Units	
ECE 062—Intro. to Early Childhood Ed	3	
ECE 063—ECE Theory & Practice	3	<b>Recommended Electives</b>
ECE 065—ECE Practicum I	4	ECE 079, 099, 101, 102, 110, 121, 122,
ECE 066—ECE Practicum II OR		123, 124
ECE 067—ECE Field Practice	4	HUDV 040, 053
ECE 070—Science for Early Childhood	3	NUTR 010, 051, 052
ECE 071—Language/Literature for ECE	3	OCED 090, 091
ECE 072—Art for Early Childhood	3	PSYC 001
ECE 073—Music for Early Childhood	3	SOCS 022
HUDV 038—Child Development	3	SOC 001
HUDV 050—Child, Family & Community	3	
	32	

*Students enrolling in the following courses are strongly urged to see an ECE instructor prior to registration.*

**ECE 050** **3 Units**  
**Violence and Its Impact on Children and Their Families**  
*Course Advisories: SCC minimum English and math standards.*  
 Exploration of violence in America and its impact on the physical and psychological well-being of children, their families and early childhood teachers. Emphasis on critical factors in understanding appropriate early childhood violence prevention and intervention strategies. *Three hours lecture.*

**ECE 051** **3 Units**  
**Introduction to Intervention and Strategies for Children and Their Families**  
*Course Advisories: SCC minimum English and math standards.*  
 Provides early childhood teachers knowledge and skills to respond to the needs of children and families who experience stress and chronic violence through exploration of the power of play in helping children resolve conflicts and methods for teaching alternative to violence. *Three hours lecture.*

**ECE 055** **.5 or 1 Unit**  
**Key Concepts in Early Childhood**  
*Course Advisory: SCC minimum English standards.* Focuses on those aspects of young children's normal behavior and needs which have the greatest significance for adults studying children in a preschool setting. May be repeated to a maximum of 1 unit, including initial enrollment. *One-half or one hour lecture.*

# Early Childhood Education

ECE 062	3 Units	ECE 067	4 Units
<b>Introduction to Early Childhood Education</b> <i>Prerequisite: HUDV 038 (may be taken concurrently). Course Advisories: SCC minimum English and math standards.</i> An introduction to teaching at the preschool level including: history, philosophy, techniques of guidance, teaching techniques and skills, schedules and programming routines, provision of a safe environment, the function and stages of play, and an overview of important developmental processes. <b>Three hours lecture.</b>		<b>Early Childhood Education Field Practice</b> <i>Prerequisites: ECE 063 (may be taken concurrently) and ECE 065. Course Advisories: SCC minimum English and Math standards.</i> Work experience at an approved early childhood job site under the direct supervision of a fully qualified nursery school teacher (preferably under the supervision of one of the SCC selected mentor teachers), and attendance at a one-hour weekly seminar on campus which emphasizes child observation, curriculum planning, and relationships of theories to practices. NOTE: Combined units for all work experience courses shall not exceed 12 units. <b>One hour lecture (related seminar), twenty hours weekly by arrangement (work experience).</b>	
ECE 063	3 Units	ECE 070	3 Units
<b>Early Childhood Education Theory and Practice</b> <i>Prerequisite: ECE 062 and HUDV 038. Course Advisories: SCC minimum English and Math standards.</i> Continues the introduction to early childhood teaching begun in ECE 062 with the focus on the content of the early childhood curriculum areas of art, music, science, math, dramatic play, motor development and language and academic skills. Students practice techniques of curriculum planning by preparing lesson plans in each of these areas. <b>Three hours lecture.</b>		<b>Science for Early Childhood</b> <i>Prerequisite: HUDV 038 (may be taken concurrently) and ECE 062. Course Advisories: SCC minimum English and math standards.</i> Exploration of scientific principles, materials, and information from the biological and physical sciences appropriate for young children. Through an emphasis on the choice and presentation of appropriate concepts and processes, students acquire basic science knowledge relevant to the intellectual development of the young child. <b>Three hours lecture.</b>	
ECE 065	4 Units	ECE 071	3 Units
<b>Early Childhood Education Practicum I</b> <i>Prerequisites: ECE 062 or concurrent enrollment.</i> During the first week of enrollment, students will be required to be fingerprinted and have a TB test at District expense. Course Advisory: SCC minimum English standards. Supervised laboratory experience with children in the Solano College Children's Programs or off-campus placement with a mentor teacher selected by the SCC mentor selection committee for nine hours per week and attendance at a one-hour weekly seminar which emphasizes child observation, guidance techniques, and relationship of theories to practices. <b>One hour lecture, nine hours by arrangement.</b>		<b>Language and Literature for ECE</b> <i>Prerequisites: ECE 062 (may be taken concurrently) and HUDV 038. Course Advisory: SCC minimum English standards.</i> Introduction to children's literature and to the development of speech and language during infancy and early childhood. Students will explore teaching techniques which promote language acquisition including story telling, role play, language games, flannel board stories, puppets, slide shows, and the development of dramatic play materials. <b>Three hours lecture.</b>	
ECE 066	4 Units	ECE 072	3 Units
<b>Early Childhood Education Practicum II</b> <i>Prerequisites: ECE 065 and concurrent enrollment in ECE 063.</i> During the first week of enrollment, students will be required to be fingerprinted and have a TB test at District's expense. Course Advisories: SCC minimum English and math standards. Laboratory practicum emphasizing curriculum activities, comprehensive case studies, methods of child observation, and relationships of theories to practices. Students may be placed in the Solano College Children's Programs on campus or with a mentor teacher (selected by the SCC/ECE mentor teacher selection committee) off campus. <b>One hour lecture, nine hours by arrangement.</b>		<b>Art for Early Childhood</b> <i>Course Advisories: SCC minimum English and Math standards.</i> Study of art activities appropriate to the developmental needs of the young child. Emphasis is on children's use of art as a way to express their individuality and communicate their ideas about themselves and their world. <b>Three hours lecture.</b>	
		ECE 073	3 Units
		<b>Music for Early Childhood</b> <i>Course Advisories: ECE 062; SCC minimum English and Math standards.</i> Presents a curriculum of music appropriate for teachers of young children from infancy through the primary grades. Fundamentals of music and simple chording techniques will be introduced. <b>Three hours lecture.</b>	

# Early Childhood Education

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ECE 075	3 Units	ECE 085	.5 Unit
<b>Care of Infants and Toddlers</b> <i>Course Advisories: Eligibility for ENGL 001 and SCC minimum math standard.</i> A study of the development and care of children from birth to age three. Includes standards for staffing, equipping and administering an infant care center. <i>Three hours lecture.</i>		<b>Educational Games</b> <i>Course Advisory: SCC minimum English standards.</i> An intensive introduction to planning and producing educational learning games for preschool-aged children suited for use in home, day care, and/or preschool settings. Successful completion requires attendance, participation and the completion of a minimum of two (2) cognitive games. This is a credit/no-credit only course. Repeatable 3 times. <i>One-half hour lecture.</i>	
ECE 076	3 Units	ECE 086	1 Unit
<b>Programs for Two-Year-Olds</b> <i>Course Advisory: SCC minimum English and math standards.</i> Presents the developmental characteristics of both normal and atypical two-year-old children and appropriate modifications of the preschool curriculum to meet their special needs. Curriculum development techniques in the area of art, language, literature, music, science, cooking, cognitive activities and appropriate scheduling are included. Observations in the SCC Children's Programs are required. <i>Three hours lecture.</i>		<b>Constructive Play: Challenging Children to Think</b> <i>Course Advisory: SCC minimum English standards.</i> The area of cognitive development will be addressed from a developmental perspective, with an emphasis on developing problem-solving skills. The course will focus on the teacher's role as facilitator of active learning, and will introduce specific materials and activities that challenge children to think. Repeatable 3 times. <i>One hour lecture.</i>	
ECE 079	2 Units	ECE 099	1-3 Units
<b>Adult Supervision: The Mentor Teacher</b> <i>Prerequisite: Prior completion of the ECE Certificate and permission of the Director of Children's Programs to verify the prerequisite. Course Advisory: SCC minimum English standards.</i> Methods and principles of supervising student teachers in early childhood classrooms. Emphasis on the role of experienced classroom teachers who function as mentors to new teachers while simultaneously addressing the needs of children, parents and other staff. <i>Two and three-quarters hours lecture (12 week course).</i>		<b>ECE Honors</b> <i>Prerequisites: Completion of 24 units of college credit with a minimum GPA of 3.3; a minimum of 5 units in the discipline with a grade of "B" or better; an ability to work independently; permission of the Division Dean based on instructor availability. Course Advisory: SCC minimum English standards.</i> An independent study and research class in the areas of infant, toddler, and preschool early education programs. The student and instructor design an outlined program of study. May be repeated to a maximum of 6 units, including initial enrollment. <i>Three to nine hours weekly by arrangement.</i>	
ECE 080	3 Units	ECE 101	.5 Unit
<b>Early Childhood Administration</b> <i>Prerequisites: ECE 062 and HUDV 038. Course Advisory: SCC minimum English standards.</i> Overview of the fundamental duties and responsibilities of Early Childhood administration, including preparation, implementation and evaluation of the program goals and budget controls. Meets requirements set by the California Commission for Teachers Preparation and Licensing for the Children's Center Supervision Permit. <i>Three hours lecture.</i>		<b>Sensitive and Critical Topics in ECE</b> <i>Course Advisory: SCC minimum English standards.</i> A short course designed to include current topics in Child Development or Early Childhood Education that are particularly sensitive in nature and/or subject to critical timing. It is designed especially as an update for teachers and aides currently working in the field. Emphasis will be on the role of the teacher and the children's center. Repeatable 5 times. <i>Eight hours lecture total for semester.</i>	
ECE 081	3 Units	ECE 102	.5 Unit
<b>Early Childhood Staff Supervision</b> <i>Prerequisites: ECE 062 and HUDV 038. Course Advisory: Eligibility for ENGL 001.</i> Presentation of the fundamentals involved in becoming a more effective supervisor, and methods and procedures in dealing with selection, supervision and evaluation of staff in an early childhood setting. Meets the requirements set by the California Commission for Teachers Preparation and Licensing for the Children's Center Supervision Permit. <i>Three hours lecture.</i>		<b>Curriculum Development</b> <i>Course Advisory: SCC minimum English and Math standards.</i> Curriculum development techniques for preschool programs in the areas of speech development, pre-reading skills, math concepts, science activities, music, art, cooking and nutrition. Emphasis in the above curriculum areas will be placed on the specialized needs of disadvantaged children. Repeatable 5 times. <i>Eight hours lecture total for semester.</i>	

# Early Childhood Education

<b>ECE 110</b>	<b>3 Units</b>	<b>ECE 200</b>	<b>.5 Units</b>
<b>Emergent Literacy in Early Childhood</b> <i>Prerequisite: ECE 071. Course Advisory: SCC minimum English standards.</i> Prepares early childhood teachers and caregivers to enhance the early literacy outcomes of young children. Presents the early literacy developmental progression and skills in teaching early literacy to young children, from birth through age 5. Students will acquire knowledge in developing a literacy-rich curriculum, oral language development, literacy-enhanced play, reading, writing, alphabet knowledge, and phonemic awareness. <i>Three hours lecture.</i>		<b>ECE Mentor Teacher Seminar</b> <i>Prerequisite: Selection as a Mentor Teacher with the California Mentor Teacher Program. Course Advisories: SCC English and math standards.</i> A monthly seminar for Early Childhood Mentor Teachers to explore issues related to their roles as supervisors or early childhood student teachers. Seminar content will be individualized to meet the needs of each mentor. Participation and attendance in the monthly meeting is mandatory. <i>Eight hours lecture total for semester.</i>	
<b>ECE 121</b>	<b>.5 Unit</b>	<b>ECE 245</b>	<b>1.5 Units</b>
<b>Family Child Care: Introduction and Licensing Regulations</b> <i>Course Advisories: SCC minimum English and Math standards.</i> The study of the family child care home setting, licensing application, parent responsibilities, community resources, and assessment of local community needs. <i>Two hours lecture (4 week course).</i>		<b>Foster Parenting</b> <i>Course Advisory: SCC minimum English standards.</i> In-depth study of issues relating to foster care including separation, attachment and loss, child abuse, and neglect. Laws and agencies pertaining to foster care will be discussed. <i>Three hours lecture.</i>	
<b>ECE 122</b>	<b>.5 Unit</b>	<b>ECE 501</b>	<b>Non-Credit</b>
<b>Family Child Care: Guidance and Theory</b> <i>Course Advisories: SCC minimum English and Math standards.</i> The study of the family child care home setting includes guidance techniques, program planning, child development theories, and how to work effectively with parents. <i>Two hours lecture (4 week course).</i>		<b>Early Childhood Education Children's Programs</b> <i>Course Advisory: SCC minimum English standards.</i> Provides the opportunity for parents to become more involved with their child(ren)'s education, to gain the positive interaction skills appropriate for this age group, and to gain information about the normal behavior of preschool aged children. Expected of parents whose children are enrolled in the Solano Community College Children's Programs. Repeatable 3 times. <i>Sixteen hours by arrangement total for the semester.</i>	
<b>ECE 123</b>	<b>.5 Unit</b>	<b>ECE 550</b>	<b>Non-Credit</b>
<b>Family Child Care: Health, Safety, and Nutrition</b> <i>Course Advisories: SCC minimum English and Math standards.</i> Study of the family child care home setting includes record keeping for implementing health, nutrition, and safety regulations and policies. <i>Two hours lecture (4 week course).</i>		<b>Positive Parenting Practices</b> Focuses on those aspects of young children's normal behavior and needs which have the greatest significance for parents and others interested in behavior of young children. <i>Three hours lecture (8 week course).</i>	
<b>ECE 124</b>	<b>.5 Unit</b>	<b>Special Topics</b>	
<b>Family Child Care: Business and Legal Aspects</b> <i>Course Advisories: SCC minimum English and Math standards.</i> Study of the family child care home setting includes record keeping, budget preparation, marketing and small business practices. <i>Two hours lecture (4 week course).</i>		These courses, numbered 098 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.	



# Economics

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Business & Computer Science Division

## PROGRAM DESCRIPTION

Economics is the study of how people make choices when faced with scarcity. It is therefore the study of the process of decision-making by individuals, businesses, governments, or any other group that must make such choices, and the study of the institutional context in which these decisions are made.

The economic courses provide the lower-division requirements for students majoring in economics, business, computer science, and engineering. These courses also provide students majoring in other fields with an understanding of economic principles and a familiarity with the economic institutions that affect their lives.

## ASSOCIATE DEGREE

Not offered in this discipline.

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### ECON 001

3 Units

#### Principles of Economics (Macroeconomics)

**Course Advisories: Eligibility for ENGL 001; SCC minimum math standard.** Introductory course dealing with the nature and scope of economics, supply and demand analysis, national income accounting, Keynesian models, money and banking, fiscal and monetary policy, stabilization methods, and current problems and issues. Emphasis on Macroeconomics. **Three hours lecture.**

### ECON 002

3 Units

#### Principle of Economics (Microeconomics)

**Course Advisories: Eligibility for ENGL 001; SCC minimum math standard.** Introductory course dealing with the price and output determination, cost of production, market structures, anti-trust regulations, and international trade. Emphasis on Microeconomics. **Three hours lecture.**

### ECON 010

3 Units

#### Global Economics

**Course Advisories: SCC minimum Math standard. Eligibility for ENGL 1.** This is an introductory course that examines patterns of international trade and development. In this course students will understand how economies around the world are linked. Students will examine issues of global trade, trade policies, exchange rate systems, developing countries and controversies regarding trade policy. **Three hours lecture.**

## ELECTRONICS TECHNOLOGY

### PROGRAM DESCRIPTION

Designed to prepare the student for employment in industry by providing an extensive background in electronics theory with laboratory application. Employment would be at the level of entry-level technologist/technician or engineering assistant.

### CERTIFICATE OF ACHIEVEMENT AND ASSOCIATE IN SCIENCE DEGREE

A Certificate of Achievement can be obtained by completing the 35-unit major. The Associate in Science Degree can be obtained by completing a total of 60 units, including the 35-unit major and the 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.

### REQUIRED COURSES

**NOTE: Not all courses are offered every semester, and the sequence of courses listed below is recommended, not required.**

	Units	Recommended Electives
ECTN 050—DC Electronic Principles	4	DRFT 050
ECTN 051—AC Electronic Principles	4	ECTN 102,111,112, 113, 150, 151,171
ECTN 052—Semiconductor Devices and Circuits	4	ENGL 051
ECTN 053—Communications Operational Amplifiers	4	IT 140
ECTN 060—Basic Digital Fundamentals	4	OCED 090, 091
ECTN 061—Digital Systems: Principles & Applications	4	
ECTN 140—Mathematics for Electronics	4	Advanced standing may be granted for ECTN 050 and/or
ECTN 141—Mathematic for Electronics	4	ECTN 051 or ECTN 060 by achieving a satisfactory score
MT 162—Robotics Manufacturing Systems	<u>3</u>	on a written test. The test may not be retaken.
	35	

**Students may substitute:**  
 ECTN 132 and 133 for ECTN 140  
 ECTN 134 and 135 for ECTN 141

### JOB-DIRECT CERTIFICATE REQUIREMENTS

For each of the following programs, the required courses must be completed with a grade of "C" or better.

#### Computer Investigations

Required Courses	Units
CIS 001—Introduction to Computer Science	3
CJ 051—Criminal Investigation	3
ECTN 172—Computer Forensics: Evidence Recovery	1.5
ECTN 173—Computer Forensics Investigations	3
ECTN 174—Com Forensics: Operating Systems Internals	<u>3</u>
	13.5

#### Computer Information Security

Required Courses	Units
ECTN 122—Computer Network+ Technology	4
ECTN 124—Computer Security+ Technology	4
ECTN 126—A+ Computer Hardware Technology	4
ECTN 128—A+ Computer Operating Systems Technology	<u>4</u>
	16

#### Electronic Security and Surveillance Technician

Required Courses	Units
CJ 001—Introduction to Criminal Justice	3
ECTN 111—Fundamentals of Wire & Cabling	1
ECTN 112—Fundamentals of Fiber Optics	1
ECTN 113—Fund. of Wireless Communication	1
ECTN 171—Security and Surveillance Techniques	<u>4</u>
	10

#### Home Technology Integrator

Required Courses	Units
IT 160—Electrical Fundamentals	3
ECTN 111—Fund. of Wire & Cabling	1
ECTN 112—Fund. of Fiber Optics	1
ECTN 113—Fund. of Wireless Communication	1
ECTN 175—Home Technology Integration Techniques	<u>4</u>
	10

# Electronics

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ECTN 050	4 Units	ECTN 101	3 Units
<b>DC Electronic Principles</b> <i>Prerequisites: ECTN 132 or ECTN 140 (either may be taken concurrently). Course Advisory: SCC minimum English standards.</i> Presents the principles of direct current and passive devices, and introduces active devices. Mathematical analysis and laboratory construction of circuits are required. <b>Three hours lecture, three hours lab.</b>		<b>Introduction to Electricity and Electronics</b> <i>Prerequisite: None. NOTE: Not open for credit to students who have taken ECTN 050 or 051. Course Advisories: SCC minimum math and English standards.</i> An introductory study of electrical and electronic technology. Fundamentals of DC and AC circuitry components. Instruments used in the study of basic electronics will be discussed and demonstrated with an emphasis on interpretation of schematic diagrams, breadboarding, and familiarization of electronic components. <b>Two hours lecture, three hours lab.</b>	
ECTN 051	4 Units	ECTN 102	1-3 Units
<b>AC Electronic Principles</b> <i>Prerequisite: ECTN 050 and ECTN 133 or ECTN 140 (all may be taken concurrently). Course Advisory: SCC minimum English and Math standards.</i> Presents the principles of alternating current circuits and active devices. Mathematical analysis and laboratory construction of circuits are required. <b>Three hours lecture, three hours lab.</b>		<b>Electrical Safety</b> <i>Course Advisories: SCC minimum English and Math standards.</i> A survey of the proper use, handling, and hazards associated with electrical and electronic equipment. The student will be introduced to the current generally accepted (National Electrical Safety Code) safety practices and procedures associated with power transmission, industrial, and consumer electrical and electronic equipment. This is an open entry-open exit course. Repeatable for up to 3 units. <b>One to three hours lecture.</b>	
ECTN 052	4 Units	ECTN 111	1 Unit
<b>Semiconductor Devices and Circuits</b> <i>Prerequisites: ECTN 051 and ECTN 134 or ECTN 141 (ECTN 134 or 141 may be taken concurrently). Course Advisory: SCC minimum English standards.</i> Presents the principles of discrete semiconductor devices and circuits. Mathematical analysis and laboratory constructions of circuits required. <b>Three hours lecture, three hours lab.</b>		<b>Fundamentals of Wire and Cabling</b> <i>Course Advisories: SCC minimum English and math standards.</i> Presents the principles and practices of copper cable wiring technology. Includes instruction in the design, installation, and maintenance of copper wiring systems for intelligent control systems, lighting and appliance control devices, communication and networking. Also includes instruction in household and institutional power wiring. <b>One hour lecture, one hour lab.</b>	
ECTN 053	4 Units	ECTN 112	1 Unit
<b>Communications and Operational Amplifiers</b> <i>Prerequisite: ECTN 052 and ECTN 135 or ECTN 141 (ECTN 135 or 141 may be taken concurrently). Course Advisory: SCC minimum English standards.</i> Presents the principles of operational amplifier circuits, discrete and integrated communications circuits, and AM/FM transmitters and receivers. Mathematical analysis and laboratory construction are required. <b>Three hours lecture, three hours lab.</b>		<b>Fundamentals of Fiber Optics</b> <i>Course Advisories: SCC minimum English and math standards.</i> Presents the principles and practices of fiber optics and optoelectronic technology. Includes instruction in the design, installation, and maintenance of fiber optic cabling and control systems and optoelectronic control systems for computer communication and networking systems. <b>One hour lecture, one hour lab.</b>	
ECTN 060	4 Units	ECTN 113	1 Unit
<b>Basic Digital Fundamentals</b> <i>Course Advisories: SCC minimum English and Math standards.</i> Presents the principles of digital numbering systems, digital codes, logic gates, and flip-flops; an introductory course in Boolean Algebra and digital electronics. Mathematical analysis and laboratory assignments are required. <b>Three hours lecture, three hours lab.</b>		<b>Fundamentals of Wireless Communication</b> <i>Course Advisories: SCC minimum English and math standards.</i> Presents the principles and practices of wireless communication technology. Includes instruction in the design, installation, and maintenance of wireless communication and network systems. Emphasis is placed on system reliability, security, and cost containment concerns. <b>One hour lecture, one hour lab.</b>	
ECTN 061	4 Units		
<b>Digital Systems: Principles and Applications</b> <i>Prerequisite: ECTN 060 (may be taken concurrently). Course Advisory: SCC minimum English standards.</i> Presents the principles of counter circuits, registers, memories, arithmetic logic, integrated circuits, and digital computer introduction. Mathematical analysis and laboratory assignments are required. <b>Three hours lecture, three hours lab.</b>			

ECTN 122	4 Units	ECTN 133	2 Units
<b>Computer Network+ Technology</b> <i>Course Advisories: SCC minimum English and math standards.</i> Presents the architecture of computer networks, including the names, purpose, and characteristics of network components; such as network interface card (NIC), hubs, routers, cabling and connectors; as well as topologies, protocols and standards. This course also addresses network implementation, network support and troubleshooting. Prepares the student for CompTIA Network+ Computer Network Certification. As a team, in a laboratory environment, the class will assemble and implement a complete network, with a server running a Microsoft server network operation system (NOS) and several computers running the Microsoft Windows XP Professional Operating System. All of the required cabling will be assembled in the lab by the students under the supervision of the instructor. <i>Three hours lecture, three hours lab.</i>		<b>Mathematics for Electronics</b> <i>Prerequisite: ECTN 132. NOTE: Not open to students who have completed ECTN 140. Course Advisories: SCC minimum English and Math standards.</i> Presents the principles of algebra, graphs and determinants as they apply to electronics. Frequent homework assignments and written tests are required. <i>Four hours lecture (8 week course).</i>	
ECTN 124	4 Units	ECTN 134	2 Units
<b>Computer Security+ Technology</b> <i>Prerequisite: ECTN 122. Course Advisories: SCC minimum English and math standards.</i> Presents the vulnerability, threats, and risks to data and other computer assets from spyware, Trojan horses, viruses, worms, and other security attacks. This course also addresses the fundamental policies and procedures for maintaining the security of a computer network. Prepares the student for the Computing Technology Industry Association's (CompTIA) Security+ Certification. <i>Three hours lecture, three hours lab.</i>		<b>Mathematics for Electronics</b> <i>Prerequisite: ECTN 133 with a grade of "C" or better. NOTE: Not open to students who have completed ECTN 141. Course Advisories: SCC minimum English and Math standards.</i> Presents the principles of trigonometry as it applies to electronics. Frequent homework assignments and written tests are required. <i>Four hours lecture (8 week course).</i>	
ECTN 126	4 Units	ECTN 135	2 Units
<b>A+ Computer Hardware Technology</b> <i>Course Advisories: SCC minimum English and math standards.</i> Presents the structure of modern personal computer architecture including the names, purpose, and characteristics of components; such as motherboards, CPUs, RAM, disk drive storage, printers and networks. This course also addresses upgrading computer components, optimizing computer performance, preventative maintenance, safety, and computer hardware troubleshooting. Prepares the student for CompTIA A+ Hardware Service Technician Certification. <i>Three hours lecture, three hours lab.</i>		<b>Mathematics for Electronics</b> <i>Prerequisite: ECTN 134. NOTE: Not open to students who have completed ECTN 141. Course Advisories: SCC minimum English and Math standards.</i> Presents the principles of number systems and Boolean Algebra as they apply to electronics. Frequent homework assignments and written tests are required. <i>Four hours lecture (8 week course).</i>	
ECTN 128	4 Units	ECTN 140	4 Units
<b>A+ Computer Operating Systems Technology</b> <i>Course Advisories: ECTN 126, SCC minimum English and Math standards.</i> Presents the purpose and capabilities of computer operating systems, operating system components and utilities. The course emphasizes initial investigation of personal computer operating systems and demonstrates the uses of the operating system and other software for isolating troubles and completing the repair of personal computers. Prepares the student for CompTIA A+ Operating Systems Technologies certification. <i>Three hours lecture, three hours lab.</i>		<b>Mathematics for Electronics</b> <i>Prerequisite: None. NOTE: Not open to students who have completed ECTN 132 &amp; 133. Course Advisories: SCC minimum English and Math standards.</i> Presents the principles of algebra, graphs and determinants as they apply to electronics. Frequent homework assignments and written tests are required. <i>Four hours lecture.</i>	
ECTN 132	2 Units	ECTN 141	4 Units
<b>Mathematics for Electronics</b> <i>Prerequisite: None. NOTE: Not open to students who have completed ECTN 140. Course Advisories: SCC minimum English and Math standards.</i> Presents the principles of algebra as it applies to electronics. Frequent homework assignments and written tests are required. <i>Four hours lecture (8 week course).</i>		<b>Mathematics for Electronics</b> <i>Prerequisite: ECTN 140 with a grade of "C" or better. NOTE: Not open to students who have completed ECTN 134 &amp; 135. Course Advisories: SCC minimum English and Math standards.</i> Presents the principles of trigonometry, vectors, and number systems as they apply to electronics. Frequent homework assignments and written tests are required. <i>Four hours lecture.</i>	
		ECTN 158	1.5 Units
		<b>Microcomputer Maintenance</b> <i>Course Advisory: SCC minimum English standards.</i> Presents data on component parts of computer systems, personal computer configuration for memory expansions, and input/output ports, and proper insertion/removal procedures for circuit boards and components. <i>Three hours lecture, one hour lab (8 week course).</i>	

# Electronics

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- ECTN 171** 4 Units  
**Security and Surveillance Techniques**  
*Course Advisory: SCC minimum English and Math standards.*  
An overview of the principles and practices of the security and surveillance industry. Students are introduced to the modern methods used to secure physical property through electronic means. Students are introduced to the modern methods of gathering surveillance information through both covert and overt electronic means. Emphasis is placed on legal and ethical practices. *Three hours lecture, three hours lab.*
- ECTN 172** 1.5 Units  
**Computer Forensics: Evidence Recovery**  
*Course Advisories: SCC minimum English and math standards.*  
Introduces the student to the physical aspects of data collection from computer systems and computer networks. The student is introduced to the hardware and software used to collect data, the techniques used to ensure integrity and preserve data, and the requirements of preparing collected data for later forensic investigation. Students will learn to process a digital crime scene as well as the corporate environment for both criminal/civil cases and incident response. (Same as CIS 172) *One hour lecture, one and one-half hours lab.*
- ECTN 173** 3 Units  
**Computer Forensics Investigations**  
*Prerequisite: CIS 001. Course Advisory: Eligibility for ENGL 001; SCC minimum math standard.* Introduces the student to the tools and techniques of preserving and investigating digital evidence in a systematic and scientifically reliable manner using modern computer forensic software applications. The student is introduced to the interpretation and analysis of recovered data for the purpose of collecting legal evidence. Student is exposed to data in an array of formats and applications from several computer types and operating systems as well as deleted, encrypted, and damaged information. Evidence reporting practices are also introduced. (Same as CIS 173) *Two hours lecture, three hours lab.*
- ECTN 174** 3 Units  
**Computer Forensics: Operating Systems Internals**  
*Prerequisite: ECTN 173 with a grade of "C" or better or CIS 173 with a grade of "C" or better. Course Advisories: SCC minimum English and Math standards.* Students will explore the internal workings of computer operating systems and perform forensic examinations of various operating systems. Students will analyze FAT, NTFS, Ext2, Ext3, UFS1, and UFS2 file systems and data structures. Students will learn to recognize systems that have been compromised by viruses or other intrusive programs, and will be able to locate corrupt, hidden or deleted data. (Same as CIS 174) *Two hours lecture, three hours lab.*
- ECTN 175** 4 Units  
**Home Technology Integration Techniques**  
*Course Advisory: SCC minimum English and Math standards.*  
Presents the principles and practices of installing and maintaining home technology. Student is exposed to home lighting controls, computer networking, home security, home entertainment systems including video, data, and voice, heating ventilation and air conditioning control systems, and home systems integration. *Three hours lecture, three hours lab.*
- ECTN 176** 4 Units  
**Digital Home Technology Integration**  
*Course Advisories: SCC minimum English and math standards.* Presents the principles and practices of installing and maintaining digital home technology. Student is exposed to home computer networking systems and computer controlled home automation systems, telephone systems as well as voice over Internet protocol, troubleshooting and documentation. Prepares the student for DHTI+ certification. Safety training will be incorporated throughout the course. *Three hours lecture; three hours lab.*
- ECTN 190** 1.5 Units  
**Home Technology Integration Instructional Strategies**  
*Course advisory: SCC minimum English and math standards.* Designed to provide instructors of home technology integration (HTI) courses with the tools necessary to successfully facilitate curriculum, administer learning, and apply instructional materials and equipment to the classroom setting. Emphasis is placed on the synthesis and evaluation of vendor provided HTI student materials and the transfer of demonstration and instruction skills of HTI technology. Students will receive a solid overview of the learning necessary to teach HTI courses as well as experience in a working HTI instructional laboratory. Safety training will be incorporated throughout the course. *One hour lecture, two hours lab.*
- ECTN 212** 1 Unit  
**FCC License Preparation**  
*Course Advisories: ECTN 053, SCC minimum English standard.* Computer-aided instruction and laboratory study of Elements I, II, III of the FCC License for Commercial Radio Operators. This is a pass/no-pass only course. Repeatable 2 times. *Three hours lab.*
- ECTN 213** 1 Unit  
**FCC License Preparation**  
*Course Advisories: ECTN 053, SCC minimum English standards.* Computer-aided instruction and laboratory study of Element IV of the FCC License for Commercial Radio Operators. This is a pass/no-pass only course. Repeatable 2 times. *Three hours lab.*
- Special Topics**  
These courses, numbered 148, 248, or 548 depending upon their transferability, are courses of contemporary interest centered on changing knowledge and important issues in the field. Specific information will vary with each course.
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## PROGRAM DESCRIPTION

The field of engineering deals with the design, production, and testing of new products as well as maintaining and improving existing ones. Engineers are professionals who apply mathematical and scientific principles to solve technical problems.

## ASSOCIATE DEGREE

Not offered in this discipline.

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<b>ENGR 001</b> <b>Introduction to Engineering (F-Day)</b> <i>Course Advisories: Eligibility for enrollment in ENGL 001 and SCC minimum math standard.</i> A first, non-technical course for engineering students and students considering majoring in engineering. Introduction to different engineering fields, the campus life of engineering students, schedule guidelines, opportunities in engineering, engineers' roles in society, ethics in engineering, and strategies and approaches required to survive math, science, and engineering courses. <b>One hour lecture.</b>	<b>1 Unit</b>	<b>ENGR 030</b> <b>Engineering Mechanics: Statics (F-Day)</b> <i>Prerequisites: MATH 021 and PHYS 006. Course Advisory: SCC minimum English standards.</i> This course, which is required for engineering majors, presents a study of the principles of statics of particles and rigid bodies as applied to equilibrium problems of two and three-dimensional structures, and the principles of friction, virtual work, and stability of equilibrium. <b>Three hours lecture, one hour discussion.</b>	<b>3 Units</b>
<b>ENGR 017</b> <b>Introduction To Electrical Engineering (S-Day)</b> <i>Prerequisites: MATH 023 (may be taken concurrently) and PHYS 007. Course Advisory: SCC minimum English standards.</i> Required for engineering majors, the course presents a study of basic circuit analysis techniques including Kirchhoff's laws, mesh-current, node-voltage, Thevenin and Norton equivalent; transient and steady-state responses of passive circuits; sinusoidal steady-state analysis; power calculations; operational amplifier; semiconductor devices. Weekly homework assignments and written tests, including a comprehensive final examination and lab reports, will be used to evaluate student success. <b>Four hours lecture, three hours lab.</b>	<b>4 Units</b>	<b>ENGR 045</b> <b>Properties of Materials</b> <i>Prerequisites: PHYS 006 and CHEM 001. Course Advisory: SCC minimum English standards.</i> This required course for engineering majors covers the application of basic principles of physics and chemistry to the structure and properties of engineering materials. Special emphasis is devoted to the relationship between microstructure and the mechanical properties of metals, polymers and ceramics, and the electrical, magnetic, and optical properties of materials. <b>Three hours lecture, three hours lab.</b>	<b>4 Units</b>

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# English

Humanities Division

## PROGRAM DESCRIPTION

This program teaches writing, critical thinking, reading, and research skills as they apply to the areas of composition, creative writing, and the analysis of literature, the latter of which is presented through genre, survey, figure, and thematic courses.

## ASSOCIATE IN ARTS DEGREE

The Associate in Arts Degree can be obtained by completing a total of 60 units, including the 18-unit major listed below, general education requirements, and electives. 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.

## REQUIRED COURSES

The courses are listed in the suggested sequence.

		Units	Recommended Electives
ENGL 002—Critical Thinking & Writing About	Lit.	3	ENGL 004, 005, 006, 007, 012, 016, 018, *021, *023, *024, *025, *030, *031, 032, 033, 034, 035, 036, 037, *040, *041, 044, 048, 049, 058, AMST 001, 002
<b>One genre course from the list below:</b>		3	
ENGL 021—Intro. to Poetry			
ENGL 023—Intro. to the Modern Novel			
ENGL 024—Intro. to the Short Story			
ENGL 025—Intro. to Drama as Literature			*If not previously taken for the major.
<b>Two survey courses from the list below:</b>		6	
ENGL 030—Survey of American Literature I			
ENGL 031—Survey of American Literature II			
ENGL 040—Survey of English Literature			
ENGL 041—Survey of English Literature			
Electives selected from the list of Recommended Electives		$\frac{6}{18}$	

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## ENGLISH AS A SECOND LANGUAGE

### PROGRAM DESCRIPTION

The ESL courses emphasize study in English of reading, writing, speaking, and listening for non-native speakers. The program includes practice in the above areas as well as vocabulary acquisition and grammar work with the goals of building fluency in English and moving the students into mainstream college courses.

### ASSOCIATE DEGREE

Not offered in this discipline.

ENGL 001	3 Units	ENGL 006	3 Units
<p><b>College Composition</b>  <i>Prerequisite: A score of 102 or better within the last three years on the sentence skills section of the assessment test; or SAT verbal score of at least 500; or ACT score of at least 23; or recommendation of a counselor or English instructor based on a Multiple Measures Evaluation; or a grade of "Credit" and a score of 8 or more on the Composition Mastery Final Examination upon completion of ENGL 305 or 350 or 355; or a grade of "Credit" in ENGL 370. Corequisite: LR 010.</i> A writing course which emphasizes critical reading, expository and argumentative writing, and mastery of library research. It includes instruction and practice in critical thinking, in analytical reading and evaluation of written work, and in the methods of clearly communicating and supporting ideas in organized, coherent essays. Students are required to write six to ten essays, one of which may be a research paper, based on essays, literature read in class, and/or personal experience. <i>Three hours lecture.</i></p>		<p><b>Creative Writing I</b>  <i>Prerequisite: ENGL 001.</i> An introductory study of creative writing techniques. Students develop self-expression through writing and through individual and class criticism of student work. Frequent writing is required. <i>Three hours lecture.</i></p>	
ENGL 002	3 Units	ENGL 007	3 Units
<p><b>Critical Thinking and Writing About Literature</b>  <i>Prerequisite: ENGL 001 with a grade of "C" or better.</i> The development of critical thinking, reading, and writing skills as they apply to the analysis of fiction, poetry and drama, literary criticism, and related non-fiction from diverse cultural sources and perspectives. Emphasis is on the techniques and principles of effective written argument as they apply to literature. Essay examinations, critical papers, and some research projects are required. <i>Three hours lecture.</i></p>		<p><b>Creative Writing II</b>  <i>Prerequisite: ENGL 006.</i> An advanced study of creative writing skills. Students will be expected to show proficiency in at least one genre (poetry, short story, drama, novel). Frequent writing and intense individual and class criticism of student work are requirements. Repeatable 2 times. <i>Three hours lecture.</i></p>	
ENGL 004	3 Units	ENGL 012	3 Units
<p><b>Critical Thinking and Composition: Language in Context</b>  <i>Prerequisite: ENGL 001. Course Advisory: SCC minimum math standard.</i> A study of the process of thought and its representation in writing, focusing on the formation of responsible opinions and their presentation in written argument. This course offers practice in the intellectual skills necessary for critical thinking, including observation, analysis, and research; it provides instruction in the organization, arrangement, and stylistic presentation of informative and argumentative writing; it examines the informative and argumentative writing of others and it requires students to write their own analytical and argumentative essays. Essay examinations and critical papers are required. <i>Three hours lecture.</i></p>		<p><b>Modern Women Writers</b>  <i>Prerequisite: ENGL 001.</i> A study of 20th century women writers, concentrating on British and North American women writers. The course focuses on novels, short stories, poems, plays and essays written by women and attempts to define and assess the contributions of women writers to 20th century literature. Styles and themes employed in the literature, as well as the cultural and political background in which it was written, will also be examined and analyzed. Examinations and critical papers are required. <i>Three hours lecture.</i></p>	
ENGL 005	3 Units	ENGL 013	3 Units
<p><b>Advanced Composition</b>  <i>Prerequisite: ENGL 001 with a grade of "C" or better.</i> A writing course which continues the development of expository writing skills through the study of sentence structure and variety, appropriate diction, and rhetorical devices and through reading and discussing professional and student essays. Emphasis is on improving student's expository writing skills through peer and teacher critiques, revision, and developing proofreading skills. <i>Three hours lecture.</i></p>		<p><b>Mystery Fiction</b>  <i>Prerequisite: ENGL 001.</i> Examines the origins of mystery fiction and the great fictional detectives, surveys the various schools of mystery fiction, and explores reader fascination with crime and detection in fiction. <i>Three hours lecture.</i></p>	
ENGL 014	3 Units	ENGL 014	3 Units
<p><b>Critical Thinking and Composition: Language in Context</b>  <i>Prerequisite: ENGL 001.</i> Course Advisory: SCC minimum math standard. A study of the process of thought and its representation in writing, focusing on the formation of responsible opinions and their presentation in written argument. This course offers practice in the intellectual skills necessary for critical thinking, including observation, analysis, and research; it provides instruction in the organization, arrangement, and stylistic presentation of informative and argumentative writing; it examines the informative and argumentative writing of others and it requires students to write their own analytical and argumentative essays. Essay examinations and critical papers are required. <i>Three hours lecture.</i></p>		<p><b>The Bible as Literature</b>  <i>Prerequisite: ENGL 001.</i> A general survey of narratives, drama, poetry, biography, history, culture, and prophecy of the "Old Testament," "The Apocrypha," and the "New Testament" with emphasis on literary interpretation of their content and techniques. <i>Three hours lecture.</i></p>	
ENGL 016	3 Units	ENGL 016	3 Units
<p><b>Masterpieces of Western World Literature</b>  <i>Prerequisite: ENGL 001.</i> A study of a selection of major works in Western World literature from the Greeks to the present, excluding British Isles and American writers. This course will examine these selected major works, introducing the student to some of the most important literary efforts in Western World literature, as well as the works' historical and cultural contributions. Critical papers and examinations are required. <i>Three hours lecture.</i></p>		<p><b>Masterpieces of Western World Literature</b>  <i>Prerequisite: ENGL 001.</i> A study of a selection of major works in Western World literature from the Greeks to the present, excluding British Isles and American writers. This course will examine these selected major works, introducing the student to some of the most important literary efforts in Western World literature, as well as the works' historical and cultural contributions. Critical papers and examinations are required. <i>Three hours lecture.</i></p>	
ENGL 018	3 Units	ENGL 018	3 Units
<p><b>Introduction To Mythology</b>  <i>Prerequisite: ENGL 001.</i> A survey of the major elements of mythology, its history and development as part of the human experience with a central focus on Western mythology, its origins and development as well as its appearance in and influence on literature. Examinations and papers are required. <i>Three hours lecture.</i></p>		<p><b>Introduction To Mythology</b>  <i>Prerequisite: ENGL 001.</i> A survey of the major elements of mythology, its history and development as part of the human experience with a central focus on Western mythology, its origins and development as well as its appearance in and influence on literature. Examinations and papers are required. <i>Three hours lecture.</i></p>	



# English

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<b>ENGL 021</b> <b>Introduction to Poetry</b> <i>Prerequisite: ENGL 001.</i> A study of poetry as a form of literature and art. This course examines the elements of poetry, the historical development of the genre, and the major themes treated by poetry. Examinations and critical papers are required. <i>Three hours lecture.</i>	<b>3 Units</b>	<b>ENGL 032</b> <b>Introduction to Native American Literature</b> <i>Prerequisite: ENGL 001.</i> A study of representative literature by various Native American writers. Critical papers and written examinations are required. <i>Three hours lecture.</i>	<b>3 Units</b>
<b>ENGL 023</b> <b>Introduction to the Modern Novel</b> <i>Prerequisite: ENGL 001.</i> A study of selected novels written during the 20th Century, including the development of the modern novel as a form of literature and the specific techniques and themes employed by novelists. Critical papers and examinations are required. <i>Three hours lecture.</i>	<b>3 Units</b>	<b>ENGL 033</b> <b>Survey of African American Literature in the United States</b> <i>Prerequisite: ENGL 001.</i> A study of representative selections of poetry, short fiction, short drama, and essays written by African Americans from 1760 to the present. The ethnic context, artistic techniques, and literary themes will be studied. Critical papers and written examinations are required. <i>Three hours lecture.</i>	<b>3 Units</b>
<b>ENGL 024</b> <b>Introduction to the Short Story</b> <i>Prerequisite: ENGL 001.</i> A study of the short story as a form of literature, examining the historical development of the short story, the literary elements of the genre, and the major themes treated by the short story. Examinations and critical papers are required. <i>Three hours lecture.</i>	<b>3 Units</b>	<b>ENGL 034</b> <b>African American Novel and Drama in the United States</b> <i>Prerequisite: ENGL 001.</i> Through the in-depth study of novels and plays by African American writers, the course examines the sociopolitical effect on the works and the influence this literature has had on mainstream American literature. Critical papers and examinations are required. <i>Three hours lecture.</i>	<b>3 Units</b>
<b>ENGL 025</b> <b>Introduction to Drama as Literature</b> <i>Prerequisite: ENGL 001.</i> A study of the types of dramatic literature/tragedy, comedy, and tragi-comedy/through a historical survey of representative dramas. Students will read, analyze, compare and contrast selected plays in class. Examinations and critical papers are required. <i>Three hours lecture.</i>	<b>3 Units</b>	<b>ENGL 035</b> <b>Latina/o Literature</b> <i>Prerequisite: ENGL 001.</i> Study of literature written by Latinas/os, including short stories, novels, poetry and drama. Written examinations and critical papers are required. <i>Three hours lecture.</i>	<b>3 Units</b>
<b>ENGL 030</b> <b>Survey of American Literature I</b> <i>Prerequisite: ENGL 001.</i> A survey of literature written in the United States from the time of early settlement to the end of the Civil War. Through focus on significant works of diverse writers, attention is given to major literary movements and to understanding, comparing, and contrasting the diverse political, religious, social, and cultural elements of literature in the United States. Written examinations and critical papers are required. <i>Three hours lecture.</i>	<b>3 Units</b>	<b>ENGL 036</b> <b>Multi-Ethnic Literature in America</b> <i>Prerequisite: ENGL 001.</i> A study of representative literature by various American multicultural writers: Asian American, African American, European American, Latina/o, and Native American. Written examinations and critical papers are required. <i>Three hours lecture.</i>	<b>3 Units</b>
<b>ENGL 031</b> <b>Survey of American Literature II</b> <i>Prerequisite: ENGL 001.</i> A survey of literature written in the United States from the end of the Civil War to the present. Through focus on significant works of diverse writers, attention is given to significant literary movements and to understanding, comparing and contrasting the diverse political, religious, social and cultural elements of literature in the United States. Written examinations and critical papers are required. <i>Three hours lecture.</i>	<b>3 Units</b>	<b>ENGL 037</b> <b>Survey of Asian American Literature</b> <i>Prerequisite: ENGL 001.</i> A study of representative selections of poetry, fiction, short drama, and non-fiction by Asian American writers. The course examines the ethnic context, artistic technique, and literary themes. Critical papers and examinations are required. <i>Three hours lecture.</i>	<b>3 Units</b>
		<b>ENGL 038</b> <b>The California Experience in Literature</b> <i>Prerequisite: ENGL 001.</i> A study of literature written by California writers, including historical and cultural backgrounds, variety of regional and ethnic experiences, and unifying themes, concepts, and dreams. <i>Three hours lecture.</i>	<b>3 Units</b>

ENGL 040	3 Units	ENGL 049	1-3 Units
<p><b>Survey of English Literature</b>  <i>Prerequisite: ENGL 001.</i> The study of major works of British authors from the Anglo-Saxon period through the Eighteenth Century in poetry, prose, and drama. The course focuses on the development of a literature in English and explores how this literature responds to and shapes its historical and cultural context. It introduces students to the use of critical theory in the analysis of literature. Examinations and critical papers are required. <i>Three hours lecture.</i></p>		<p><b>English Honors</b>  <i>Prerequisites: Completion of 24 units of college credit with a minimum GPA of 3.3; a minimum of 5 units in the discipline with a grade of "B" or better; an ability to work independently; permission of the Division Dean based on instructor availability.</i> An independent study project which generally results in a critical examination of literature of significant creative and/or analytical writing. May be repeated to a maximum of 6 units, including initial enrollment. <i>Three to nine hours weekly by arrangement with instructor and division Dean.</i></p>	
ENGL 041	3 Units	ENGL 051	3 Units
<p><b>Survey of English Literature</b>  <i>Prerequisite: ENGL 001.</i> A study of major works in poetry, prose, and drama from approximately 1798 to the present. The course focuses on the Romantic Movement, the Victorian Age, early 20th Century, modernism, postwar literature, post-colonial literature, and late 20th century post-modernism. It examines the shifting relationship between literature and its historical and cultural contexts. It introduces students to questions of canon formation and the use of critical theory in the analysis of literature. Examinations and critical papers are required. <i>Three hours lecture.</i></p>		<p><b>Technical Writing</b>  <i>Prerequisites: A score of 102 or better in the last three years on the sentence skills section of the assessment test; or recommendation of a counselor or English instructor based on a Multiple Measures Evaluation; or a grade of "Credit" and a score of 8 or more on the Composition Mastery Final Examination upon completion of ENGL 305 or 350 or 355; or a grade of "Credit" in ENGL 370. Course Advisory: Keyboarding skills.</i> The fundamentals of technical writing, including memos, forms, resumes, proposals, and formal and informal reports. Emphasis is on techniques for organizing, evaluating, and presenting information in the simple, direct, and objective style required in modern technical communications. Use of word processing, desktop publishing, graphics, tables, appropriate fonts, layout, and format will also be emphasized. <i>Three hours lecture.</i></p>	
ENGL 044	3 Units	ENGL 058	3 Units
<p><b>Introduction to Shakespeare</b>  <i>Prerequisite: ENGL 001.</i> An introduction to Shakespearean drama and poetry through a study of representative comedies, histories, tragedies, and sonnets. Students will be concerned with dramatic and poetic principles as well as with an understanding of the historical context into which Shakespearean drama fits. Examinations and critical papers are required. <i>Three hours lecture.</i></p>		<p><b>Creative Writing: The Literary Magazine</b>  <i>Prerequisite: ENGL 001.</i> A course in the contemporary American Literary magazine which will also produce its own literary magazine: requesting submissions, reviewing them, selecting material, arranging contents and determining the format. Students may write creatively and make their work available for class commentary, as well as for possible inclusion in the magazine. Repeatable 1 time. <i>Three hours lecture.</i></p>	
ENGL 046	3 Units	ENGL 064	.5-1.5 Units
<p><b>American Sign Language 1</b>  <i>Prerequisite: Eligibility for ENGL 001.</i> An introductory course on the culture and language of the deaf in this country. The course includes the acquisition of Fingerspelling skills and basic functional vocabulary of ASL. In addition to fluency in these two separate skills, the student will acquire basic knowledge of ASL syntax and nonverbal aspects of ASL, a history of the deaf in the country and deaf education, variations in Manual Communication, and the Culture of the Deaf. There will be both written and signed examinations, a research project, homework assignments, and individual examinations to demonstrate competency in both expressive and receptive ASL. Students will be expected to acquire a vocabulary of approximately 500 words (signs) and be proficient in Fingerspelling. <i>Three hours lecture.</i></p>		<p><b>Writing the Research Paper</b>  <i>Prerequisite: Completion of ENGL 370.</i> Study of the principles and techniques of library research and the writing of the research paper. To earn 1.5 units the student must complete both the research and the writing of an actual paper. May be repeated to a maximum of 1.5 units, including initial enrollment. <i>One to three hours activity.</i></p>	
ENGL 047	3 Units	ENGL 087	1 or 1.5 or 2 Units
<p><b>American Sign Language 2</b>  <i>Prerequisite: ENGL 046.</i> Emphasis is on vocabulary expansion, introduction to ASL idiomatic expressions and information regarding the ethics and process of becoming a sign language interpreter. Assessment of competency is accomplished through written and communicative examination. Some interaction with the deaf population is required. <i>Three hours lecture.</i></p>		<p><b>Drama in Performance</b>  <i>Prerequisite: Permission of instructor to confirm opening. Course Advisory: ENGL 001.</i> Introduction to the principles of drama through a study of plays being presented at the Oregon Shakespearean Festival. Repeatable 3 times. <i>A travel study course.</i></p>	

# English

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ENGL 305

3 Units

## Introductory Reading and Writing Skills

Intensive instruction in developmental language processing skills, reading and writing skills, and general classroom survival skills. Success in this class will be based on attendance, satisfactory completion of in- and out-of class reading and writing assignments and the Composition Mastery Examination. Repeatable 1 time. This is a pass/no-pass only course. *Three hours lecture.*

ENGL 310

.5-1.5 Units

## Writing Skills Lab

Upon registration, each student's writing sample will be used to identify his/her individual writing problems, and an individualized program will be designed to provide instruction in those problem areas. Credit will be earned upon successful completion and mastery of the student's course of study and an appropriate number of hours as specified in each student's contract. This is an open entry/open exit, pass/no-pass only course. May be repeated to a maximum of 6 units, including initial enrollment. *One to three hours lab weekly per unit.*

ENGL 350

3 Units

## Reading and Writing Skills for ESL Students

*Prerequisite: A score of 51-69 within the last three years on the sentence skills section of the assessment test; or recommendation of a counselor or English instructor based on a Multiple Measures Evaluation; or a grade of "Pass" or better and a score of 4 or more on the Composition Mastery Final Examination upon completion of ENGL 305. Corequisites: This course must be taken together with 1.5 units of the ENGL 350L. Credit for this course will be given only when the requirements of both components have been completed.* Combines writing and reading practice to increase skill in developing clear paragraphs. This course includes an intensive study of grammar, reading comprehension, and ways to find ideas. ESL students will acquire new language patterns for writing standard American English. This is a pass/no-pass only course. *Three hours lecture.*

ENGL 350L

1.5 Units

## English 350 Lab

*Corequisites: ENGL 350.* Upon registration in English 350L, students will go through structured curriculum which develops their reading and writing skills. Credit will be earned upon successful completion and mastery of the course of study and completion of the appropriate number of hours as specified. May be repeated once, for a maximum total of 3 units credit. Students who fail the corequisite ENGL 350 twice must enroll in ENGL 310 for individualized instruction. This is a pass/no-pass only course. *Four and one-half hours lab.*

ENGL 355

3 Units

## Writing and Reading Skills

*Prerequisite: A score of 51-69 within the last three years on the sentence skills section of the assessment test; or recommendation of a counselor or English instructor based on a Multiple Measures Evaluation; or a grade of "Pass" or better and a score of 4 or more on the Composition Mastery Final Examination upon completion of ENGL 305 or ENGL 350. Corequisites: This*

*course must be taken together with 1.5 units of the ENGL 355L. Credit for this course will be given only when the requirements of both components have been completed.* Combines writing and reading practice to increase skill in developing clear paragraphs and short essays. This course includes an intensive study of grammar, reading comprehension, and ways to find ideas. This is a pass/no-pass only course. *Three hours lecture.*

ENGL 355L

1.5 Units

## English 355 Lab

*Corequisites: ENGL 355.* Upon registration in English 355L, students will go through structured curriculum which develops their reading and writing skills. Credit will be earned upon successful completion and mastery of the course of study and completion of the appropriate number of hours as specified. May be repeated once, for a maximum total of 3 units credit. Students who fail the corequisite ENGL 355 twice must enroll in ENGL 310 for individualized instruction. This is a pass/no-pass only course. *Four and one-half hours lab.*

ENGL 370

3 Units

## English Fundamentals

*Prerequisite: A score of 70-101 within the last three years on the sentence skills section of the assessment test; or recommendation of a counselor or English instructor based on a Multiple Measures Evaluation; or a grade of "Pass" and a score of 6 or more on the Composition Mastery Final Examination upon completion of ENGL 305 or ENGL 350 or ENGL 355. Corequisite: ENGL 370L. Credit for the course will be given only when the requirements for all components have been met. Course Advisory: ENGL 353.* Principles and practice of English composition, emphasizing analytical paragraphs and essays; critical reading, thinking, and writing; principles of essay and paragraph construction; grammar and punctuation; construction of effective sentences. This is a pass/no-pass only course. *Three hours lecture.*

ENGL 370L

.5 Unit

## English 370 Lab

*Corequisites: ENGL 370.* Upon registration in English 370L, students will go through structured curriculum which develops their reading and writing skills. Credit will be earned upon successful completion and mastery of the course of study and completion of the appropriate number of hours as specified. May be repeated once, for a maximum total of one unit credit. Students who fail the corequisite ENGL 370 twice must enroll in ENGL 310 for individualized instruction. This is a pass/no-pass only course. *One and one-half hours lab.*

## Special Topics

These courses, numbered 048 or 098, are courses of contemporary interest centered on changing knowledge and important issues in the field. Announcements of Special Topics courses appear in the Schedule of Classes.

## READING

ENGL 062

3 Units

**Analytical Reading**

**Prerequisite:** *Eligibility for ENGL 370. Course Advisory:* ENGL 353. A college-level reading course designed to improve and enhance the student's ability to understand inferential reading passages. Emphasis is on the development of critical reading skills, including the ability to understand the author's point of view and to engage in textual analysis. In addition, the student should develop the ability to successfully critique college-level reading material by analyzing a variety of prose structures. *Three hours lecture.*

ENGL 320

.5 to 1.5 Units

**Reading Improvement Lab**

Designed to identify students' individual reading needs and to provide individualized instruction. Students will be assigned a worktext based on assessment in consultation with a Reading instructor. Credit will be earned when student has successfully completed the assigned course of study and appropriate number of lab hours as specified in each student's contract. This is an entry/exit, credit/no credit course. May be repeated to a maximum of 6 units, including initial enrollment. *One to six hours lab.*

ENGL 331

3 Units

**Vocabulary Strategies for Reading Comprehension**

**Course Advisory:** *CPT Reading score of 35 to 49.* A vocabulary skills development course designed to help students learn new words to understand reading. This course will emphasize strategies for word analysis and dictionary use to identify, learn, use, and retain meanings of unfamiliar words. This is a pass/no-pass only course. Repeatable 1 time. *Three hours lecture.*

ENGL 353

3 Units

**Textbook Reading Strategies**

**Course Advisory:** *CPT Reading score of 50 or above.* Reading strategies and practice to improve understanding, enlarge vocabulary, and improve retention. Students will learn how to comprehend main idea-supporting detail relationships, use the knowledge they already have, recognize organizational patterns and author's purpose, and respond thoughtfully through discussion and writing. To develop skills in college study reading, primary emphasis is on reading materials typically found in textbooks. Repeatable 1 time. This is a pass/no-pass only class. *Three hours lecture.*

## ENGLISH AS A SECOND LANGUAGE

ESL 006

3 Units

**ESL: Composition Skills**

**Prerequisite:** *Successful completion of ESL 078 or ESL 079. Course Advisory:* *ESL Assessment Test Score: Level 1.* An advanced class for non-native speakers of English which offers practice in writing, vocabulary acquisition, and related grammar practice. Includes ongoing practice in critical analysis of English paragraph logic. Frequent compositions, quizzes, graded exercises, and a final exam are required. This course is a prerequisite for English 350 for those students who score 31-75 on the ESL assessment test. Repeatable 1 time. *Three hours lecture.*

ESL 055

3 Units

**Advanced ESL Reading**

**Prerequisites:** *Successful completion of ESL 078 or ESL 079 or ESL Assessment Test Score: Level 1.* A class for advanced non-native speakers of English involving the active, problem-solving process of intensive reading and focusing on the coordination of a number of skills to assist the student in drawing information from a content-oriented, college-level text. Students will also practice critical, extensive reading and writing at their individual level and pace using outside texts from the ESL collection at the Solano College Library. Comprehension tasks, exercises, quizzes, a final exam and weekly written journals are required for successful completion. Repeatable 1 time. *Three hours lecture.*

ESL 077

3 Units

**Conversation/Pronunciation Skills**

**Corequisite:** *Concurrent enrollment in ESL 077L. Prerequisite:* *Successful completion of ESL 372 or ESL 373 or ESL 374. Course Advisory:* *ESL Assessment Test Score: At or above Level 2.* Offers practice in acquiring patterns of American English grammar and pronunciation for the purpose of conversing clearly and completely. Includes practice in critically evaluating semantic and syntactic contrasts among various languages represented by students. *Three hours lecture.*

ESL 077L

.5 Unit

**Conversation/Pronunciation Skills**

**Corequisite:** *ESL 077. Course Advisory:* *Familiarity with basic reading and writing skills: English alphabet letter names, numbers, and ability to follow directions.* Provides structured listening comprehension and pronunciation practice, basic grammar practice, and elementary word processing practice for students new to the English language who wish to improve their own ability to speak and understand clearly. Instruction is individualized. Materials for the lab may be purchased in the bookstore. May be repeated to a maximum of six units, including initial enrollment. This is an open entry/open exit, pass/no-pass only course. *One and one-half hours lab.*

# English

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ESL 078	3 Units	ESL 330	.5 -1.5 Units
<b>Intermediate ESL Reading</b> <i>Prerequisite: Successful completion of ESL 372 or ESL 373 or ESL 374. Course Advisory: ESL Assessment Test Score: At or above Level 2.</i> Offers development in reading and vocabulary improvement for the intermediate ESL student. College-level reading passages range from narration to argumentation. Students practice the phonetic structure of the English sound and spelling systems to decrease confusion in reading comprehension. Graded exercises, quizzes, comprehension tasks, unit tests, and a final exam are required for successful completion of this course. Repeatable 1 time. <b>Three hours lecture.</b>		<b>ESL Lab</b> <i>Course Advisory: Familiarity with basic reading and writing skills, English alphabet letter names, numbers, and ability to follow directions.</i> Provides structured listening comprehension and pronunciation practice, basic grammar practice, and elementary word processing practice for students new to the English language who wish to improve their own ability to speak and understand clearly. This is an open entry / open exit, credit/no-credit only course. May be repeated to a maximum of 6 units, including initial enrollment. This is an open entry / open exit, pass/no-pass only course. <b>One to six hours lab weekly per unit.</b>	
ESL 079	3 Units	ESL 372	3 Units
<b>Intermediate Sentence Structure: Spoken English</b> <i>Prerequisite: Successful completion of ESL 372 or ESL 373 or ESL 374. Course Advisory: ESL Assessment Test Score: At or above Level 2.</i> An intermediate English course for non-native speakers focusing on the correct use of basic English sentence structures in oral communication. Knowledge of the structures reinforced and verified through written assignments. Repeatable 1 time. <b>Three hours lecture.</b>		<b>Fundamentals of ESL Reading</b> <i>Course Advisory: Familiarity with basic reading and writing skills, English alphabet letter names, numbers, and ability to follow directions and ESL Assessment Test Score: Level 3.</i> Offers practice in high beginning level reading comprehension, vocabulary acquisition and writing skills development for the ESL student who is still developing fluency. <b>Three hours lecture.</b>	
ESL 087	3 Units	ESL 373	3 Units
<b>Advanced Sentence Structure: Written English</b> <i>Prerequisite: Successful completion of ESL 078 or ESL 079 or ESL Assessment Test score: Level 1.</i> An advanced English course for non-native speakers focusing on the correct use of basic English structures in written communication. Knowledge of the structures reinforced and verified through written assignments. Continuation of ESL 079. <b>Three hours lecture.</b>		<b>ESL Basic Oral Communication Skills</b> <i>Course Advisory: Familiarity with basic reading and writing skills, English alphabet letter names, numbers, and ability to follow directions and ESL Assessment Test Score: Level 3.</i> For students still developing fluency in spoken English, this course offers practice in mastering the patterns of spoken American English through study of the English sound system (pronunciation), conversation strategies, related grammar, writing, and spelling at a high-beginning level of proficiency with oral communication and listening as the focus. <b>Three hours lecture.</b>	
ESL 100	3 Units	ESL 374	3 Units
<b>Health Professionals: Exploring Career Goals in Health Care</b> <i>Prerequisite: Eligibility for placement in ESL 077, 078, 079. Course Advisory: SCC minimum English and Math standards.</i> Designed for health care professionals with low-intermediate English language proficiency. Integrated language skills on themes such as career options and requirements in health care, job resumes and interviews in health care, and phone and email communication in health care settings. <b>Three hours lecture.</b>		<b>ESL Basic Grammar A</b> <i>Course Advisory: Familiarity with basic reading and writing skills, English alphabet letter names, numbers, and ability to follow directions and ESL Assessment Test Score: Level 3.</i> The major goals of this course are increasing fluency and comprehension in speaking, listening, reading and writing English through the careful, guided study of grammar: Present, future and past verb tenses, singular and plural nouns, constructing simple sentences, special verbs and patterns, idioms to facilitate communication, spelling and study skills for learning a language. Attendance, participation, completion of quizzes and homework assignments requiring reading and writing will determine the student's success in completing the course. <b>Three hours lecture.</b>	
ESL 101	3 Units		
<b>Health Professionals: Communicating with Patients and Families</b> <i>Prerequisite: Eligibility for placement in Level II ESL courses which are ESL 077, ESL 078, and ESL 079.</i> Designed for health care professionals with low-intermediate English language proficiency. Integrated language skills on themes such as discussion of treatment options with patients, patient-centered communication techniques, and strategies for communicating with special-needs patients. <b>Three hours lecture.</b>			

# Ethnic Studies

Fine & Applied Arts/Behavioral Sciences Division

## PROGRAM DESCRIPTION

This major is an interdisciplinary program which provides an opportunity for students to pursue organized studies of minority groups in American Society and to foster and expand general understanding of these groups. The courses allow for a wide latitude of study to meet a variety of interests with courses which fulfill competence in and an understanding of the unique contributions of American ethnic groups; interpretation of American ethnic culture as manifested in its history, its literature, and its social, economic, political, and philosophical development. (The course descriptions may be found under the appropriate disciplines.)

## ASSOCIATE IN ARTS DEGREE

The Associate in Arts Degree can be obtained by completing a total of 60 units, including the required courses in one of the majors listed below, the general education requirements, and electives. 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.

## REQUIRED COURSES

### *AFRICAN-AMERICAN STUDIES*

	Units
ENGL 033—Intro. Survey/ Black American Lit. OR	
ENGL 034—The Black Novel/Drama in America	3
SOCS 028—Intro to African Studies	3
HIST 028 or 029—African-American History	3
SOCS 022—Ethnic, Racial, and Minority Group Relations in Harmony and Conflict	3
SOC 023—Sociology of African-Americans OR	
SOCS 023—The African-American Family	3
Any course listed in any Ethnic Studies major	<u>3</u>
	18

### *ASIAN-AMERICAN STUDIES*

	Units
ENGL 037—Asian Literature	3
HIST 032—History of the Philippines	3
SOCS 022—Ethnic, Racial, and Minority Group Relations in Harmony and Conflict	3
SOCS 026—Filipino-American Experience	3
Any courses listed in any Ethnic Studies Major	<u>6</u>
	18

### *LATINO STUDIES*

	Units
ENGL 035—Intro. to Chicano Literature	3
SOCS 022—Ethnic, Racial, and Minority Group Relations in Harmony and Conflict	3
SOCS 025—Mexican-American Experience	3
SPAN 001 or 002 or 003 or 004 (one course) (5 units) OR	
HIST 030—History of Mexico (3 units) OR	
HIST 031— Mexican-American History (3 units)	3-5
Any courses listed in the Ethnic Studies Program	<u>6</u>
	18-20

# *Ethnic Studies*

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## *NATIVE-AMERICAN STUDIES*

	<b>Units</b>
ENGL 032—Native American Literature	3
HIST 025—Intro to Native America Studies	3
SOCS 022—Ethnic, Racial, and Minority Group Relations in Harmony and Conflict	3
SOCS 027—Native American Experience	3
Any courses listed in any Ethnic Studies Major	<u>6</u>
	18

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## *ETHNIC STUDIES COMBINATION*

	<b>Units</b>
AMST 001 or 002—An Interdisciplinary Study of American Culture	3
SOCS 022—Ethnic, Racial, and Minority Group Relations in Harmony and Conflict	3
SPAN 001, 002, 003, or 004 (one course)	5
Electives selected from the following list	<u>12</u>
	23

**Select 12 units from the following** (all 3-unit courses):

ENGL 032—Native American Literature  
ENGL 033—Intro. Survey of Black-American Literature  
ENGL 034—Black Novel & Drama in America  
ENGL 035—Intro. to Chicano Literature  
ENGL 036—Survey of Amer. Multi-Ethnic Literature  
HIST 025—Intro to Native American Studies  
HIST 028 or 029—African-American History  
HIST 030—History of Mexico  
HIST 031—Mexican-American History  
HIST 032—History of the Philippines  
MUSC 007—Jazz and Popular Music in America: Ragtime to Rock  
PSYC 024—Psych. of African-Americans  
SOC 023—Sociology of African-Americans  
SOCS 025—Mexican-Amer. Exper.  
SOCS 026—Filipino-Amer. Exper.  
SOCS 027—Native-Amer. Exper.

### **Recommended Electives for all Ethnic Studies Programs**

AMST 001, 002  
ANTH 002  
COUN 055  
ENGL 032, 037  
ENGL 048 (Topics dealing with ethnic groups)  
HIST 030  
JAPN 101, 102  
PHIL 031, 032  
PLSC 005  
SOCS 028, 048 (Topics dealing with ethnic groups)  
SOC 002  
SPAN 025  
TAG 101, 102  
THEA 13

# Fashion Design

Fine & Applied Arts/Behavioral Sciences Division

NOTE: The Fashion Design program is currently on hold. The future of the program is under discussion.

## PROGRAM DESCRIPTION

This program is designed for vocational majors planning employment in clothing and textiles and other fashion-related occupations.

## CERTIFICATE OF ACHIEVEMENT AND ASSOCIATE IN SCIENCE DEGREE

A Certificate of Achievement can be obtained upon completion the 33-35 unit major. The Associate in Science Degree can be obtained upon completion of a total of 60 units, including the major, general education requirements, and electives. 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.

## REQUIRED COURSES

	Units		Units
FDES 031—Textiles	3	BUS 182—Small Business Math (1 unit)	
FDES 060—Clothing Selection	3	OR	
FDES 061—Fitting & Grading Patterns	4	BUS 005—Introduction to Business (3 units)	1-3
FDES 062—Clothing Construction	3	FMER 053—Fashion Merch.	<u>3</u>
FDES 063—Costume History	3		33-35
FDES 064—Adv. Const./Tailoring	3	<b>Recommended Electives:</b>	
FDES 065—Alt. & Fit/Ready-to-Wear	1	BUS 184, 185	
FDES 066—Fashion Design by Flat Pattern & Draping	4	FDES 067	
FDES 068/DRFT 68—CAD/Apparel Dsgn	3	FMER 054, 055, 057	
ART 058—Fashion Illustration	2	OCED 090, 091	

### FDES 031

3 Units

#### Textiles

*Course Advisories: SCC minimum English and Math standards.* The study of basic textile technology including fibers, yarns, fabric construction and finishes. Evaluation is based on written examinations, fabric swatch books, and written assignments. (CAN FCS 6). *Three hours lecture.*

### FDES 060

3 Units

#### Clothing Selection

*Course Advisories: SCC minimum English and Math standards.* Explores the relationships between clothing and culture, society and the individual from the perspective of design, color, physique. Evaluation is based on classroom participation, written examinations, and written assignments. *Three hours lecture.*

### FDES 061

4 Units

#### Fitting and Grading Patterns

*Course Advisories: SCC minimum English and Math standards.* The study of fit in clothing and the methods by which any pattern may be altered and graded. Evaluation is based on written examinations, pattern alteration problems, and class participation. *Three hours lecture, three hours lab.*

### FDES 062

3 Units

#### Clothing Construction

*Course Advisories: SCC minimum English and Math standards.* The study of custom clothing construction techniques including pattern adjustment, fabric selection and equipment usage. Evaluation is based on clothing constructed, sample skills, and written exams. *Two hours lecture, three hours lab.*

### FDES 063

3 Units

#### Costume History

*Course Advisories: SCC minimum English and Math standards.* The study of world costume from the earliest time to the present. Evaluation is based on written examinations, written summaries, and classroom participation. *Three hours lecture.*

### FDES 064 3 Units

#### Advanced Construction/Tailoring

*Course Advisories: SCC minimum English and Math standards.* The study of traditional and contemporary techniques of tailoring for men or women. Evaluation is based on clothing constructed, sample skills, written examinations. *Two hours lecture, three hours lab.*



# Fashion Design

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<b>FDES 065</b> <b>Alterations and Fit in Ready-to-Wear</b> <i>Course Advisories: SCC minimum English and Math standards. The study of alterations and fit in ready-to-wear clothing. Restyling, marking, costing and construction techniques will be applied to men, women and children's clothing. Evaluation will be based on written examinations, garment alterations, and classroom participation. One-half hour lecture, one and one-half hour lab.</i>	<b>1 Unit</b>	<b>FDES 100</b> <b>Fashion I</b> An intensive, short-term course for professionals and students who wish to learn about recent research and developments in design and production methods. <i>Eight hours total for the semester.</i>	<b>.5 Unit</b>
<b>FDES 066</b> <b>Fashion Design by Flat Pattern and Draping</b> <i>Course Advisories: SCC minimum English and Math standards. The creation of fashion design through flat pattern and draping. Evaluation is based on written examination, design notebook, garments constructed, class participation. Repeatable 1 time. Three hours lecture, three hours lab.</i>	<b>4 Units</b>	<b>FDES 104</b> <b>Beginning Clothing Construction</b> <i>Course Advisories: SCC minimum English and Math standards. The study of clothing construction techniques for students with little or no experience in sewing. Evaluation is based on written examinations, construction skills, and classroom participation. Two hours lecture, three hours lab.</i>	<b>3 Units</b>
<b>FDES 067</b> <b>Designing Children's Clothes</b> <i>Course Advisories: SCC minimum English and Math standards. The study of clothing design for children. Evaluation is based on classroom participation and written examinations. Eight hours total for the semester.</i>	<b>.5 Unit</b>	<b>FDES 152</b> <b>Special Clothing Projects</b> The study of specialized areas of clothing construction including stage costume, historical costume, flat pattern design, tailoring and adaptive sewing techniques for persons with physical or learning limitations. An optional-units, individually contracted course. Students contract to spend 34 hours in the classroom completing their contract goals for 1 unit, 68 hours in the classroom for 2 units, and 85 hours in the classroom for 3 units. Evaluation is based upon written examinations, clothing project, and classroom participation. May be repeated to a maximum of 9 units, including initial enrollment. <i>Two hours lecture, three hours lab.</i>	<b>1, 2, or 3 Units</b>
<b>FDES 068</b> <b>CAD in Apparel Design</b> <i>Course Advisories: SCC minimum English and math standards and computer experience. Teaches the use of the computer in apparel design. Students will create patterns for a size range, develop and print a production cutting marker. Two hours lecture, four hours lab.</i>	<b>3 Units</b>		

# FILM AND TELEVISION

Fine & Applied Arts/Behavioral Sciences Division

## PROGRAM DESCRIPTION

This program is designed to provide fundamental theory and practical experiences required for a career in film and/or television.

## ASSOCIATE IN ARTS DEGREE

The Associate in Arts Degree can be obtained upon completion of a total of 60 units, including the 18-unit major, the general education requirements, and electives. 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.

## REQUIRED COURSES

	Units	Recommended Electives:
CINA 010—The Art of the Cinema	3	ART 010
CINA 015—Film Production	3	CINA 011
TV 050—Survey of Broadcasting	3	JOUR 011
TV 055—Beginning Television Production	3	MUSC 008
TV 056—Advanced Television Production		PHOT 030
OR		SPCH 015
CINA 016—Film Production	3	THEA 001, 002, 010, 048, 050, 098
TV 060—Television & Film Writing	<u>3</u>	TV 061, 098, 099
	18	

### CINA 015

4 Units

#### Film Production

*Prerequisite: CINA 010 or concurrent enrollment.* An introduction to film production equipment, techniques and principles. Includes applications of producing, directing, writing, cinematography, editing and sound recording. Students are required to demonstrate knowledge of the above in student produced films, film exercises and written work. *Three hour lecture, three hours weekly by arrangement.*

### CINA 016

4 Units

#### Film Production

*Prerequisite: CINA 015 or concurrent enrollment.* The application of filmmaking principles and techniques in the production of student produced animated, documentary, educational and/or dramatic films. Emphasis is on developing skill and creativity as a producer/director and refining basic technical competence. A final film project is required. Repeatable 2 times. *Three hour lecture, three hours weekly by arrangement.*

## CINEMATOGRAPHY

### CINA 010

3 Units

#### The Art of the Cinema

*Course Advisory: SCC minimum English standards.* An introduction to film history, aesthetic principles and production techniques of motion pictures. Important cinematic styles and trends are examined and representative films of major American and foreign film directors are viewed. Written exams, film screenings and film criticism are required. *Three hours lecture.*

### CINA 011

3 Units

#### American Cultures in Film

*Course Advisory: ENGL 001.* A film studies approach to understanding ethnicity, culture, race, discrimination, gender, class and pluralism in America. Includes screenings of films by and/or about Asian Americans, African-Americans, European Americans, Hispanic Americans, Native Americans, and selected readings, written critical analysis and discussion. *Three hours lecture.*

# Film and Television

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## TELEVISION

### TV 050 3 Units

#### Survey of Broadcasting

*Course Advisory: SCC minimum English standards.* Introduction to radio and television as mediums of mass communication. The history, development and structure of radio and television are studied, and their impact on society and culture. Students are required to demonstrate knowledge of course content through written tests and projects. *Three hours lecture.*

### TV 055 3 Units

#### Beginning Television Production

*Prerequisite: TV 050 or concurrent enrollment.* Offers introductory training in the fundamentals of TV studio production, including producing, directing, scriptwriting, performing, production crewing, set graphics and designing. TV production projects are required. *Three hours lecture.*

### TV 056 3 Units

#### Advanced Television Production

*Prerequisite: TV 055 or previous television production experience.* Presents the fundamentals of on-location and studio production applied to news, public affairs, and dramatic programs. Students are required to produce, direct, write, and crew on TV programs. Repeatable 1 time. *Two hours lecture, two hours lab.*

### TV 060 3 Units

#### Television & Film Writing

*Course Advisory: ENGL 001.* Presents the fundamental principles, techniques and formats of writing for film and TV, including analysis and study of professionally written scripts. Scriptwriting assignments for news, public affairs, editorials, public service announcements, commercials, documentaries, and dramas are required. *Three hours lecture.*

### TV 061 3 Units

#### Advanced Film Writing

*Prerequisite: TV 060 or presentation of a treatment or well structured story line acceptable to the instructor.* Script writing for the motion picture, including dramatic structure, scene and sequence structure, and character development. Each student will complete an original script for a full length motion picture. Repeatable 1 time. *Three hours lecture.*

### TV 099 1-3 Units

#### Telecommunications Honors

*Prerequisites: Completion of 24 units of college credit with a minimum GPA of 3.3; a minimum of 5 units in the discipline with a grade of "B" or better; an ability to work independently; permission of the division Dean based on instructor availability.* Allows the advanced student to work independent of the structured classroom environment in areas of special concern during hours set by arrangement with instructor. Students are required to complete their independent study goals as arranged through contract with their instructor at the beginning of the semester. May be repeated to a maximum of 6 units, including initial enrollment. *Three to nine hours weekly by arrangement.*

#### Special Topics

These courses, numbered 098, are courses of contemporary interest centered on changing knowledge and important issues in the field. Announcements of Special Topics courses appear in the Schedule of Classes.

## PROGRAM DESCRIPTION

An interdisciplinary program designed to provide a broad exposure to the fine arts. The program includes courses in Theatre Arts, Telecommunications, Music and Art. (The individual course descriptions may be found under the appropriate disciplines.)

## ASSOCIATE ARTS DEGREE

The Associate in Arts Degree can be obtained by completing a total of 60 units, including the 18-unit major listed below, the general education requirements and electives. (The individual course descriptions may be found under the appropriate disciplines.) 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.

## REQUIRED COURSES

	<b>Units</b>
ART 010—Art Appreciation	3
MUSC 007—Jazz and Popular Music in America: Ragtime to Rock OR	
MUSC 008—Music Appreciation	3
THEA 001—Principles & Theory of Acting OR	
THEA 010—History of Theatre I	3
TV 050—Survey of Broadcasting OR	
CINA 010—The Art of the Cinema	3
<b>Plus 3 units from the following:</b>	<b>3</b>
MUSC 005—Music Fundamentals (3 units)	
MUSC 010—Concert Band (2 units)	
MUSC 014—Jazz Ensemble (2 units)	
MUSC 020—Choir (2 units)	
MUSC 022—Musical Theater (1-3 units)	
MUSC 025—Chamber Choir (2 units)	
MUSC 026—Vocal Jazz Ensemble (2 units)	
MUSC 027,028,029,030—Piano (1 unit each)	
<b>Plus 3 units from the following:</b>	<b>3</b>
ART 004—Life Drawing (2-3 units)	
ART 006—Design (3 units)	
ART 015—Intro. to Drawing (2 units)	
ART 023—Intro./Ceramics: Hand Building (2-3 units)	
ART 026—Intro./Ceramics: Wheel Throwing (2-3 units)	
ART 031—Sculpture (2-3 units)	
	18

### Recommended Electives:

SPCH 001, 015  
PHOT 148  
THEA 003, 005, 007  
TV 055

# Fire Technology

Career Technical Education Division

## PROGRAM DESCRIPTION

This program was established under direction of Solano County fire protection agencies and offers both an intensive training course culminating in a Certificate of Achievement and a well-rounded educational program leading to the Associate in Science Degree. Instructors in this program are experienced members of the fire service field. In addition, a Fire Technology Academy for recently recruited fire service personnel and pre-service students is conducted periodically. The curriculum consists of courses selected from the regular fire technology course offerings.

## CERTIFICATE OF ACHIEVEMENT AND ASSOCIATE IN SCIENCE DEGREE

A Certificate of Achievement can be obtained upon completion of the 30-unit major with a grade of "C" or better in each course. The Associate in Science Degree can be obtained upon completion of a total of 60 units, including the major, the general education requirements, and electives. 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.

## REQUIRED COURSES

	Units	
*FIRE 050—Fire Protection Organization	3	<b>Electives continued:</b>
FIRE 051—Fire Behavior & Combustion	3	FIRE 119—Trench Rescue (2 units)
FIRE 053—Fire Prevention Technology	3	FIRE 134—Fire Prevention 1A (2 units)
FIRE 054—Fire Protection Equipment & Systems	3	FIRE 135—Fire Prevention 1B (2 units)
FIRE 055—Fund. of Fire Service Operations	3	FIRE 140—Fire Technology Academy (18 units)
FIRE 056—Building Construction for the Fire Serv	3	FIRE 145—Fire Investigation I (2 units)
12 units from electives below	<u>12</u>	FIRE 146—Fire Investigation II (2 units)
<b>Total required units:</b>	<b>30</b>	FIRE 148Q-Z—Special Topics (2 units/ea)

### Select 12 units from the following electives:

ECTN 102—Electrical Safety (1 unit)  
FIRE 060—Wildland Pyrophyte Taxonomy (3 units)  
FIRE 083—Fire Candidate Phys. Fitness (2 units)  
\*FIRE 102—Fire Service Safety Practices (3 units)  
FIRE 112—Hazardous Materials (3 units)  
FIRE 113—Wildland Firefighter Academy (12 units)  
FIRE 114—Fire Apparatus Maintenance (3 units)  
FIRE 117—Confined Space Awareness (2 units)  
FIRE 118—Confined Space Rescue (2 units)

\*Fire service personnel may take Fire Technology electives in lieu of these courses providing they are a current EMT and CPR card holder.

### Information on State Fire Marshal Certification

The following Solano College courses satisfy the *course* requirements for the indicated State Fire Marshal Certification:

*Investigator I*—FIRE 145 & 146  
*Public Education Officer I*—FIRE 134 & 135  
*Fire Instructor I*—FIRE 170 & 171  
*Prevention Officer I*—FIRE 134, 135 & 136  
*Prevention Officer II*—FIRE 174, 196, 176  
*Chief Officer*—FIRE 165, 166, 167, 168, 185, 186, 187, 188, 189

# Fire Technology

## HAZARDOUS SUBSTANCE AND WASTE HANDLING TECHNICIAN

### CERTIFICATE OF ACHIEVEMENT ONLY

A Certificate of Achievement in Hazardous Substance and Waste Handling can be obtained by completing the courses listed below. Training meets OSHA requirements for workers handling hazardous substances. An Associate of Science Degree is not available with this option.

### REQUIRED COURSES

	Units	Recommended Electives
FIRE 050—Intro. to Fire Technology	3	OCED 091
FIRE 102—Fire Service Safety Practices	3	FIRE 114
FIRE 112—Hazardous Materials I	3	
FIRE 115—Hazardous Waste Operations	2	
FIRE 116—Hazardous Waste Management	3	
FIRE 123—Fire Serv. Principles & Procedures I	3	
IMGT 172—Industrial Safety		
OR		
IMGT 173—Occupational Safety & Health	<u>3</u>	
	20	

### JOB-DIRECT CERTIFICATES

Requirements: All courses for Job-Direct Certificates must be completed with a grade of "C" or better.

#### Hazmat Worker

##### Required Courses

	Units
FIRE 115—Hazardous Waste Operations	2
FIRE 128—Emergency Care of the Sick and Injured	<u>1</u>
	3

#### Pre-Fire Technician

##### Required Courses

	Units
FIRE 148BB—Introduction to Homeowner Inspections	1
FIRE 148CC—Intro. to Pre-Fire Instruments/Defensible Space Design	4
FIRE 148DD—Introduction to Pre-Fire Engineering	3
FIRE 148EE—Pre-Fire Fuels Management	3
FIRE 148FF—Fire Operations in the Wildland Urban Interface	3
FIRE 148GG—Pre-Fire Silvicultural Practices	<u>3</u>
	17

#### Wildland Fire Technology

##### Required Courses

	Units
FIRE 060—Wildland Pyrophyte Taxonomy	3
FIRE 113—Wildland Firefighter Academy	<u>12</u>
	15

# Fire Technology

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- FIRE 050** 3 Units  
**Fire Protection Organization**  
*Course Advisory: SCC minimum English standards.* Presents an introduction to fire protection; career opportunities in fire protection and related fields; philosophy and history of fire protection; fire loss analysis; organization and function of public and private fire protection services; fire departments as part of local government; laws and regulations affecting the fire service; fire service nomenclature; specific fire protection functions; basic fire chemistry and physics; introduction to fire protection systems; introduction to fire strategy and tactics. This is a Fire Technology core course and must be completed with a final grade of "C" or better in order to receive an Associate Degree or Certificate of Achievement in Fire Technology. *Three hours lecture.*
- FIRE 051** 3 Units  
**Fire Behavior and Combustion**  
*Course Advisory: SCC minimum English standards.* Provides fundamental information and knowledge of the physical and chemical characteristics of matter, fire, hazardous materials, weapons of mass destruction identification, and basic extinguishment theory. This is a Fire Technology core course and must be completed with a final grade of "C" or better in order to receive an Associate Degree or Certificate of Achievement in Fire Technology. *Three hours lecture.*
- FIRE 053** 3 Units  
**Fire Prevention Technology**  
*Course Advisory: SCC minimum English standards.* Presents the history and philosophy of fire prevention, organization and operation of a fire prevention bureau, use of fire codes, identification and correction of fire hazards, and the relationship of fire preventions with fire safety education and detection and suppression systems. This is a Fire Technology core course and must be completed with a final grade of "C" or better in order to receive an Associate Degree or Certificate of Achievement in Fire Technology. *Three hours lecture.*
- FIRE 054** 3 Units  
**Fire Protection Equipment and Systems**  
*Course Advisory: SCC minimum English standards.* Provides information relating to the features of design and operation of fire detection and alarm systems, heat and smoke control systems, special protection and sprinkler systems, water supply for fire protection, and portable fire extinguishers. This is a Fire Technology core course and must be completed with a final grade of "C" or better in order to receive an Associate Degree or Certificate of Achievement in Fire Technology. *Three hours lecture.*
- FIRE 055** 3 Units  
**Fundamentals of Fire Service Operations**  
*Course Advisory: SCC minimum English standards.* Presents the fundamentals of fire department organization, management, and resources, and the use of those resources to control various emergencies. This is a Fire Technology core course and must be completed with a final grade of "C" or better in order to receive an Associate Degree or Certificate of Achievement in Fire Technology. *Three hours lecture.*
- FIRE 056** 3 Units  
**Building Construction for the Fire Service**  
*Course Advisory: SCC minimum English and Math standards.* Presents all of the major components of the common types of structures used for business and residential purposes that will provide the student with the basic building construction knowledge to safely perform rescue operations and suppress fires in structures and their surrounding appurtenances. This course must be completed with a final grade of "C" or better in order to receive an Associate Degree or Certificate of Achievement in Fire Technology. *Three hours lecture.*
- FIRE 060** 3 Units  
**Wildland Pyrophyte Taxonomy**  
*Course Advisory: SCC minimum English and Math standards.* Provides basic identification of the most common and dangerous wild land pyrophyte plant species and their corresponding firefighting mitigation practices. Prepares the rural homeowner living in the wild land areas of California and the wild land firefighter with the information necessary to safely suppress wild land fires and protect structures in advance of wild land fires. *Three hours lecture, one hour lab.*
- FIRE 083 (same as PE 083)** 2 or 2.5 Units  
**Fire Candidate Physical Fitness**  
*Course Advisories: SCC minimum English and Math standards.* Provides lifelong fitness knowledge to gain employment with a federal, state, county, city or special district fire agency. Provides certification with the Fire Service Joint Labor Management Wellness/Fitness Initiative "Candidate Physical Ability Test." Repeatable 3 times. *One hour lecture, two or three hours lab.*
- FIRE 102** 3 Units  
**Fire Service Safety Practices**  
*Course Advisory: Eligibility for ENGL 001.* Designed to provide basic skills in assessing environmental and fire dangers in the home, at the fire station, on the fire ground, on wildland fires, or while operating a fire vehicle. Successful students will receive a NWCG Fire Safety Officer Certificate. *Three hours lecture.*
- FIRE 112** 3 Units  
**Hazardous Materials I**  
*Course Advisory: SCC minimum English standards.* A study of fire protection chemistry and physics; analysis and discussion of fire protection emergencies and their solutions relative to the manufacture, storage, transportation, handling and use of acids, alkalies, space-age fuels and other hazardous materials. Repeatable 3 times. *Three hours lecture.*
- FIRE 113** 12 Units  
**Wildland Firefighter Academy**  
*Course Advisory: SCC minimum English standards.* This course presents the basic principles, and safety requirements and techniques of wild land fire prevention, human behavior issues on firelines and fire control. It covers legal areas of wild land fire protection, emergency situation leadership, fire prevention and mutual aid systems for federal wild land fire management and control personnel. This course is recommended for fire technology, forestry, conservation,

public land stewards, wildlife preserve workers, and wildlife majors. Successful completion of this course will result in the student obtaining the nationally recognized seasonal fire fighting certificates required by the USDA Forest Service, the Bureau of Land Management, the National Park Service, the Bureau of Indian Affairs, and other federal firefighting agencies in order to secure a position with said agencies as a seasonal firefighter. The following National Wildfire Coordinating Group (NWCG) certificates will be issued to the students who obtain at least an 80% average: S-110 Basic Wild land Fire Suppression Orientation, S-190 Introduction to Wild land Fire Behavior, S-130 Firefighter Training, S-131 Advanced Firefighter Training, S-134 Safety Procedures for "Lookouts, Communications, Escape Routes and Safety Zones," e.g. LCES, S-211 Portable Pumps, S-212 Wild Land Fire Chain Saws, I-200 Introduction to the Incident Command System, P-101 Introduction to Wild Land Fire Prevention, P-110 Inspecting Fire Prone Properties, P-130 Wild Land Fire Cause Determination for First Responders, L-180 Leadership: Human Factors on the Fire line, and certification of having taken and passed the physical endurance; agility federal wild land fire agency approved "Pack Test." *Ten hours lecture, six hours lab.*

**FIRE 114** **3 Units**

**Fire Apparatus Maintenance**

*Course Advisories: Eligibility for ENGL 001 and SCC minimum math standards.* Introduces fire technology students to basic fire apparatus maintenance and troubleshooting techniques typically associated with the lubrication, coolants, drive train, engine, tires, batteries, and other moving parts of a piece of firefighting apparatus. *Three hours lecture.*

**FIRE 115** **2 Units**

**Hazardous Waste Operations**

*Course Advisories: SCC minimum English and Math standards.* Study of hazardous waste identification and handling techniques. Prepares individuals to identify a product, select safety equipment to wear, and how to mitigate clean-up procedures. *Two hours lecture, one hour lab.*

**FIRE 116** **3 Units**

**Hazardous Substance Management**

*Course Advisory: SCC minimum English standards.* Designed to give business personnel, hazardous substance handlers, and others an overview of federal and state organizations responsible for hazardous waste and substance laws. An introduction to the Occupational Safety and Health Administration (OSHA) 29CFR1910.120 worker right to know laws will also be covered. Participants will be trained to identify and utilize the different hazardous materials identification systems. *Three hours lecture.*

**FIRE 117** **2 Units**

**Confined Space Awareness**

*Course Advisory: SCC minimum English and Math standards.* Upon successful completion of this course the student will be aware of the hazards associated with confined space and how to properly mitigate these hazards. *Forty hours lecture (1 week course).*

**FIRE 118** **2 Units**

**Confined Space Rescue**

*Course Advisory: SCC minimum English and Math standards.* Upon successful completion of this course the student will have acquired all the required skills and knowledge necessary to perform a safe and properly executed confined space rescue under emergency conditions. *Forty hours lecture (1 week course).*

**FIRE 119** **2 Units**

**Trench Rescue**

*Course Advisory: SCC minimum English and Math standards.* The student must be able to identify the hazards associated with trench rescue and master the skills necessary to mitigate those hazards as demonstrated in actual trench rescue manipulative skills sessions. Demonstration of critical thinking thought processes relative to safety during a simulated trench rescue will be an essential element of the course. Each student must bring to the class an approved safety helmet, safety glasses, gloves, hearing protection, and lug soled 8 inch high leather boots with steel toes and shank. *Forty hours lecture (1 week course).*

**FIRE 123** **1 Unit**

**Fire Service Principles and Procedures I**

A study of the related tools and equipment used in fire suppression and rescue work. Repeatable 3 times. *Sixteen hours lecture, five hours lab (1 week course).*

**FIRE 124** **1 Unit**

**Fire Service Principles and Procedures II**

*Course Advisory: SCC minimum English standards.* Presents the application of the basic skills in connecting, elevating and controlling hose lines and streams. Repeatable 3 times. *Sixteen hours lecture, eight hours lab (1 week course).*

**FIRE 125** **1 Unit**

**Fire Service Principles and Procedures III**

*Course Advisory: SCC minimum English standards.* Designed to train personnel in volunteer and paid fire departments. Includes laying single and multiple lines of hose, coupling hose, loading hose, connecting and operating hose devices, and connecting hose lines to auxiliary appliances. Repeatable 3 times. *Sixteen hours lecture, five hours lab (1 week course).*

**FIRE 126** **1 Unit**

**Fire Service Principles and Procedures IV**

*Course Advisory: SCC minimum English standards.* Designed to train personnel in volunteer and paid fire departments. Includes operation of stream appliances, hose operations above and below street level, salvage covers, fold and carry covers, spread and hand covers, improvising with covers, protecting building contents, and operation of air moving equipment. Repeatable 3 times. *Sixteen hours lecture, five hours lab (1 week course).*



# Fire Technology

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<b>FIRE 127</b> <b>Fire Service Principles and Procedures V</b> <i>Course Advisory: SCC minimum English standards.</i> Designed to train personnel in volunteer fire departments. Includes use of water removal tools and equipment, removal of debris and hazards, collection and preservation of evidence, operation of fire protection systems, identification of hazardous and explosive materials, use of life lines and belts, and traffic control. Repeatable 3 times. <i>Sixteen hours lecture, five hours lab (1 week course).</i>	<b>1 Unit</b>	<b>FIRE 135</b> <b>Prevention 1B</b> <i>Course Advisory: SCC minimum English standard.</i> <i>Prerequisite: This prerequisite can be obtained in one of two options. Option 1: Completion of all State Fire Marshal approved Fire Technology Core Courses (Fire 050; 051; 053; 054; 055; 056) with at least a grade of "C." Option 2: State Fire Marshal Certification as a Firefighter I and II.</i> Continuation of Fire Prevention I with emphasis on the California Administrative Code, Uniform Building Code and Title 19. <i>Forty hours lecture (1 week course).</i>	<b>2 Units</b>
<b>FIRE 128</b> <b>Emergency Medical First Responder for the Fire Service</b> <i>Course Advisory: SCC minimum English standards.</i> Provides the student with the basic emergency care procedures for sick and injured victims as a first responder including: cuts, abrasions, broken bones, trauma injuries, burns and respiratory/ cardiovascular emergencies. Repeatable 3 times. <i>Forty-eight hours lecture, four hours lab (1 week course).</i>	<b>3 Unit</b>	<b>FIRE 136</b> <b>Fire Prevention III</b> <i>Course Advisory: SCC minimum English standards.</i> An in-depth survey of the fire prevention regulations and problems surrounding the storage, transfer and handling of flammable liquids and gases. Topics include installation practices for above ground and underground tanks, hazards of transfer and finishing processes, piping and valve requirements, venting procedures and devices, drainage and diking systems, investigation of leaks, and maintenance procedures. Repeatable 2 times. <i>Forty hours lecture (1 week course).</i>	<b>2 Units</b>
<b>FIRE 129</b> <b>Fire Control I</b> <i>Course Advisory: SCC minimum English standards.</i> Study of how fires start, spread and are controlled. Repeatable 3 times. <i>Twenty-four hours lecture (1 week course).</i>	<b>1 Unit</b>	<b>FIRE 140</b> <b>Fire Technology Academy</b> <i>Prerequisite: FIRE 050; FIRE 113; AND EMT 212 OR FIRE 128 (in lieu of EMT 212) NOTE: Course Advisories: SCC minimum English and Math standards. NOTE: Prospective Firefighter I Academy students will be required to fill out a Personal Health History Questionnaire that depicts the student's health history. Based upon the information in this questionnaire, a medical examination may be required.</i> A course containing the contents of FIRE 115, 123, 124, 125, 126, 127, 129, 130, 131 and 083. Upon successful completion, the student will become eligible for certification by the State Fire Marshall's Office as a Fire Fighter I. <i>Thirty hours lecture, ten hours lab (9 week course).</i>	<b>18 Units</b>
<b>FIRE 130</b> <b>Fire Control II</b> <i>Course Advisory: SCC minimum English and Math standards.</i> Study of the identification of fire problems, use of equipment and personnel in search, rescue, and lifesaving situations created by fire. <i>Twenty-four hours lecture (1 week course).</i>	<b>1 Unit</b>	<b>FIRE 145</b> <b>Fire Investigation I</b> <i>Course Advisory: SCC minimum English standards.</i> Presents the methods for determining the cause and place of fire origin, investigative techniques for accidental and incendiary fires, recognition and preservation of evidence, developing an arson case, trial preparation and courtroom testimony, preparation of adequate reports, fire investigation photographs and diagrams. <i>Forty hours lecture (1 week course).</i>	<b>2 Units</b>
<b>FIRE 131</b> <b>Fire Control III</b> <i>Course Advisory: SCC minimum English standards.</i> Designed to prepare company officers or potential officers to supervise fire-ground operations, control serious fires, and deal with other emergencies requiring a sound knowledge of the principles of strategy and tactics. <i>Twenty-one hours lecture (1 week course).</i>	<b>1 Unit</b>	<b>FIRE 146</b> <b>Fire Investigation II</b> <i>Course Advisory: SCC minimum English standards.</i> A continuation of Fire Investigation with emphasis on case preparation and courtroom demeanor. <i>Forty hours lecture (1 week course).</i>	<b>2 Units</b>
<b>FIRE 132</b> <b>Pump Operation and Fire Hydraulics</b> <i>Course Advisory: SCC minimum English standards.</i> Presents the principles of hydraulics as they relate to pumps used in fire fighting and appurtenant manipulative skills that accompany these principles. Repeatable 3 times. <i>Thirty-two hours lecture, eight hours lab (1 week course).</i>	<b>2 Unit</b>		
<b>FIRE 134</b> <b>Fire Prevention 1A</b> <i>Course Advisory: SCC minimum English standards.</i> Study of federal, state, county, and local fire protection legislation; fire prevention codes, fire protection aspects of building codes, the role of the State Fire Marshal in fire protection legislation and enforcement, and fire protection legislation application and enforcement. <i>Forty hours lecture (1 week course).</i>	<b>2 Units</b>		

<b>FIRE 150</b> <b>Fire Command 1A</b> <i>Course Advisory: SCC minimum English standards. Presents the fire science principles and techniques applied to fire control and extinguishment; effective and efficient use of manpower, equipment, communications at fires and fire-related emergencies; pre-fire planning methods and techniques, and control and extinguishing methods for fires of all types. Forty hours lecture (1 week course).</i>	<b>2 Units</b>	<b>FIRE 168</b> <b>Fire Management 2D Master Planning</b> <i>Course Advisories: SCC minimum English and Math standards. Fire service program planning, master planning, forecasting, systems analysis, and policy analysis. Forty hours lecture (1 week course).</i>	<b>2 Units</b>
<b>FIRE 151</b> <b>Fire Command 1B</b> <i>Course Advisory: SCC minimum English standards. Presents the fire science principles and techniques applied to fire control and extinguishment; effective and efficient use of manpower, equipment, communications at fire and fire-related emergencies; pre-fire planning methods, techniques of control and extinguishing methods for fires of all types. The principles and techniques described are related to hazardous materials incidents. Forty hours lecture (1 week course).</i>	<b>2 Units</b>	<b>FIRE 169</b> <b>Fire Management 2E Issues and Concepts</b> <i>Course Advisories: SCC minimum English and Math standards. Prepares students to work with the different legislative bodies and be familiar with urban politics. Special emphasis is placed on preparing students to work with different public agencies. Forty hours lecture (1 week course).</i>	<b>2 Units</b>
<b>FIRE 155</b> <b>Incident Command I</b> <i>Course Advisories: SCC minimum English and Math standards. A course containing the contents of the Incident Command System (FIRESCOPE i-200) including establishing the identity of command and resource section assignments of planning, operations, safety, logistics, resources, finance administration and communications. Twelve hours lecture (1 week course).</i>	<b>.5 Unit</b>	<b>FIRE 170</b> <b>Fire Service Instructor 1A</b> <i>Course Advisory: SCC minimum English standards. Provides a variety of methods and techniques to help fire service personnel select, develop and organize material for in-service programs. Includes methods of evaluation and an opportunity to apply major principles of learning through practice demonstrations. Designed for fire company officers who conduct in-service training programs. Repeatable 3 times. Forty hours lecture (1 week course).</i>	<b>2 Units</b>
<b>FIRE 161</b> <b>Fire Management I</b> <i>Course Advisory: SCC minimum English standards. Study of fire company functions, operations, and public safety responsibilities; duties, functions, and responsibilities of fire company personnel; fire company personnel instruction, training, and administration; fire company records, reports and public relations with an emphasis on the company officers' role. Forty hours lecture (1 week course).</i>	<b>2 Units</b>	<b>FIRE 171</b> <b>Fire Service Instructor 1B</b> <i>Course Advisory: SCC minimum English standards. Designed to give the student more sophistication in the development, implementation and evaluation of in-service programs in the fire service. Forty hours lecture (1 week course).</i>	<b>2 Units</b>
<b>FIRE 165</b> <b>Fire Management 2A Organization and Development</b> <i>Course Advisories: SCC minimum English and Math standards. Prepares students to recognize and react to the different internal and external personality traits. Student will be taught to utilize fire service management principles in handling the different personality traits. Forty hours lecture (1 week course).</i>	<b>2 Units</b>	<b>FIRE 174</b> <b>Prevention 2A Systems and Building Components</b> <i>Course Advisories: SCC minimum English and Math standards. Designed for personnel who are seeking employment or are currently employed in the fire service or other related industrial fields. Emphasis is placed on utilizing codes relative to extinguishing or alarm systems and the evaluation of fire resistive building construction. Forty hours lecture (1 week course).</i>	<b>2 Units</b>
<b>FIRE 166</b> <b>Fire Management 2B Finance for Chief Officer</b> <i>Course Advisories: SCC minimum English and Math standards. Teaches the student to analyze, prioritize and adjust budget requests. Students will be taught to assemble, reinforce, and sell their budget proposals. Forty hours lecture (1 week course).</i>	<b>2 Units</b>	<b>FIRE 176</b> <b>Prevention 2C Special Hazard Occupancies</b> <i>Course Advisories: SCC minimum English and Math standards. Special fire prevention challenges. This course addresses industrial ovens, finishing processes, welding, refrigeration systems, and medical gases. Forty hours lecture (1 week course).</i>	<b>2 Units</b>
		<b>FIRE 177</b> <b>Investigation 2A Criminal &amp; Legal Procedures</b> <i>Course Advisories: SCC minimum English and Math standards. Enables the student to effectively gather the required information for a search warrant and present it properly to a magistrate. Through mock trial, students learn proper courtroom demeanor and cross-examination skills. Forty hours lecture (1 week course).</i>	<b>2 Units</b>

# Fire Technology

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- FIRE 180** **2 Units**  
**Fire Science Public Education Officer I**  
*Course Advisory: SCC minimum English standards.*  
Topics include systematic planning process for public education, use of CFIRS to analyze local fire problems, communication skills, program evaluation, working with the media, integrating programs into schools, gaining community support, fire safety for children, interviewing and counseling juvenile fire setters, creating and using audio visual resources, and ideas and resource sharing. Repeatable 3 times. *Forty hours lecture (1 week course).*
- FIRE 185** **2 Units**  
**Fire Command 2A Command Tactics at Major Fires**  
*Course Advisories: SCC minimum English and Math standards.*  
Designed for chief officers and company officers, it prepares the student to use management techniques and the incident command system when commanding multiple alarms or large numbers of suppression forces. Applies to CHIEF OFFICER and accredited by CFSTES. *Forty hours lecture (1 week course).*
- FIRE 186** **2 Units**  
**Fire Command 2B Command of Major HAZ-MAT Incidents**  
*Course Advisories: SCC minimum English and Math standards.*  
Prepares officers to manage serious hazardous materials incidents. The course includes areas of discussion on information and databases; organizations, agencies and institutions involved in hazardous materials response and research; planning for hazardous materials problems; legislation, litigation and liabilities of hazardous materials responses. *Forty hours lecture (1 week course).*
- FIRE 187** **2 Units**  
**Fire Command 2C High Rise Emergencies**  
*Course Advisories: SCC minimum English and Math standards.*  
Designed for Chief Officers, company officers and fire fighters. The course prepares personnel to utilize the Incident Command System as well as tactics and strategy procedures in mitigating high rise emergencies. Emphasis is placed on pre-fire planning and internal fire protection systems. *Forty hours lecture (1 week course).*
- FIRE 188** **2 Units**  
**Fire Command 2D Disaster Planning**  
*Course Advisories: SCC minimum English and Math standards.*  
Designed to prepare fire service personnel in planning for large scale disasters. Included are principles of disaster planning and management, fire service emergency plans, emergency operations centers, roles of local, state, and federal emergency management agencies. *Forty hours lecture (1 week course).*
- FIRE 189** **2 Units**  
**Fire Command 2E Wildland Fire Fighting Tactics**  
*Course Advisories: SCC minimum English and Math standards.*  
A study of command techniques used in selecting and utilizing resources during wild land fire fighting. This is a component of the State Fire Marshall's Advanced Fire Command series. *Two and one-half hours lecture.*
- FIRE 190** **3 Units**  
**Emergency Response to Terrorism**  
*Course Advisories: Eligibility for ENGL 001.* Designed for first responders to weapons of mass destruction incidents, this course will provide a basic understanding of the identification, rescue, and exclusion zones applicable to these incidents. Repeatable 3 times. *Three hours lecture.*
- FIRE 196** **2 Units**  
**Prevention 2B Interpreting Codes**  
*Course Advisories: SCC minimum English and Math standards.*  
Covers in-depth information about the fire and life safety standards of buildings as related to the UBC and Title 19 and 24. Types of construction, occupancy classifications, egress, interior finishes. Applied to Fire Prevention II and accredited by CFSTES. *Forty hours lecture (1 week course).*
- FIRE 250** **3 Units**  
**Logistics Section Chief-I450**  
*Course Advisories: SCC minimum English and Math standards.*  
Provides the training necessary to perform as a Logistics Section Chief trainee on typical emergency incidents such as hazardous materials spills, wildland fires, earthquakes, and other calamities. Each student must attain a score of 80% on each unit test and final test in order to receive a NWCG Certificate as a Logistics Section Chief. *Forty-eight hours lecture (1 week course).*
- FIRE 251** **3 Units**  
**Supply Unit Leader SEMS/ICS**  
*Course Advisories: SCC minimum English and Math standards.*  
Students who successfully pass this course with an 80% or higher score will be certified as mastering the NWCG Supply Unit Leader course of study. This places the student as a "trainee" Supply Unit Leader and requires the student to perform successfully on one emergency incident as a trainee in order to become qualified as a Supply Unit Leader. With this the course the student is eligible to apply for the "Red Card" certification as a Supply Unit Leader. *Three hours lecture.*
- FIRE 500** **Pass/No Pass-Only**  
**Hazardous Materials Awareness**  
Designed to reduce the potential for injury and mortality among emergency services personnel who are the initial responders to emergencies where hazardous materials are present and a factor in the emergency. *Eight hours lecture (1 week course).*
- FIRE 501** **Pass/No Pass-Only**  
**Hazardous Materials Handling**  
Indoctrinates fire service personnel in the handling of hazardous materials. Includes factors affecting handling, types of materials, evacuations procedures, and required assistance. *Eight hours lecture (1 week course).*
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**FIRE 502**

**Pass/No Pass-Only**

**Hazardous Materials, First Responder**

Indoctrinates fire service personnel in hazardous materials prevention, preparedness, emergency response and recovery. Repeatable 3 times. *Sixteen hours lecture (1 week course).*

**Special Topics**

These courses, numbered 148, 248, or 548 depending upon their transferability, are courses of contemporary interest centered on changing knowledge and important issues in the field. Specific information will vary with each course.

# Foreign Languages

Humanities Division

## FOREIGN LANGUAGES, GENERAL

### PROGRAM DESCRIPTION

This program introduces the fundamentals of language learning (listening, speaking, reading, writing, and culture) with emphasis on language production, grammar, syntax, vocabulary acquisition, and exposure to the culture. This program provides study in more than one language.

### ASSOCIATE IN ARTS DEGREE

The Associate in Arts Degree can be obtained by completing a total of 60 units, including a minimum of 20 units from the courses listed below in at least two different languages, the general education requirements, and electives. 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.

### REQUIRED COURSES

#### French

	<b>Units</b>
FREN 001—First Semester French	5
OR	
FREN 031 & 032—First Sem. French (3 & 3 units)	6
FREN 002—Second Semester French	5
OR	
FREN 033 & 034—Second Sem. French (3 & 3 units)	6
FREN 003—Third Semester French	5
FREN 004—Fourth Semester French	5
FREN 011—Conversational French	3
FREN 012—Intermediate French Conversation	3

#### German

GRMN 001—First Semester German	5
OR	
GRMN 031 & 032—First Sem. German (3 & 3 units)	6
GRMN 002—Second Semester German	5
OR	
GRMN 033 & 034—Second Sem German (3 & 3 units)	6
GRMN 003—Third Semester German	5
GRMN 004—Fourth Semester German	5
GRMN 011—Conversational German	3
GRMN 012—Intermediate German Conversation	3

#### Spanish

	<b>Units</b>
SPAN 001—First Semester Spanish	5
OR	
SPAN 031 & 032—First Sem. Spanish (3 & 3 units)	6
SPAN 002—Second Semester Spanish	5
OR	
SPAN 033 & 034—Second Sem. Spanish (3 & 3 units)	6
SPAN 003—Third Semester Spanish	5
SPAN 004—Fourth Semester Spanish	5
SPAN 011—Conversational Spanish	3
SPAN 012—Intermediate Spanish Conversation	3

#### Latin

LATN 001—Latin Fundamentals	3
LATN 002—Latin Fundamentals	3
LATN 003—Latin Fundamentals	3

# Foreign Languages

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## FOREIGN LANGUAGES, INDIVIDUAL

### PROGRAM DESCRIPTION

This program introduces the fundamentals of language learning (listening, speaking, reading, writing, and culture) with emphasis on language production, grammar, syntax, vocabulary acquisition, and exposure to the culture. This program requires study be accomplished in one language only.

### ASSOCIATE IN ARTS DEGREE

The Associate in Arts Degree can be obtained by completing a total of 60 units, including a minimum of 18 units in **one** of the languages listed below, the general education requirements, and electives. 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.

### REQUIRED COURSES

#### FOREIGN LANGUAGE, FRENCH

	Units
FREN 001—First Semester French	5
FREN 002—Second Semester French	5
FREN 003—Third Semester French	5
FREN 004—Fourth Semester French	5
FREN 011—Conversational French	3
FREN 012—Intermediate French Conversation	3
FREN 031—First Sem. French, Part I	3
FREN 032—First Sem. French, Part II	3
FREN 033—Second Sem. French, Part I	3
FREN 034—Second Sem. French, Part II	3
FREN 049—French Honors	1-3

#### FOREIGN LANGUAGE, GERMAN

GRMN 001—First Semester German	5
GRMN 002—Second Semester German	5
GRMN 003—Third Semester German	5
GRMN 004—Fourth Semester German	5
GRMN 011—Conversational German	3
GRMN 012—Interm. German Conversation	3
GRMN 031—First Sem. German, Part I	3
GRMN 032—First Sem. German, Part II	3
GRMN 033—Second Sem. German, Part I	3
GRMN 034—Second Sem. German, Part II	3
GRMN 049—German Honors	1-3

# Foreign Languages

## FOREIGN LANGUAGES, INDIVIDUAL (CONTINUED)

### FOREIGN LANGUAGE, SPANISH

	Units
SPAN 001—First Semester Spanish	5
SPAN 002—Second Semester Spanish	5
SPAN 003—Third Semester Spanish	5
SPAN 004—Fourth Semester Spanish	5
SPAN 011—Conversational Spanish	3
SPAN 012—Interm. Spanish Conversation	3
SPAN 025—Intro to Latin-American Culture	3
SPAN 031—First Semester Spanish, Part I	3
SPAN 032—First Semester Spanish, Part II	3
SPAN 033—Second Sem. Spanish, Part I	3
SPAN 034—Second Sem. Spanish, Part II	3
SPAN 049—Spanish Honors	1-3
SPAN 061M—Beg. Spanish, Part 1 for Medical Workers	3
SPAN 062M—Beg. Spanish, Part 2 for Medical Workers	3
SPAN 063M—Beg. Spanish, Part 3 for Medical Workers	3
SPAN 064M—Beg. Spanish, Part 4 for Medical Workers	3
SPAN 001S—Spanish for Spanish Speakers 1	5
SPAN 002S—Spanish for Spanish Speakers 2	5

## FRENCH

### FREN 001

5 Units

#### First Semester French

*Prerequisite: None. NOTE: Not open for credit to students who have had two or more years of high school French with a grade of "B" or better within the last three years or to students who have completed FREN 031 and/or 032. Course Advisory: SCC minimum English standards. Introduces the fundamental elements of the language (listening, speaking, reading, writing and culture) with emphasis on language production, grammar, syntax, acquisition of a practical vocabulary, and exposure to the Francophone culture. Exams, quizzes, written and oral assignments and completion of the lab manual will be used to evaluate student progress. Five hours lecture, one hour weekly of listening to tapes.*

### FREN 031

3 Units

#### First Semester French, Part I

*Prerequisites: NOTE: Not open for credit to students who have received credit for FREN 001 or to students who have had two or more years of high school French with a grade of "B" or better within the past three years. NOTE: In order to fulfill the one semester of French 001 requirement of some universities, transfer students must complete the sequence of FREN 031-032. Course Advisory: SCC minimum English standards. Introduces the basic elements of the language (listening, speaking, reading, writing and culture) with emphasis on language production, grammar, syntax, vocabulary building, and exposure to the Francophone culture. Exams, quizzes, written and oral assignments and completion of the lab manual will be used to evaluate student progress. Three hours lecture, one hour weekly of listening to tapes.*

### FREN 032

3 Units

#### First Semester French, Part II

*Prerequisites: FREN 031 or one year of high school French. NOTE: Not open for credit to students who have completed FREN 001 or who have had two or more years of high school French with a grade of "B" or better within the last three years. NOTE: In order to fulfill the one-semester French 001 requirement of some universities, transfer students must complete the sequence of FREN 031 and 032. Continuation of FREN 031 introducing the fundamental elements of the language (listening, speaking, reading, writing and culture) with continued emphasis on language production, grammar, syntax, vocabulary building, and exposure to the French culture. Exams, quizzes, written assignments and completion of the lab manual will be used to evaluate student progress. Three hours lecture, one hour weekly of listening to tapes.*

### FREN 002

5 Units

#### Second Semester French

*Prerequisites: FREN 001, or FREN 031 and 032, or two years of high school French. NOTE: Not open to students who have completed FREN 033 and/or 034. Continuation of FREN 001 introducing the fundamentals of French (listening, speaking, reading, writing and culture) with increased emphasis on writing and continued stress on language production, pronunciation, grammar, syntax, acquisition of a practical vocabulary, and exposure to the Francophone culture. Exams, quizzes, written and oral assignments and completion of the lab manual will be used to evaluate student progress. Five hours lecture, one hour weekly of listening to tapes.*

**FREN 033** **3 Units**

**Second Semester French, Part I**

*Prerequisites: FREN 001 or FREN 032. Not open for credit to students who have received credit for FREN 002.* Continuation of FREN 001 (or FREN 032), presenting the fundamentals of French (listening, speaking, reading, writing and culture), with increased emphasis on writing and continued stress on language production, pronunciation, grammar, syntax, acquisition of a practical vocabulary, and exposure to the Francophone culture. Exams, quizzes, written and oral assignments and completion of the lab manual will be used to evaluate student progress. *Three hours lecture.*

**FREN 034** **3 Units**

**Second Semester French, Part II**

*Prerequisites: FREN 033. Not open for credit to students who have received credit for FREN 002.* Continuation of FREN 033, presenting the fundamentals of French (listening, speaking, reading, writing and culture), with increased emphasis on writing and continued stress on language production, pronunciation, grammar, syntax, acquisition of a practical vocabulary, and exposure to the Francophone culture. Exams, quizzes, written and oral assignments and completion of the lab manual will be used to evaluate student progress. *Three hours lecture.*

**FREN 003** **5 Units**

**Third Semester French**

*Prerequisites: FREN 002, or FREN 034, or three years of high school French.* Continuation of FREN 002, FREN 003 expands the student's knowledge of the language (listening, speaking, reading, writing and culture) with emphasis on language production, grammar, syntax, and acquisition of a practical vocabulary, and exposure to Francophone culture. In addition, students will read and discuss short selections taken from a literary and cultural anthology. Exams, quizzes, written and oral assignments and completion of the lab manual will be used to evaluate student progress. *Five hours lecture.*

**FREN 004** **5 Units**

**Fourth Semester French**

*Prerequisite: FREN 003.* Complete review and expansion of grammar, idioms and structure, use of complex tenses and stylistic explanations. Extensive work is done in reading, writing and conversing in French. Students will subscribe to and learn to read effectively a French newspaper. There will be an introduction to serious literary works in French with an introduction to literary analysis in both written (la redaction) and oral (l'explication de texte) forms. Exams, quizzes, written and oral assignments and completion of the lab manual will be used to evaluate student progress. *Five hours lecture.*

**FREN 011** **3 Units**

**Conversational French**

*Prerequisite: FREN 002 or FREN 034 with a grade of "C" or better.* Designed to promote competency in the oral use of the language and to increase fluency by reinforcing previously learned materials and by expanding vocabulary and patterns of speech. This course emphasizes the practical application of the language, not grammar acquisition or review. *Three hours lecture.*

**FREN 012** **3 Units**

**Intermediate French Conversation**

*Prerequisite: FREN 011 or the equivalent.* Continuation of FREN 011, and is designed to promote competency in the oral use of the language and to increase fluency by reinforcing previously learned materials and by expanding vocabulary and patterns of speech. The course emphasizes the practical application of the language, not grammar acquisition or review, exposing students to global awareness through a rich variety of Francophone cultural sources. *Three hours lecture.*

**GERMAN**  
**GRMN 001**

**5 Units**

**First Semester German**

*Prerequisite: None. NOTE: Not open for credit to students who have had two or more years of high school German with a grade of "B" or better within the last three years or to students who have completed GRMN 031 and/or 032. Course Advisory: SCC minimum English standards.* Introduces the fundamental elements of the language (listening, speaking, reading, writing and culture) with emphasis on language production, grammar, syntax, acquisition of a practical vocabulary, and exposure to the German culture. Exams, quizzes, written assignments and completion of the lab manual will be used to evaluate student progress. *Five hours lecture, one hour weekly of listening to tapes.*

**GRMN 031** **3 Units**

**First Semester German, Part I**

*Prerequisites: None. NOTE: Not open for credit to students who have had two or more years of high school German with a grade of "B" or better within the last three years or to students who have completed GRMN 001. NOTE: To fulfill the one-semester German I requirement of some universities, transfer students must complete the sequence of GRMN 031 and 032. Course Advisory: SCC minimum English standards.* Introduces the basic elements of the language (listening, speaking, reading, writing and culture) with emphasis on language production, grammar, syntax, vocabulary building, and exposure to the German culture. Exams, quizzes, written assignments and completion of the lab manual will be used to evaluate student progress. *Three hours lecture, one hour weekly of listening to tapes.*



# Foreign Languages

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## GRMN 032

3 Units

### First Semester German, Part II

*Prerequisites:* GRMN 031 or one year of high school German.  
*NOTE:* Not open for credit to students who have had two or more years of high school German with a grade of "B" or better within the last three years or to students who have completed GRMN 001. *NOTE:* To fulfill the one-semester German 1 requirement of some universities, transfer students must complete the sequence of GRMN 031-032. Continuation of GRMN 031, presenting an introduction to the fundamental elements of the language (listening, speaking, reading, writing and culture) with continued emphasis on language production, grammar, syntax, vocabulary building, and exposure to the German culture. Exams, quizzes, written assignments and completion of the lab manual will be used to evaluate student progress. *Three hours lecture, one hour weekly of listening to tapes.*

## GRMN 002

5 Units

### Second Semester German

*Prerequisites:* GRMN 001, or GRMN 031 and 032, or two years of high school German or the equivalent. *NOTE:* Not open to students who have completed GRMN 033 and/or 034. Continuation of GRMN 001, presenting the fundamentals of German (listening, speaking, reading, writing and culture), with increased emphasis on writing and continued stress on language production, pronunciation, grammar, syntax, acquisition of a practical vocabulary, and exposure to the German culture. Exams, quizzes, written assignments and completion of the lab manual will be used to evaluate student progress. *Five hours lecture, one hour weekly of listening to tapes.*

## GRMN 033

3 Units

### Second Semester German, Part I

*Prerequisites:* GRMN 001 or GRMN 032. *NOTE:* Not open for credit to students who have received credit for GRMN 002. Continuation of GRMN 001 (or GRMN 032), presenting the fundamentals of German (listening, speaking, reading, writing and culture), with increased emphasis on writing and continued stress on language production, pronunciation, grammar, syntax, acquisition of a practical vocabulary, and exposure to the Germanic culture. Exams, quizzes, written assignments and completion of the lab manual will be used to evaluate student progress. *Three hours lecture.*

## GRMN 034

3 Units

### Second Semester German, Part II

*Prerequisites:* GRMN 033. Not open for credit to students who have received credit for GRMN 002. Continuation of GRMN 033, presenting the fundamentals of German (listening, speaking, reading, writing and culture), with increased emphasis on writing and continued stress on language production, pronunciation, grammar, syntax, acquisition of a practical vocabulary, and exposure to the Germanic culture. Exams, quizzes, written assignments and completion of the lab manual will be used to evaluate student progress. *Three hours lecture.*

## GRMN 003

5 Units

### Third Semester German

*Prerequisite:* GRMN 002, or GRMN 034, or three years of high school German. Completes the students' introduction to the fundamentals of German, reviewing and refining many of the concepts covered in GRMN 001 and 002 so that students are prepared to deal with more advanced grammar, reading, writing and conversation in German. Exposure to the culture and thinking of the German-speaking peoples is accomplished through the reading of literature by representative East and West German, Austrian and Swiss writers. Exams, quizzes, written assignments and completion of the lab manual will be used to evaluate student progress. *Five hours lecture.*

## GRMN 004

5 Units

### Fourth Semester German

*Prerequisite:* GRMN 003 or four years of high school German. Continues the review and expansion of students' knowledge of basic German begun in GRMN 003, while emphasizing several fine points of more advanced German grammar for closer study. Exposure to the culture and thinking of the German-speaking peoples is accomplished through the reading of literature by representative German, Austrian and Swiss writers. Exams, quizzes, written assignments and completion of the lab manual will be used to evaluate student progress. *Five hours lecture.*

## GRMN 011

3 Units

### Conversational German

*Prerequisite:* GRMN 002 or GRMN 034 with a grade of "C" or better. Designed to promote competency in the oral use of the language and to increase fluency by reinforcing previously learned materials and by expanding vocabulary and patterns of speech. *Three hours lecture.*

## GRMN 012

3 Units

### Intermediate German Conversation

*Prerequisite:* GRMN 011. Continuation of GRMN 011, and is designed to promote competency in the oral use of the language and to increase fluency by reinforcing previously learned materials and by expanding vocabulary and patterns of speech. The course emphasizes the practical application of the language, not grammar acquisition or review, exposing students to global awareness through a rich variety of cultural sources from the German-speaking world. *Three hours lecture.*

## ITALIAN

### ITAL 031

3 Units

#### First Semester Italian, Part I

*Course Advisory:* SCC minimum English standards. Introduces the basic elements of the language (listening, speaking, reading, writing and culture), with emphasis on language production, grammar, syntax, vocabulary building, and exposure to Italian culture. Exams, quizzes, written assignments and completion of the lab manual will be used to evaluate student progress. (NOTE: To fulfill the one-semester foreign language requirement of some universities, transfer students must complete the sequence of ITAL 031 and 032). *Three hours lecture, one hour weekly by arrangement.*

**ITAL 032** **3 Units**

**First Semester Italian, Part II**

*Prerequisite: ITAL 031. Course Advisory: SCC minimum English standards.* Continuation of ITAL 031 introducing students to the fundamental elements of the language (listening, speaking, reading, writing and culture), with emphasis on language production, grammar, syntax, vocabulary building, and exposure to Italian culture. Exams, quizzes, written assignments and completion of the lab manual will be used to evaluate student progress. *Three hours lecture, one hour weekly by arrangement.*

**ITAL 033** **3 Units**

**Second Semester Italian, Part I**

*Prerequisite: ITAL 032. Course Advisories: SCC minimum English standards.* Continuation of ITAL 032 presenting the fundamentals of Italian (listening, speaking, reading, writing and culture), with increased emphasis on writing and continued stress on language production, pronunciation, grammar, syntax, acquisition of a practical vocabulary, and exposure to Italian culture. Exams, quizzes, written assignments and completion of the lab manual will be used to evaluate student progress. *Three hours lecture, one hour weekly by arrangement.*

**ITAL 034** **3 Units**

**Second Semester Italian, Part II**

*Prerequisite: ITAL 033. Course Advisory: SCC minimum English standards.* Continuation of ITAL 033 presenting the fundamentals of Italian (listening, speaking, reading, writing and culture), with increased emphasis on writing and continued stress on language production, pronunciation, grammar, syntax, acquisition of a practical vocabulary, and exposure to Italian culture. Exams, quizzes, written assignments and completion of the lab manual will be used to evaluate student progress. *Three hours lecture, one hour weekly by arrangement.*

## JAPANESE

**JAPN 101** **3 Units**

**Conversational Japanese**

*Course Advisory: SCC minimum English standards.* A practical course stressing essentials of vocabulary, pronunciation and basic conversation patterns; the students will be introduced to aspects of Japanese culture. *Three hours lecture.*

**JAPN 102** **3 Units**

**Conversational Japanese**

*Prerequisite: JAPN 101.* A continuation of JAPN 101 which reviews and expands on the previously learned vocabulary, pronunciation, grammar, and conversation patterns. A high emphasis will be on the spoken language in realistic situations. *Three hours lecture.*

## LATIN

**LATN 001** **3 Units**

**Latin Fundamentals**

*Course Advisory: SCC minimum English standards.* Introduction to the Latin language - to its sonorous quality, its treasury of words, its inflectional system, and the logic of its syntax. *Three hours lecture.*

**LATN 002** **3 Units**

**Latin Fundamentals**

*Prerequisite: LATN 001.* Continued introduction to the Latin language - to its treasury of words, its inflectional system, the logic of its syntax, its ability to clarify difficult grammatical concepts for students of modern languages, its legacy of English derivatives and of the nomenclatures of scholarship, the sciences, and the arts. *Three hours lecture.*

**LATN 003** **3 Units**

**Latin Fundamentals**

*Prerequisites: LATN 001 and 002.* Advanced study of the Latin Language and Literature; advanced study of syntax and complex sentence structures in Latin; reading from original Latin authors including Caesar, Cicero, Catullus and Horace. *Three hours lecture.*

## PORTUGUESE

**PORT 101** **3 Units**

**Conversational Portuguese**

*Course Advisories: SCC minimum English and Math standards.* Introduction to the Portuguese language, grammar, and idiom. The course emphasizes the acquisition of basic grammatical structures, the development of vocabulary and pronunciation, and exposure to Portuguese and Brazilian culture. *Three hours lecture.*

**PORT 102** **3 Units**

**Conversational Portuguese**

*Prerequisite: PORT 101. Course Advisories: SCC minimum English and Math standards.* Continued introduction to the Portuguese language, grammar, and idioms. The course emphasizes the acquisition of basic grammatical structures, the development of vocabulary and pronunciation, and exposure to Portuguese and Brazilian culture. *Three hours lecture.*

## SPANISH

**SPAN 001** **5 Units**

**First Semester Spanish**

*Prerequisite: None. NOTE: Not open for credit to students who have had two or more years of high school Spanish with a grade of "B" or better within the last three years or to students who have completed SPAN 001S, or SPAN 031 and/or 032, or SPAN 061M and/or 062M. Course Advisory: SCC minimum English standards.* Introduces the fundamental elements of the language (listening, speaking, reading, writing and culture) with emphasis on language production, grammar, syntax, acquisition of a practical vocabulary, and exposure to the Hispanic culture. Exams, quizzes, written assignments and completion of the lab manual will be used to evaluate student progress. *Five hours lecture, one hour weekly of listening to tapes.*

# Foreign Languages

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## SPAN 031

3 Units

### First Semester Spanish, Part I

*Prerequisites: None. NOTE: Not open for credit to students who have received credit for SPAN 001, or SPAN 001S, or SPAN 061M, or who have had two or more years of high school Spanish with a grade of "B" or better within the last three years. NOTE: To fulfill the one-semester Spanish 001 requirement of some universities, transfer students must complete the sequence of Spanish 031 and 032. Course Advisory: SCC minimum English standards.* Introduces the basic elements of the language (listening, speaking, reading, writing and culture) with emphasis on language production, grammar, syntax, vocabulary building, and exposure to the Hispanic culture. Exams, quizzes, written assignments and completion of the lab manual will be used to evaluate student progress. *Three hours lecture, one hour weekly of listening to tapes.*

## SPAN 032

3 Units

### First Semester Spanish Part II

*Prerequisites: SPAN 031 or SPAN 061M. NOTE: Not open for credit to students who have received credit for SPAN 001, or SPAN 001S, or SPAN 062M, or who have had two or more years of high school Spanish with a grade of "B" or better within the last three years. NOTE: In order to fulfill the one-semester Spanish 001 requirement of some universities, transfer students must complete the sequence of Spanish 031 and 032.* Continuation of Spanish 031, presenting the fundamental elements of the language (listening, speaking, reading, writing and culture) with continued emphasis on language production, grammar, syntax, vocabulary building, and exposure to the Hispanic culture. Exams, quizzes, written assignments and completion of the lab manual will be used to evaluate student progress. *Three hours lecture, one hour weekly of listening to tapes.*

## SPAN 001S

5 Units

### Spanish for Spanish Speakers 1

*Prerequisite: Oral fluency in Spanish. NOTE: Not open for credit to students who have completed SPAN 001S, or SPAN 031 and/or 032, or SPAN 061M and/or 062M. Course Advisories: SCC minimum English and Math standards.* This course, which is conducted in Spanish, is the first of a two-semester sequence designed for fluent speakers of Spanish who are proficient in the language, but who have had little or no formal language training. It is meant to provide Spanish language experiences for Spanish-speaking students in pronunciation, aural comprehension, oral and written communication, word usage and vocabulary, reading of prose and elementary principles of grammar. Exams, quizzes, written and oral assignments, and participation in group discussions will be used to evaluate student progress. *Five hours lecture.*

## SPAN 002

5 Units

### Second Semester Spanish

*Prerequisites: SPAN 001, or SPAN 001S, or SPAN 032, or SPAN 062M, or two years of high school Spanish. NOTE: Not open to students who have completed SPAN 002S, or SPAN 033 and/or 034, or SPAN 063M and/or 064M.* Continuation of Spanish 001, presenting the fundamentals of Spanish (listening, speaking, reading, writing and culture), with increased emphasis on writing and continued stress on language production, pronunciation, grammar, syntax, acquisition of a practical vocabulary, and exposure to the Hispanic culture. Exams, quizzes, written assignments and completion of the lab manual will be used to evaluate student progress. *Five hours lecture, one hour weekly of listening to tapes.*

## SPAN 033

3 Units

### Second Semester Spanish, Part I

*Prerequisites: SPAN 001, or SPAN 001S, or SPAN 032, or SPAN 062M. Not open for credit to students who have received credit for SPAN 002, SPAN 002S, or SPAN 063M.* Continuation of Spanish 001 (or Spanish 032), presenting the fundamentals of Spanish (listening, speaking, reading, writing and culture), with increased emphasis on writing and continued stress on language production, pronunciation, grammar, syntax, acquisition of a practical vocabulary, and exposure to the Hispanic culture. Exams, quizzes, written assignments and completion of the lab manual will be used to evaluate student progress. *Three hours lecture.*

## SPAN 034

3 Units

### Second Semester Spanish, Part II

*Prerequisites: SPAN 033 or SPAN 063M. NOTE: Not open for credit to students who have received credit for SPAN 002 or SPAN 002S.* Continuation of Spanish 033, presenting the fundamentals of Spanish (listening, speaking, reading, writing and culture), with increased emphasis on writing and continued stress on language production, pronunciation, grammar, syntax, acquisition of a practical vocabulary, and exposure to the Hispanic culture. Exams, quizzes, written assignments and completion of the lab manual will be used to evaluate student progress. *Three hours lecture.*

## SPAN 002S

5 Units

### Spanish for Spanish Speakers 2

*Prerequisite: SPAN 001S, or SPAN 001, or SPAN 031 and 032, or SPAN 061M and 062M, and oral fluency in Spanish. NOTE: Not open to students who have completed SPAN 002, or SPAN 033 and/or 034, or SPAN 063M and/or 064M. Course Advisories: SCC minimum English and Math standards.* This course, which is conducted in Spanish, is the second part of a two-semester sequence designed for fluent speakers of Spanish who are proficient in the language, but who have had little or no formal language training. It is meant to provide Spanish language experiences for Spanish-speaking students in pronunciation, aural comprehension, oral and written communication, word usage and vocabulary, reading of prose and elementary principles of grammar. Exams, quizzes, written and oral assignments, and participation in group discussions will be used to evaluate student progress. *Five hours lecture.*

# Foreign Languages

<b>SPAN 003</b> <b>Third Semester Spanish</b> <i>Prerequisites: SPAN 002, or SPAN 002S, or SPAN 034, or SPAN 064M, or three years of high school Spanish.</i> A continuation of Spanish 001 and 002. Extensive work is required in grammar, reading, writing, and conversation. Reading includes representative literary selections by Spanish and Latin American writers. Exams, quizzes, and compositions will be used to evaluate student progress. <i>Five hours lecture.</i>	<b>5 Units</b>	<b>SPAN 061M</b> <b>Beginning Spanish, Part 1 for Medical Workers</b> <i>Prerequisite: None. NOTE: Students who complete this course will not be able to receive credit for SPAN 031, SPAN 001, or SPAN 001S. Course Advisory: SCC minimum English standards.</i> Introduces the basic elements of the language (listening, speaking, reading, writing and culture), with emphasis on language production in a medical setting. Grammar, syntax, and vocabulary building will be taught with the aim of producing oral and written competency in a medical setting. Exams, quizzes, and written assignments will be used to evaluate student progress. <i>Three hours lecture, one hour weekly by arrangement.</i>	<b>3 Units</b>
<b>SPAN 004</b> <b>Fourth Semester Spanish</b> <i>Prerequisites: SPAN 003 or four years of high school Spanish.</i> Continuation of Spanish 003. Reviews and expands knowledge of elements previously learned, while introducing new material. Exposure to the culture and thinking of the Hispanic peoples is accomplished through the reading of literature by representative Spanish or Latin American writers. Exams, quizzes and compositions will be used to evaluate student progress. <i>Five hours lecture.</i>	<b>5 Units</b>	<b>SPAN 062M</b> <b>Beginning Spanish, Part 2 for Medical Workers</b> <i>Prerequisite: SPAN 061M or SPAN 031. Course Advisory: SCC minimum English standards. NOTE: Students who complete this course will not be able to get credit for SPAN 032, SPAN 001, or SPAN 001S.</i> Introduces the basic elements of the language (listening, speaking, reading, writing and culture), with emphasis on language production in a medical setting. Grammar, syntax, and vocabulary building will be taught with the aim of producing oral and written competency in a medical setting. Exams, quizzes, and written assignments will be used to evaluate student progress. <i>Three hours lecture, one hour weekly by arrangement.</i>	<b>3 Units</b>
<b>SPAN 011</b> <b>Conversational Spanish</b> <i>Prerequisite: SPAN 002, or SPAN 002S, or SPAN 034, or SPAN 064M with a grade of "C" or better.</i> Designed to promote competency in the oral use of the language and to increase fluency by reinforcing previously learned materials and by expanding vocabulary and patterns of speech. This course emphasizes the practical application of the language, not grammar acquisition or review. <i>Three hours lecture.</i>	<b>3 Units</b>	<b>SPAN 063M</b> <b>Beginning Spanish, Part 3 for Medical Workers</b> <i>Prerequisites: SPAN 062M, or SPAN 032, or SPAN 001, or SPAN 001S. Course Advisory: SCC minimum English standards. NOTE: Not open to students who have completed SPAN 002, or SPAN 002S, or SPAN 033.</i> Continuation of SPAN 062M, presenting the fundamentals of Spanish (listening, speaking, reading, writing and culture), with increased emphasis on writing and continued stress on language production in a medical setting. Grammar, syntax, and vocabulary building will be taught with the aim of producing oral and written competency in a medical setting. Exams, quizzes, and written assignments will be used to evaluate student progress. <i>Three hours lecture, one hour weekly by arrangement.</i>	<b>3 Units</b>
<b>SPAN 012</b> <b>Intermediate Spanish Conversation</b> <i>Prerequisite: SPAN 011.</i> Continuation of Spanish 011, and is designed to promote competency in the oral use of the language and to increase fluency by reinforcing previously learned materials and by expanding vocabulary and patterns of speech. The course emphasizes the practical application of the language, not grammar acquisition or review, exposing students to global awareness through a rich variety of Latino cultural sources. <i>Three hours lecture.</i>	<b>3 Units</b>	<b>SPAN 064M</b> <b>Beginning Spanish, Part 4 for Medical Workers</b> <i>Prerequisite: SPAN 063M or SPAN 033. Course Advisory: SCC minimum English standards. NOTE: Not open to students who have completed SPAN 002, or SPAN 002S, or SPAN 034.</i> Continuation of SPAN 063M, presenting the fundamentals of Spanish (listening, speaking, reading, writing and culture), with increased emphasis on writing and continued stress on language production in a medical setting. Grammar, syntax, and vocabulary building will be taught with the aim of producing oral and written competency in a medical setting. Exams, quizzes, and written assignments will be used to evaluate student progress. <i>Three hours lecture, one hour weekly by arrangement.</i>	<b>3 Units</b>
<b>SPAN 025</b> <b>Introduction to Latin-American Culture: An Exploration of Identity Through Essay, Film, and Short Story</b> <i>Prerequisite: SPAN 003. Course Advisory: SCC minimum English standards.</i> Explores the Latin-American identity: What is Latin America and who are the Latin Americans? The focus will be on contemporary issues, customs, political and historical events, and major institutions of Latin America as expressed in contemporary Latin-American essays, films and short stories. This course will be taught in Spanish. <i>Three hours lecture.</i>	<b>3 Units</b>		

# Foreign Languages

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## **TAGALOG**

**TAG 101**

**3 Units**

### **Conversational Tagalog**

*Course Advisory: SCC minimum English standards.* An introduction to basic Tagalog designed to acquaint student with basic sentences and vocabulary used in daily conversation. The course will include emphasis on proper pronunciation and intonation as well as an introduction to Philippine customs and culture. *Three hours lecture.*

**TAG 102**

**3 Units**

### **Conversational Tagalog**

*Prerequisite: TAG 101.* An intermediate study of basic Tagalog which introduces students to more intricate sentence patterns and further use of functional words in oral communication. The course will also include further study of Philippine culture and new points of Tagalog grammar. *Three hours lecture.*

**FLNG 049**

**1-3 Units**

### **Honors Program (French, German, Latin or Spanish)**

*Prerequisites: Completion of 24 units of college credit with a minimum GPA of 3.3; a minimum of 5 units in the discipline with a grade of "B" or better; an ability to work independently; permission of the Dean based on instructor availability.* Independent study and research, by arrangement with the instructor, in specified fields of study in a foreign language, or creative writing in a foreign language. French, German and Spanish may be repeated to a maximum of 6 units, including initial enrollment. *Three to nine hours weekly by arrangement.*

**FLNG 101**

**3 Units**

### **Cross Age Teaching**

*Prerequisite: Students must have completed French 002 or German 002.* Students are assigned to elementary school classes in Solano County to provide foreign language instruction on a weekly basis. Working with a peer partner or partners, students prepare and teach two weekly 30-minute lessons. Students are required to attend weekly seminar in which the mentor professor supervises and critiques the design and implementation of curriculum and assists students with teaching methods. *Two hours lecture and two hours activities.*

### **Special Topics**

These courses, numbered 048 or 098, depending upon their transferability, are courses of contemporary interest centered on changing knowledge and important issues in the field. Announcements of Special Topics courses appear in the Schedule of Classes.

## NURSING, REGISTERED

### PROGRAM DESCRIPTION

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 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.

#### Admissions 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 006      Human Anatomy (5 units)
- 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.

Other required courses in the Nursing Major include

- NUTR 010      Nutrition (3 units)
- HUDV 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)
- SPCH 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.

# Health Occupations

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## **Application Steps:**

1. Apply for admission to Solano Community College online at [www.solano.edu](http://www.solano.edu) or complete an application to SCC (if not already a current/continuing student).
2. Attend a Registered Nursing Information Workshop.
3. Request "official" transcripts from ALL other colleges or institutions attended to be SENT to the Office of Admissions and Records (OAR). (Please Note: International college transcripts must be accompanied by a credentialed evaluation service and must include a detailed report which distinguishes lower division from upper division courses and which also provides A-F letter grade values. A list of acceptable evaluation service companies is available from the Office of Admissions and Records).
4. Confirm with the Office of Admissions and Records (OAR) that all such transcripts from other colleges have been received by OAR before proceeding to the next step.
5. Visit the Counseling counter to complete the RN Referral/Application form. This must be done in person and will require your California Driver's License Number. **NOTE:** There must be seven (7) business days allowed for OAR to evaluate your transcripts and calculate your overall composite score to determine whether you qualify for the RN Program.
6. After 7 business days return in person to the Counseling Office to request an "**RN**" **counseling appointment**. (It is the student's responsibility to contact the Counseling Office to schedule this appointment).
7. During the Counseling appointment, if you have met the minimum Composite Score, a Counselor will review with you and post all required pre-Major and General Education requirements.
8. Qualified candidates will then receive a Notice of Eligibility to the Nursing Program with a waiting-list number within 2-4 weeks.

**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 an orientation meeting with nursing faculty to be arranged by Health Occupations.
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. Beginning January 2008 - Achieved a score of 67 or greater on the TEAS test.

## **Retention in Program:**

1. Students are required to undergo criminal background checks and drug screens. The Health Occupations Division 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.

## NURSING, REGISTERED (CONTINUED)

### REQUIRED COURSES

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

	Units		
NURS 058—Mediated Skills Dev. (Concurrent enrollment in NURS 058 is required for each of the following Nursing courses except NURS 052 & 065.)	.5-1.5		
<b>First Year Courses</b>	<b>Units</b>	<b>Second Year Courses</b>	<b>Units</b>
NURS 050A—Fund. of Nursing	3	NURS 060—Nrsng. of Adults II/ Medical-Surgical Nsg.	5
NURS 050B—Basic Human Needs	3.5	NURS 061—Mental Health Nsg.	5
*HUDV 070—Lifespan Human Dev.	3	NURS 063—Nrsng. of Adults III/Adv. Med-Surgical Nsg. & Community Health Nursing	4.5
*NUTR 010—Nutrition	3	NURS 064—Issues and Trends in Nursing.	1.5
*NURS 052—Pharmacology for Health Care Professionals I	3	NURS 065—Role Transition, Management Theory & Practice	4
NURS 054—Maternal-Child Nrsng	5		
NURS 055—Nursing of Adults I	5		
**PSYC 001—Intro. to Psychology OR		Concurrent Courses	
SOCS 022—Ethnic, Racial, and Minority Group Relations in Harmony & Conflict		3 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 ac- commodate the scheduling of other courses.	
		ENGL 062 or meet the reading requirement	0-3
		Communications course other than ENGL 001	3

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

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

## 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.



# Health Occupations

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## CAREER MOBILITY (CONTINUED)

### 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 006 - Human Anatomy (5 units)
  - BIO 005 - Introductory Physiology (5 units)
  - BIO 014 - Principles of Microbiology (4 units)
  - NUTR 010 - Nutrition (3 units)
  - HUDV 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.

#### Application Steps

1. Apply for admission to Solano Community College online at [www.solano.edu](http://www.solano.edu) or complete an application to SCC (if not already a current/continuing student).
2. Attend a Registered Nursing Information Workshop.
3. Request "official" transcripts from ALL other colleges or institutions attended to be SENT to the Office of Admissions and Records (OAR). (Please Note: International college transcripts must be accompanied by a credentialed evaluation service and must include a detailed report which distinguishes lower division from upper division courses and which also provides A-F letter grade values. A list of acceptable evaluation service companies is available from the Office of Admissions and Records.)

# Health Occupations

4. Confirm with the Office of Admissions and Records (OAR) that all such transcripts from other colleges have been received by OAR before proceeding to the next step.
5. Visit the Counseling Office to complete the RN Referral/Application form. This must be done in person and will require your California Driver's License number. **NOTE:** There must be seven (7) business days allowed for OAR to evaluate your transcripts and calculate your overall composite score to determine whether you qualify for the RN Program.
6. After 7 business days return in person to the Counseling Office to request a **"RN" counseling appointment.** (It is the student's responsibility to contact the Counseling Office to schedule this appointment.)
7. During the Counseling appointment, if you have met the minimum Composite Score, a Counselor will review with you and post all required pre-Major and General Education requirements.
8. Qualified candidates will then receive a Notice of Eligibility to the Nursing Program with a wait-list number within 2-4 weeks.

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

## Other Requirements

- Upon admission to the program, students are required to enroll in NURS 159 during the next session.
- Testing will be required to determine advanced placement credit.

## **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 Occupations.
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. Beginning January 2008, achieved a score of 67 or greater on the TEAS test.

## **Retention in Program:**

1. Students are required to undergo criminal background checks and drug screens. The Health Occupations Division 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 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.

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## **JOB-DIRECT CERTIFICATE REQUIREMENTS**

All courses for Job-Direct Certificates must be completed with a grade of "C" or better.

### **Certified Nursing Assistant**

#### **Units**

NURS 200—Certified Nursing Assistant/Home Health Aide

6  
6

### **Emergency Medical Technician I**

#### **Units**

EMT 212—Emergency Medical Technician I

4.5-5  
4.5-5

# Nursing

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## Emergency Medical Technician I

EMT 212

5 Units

### Emergency Medical Technician (Basic)

*Prerequisite: Current Basic Cardiac Life Support (BCLS) for Healthcare Providers must be presented at first class session to maintain enrollment. Must be eighteen (18) years of age or older for certification (Title 22, Division 9, Chapter 2, California Code of Regulations). Course Advisories: SCC minimum English and Math standards.* Based on state EMSA 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. Course content includes: use of airway & ventilation devices during CPR; use of automated external defibrillator (AED); patient assessment (medical & trauma); management of shock & bleeding; use of bandages, splints & spinal immobilization; use of backboards & guernseys; management of emergency childbirth; monitoring IV solutions; assisting patients with home medications; safe removal of patients from vehicles; trauma & triage. Students completing the course for 4.5 units participate in lecture and lab practice activities throughout; students completing the course for 5.0 units additionally attend pre-assigned observation times with an emergency department and with an ambulance. Students successfully completing the course for 5.0 units are eligible to take the state EMSA exam for certification. Certification enables students to qualify for employment with ambulance services, fire or rescue services, search and rescue crews, ski patrol or other 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 first class meeting in order to remain enrolled in the course. Repeatable every 2 years. *Three and three-quarters hours lecture, three and three-quarters hours activity.*

EMT 213

1 Unit

### Emergency Medical Technician (Basic) Refresher

*Prerequisite: EMT 212 or equivalent or previous EMT 213. Course Advisories: 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).*

## Professional Education

These courses are *not* part of the Registered Nursing Program.

NURS 111

3 Units

### Medical Terminology

*Course Advisories: SCC minimum English and Math standards.* Study of the language of medicine. An introduction to terms, word roots and abbreviations related to medical practice and the functioning of the systems of the body. *Three hours lecture.*

NURS 159

2 Units

### Career Mobility Transition

*Prerequisites: Current LVN Licensure and acceptance into the ADN Program; authorization to enroll. Course Advisories: SCC minimum English and Math standards.* A course designed to facilitate the transition of the LVN Career Mobility student into the third semester of the ADN program. This course focuses on skills needed for successful transition from the LVN role to the role of RN student, i.e., role differentiation, critical thinking/nursing process, and nursing program philosophy and objectives. This course presents the major theoretical concepts that are the foundation for the Registered Nursing curriculum. This course encompasses both classroom activities and opportunities to apply theoretical knowledge in the clinical /simulated setting. *Three hours lecture, three and one-half hours lab (8 week course).*

NURS 200

6 Units

### Certified Nursing Assistant/Home Health Aide

*Course Advisories: SCC minimum English and Math standards.* Prepares the student to function in the role of Certified Nursing Assistant in the acute care, long-term care, and home health settings. Upon completion, the student is eligible to take the state CNA examination. *Five hours lecture, fifteen hours lab (10 week course).*

NURS 219

2 Units

### Cardiac Rhythms

*Course Prerequisites: BIO 005, BIO 006. Course Advisories: SCC minimum English and Math standards.* Designed for health care professionals who need to distinguish among the various cardiac rhythms/dysrhythmias while caring for patients on cardiac monitors. Topics include: basic cardiac physiology, electrophysiology of cardiac tissues; basic pathophysiology of coronary artery disease; identification and interpretation of sinus rhythms versus cardiac dysrhythmias; application of chest monitoring electrodes and 12 Lead ECG electrodes; and use of an oscilloscope. *Four hours lecture (8 week course).*

**NURS 223** **4 Units**

**Critical Care Nursing**

*Prerequisites: RN or LVN Licensure and NURS 219. Course Advisories: SCC minimum English and Math standards.* Designed for staff nurses to provide essential knowledge and skills to adequately function in a critical care unit. For each body system, course content includes: brief review of anatomy and physiology; identification of critical illness states; potential complications; correlation of specific physical assessment/laboratory data; operational principles for the use of critical care equipment; nursing care responsibilities in the care of the critically ill patient; legal aspects of critical care nursing. *Four hours lecture.*

**NURS 230** **4 Units**

**Emergency Care Nursing**

*Prerequisites: RN or LVN Licensure and NURS 219. Course Advisories: SCC minimum English and Math standards.* 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.*

**Special Topics**

These courses, numbered 098, 148, or 248 depending upon their transferability, are courses of contemporary interest centered on changing knowledge and important issues in the field. Announcements of Special Topics courses appear in the Schedule of Classes.

## REGISTERED NURSING

**NURS 050A** **4 Units**

**Fundamentals of Nursing**

*Prerequisites: ENGL 001, BIO 005, BIO 006, BIO 014 with grades of "C" or better; current CPR for Healthcare Providers, current physical exam and immunizations. Authorization to enter RN program. Concurrent enrollment in NURS 058. Course Advisories: SCC minimum English and Math standards.* Introduces 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 client's position on the wellness-illness continuum. The nursing process will be introduced and utilized at the beginning level. The basis of the nurse-client relationship will be explored. Clinical assignments and self-study modules will be offered concurrently with theory. *Six hours lecture, six hours lab (8 week course).*

**NURS 050B** **4 Units**

**Basic Human Needs**

*Prerequisites: NURS 050A with a grade of "C" or better. Course Advisories: SCC minimum English and Math standards.* 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 surgical patient. Clinical assignments and self-study modules will be offered concurrently with theory. Some online work may be required. *Five and one-half hours lecture, seven and one-half hours lab (8 week course).*

**NURS 052** **3 Units**

**Pharmacology for Health Care Professionals I**

*Prerequisite: BIO 005 with a grade of "C" or better. Course Advisories: SCC minimum English and Math standards.* Introductory principles of pharmacology with emphasis on the therapeutic use of drugs. Topics of study include sources of drugs, drug nomenclature, drug actions in the body, variables that affect drug actions, drug interactions, adverse effects of drugs, and substance abuse. Special attention is given to anti-infective drugs, cardiac drugs, diuretic drugs, and drugs of the autonomic nervous system. *Three hours lecture.*

**NURS 054** **5 Units**

**Maternal-Child Nursing**

*Prerequisites: NURS 050A & 050B, NURS 052, NUTR 010, and HUDV 070 with grades of "C" or better. Course Advisory: SCC minimum English and Math standards.* 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).*

# Nursing

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## NURS 055

5 Units

### Nursing of Adults I

*Prerequisites: Completion of NURS 050A & 050B, NURS 052, NUTR 010, and HÜDV 070 with grades of "C" or better; concurrent enrollment in NURS 058.* 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).*

## NURS 058

.5 -1.5 Units

### Mediated Skills Development

*Prerequisites: Concurrent enrollment in either NURS 050A & 050B, 054, 055, 060, or 063.* A variable unit course which is required of all nursing students in each semester of the nursing program. A portion of the unit credit may be used for group and/or individual study time. Students have the opportunity to practice the required skills modules for each nursing course. This practice takes place under the supervision of the skills laboratory instructor, a registered nurse. The skills modules have been leveled to match the content. Students must demonstrate competency in all of the assigned skills modules. Peer checkoff is permitted on some of the modules, whereas more complex modules require checkoff by the skills lab instructor. The mediated skills lab is a valuable adjunct to all of the nursing courses as it allows students the time and place to not only practice and master skills, but to study theoretical concepts. This is a pass/no-pass class. May be repeated to a maximum of 6 units, including initial enrollment. *One and one-half to four and one-half hours lab.*

## NURS 060

5 Units

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

*Prerequisites: NURS 054 & NURS 055 and either PSYC 001 or SOCS 022 with grades of "C" or better.* 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, neurological and immune 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 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).*

## NURS 061

5 Units

### Psychiatric and Mental Health Nursing

*Prerequisites: NURS 054 & NURS 055 and either PSYC 001, or PSYC 002 or SOCS 022 with grades of "C" or better. Course Advisories: SCC minimum English and Math standards.* Theory and practice related to mental health and illness is studied. This includes the principles and practices of mental health nursing using the prevailing psychobiological theories of mental health and illness, interpersonal communication, group process, growth and development and sociocultural theories. The nursing process is emphasized as the student nurse maintains and promotes mental health and seeks to prevent mental illness. Clinical experience is provided concurrently with theory in acute psychiatric hospitals, long-term care facilities and community agencies. Opportunity is provided for working with children, adolescents and adults individually, as well as in groups. *Five hours lecture, fifteen hours lab (8 week course).*

## NURS 063

4.5 Units

### Nursing of Adults III/Advanced Medical- Surgical Nursing and Community Health Nursing

*Prerequisites: NURS 060 and 061 with grades of "C" or better; concurrent enrollment in NURS 058. Course Advisories: SCC minimum English and Math standards.* This course builds on the concepts introduced in previous nursing courses. Complex alterations in physiological processes are studied as they relate to multiple body systems. This course requires the students to develop and utilize critical thinking skills in working with patients in emergency, critical care and the community. The clinical experience affords students the opportunity to apply theoretical knowledge, critical thinking skills (which are inherent to the nursing process), and psychomotor skills to a practical situation. The focus is to provide care to multiple patients who have complex multi-system illnesses and to patients in the community. This course facilitates the student's entry into the profession of nursing. Legal and ethical responsibilities related to nursing practice are considered. Skill modules and clinical experience is offered concurrently with theory. *Three hours lecture, sixteen hours lab (10 week course).*

## NURS 064

1.5 Units

### Issues and Trends in Nursing

*Prerequisites: NURS 060 and 061 with grades of "C" or better. Course Advisories: SCC minimum English and Math standards.* This course facilitates the graduates' entry into the profession of nursing. Topics include the trends in scope of practice and roles of the nurse in an ever-changing health care delivery system. Included is the delineation of the major functions of professional nursing organizations, accountability in nursing practice (quality improvement and risk management), identification of socio-political factors influencing professional nursing, current events and their nursing implications. Legal and ethical responsibilities related to nursing practice are further considered. This is a non-clinical course. *Three hours lecture (10 week course).*

**NURS 065****4 Units****Role Transition, Management Theory and Practice**

*Prerequisites: NURS 063 & NURS 064 with grades of "C" or better. Course Advisories: SCC minimum English and Math standards.* Management and leadership concepts applicable to a variety of health care settings are taught and practiced. Emphasis is placed on working with groups. This course builds upon NURS 063 and NURS 064 facilitating the graduates' entry into the nursing profession. Topics which include the transition from student to registered nurse, decision making and values clarification, management, leadership, and organization are presented in the theoretical setting while students have the opportunity to practice their newly learned skills in the clinical agency. The student will work with a nurse preceptor in learning to assume the R.N. role while directing and evaluating the nursing care that other health care givers provide. *Three hours lecture, twenty-four hours laboratory (6 week course).*

**NURS 100****2 Units****Exploring Health Occupations**

*Course Advisories: SCC minimum English and Math standards.* Explores the diversity of health care occupations currently available and is intended for students considering a health care career. Examples of health occupations include: certified nursing assistant (CNA), respiratory therapist, physician & physician assistant, nursing (LVN & RN), biotechnology technician, emergency medical technician (EMT I), paramedic (EMT P), radiology technician, physical therapist & assistant, pharmacist & pharmacy technician. Students compare and contrast various health occupation(s) in terms of the personal and professional attributes for the job, specific job skills needed, basic educational preparation and potential for advancement. In addition to classroom discussions and library research, students interview people in health care jobs, go on field trips to health care facilities and evaluate the health occupations that most interest them. *Four hours lecture (9 week course).*

**NURS 101****3 Units****Preparation for Nursing**

*Course Advisories: SCC minimum English and Math standards.* Designed to provide pre-nursing and beginning nursing students with realistic and useful strategies to enhance their success in reaching this career goal. Students will gain a realistic understanding of the nursing profession; critically analyze their own strengths, and develop strategies to identify and strengthen areas needing improvement. The course will also provide the student with the knowledge and skills to identify and locate social and financial resources; develop and/or enhance language, math and communication skills to work effectively with a culturally diverse population; develop and enhance critical thinking skills; and enhance self-assessment and accountability skills. *Three hours lecture.*

**NURS 102****1-4 Units****Nursing Work-Study**

*Prerequisite: NURS 054, 055 and authorization by Dean to enroll. NOTE: One to four units of workstudy experience at a ratio of 1 unit=75 paid hours or 60 unpaid hours. No student will be allowed to enroll for more than four units per semester. Course Advisories: SCC minimum English and Math standards.* This work-study course is offered through Solano Community College Associate Degree Nursing Program in cooperation with selected clinical agencies. Students apply previously learned nursing theory and clinical skills in assigned patient care settings under the direct supervision of selected RN nurse preceptors. The work experience is supervised by a Solano Community College Nursing Instructor and the clinical agency coordinator. Student functions will include clinical skills in which previous training and competency in skill performance has already been demonstrated and documented on the student's skills competency checklist. This course is a pass/no-pass course. Repeatable to a maximum of twelve units. Combined units for all work experience courses shall not exceed 12. *Five to nineteen hours by arrangement.*

# History

Humanities Division

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## PROGRAM DESCRIPTION

This program emphasizes the development of various societies through a chronological study of the major social, political, economic, and cultural forces which have shaped these societies. Students in this program may study a variety of historical fields including United States, World, Western Civilization, Native-American, Philippine, African-American, Mexican and Mexican-American, California and Women's History.

## ASSOCIATE IN ARTS DEGREE

The Associate in Arts Degree can be obtained upon completion of a total of 60 units, including the 18-unit major, general education requirements and electives. 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.

## REQUIRED COURSES

	<b>Units</b>
HIST 002—World History to 1750	
OR	
HIST 004—History of Western Civ. to 1500	3
HIST 003—Modern World History	
OR	
HIST 005—History of Western Civ. Since 1500	3
HIST 017 & 018—History of the United States (3 & 3 units)	6
Electives selected from the following categories	<u>6</u>
	18

Students may choose to concentrate their program by selecting elective courses from one category or, for a more diverse program, elective courses may be selected from different categories.

<b>I. United States</b>	<b>Units</b>
HIST 010—California History	3
HIST 028—African-American History	3
HIST 031—Mexican American/Chicano History	3
HIST 037—Women in American History	3
HIST 049—History Honors	1-3
<b>II. World History</b>	
HIST 002—World History to 1750	3
HIST 003—Modern World History	3
HIST 004—Hist./Western Civ. to 1500	3
HIST 005—Hist./Western Civ. Since 1500	3
HIST 030—History of Mexico	3
HIST 032—History of the Philippines	3
HIST 049—History Honors	1-3
<b>III. Ethnicity and Gender Studies</b>	
HIST 028—African-American History	3
HIST 029—African-American History	3
HIST 031—Mexican American/Chicano History	3
HIST 032—History of the Philippines	3
HIST 037—Women in American History	3
HIST 049—History Honors	1-3

- HIST 002** 3 Units  
**World History to 1750**  
*Course Advisories: Eligibility for ENGL 001; SCC minimum math standard.* An integrated, holistic study of world civilizations from their beginnings to the mid-18th century. Emphasis will be placed on a critical assessment of the cultural achievements, belief systems and economic, political and social structures of the major global civilizations. We will also study the interconnections which linked these cultures into an integrated world system during the early modern period. *Three hours lecture.*
- HIST 003** 3 Units  
**Modern World History**  
*Course Advisories: Eligibility for ENGL 001; SCC minimum math standard.* An integrated, holistic study of modern global history since 1500. Emphasis will be placed on the emergence of an interconnected world system in the modern era and the impact of that system on societies and cultures around the globe. The ongoing tension between tradition and modernity—shaped by wars, revolutions, and economic transformations—forms the central theme of the course. *Three hours lecture.*
- HIST 004** 3 Units  
**History of Western Civilization to 1500**  
*Course Advisory: Eligibility for ENGL 001.* Survey of the history of western civilization from its beginning through the Renaissance. Emphasis will be on analyzing the major social, political, economic and cultural forces which have shaped European societies. *Three hours lecture.*
- HIST 005** 3 Units  
**History of Western Civilization Since 1500**  
*Course Advisory: Eligibility for ENGL 001.* Survey of the history of western civilization from 1500 to the present. Emphasis will be on analyzing the major social, political, economic and cultural forces which have shaped modern European history. *Three hours lecture.*
- HIST 010** 3 Units  
**California History**  
*Course Advisory: Eligibility for ENGL 001.* A survey of California history from the pre-colonial, Native American period to the modern state. Particular emphasis will be placed on the interplay of geographic, economic, political, social, and cultural forces that shaped both the development of this diverse state and the experiences of a wide range of peoples who have inhabited it. *Three hours lecture.*
- HIST 017** 3 Units  
**History of the United States to 1865**  
*Course Advisory: Eligibility for ENGL 001.* Survey of the U.S. from the pre-colonial period through Reconstruction. This course will stress the development of the economic, social, political and cultural conditions that shaped the movements, events, and trends of this period of U.S. history. Special attention will be paid to analyzing cause-effect and comparative relationships among major historical developments. *Three hours lecture.*
- HIST 018** 3 Units  
**History of the United States from 1865**  
*Course Advisory: Eligibility for ENGL 001.* A survey of the history of the U.S. from Reconstruction to the present. This course will stress the development of the economic, social, political and cultural conditions that shaped the movements, events, and trends of this period in U.S. history. Special attention will be paid to analyzing cause-effect and comparative relationships among major historical developments. *Three hours lecture.*
- HIST 028** 3 Units  
**African American History to 1877**  
*Course Advisory: Eligibility for ENGL 001.* A survey of the culture and experience, major events, and movements in the history of African Americans from African origins through 1877. Group development of political strategies to end slavery, gain citizenship, and combat racism, as well as individual contributions of African American leaders and intellectuals are emphasized. *Three hours lecture.*
- HIST 029** 3 Units  
**African American History Since 1865**  
*Course Advisory: Eligibility for ENGL 001.* Examines particular major events, personalities and movements that have played an important part in the history of African Americans from the Reconstruction Period up to the present. *Three hours lecture.*
- HIST 030** 3 Units  
**History of Mexico**  
*Course Advisories: ENGL 370; SCC minimum math standard.* A survey of Mexican history from the pre-colonial period to the present. This course will emphasize the varied economic, social, cultural, and political conditions and events that have combined to shape modern Mexico. Analysis of cause-effect and comparative relationships among major historical developments will be given special emphasis. Student success will be determined on completion of significant amounts of reading, writing, and critical analysis. *Three hours lecture.*
- HIST 031** 3 Units  
**Mexican American/Chicano History**  
*Course Advisories: Eligibility for ENGL 001; SCC minimum math standard.* A survey of Mexican American/Chicano history from the pre-Columbian era of Mexico to the present. Course will emphasize the economic, social, cultural, and political conditions and events that have shaped the history of Mexican Americans/Chicanos. Analysis of cause-effect and comparative relationships among major historical developments will be given special emphasis. Student success to be determined upon completion of significant amounts of reading, writing, and critical analysis. *Three hours lecture.*



# History

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**HIST 032**

**3 Units**

**History of the Philippines**

*Course Advisory: Eligibility for ENGL 001.* A historical survey of the Philippines with emphasis on the political, social, economic, legal and cultural developments. Major topics will focus on the anthropological, Asian, Spanish, Japanese and American influences, as well as independence movement, and political periods to the present. Students will be evaluated on their historical comprehension, critical and analytical written work. *Three hours lecture.*

**HIST 037**

**3 Units**

**Women in American History**

*Course Advisory: Eligibility for ENGL 001.* A multi-cultural survey of American history from pre-colonial times to the present examining the impact of ethnic and cultural diversity, class, and gender on the lives of women. *Three hours lecture.*

**HIST 049**

**1-3 Units**

**History Honors**

*Prerequisites: Completion of 24 units of college credit with a minimum GPA of 3.3; a minimum of 6 units in the discipline with a grade of "B" or better; an ability to work independently; permission of the Division Dean based on instructor availability.* An independent study project which results in a critical examination of history. May be repeated to a maximum of 6 units, including initial enrollment. *Three to nine hours weekly by arrangement with instructor and division Dean.*

**Special Topics**

These courses, numbered 048 or 098, 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.

# Home Economics

Fine & Applied Arts/Behavioral Sciences Division

## PROGRAM DESCRIPTION

This is an interdisciplinary program designed for students planning to transfer to a four-year college. Some course descriptions may be found below while others may be found under the appropriate disciplines.

## CERTIFICATE OF ACHIEVEMENT AND ASSOCIATE IN SCIENCE DEGREE

A Certificate of Achievement can be obtained upon completion of the 18 -unit major. The Associate in Science Degree can be obtained upon completion of a total of 60 units, including the major, general education requirements, and electives. 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.

## REQUIRED COURSES

	Units
FDES 031—Textiles	3
FDES 062—Clothing Construction	
OR	
FDES 064—Adv. Constr./Tailoring	3
HUDV 040—Family Relationships	3
HUDV 070—Lifespan Human Dev.	3
INTD 050—Interior Design	3
NUTR 010—Nutrition	3
	<u>3</u>
	18

## Recommended Electives:

FDES 031, 060, 066, 104, 152  
HMEC 099  
HUDV 039, 050, 053, 058, 075  
INTD 051, 055  
NUTR 012, 101  
OCED 090, 091

## HOME ECONOMICS

HMEC 099

1-3 Units

### Home Economics Honors

Prerequisites: Completion of 24 units of college credit with a minimum GPA of 3.3; a minimum of 5 units in the discipline with a grade of "B" or better; an ability to work independently; permission of the Division Dean based on instructor availability. Course Advisory: SCC minimum English standards. An independent study and research course. The specific fields of study include Fashion Design, Fashion Merchandising, Nutrition, Human Development, and Interior Design. Repeatable to a maximum of 6 units, including initial enrollment. Three to nine hours weekly by arrangement with instructor and division Dean.

HMEC 501

Non-Credit

### Home Decorating Skills for Seniors

A community outreach course designed primarily for senior citizens. Provides creative ideas for designing and making custom home furnishings and accessories, including recycling and other low-cost decorating alternatives. Includes individual projects suited to students' needs, interests and capabilities. Repeatable 3 times. One hour lecture, two hours lab (9 week course).

### Special Topics

These courses, numbered 098, 148, 248, or 348 depending upon their transferability, are courses of contemporary interest centered on changing knowledge and important issues in the field. Announcements of Special Topics courses appear in the Schedule of Classes.

## HUMAN DEVELOPMENT

HUDV 038

3 Units

### Child Development

Course Advisory: Eligibility for ENGL 001. A study of the developing human being from conception through the formative years with emphasis on the close interaction between heredity and the physical, cognitive and psycho-social environment. Observations are included. Three hours lecture.

HUDV 039

3 Units

### School Years and Adolescent Development

Course Advisories: SCC minimum English standard; PSYC 001 or HUDV 038. Development and maturation of the school-age child and the adolescent; the interrelationship of physical, mental, social, and emotional events will be discussed along with a survey of community resources. Three hours lecture.

HUDV 040

3 Units

### Family Relationships

Course Advisory: SCC minimum English standards. A study of sociological and psychological factors influencing marriage and alternative life-styles in contemporary society, including factors which affect interpersonal relationships within the family. Three hours lecture.

# Home Economics

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HUDV 050

3 Units

## Child, Family, Community

Course Advisory: Eligibility for ENGL 001. A study of the relationship between the child, his/her family and his/her community. Includes an analysis of the major theories of personality and social development. Special emphasis is given to the resources of the local community that are available to children and families. Three hours lecture.

HUDV 052

2 Units

## Issues In Aging

Course Advisory: Eligibility for ENGL 001. An interdisciplinary course in care of the elderly, designed for family caregivers and for professional aides employed in homes or institutions which service the elderly whether they are "young old" or "frail elderly." Two hours lecture.

HUDV 053

3 Units

## Child Development In a Multi-Ethnic Society

Course Advisories: SCC minimum English and math standards. Helps students learn to recognize and confront barriers that interfere with their ability to deal effectively with people who differ from themselves while examining the societal systems through which children grow and develop. The course is designed to help students understand the theoretical and practical applications in dealing with issues of diversity. Three hours lecture.

HUDV 058

3 Units

## Life Management

Course Advisory: SCC minimum English standards. A survey of the areas of life which influence decision-making. Students are introduced to areas of human development (emotional, intellectual, physical, and social) which influence decision making. They will analyze and evaluate differences in values, motivation, and goals. Includes introduction to financial, time and stress management, and communication skills. Requires written papers and problem-solving exercises. Three hours lecture.

HUDV 070

3 Units

## Lifespan Human Development

Course Advisory: Eligibility for ENGL 001. Note: Not open for credit to students who have successfully completed HUDV 038/039. A survey of human development throughout the life cycle, including physical, social, intellectual, and emotional development from conception to death. Includes direct observation. Three hours lecture.

HUDV 075

.5 -3 Units

## Children With Special Needs

Prerequisite: HUDV 038. Course Advisory: SCC minimum English standards. An introductory study of children with special needs, including causes of disabilities, their incidence, care, management, and general remedial procedures. Emphasis is on the child within the home and community settings. Repeatable to a maximum of 3 units, including initial enrollment. One-half to three hours lecture.

## NUTRITION

NUTR 010

3 Units

### Nutrition

Course Advisory: SCC minimum English and 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

.5, 1, 1.5 or 2 Units

### Evaluating Current Topics in Nutrition

Course Advisories: SCC minimum English and Math standards. Methods of evaluating current nutritional topics, determining reliable and unreliable sources of information and judging validity of experimental design. 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. Repeatable 3 times. Eight hours lecture per .5 unit.

NUTR 051

1 Unit

### Nutrition Basics for Children

Course Advisories: SCC minimum English and Math standards. Nutrient requirements and meal planning for children from the prenatal period through school age. Course emphasis is placed on identifying nutrition problems common in children and developing strategies that can help prevent these problems. One hour lecture.

NUTR 052

1 Unit

### Child Nutrition for Early Childhood Education

Course Advisory: SCC minimum English standards. Nutritional assessment, meal planning and meal service for children. Also addresses the topic of food safety and sanitation. Course emphasis is placed on maintaining the optimal health, safety and nutritional status of children in group care. One hour lecture.

NUTR 053

3 Units

### Child Health, Safety, and Nutrition

Course Advisories: SCC minimum English standard, HUDV 038, and ECE 062. This course examines basic nutrition, health, and safety needs of children from the prenatal period through school age. Topics to be covered include nutrition, common childhood diseases, and special health problems of the young child. The course emphasis is placed on maintaining the optimal health, safety, and nutritional status of children at home and in group care. Three hours lecture.

## NUTR 101

2 Units

### Food Service Sanitation

Course Advisories: SCC minimum English and Math standards. Covers the principles of food microbiology in a food-service setting, important food-borne diseases, knowledge of standards and public health laws enforced by regulatory agencies, knowledge of applied measures for the prevention of food-borne diseases and other microbiological problems. The Hazardous Analysis Critical Control Point system will be included. Students who complete the course will be ready to take the ServSafe test. The ServSafe test is optional and will be given at the end of the course for those students desiring certification. Note: Course must be repeated every three years for food handler certification. Four hours lecture (8 week course).

# Horticulture Science

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Career Technical Education Division

## PROGRAM DESCRIPTION

This program is designed to provide theory and practical experience needed to enter the horticulture field or prepare for advancement or certification. It also offers some of the basic courses required of horticulture majors transferring to four-year institutions. This program offers certificates and degrees in six Ornamental Horticulture areas.

## CERTIFICATE OF ACHIEVEMENT AND ASSOCIATE IN SCIENCE DEGREE

A Certificate of Achievement can be obtained upon completion the major listed below. The Associate in Science Degree can be obtained by completing a total of 60 units, including the required courses in the major, the general education requirements, and electives. All courses for this degree must be completed with a grade of C or better or a P if the course is taken on a pass-no pass basis.

## HORTICULTURE SCIENCE

### REQUIRED COURSES

	Units
HORT 006—ID & Ecology of Landscape Plant Materials	4
HORT 030—Landscape Design I	3
HORT 050—Intro. to Ornamental Horticulture	3
HORT 055—Soils & Fertilizers	3
HORT 056—Plant Pest Control & Mgmt.	4
HORT 067—Landscape Equip. Operation Planning	3
HORT 071—Irrigation Principles	<u>3</u>
	23

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### JOB-DIRECT CERTIFICATE REQUIREMENTS

For each of the following programs, the required courses must be completed with a grade of "C" or better.

#### Landscape Worker

	Units
HORT 006—Identification and Ecology of Landscape Plant Materials	4
HORT 050—Intro. to Ornamental Horticulture	3
HORT 071—Irrigation Principles	<u>3</u>
	10

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

**HORT 006****4 Units****Identification and Ecology of Landscape Plant Materials**

*Course Advisories: HORT 050 recommended and SCC minimum English and Math standards.* Study of the identification, growth habits, cultural requirements, and evaluation of landscape plant materials used for ornamental purposes in Western landscapes. Laboratory experience will emphasize the identification and use of the plant materials in various landscape settings. A collection will be required. Repeatable 1 time. *Three hours lecture, three hours lab.*

**HORT 030****3 Units****Landscape Design I**

*Prerequisites: HORT 006. Course Advisories: HORT 050; SCC minimum English and Math standards.* Introduction to the skills and techniques of landscape design principles and practices. Laboratories will stress drafting techniques through design projects. Field trips required. *Two hours lecture, three hours lab.*

**HORT 031****3 Units****Landscape Design II**

*Prerequisites: HORT 030. Course Advisories: HORT 050; SCC minimum English and Math standards.* Presents the association of plant materials according to design principles and their environmental requirements with attention to groupings, arrangements and planting about buildings and other landscape structures. Landscape drafting will be stressed in the laboratory projects culminating in a term design project. Mandatory field trips. *Two hours lecture, three hours lab.*

**HORT 050****3 Units****Introduction to Ornamental Horticulture**

*Course Advisories: SCC minimum English and Math standards.* Introduction and preview of the nursery, florist, and landscaping industries including elemental landscape design, flower arranging, plant identification, plant propagation, landscape tools, turf care, pest control, soil testing and basic botany. Laboratory experience will develop beginning techniques in propagation, soil testing, and turf and shrub maintenance. Mandatory field trips will be taken to various phases of the industry. *Two hours lecture, three hours lab.*

**HORT 055****3 Units****Soil and Fertilizers**

*Course Advisories: SCC minimum English and Math standards.* Study of the relationships of soils and fertilizers to proper plant growth and emphasizes analysis of soils and fertilizers. Field laboratories will develop management techniques in testing and application through exercises and field trip observations. *Two hours lecture, three hours lab.*

**HORT 056****4 Units****Landscape Pest Control and Management**

*Course Advisories: SCC minimum English and Math standards.* Study of horticultural pests, insects, weeds, diseases and other non-pathogenic causes common to the Solano County area emphasizing identification, cultural, rotational, natural and chemical control methods. Mandatory field trips and laboratory experiences will provide experiences in detection, identification and techniques necessary to manage and control various species of plant pests. A collection is required. Repeatable 1 time. *Three hours lecture, three hours lab.*

**HORT 060****3 Units****Commercial Nursery Practices**

*Course Advisories: SCC minimum English and math standards; HORT 050.* Presents commercial nursery operations, layout and cultural practices emphasizing environmental control for ornamental plants from seeds or cuttings to retail sale. Laboratory experience will develop the student's ability and techniques through exercises, field trip observations and a term project. *Two hours lecture, three hours lab.*

**HORT 061****3 Units****Plant Propagation**

*Prerequisite: HORT 060. Course Advisories: SCC minimum English and math standards; HORT 050.* Presents the methods of plant propagation by budding, grafting, layering, separations, cuttings and seeds used commercially for industry applications. Laboratory experience will incorporate the performance of propagation skills and techniques. A field trip to a commercial production nursery and a term project will be required. *Two hours lecture, three hours lab.*

**HORT 062****3 Units****Greenhouse Crops**

*Prerequisite: HORT 060 or 061. Course Advisories: SCC minimum English and math standards; HORT 050.* Study of the operations and practices in greenhouse plant production with emphasis on cut flowers, bedding plants, potted plants and vegetables grown for market. Laboratory experience will emphasize plant growth and care within the greenhouse structures through student projects, term reports and mandatory field trips. Repeatable 1 time. *Two hours lecture, three hours lab.*

**HORT 065****3 Units****Pruning Principles and Practices**

*Course Advisories: SCC minimum English and math standards; HORT 050.* Presents the fundamentals, objectives and effects of pruning landscape annuals, herbaceous and woody perennials, deciduous and evergreen trees and shrubs. Laboratory experience will develop the skills of proper tool use and the training, modifying, improving and maintaining landscape plants through selected activities and mandatory field trip situations. *Two hours lecture, three hours lab.*

**HORT 066****3 Units****Landscape Installation and Maintenance**

*Course Advisories: SCC minimum English and math standards; HORT 050.* Introduction to the skills and techniques of landscape maintenance practices with emphasis on care and maintenance of trees, shrubs, ground covers, and lawns. Field laboratories will develop the appropriate skills in cultural practices and handtool operation. Field trips are required. *Two hours lecture, three hours lab.*

# Horticulture Science

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**HORT 067** 3 Units  
**Landscape Equipment Operation and Planning**  
*Prerequisite: HORT 066. Course Advisories: SCC minimum English and Math standards.* A study of the maintenance of commercial landscaped areas with special emphasis on developing skills in power equipment operation and maintenance, scheduling, estimating and bidding relative to the care and maintenance of ornamental landscaped areas. Field laboratories will develop the appropriate techniques in equipment operation and exercises in bidding and estimation. Term project required. *Two hours lecture, three hours lab.*

**HORT 070** 3 Units  
**Landscape Construction and Estimation**  
*Course Advisories: SCC minimum English and math standards; HORT 050.* Study of the construction of patios, decks, walks, retaining walls, raised planters, mowstrips, fences, overhead structures, masonry work, sprinkler layout and other landscape features with emphasis on building code specifications. Previews contractor's licensing. Site development and construction skills will be developed during the laboratory. *Two hours lecture, three hours lab.*

**HORT 071** 3 Units  
**Irrigation Principles**  
*Course Advisories: SCC minimum English and math standards; HORT 055.* Study of the principles and management of water development and use in agricultural and horticultural production with special emphasis on water supplies, measurement, movement through soils, application methods, amounts needed and problems of distribution. The field laboratories will develop management techniques through exercises and field trip observations. *Two hours lecture, three hours lab.*

**HORT 080** 3 Units  
**Commercial Flower Arranging**  
*Course Advisory: SCC minimum English standards.* Commercial use and conditioning of flowers and related materials in making flower arrangements and a study of the basic principles of design in relation to the use of flowers, seasonal arrangements, the planting of indoor planters, simple corsage wiring, basic bowmaking and stem wrapping as performed in flower shop operations. Repeatable 1 time. *Two hours lecture, three hours lab.*

**HORT 081** 3 Units  
**Commercial Floral Design**  
*Course Advisories: HORT 050 and 080; SCC minimum English standards.* Commercial application of advanced floral designs for wedding, receptions, large gatherings, funeral pieces, hospital flowers, and holiday designs; use of dry and silk flowers, care and maintenance of floral pieces and use of specialty containers, mechanics, and pricing will be covered. Field trips will be taken and special lectures given on various phases of the floral industry. Repeatable 1 time. *Two hours lecture, three hours lab.*

**HORT 082** 3 Units  
**Commercial Florist Operations Planning**  
*Course Advisories: HORT 080 and HORT 050; SCC minimum English standards.* Development of commercial skills and techniques in the application of practices of flower shop operations with emphasis on the layout, displays, planning, ordering, handling, processing and scheduling of floral products. Requires student laboratory projects, reports and field trip experience. *Two hours lecture, three hours lab.*

**HORT 085** 3 Units  
**Turf Maintenance and Management**  
*Course Advisories: SCC minimum English and math standards; HORT 050, 071.* Study of the production and maintenance of turf for lawns, public parks, institutions, recreation areas and golf courses with emphasis on turf varieties, uses, irrigation, conditioning and fertilization, pest control, and equipment operation. Laboratory will develop techniques of maintenance, variety identification and skills of application and use through exercises and field trip observations. *Two hours lecture, three hours lab.*

**HORT 086** 3 Units  
**Park Management Planning**  
*Prerequisite: HORT 030 and 085. Course Advisories: SCC minimum English and math standards; HORT 050.* Study of the design, installation and maintenance of city, county and state parks and recreational maintenance areas with special emphasis on skills development. Field laboratories will develop technician proficiencies and special skills in this area. *Two hours lecture, three hours lab.*

**HORT 095** .5 Unit  
**Pesticide Application and Safety Training**  
*Course Advisory: SCC minimum English standards.* Specialized study of the selection, handling, application and safety of using agriculture pesticides with emphasis on rules and regulations to include ornamentals, turf grass, right-of-way, aquatic, forest, agricultural, industrial and institutional pest control. Intensive training provided for pesticide application, operation and certification preparation. This is a pass/no-pass course. Repeatable to a maximum of 40 hours (or 4 enrollments) during a two-year period as dictated by the State of California Dept. of Food & Agriculture Pesticide Licensing Division *Two and one-half hours (4 week course).*

**HORT 150** 2 Units  
**Plant Identification**  
*Course Advisory: SCC minimum English standards.* Presents methods of identifying landscape plant material with emphasis on cultural habits, requirements and use of ornamental trees, shrubs, vines, ground covers used in this area. Includes landscape tours at off-campus settings. Repeatable 1 time. *Two hours lecture.*

# Horticulture Science

## HORT 168

3 Units

### LandCAD Design

*Prerequisites: HORT 030 and DRAFT 045. Course Advisories: SCC minimum English and Math standards.*

Presentation of landscape design with emphasis on public-use areas including contemporary goals, site plan development, evaluation, job bid estimates using computer assisted drafting develop skills and abilities. A term project is required. Repeatable 1 time. *Two hours lecture, three hours lab.*

## HORT 171

1 Unit

### Introduction to Landscape Practices

*Course Advisories: SCC minimum English and Math standards.*

Provides basic entry level skills in landscape practices as required in the landscape construction and maintenance industry with emphasis on cultural practices related to turf grass, trees, shrubs and groundcovers including planting, watering, mowing, fertilizing, controlling pests and pruning. *One hour lecture, four hours lab (8 week course).*

## HORT 172

1 Unit

### Introduction to Landscape Equipment

*Course Advisories: SCC minimum English and Math standards.*

Provides basic entry level skills as required in the landscape maintenance industry with emphasis on operation, maintenance and safety of mowers, edgers, blowers, sprayers, spreaders, tillers, aerators, and other powered landscape equipment. Students will be required to work out of doors in any type of weather. *One hour lecture, four hours lab (8 week course).*

## HORT 190

1 Unit

### Vegetable Gardening

*Course Advisory: SCC minimum English standards.* Designed to provide theoretical background and current concepts in vegetable gardening techniques. Students will be introduced to various soils, planting, watering, fertilization, pest control, preharvest culture and harvest as related to the latest vegetable gardening procedures. Repeatable 1 time. *Two hours lecture (9 week course).*

## HORT 301A

2 Unit

### Adaptive Horticulture - Basic Skills and Practices

*Course Advisory: This course is for students with learning difficulties.* A horticulture and vocational training class adapted for students with special learning needs. Students will learn basic horticulture skills in a garden, nursery, and landscape setting. Safety training will be incorporated throughout the course. Students will receive a letter grade for this course. There will be 1 or more field trips for this course. Repeatable 2 times. *Two hours lecture, four hours activity, four hours lab (8 week course).*

## HORT 301B

2 Unit

### Adaptive Greenhouse Management

*Course Advisory: This course is primarily for students with disabilities, who have taken HORT 301A.*

This is a greenhouse skills vocational training course adapted for students with special learning needs. Students will learn greenhouse management skills for employment preparation. Students will receive a letter grade for this course. Repeatable 2 times. *Two hours lecture, four hours activity, four hours lab (8 week course).*

## HORT 301C

2 Unit

### Adaptive Nursery Management

*Course Advisory: This course is primarily for students with disabilities.*

This is a nursery skills vocational training course adapted for students with special learning needs. Students will learn nursery management skills for employment preparation. Students will receive a letter grade for this course. Repeatable 2 times. *Two hours lecture, four hours activity, four hours lab (8 week course).*

## HORT 301D

2 Unit

### Adaptive Vegetable and Orchard Management

*Course Advisory: This course is primarily for students with disabilities.*

This is a vegetable and orchard skills vocational training course adapted for students with special learning needs. Students will learn vegetable and orchard management skills for employment preparation. Students will receive a letter grade for this course. Repeatable 2 times. *Two hours lecture, four hours activity, four hours lab (8 week course).*

## HORT 301E

2 Unit

### Adaptive Plant Propagation

*Course Advisory: This course is primarily for students with disabilities.*

This is a plant propagation skills vocational training course adapted for students with special learning needs. Students will learn propagation management skills for employment preparation. Students will receive a letter grade for this course. Repeatable 2 times. *Two hours lecture, four hours activity, four hours lab (8 week course).*

### Special Topics

These courses, numbered 098 or 148 depending upon their transferability, are courses of contemporary interest centered on changing knowledge and important issues in the field. Announcements of Special Topics courses appear in the Schedule of Classes.



# Human Services

(For Human Development - See "Home Economics")  
(For Humanities - See "Liberal Arts")

Fine & Applied Arts/Behavioral Sciences Division

## PROGRAM DESCRIPTION

This program is designed to equip students with the basic knowledge and skills necessary for the variety of jobs in the field of Human Services. These courses are intended to provide entry-level skills and training for students who are interested in employment in mental health, social welfare, developmental services, corrections, alcohol and drug treatment, or child/adolescent treatment services.

## CERTIFICATE OF ACHIEVEMENT AND ASSOCIATE IN ARTS DEGREE

A Certificate of Achievement can be obtained upon completion of the 21-unit major with a grade of "C" (2.0) or better in each course. The Associate of Arts Degree can be obtained upon completion of 60 units, including the major with a grade of "C" (2.0) or better in each course, general education requirements, and electives. 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.

## REQUIRED COURSES

	Units	Recommended Electives
HS 051—Intro. to Human Services	3	COUN 055, 064, 065
COUN 062—Helping Skills: Creating Alliances & Facilitating Change	3	CJ 001, 011, 058
COUN 063—Field Work	6	ECE 062
HS 052—Intro. to Group Processes	3	HS 098
HS 053—Special Populations	3	HUDV 038, 039, 058, 070, 075
HS 055—Case Management	3	PSYC 001, 002, 005, 010, 020, 034, 040, 065
	<u>3</u>	OCED 090
	21	SOCS 022, 023, 025, 026, 027
		SOC 001, 002, 040

### HS 051

3 Units

#### Introduction to Human Services

*Course Advisories: Eligibility for ENGL 001 and SCC minimum math standard.* An introduction to human services which involves a critical exploration of the history, theoretical development, defining problems and causes within the field of human service, as well as the characteristics and career of a human services worker. The course studies a variety of local agencies, looking at the diverse population they serve, the politics and economics of the system and an evaluation of the legal and social issues with such a delivery system. *Three hours lecture.*

### HS 052

3 Units

#### Introduction to Group Processes

*Course Advisories: COUN 062; eligibility for ENGL 001; SCC minimum math standard.* An introduction to the theory and dynamics of group interaction including psychoeducational, support, and therapeutic context. The various stages and process of group development are studied using both a conceptual and experiential approach. This course is intended to assist persons who will function as leaders in a variety of small group situations. *Three hours lecture.*

**HS 053**

**3 Units**

## **Serving Special Populations**

*Course Advisories: Eligibility for ENGL 001 and SCC minimum math standard.* The study of the values, problems, issues, concerns and counseling needs of special population groups including, but not limited to age, gender, ethnicity, socioeconomic status, physical or psychiatric disability, sexual orientation, and chemical dependency characteristics. The course provides students with the insight, knowledge and skills necessary to work with diverse populations in human services settings. *Three hours lecture.*

**HS 055**

**3 Units**

## **Introduction to Case Management**

*Prerequisite: COUN 062. Course Advisories: Eligibility for ENGL 001 and SCC minimum math standard.* An introductory course which acquaints students to the basic concepts and skills of case management. This course provides an introduction to the history and purpose of case management, case management concepts, legal and ethical considerations of case management, service planning and delivery, careers in case management and other topics. *Three hours lecture.*

**HS 060**

**3 Units**

## **Empowerment Skills for Family Workers**

*Course Advisories: SCC minimum English and Math standards.* This is the first of a two part family development course to introduce front line human service workers to skills, theory and competencies needed to help families identify and reach their goals for self-reliance. Students will learn how to build on the strengths of families and communities and recognize important changes needed in systems with which families and workers interact. *Three hours lecture.*

**HS 061**

**3 Units**

## **Family Support Skills for Family Workers**

*Prerequisite: HS 060. Course Advisories: SCC minimum English and Math standards.* This is the second of a two-part family development course for front line Human Service workers and others interested in working in mental health. Course work will cover strength-based assessment, resource development, service coordination, home visitation, team building, goal setting and family conference and group facilitation. *Three hours lecture.*

## **Special Topics**

These courses, numbered 098, 148, or 248 depending upon their transferability, are courses of contemporary interest centered on changing knowledge and important issues in the field. Announcements of Special Topics courses appear in the Schedule of Classes.

# Industrial Education

Career Technical Education Division

## INDUSTRIAL MANAGEMENT, SAFETY

### PROGRAM DESCRIPTION

This program is designed to train men and women for management positions in government and industry. The program was developed in cooperation with representatives of the leading industries of Solano County and surrounding areas, and is approved by the Bureau of Industrial Education.

The Industrial Safety specialization is designed for the person in a supervisory capacity or the person aspiring to become a safety manager/technician with related experience and basic knowledge of industrial health and hygiene.

### CERTIFICATE OF ACHIEVEMENT AND ASSOCIATE IN SCIENCE DEGREE

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

### REQUIRED COURSES

	Units
CIS 001—Intro. to Computers	3
IMGT 172—Industrial Safety	3
IMGT 182—Organization & Admin. of Safety Programs	3
IMGT 183—Intro. to Industrial Hygiene	3
MGMT 050—Principles of Mgmt.	3
MGMT 191—Human Relations	3
Elective selected from list of Recommended Electives	<u>3</u>
	21

### Recommended Electives:

ACCT 001  
FIRE 050, 112  
MGMT 191  
OCED 090, 091

## MAINTENANCE TECHNICIAN

### PROGRAM DESCRIPTION

This program is designed for the person seeking employment or upgrade of skills in the field of plant equipment/facility maintenance and repair.

### CERTIFICATE OF ACHIEVEMENT AND ASSOCIATE IN SCIENCE DEGREE

A Certificate of Achievement can be obtained upon completion of the 29-unit major below. The Associate in Science Degree can be obtained by completing a total of 60 units including the major, the general education requirements, and electives. 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.

### REQUIRED COURSES

	Units
ACR 100 or 101—Air Conditioning	3
DRFT 079—Blueprint Reading	2
IT 110—Welding	3
IT 140—Industrial Materials	3
IT 151—Vocational Math	3
IT 160—Electrical Fundamentals	3
IT 170—Hydraulics & Pneumatics	3
MT 160—Intro. to Manufacturing Technology	3
MT 161—Advanced Manufacturing Technology	3
MT 162—Robotic Manufacturing Systems	<u>3</u>
	29

### Recommended Electives:

DRFT 050, 061, 075  
ECTN 102  
FIRE 112  
OCED 090, 091

## JOB-DIRECT CERTIFICATE REQUIREMENTS

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

### Manufacturing Technology

	Units
BUS 100—Work Readiness	1.5
MT 160—Intro. to Manufacturing Technology	3
MT 161—Advanced Manufacturing Technology	3
OCED 090—Occupational Work Experience	<u>2</u>
	9.5

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## AIR CONDITIONING &

### REFRIGERATION

ACR 100 3 Units

#### Air Conditioning and Refrigeration

*Course Advisory: SCC minimum English standards.* A study of compression systems, controls, refrigerants, various refrigeration systems, and commercial applications designed to develop the ability to understand and apply the basic principles required to maintain and service this type of specialized equipment. *Three hours lecture.*

ACR 101 3 Units

#### Air Conditioning and Refrigeration

*Course Advisories: ACR 100; SCC minimum English standards.* The maintenance and servicing of commercial air conditioning and refrigeration systems with the study of techniques applied to refrigerant handling, systems controls, and compression systems. *Three hours lecture.*

## INDUSTRIAL MANAGEMENT

IMGT 172 3 Units

#### Industrial Safety

*Course Advisory: SCC minimum English standards.* Comprehensive study and analysis of safety principles applied to the workplace. *Three hours lecture.*

IMGT 182 3 Units

#### Organization and Administration of Safety Programs

*Course Advisory: SCC minimum English standards.* Comprehensive review of OSHA requirements and standards pertinent to all workplaces. This course will provide a comprehensive study and analysis of current practices and trends in the organization and administration of safety programs. *Three hours lecture.*

IMGT 183 3 Units

#### Introduction to Industrial Hygiene

*Course Advisory: SCC minimum English standards.* Comprehensive study and analysis of the interrelationship between industrial hygiene and the safety professional. The course examines and contrasts the scope and responsibilities of the industrial hygienist and the safety professional on the occupational health team. *Three hours lecture.*

IMGT 186 3 Units

#### Elements of Accident Investigation

*Course Advisory: SCC minimum English standards.* Presentation of the principles and functions of accident investigation to meet the requirements and standards of Occupational Safety and Health Administration (OSHA), state, county, city, and insurance regulations. *Three hours lecture.*

## INDUSTRIAL TECHNOLOGY

*Industrial Technology education, a part of general education, seeks to develop an interest and an understanding of the tools, materials, and products of industry. All Industrial Technology courses are general and exploratory in nature and are open to the entire college community. Those students seeking occupational trade training should refer to additional listings in "Automotive Body & Repair," or "Automotive Technology," "Drafting," "Electronics," "Maintenance Technician," and "Welding."*

IT 050 3 Units

#### Alternative Energy Technologies

*Course Advisories: SCC minimum English and Math standards.* Introduces the topics of power generation, transmission, and consumption of both conventional and alternative energy sources. Students will be exposed to an in-depth analysis of the design and use of fossil fuel based systems and then compare those systems to alternatives. Energy use in transportation, industrial, commercial, and residential applications will be examined. *Three hours lecture.*

# Industrial Education

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<b>IT 101</b> <b>How Things Work</b> <i>Course Advisories: SCC minimum English and Math standards.</i> Provides an understanding of how the technology in our lives works using only basic concepts and rudimentary mathematics. This course considers objects from our daily environment and focuses on their principles of operation, histories, and relationships to one another. Students learn about common technologies through lecture, classroom discussion and laboratory experiments. <i>Two hours lecture, three hours lab.</i>	<b>3 Units</b>	<b>IT 170</b> <b>Hydraulics &amp; Pneumatics</b> <i>Course Advisory: SCC minimum English standards.</i> Study of the application of hydraulic and pneumatic fundamentals pertaining to industrial systems. Includes industrial pumps, actuators, accumulators, filters, meters, valves, and control devices with emphasis on theory, operation and troubleshooting. <i>Two hours lecture, three hours lab.</i>	<b>3 Units</b>
<b>IT 110</b> <b>Modern Welding</b> <i>Course Advisory: SCC minimum English standards.</i> Designed to acquaint the student with the fields of arc and acetylene welding, the tools and equipment used, shop safety and employment opportunities. <i>Two hours lecture, three hours lab.</i>	<b>3 Units</b>	<b>IT 180</b> <b>Auto Maintenance</b> <i>Course Advisory: SCC minimum English standards.</i> Designed to provide an understanding of all phases of auto maintenance, design principles and laboratory practices. Especially useful for those considering further training for purposes of employment. Testing, practical demonstrations and laboratory exercises are required. Repeatable 2 times. <i>Two hours lecture, three hours lab.</i>	<b>3 Units</b>
<b>IT 111</b> <b>Modern Welding</b> <i>Prerequisite: IT 110.</i> Designed to acquaint the student with MIG and TIG welding methods and knowledge necessary to weld in all positions utilizing the mild steel, low hydrogen electrodes, metal inert gas and tungsten inert gas techniques. <i>Two hours lecture, three hours lab.</i>	<b>3 Units</b>	<b>IT 190</b> <b>Metrics</b> <i>Course Advisory: MATH 304.</i> Presents the fundamentals of the metric system. Includes the history and development of the metric system, as well as how it works in industry. Includes scientific notation, dimensional analysis, and everyday practical uses. <i>Two hours lecture.</i>	<b>2 Units</b>
<b>IT 140</b> <b>Industrial Materials</b> <i>Course Advisory: SCC minimum English standards.</i> A broad overview of the characteristics and comparative qualities of naturally occurring, alloyed and man-made materials used in industry. Testing and practical use of materials are required. <i>Two hours lecture, three hours lab.</i>	<b>3 Units</b>	<b>Special Topics</b> These courses, numbered 148 or 248, depending upon their transferability, are courses of contemporary interest centered on changing knowledge and important issues in the field. Announcements of Special Topics courses appear in the Schedule of Classes.	
<b>IT 150</b> <b>Industrial Processes</b> <i>Course Advisory: SCC minimum English standards.</i> Presents the physical, chemical and mathematical processes related to the acquisition, refining, manipulation of man-made and naturally occurring materials used by such areas as auto mechanics, auto body, machine tool and welding. <i>Two hours lecture, three hours lab.</i>	<b>3 Units</b>	<b>MAINTENANCE TECHNICIAN</b> <b>MT 110</b> <b>Robotics Manufacturing Lab</b> <i>Corequisite: CIS 112. Course Advisories: SCC minimum English and Math standards.</i> Lab to accompany CIS 112 - Introduction to Robotics Programming. Presents the student with hands-on experience programming and operating a 360 degree, 5-axis articulating robotic system. Laboratory and industrial safety standard will be emphasized. <i>Three hours lab.</i>	<b>1 Unit</b>
<b>IT 151</b> <b>Vocational Mathematics</b> <i>Course Advisories: SCC minimum English and Math standards.</i> Focuses on mathematical functions, plane and solid geometry, measurement systems, algebra, and trigonometry applied to specific vocational areas. <i>Three hours lecture.</i>	<b>3 Units</b>	<b>MT 120</b> <b>Principles of Analog Electronics</b> <i>Course Advisories: SCC minimum English and Math standards.</i> Introduces the topic of analog electronics as it applies to mechatronics. Studies include an introduction to DC and AC circuitry as well as advanced electronic components, instruments used in the operation, installation, and troubleshooting of electronic systems, schematic diagrams, and breadboarding. Students will construct several kits as part of the class. <i>Two hours lecture, three hours lab.</i>	<b>3 Units</b>
<b>IT 160</b> <b>Electrical Fundamentals</b> <i>Course Advisory: SCC minimum English standards.</i> Presents the principles of DC and AC circuits and introduces residential electrical installations that meet National Electrical Code requirements. Student will complete lab and wiring projects. Lab and electrical safety is emphasized. <i>Two hours lecture, three hours lab.</i>	<b>3 Units</b>		

- MT 122** 3 Units  
**Principles of Digital Electronics**  
*Course Advisories: SCC minimum English and Math standards.* Introduces the topic of digital electronics as it applies to mechatronics. Studies include an introduction to digital numbering systems, digital codes and logic, registers, memories, Boolean Algebra, and integrated circuits as well as advanced topics in computerized control systems. Students will construct several kits as part of the class. *Two hours lecture, three hours lab.*
- MT 130** 3 Units  
**Principles of Mechanical Power Systems**  
*Course Advisories: SCC minimum English and Math standards.* Introduces the topic of mechanical power systems and mechanical power transmission as it applies to mechatronics. Studies include mechanical theory, mechanical power, thermal systems, hand tools, precision measuring instruments, and mathematics applied to mechanical power systems. Includes studies in manufacturing technology using modern manufacturing equipment and software simulators. *Two hours lecture, three hours lab.*
- MT 132** 3 Units  
**Principles of Fluid Power Systems**  
*Course Advisories: SCC minimum English and Math standards.* Introduces the topic of hydraulic and pneumatic systems as they apply to mechatronics. Studies include fluid power systems theory, pumps, actuators, accumulators, filters, meters, valves, control devices, and mathematics applied to fluid power systems. Includes studies in manufacturing technology using modern manufacturing equipment and software simulators. *Two hours lecture, three hours lab.*
- MT 140** 3 Units  
**Principles of Industrial Electrical Systems**  
*Course Advisories: SCC minimum English and Math standards.* Introduces the topic of DC, single-phase and three-phase AC circuits as they apply to mechatronics. Introduces commercial/industrial electrical installations that meet National Electrical Code requirements. Students will complete labs and wiring projects. Lab, electrical and worksite safety is emphasized. *Two hours lecture, three hours lab.*
- MT 142** 3 Units  
**Principles of Electrical Machinery**  
*Course Advisories: SCC minimum English and Math standards*  
*Prerequisite: MT 140 with a grade of "C" or better or IT 160 with a grade of "C" or better.* Introduces the topic of electrical machinery as it applies to mechatronics. Studies include direct-current and alternating-current generators, alternators, transmission equipment, and motors. Students will complete labs and electrical machinery projects. Lab, electrical and worksite safety is emphasized. *Two hours lecture, three hours lab.*
- MT 150** 3 Units  
**Wind Turbine Maintenance**  
*Course Advisories: SCC minimum English and Math standards.* Introduces wind turbine maintenance, both scheduled and unscheduled. Students are exposed to maintenance practices unique to wind turbines such as aerodynamics, balancing, torque, gear boxes, generators, electrical power transmission and other systems designed specifically for the wind turbine. Emphasis is placed on safe practices and safety regulations. *Two hours lecture, three hours activity.*
- MT 152** 3 Units  
**Wind Park Operations**  
*Course Advisories: SCC minimum English and Math standards.* A holistic view of the wind park with its interacting wind turbines providing electrical power for the grid. Students are introduced to the parameters that make for a successful site selection, site preparation, and the installation of wind turbines. Operating a wind park includes use of sophisticated reporting software, a working knowledge of meteorology, and an understanding of the interactions between individual wind turbines, the environment, and transmission facilities. Wind park safety is emphasized. *Two hours lecture, three hours activity.*
- MT 160** 3 Units  
**Introduction to Manufacturing Technology**  
*Course Advisories: SCC minimum English and Math standards.* Presentation of the principles of manufacturing technology in safety habits, blueprint reading, precision measuring instruments, principles of applied mathematics and physics involved in mechanical, fluid and thermal systems. Students will develop solutions to manufacturing problems and apply safety oriented work habits to the completion of laboratory projects while working individually and in groups. *Two hours lecture, three hours lab.*
- MT 161** 3 Units  
**Advanced Manufacturing Technology**  
*Prerequisite: MT 160. Course Advisories: SCC minimum English and Math standards.* Presentation of the advanced principles in safety habits, applied mathematics and physics involved in mechanical, fluid, thermal and electrical system. Students will develop solutions to manufacturing problems and apply safety oriented work habits to the completion of laboratory projects while working individually and in groups. *Two hours lecture, three hours lab.*
- MT 162** 3 Units  
**Robotic Manufacturing Systems**  
*Course Advisories: SCC minimum English and Math standards.* Presentation of physical principles applied to automated manufacturing systems. Students will develop solutions to manufacturing problems using robots, programmable logic controllers (PLC) and computer numerical control (CNC) manufacturing machines. Students will also apply safety-oriented work habits to the completion of laboratory projects while working individually and in groups. *Two hours lecture, three hours lab.*

# Industrial Education

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<b>MT 164</b> <b>Programmable Logic Controllers</b> <i>Course Advisories: SCC minimum English and Math standards.</i> Introduces the student to process control via Programmable Logic Controllers (PLC's). Content includes the popular Allen-Bradley PLC systems and the most common command instructions for the RSLogix 5, RSLogix 500, RSLogix 5000, Micrologix 1000, SLC5 and SLC 500 as well as ControlLogix processors. Troubleshooting and electrical safety are emphasized. <i>Two hours lecture, three hours activity.</i>	<b>3 Units</b>	<b>MT 205</b> <b>Direct Current for Wind Turbines</b> <i>Prerequisite: MT 201 with a grade of "C" or better. Course Advisories: SCC minimum English and Math standards.</i> An introduction to direct current electrical systems as used on wind turbines. The student is also introduced to schematic symbols and diagrams used to describe the wind turbine's electrical systems. <i>One hour lecture.</i>	<b>1 Units</b>
<b>MT 201</b> <b>Introduction to the Wind Industry</b> <i>Course Advisories: SCC minimum English and Math standards.</i> Introduces the prospective wind field technician to electrical generation, alternative energy sources, and the wind industry in particular. Students will learn about the opportunities and responsibilities of the wind field technician. Topics covered in subsequent courses in the program will be introduced. <i>One hour lecture.</i>	<b>1 Units</b>	<b>MT 206</b> <b>Alternating Current for Wind Turbines</b> <i>Prerequisite: MT 201 with a grade of "C" or better. Course Advisories: SCC minimum English and Math standards.</i> An introduction to alternating current electrical systems as used on wind turbines. The student is introduced to transformers, converters, and inverters, single and three-phases electrical systems essential to the operation of wind turbines. <i>One hour lecture.</i>	<b>1 Units</b>
<b>MT 202</b> <b>OSHA Required Safety for the Wind Industry</b> <i>Prerequisite: MT 201 with a grade of "C" or better. Course Advisories: SCC minimum English and Math standards.</i> Introduces the prospective wind field technician to the OSHA required safety topics for wind field technicians. Along with personal safety and injury prevention students are introduced to the aspects of proper tool and equipment use as well as the requirements for working in a safe environment. <i>One hour lecture.</i>	<b>1 Units</b>	<b>MT 207</b> <b>High Power Systems for Wind Turbines</b> <i>Prerequisite: MT 201 with a grade of "C" or better. Course Advisories: SCC minimum English and Math standards.</i> An introduction to the safe handling of high power systems in the wind industry. Students are introduced to the safety procedures for working with high energy electrical and electrostatic discharge, compressed gasses, and hydraulics. <i>One hour lecture.</i>	<b>1 Units</b>
<b>MT 203</b> <b>CPR, First Aid, and Safety in the Wind Park</b> <i>Prerequisite: MT 201 with a grade of "C" or better. Course Advisories: SCC minimum English and Math standards.</i> Introduces the prospective wind field technician to safety and emergency procedures required for wind technicians. topics include CPR, first aid, tower rescue, and general safety practices in the wind park. <i>One hour lecture.</i>	<b>1 Units</b>	<b>MT 208</b> <b>Electronics for Wind Turbines</b> <i>Prerequisite: MT 201 with a grade of "C" or better. Course Advisories: SCC minimum English and Math standards.</i> Introduces the prospective wind field technician to electronics and fiber optics. Provides an introduction to analog, digital and semiconductor electronics, fiber optics technology, and soldering. <i>One hour lecture.</i>	<b>1 Units</b>
<b>MT 204</b> <b>Electrical Measuring Equipment for Wind Turbines</b> <i>Prerequisite: MT 201 with a grade of "C" or better. Course Advisories: SCC minimum English and Math standards.</i> Introduces the prospective wind field technician to the tools and equipment used to measure electrical systems on a wind turbine. Students will be exposed to analog, digital, mechanical, and passive measuring equipment. The capabilities and limitations of various metering equipment will be presented with the safe use of tools and equipment being the primary focus. <i>One hour lecture.</i>	<b>1 Units</b>	<b>MT 209</b> <b>Electromechanical Systems for Wind Turbines</b> <i>Prerequisite: MT 201 with a grade of "C" or better. Course Advisories: SCC minimum English and Math standards.</i> Introduces the prospective wind field technician to mechanical and electrical systems that make up the wind turbine. The preventative maintenance practices of moving and stationary parts and electrical systems are introduced. <i>One hour lecture.</i>	<b>1 Units</b>
		<b>MT 210</b> <b>PLC's and Transformers for Wind Turbines</b> <i>Prerequisite: MT 201 with a grade of "C" or better. Course Advisories: SCC minimum English and Math standards.</i> Introduces the prospective wind field technician to programmable logic controllers, substations and transformers. <i>One hour lecture.</i>	<b>1 Units</b>

# Industrial Education

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**MT 211**

**1 Units**

**Wind Turbine Maintenance Practices**

*Prerequisite: MT 201 with a grade of "C" or better. Course Advisories: SCC minimum English and Math standards.*

Introduces the prospective wind field technician to the maintenance practices particular to wind turbines. Topics also include troubleshooting techniques, documentation, and service reporting. *One hour lecture.*

**MT 212**

**1 Units**

**Wind Turbine Airfoils and Composites**

*Prerequisite: MT 201 with a grade of "C" or better. Course Advisories: SCC minimum English and Math standards.*

Introduces the prospective wind field technician to airfoils. Students will learn how airfoils are used to capture wind energy and how to maintain rotors and airfoils on wind turbines. *One hour lecture.*

**MT 213**

**1 Units**

**Wind Turbine Operations**

*Prerequisite: MT 201 with a grade of "C" or better. Course Advisories: SCC minimum English and Math standards.*

An introduction to the operations of wind turbines and the wind park. Students are exposed to Supervisory Control and Data Acquisition (SCADA) systems used to control wind turbines, meteorology, and the graphs and charts used to predict wind turbine performance. *One hour lecture.*

**SPECIAL TOPICS**

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



# Interdisciplinary Studies With Emphasis

(For Learning Resources - See "Liberal Arts")  
(For Learning Skills - See "Counseling")

## PROGRAM DESCRIPTION

This major is designed for students who are not certain of their specific academic major goals and do not have immediate transfer plans. It would enable them to earn the Associate Degree by completing general education and an 18-unit area of academic focus.

- I. All students will complete the Solano College Option A GE Pattern:  
Minimum 22 semester units.
- II. All students will complete an 18-unit Area of Emphasis from the selections below.
- III. Electives may be necessary to total 60 overall units required for the Associate degree.
- IV. All courses for this degree must be completed with a grade of C or better or a P if the course is taken on a pass-no pass basis.

## AREAS OF EMPHASIS

1. 18 units required from one Area of Emphasis listed below.
2. Courses selected can not also be used to fulfill GE areas.
3. Courses numbered 1-49 transfer to UC, CSU and most independent and out-of-state colleges. 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.

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## ARTS AND HUMANITIES

Minimum 18 units required

Minimum six units from the Arts and six units from Humanities

Minimum three units of credit for studio/performance courses

Courses in this area are designed to cultivate intellect, imagination, sensibility and sensitivity. Students will study great works of the human imagination and will examine their own esthetic and creative experience. Awareness and appreciation of humanistic disciplines will be explored and encouraged. Students will be exposed to the study of human culture from a variety of perspectives.

### ARTS

ART 001, 002, 003, 010, 011, 012  
ART Studio: 004, 006, 007, 008, 014, 016, 017, 019, 020,  
021, 023, 026, 029, 031, 032, 034, 035, 037, 038, 039,  
040, 041, 042, 043  
CINA 010, 011  
CINA Performance: 015  
MUSC 001, 002, 005, 007, 008, 013  
MUSC Studio: 006, 009, 010, 011, 014, 015, 016, 017,  
018, 019, 020, 022, 023, 024, 025, 026, 027, 028, 031,  
032, 033, 034, 035A, 035B, 037, 038, 039, 041A, 041B,  
042A, 042B  
PHOT 035  
PHOT Performance: 030  
THEA 006, 010, 011, 013, 048A  
THEA Performance: 001, 002  
TV 050  
TV Performance: TV 055, 060

### HUMANITIES

AMST 001, 002  
ENGL 002, 006, 007, 012, 013, 014, 016, 017, 018, 020, 021,  
023, 024, 025, 030, 031, 032, 033, 034, 035, 036, 037, 038,  
040, 041, 044, 045, 046, 047  
FREN 001, 002, 003, 004, 011, 012, 031, 032, 033, 034  
GRMN 001, 002, 003, 004, 011, 012, 031, 032, 033, 034  
ITAL 031, 032  
HIST 002, 003, 004, 005, 010, 015, 017, 018, 028, 029, 030,  
031, 032, 037  
LATN 001, 002, 003  
PHIL 003, 004, 031, 032  
SPAN 001, 002, 003, 004, 011, 012, 025, 031, 032, 033, 034  
SPCH 015

# *Interdisciplinary Studies With Emphasis*

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## **AREAS OF EMPHASIS**

### **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.

BUS 92	LATN 001, 002, 003
COUN 062	PHIL 005
ENGL 002, 004, 006, 007, 058, 062, 064	SPAN 001, 002, 003, 004, 025, 031, 032, 033, 034
FREN 001, 002, 003, 004, 031, 032, 033, 034	SPCH 001, 002, 006, 008, 010, 012, 015, 060
GRMN 001, 002, 003, 004, 031, 032, 033, 034	SOCS 030, 051
HS 052	TV 050, 060, 061
ITAL 031, 032	
JOUR 001, 002, 011, 060	

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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 not be used in both areas, must choose one area.

This emphasis is intended to involve inquiry into the physical universe and its life form with consideration of facts and principles which form the foundations of living and non-living systems. Students will explore scientific methodologies as investigative tools, the acquisition and use of evidence, and the past and present influences of science on world civilizations. Understanding and analysis of basic mathematical and quantitative reasoning concepts will be explored. This area includes courses in areas such as computer science, math, and science.

### **SCIENCE**

ANTH 001  
ASTR 010, 020, 030, 040  
BIO 001, 002, 004, 005, 012, 012L, 014, 015, 016, 018, 019  
CHEM 001, 002, 003, 004, 010, 011, 051, 160  
ENGR 017, 030, 045  
GEOG 001, 001L  
GEOL 001, 002, 005  
HORT 050  
NUTR 010  
PHYS 002, 004, 006, 007, 008, 010  
PHSC 012, 012L  
PE 020.6, 020.7  
PSYC 002

### **QUANTITATIVE REASONING**

CIS 001, 015, 020, 022, 023, 035, 050, 055, 057, 060, 073, 078  
CHEM 001, 002, 010, 160  
GEOG 10 (GEOL 10)  
MATH 002, 004, 011, 012, 020, 021, 022, 023, 030, 031, 040, 051, 102, 103, 104, 112, 114  
PSYC 004

# *Interdisciplinary Studies With Emphasis*

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## AREAS OF EMPHASIS (CONTINUED)

### **SOCIAL SCIENCE**

Minimum 18 units required

Minimum three units from each of three different disciplines

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.

AMST 001, 002

ANTH 002, 007

COUN 055, 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

HUDV 038, 039, 040, 050, 052, 053, 058, 070

HS 051, 052, 053

IR 001

JOUR 011

PLSC 001, 002, 003, 005, 016, 019

PSYC 001, 002, 004, 005, 010, 020, 024, 030,  
034, 065

SOCS 022, 023, 025, 026, 027, 030, 051, 053

SOC 001, 002, 023, 030, 040, 051

SPCH 012

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### **WELLNESS AND SELF DEVELOPMENT**

Minimum 18 units required

Minimum six units from Wellness and six units from Self Development

Minimum three units of credit for Physical Education activity and Athletics courses

This emphasis is designed to equip students with information and tools for lifelong wellness and self development as integrated beings. Students will be well acquainted with the vast landscape of wellness and self development, taking into account the psychological, biological, developmental, physical factors, and they will be able to make effective decisions about optimizing their own wellness, lifestyle, and performance

#### **WELLNESS**

ATHL 001, 002A, 002B, 003, 004, 010, 015, 016A, 016B, 017,  
020

BIO 004, 005, 016

HED 002, 003

NUTR 010, 012

PE 020A, 020H, 020S, 020V, 020W

PE Activity: 001A, 001D, 002A, 002B, 002C, 002D, 002E, 003A,  
003C, 003D, 003E, 004A, 004B, 004C, 004D, 004E, 004F,  
004H, 004J, 004k 004M 004N, 004P, 005A, 005B, 005C,  
005G, 005J, 005K, 005M, 005N, 005P, 006A, 006B, 006C,  
006E, 006F, 007A, 007C, 007D, 007E, 007F, 008A, 008B,  
008C, 008F, 008G, 009A, 009B, 009C, 009E, 009F, 009G,

#### **SELF DEVELOPMENT**

COUN 007, 050, 055, 058, 060, 062, 063, 083, 098

HS 051, 052, 053

HUDV 038, 039, 040, 052, 053, 058, 070

LR 001, 010, 011, 051

PSYC 001, 005, 010, 020, 024, 030, 034, 040, 065

SOCS 051

## PROGRAM DESCRIPTION

This program is designed for vocational majors planning employment in interior design or interior merchandising occupations.

## CERTIFICATE OF ACHIEVEMENT AND ASSOCIATE IN SCIENCE DEGREE

A Certificate of Achievement can be obtained upon completion the 28-unit major. The Associate in Science Degree can be obtained upon completion of a total of 60 units, including the major, general education requirements, and electives. 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.

## REQUIRED COURSES

	Units
INTD 050—Interior Design	3
INTD 051—Materials & Techniques	3
INTD 052—Drafting/Perspect. Drawing for Interiors	3
INTD 053—History/Interiors and Furniture	3
INTD 055—Adv. Interior Design	3
INTD 061—Textiles	3
BUS 181—Business Mathematics	1
OCED 090—Occupation Work Experience	3
ART 007 — Color & Design	3
ART 060 — Exhibition Design	3
	28

### Recommended Electives:

ART 001, 002, 006, 008, 011, 015  
 MKT 171  
 DRFT 060, 150  
 FMER 054, 055  
 OCED 091

### INTD 050 3 Units

#### Interior Design

*Course Advisory: SCC minimum English standards.* Study of the basic principles and elements of design and their applications in furnishing residential interiors. Students design projects emphasize the functional and aesthetic use of space, color, furniture, accessories, and other resources. *Three hours lecture.*

### INTD 051 3 Units

#### Materials and Techniques

*Course Advisory: Eligibility for ENGL 001.* Provides the practical expertise needed by interior design, construction and installation of custom furnishings for residential and commercial projects. Course work includes design projects, research on new products and technology, and innovative uses of existing resources. Repeatable 1 time. *Two hours lecture, two hours lab.*

### INTD 052 3 Units

#### Drafting and Perspective Drawing for Interiors

*Course Advisories: SCC minimum English and Math standards.* Basic graphic skills of interior design ideas, including one and two-point perspective drawing, drafting of floor plans, section detail and lettering. Student presentation of design project portfolio required. *Two hours lecture, four hours lab.*

### INTD 053 3 Units

#### History of Interiors and Furniture

*Course Advisory: SCC minimum English standards.* Study of the dominant characteristics of historical interior styles, furniture designs, and architectural styles from ancient to modern times. *Three hours lecture.*

### INTD 055 3 Units

#### Advanced Interior Design

*Prerequisites: INTD 050, 051, 052, 053. Course Advisory: SCC minimum English standards.* Focuses on pre-professional training and career opportunities in interior design and home furnishing merchandising. Course work includes study of color dynamics, light and space planning, research on new materials and technology, and client-oriented design projects for residential and/or commercial interior environments. *Three hours lecture.*

### INTD 061 3 Units

#### Textiles for Interior Design

*Course Advisories: SCC minimum English and Math standards.* The study of basic textile technology including fibers, yarns, fabric construction and finishes. Course includes hands-on experience with a variety of textiles. Evaluation is based on written examinations, fabric swatch book, and written assignments. *Two and one-half hours lecture, one and one-half hours lab.*

# International Relations

Humanities Division

## PROGRAM DESCRIPTION

The International Relations program provides an interdisciplinary, integrated approach to an understanding of modern global society and events, preparing the student for a variety of perspectives in a rapidly changing world. Students pursue global interests in language, history, culture, business, government, fine arts, literature, science, and other studies. Students in International Relations will prepare for transfer to universities offering International Relations majors or related fields. Course work will also broaden their perspective and skills to enter the business world. This is an interdisciplinary program so the descriptions for the individual courses can be found under the appropriate disciplines.

## ASSOCIATE IN ARTS DEGREE

The Associate in Arts Degree can be obtained by completing a total of 60 units, including the 28-unit major, general education requirements, and electives. 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.

## REQUIRED COURSES

	Units	
IR 001—Global Interdependence	3	<b>Select three units (cont.):</b> ENGL 016—Masterpieces of Western World Literature (3 units) OR ENGL 017—Eastern World Literature (3 units) FOREIGN LANGUAGE—Any course numbered 001-034 not used above (3-5 units) HIST 003—Modern World History (3 units) GEOG 002—Cultural Geography (3 units) PHIL 031—Introduction to World Religions of the East (3 units) OR PHIL 032—Introduction to World Religions of the West (3 units) PLSC 002—Introduction to Comparative Government (3 units) SOCS 028—Introduction to African Studies (3 units) SPCH 010—Interpersonal Comm. (3 units)
ECON 001—Principles of Economics	3	
ECON 002—Principles of Economics	3	
FOREIGN LANGUAGE (Choose from FREN, GRMN, or SPAN numbered 001-034)*	10	
GEOG 004—World Geography	3	
HIST 005—History of Western Civilization since 1500	3	
*A passing score on any foreign language standardized proficiency examination can be substituted for the foreign language requirement.		
<b>Select three (3) units from the following:</b>	3	
ANTH 002—Cultural Anthropology (3 units)		
ART 001—Art History (3 units)		
ART 003—World Art (3 units)		
BIO 012—Environmental Science (3 units)		
BUS 060—Introduction to International Business (3 units)		
Total Required Units:	28	

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### IR 001

3 Units

#### Global Interdependence

*Course Advisory: Eligibility for ENGL 001, PLSC 001, ENGL 062.* This is the gateway course for the International Relations Major. Designed to give students a foundation for the study of international relations, it provides a backdrop to understanding global interdependence, its causes and consequences. Included are political, economic, historical, philosophical, cultural,

geographical, and environmental dimensions of interdependence. This course adopts a multidisciplinary perspective and may feature guest speakers or presentations from a variety of disciplines. *Three hours lecture.*

## PROGRAM DESCRIPTION

Journalism teaches critical thinking and communication skills that enable students to translate events and issues of importance accurately and responsibly. Student who may benefit from the major are those anticipating careers in newspapers; television or film; photojournalism; layout, computer graphics or graphic design; advertising or public relations; or media management.

## ASSOCIATE IN ARTS DEGREE

An Associate in Arts Degree can be obtained upon completion of 60 units, including the required core courses, program electives, and courses in one of four emphasis areas (a total of 24 units); and completion of the general education requirements and electives. 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.

## REQUIRED COURSES

	Units
JOUR 001—Newsriting & Reporting	3
JOUR 002—Intro.to Feature & Magazine Writing	3
JOUR 011—Intro. to Mass Communication	3
JOUR 060—Publications Laboratory	3
Program electives	12
	<hr/>
	24

NOTE: Courses with an “\*\*” have prerequisites or advisories other than eligibility for ENGL 001.

### Recommended Electives

Any course from a second emphasis area

Any foreign language

JOUR 060

\*MATH 011

OCED 090, 091

Program electives are intended to improve students' critical thinking and communication skills and to give them tools to succeed in the workplace. Students must take at least three units in each of the following areas:

Area I—ENGL 002, ENGL 004, MATH 011, SPCH 006, PHIL 005

Area II—ART 006, ART 007, ART 052, ART 056, ART 057, ENGL 006, ENGL 058, JOUR 050, PHOT 030, PHOT 056, PHOT 070, SPCH 001, THEA 050, TV 055, TV 056, TV 060

Area III—OCED 090, any modern foreign language

# Journalism

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## JOUR 001

3 Units

### **Newswriting & Reporting**

*Prerequisite: Eligibility for ENGL 001.* This course teaches the theory and practice of writing news stories for the media. The student learns effective writing and interviewing strategies, common story structures, grammar and style rules, libel and privacy laws. *Three hours lecture.*

## JOUR 002

3 Units

### **Introduction to Feature and Magazine Writing**

*Prerequisite: Eligibility for ENGL 001.* This class teaches the theory and practice of feature writing, including profiles, critical reviews, opinion columns, travel, news features and trend stories. Students learn research and reporting methods, grammar and style rules, libel and privacy laws, and tools for marketing their stories. *Three hours lecture.*

## JOUR 011

3 Units

### **Introduction To Mass Communication**

*Prerequisite: Eligibility for ENGL 001.* Study of the mass media including newspapers, magazines, radio, television, motion pictures and advertising which examines the standards, ethics, and rights of the media and the relationship of government and the public to the various media forms. Emphasis is on the functions, limitations, and responsibilities of the press, as well as the past, present and future impact on society and the individual. Attention will be given to theories of persuasion, the symbolic power and manipulation of images, and the relationship between information and knowledge. Essay examinations and critical papers are required. *Three hours lecture.*

## JOUR 050

1 Unit

### **Grammar and Style for Media Writers**

*Prerequisite: Eligibility for ENGL 001. Course Advisory: SCC minimum Math standard.* Intensive review of grammar, word use, spelling, and principles of clear, concise writing for the media. This is a pass/no-pass only course. *Two hours lecture (8 week course).*

## JOUR 060

1-3 Units

### **Publications Laboratory**

*Prerequisite: Eligibility for ENGL 001.* Theory, practice, and training in planning, writing, editing, art work, photography, and management of staff members of the college online and print newspaper. One-unit option requires three hours a week; two-unit option requires six hours a week; and three-unit option requires nine hours a week. Repeatable to a maximum of 12 units, including initial enrollment. *Three to six hours lab, three hours by arrangement weekly.*

### **Special Topics**

These courses, numbered 098 or 148 depending upon their transferability, are courses of contemporary interest centered on changing knowledge and important issues in the field. Announcements of Special Topics courses appear in the Schedule of Classes.

# Liberal Arts

## AMERICAN STUDIES

**AMST 001** 3 Units

### An Interdisciplinary Study of American Culture

*Course Advisories: ENGL 001 and SCC minimum math standard.* An interdisciplinary study of American civilization to the end of the Civil War. The course interrelates history, culture, philosophy and literature with emphasis on continuing themes. Critical papers and examinations are required. *Three hours lecture.*

**AMST 002** 3 Units

### An Interdisciplinary Study of American Culture

*Course Advisories: ENGL 001 and SCC minimum math standard.* An interdisciplinary survey of American civilization from the late 19th century to the present. The course interrelates history, culture, philosophy and literature with emphasis on continuing themes. Critical papers and examinations are required. *Three hours lecture.*

## EDUCATION

**EDUC 050** 3 Units

### Introduction to Education

*Course Advisory: SCC minimum English standards.* Survey of American education as a social institution. The course is designed for, but not limited to, students who are considering entering the teaching profession. *Three hours lecture.*

## HUMANITIES

**HUMN 001** 3 Units

### What It Means To Be Human

*Prerequisite: ENGL 001.* Explores what it means to be human by examining human life in several ways such as humans as social beings, language users, thinkers, myth makers, aggressors and peace makers, revolutionaries, scientists, creators media creators and consumers. Inquiry into each category will involve critical thinking, artistic sensitivity, and historical perspective. *Three hours lecture.*

**HUMN 002** 3 Units

### Humans As Creators: The Media of Creativity

*Course Advisory: Eligibility for ENGL 001.* Exploration of the varieties of ways in which humans demonstrate their creative ability ranging from a study of the creative process itself to an examination of creativity in the arts, in the sciences, and in human organization. *Three hours lecture.*

**HUMN 003** 3 Units

### Journey Into a Multi-Cultural Landscape

*Course Advisories: SCC minimum English and Math standards.* Interdisciplinary course to help students recognize and explore sites of multicultural interaction and conflict in the U.S. by examining at least three different American ethnic cultures as well as cultural issues of gender, disability, sexual orientation, and age. Inquiry into the process of the making and representation of cultural artifacts will enable critical appraisal and appreciation, interpersonal sensitivity and multicultural perspective. *Three hours lecture.*

## LEARNING RESOURCES

**LR 001** 3 Units

### Principles of Library Research

*Course Advisories: Eligibility for ENGL 001; SCC minimum math standard.* Broad overview of research methodology leading to successful information retrieval. The student will develop skills through analysis and comparison of print sources, electronic indexes, and web-based resources. *Three hours lecture.*

**LR 010** 1 Unit

### Introduction to Library Research and Information Competency

*Prerequisite: None. NOTE: Not open for credit to students who have completed LR 001.* *Course Advisories: Eligibility for ENGL 001; SCC minimum math standard.* An introduction to Information Competency skills necessary to use research tools and select, locate, retrieve, and evaluate information. *One hour lecture and two hours by arrangement (12 week course).*

**LR 011 (formerly LR 051) \*** 1.5 Units

### Internet Explored! Advanced Information Competency

*Course Advisories: Eligibility for ENGL 001 and computer literacy (familiarity with basic computer functions).* An advanced information competency course evaluating information and exploring information technology in society including Internet, World Wide Web, search engines (i.e., Google, Ask, Live), retrieval systems, and electronic publishing. *1.5 hours lecture. (\*UC transferability pending)*

**LR 012\*** 1.5 Units

### Information and Society

*Course Advisories: Eligibility for ENGL 001, computer literacy (familiarity with basic computer functions), and LR 001, LR 010, or LR 011.* Exploration of the social, cultural, and political context of information and information technologies like the Internet, World Wide Web, search engines, retrieval systems, electronic publishing, and distribution of media, including newspapers, books, and music. *1.5 hours lecture. (\*UC transferability pending)*



# Life Management

*Fine & Applied Arts/Behavioral Sciences Division*

## PROGRAM DESCRIPTION

This program is intended for students desiring a broad overview of subjects involved in being an aware individual, consumer and wage earner. This is an interdisciplinary program, so the curriculum is not housed within any one division. The course descriptions may be found under the appropriate disciplines.

## CERTIFICATE OF ACHIEVEMENT AND ASSOCIATE IN SCIENCE DEGREE

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

## REQUIRED COURSES

	<b>Units</b>	<b>Recommended Electives:</b>
CIS 050—MicroComputer Appl.	3	ACCT 180
CIS 063—Intro to WordPerfect	3	BUS 182
FDES 060—Clothing Selection	3	COUN 050, 083
HUDV 040—Family Relationships		FDES 031, 062
OR		FMER 053
HUDV 070—Lifespan Human Dev.	3	HUDV 038 or 039, *040, 050, 052, 053
HUDV 058—Life Management	3	INTD 051, 053, 055
INTD 050—Interior Design	3	MGMT 191
MGMT 194—Personal Finance	3	NUTR 101
NUTR 010—Nutrition	3	OCED 090, 091
	<u>3</u>	
	24	

\*If not used in the major.

## MANAGEMENT

### 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 degree must be completed with a grade of C or better or a P if the course is taken on a pass-no pass basis.

### REQUIRED COURSES

#### Recommended Sequence

	Units
BUS 005—Introduction to Business	3
MGMT 050—Prin. of Management	3
MGMT 055—Management/Ldership Skills	3
MGMT 191—Human Relations	
OR	
MGMT 193—Human Resources Mgmt.	3
BUS 092—Bus. Communication	3
CIS 050—Microcomputer Applications	3
BUS 181—Business Mathematics	
	3
	21

#### Supporting Courses (for the A.S.)

	Units
ECON 001—Prin. of Economics- Macro	
OR	
ECON 002—Prin. of Economics- Micro	3
ACCT 001—Prin. of Acctng-Financial	
OR	
ACCT 002—Prin. of Acctng-Managerial	4
BUS 018—Legal Environment of Bus.	3
	10*

\*Required for the A.S. degree.

#### Recommended Electives

OCED 090

## 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 degree must be completed with a grade of C or better or a P if the course is taken on a pass-no pass basis.

# Management

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## REQUIRED COURSES

### Recommended Sequence

	Units
MGMT 184—Small Business Mgmt. and Planning	3
MGMT 186—Small Business Marketing	3
MGMT 188—Computers/Small Business	3
BUS 005—Introduction to Business	3
BUS 018—Legal Environment of Business	3
BUS 181—Business Math	3
BUS 182—Small Business Math	1
BUS 092—Business Communication	3
Electives selected from list of Recommended Electives	<u>6</u>
	28

### Recommended Electives

ACCT 001, 002, 180  
BUS 060  
ECON 001, 002  
MGMT 055, 191  
MKT 173, 174  
OCED 090, 091 (1-4 units)  
OT 054, 055  
SPAN 001, 002

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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 degree must be completed with a grade of C or better or a P if the course is taken on a pass-no pass basis.

## REQUIRED COURSES

### Recommended Sequence

	Units
BUS 092—Business Communication	3
BUS 181—Business Mathematics	3
CIS 050—Microcomputer Applications	3
MGMT 050—Principles of Management	3
ACCT 180—Introduction to Accounting(3 units)	
OR	
ACCT 1—Prin. of Acctng—Financial (4 units)	3-4
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	<u>3</u>
	30-31

### Recommended Electives

BUS 182  
OCED 090, 091

NOTE: This program is approved by the Western Association of Food Chains for awarding of the industry WAFC Certificate.

# Management

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**MGMT 050****3 Units****Principles of Management**

*Course Advisories: Eligibility for ENGL 001; SCC minimum Math standard.* An introduction and comprehensive survey of the theory and practices relevant to the management principles of: planning, organizing, staffing, directing and controlling. The course explores the nature and role of management/supervision in a contemporary environment focusing on the strategic planning, decision-making and problem-solving processes that affect organizational effectiveness and efficiency. Includes quantitative and qualitative methodology used in systems and contingency approach to management. *Three hours lecture.*

**MGMT 055****3 Units****Management/Leadership Skills**

*Course Advisory: Eligibility to enroll in ENGL 001.* A comprehensive development, analysis, and application of fundamental skills needed for the successful practice of supervision/leadership. This course addresses the quality principles of leadership applied to work processes, decision making and problem solving, communication, stress and time management, and delegating/facilitating in a team environment. The focus of the course is on job-relevant skills. Class exercises are employed to teach the various skills. *Three hours lecture.*

**MGMT 184****3 Units****Small Business Management and Planning**

*Course Advisory: Eligibility to enroll in ENGL 001.* Introduction to the principles of management and planning and how they apply to any small business. Principles discussed include the development of a business strategy, how to finance a small business, financial management, risk management and insurance, developing a business plan, budgeting, credit and collections, recruiting and selecting staff, employee relations, business expansion, buying a business, franchising, and the role of small business in the community and the economy. All students will prepare a business plan. *Three hours lecture.*

**MGMT 186****3 Units****Small Business Marketing**

*Course Advisories: SCC minimum English and Math standards.* Students will learn how to apply the principles of marketing to any small business, enabling the business to attract and keep customers and increase sales. This course is intended to familiarize students with the major elements of marketing, including market research, test marketing, developing a marketing strategy and implementing that strategy by means of advertising, sales, direct mail, telemarketing, public relations, publicity, customer relations, etc. *Three hours lecture.*

**MGMT 188****3 Units****Computers in Small Business**

*Course Advisories: SCC minimum English and Math standards.* Students will learn the five most common applications of computers to small business situations: document, form, and correspondence preparation; accounting/financial statements/budgeting; tracking of customers and prospective customers in sales and marketing; graphic design of flyers, brochures, advertisements, etc. This course does not cover programming and systems analysis. *Three hours lecture, one hour lab.*

**MGMT 191****3 Units****Human Relations**

*Course Advisories: SCC minimum English and math standards.* A comprehensive study and analysis of the concepts and skills associated with human behavior and relationships. The course stresses effective supervision and leadership practices as applied to human interaction. *Three hours lecture.*

**MGMT 193****3 Units****Human Resource Management**

*Course Advisories: SCC minimum English and math standards.* Human resource administration of public and private organizations including personnel and administrative practices. The student will examine the evolution of unions including the various labor relations acts, collective bargaining processes, grievance procedures, and arbitration. Supervisor's and the steward's roles are emphasized for effectively maintaining negotiated contracts. The course focuses on actual personnel problems, principles and methods involved in recruitment, selecting and placement of employees with regard to affirmative action programs, training, experience and aptitude. *Three hours lecture.*

**MGMT 194****3 Units****Personal Finance**

*Course Advisories: SCC minimum English and math standards.* Study of the everyday problems associated with allocating personal income and the management of personal finance. Emphasizes financial principles associated with planning, decision-making, and budgeting. The course explores the financial concerns of individuals in an economic environment. Topics include financial planning, credit, investments, taxes, risk management, and other current financial issues. *Three hours lecture.*

**SPECIAL TOPICS**

These courses, numbered 098, 148 or 248 depending upon their transferability, are courses of contemporary interest centered on changing knowledge and important issues in the field. Announcements of Special Topics courses appear in the Schedule of Classes.

# Marketing

Business & Computer Science Division

## PROGRAM DESCRIPTION

Marketing involves a variety of activities including selection of target customer, product development, promotion, pricing and distribution. It applies equally to services, ideas, non-profit organizations, and the individual.

## CERTIFICATE OF ACHIEVEMENT AND ASSOCIATE IN SCIENCE DEGREE

A Certificate of Achievement can be obtained by completing the 30–unit major below. The Associate in Science Degree can be obtained by completing a total of 60 units, including the major, general education requirements, and electives. All courses for this degree must be completed with a grade of C or better or a P if the course is taken on a pass-no pass basis.

## REQUIRED COURSES

	Units	Recommended Electives
BUS 005–Intro. to Business	3	ACCT 001, 180
BUS 018–Legal Environment of Bus.	3	BUS 060, 092
BUS 181– Business Math	3	CIS 060
CIS 050–Microcomputer Applications		ECON 001
OR		MGMT 050 *, 191*
CIS 001–Intro to Computer Science	3	MKT 170
ECON 002–Principles of Economics	3	OCED 090
MGMT 050–Prin. of Management		
OR		*If not taken as part of the major.
MGMT 191 Human Relations	3	
MKT 171 – Introduction to Marketing	3	
MKT 172–Marketing Mgmt & Planning	3	
MKT 173–Principles of Selling	3	
MKT 174–Retail Merchandising	<del>3</del>	
	30	

**MKT 170** **3 Units**  
**Advertising**  
*Course Advisories: SCC minimum English and Math standards.* A comprehensive study of the principles of advertising as applied to the marketing process. *Three hours lecture.*

**MKT 171** **3 Units**  
**Introduction To Marketing**  
*Course Advisories: SCC minimum English and Math standards.* A comprehensive study and analysis of initiating the marketing process (for both profit and non-profit organizations) with special emphasis on understanding the consumer and detailed studies of demographics and target marketing. Includes the role of marketing research, the process of defining a marketing problem and then systematically collecting and analyzing information to recommend actions to improve an organization’s marketing activities. *Three hours lecture.*

**MKT 172** **3 Units**  
**Marketing Management and Planning**  
*Course Advisories: SCC minimum English and Math standards.* Covers marketing methodology related to all channels of distribution including pricing strategies, new product/services, and the development and evaluation of breakthrough opportunities. Practical

applications in dealing with government regulations and the career field of sales, promotion/advertising. *Three hours lecture.*

**MKT 173** **3 Units**  
**Principles of Selling**  
*Course Advisories: SCC minimum English and Math standards.* The application of traditional selling skills including the approach, demonstrating the product, answering the customer’s objections, and closing the sale to the customer’s satisfaction. *Three hours lecture.*

**MKT 174** **3 Units**  
**Retail Merchandising**  
*Course Advisories: SCC minimum English and Math standards.* A comprehensive study of the principles and practices of merchandising management of product/services, with emphasis on store location analysis, layout, customer services, buying, sales promotion, consumer credit, and understanding consumer needs and wants. Course includes practical applications related to start-up of a new business and legal constraints of organizing, selling, advertising, consumer relations and personnel practices. *Three hours lecture.*

## PROGRAM DESCRIPTION

Successful completion of this major will assure competence in mathematics through differential and integral calculus, providing an adequate background for employment in many technological and scientific areas as well as providing a firm foundation for students planning advanced study.

## ASSOCIATE IN ARTS DEGREE

An Associate in Arts Degree can be obtained upon completion of 60 units, including the 18 -19 unit major listed below, general education requirements, and electives. All courses for this degree must be completed with a grade of C or better or a P if the course is taken on a pass-no pass basis.

## REQUIRED COURSES

	Units
MATH 020—Analytic Geometry and Calculus	4
MATH 021—Analytic Geometry and Calculus	4
MATH 022—Analytic Geometry and Calculus	4
MATH 023—Differential Equations (3 units)	
OR	
MATH 011—Elementary Statistics (4 units)	
OR	
MATH 012—Mathematical Ideas (3 units)	3-4
MATH 040—Intro. to Linear Algebra	3
	18 -19

**NOTE: Specific graphing calculators are required in some math courses.**

### MATH 002 3 Units

#### Algebra for Calculus (College Algebra)

*Prerequisite: A grade of "C" or better in MATH 104 . SCC minimum English standards.* Designed to develop the skills and introduce the concepts necessary for further study in mathematics, and facilitate the application of those skills and concepts to other fields. Included is a review of elementary set algebra; the algebra of functions; the real and complex numbers as a field; algebraic, exponential, and logarithmic functions; equations and inequalities of these functions; solution of linear systems, matrix algebra, and introduction to sequences and series. *Three hours lecture, one hour lab.*

### MATH 004 5 Units

#### Pre-Calculus Mathematics

*Prerequisites: A grade of "C" or better in MATH 103 and 104.*  
**NOTE: Not open to students who have completed MATH 051 or MATH 002 with a grade of "C" or better.** *Course Advisory: SCC minimum English standards.* A comprehensive study of the mathematics that is prerequisite to the calculus sequence. Topics included are the elementary functions and their graphs, methods of solving equations and systems of equations, applied problems that are relevant to calculus, analytic geometry and mathematical induction. *Five hours lecture, one hour lab.*

### MATH 011 4 Units

#### Elementary Statistics

*Prerequisite: A grade of "C" or better in MATH 104.* *Course Advisory: Eligibility for ENGL 001.* An introduction to elementary probability and statistics including the basic rules of probability, probability distributions, descriptive statistics, hypothesis testing, estimation, correlation and regression analysis. *Four hours lecture, one hour lab.*

### MATH 012 3 Units

#### Mathematical Ideas

*Prerequisite: A grade of "C" or better in MATH 104.* *Course Advisory: SCC minimum English standards.* An introduction to the diversity of mathematics through the examination of ideas from logic, sets, the numeration systems, and other topics from contemporary mathematics. The emphasis is on problem solving. *Three hours lecture.*

### MATH 018 2 Units

#### Exploring Math and Science Teaching

*Prerequisite: A grade of "C" or better in MATH 104.* *Course Advisory: SCC minimum English standards.* This course is an education-based field experience in mathematics and science. Weekly seminars will explore how children learn and develop understanding in math and science. Students will be assigned to area schools to assist in the classroom and work in structured one-on-one or group settings for a minimum of two hours per week. Repeatable one time. Field Experience would be at a different grade level. *Two hours lecture, two hours by arrangement.*

### MATH 020 4 Units

#### Analytic Geometry and Calculus I

*Prerequisites: Grades of "C" or better in MATH 002 and 051, or MATH 004.* *Course Advisory: SCC minimum English standards.* MATH 020, the first of the three-semester sequence in Analytic Geometry and Calculus for students majoring in mathematics, engineering, and most physical sciences, is the study of the differential and integral calculus of functions of one variable. Topics covered are limits, continuity, differentiation of algebraic and transcendental functions, applications of the derivative, definite and indefinite integrals, fundamental theorem of calculus, and applications of the definite integral. *Five hours lecture, one hour lab.*

# Mathematics

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## MATH 021

4 Units

### Analytic Geometry and Calculus II

*Prerequisite:* A grade of "C" or better in MATH 020. *Course Advisory:* SCC minimum English standards. Math 021, the second of the three-semester sequence in Analytic Geometry and Calculus for students majoring in mathematics, engineering, and most physical sciences, continues the study of the differential and integral calculus of functions of one variable. Topics included are introduction to differential equations, computing area and volume, applications and techniques of integration, polar coordinates, infinite series, improper integrals, and L'Hopital's Rule. *Five hours lecture, one hour lab.*

## MATH 022

4 Units

### Analytic Geometry and Calculus III

*Prerequisite:* A grade of "C" or better in MATH 021. *Course Advisory:* SCC minimum English standards. Math 022, the third of the three-semester sequence in Analytic Geometry and Calculus for students majoring in mathematics, engineering, and most physical sciences, is a study of three-dimensional analytic geometry, vectors and vector-valued functions, functions of several variables, the calculus of these functions, and vector analysis including Green's and Stokes' theorems. *Four hours lecture, one hour lab.*

## MATH 023

3 Units

### Differential Equations

*Prerequisite:* A grade of "C" or better in MATH 021. *Course Advisory:* SCC minimum English standards. This course covers ordinary differential equations emphasizing linear differential equations and systems with applications to engineering, physics, and chemistry. Included are La Place transforms and power series methods of solution. *Four hours lecture.*

## MATH 030

3 Units

### Analytic Geometry and Calculus

*Prerequisite:* A grade of "C" or better in MATH 104. *NOTE:* Not open to students who have completed MATH 020 with a grade of "C" or better. *Course Advisory:* SCC minimum English standards. MATH 030 and 031 is a two-semester sequence in analytic geometry and calculus for students majoring in business, biological, and social sciences. This is not the calculus course for students majoring in mathematics, engineering or the physical sciences. MATH 030 covers differential and integral calculus of a single variable. Topics include limits, continuity, derivatives of algebraic and transcendental functions and their applications, integrals and their applications, and plane analytic geometry. *Three hours lecture, one hour lab.*

## MATH 031

3 Units

### Analytic Geometry and Calculus

*Prerequisite:* MATH 030 with a grade of "C" or better. *Course Advisory:* SCC minimum English standards. A continuation of the calculus of functions of one variable (MATH 030). Topics included are the fundamental theorem of calculus, techniques of integration, numerical methods of integration, functions of several variables, elementary differential equations, and infinite series. *Three hours lecture, one hour lab.*

## MATH 040

3 Units

### Introduction to Linear Algebra

*Prerequisite:* A grade of "C" or better in MATH 020 or 030. *NOTE:* A relatively high degree of mathematical maturity is required for this course. *Course Advisory:* SCC minimum English standards. An introduction to linear algebra, with a focus on finite dimensional real vector spaces. Topics include systems of linear equations and matrices, linear transformations, general vector spaces, eigenvectors and eigenvalues and associated eigenspaces, inner products and orthogonality. *Three hours lecture, one hour lab.*

## MATH 051

3 Units

### Trigonometry

*Prerequisites:* A grade of "C" or better in MATH 103 and 104. *Course Advisory:* SCC minimum English standards. Presents the essentials of plane trigonometry to prepare students for subsequent studies in physics, calculus or related technical programs. Topics include definitions of the trigonometric functions and inverse trigonometric functions, solutions of triangles and applied problems, graphs, trigonometric identities and equations, and the trigonometric form of complex numbers. *Three hours lecture, one hour lab.*

## MATH 102

5 Units

### Elementary Algebra

*Prerequisite:* MATH 320 with a grade of "C" or better. *NOTE:* Not open to students who have passed MATH 107. *Course Advisory:* SCC minimum English standards. Introductory examination of the structure of the number system.

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. Students who pass MATH 102 are not eligible for MATH 107. *Five hours lecture, one hour lab.*

## MATH 103

3 Units

### Plane Geometry

*Prerequisite:* A grade of "C" or better in MATH 102 or MATH 108. *Course Advisory:* SCC minimum English standards. The study of Euclidean (plane) geometry through conjecture, proof, and problem solving. Topics include the mathematical relationships of angles, parallels, triangles, quadrilaterals, circles, and solids. Additionally, coordinate geometry transformations are covered. *Three hours lecture, one hour lab.*

## MATH 104

5 Units

### Intermediate Algebra

*Prerequisite:* A grade of "C" or better in MATH 102 or MATH 108. *Course Advisory:* SCC minimum English standards. An extension of the fundamental algebraic concepts developed in elementary algebra. Additional topics include arithmetic operations on functions; composition of functions; basic graphing techniques; absolute value, exponential, logarithmic, quadratic, linear, and polynomial functions; equations of the second degree and their graphs; complex numbers; and systems of linear equations in two and three variables. *Five hours lecture, one hour lab.*

## MATH 107

2.5 Units

### Elementary Algebra, Part I

*Prerequisite:* MATH 320 with a grade of "C" or better. *Course Advisory:* SCC minimum English standards. Introductory examination of the structure of the number system. Covers such topics as an introduction to the concept of set operations, the field axioms of the real numbers, order of operations, properties of whole number exponents, variables, variable expressions, operations with monomials, definition of a polynomial, addition and subtraction of polynomials, linear equations, graphing linear equations, linear inequalities, and systems of linear equations, solutions of first degree equations and inequalities in one variable, and applications. A student must take MATH 108 to complete Elementary Algebra. Students who pass MATH 107 are not eligible for MATH 102. *Three hours lecture, one hour lab.*

## MATH 108

2.5 Units

### Elementary Algebra, Part II

*Prerequisite:* A grade of "C" or better in MATH 107. *Course Advisory:* SCC minimum English standards. 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. *Three hours lecture, one hour lab.*

## MATH 112

3 Units

### Algebraic Reasoning

*Prerequisite:* MATH 102 or MATH 108 with a grade of "C" or better. *Course Advisory:* SCC minimum English standards. Students will develop their ability to solve problems with algebraic reasoning. Topics including financial math, voting methods, apportionment, and probability have been chosen for their "real-world" applicability and usefulness. Additional topics may be picked by the instructor from various fields of mathematics such as geometry, linear programming, statistics, graph theory, set theory and number theory. *Three hours lecture, one hour lab.*

## MATH 114

3 Units

### Math for Health Occupations

*Prerequisite:* Math 102 or Math 108 with a grade of C or better. *Course Advisory:* SCC minimum English standards. 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, common logarithms, and simple logic. *Three hours lecture, one hour lab.*

## MATH 118

3 Units

### The Beauty of Mathematics

*Prerequisite:* Math 102 or Math 108 with a grade of "C" or better, or the equivalent. *Course Advisory:* SCC minimum English standards. An introduction to the beauty of mathematics, where the emphasis is on discovery and appreciation of the ideas and their history rather than computations and algorithms. Topics include accessible concepts in geometry, the theory of numbers and analysis including the Pythagorean Theorem, Euler's formula for polyhedra, prime numbers, the irrationality of square root 2, harmonic and other series, and logarithms. *Three hours lecture.*

## MATH 304

1-3 Units

### Arithmetic (Self-Paced)

*Prerequisite:* None. *NOTE:* Students who have completed MATH 310 are not eligible to enroll in MATH 304. May not be taken concurrently with MATH 310. *Course Advisory:* SCC minimum English standards. An individualized course in basic mathematical computations designed to improve arithmetic skills and prepare the student for a pre-algebra level math course. The first unit is whole numbers and fractions. The second unit is decimals and percents. The third unit is simple geometry, basic statistics, and measurements. This is an open entry/open exit, pass/no-pass only course. May be repeated to a maximum of 3 units, including initial enrollment. *Three hours lecture.*

## MATH 310

4 Units

### Arithmetic (Lecture)

*Prerequisite:* None. *NOTE:* Not open for credit to students who have completed 1 unit or more of MATH 304. May not be taken concurrently with MATH 304. *Course Advisory:* SCC minimum English standards. 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. *Four hours lecture.*

## MATH 320

3 Units

### Pre-algebra

*Prerequisite:* Three units of credit in MATH 304, or a grade of "C" or better in MATH 310, or three units of credit in BUS 181 with a grade of "C" or better. *Course Advisory:* SCC minimum English standards. 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, basic geometry, graphing, and application problems. *Three hours lecture, one hour lab.*

## 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.



## Fine & Applied Arts/Behavioral Sciences Division

### PROGRAM DESCRIPTION

Students may select from three music programs—Instrumental, Theory-Composition, or Vocal. Music majors are urged to take class lessons or private instruction in their specialization each semester.

### ASSOCIATE IN ARTS DEGREE

The Associate in Arts Degree can be obtained by completing a total of 60 units, including the courses in the major for Instrumental, or Theory-Composition, or Vocal, the general education requirements, and elective courses. All courses for this degree must be completed with a grade of C or better or a P if the course is taken on a pass-no pass basis.

### REQUIRED COURSES

#### *MUSIC—INSTRUMENTAL*

	Units
MUSC 003 & 004-Advanced Theory (4 & 4 units)	8
MUSC 041A & 041B-Piano for Music Majors (1.5 & 1.5 units)	3
* MUSC 010—Concert Band	
OR	
MUSC 021—Chorus	2
Select one course from the following:	1-1.5
MUSC 030—Intermediate Piano (1 unit)	
MUSC 032—Class Lessons in Brass (1.5 units)	
MUSC 033—Class Lessons in Brass (1 unit)	
MUSC 034—Class Lessons in Percussion (1.5 units)	
MUSC 037—Elementary Organ (1.5 units)	
MUSC 039—Class Lessons in Intermediate Guitar (1.5 units)	
Select 7 units from the following:	7
MUSC 008—Music Appreciation (3 units)	
MUSC 010—Concert Band (2 units)	
MUSC 013—Multicultural Music in America (3 units)	
MUSC 014—Jazz Ensemble (2 units)	
MUSC 016—Symphony Orchestra (.5-1 unit)	
MUSC 017—Chamber Orchestra (2 units)	
MUSC 018—Beginning Steel Band (2 units)	
MUSC 019—Instrumental Ensemble (2 units)	
MUSC 023—Handbell Ensemble (2 units)	
MUSC 042A or 042B—Jazz & Pop Piano (1.5 units ea.)	
MUSC 046—Instrumental Conducting (1 unit)	
MUSC 055—Intro. to Jazz Improvisation (3 units)	
MUSC 056—Jazz Improvisation Ensemble (2 units)	
	21-21.5

\*Required the first semester of enrollment.

## *MUSIC—THEORY-COMPOSITION*

	Units
MUSC 003 & 004-Advanced Theory (4 & 4 units)	8
MUSC 041A & 041B-Piano for Music Majors (1.5 & 1.5 units)	3
*MUSC 010—Concert Band	
OR	
MUSC 021—Chorus	2
<b>Select one course from the following:</b>	1-1.5
MUSC 030—Intermediate Piano (1 unit)	
MUSC 037—Elementary Organ (1.5 units)	
<b>Select 7 units from the following:</b>	7
MUSC 006—Composition, Arranging, Songwriting (3 units)	
MUSC 008—Music Appreciation (3 units)	
MUSC 013—Multicultural Music in America (3 units)	
MUSC 046—Instrumental Conducting (1 unit)	
MUSC 052—Sound Recording (2 units)	
MUSC 053—Adv. Sound Recording (2 units)	
MUSC 055—Intro. to Jazz Improvisation (3 units)	
MUSC 056—Jazz Improvisation Ensemble (2 units)	
MUSC 060—Computer Assisted Music Lab (.5-3 units)	
MUSC 061—MIDI Computer Music Seq./Scoring (2 units)	
	21-21.5

\*Required the first semester of enrollment.

## *MUSIC—VOCAL*

	Units
MUSC 003 & 004-Advanced Theory (4 & 4 units)	8
MUSC 041A & 041B-Piano for Music Majors (1.5 & 1.5 units)	3
*MUSC 010—Concert Band	
OR	
MUSC 021—Chorus	2
<b>Select one course from the following (all 1.5 units):</b>	1.5
MUSC 035A or 035B—Beginning Voice I or II	
MUSC 036A or 036B—Intermediate Voice I or II	
<b>Select 7 units from the following:</b>	7
MUSC 008—Music Appreciation (3 units)	
MUSC 013—Multicultural Music in America (3 units)	
MUSC 020—Choir (2 units)	
MUSC 022—Musical Theater (1-3 units)	
MUSC 024—Master Works Chorale (2 units)	
MUSC 025—Chamber Choir (2 units)	
MUSC 026—Vocal Jazz Ensemble (2 units)	
MUSC 047—Choral Conducting (1 unit)	
MUSC 051—Jazz and Popular Solo Voice (1.5 units)	
	21.5

\*Required the first semester of enrollment.

# Music

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## MUSC 001

4 Units

### Beginning Theory (F-Day)

*Course Advisories: SCC minimum English and Math standards.* Presents the basic principles of music theory including scales, intervals, modes, cadences, rhythmic and melodic construction and development, basic harmonic progressions, writing and analysis in four part texture in the Common Practice style, the principal triads in inversion, and the leading tone triad. Emphasis is on musicianship skills, including rhythmic and melodic dictation, intervals, chord progressions, sight singing, ear training. Recommended for all students interested in harmony, composition, sight reading and basic musical knowledge. Required for the music transfer student. *Five hours lecture.*

## MUSC 002

4 Units

### Beginning Theory (S-Day)

*Prerequisite: MUSC 001 or equivalent. Course Advisories: SCC minimum English and Math standards.* Presents further investigation into the basic principles of music theory, including supertonic, mediant, sub-mediante triads, common chord progressions, non-harmonic tones, triad usage, dominant seventh and supertonic seventh chords and elementary modulation. Development of ear training skills continues with melodic and rhythmic dictation, recognition of harmonic progressions and non-harmonic tones, and sight singing. Recommended for all students interested in harmony, composition, sight reading, ear development and a continuation of basic concepts. Required for the music transfer student. *Five hours lecture.*

## MUSC 003

4 Units

### Advanced Theory (F-Day)

*Prerequisite: MUSC 002 or passage of acceptance exam. Course Advisories: SCC minimum English and Math standards.* Presents the advanced principles of music theory including modulation, binary and ternary song forms, instrumental and lyric study, secondary dominants, supertonic, mediant, submediant and diminished seventh chords and introduction to altered chords, with description of advanced diatonic tonal procedures. Continues the development of ear training skills, including recognition of two, three and four part melodic dictation, rhythmic dictation, and realization of a chord progression. Techniques are presented through written examples, score analysis, and short vocal and instrumental projects. Recommended for all occupational music students. Required for the music transfer student and major. *Five hours lecture.*

## MUSC 004

4 Units

### Advanced Theory (S-Day)

*Prerequisite: MUSC 003 or passage of acceptance examination. Course Advisories: SCC minimum English and Math standards.* Presents further investigation into the advanced principles of music theory, including ninth, eleventh, and thirteenth chords, the Neapolitan sixth sonorities, the augmented sixth chords, advanced modulation, non-dominant diatonic chords, tone rows, pandiatonicism, and the study of all chromatic procedures. Continues with the development of ear training skills including all forms of melodic, rhythmic, chordal and formal dictation. Investigation of 20th Century techniques are presented through written examples, score analysis and vocal and instrumental projects. Recommended for all occupational music students; required for the music transfer student and major. *Five hours lecture.*

## MUSC 005

3 Units

### Music Fundamentals

*Course Advisories: SCC minimum English and Math standards.* A basic course including notation, rhythm, and major and minor scales, modes, sight reading, key signature, melody, and triads and ear training concepts. Traces the historical and cultural progress of music through the development of musical symbols and their application. No previous knowledge of music is required. *Three hours lecture.*

## MUSC 006

3 Units

### Composition, Arranging, Songwriting

*Prerequisite: MUSC 001 and 002 or equivalent experience. Course Advisories: SCC minimum English and Math standards.* Presents the principles of musical composition, introduction to instruments and transposition, scoring, arranging, text and lyric setting techniques, and songwriting. Popular styles of composition and songwriting as well as traditional techniques will be presented. Completed projects in the above areas will be required, along with demonstrating the practical application of skills and concepts. Repeatable 3 times. *Three hours lecture.*

## MUSC 007

3 Units

### Jazz and Popular Music in America: Ragtime to Rock

*Course Advisory: SCC minimum English standards.* A survey of jazz and popular music in America, using an historical approach. Includes listening to and analyzing examples of jazz and popular music in relation to the social, technical and historical trends. *Three hours lecture.*

## MUSC 008

3 Units

### Music Appreciation

*Course Advisory: SCC minimum English standards.* An introductory examination of how composers and songwriters exploit the various elements of music to heighten the expressive impact of a composition. Aspects of melody, rhythm, harmony, tone, and structure will be studied through focused listening of works from Renaissance to today's avant-garde and popular styles. Reports, listening tests, quizzes on assigned readings and listening projects may be required. *Three hours lecture.*

<b>MUSC 009</b>	<b>2 Units</b>	<b>MUSC 017</b>	<b>2 Units</b>
<b>Wind Ensemble</b> <i>Course Advisories: SCC minimum English standard; play a band instrument. An instrumental ensemble class analyzing and performing wind ensemble music. This class requires public performance. Repeatable 3 times. One hour lecture, two hours lab and one hour weekly by arrangement.</i>		<b>Chamber Orchestra</b> <i>Course Advisories: SCC minimum English standard; play an orchestral instrument. An instrumental ensemble class analyzing and performing large quantities of chamber orchestra music. This class requires public performance. Repeatable 3 times. One hour lecture, two hours lab and one hour weekly by arrangement.</i>	
<b>MUSC 010</b>	<b>2 Units</b>	<b>MUSC 018</b>	<b>2 Units</b>
<b>Concert Band</b> <i>Course Advisories: SCC minimum English standard; play a band instrument. An instrumental ensemble class analyzing and performing concert band music. This class requires public performance. Repeatable 3 times. One hour lecture, two hours lab and one hour weekly by arrangement.</i>		<b>Beginning Steel Drum Band</b> <i>Course Advisories: SCC minimum English and Math standards. An ensemble class with emphasis on music from the Caribbean. Regular rehearsal and performances using steel drums. This class also presents a comparison of Caribbean musical performance styles. Repeatable 3 times. One hour lecture, two hours lab and one hour weekly by arrangement.</i>	
<b>MUSC 011</b>	<b>2 Units</b>	<b>MUSC 019</b>	<b>2 Units</b>
<b>Symphonic Band</b> <i>Course Advisories: SCC minimum English standard; play a band instrument. An instrumental ensemble class analyzing and performing symphonic band music. This class requires public performance. Repeatable 3 times. One hour lecture, two hours lab and one hour weekly by arrangement.</i>		<b>Instrumental Ensemble</b> <i>Course Advisory: Ability to read music and play an instrument. The study and performance of representative music literature for strings, woodwinds, brass and small mixed group ensembles. Includes improvisation, reading, ensemble practice and outside performance when possible. Repeatable 3 times. Two hours lecture, one hour lab.</i>	
<b>MUSC 013</b>	<b>3 Units</b>	<b>MUSC 020</b>	<b>2 Units</b>
<b>Multicultural Music in America</b> <i>Course Advisory: SCC minimum English standards. A survey of multicultural music in America, including listening to and analyzing examples of multicultural music in relations to social, technical, and historical trends, including the role of music in influencing American attitudes toward ethnic identity, stereotyping, and racial prejudice. This course also examines the uniquely American style resulting from the interaction among musicians of many cultural, racial, national, and ethnic backgrounds. Three hours lecture.</i>		<b>Choir (F/S—Night)</b> Study and performance of a variety of a cappella and accompanied choral literature. Attendance at public performances required. Repeatable 3 times. <i>One hour lecture, two hours lab and one hour weekly by arrangement.</i>	
<b>MUSC 014</b>	<b>2 Units</b>	<b>MUSC 021</b>	<b>2 Units</b>
<b>Jazz Ensemble</b> <i>Course Advisories: SCC minimum English standard; play a jazz instrument. An instrumental ensemble class analyzing and performing jazz music. This class requires public performance. Repeatable 3 times. One hour lecture, two hours lab and one hour weekly by arrangement.</i>		<b>Chorus</b> Designed to train students to sight sing, note read, use proper voice production and perform a variety of standard choral literature. Highly recommended for theory students and those interested in choral singing. Repeatable 3 times. <i>One hour lecture, two hours lab and one hour weekly by arrangement.</i>	
<b>MUSC 015</b>	<b>2 Units</b>	<b>MUSC 022</b>	<b>1-3 Units</b>
<b>Stage Band</b> <i>Course Advisories: SCC minimum English standard; play a jazz instrument. An instrumental ensemble class analyzing and performing stage band music. This class requires public performance. Repeatable 3 times. One hour lecture, two hours lab and one hour weekly by arrangement.</i>		<b>Musical Theater (F/S-Night)</b> <i>Prerequisite: Audition for actors only, no auditions for crew and other staff.</i> The study, rehearsal, and public performance of musical works for the stage including operas, operettas, and musicals. Students participate as vocalists, musicians, dancers, and accompanists. Variable units: 48 hours of participation equals one unit of credit. This is an open entry/open exit class. May be repeated to a maximum of 12 units, including initial enrollment. <i>One hours lecture, up to three hours lab, and up to five hours weekly by arrangement.</i>	
<b>MUSC 016</b>	<b>.5 -1 Unit</b>		
<b>Symphony Orchestra</b> <i>Course Advisories: SCC minimum English standard; ability to play an instrument. An opportunity for qualified instrumentalists to perform as part of a symphony orchestra in public performance. A wide variety of musical literature is covered. This is an open entry/open exit course. Repeatable 3 times. One and one-half to three hours lab.</i>			

# Music

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## MUSC 023

2 Units

### Handbell Ensemble

*Course Advisories: SCC minimum English and Math standards.* Presents the study and performance of music for handbells. Music reading skills, techniques of handbell ringing, and musicianship skills are taught through lecture, rehearsal and performance of various styles of music arranged for handbells. Previous musical experience is helpful but not required. Public performance is required. Repeatable 3 times. *One hour lecture, two hours lab, and one hour weekly by arrangement.*

## MUSC 024

2 Units

### Master Works Chorale

*Prerequisite: Audition of music and vocal skills.* Study of choral music techniques and performance of 18th and 20th Century masterworks for the large ensemble. Both a cappella and symphonic literature to be studied. Designed for singers with previous choral experience. Public performance is required. Repeatable 3 times. *One hour lecture, two hours activity, and one hour weekly by arrangement.*

## MUSC 025

2 Units

### Chamber Choir (F/S-Day)

The study and performance of choral works for the small ensemble. Performance at public concerts required. Repeatable 3 times. *One hour lecture, two hours lab and one hour weekly by arrangement.*

## MUSC 026

2 Units

### Vocal Jazz Ensemble

The study and performance of choral works in the vocal jazz idiom, including development of reading and improvisation skills. Vocalists work with a jazz rhythm section and instrumentalists. Repeatable 3 times. *One hour lecture, two hours lab and one hour weekly by arrangement.*

## MUSC 027

1.5 Units

### Elementary Piano, Part I

*Course Advisories: SCC minimum English and Math standards.* An introduction to beginning piano techniques, including hand position, posture, fingering, technical exercises, note reading, sight reading, and performance of piano literature. Numerous examples are assigned to demonstrate the essentials of reading and counting skills, coupled with the presentation of major and minor scales, chords, and other fundamentals of piano playing. *One hour lecture, one hour activity.*

## MUSC 028

1.5 Units

### Elementary Piano, Part II

*Prerequisite: Music 027. Course Advisories: SCC minimum English and Math standards.* A continuation of Music 27, this course expands the elementary piano techniques by exploring a progressive series of pieces and exercises which develop the reading skills and other concepts used in performance practice. Stresses use of all major and minor scales, arpeggios in exercise form, sight reading, chromatic fingering, and performance. *One hour lecture, one hour activity.*

## MUSC 029

1.5 Units

### Intermediate Piano, Part I

*Prerequisite: Music 208. Course Advisories: SCC minimum English and Math standards.* Presents the intermediate level of piano technique and literature. Emphasis is on interpretation, fingering, phrasing, technical studies and exercises including performance. Sight reading and continued development through the mastery of progressive pieces enables the pianist to reach a greater overall skill level and confidence during performance. *One hour lecture, one hour activity.*

## MUSC 030

1.5 Units

### Intermediate Piano, Part II

*Prerequisite: Music 029. Course Advisories: SCC minimum English and Math standards.* Presents more difficult techniques for the intermediate pianist. Emphasizes the culmination of reading skills, motor coordination, knowledge of harmony, exercises and fingering, overall interpretation, dynamics, attention to form, advanced technical problems concerning performance of the literature. Recommended for students seeking a working knowledge in piano, comparable to second year level in the literature. Repeatable 3 times. *One hour lecture, one hour activity.*

## MUSC 031

1.5 Units

### Class Lessons in Woodwinds

Class instruction in woodwind instruments. Music majors are required to take one unit of instruction in their major instrument for graduation. Four units are recommended for transfer majors. This class requires outside practice. Repeatable 3 times. *One hour lecture, one hour activity.*

## MUSC 032

1.5 Units

### Class Lessons in Brass

Class instruction in brass instruments. Music majors are required to take one unit of instruction in their major instrument for graduation. Four units are recommended for transfer majors. This class requires outside practice. Repeatable 3 times. *One hour lecture, one hour activity.*

## MUSC 033

1 Unit

### Class Lessons in Strings

Class instruction in string. Transfer students are required to study four semesters in their major instrument. Repeatable 3 times. *Two hours lab.*

## MUSC 034

1.5 Units

### Class Lessons in Percussion

Class instruction in percussion instruments. Music majors are required to take one unit of instruction in their major instrument. Transfer majors are required to study four semesters in their major instrument. This class requires outside practice. Repeatable 3 times. *One hour lecture, one hour activity.*

<b>MUSC 035A</b>	<b>1.5 Units</b>	<b>MUSC 039</b>	<b>1.5 Units</b>
<b>Beginning Voice I</b> <i>Course Advisory: SCC minimum English standards.</i> Group work on the fundamental techniques of singing, including literature of the musical theater. Includes analysis of individual problems and the opportunity for solo performance. Transfer voice majors should study voice each semester. <i>One hour lecture, one hour activity.</i>		<b>Class Lessons in Intermediate Guitar</b> <i>Prerequisite: Music 038 or equivalent as assessed by instructor and ability to read simple guitar music.</i> Presents the intermediate instruction level in guitar performance techniques and musical skill. The course covers 3rd and 5th positions, solo performance, musical notation exercise and application, musical interpretation and style, and intermediate literature. Repeatable 3 times. NOTE: Combined enrollments in Music 038, 039 and 062 may not exceed 4 units. <i>One hour lecture, one hour activity.</i>	
<b>MUSC 035B</b>	<b>1.5 Units</b>	<b>MUSC 041A</b>	<b>1.5 Units</b>
<b>Beginning Voice II</b> <i>Prerequisite: Music 035A or equivalent. A continuation of Music 035A.</i> Group work on the fundamental techniques of singing, including study of standard vocal literature for solo performance, with increased emphasis in developing performance skills. <i>One hour lecture, one hour activity.</i>		<b>Music Majors Piano</b> <i>Course Advisories: Note reading and SCC minimum English and Math standards.</i> 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. <i>One hour lecture, one hour activity.</i>	
<b>MUSC 036A</b>	<b>1.5 Units</b>	<b>MUSC 041B</b>	<b>1.5 Units</b>
<b>Intermediate Voice I</b> <i>Prerequisite: Music 035B or evidence of equivalent skills.</i> A continuation of Music 035B with emphasis on the development of vocal technique and interpretation. Repertoire includes classical compositions from the English, Italian, and German languages. Analysis of individual vocal problems and performance skills is included. <i>One hour lecture, one hour activity.</i>		<b>Music Majors Piano</b> <i>Prerequisite: Music 041A. Course Advisory: SCC minimum English standards.</i> 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. <i>One hour lecture, one hour activity.</i>	
<b>MUSC 036B</b>	<b>1.5 Units</b>	<b>MUSC 042A</b>	<b>1.5 Units</b>
<b>Intermediate Voice II</b> <i>Prerequisite: MUSC 036A or equivalent skills.</i> A continuation of MUSC 036A with emphasis on vocal technique and interpretation. Solo repertoire appropriate to intermediate level includes standard voice literature. Analysis of individual vocal problems and performance skills is included. Repeatable 3 times. <i>One hour lecture, one hour activity.</i>		<b>Jazz and Pop Piano</b> <i>Prerequisite: Music 027, 028, or equivalent as determined by instructor.</i> 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. <i>One hour lecture, one hour activity.</i>	
<b>MUSC 037</b>	<b>1.5 Units</b>		
<b>Elementary Organ</b> <i>Prerequisite: Must be able to read music. Course Advisory: Music 027 recommended.</i> Class instruction in the fundamentals and techniques of organ playing including liturgical, popular, and combo music. Repeatable 3 times. <i>One hour lecture, one hour activity.</i>			
<b>MUSC 038</b>	<b>1.5 Units</b>		
<b>Class Lessons in Beginning Guitar</b> Presents the principles and techniques of fundamental guitar performance. The course stresses first position techniques, notereading, scales, fingerboard knowledge, chord positions, picking and strum techniques, and performance of selected musical literature appropriate to the beginning level. Repeatable 3 times. NOTE: Combined enrollments in Music 038, 039 and 062 may not exceed 4 units. <i>One hour lecture, one hour activity.</i>			

# Music

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## MUSC 042B

1.5 Units

### Jazz and Pop Piano

*Prerequisite:* Music 027, 028, or equivalent as determined by instructor. *Course Advisory:* Music 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 046

1 Unit

### Instrumental Conducting

*Prerequisite:* Ability to read music. Instrumental conducting theory and techniques including a study of standard literature for band and orchestra. Written and practical tests required. *Two hours lecture (9 week course).*

## MUSC 047

1 Unit

### Choral Conducting

*Prerequisite:* Ability to read music. Choral conducting theory and techniques, including a study of standard literature for choir and chamber choir. Written and practical tests required. *Two hours lecture (9 week course).*

## MUSC 049

1-3 Units

### Music Honors

*Prerequisites:* Completion of 24 units of college credit with a minimum GPA of 3.3; a minimum of 5 units in the discipline with a grade of "B" or better; an ability to work independently; permission of the Division Dean based on instructor availability. *Course Advisory:* SCC minimum English standards. An independent study course in a selected musical area for sophomore students. The student works by arrangement with the instructor on an outlined program of study. A contract between student and instructor which details the specific area of interest including goals and schedule for project completion is required. May be repeated to a maximum of 6 units, including initial enrollment. *Three to nine hours weekly by arrangement.*

## MUSC 051

1.5 Units

### Jazz and Popular Solo Voice

*Course Advisories:* SCC minimum English standard; Music 35A 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. *Repeatable 3 times. One hour lecture, one hour activity.*

## MUSC 052

2 Units

### Sound Recording

*Course Advisory:* SCC minimum English standards. Designed for musical performers and students interested in recording specifically. Development of recorded performances in the studio environment. Emphasis on acoustics, vocal and instrumental recording requirements, control board management, microphone techniques, organization and supervision of the recording session, mixing and mixdown. Particular attention is given to the "hands-on" experience in recording engineering and the overall recording process, including production, musical arrangement, mixdown, and studio demeanor. *Repeatable 3 times. One hour lecture, three hours lab.*

## MUSC 053

2 Units

### Advanced Sound Recording

*Prerequisite:* Music 052. *Course Advisories:* SCC minimum English and Math standards. Advanced recording techniques with particular attention given to hands-on techniques. *One hour lecture, three hours lab.*

## MUSC 055

3 Units

### Introduction to Jazz Improvisation

*Course Advisory:* Knowledge of music fundamentals and basic instrumental skills. Techniques and literature of improvisation including application of scales, modes, harmonic progressions, solo shape, form, and dynamic, rhythmic, and melodic development and interpretation of concepts and materials in the jazz style. Provides development and understanding of these techniques in the occupational areas of music through the concepts and performance of improvisation. *Two hours lecture, one hour activity, one hour weekly by arrangement.*

## MUSC 056

3 Units

### Jazz Improvisation Ensemble

*Course Advisory:* Music 055. Presents the principles and techniques of improvisational materials, combo performance, individual solo skills, advanced playing concepts, group dynamics, and increased performance ability. The class will perform a wide variety of arrangements and the overall performance standards are directed to feature individual soloists. Provides the occupational musician with an opportunity to develop confidence and advanced skills from performance in this ensemble. *Repeatable 3 times. Two hours lecture, one hour activity, one hour weekly by arrangement.*

## MUSC 060

.5 -3 Units

### Computer Assisted Music Lab

*Course Advisory:* Music 027A. A self-paced course which introduces or further develops musicianship skills through computer-assisted instruction. The course is designed to enhance theory, performance and history study and may be taken to develop skills in specialized areas of composition, conducting, orchestration and arranging, and improvisation. This is an open entry / open exit course. *Repeatable 3 times. One hour lecture and up to five hours weekly by arrangement.*

**MUSC 061****2 Units****MIDI-Computer Music Sequencing and Scoring**

*Course Advisories: SCC minimum English and math standards; MUSC 027A.* Introduction to Musical Instrument Digital Interface (MIDI) and the hardware and software components of music sequencing and scoring. Includes "hands-on" familiarization with Macintosh computer, practical use of sequencing and scoring software, and an understanding of MIDI terminology. May be repeated to a maximum of 6 units, including initial enrollment. *One hour lecture, two hours activity.*

**MUSC 062****1.5 Units****Introduction to Electric Guitar**

Presents the fundamental principles of electric guitar performance techniques. Guitarists are introduced to combo situations, notereading, chord symbols, finger board knowledge, chord in versions, accompaniment styles, "head" arrangements and ensemble experience. Rhythm and solo techniques are also investigated. Repeatable 3 times. NOTE: Combined enrollments in Music 038, 039 and 062 may not exceed 4. *One hour lecture, one hour activity.*

**MUSC 063****1.5 Units****Introduction to Electric Bass**

Presents the principles of electric bass performance techniques. The course emphasizes reading notational symbols in bass clef, chord symbol performance, finger board knowledge, scales, patterns, chord construction harmonic motion and function, and basic accompaniment styles. Familiarizes students with conceptual approach to modern musical styles. *One hour lecture, one hour activity.*

**MUSC 064****.5, 1, 1.5 or 2 Units****Marching Band**

*Course Advisories: SCC minimum English standard; play a band instrument.* An instrumental performing ensemble using marching band repertoire. Repeatable 3 times. *One to six hours activity.*

**Special Topics**

These courses, numbered 048, 098, or 148 depending upon their transferability, are courses of contemporary interest centered on changing knowledge and important issues in the field. Announcements of Special Topics courses appear in the Schedule of Classes.



# Occupational Education

(FOR NURSING - SEE "HEALTH OCCUPATIONS")  
(FOR NUTRITION - SEE "HOME ECONOMICS")

## Career Technical Education Division

### DESCRIPTION

OCED 90 and 91 are work experience courses available to all occupational education certificate and degree program 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 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 Advisories: 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. Repeatable to a maximum of 16 units. 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\*

#### 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

#### 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

# Occupational Education

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## **OCED 091 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 Advisories: 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. Repeatable to a maximum of 6 units. 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**

<b>1 unit =</b>	<b>5 hours per week</b>
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**

<b>1 unit =</b>	<b>7 hours per week</b>
2 units =	14 hours per week
3 units =	19 hours per week
4 units =	25 hours per week

### **8-Week Sections**

<b>1 unit =</b>	<b>10 hours per week</b>
2 units =	19 hours per week
3 units =	28 hours per week

\*unpaid work requires fewer hours per week

# Office Technology

Business & Computer Science Division

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## PROGRAM DESCRIPTION

Students may select from four programs in Office Technology: Administrative Assistant, Legal Specialist, Medical Office Specialist, Medical Transcription Specialist. These programs are designed to develop a management support person with technical and communication skills. Time-management and problem-solving abilities are emphasized along with a "team member" approach for a career in today's business environment.

## CERTIFICATE OF ACHIEVEMENT AND ASSOCIATE IN SCIENCE DEGREE

A Certificate of Achievement in Administrative Assistant, Legal Specialist, Medical Office Specialist or Medical Transcription Specialist can be obtained upon completion of the courses in the selected major. The Associate in Science Degree in Business-Office Technology can be obtained upon completion of 60 units, including the required courses in the selected major, the general education requirements, and electives. All courses for this degree must be completed with a grade of C or better or a P if the course is taken on a pass-no pass basis.

## REQUIRED COURSES

### *ADMINISTRATIVE ASSISTANT*

<b>Recommended Sequence</b>	<b>Units</b>		<b>Units</b>
CIS 066—Microsoft Word	3	OT 056—Adv. Keyboarding/Word Processing	3
OT 055—Interm. Keyboarding/Word Processing	3	OT 162—Ten Key	1
CIS 001—Introduction to Computers		Electives selected from the list of Recommended Electives	<u>3.5</u>
OR			31.5
CIS 050—Microcomputer Applications	3	<b>Recommended Electives:</b>	
BUS 092—Business Communication	3	ACCT 180	
CIS 073—Microsoft Excel	3	CIS 055, 061, 078, 093	
OT 159—Filing and Records Mgmt (spring)	2	MGMT 055	
OT 151—Office Systems/Procedures (spring)	3	OCED 090, 091	
OCED 090—Occupation Work Experience	1	OT 057, 131,160	
CIS 091—Microsoft Outlook	1.5		
CIS 090—Introduction to PowerPoint	1.5		

# Office Technology

## LEGAL SPECIALIST

### Recommended Sequence

	Units		Units
OT 055—Interm. Keyboarding/ Word Processing	3	OT 159—Filing & Records Management	2
OT 057—Legal Keyboarding/ Word Processing	3	OT 151—Office Systems/Procedures (spring)	3
CIS 063—WordPerfect		OCED 090—Occupational Work Experience	1
OR		CIS 091-Microsoft Outlook	<u>1.5</u>
CIS 066—Microsoft Word	3		31.5
BUS 092—Business Communication	3	<b>Recommended Electives:</b>	
BUS 018—Legal Environment of Business	3	ACCT 180	
OT 131—Legal Machine Transcription	3	CIS 073, 078	
CJ 001—Introduction to Criminal Justice	3		
OT 056—Advanced Keyboarding/Word Process	3		

## MEDICAL OFFICE SPECIALIST

### Recommended Sequence

	Units		Units
NURSE 111—Medical Terminology	3	<b>Recommended Electives:</b>	
OT 059—Medical Keyboarding/Computer Appl.	3	ACCT 180	
CIS 066—Microsoft Word	3	CIS 001 or 050, 073, 078, 090, 091	
OT 101—Human Diseases	3	MGMT 055	
BUS 092—Business Communication	3	OCED 090	
OT 159—Filing & Records Management	2	OT 056, 121	
OT 063—Intro. to ICD-9-CM Coding*	3		
OT 064—Interm. ICD-9-CM Coding	3	* International Classification of Diseases, 9th Clinical Modification	
OT 066—CPT-IV Coding**	3	** Current Procedural Terminology	
OT 151—Office Systems/Procedures (spring)	3		
OCED 090—Occupational Work Experience	1		
OT 055-Intermediate Keyboarding/Word Processing	3		
	<u>3</u>		
	33		

## MEDICAL TRANSCRIPTION SPECIALIST

(Recommended sequence)

	Units		Units
CIS 066—Microsoft Word	3	OT 160—Business Transcription	3
OT 055—Interm. Keyboarding/ Word Processing	3	Electives selected from the list of Recommended Electives	<u>3</u>
NURSE 111—Medical Terminology	3		33
OT 059—Medical Keyboarding & Computer Apps	3	<b>Recommended Electives:</b>	
OT 101—Human Diseases	<u>3</u>	OT 056, 063, 064, 066, 100	
OT 121 to 124—Med. Machine Trans. I, II, III, IV	12	OCED 090	

# Office Technology

## JOB-DIRECT CERTIFICATE REQUIREMENTS

For each of the following programs, the required courses must be completed with a grade of "C" or better.

### GENERAL OFFICE ASSISTANT

Required Courses	Units
OT 054—Beginning Keyboarding	3
BUS 100—Work Readiness	1.5
CIS 066—Microsoft Word	3
CIS 091—Microsoft Outlook	1.5
CIS 090—Introduction to PowerPoint	1.5
CIS 073—Microsoft Excel	3
OT 162—Ten Key	<u>1</u>
	14.5

### LEGAL OFFICE ASSISTANT

Required Courses	Units
OT 055—Interm. Keyboarding/WP	3
BUS 100—Work Readiness	1.5
CIS 063—WordPerfect OR CIS 066—MS Word	3
OT 057—Legal Keybding/Word Processing	3
OT 131—Legal Machine Transcription	3
OT 162—Ten Key	<u>1</u>
	14.5

### MEDICAL FRONT OFFICE CLERK

Required Courses	Units
<b>Semester 1</b>	
CIS 106—Fast Track Computer Literacy	1
CIS 102—Fast Track Microsoft Word	.5
OT 055—Interm. Keyboarding/Word Processing	1
NURSE 111—Medical Terminology	3
OT 159—Filing and Records Management	<u>2</u>
	7.5
<b>Semester 2</b>	
OT 101—Study of Human Diseases for Medical Assist.	3
OT 056—Adv. Keyboarding/Word Processing	2
OT 059—Medical Keyboarding /Computer Applic.	3
BUS 100—Work Readiness	<u>1.5</u>
	9.5

Certificate Total:

17 Units

\*Classes should be taken in the sequence listed above.

### RETAIL CLERK

Required Courses	Units
MKT 174—Retail Merchandising	3
BUS 181—Business Math	1
ENGL 310—Writing Skills Lab	1.5
ENGL 320—Reading Improvement Lab	1.5
BUS 100—Work Readiness	1.5
OT 162—Ten Key	<u>1</u>
	9.5

#### OT 054 1-3 Units

##### Beginning Keyboarding

*Course Advisory: SCC minimum English standards.* An individualized beginning keyboarding course taught on the microcomputer. Touch typing is developed on the alphabet, punctuation, symbols, and top row number keys. Speed will be built to a minimum of 30 words per minute. Units of study include production of documents such as correspondence, memos, reports, and tables in standard formats. This is an open entry/open exit course. May be repeated to a maximum of 3 units, including initial enrollment. *Three hours lecture, two hours lab.*

#### OT 055 1-3 Units

##### Intermediate Keyboarding/Word Processing

*Prerequisites: Completion of all modules of OT 054 or passing the OT 055 placement test; concurrent enrollment or successful completion of CIS 063 or CIS 066. Course Advisory: SCC minimum English standards.* Individualized keyboarding course using a microcomputer 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. Students may enroll throughout the semester as space is available. This is an open entry/open exit course. May be repeated to a maximum of 3 units, including initial enrollment. *Three hours lecture, two hours lab.*

#### OT 056 1-3 Units

##### Advanced Keyboarding/Word Processing

*Prerequisites: Completion of all modules of OT 055 with a grade of "C" or "P" or better or pass placement test. Course Advisories: SCC minimum English and Math standards.* This advanced, individualized applications course is designed to prepare students for professional work in an office with a heavy emphasis on word processing skills and business document formatting in the third unit. Speed will be built to a minimum of 50 words per minute. Students may enroll throughout the semester as space is available but must take units in sequential order. This is an open entry/open exit course. May be repeated to a maximum of 3 units, including initial enrollment. *Three hours lecture, two hours lab.*

OT 057

3 Units

## Legal Keyboarding/Word Processing

*Prerequisites:* Completion of all modules of OT 055 with a grade of "C" or "P" or better and ability to keyboard at 50 wpm. *Course Advisory:* SCC minimum English standards. Concentrated study of legal terminology combined with practice in the constructions of legal documents and skill development in keyboarding legal forms necessary for optimal performance in the legal office. Units of study include: civil litigation, family law, and partnerships and corporations. *Three hours lecture, two hours lab.*

OT 059

3 Units

## Medical Keyboarding and Computer Applications

*Prerequisites:* Completion of all modules of OT 054 with a grade of "C" or "P" or better or passing the OT 059 placement test; and Nursing 111 (or concurrent enrollment). *Course Advisory:* SCC minimum English standards. 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 063

3 Units

## Introduction to ICD-9-CM Coding

*Prerequisites:* OT 101; NURSE 111. *Course Advisory:* SCC minimum English standards. 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

*Prerequisites:* OT 063 (or successful completion of a challenge test). *Course Advisory:* SCC minimum English standards. 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

*Prerequisites:* NURSE 111, OT 101. *Course Advisories:* 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 Advisories:* Ability to touch type at 20 wpm; SCC minimum English and Math standards. Individualized skill building keyboarding course taught on the microcomputer. Speed and accuracy skills are enhanced on the alphabet, punctuation, and numbers. The unit of study includes identifying the specific needs of the individual and then assigning diagnostic drills, skill-development practice and pre-and post-testing. The skill building goal will be to increase typing speed or straight copy 3 to 5-minute timed writings between 5 to 10 words per minute above the starting rate with an accuracy level of not more than one error per minute. This is an open entry/open exit course. *One hour lecture, one half hour lab.*

OT 101

3 Units

## Study of Human Diseases for Medical Assistants

*Course Advisory:* SCC minimum English standards. 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 109

.5 Units

## Fast Track Records Control/Filing

*Course Advisories:* SCC minimum English and Math standards. Introduction to the process of grouping, organizing and storing business records using ARMA (American Records Management Association) rules for document filing. This is a credit/not credit only course. *Eight hours lecture (1 week course).*

OT 121

3 Units

## Medical Transcription I

*Prerequisite:* Successful completion of OT 055 or OT 056 or a keyboarding speed of 40 wpm (to be verified by placement test) with microcomputer word processing skills; NURSE 111 (or concurrent enrollment) or successful completion of a medical terminology exam. *Course Advisory:* SCC minimum English standards. Provides practice on recorded material stressing terminology from medical reports covering emergency services admission reports, history and physicals, radiology, operations, pathology, discharge summary, outpatient medical reports, death summary and autopsy using a microcomputer and word processing software. *Three hours lecture, two hours lab.*

OT 122

3 Units

## Medical Transcription II

*Prerequisite:* OT 121. Vocabulary building and transcription of medical records in specialty areas of cardiology, endocrinology, gastroenterology, gynecology, internal medicine, and oncology. *Three hours lecture, two hours lab.*

# Office Technology

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**OT 123**

**3 Units**

## **Medical Transcription III**

*Prerequisites: OT 122. Course Advisory: SCC minimum English standards. Vocabulary building and transcription of medical reports in specialty areas of radiology, psychiatry, neurology and neurosurgery, emergency medicine, laboratory medicine, and general surgery. Three hours lecture, two hours lab.*

**OT 124**

**3 Units**

## **Medical Transcription IV**

*Prerequisites: OT 123. Course Advisory: SCC minimum English standards. Vocabulary building and transcription of medical reports in specialty areas of orthopedics, pediatrics, respiratory and pulmonary medicine, immunology and AIDS, plastic surgery, and urology. Three hours lecture, two hours lab.*

**OT 131**

**3 Units**

## **Legal Transcription**

*Prerequisite: OT 055 or OT 056 or a keyboarding speed of 40 wpm (to be verified by placement test) and CIS 063 or CIS 066 with a grade of "C" or better. Course Advisory: SCC minimum English standards. Concentrated course designed to familiarize the student with terminology, background, and knowledge of procedures necessary for work in a law office. The legal system is studied through the court structure, legal documents, and the specialty areas including family law, wills and probate, corporations, real estate, bankruptcy, and criminal law. Proficiency in transcribing from machine dictation is emphasized along with the integration of technical skills. Three hours lecture, two hours lab.*

**OT 151**

**3 Units**

## **Office Systems & Procedures**

*Prerequisites: Typing rate of 50 words per minute and microcomputer word processing skills. Corequisite: One unit of OCED 090. Course Advisories: 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 159**

**2 Units**

## **Filing and Records Management**

*Course Advisory: SCC minimum English standards. Designed to introduce the systems approach of records management using both manual and automated equipment. Topics covered include creation, storage (alphabetic, numeric, geographic, and subject methods), protection, evaluation, control, use, and disposition of the records. Two hours lecture.*

**OT 160**

**3 Units**

## **Business Transcription**

*Prerequisites: OT 055 or OT 056 or a keyboarding speed of 40 wpm (to be verified by placement test) and CIS 063 or CIS 066 with a grade of "C" or better. Course Advisory: SCC minimum English standards. Emphasizes proficiency in transcribing from machine dictation. Develops the coordination of keyboarding, business English, and proofreading skills while transcribing documents from a variety of businesses. Three hours lecture, two hours lab.*

**OT 162**

**1 Unit**

## **Ten Key**

*Course Advisories: SCC minimum English and Math standards. Individualized course offering the fundamentals of operating the ten-key microcomputer number keypad. The touch system of operation and continuous speed and accuracy development are emphasized throughout the course. This is an open entry/open exit course. One hour lecture, one-half hour lab.*

**OT 170**

**3 Units**

## **Creating a Virtual Office**

*Course Advisories: SCC minimum English and Math standards. OT 170 explores issues of creating a virtual office, time management, customizing the workplace environment, evaluating and buying technology, communicating with technology, and business ethics as a virtual professional. In addition the student will explore issues of creating a virtual office (home based or small office), customizing the workplace environment, the economics of working from home and telecommuting as independent contractors. This is pass/no-pass only course. Three hours lecture.*

**OT 171**

**3 Units**

## **Marketing a Virtual Office**

*Course Advisories: SCC minimum English and Math standards. OT 171 will enable the student to market the student's learned skills, experience & knowledge and to "package" in a manner to obtain the best possible virtual (home based) employment position. Student will create a professional marketing plan covering the four Ps: Product, Price Place (distribution), & Promotion. The course is a requirement of the Business Office Technology Department's Virtual Assistant Program. Businesses all over the world are choosing to contract out (outsource) their non core competencies, in many cases to VA's or Virtual Professionals. This is pass/no-pass only course. Three hours lecture.*

## PROGRAM DESCRIPTION

The philosophy program consists of one comprehensive survey course augmented by special courses in critical thinking, ethics, political philosophy, and religion. All constitute a basic and well-rounded introduction to philosophy. Each course presumes no prior study of philosophy

## ASSOCIATE DEGREE

Not available in this discipline.

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### PHIL 001

3 Units

#### Introduction to Critical Thinking and Reasoning

*Course Advisory: ENGL 001 or ENGL 062.* Study of logical thinking and reasoning in everyday life. Emphasis is on informal logic in contrast to formal symbolic logic. Special attention is given to "computer literacy" and "educational television." Critical reading and writing is required. The course does not fulfill the IGETC critical thinking requirement. *Three hours lecture.*

### PHIL 003

3 Units

#### Introduction to Philosophy

*Course Advisory: ENGL 001 or ENGL 062.* General introduction to the central methods and recurring problems in the Western philosophical tradition. Topics of inquiry are theories of knowledge, theories of existence, philosophy of religion, free will and determinism, and the mind-body problem. Critical reading and writing are required. *Three hours lecture.*

### PHIL 004

3 Units

#### Introduction to Moral Philosophy

*Course Advisory: ENGL 001 or ENGL 062.* Introduction to moral philosophy and major ethical theories of the Western philosophical tradition. Critical reading and writing are required. *Three hours lecture.*

### PHIL 005

3 Units

#### Critical Thinking: The Philosophic Grounds of Literacy

*Prerequisite: Engl 001. Course Advisory: SCC minimum Math standard.* Designed to educate students in the fundamental principles of sound and cogent thinking and reasoning expressed primarily in argumentative essays. More specifically, the course is a practicum in critical literacy, i.e., the written practice and refinement of fundamental skills and dispositions required in effective argumentation, critical analysis and evaluation, conceptual inquiry, and discursive expression in general. The study of exemplary argumentative writings from a variety of philosophical, social, and political sources is integral. Objective exams and critical essays are required. This course fulfills the IGETC critical thinking requirement. *Three hours lecture.*

### PHIL 031

3 Units

#### Introduction to World Religions of the East

*Course Advisory: SCC minimum English standards.* Introduction to a comparative study of world religions of the East including Hinduism, Buddhism, Jainism, Sikhism, Confucianism, Daoism and Shinto. Emphasis is on analysis of origin and historical background, founders, beliefs and practices, impact on culture and society, and contemporary issues. *Three hours lecture.*

### PHIL 032

3 Units

#### Introduction to World Religions of the West

*Course Advisory: SCC minimum English standards.* Introduction to a comparative study of world religions of the West including North American Indian, African, Greek and Roman, Mesopotamian and Zoroastrianism, Judaism, Christianity, and Islam. Emphasis is on historical background, founders, beliefs and practices, impact on culture and society, and contemporary issues. *Three hours lecture.*



# Photography, Professional

Fine & Applied Arts/Behavioral Sciences Division

## PROGRAM DESCRIPTION

Pre-employment training in professional photography is designed to prepare students for self-employment and employment in the private and public sectors and covers a broad spectrum of photographic fields, e.g., advertising illustration, industrial, portraiture, medical, commercial, photojournalism, and landscape.

## CERTIFICATE OF ACHIEVEMENT AND ASSOCIATE IN SCIENCE DEGREE

A Certificate of Achievement can be obtained upon completion of the 34-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 degree must be completed with a grade of C or better or a P if the course is taken on a pass-no pass basis.

## REQUIRED COURSES

	Units	
PHOT 030—Beginning Photography	3	Recommended Electives: ART 011, 054, 056, 060 CINA 010 MGMT 184 MKT 171 OCED 090 PHOT 035, 052, 054, 055, 058, 059
PHOT 053—Introduction to Color Photography	3	
PHOT 151—Professional Photography: Intro.	4	
PHOT 152—Professional Photography: Portraiture	4	
PHOT 153—Professional Photo: Product & Advert.	4	
PHOT 154—Professional Photo: Interior & Exterior	4	
PHOT 156—Portfolio Development	3	
PHOT 170—Beginning Digital Imaging	3	
ART 006—Design Principles in 2-Dimensions	3	
Select 3 units from one of the following	3	
PHOT 056—Photojournalism & Documentary Photo.		
PHOT 031—Intermediate Photography		
PHOT 057—Special Projects		
PHOT 155—Professional Photo: Travel Photo.		
Total Required Units:	34	

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

Introduction to black and white photography, including a brief history and discussion of image composition, with special emphasis on darkroom technique and photographic principles and materials. Prerequisite to the Professional Photography program and most other photography classes. *Two hours lecture, three hours lab.*

### PHOT 031 3 Units

#### Intermediate Photography

*Prerequisite: PHOT 030 or equivalent (instructor review of portfolio).* Course Advisories: SCC minimum English and Math standards. This course is designed to further

develop a student's basic technical and visual skills. The use of traditional film (analog) materials and digital medium will be explored to produce their photographic work with an emphasis on continued visual literacy. *Two hours lecture, three hours activities.*

### PHOT 035 3 Units

#### The Art of Photography

*Course Advisory: ENGL 001.* Learn to make better photographs through the survey of 19th and 20th Century master photographers as a vehicle for the development of student's own photographs. Students will have the opportunity to develop a sense of color and to apply principles learned through taking pictures in 35mm slide format. Gallery visitations and critical written reviews are a part of the comprehensive course. 35 MM camera required. *Three hours lecture.*

# Photography

**PHOT 052** **3 Units**  
**Creative Photography**  
*Prerequisite: PHOT 031.* Students experiment with photographic and non-photographic materials to create visual images and statements. Quizzes, laboratory notebook, and final portfolio required. *Two hours lecture, three hours lab.*

**PHOT 053** **3 Units**  
**Introduction to Color Photography**  
*Course Advisories: SCC minimum English and Math standards.* Introduction to the theory, materials and techniques of color photography. Includes photography theory and application for transparencies, print-making, finishing and color portfolio. Some out of class camera assignments utilizing color slide film are included. Both transparency and negative films will be explained. *Two hours lecture, three hours lab.*

**PHOT 054** **3 Units**  
**Intermediate Color Photography**  
*Prerequisite: PHOT 053.* Continuation of Photo 053. Advanced techniques, creative ideas, image evaluation and presentation of color prints are emphasized. *Two hours lecture, three hours lab.*

**PHOT 055** **3 Units**  
**Creative Color**  
*Prerequisite: PHOT 054. Course Advisory: SCC minimum English standards.* Creative innovations and experiments in color photography, including non-silver methods, polaroid transfer, handtinting, iso-expansion, chemical experimentation, image evaluation, printing and exhibiting. *Two hours lecture, three hours lab.*

**PHOT 056** **3 Units**  
**Photojournalism and Documentary Photography**  
*Prerequisite: PHOT 031. Course Advisory: SCC minimum English standards.* Covers aspects of the camera as a journalistic and documentary tool, including news photography, the journalistic photo-essay, and photodocumentation. Written critiques and projects in each area provide a broad understanding of the field. Repeatable 1 time. *Two hours lecture, three hours lab.*

**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 058** **3 Units**  
**Advanced Black & White Photography (F/S-Night)**  
*Prerequisite: PHOT 031. Course Advisories: SCC minimum English and Math standards.* Emphasizes perfecting visual and technical skills. Includes simple photographic chemistry, the zone system, advanced printing, processing and exhibit preparation. A portfolio and a project in creative photography are required. *Two hours lecture, three hours lab.*

**PHOT 059** **3 Units**  
**Color Portfolio**  
*Prerequisite: PHOT 054. Course Advisory: SCC minimum English standards.* Provides the advanced color student the opportunity to build upon and expand beyond standardized course instruction. Each student will create and design his/her own portfolio in consultation with the instructor. Each student will exhibit his/her portfolio publicly. *Two hours lecture, three hours lab.*

**PHOT 070** **3 Units**  
**Beginning Digital Imaging**  
*Course Advisories: PHOT 030, PHOT 035, SCC minimum English and Math standards.* Introduction to digital photography, including a brief history and discussion of image composition, with special emphasis on hardware and software techniques, photographic principles and digital materials. Students learn how to use a digital camera, load their photos into an editing program and complete simple editing projects. Beginning printing and other output techniques will be discussed. Conceptual and technical assignments will be utilized throughout the semester to support topics covered in class. A SLR digital camera is required. A home computer is not required. Repeatable 1 time. *Two hours lecture, three hours activities.*

**PHOT 099** **2-3 Units**  
**Photography Honors**  
*Prerequisites: Completion of 24 units of college credit with a minimum GPA of 3.3; a minimum of 5 units in the discipline with a grade of "B" or better; an ability to work independently; permission of the division dean based on instructor availability.* Independent study class designed for students who have taken many of the basic classes and wish to continue work with an instructor in a specialized area. The student works by arrangement with the instructor on an outlined program of study. Repeatable 1 time. *Six to nine hours weekly by arrangement.*

# Photography

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## PHOT 148

1.5-4.5 Units

### Photography Laboratory

*Course Advisory:* SCC minimum English and Math standards. *Corequisite:* Concurrent enrollment in any SCC Photography course. 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. Repeatable up to 12 units. This is an open entry/exit; pass/no-pass only course. *One and one-half to four and one-half hours lab.*

## PHOT 151

4 Units

### Professional Photography: Introduction

*Prerequisite:* PHOT 030. *Course Advisories:* SCC minimum English and Math standards. Designed for students who are considering a career in photography. Students will be exposed to the technical and creative possibilities of applied and personal photography. A 35 mm camera (film or digital) is required. *Two hours lecture, six hours lab.*

## PHOT 152

4 Units

### Professional Photography: Portraiture

*Prerequisite:* PHOT 030. *Course Advisories:* SCC minimum English and Math standards. This course focuses on varied applications of portrait work in the applied and fine art environments. A 35 mm camera (film or digital) is required. Repeatable 1 time. *Two hours lecture, six hours lab.*

## PHOT 153

4 Units

### Professional Photography: Product and Advertising

*Prerequisite:* PHOT 030. *Course Advisories:* SCC minimum English and Math standards. Designed to explore varied film and lighting techniques to execute photographs in the context of advertising. Assignments will vary from studio work to location settings using a wide variety of subjects (food, wine, autos, etc). A 35 mm camera (film or digital) is required. Repeatable 1 time. *Two hours lecture, six hours lab.*

## PHOT 154

4 Units

### Professional Photography: Interior/Exterior

*Prerequisite:* PHOT 030. *Course Advisories:* SCC minimum English and Math standards. This course provides the student with skills to photograph architecture in the rural and urban landscape. A 35 mm camera (film or digital) is required. Repeatable 1 time. *Two hours lecture, six hours lab.*

## PHOT 155

3 Units

### Professional Photography: Travel Photography

*Course Advisories:* PHOT 030 or 035; SCC minimum English and Math standards. This course will explore the boundaries of location photography. Lecture/demonstrations are designed to provide technical and creative support for your location project. The final project will encompass the realm of documentary, photojournalistic, editorial and personal work. A 35 mm camera (film or digital) is required. Students will pay for travel arrangements for this course. Repeatable 3 times. *Eight hours lecture, forty-seven hours lab per week for 2 weeks.*

## PHOT 156

3 Units

### Portfolio Development

*Prerequisite:* PHOT 151 and one of the following: PHOT 031, 058, 152, 153 or 154. An advanced course designed to serve the student in the preparation of a professional fine art or commercial portfolio. Emphasis is placed on individual direction and personal goals. The student can expect individual consultation by the instructor. A digital or 35 mm analog camera is required. Repeatable 3 times. *Two hours lecture, three hours lab.*

### Special Topics

These courses, numbered 098 or 148 depending upon their transferability, are courses of contemporary interest centered on changing knowledge and important issues in the field. Announcements of Special Topics courses appear in the Schedule of Classes.

# Physical Education/Athletics

Physical Education/Athletics Division

## PHYSICAL EDUCATION

### PROGRAM DESCRIPTION

This program offers students activity curriculum, technical skills, and professional development courses to develop fitness or to prepare students for transfer in various fields, including physical education.

### ASSOCIATE IN SCIENCE DEGREE

The Associate in Science Degree can be obtained by completing a total of 60 units, including the 30-unit major, general education requirements and electives. All courses for this degree must be completed with a grade of C or better or a P if the course is taken on a pass-no pass basis.

### REQUIRED COURSES

	Units
PE 020A—Foundations of Phys. Ed.	3
PE 020H—Care & Prevention of Athletic Injuries	3
PE 020S—Adv. First Aid & Emergency Care	2
PE 020V—Introduction to Sports Science	3
*PE Activity Courses	6
BIO 006—Human Anatomy	5
BIO 005—Intro. to Physiology	5
HED 002—Health Education	
OR	
HED 003—Women's Health Issues	<u>3</u>
	30

\*At least one activity course selected from four of the seven listed categories: Aquatics (002A, 002B, 002C, 002D, 002E), Combatives (003A, 003C, 003D, 003E), Dance (004A, 004B, 004C, 004D, 004F, 004H, 004J, 004K, 004N), Fitness Courses (005A, 005B, 005C, 005H, 005J, 005K, 005M, 005N, 005P, 005G, 006A, 006E, 006F, 006C, 078), Individual Sports (007A, 007C, 007D, 007E, 007F), Racquet Sports (008A, 008B, 008C, 008E, 008F), and Team Sports (009A, 009B, 009C, 009E, 009F, 009G, 009H, 009P, or any Intercollegiate Athletics course).

#### Recommended Electives:

ANTH 001  
NUTR 010  
MATH 011  
PE 004F, 004M, 006F, 020W, 020D & 020E, 020F & 020G, 020P & 020J, 020M & 020N, 020Q & 020R, 020X & 020Y, 048G, 055, 071, 098B, 098C, 148A; any activity course listed above not used to satisfy requirements of the major.  
SOCS 022

# Physical Education/Athletics

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## SPORTS MEDICINE/FITNESS SCIENCE – (TRANSFER)

Designed to allow students to transfer into baccalaureate programs in Physical Education or related areas with a Sports Medicine emphasis. The broad field of Sports Medicine/Fitness Science includes post-baccalaureate employment opportunities in teaching, athletic training, physical therapy, sports rehabilitation, biomechanics, exercise physiology, motor learning, sports orthopedics, sports podiatry, sports psychology, cardiac rehabilitation, EKG technician, and fitness technician.

The Associate in Science Degree can be obtained upon completion of a total 60 units, including the 33-34 unit major, the general education requirements, and electives. All courses for this degree must be completed with a grade of C or better or a P if the course is taken on a pass-no pass basis.

### REQUIRED COURSES

	Units
PE 020A—Foundations of PE	3
PE 020H—Care/Prevention of Athletic Injuries	3
PE 020S—Advanced First Aid & CPR	2
PE 020V—Intro. to Sports Science	3
PE 020W—Concepts of Fitness	3
*PE Activity courses	2-3
BIO 005—Physiology	5
BIO 006—Human Anatomy	5
CHEM 010—Interm. Chemistry	4
**NUTR 010—Nutrition	3
	<u>33-34</u>

Aquatics (002A, 002B, 002C, 002D, 002E), Combatives (003A, 003C, 003D, 003E), Dance (004A, 004B, 004C, 004D, 004F, 004H, 004J, 004K, 004N, 004P), Fitness Courses (005A, 005B, 005C, 005G, 005H, 005P, 005J, 005K, 005M, 005N, 006A, 006C, 006E, 006F, 078), Individual Sports (007A, 007C, 007D, 007E, 007F), Racquet Sports (008A, 008B, 008C, 008E, 008F), and Team Sports (009A, 009B, 009C, 009E, 009F, 009G, 009H, 009P, or any Intercollegiate Athletics course).

\*\*For those transferring to UC in preparation for a physical therapy major, it is recommended that CHEM 011-Basic Organic Chemistry & Biochemistry be taken in place of NUTR 010.

#### Recommended Electives

CIS 001  
HED 002  
MATH 011  
PE 055, 098B  
PSYC 020

# Physical Education/Athletics

## SPORTS MEDICINE/FITNESS SCIENCE – (OCCUPATIONAL)

### PROGRAM DESCRIPTION

Two occupational programs which prepare students for national certification and employment with commercial health clubs and other private and public fitness and sports centers. These jobs include working in recreation, health & fitness, sports supervision or allied fields. Students may select from two majors—Aerobics or Personal Trainer.

### ASSOCIATE IN SCIENCE DEGREE

The Associate in Science Degree can be obtained upon completion of a total 60 units, including the 32.5-34.5 unit major for Aerobics or the 29.5-31.5 unit major for Personal Trainer, the general education requirements, and electives. All courses for this degree must be completed with a grade of C or better or a P if the course is taken on a pass-no pass basis.

## SPORTS MEDICINE/FITNESS SCIENCE - AEROBICS

### REQUIRED COURSES

	Units	Recommended Electives
*PE 004H—Beginning Jazz Dance		ACCT 001 or 180
OR		MGMT 184
*PE 004K—Beginning Ballet	1.5-2	OCED 090
*PE 005J—Beginning Body Conditioning	1-1.5	PE 001-PE 048; Any of the following activity
PE 020A—Foundations of PE	3	courses not used to satisfy the requirements of the
PE 020H—Care/Prevent. of Athletic Injuries	3	major: Aquatics (002A, 002B, 002C, 002D, 002E),
PE 020S—Advanced First Aid & CPR	2	Combatives (003A, 003C, 003D, 003E), Dance
PE 020V—Intro. to Sports Science	3	(004A, 004B, 004C, 004D, 004F, 004H, 004J, 004K,
PE 020W—Concepts of Fitness	3	004N, 004P), Fitness Courses (005A, 005B, 005C,
*HED 002—Health Education	3	005G, 005H, 005J, 005K, 005M, 005N, 005P, 006A,
NUTR 010—Nutrition	3	006E, 006F, 006C, 078), Individual Sports (007A,
Two courses from the following:	2-3	007C, 007D, 007E, 007F), Racquet Sports (008A,
*PE 002E—Aqua Aerobics		008B, 008C, 008E, 008F), and Team Sports (009A,
*PE 005B—Beginning Aerobic Exercise		009B, 009C, 009E, 009F, 009G, 009H, 009P, or
*PE 005P—Step Aerobics		any Intercollegiate
*PE 006A—Cardio Kickboxing		Athletics course).
	<hr/> 29.5-31.5	PSYC 020
		SPCH 001

\*May be double counted to meet graduation requirements.

# Physical Education/Athletics

## SPORTS MEDICINE/FITNESS SCIENCE - PERSONAL TRAINER

	Units	
*PE 005M—Beginning Weight Training	1-1.5	Recommended Electives
*PE 005C—Fitness for Life	1.5-2	ACCT 001 or 180
PE 020A—Foundations of PE	3	MGMT 184
PE 020H—Care & Prevent./Athletic Injuries	3	OCED 090
PE 020S—Advanced First Aid & CPR	2	PE 001-PE 048; Any of the following activity courses
PE 020V—Intro. to Sports Science	3	not used to satisfy the requirements of the major:
PE 020W—Concepts of Fitness	3	Aquatics (002A, 002B, 002C, 002D, 002E), Combat-
*HED 002—Health Education	3	ives (003A, 003C, 003D, 003E), Dance (004A, 004B,
NUTR 010—Nutrition	3	004C, 004D, 004F, 004H, 004J, 004K, 004N, 004P),
		Fitness Courses (005A, 005B, 005C, 005G, 005H,
Two courses from the following:	2-3	005J, 005K, 005M, 005N, 005P, 006A, 006E, 006F,
*PE 002E—Aqua Aerobics		006C, 078), Individual Sports (007A, 007C, 007D,
*PE 005B—Beginning Aerobic Exercise		007E, 007F), Racquet Sports (008A, 008B, 008C,
*PE 005P—Step Aerobics		008E, 008F), and Team Sports (009A, 009B, 009C,
*PE 005J—Beginning Body Conditioning		009E, 009F, 009G, 009H, 009P, or any Intercollegiate
*PE 006A—Cardio Kickboxing		Athletics course).
		PSYC 020
		SPCH 001
	29.5-31.5	

\*May be double counted to meet graduation requirements.

### JOB-DIRECT CERTIFICATE

For each of the following programs, the required courses must be completed with a grade of "C" or better.

#### Fitness Professional

Required Courses	Units	
PE 020S—Advanced First Aid & Emergency Care	2	Aquatics (002A, 002B, 002C, 002D, 002E), Combat-
PE 020W —Concepts of Physical Fitness	3	ives (003A, 003C, 003D, 003E), Dance (004A, 004B,
PE 020V—Introduction to Sport Science	3	004C, 004D, 004F, 004H, 004J, 004K, 004N, 004P),
NUTR 010 —Nutrition	3	Fitness Courses (005A, 005B, 005C, 005G, 005H,
PE 005J —Beginning Body Conditioning		005J, 005K, 005M, 005N, 005P, 006A, 006E, 006F,
OR		006C, 078), Individual Sports (007A, 007C, 007D,
PE 005K—Intermediate Body Conditioning	1	007E, 007F), Racquet Sports (008A, 008B, 008C,
*5 additional units from the following list:	5	008E, 008F), and Team Sports (009A, 009B, 009C,
	17	009E, 009F, 009G, 009H, 009P).

\*Additional required units from this list:

## HEALTH EDUCATION

HED 002

3 Units

### Health Education

*Course Advisories: SCC minimum English and math standards.* A survey course with a multifaceted view of health with physical, mental, and social dimensions. The course extends beyond the structure and function of one's body to include feelings, values, and reasoning. Examinations and a project are required. Satisfies one-half of the Health, Physical Education graduation requirement. *Three hours lecture.*

HED 003

3 Units

### Women's Health Issues

*Course Advisories: SCC minimum English and math standards.* A study of health issues that are unique to women with a focus on women's health maintenance and care, and the development of skills and acquisitions of knowledge necessary to make informed choices in health matters of concern to women. Open to all students. Satisfies one-half of the Health, Physical Education graduation requirement. *Three hours lecture.*

## ADAPTED PHYSICAL EDUCATION

Courses numbered 001A through 001D are modified for students with specific physical disabilities. The instructor, with recommendations from each student's physician, develops an individualized program for each student. A permission card confirming a disability must be obtained from the Enabling Office prior to registration.

### PE 001A 1 or 1.5 Units

#### Adapted Aquatics

*Prerequisites:* Permission of Disabilities Services Counselor confirming disability. A specialized course in water orientation, exercise, and swimming designed to meet the individual needs of those unable to participate fully in a regular swimming class. Pre-tests and post-test serve to evaluate student achievement. Repeatable 3 times. *One-half hour lecture, one and one-half hours or two and one-half hours activity.*

### PE 001D 1 or 1.5 Units

#### Adapted Weight Training

*Prerequisites:* Permission of Disabilities Services Counselor confirming disability. Specialized course in weight training that includes an individualized program that focuses on the specific disability of each student. Pre-tests and post-tests (written and practical) serve to evaluate student achievement. Repeatable 3 times. *One-half hour lecture, one and one-half hour or two and one-half hours activity.*

## PHYSICAL EDUCATION

Sequence courses (*Beginning, Intermediate*) may not be taken concurrently; and sequence courses may not be taken out of sequence.

### PE 002A 1 or 1.5 Units

#### Beginning Swimming

*Course Advisories:* SCC minimum English and math standards. Covers the fundamental techniques of swimming, terminology, water adjustment, fluid mechanics, and water safety. Swimming strokes include freestyle and backstroke. Skills and written exams are used to evaluate student achievement. Repeatable 2 times. *One-half hour lecture, one and one-half hours or two and one-half hours activity.*

### PE 002B 1 or 1.5 Units

#### Intermediate Swimming

*Prerequisite:* PE 002A. *Course Advisories:* SCC minimum English and math standards. Covers the intermediate techniques of swimming, terminology, and fluid mechanics. Swimming strokes include the freestyle, backstroke, breaststroke, and butterfly. Racing starts, flip turns, and touch turns are taught on a beginning level. Interval training concepts are introduced. Skills and written exams are used to evaluate student achievement. *One-half hour lecture, one and one-half hours or two and one-half hours activity.*

### PE 002C 1 or 1.5 Units

#### Water Polo

*Course Advisory:* SCC minimum English and Math standards. A coeducational course that includes the fundamental skills, game strategies, and rules of water polo. Offensive and defensive strategies are practiced in preparation for team play. Skills exams and written exams serve to evaluate student achievement. Repeatable 3 times. *One-half hour lecture, one and one-half hours or two and one-half hours activity.*

### PE 002D 1.5 or 2 Units

#### Swim for Fitness

*Course Advisories:* SCC minimum English and math standards. Designed to provide life-long fitness through cardiovascular endurance training and skill development in basic aquatics skills. The major components which make up a swimming workout and the concepts of interval training and sprint and distance training are included. Skills exams and written exams serve to evaluate student achievement. Repeatable 3 times. *One-half hour lecture, one and one-half hours or two and one-half hours activity.*

### PE 002E 1 or 1.5 Units

#### Aqua Aerobics

*Course Advisories:* SCC minimum English and Math standards. A comprehensive fitness program with the focus on aerobic conditioning via aquatic exercise designed to improve muscular strength, endurance and cardiovascular fitness. Exercises conducted in the water will utilize the resistance of water and equipment to develop strength and conditioning. Repeatable 3 times. *One-half hour lecture, one and one-half hours or two and one-half hours activity.*

### PE 003A 1 or 1.5 Units

#### Beginning Self Defense

*Course Advisories:* SCC minimum English and math standards. Designed to equip the student with basic skills and knowledge for protection against physical assault. Includes basic fighting techniques, falls and recoveries, and disengagements with counter-attacks. Also included are developing a self-defense consciousness and knowledge about self-defense and the law. Skills exam is used to evaluate student achievement. Repeatable 3 times. *One-half hour lecture, one and one-half hours or two and one-half hours activity.*

### PE 003C 1 or 1.5 Units

#### Foil Fencing

*Course Advisories:* SCC minimum English and math standards. Includes the fundamental skills, strategies, and rules of (French) foil fencing. The early history, evolution of hand weaponry, the dueling sword, the French and Italian techniques, French terminology, and etiquette are included. Written exams and skills exams serve to evaluate student achievement. This course is recommended for Theatre Arts majors. Repeatable 3 times. *One half hour lecture, and one and one half hours or two and one-half hours activity.*



# Physical Education

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PE 003D

1 or 1.5 Units

## Beginning Judo

*Course Advisories: SCC minimum English and Math standards.* A basic judo course including techniques such as falls, holds, chokes, grips, grip breaks, balance breaks, and application of reverse locks. Strategies for the judo contest are included such as defenses, counters, break-up throws, take-downs, and general mat work. A historical overview of the martial arts is offered with an emphasis on the evolution of modern-day judo. Written and skills exams are used to measure student achievement. Repeatable 2 times. *One-half hour lecture, one and one-half or two and one-half hours activity.*

PE 003E

1 or 1.5 Units

## Intermediate Judo

*Prerequisite: PE 003D. Course Advisories: SCC minimum English and Math standards.* An intermediate judo course that covers advanced throwing and grappling techniques. Combinations, transitions, and strategies will also be covered. Competition at the local level tournaments will be an option for interested students. *One-half hour lecture, one and one-half or two and one-half hours activity.*

PE 004A

1.5 or 2 Units

## Beginning Modern Dance

*SCC minimum English and Math standards.* An introduction to basic modern dance techniques, terminology, and rhythmic structure. Students will study posture and alignment for dance, alignment reference points and basic postural muscles. Students will study the basic components of fitness as they relate to dance training and basic health guidelines for nutrition and injury care and prevention. Students will explore a variety of common accompaniments for modern dance. Basic music notation will be presented in preparation for future dance composition. The history of Modern Dance is included. Interval skills exams and written exams serve to measure student achievement. Repeatable 3 times. *One hour lecture, one or two hours activity.*

PE 004B

1.5 or 2 Units

## Beginning Tap Dance

*Course Advisories: SCC minimum English and Math standards.* Introductory course that includes body placement, body balance, rhythm, coordination, musicality, and a repertoire of the traditional tap (foot) techniques. This course presents lecture information on music, music analysis, understanding basic components of fitness as related to dance, nutrition and basic first aid and injury prevention. This history of tap dance as an indigenous American dance form is included. Skills exams and written exams are used to evaluate student achievement. Repeatable 2 times. *One hour lecture, one or two hours activity.*

PE 004C

1 or 1.5 Units

## Intermediate Tap Dance

*Prerequisite: PE 004B. Course Advisories: SCC minimum English and Math standards.* Explores intermediate tap dance step, patterns, combinations, and choreography. Music theory concepts as they apply to the syncopated rhythms of tap dance are included. The history of tap dance as an indigenous American dance form is discussed. Interval performance exams are used to evaluate student achievement. Written exams are used to evaluate the student's knowledge of technique, music theory, rhythmic patterns, and the historical and cultural significance of tap dance in America. Students will learn to appreciate this dance form via attendance at a dance concert or musical theater performance. *One hour lecture, one or two hours activity.*

PE 004D

1.5 or 2 Units

## Jazz Dance Technique

*Prerequisite: PE 004H. Course Advisories: SCC minimum English and Math standards.* Designed for students who have vocational or avocational interests in dance. Course emphasis is on the skill development and analysis of intermediate-level and advanced-level techniques and patterns. Selected technique syllabi of various dance artists will be presented and studied. Jazz idioms, styles, and the historical and cultural development are included. Participation in the annual dance concert is encouraged. Interval skills exams and written exams serve to evaluate student achievement. Recommended for Theatre Arts majors. Repeatable 3 times. *One hour lecture, one or two hours activity.*

PE 004E

3 Units

## Dance Production

*Course Advisories: SCC minimum English and Math standards.* Designed for dance students interested in public performance. Experiences in student choreography are included in addition to participation in the annual college dance concert. Interval skills exams and written exams serve to evaluate student achievement. Recommended for Theater Arts majors. Repeatable 3 times. *One hour lecture, seven hours lab, one hour weekly by arrangement.*

PE 004F

1.5 or 2 Units

## Hip-Hop Dance

*Course Advisories: SCC minimum English and Math standards.* Introduces students to the fundamentals of hip-hop dance style. The students will learn the fundamentals of today's dances that are commonly used in music videos. Repeatable 3 times. *One hour lecture, one or two hours activity.*

PE 004H

1.5 or 2 Units

## Beginning Jazz Dance

*SCC minimum English and Math standards.* Covers basic jazz techniques, styles, terminology, and history. This course presents lecture information on posture for the dancer, music analysis, understanding basic components of fitness as related to dance, nutrition and injury prevention, and choreography dance notation. The course focuses on sequential development of basic jazz patterns in preparation for future dance composition. Interval skills exams and written exams serve to evaluate student achievement. Repeatable 2 times. *One hour lecture, one or two hours activity.*

# Physical Education

## PE 004J 1.5 or 2 Units

### Beginning Ballroom Dance

*Course Advisory: SCC minimum English and Math standards.* In this course students will gain a solid foundation and knowledge of the basic skills and techniques of ballroom dance. This class will also be an introduction, short history, demonstration, and instruction of popular ballroom dances. Following good practice of exercise in dance execution, the students benefit from the activity and the cultural experiences. Dances selected from the following: Cha-Cha, Rumba, Nightclub Two-Step, East and West Coast Swing, Lindy-Hop, Salsa, Tango, Waltz, Samba, and Fox Trot. Attention on proper techniques in both lead and follow dance positions including, proper form, footwork, alignment, and correct posture. Music is varied to broaden the experience with different tempo and styles. No prior experience in dance required; partner not required. Repeatable 3 times. *One hour lecture, one or two hours activity.*

## PE 004K 1.5 or 2 Units

### Beginning Ballet

*Course Advisory: SCC minimum English and Math standards.* Introduction to beginning classical ballet dance forms, positions, body alignment, patterns, and barre work. The lesson is conducted with the associated French terminology for all movements and steps. The history of ballet is presented and significant choreographers and ballets are discussed. Students will study proper dance posture, the muscular system as it relates to ballet movement and proper nutritional guidelines for the dancer. Basic first aid and injury prevention and treatment for self-care injuries will also be included in lectures. Performance exams and written exams are given to evaluate student achievement. Students will be required to submit a term project on the history of ballet. Repeatable 2 times. *One hour lecture, one or two hours activity.*

## PE 004M 1.5 or 2 Units

### Intermediate Ballet

*Prerequisite: PE 004K. Course Advisories: SCC minimum English and Math standards.* The student will be exposed to second derivative skills and will expand technical development for artistic growth. Emphasis is on style and the aspects of interpretation of movement needed for development of the classical dancer. Skills exams and written exams are given to evaluate student achievement leading to studio recital or performance. Text required. *One hour lecture, one or two hours activity.*

## PE 004N 1 or 1.5 Units

### Beginning Swing Dance

*Course Advisories: SCC minimum English and Math standards.* An introductory experience of the popular American social dances known as "Swing" and an exploration of the cultural scene that created them. The course surveys historical dance varieties and East Coast/West Coast regional differences as well as the latest trends and styles. Repeatable 3 times. *One hour lecture, one or two hours activity.*

## PE 004P 1.5 or 2 Units

### Intermediate Jazz Dance

*Prerequisite: PE 004H. Course Advisories: SCC minimum English and Math standards.* Covers intermediate-level jazz techniques, styles, and terminology. Students will gain increased knowledge of dance posture and of the muscular functions of the major muscles that effect basic dance movements. Intermediate musical analysis will include 6 count phrasing. The course focuses on sequential development of intermediate jazz patterns dance patterns in preparation for dance composition. Interval skills exams and written exams serve to evaluate student achievement. *One hour lecture, one or two hours activity.*

## PE 005A 1 or 1.5 Units

### Low Impact Aerobic Dance

*Course Advisories: SCC minimum English and Math standards.* Low impact aerobic dance reduces the stress of high intensity aerobics by modifying jumping, hopping and leaping movements generally associated with peak aerobic dance. Students will progress through a complete aerobic work-out, achieving target training zone heart rate through the use of low-impact routine work. Body toning, strength building and flexibility components of the workout will be included to provide the student with a well-rounded fitness program. Fitness exams, written exams, written assignments, class lecture, and participation serve to measure student achievement. Repeatable 3 times. *One-half hour lecture, one and one-half or two and one-half hours activity.*

## PE 005B 1 or 1.5 Units

### Beginning Aerobic Exercise

*Course Advisories: SCC minimum English and Math standards.* A comprehensive fitness program with a focus on aerobic conditioning via choreographed dance exercise patterns set to music. Body toning, strength building and flexibility components of the workout will be included to provide the student with a well-rounded fitness program. Nutrition, body composition, weight control, and basic physiological principles of exercise are included. Fitness exams and written exams, written assignments, class lecture, and participation serve to measure student achievement. Repeatable 2 times. *One-half hour lecture, one and one-half or two and one-half hours activity.*

## PE 005C 1.5 or 2 Units

### Fitness for Life

*Course Advisories: SCC minimum English and Math standards.* Offers an individualized approach to fitness with a focus on the individual's personal responsibility for his/her fitness and health throughout life. The study of the physiological changes one undergoes as the result of physical conditioning forms the basis for the development of a lifetime fitness plan. Fitness exams and written exams serve to evaluate student achievement. Repeatable 3 times. *One hour lecture, one or two hours activity.*

# Physical Education

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PE 005D

1 or 1.5 Units

## Circuit Training

*Course Advisories: SCC minimum English and Math standards.* An individualized program for achieving muscle tone while increasing strength and endurance. This course employs resistive exercises which will improve lifetime fitness and overall body fitness. Repeatable 3 times. *One-half hour lecture, one and one-half to three hours lab.*

PE 005E

1 or 1.5 Units

## Cardio Conditioning

*Course Advisories: SCC minimum English and Math standards.* Designed for students who desire a cardiovascular workout using a combination of equipment such as stationary bikes, ellipticals, steppers, treadmills, stairmills and rowing machines. Repeatable 3 times. *One-half hour lecture, one and one-half to three hours lab.*

PE 005G

1 or 1.5 Units

## Off-Season Athletic Conditioning

*Course Advisories: SCC minimum English and Math standards.* A comprehensive course designed for the intercollegiate student/athlete. The course focus is on continued development and enhancement of physical performance and maintenance level required of each student/athlete's respective sport. The course will focus on learning and execution of fitness/conditioning parameters as well as pre and post-tests on sport specific abilities applicable to each student/athlete's sport or activity. Repeatable 3 times. *One-half hour lecture, one and one-half or two and one-half hours activity.*

PE 005J

1 or 1.5 Units

## Beginning Body Conditioning

*Course Advisory: SCC minimum English and Math standards.* A general conditioning course that includes weight training, aerobic conditioning, and stretching exercises. A pre-test serves to define individual fitness goals, and two post-tests (written and practical) serve to evaluate student achievement. Repeatable 2 times. *One-half hour lecture, one and one-half or two and one-half hours activity.*

PE 005K

1 or 1.5 Units

## Intermediate Body Conditioning

*Prerequisite: PE 005J. Course Advisory: SCC minimum English and Math standards.* A general conditioning course that includes weight training, aerobic conditioning, and stretching exercises. A pre-test serves to define individual fitness goals, and two post-tests (written and practical) serve to evaluate student achievement. Post-test standards are higher than they are in the beginning-level course. Nutrition, as it relates to fitness and weight control, is included. *One-half hour lecture, one and one-half or two and one-half hours activity.*

PE 005M

1 or 1.5 Units

## Beginning Weight Training

*Course Advisory: SCC minimum English and Math standards.* A comprehensive weight training course for men and women with a focus on strength development and muscle hypertrophy. Resistive exercises via free weights and fixed weights are used for the development of every major muscle group. Pre-tests and post-tests (written and practical) serve to evaluate student achievement. Repeatable 2 times. *One-half hour lecture, one and one-half or two and one-half hours activity.*

PE 005N

1 or 1.5 Units

## Intermediate Weight Training

*Prerequisite: PE 005M. Course Advisories: SCC minimum English and Math standards.* Intermediate weight training courses for men and women that will help individuals define and concentrate on personalized goals. Special emphasis will be directed at determining students' needs and helping them write and follow an exercise program designed to meet those needs. Pre-tests, post-tests and fitness measurements will be used to assess progress. *One-half hour lecture, one and one-half or two and one-half hours activity.*

PE 005P

1 or 1.5 Units

## Step Aerobics

*Course Advisory: SCC minimum English and Math standards.* An aerobic exercise program utilizing four inch, six inch, and eight inch step platforms. Class format includes warm-up, pre-aerobics, peak aerobics, aerobic cool down as determined by musical beats per minute (BPM). Body toning, strength building and flexibility components of the workout will be included to provide the students with a well-rounded fitness program. Fitness exams, written exams, written assignments, course lecture and/or participation serve to measure student achievement. Repeatable 3 times. *One-half hour lecture, one and one-half or two and one-half hours activity.*

PE 006A

1 or 1.5 Units

## Cardio Kickboxing

*Course Advisories: SCC minimum English and Math standards.* An aerobic exercise program utilizing non-contact kickboxing. Class format includes warm-up, pre-aerobics, peak aerobics and aerobic cool-down as determined by musical beats per minutes (BPM). Hand weights and step boxes may be used for additional lower and upper body strength and conditioning. A flexibility cool-down will conclude the exercise session. Repeatable 3 times. *One-half hour lecture, one and one-half or two and one-half hours activity.*

# Physical Education

## PE 006B 1 or 1.5 Units

### Introduction to Qigong (formerly PE 070)

*Course Advisories: SCC minimum English and Math standards.* A course designed to acquaint the student with the basic 64-movement patterns of Dayan Qigong (pronounced chee-gong) - one of the most popular forms of Qigong taught in China today. Students will learn the names and locations of accupressure points and how to do self-massage to activate the meridian system of the body. Students will learn both "stillness in action" through the physical movements and "action in stillness" through sitting, standing and walking meditations. This class is available for students with all levels of abilities and can be adapted for students with mobility issues. Repeatable 3 times. *One-half hour lecture, one and one-half or two and one-half hours activity.*

## PE 006C 1 or 1.5 Units

### Pilates for Fitness (formerly PE 073)

*Course Advisories: SCC minimum English and Math standards.* A fitness course that utilizes Pilates techniques that can increase strength, flexibility and endurance. Pilates exercises can improve posture, alignment coordination and balance. The course is designed to tone muscles without putting stress on the spine. Repeatable 3 times. *One-half hour lecture, one and one-half or two and one-half hours activity.*

## PE 006E 1.5 or 2 Units

### Fundamentals of Yoga

*Course Advisories: SCC minimum English and Math standards.* Development of basic yoga postures, breathing practices, stretching and relaxation techniques as method to improve flexibility, decrease stress and improve physical and mental well-being. Repeatable 2 times. *One hour lecture, one to two hours activity.*

## PE 006F 1.5 or 2 Units

### Intermediate Yoga (formerly PE 48A)

*Prerequisite: PE 006E. Course Advisories: SCC minimum English and Math standards.* This course will expand upon the techniques and philosophies of beginning yoga. Students will be exposed to advanced postures, various specific yoga systems and additional philosophies of yoga from the masters. *One hour lecture, one to two hours activity.*

## PE 006G 1 or 1.5 Units

### Tai Chi

*Course Advisories: SCC minimum English and Math standards.* An introduction to the discipline of Physical Education through Tai Chi exercises, including well-known short forms consisting of 24 postures. Basic exercise physiology, nutrition, fundamentals of strength development, flexibility and meditation concepts as related to Tai Chi and health and wellness are covered. *One-half hour lecture, one and one-half to three hours lab.*

## PE 007A 1 or 1.5 Units

### Beginning Bowling

*Course Advisories: SCC minimum English and Math standards.* Covers the fundamental techniques of bowling, terminology, rules, scoring, etiquette, and history. Practice and class competitions are provided to enhance skill development and strategy. Written exams and skills exams serve to evaluate student achievement. Repeatable 3 times. *One-half hour lecture, one and one-half or two and one-half hours activity.*

## PE 007B 1 - 1.5 Units

### Beginning Road Bicycling

*Course Advisories: SCC minimum English and Math standards.* An introduction to basic road bicycling terminology, equipment, and riding techniques. History of bicycling is included. Interval skills examinations and written examinations serve to measure student achievement. Repeatable 3 times. *One-half hour lecture, one and one-half to three hours lab.*

## PE 007C 1 or 1.5 Units

### Beginning Mountain Biking

*Course Advisories: SCC minimum English and Math standards.* Introduction to basic mountain biking terminology, equipment, and riding techniques. History of bicycling is included. Interval skills examinations and written examinations serve to measure student achievement. Repeatable 3 times. *One hour lecture, one or two hours activity.*

## PE 007D 1 or 1.5 Units

### Beginning Golf

*Course Advisories: SCC minimum English and Math standards.* Provides instruction and practice in fundamental golf strokes with irons and woods. Rules, etiquette, and selection and care of equipment are included. Interval skills exams and written exams serve to evaluate the student achievement. Repeatable 2 times. *One-half hour lecture, one and one-half or two and one-half hours activity.*

## PE 007E 1 or 1.5 Units

### Intermediate Golf

*Prerequisite: PE 007D. Course Advisories: SCC minimum English and Math standards.* Provides instruction and practice in intermediate-level golf skills and strategies. Scoring, handicapping, rules, and etiquette are included in addition to municipal golf course play and class competitions. Interval skills exams and written exams serve to evaluate student achievement. *One-half hour lecture, one and one-half or two and one-half hours activity.*

## PE 007F 1 or 1.5 Units

### Beginning Archery

*Course Advisories: SCC minimum English and Math standards.* Covers the fundamental techniques of archery, terminology, accessories, and history of the sport. Practice and class competitions are provided to enhance skill development. Written and skills exams serve to evaluate student achievement. Repeatable 3 times. *One-half hour lecture, one and one-half or two and one-half hours activity.*

# Physical Education

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PE 008A

1 or 1.5 Units

## Beginning Tennis

*Course Advisories: SCC minimum English and Math standards.* Lectures and demonstrations cover the fundamental techniques of tennis: forehand, backhand, basic serve, and volley. Terminology, rules, and history are included. Practice, skill drills, and class competition in both singles and doubles are provided to enhance skill development and game strategy. Skill exams and written exams serve to evaluate student achievement. Repeatable 2 times. *One-half hour lecture, one and one-half or two and one-half hours activity.*

PE 008B

1 or 1.5 Units

## Intermediate Tennis

*Prerequisite: PE 008A. Course Advisories: SCC minimum English and Math standards.* Lecture and demonstration cover the intermediate techniques of tennis: overhead smash, drop shot, chop volley, serves, and offensive and defensive lobs. Strategy for competitive play is emphasized. Skills exams and written exams serve to evaluate student achievement. *One-half hour lecture, one and one-half or two and one-half hours activity.*

PE 008C

1 or 1.5 Units

## Beginning Racquetball

*Course Advisories: SCC minimum English and Math standards.* Lectures and demonstrations on the fundamental techniques and skills such as grips, forehand and backhand strokes, serves, the serve return, and the kill shot. Scoring, game rules, game strategy, and court etiquette are included. Drills and class competitions are provided to enhance skill development and game strategy. Skills exams and written final exam serve to evaluate student achievement. Repeatable 3 times. *One-half hour lecture, one and one-half or two and one-half hours activity.*

PE 008E

1 or 1.5 Units

## Beginning Badminton

*Course Advisories: SCC minimum English and Math standards.* Lecture and demonstrations on the basic skills: forehand, backhand, service, the clears and the smash. Also covered are singles and doubles strategy. History, terminology, rules and scoring, and care and selection of equipment are included. Skills exams and written exams serve to evaluate student achievement. Repeatable 2 times. *One-half hour lecture, one and one-half or two and one-half hours activity.*

PE 008F

1 or 1.5 Units

## Intermediate Badminton

*Prerequisite: PE 008E. Course Advisories: SCC minimum English and Math standards.* Lecture and demonstrations cover intermediate skills: clears-cross court, down the line and reverse cross-court; drops - at the net, from the backcourt and from the midcourt; service - forehand and backhand. Also covered are offensive and defensive techniques of the smash. Training drills, agility, endurance and court coverage for competitive play will be taught. Skill exams and written exams serve to evaluate student achievement. *One-half hour lecture, one and one-half or two and one-half hours activity.*

PE 009A

1 or 1.5 Units

## Beginning Basketball

*Course Advisories: SCC minimum English and Math standards.* Lectures and demonstration cover the fundamental skills of basketball: shooting, passing, dribbling, rebounding, and footwork. Offensive and defensive drills are practiced in preparation for low-level competition in class. The history, rules, and terminology of the game are included. Skills exams and written exams serve to evaluate student achievement. Repeatable 2 times. *One-half hour lecture, one and one-half or two and one-half hours activity.*

PE 009B

1 or 1.5 Units

## Indoor/Outdoor Soccer

*Course Advisories: SCC minimum English and Math standards.* Covers the fundamental techniques of soccer, terminology, rules, and history. Practice, skills drills, and class competitions are provided to enhance skill development and game strategy. A written final exam and skills exams serve to evaluate student achievement. Repeatable 2 times. *One-half hour lecture, one and one-half or two and one-half hours activity.*

PE 009C

1 or 1.5 Units

## Intermediate Soccer

*Prerequisite: PE 009B. Course Advisories: SCC minimum English and mathematics standards.* Covers intermediate soccer skills. Through team competition, emphasis is placed upon offensive and defensive tactics and strategies. Develop knowledge and understanding of the current collegiate soccer rules and fitness. *One-half hour lecture, one and one-half or two and one-half hours activity.*

PE 009E

1 or 1.5 Units

## Intermediate Basketball

*Prerequisite: PE 009A. Course Advisories: SCC minimum English and Math standards.* Lecture and demonstration cover second derivative skills and philosophies of basketball: court leadership, team offenses and defenses, motivation, team strategies, court decorum and sportsmanship. Skills exams and written exams serve to evaluate student achievement. *One-half hour lecture, one and one-half or two and one-half hours activity.*

PE 009F

1 or 1.5 Units

## Beginning Baseball

*Course Advisories: SCC minimum English and Math standards.* Using a lecture and lab format the class covers the fundamental skills of baseball: throwing, catching, fielding, catching fly balls, hitting, bunting, base running, sliding, and playing defensive positions. Offensive and defensive drills practiced in preparation for low-level competition in class. History, rules, and terminology are included. Skills exams and written exams serve to evaluate student achievement. Repeatable 3 times. *One-half hour lecture, one and one-half or two and one-half hours activity.*

# Physical Education

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PE 009G

1 or 1.5 Units

## Softball

*Course Advisories: SCC minimum English and Math standards.* Covers the fundamental techniques of softball, terminology, rules, and history. Practice, skill drills, and class competitions are provided to enhance skill development and game strategy. Skills exams and a written final exam serve to evaluate student achievement. Students must provide their own glove. Repeatable 3 times. *One-half hour lecture, one and one-half or two and one-half hours activity.*

PE 009H

1 or 1.5 Units

## Beginning Volleyball

*Course Advisories: SCC minimum English and Math standards.* Covers the basic skills: serve, pass, set, spike and block. Skills development is emphasized. This course presents lecture information on team play, rules, history and basic game strategy. Physical conditioning is an integral part of the course. Skills exams and written exams serve to evaluate student achievement. Repeatable 2 times. *One-half hour lecture, one and one-half or two and one-half hours activity.*

PE 009P

1 or 1.5 Units

## Intermediate Volleyball

*Prerequisite: PE 009H. Course Advisories: SCC minimum English and Math standards.* Covers the intermediate skills: serve, pass, set, spike and block. The course focuses on offensive and defensive tactics and strategies in preparation for high-level competitive play. A comprehensive physical conditioning program is included to prepare the player for the rigors of volleyball activity. *One-half hour lecture, one and one-half or two and one-half hours activity.*

PE 020A

3 Units

## Foundations of Physical Education

*Course Advisories: SCC minimum English and Math standards.* An introduction to the field of Physical Education as a profession and as an academic discipline. The course covers the purposes, philosophical and historical foundations, biological and biomechanical foundations, and the sociological and psychological foundations of Physical Education. The course also focuses on educational preparation, the job market, and alternative careers in Physical Education. Written exams and writing assignments serve to evaluate student achievement. *Three hours lecture.*

PE 020D

2 Units

## Baseball Theory and Practice I

*Course Advisories: SCC minimum English and Math standards.* A comprehensive baseball course designed for the athlete and coach. The course includes the theories and applications of offensive and defensive strategies, the game plan as it relates to the statistical performance of a particular team, and the use of scouting in assessing the skills and weaknesses of the opposing coach and team. Skills exams and written exams serve to evaluate athlete achievement. *One hour lecture, two hours activity.*

PE 020E

2 Units

## Baseball Theory and Practice II

*Course Advisories: SCC minimum English and Math standards.* A continuation of PE 020D. A comprehensive baseball course designed for the athlete and coach. The course includes advanced theories and applications of offensive and defensive strategies, the evaluation of the game plan as it relates to the statistical information and skill performance of a team, and the use of assembling advanced scouting reports to assess the skills and weaknesses of the opposing coach and team. Skills exams and written exams serve to evaluate athlete achievement. *One hour lecture, two hours activity.*

PE 020F

2 Units

## Football Theory and Practice I

*Course Advisories: SCC minimum English and Math standards.* Comprehensive course for athletes and coaches of football in preparation for intercollegiate competition. The course focuses on the analyses and applications of the principles underlying all football techniques, the psychology involved in the development of winners, and the scientific and empirical principles of training. Skills exams and written exams serve to evaluate athlete achievement. *One hour lecture, two hours activity.*

PE 020G

2 Units

## Football Theory and Practice II

*Course Advisory: SCC minimum English and Math standards.* Continuation of 020F. An advanced course for athletes and coaches of football in preparation for intercollegiate competition. The course focuses on the analyses and applications of the principles underlying offensive and defensive strategies and formation of game plan. Skills exams and written exams are used to evaluate student learning. *One hour lecture, two hours activity.*

PE 020H

3 Units

## Care and Prevention of Athletic Injuries

*Course Advisories: SCC minimum English and Math standards.* An introduction to the field of Athletic Training as a profession and as an academic discipline. Designed to train students in the recognition, rehabilitation, and prevention of athletic injuries. Emphasis is on learning and applying a variety of taping techniques and athletic training therapies. Written examinations and practical examinations serve to evaluate student achievement. Required of Physical Education majors and minors. *Three hours lecture.*

PE 020J

2 Units

## Softball Theory and Practice II

*Course Advisories: SCC minimum English and Math standards.* Continuation of PE 020P. An advanced softball course designed for the athlete and coach. The course includes advanced theories and applications of offensive and defensive strategies, evaluation of the game plan as it relates to statistical information and skill performance of a team. It also covers assembling advanced scouting reports to assess the opposition. Skill exams and written exams serve to evaluate the student. *One hour lecture, two hours activity.*

# Physical Education

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**PE 020M**

**2 Units**

## **Volleyball Theory and Practice I**

*Course Advisory: SCC minimum English standards.* Study of the theories of offensive and defensive strategies of competitive volleyball. Athletes will study, analyze, and practice offensive and defensive skills and strategies in preparation for seasonal, intercollegiate competition. Skills exams and written exams serve to evaluate athlete achievement. *One hour lecture, two hours activity.*

**PE 020N**

**2 Units**

## **Volleyball Theory and Practice II**

*Course Advisory: SCC minimum English standards.* Continuation of PE 020M. A study of advanced theories of offensive and defensive strategies of competitive volleyball. Students will analyze advanced offensive and defensive strategies and will develop in-depth scouting procedures. Skills exams and written exams serve to evaluate athlete achievement. *One hour lecture, two hours activity.*

**PE 020P**

**2 Units**

## **Softball Theory and Practice I**

*Course Advisories: SCC minimum English and Math standards.* Comprehensive course designed for the intercollegiate softball athlete and for the coach of fastpitch softball. The course focuses on the theories, analyses, and applications of offensive and defensive skills and strategies. Written exams and practical exams serve to evaluate athlete achievement. *One hour lecture, two hours activity.*

**PE 020Q**

**1.5 or 2 Units**

## **Soccer Theory and Practice I**

*Course Advisories: SCC minimum English and Math standards.* A comprehensive course designed for the intercollegiate soccer athlete and for the coach of soccer. The course focuses on the theories, analyses, and application of offensive and defensive skills and strategies. Written exams and practical exams serve to evaluate the student achievement. *One hour lecture, and one to two hours activity.*

**PE 020R**

**1.5 or 2 Units**

## **Soccer Theory and Practice II**

*Course Advisories: SCC minimum English and math standards; PE 020Q or equivalent soccer experience.* Continuation of PE 020Q. A study of advanced theories of offensive and defensive strategies of competitive soccer. Students will analyze advanced offensive and defensive strategies and will develop in-depth scouting procedures. Skill exams and written exams serve to evaluate student achievement. *One hour lecture, and one to two hours activity.*

**PE 020S**

**2 Units**

## **Advanced First Aid and Emergency Care**

*Course Advisories: SCC minimum English and Math standards.* A course designed to prepare individuals who may administer emergency care to the injured and ill. Upon successful completion of the course, students will be knowledgeable in Advanced First Aid and Emergency Care and CPR for infants, children, and adults. Required of Physical Education majors and minors. *Two hours lecture, one hour lab.*

**PE 020V**

**3 Units**

## **Introduction to Sports Science**

*Course Advisories: SCC minimum English and Math standards.* A course covering the basic elements of sport sciences including: kinesiology, motor learning, biomechanics, exercise physiology, sports medicine, sport psychology and training theory. *Three hours lecture.*

**PE 020W**

**3 Units**

## **Concepts of Physical Fitness**

*Course Advisories: SCC minimum English and Math standards.* A comprehensive fitness course that includes the study of the human organism and its reactions to fitness and physical activity. The course focuses on the physiological adaptations, exercise training/prescriptions, nutrition, ergogenic aids, environmental factors, and the major medical and health conditions. Written exams and measurements of activity serve to evaluate student achievement. *Three hours lecture.*

**PE 020X**

**2.5 Units**

## **Basketball Theory and Analyses I**

*Course Advisories: SCC minimum English and Math standards.* Comprehensive basketball theory course designed for coach and athlete. The course includes the theories and analyses of offensive and defensive strategies, the development of the offensive and defensive game plan as it relates to statistical data, and spontaneous adjustments in offense and defense. Written exams serve to evaluate student achievement. *Two hours lecture, one hour activity.*

**PE 020Y**

**2.5 Units**

## **Basketball Theory and Analyses II**

*Course Advisories: SCC minimum English and Math standards.* Continuation of PE 020X. A comprehensive basketball theory course designed for coach and athlete. The course includes the advanced theories and analyses of offensive and defensive strategies and the development of the game plan using statistical data and the scouting report. Written exams and skill exams serve to evaluate student achievement. *Two hours lecture, one hour activity.*

**PE 055**

**2 Units**

## **Sports Medicine—Athletic Training Internship/Practicum**

*Prerequisites: PE 020H. Course Advisories: SCC minimum English and Math standards.* Supervised volunteer athletic experience which provides students with the opportunity for immediate recognition and treatment of sports injuries. Emphasis is on taping techniques and rehabilitation which enables athletes to return to competition. (Sports Medicine). Repeatable 3 times. *One hour lecture, three hours weekly by arrangement.*

# Physical Education

PE 057

3 Unit

## Introduction to Sports Psychology

*Course Advisories: SCC minimum English and Math standards.* Introduction to psychological concepts, strategies and skills designed to help individuals overcome the barriers to optimal athletic performance. Skills such as imagery, goal setting, cognitive restructuring, attentional focusing, arousal regulation, and coping will be presented. With this course students establish a goal(s) and work toward it while fostering a winning environment. *Three hours lecture.*

PE 071

.5, 1, or 1.5 Units

## Back Care and Injury Management

*Course Advisories: SCC minimum English and Math standards.* A course designed for students with interest in back care or managing a back injury. Individualized and group exercises will focus on functional motor control, balance, coordination, flexibility, developmental movement, individually developed exercises and strength and endurance for students with back injuries. There will be an emphasis on encouraging independence in personal health and teaching lifelong fitness knowledge and skills. Repeatable 3 times. *One-half hour lecture, one and one-half or two and one-half hours activity.*

PE 078

1 or 1.5 Units

## Fit Ball Training

*Course Advisories: SCC minimum English and Math standards.* A fitness course that utilizes fitness ball techniques that can increase strength, flexibility, endurance and lean body composition. Fitness ball exercises can help to improve and develop functionality and agility through strengthening weak muscles as well as core muscles. Students will learn to safely and effectively execute strengthening exercises for all the major muscle groups with and without hand weights, flexibility exercises and balancing exercises. Skill exams and written exams serve to evaluate student achievement. Repeatable 3 times. *One-half hour lecture, one and one-half or two and one-half hours activity.*

PE 083 (same as FIRE 083)

2 or 2.5 Units

## Fire Candidate Physical Fitness

*Course Advisories: SCC minimum English and Math standards.* Provides lifelong fitness knowledge to gain employment with a federal, state, county, city or special district fire agency. Provides certification with the Fire Service Joint Labor Management Wellness/Fitness Initiative "Candidate Physical Ability Test." Repeatable 3 times. *One hour lecture, and two to three hours activity.*

PE 091

.5, 1, or 1.5 Units

## Adapted Back Rehabilitation

*Prerequisite: Permission of Disabilities Services Counselor confirming disability. Course Advisories: SCC minimum English and Math standards.* A specialized course in back rehabilitation that includes an individualized program focusing on the specific disability of each student. Individualized and group exercises will focus on functional motor control, balance, coordination, flexibility, developmental movement, individually developed exercises and strength and endurance for students with back injuries. Emphasis on encouraging independence in personal health and teaching lifelong fitness

knowledge and skills. Pre-tests and post-tests (written and practical) serve to evaluate student achievement. Repeatable 3 times. *One-half hour lecture plus one-half hours or one and one-half hour or two and one-half hours activity.*

PE 300

.5 or 1 Unit

## Intramural Recreational Sports Program

A sports program designed for college and high school individuals or teams. The program offers equal competition, and an organized schedule. There may be programs which require entry fees from individuals or teams. Fees will cover the cost of officials, score-keepers, and awards. Repeatable 3 times. *One or two hours activity.*

## Special Topics

These courses, number 048, 098 or 148 depending upon their transferability, are courses of contemporary interest centered on changing knowledge and important issues in the field. Announcements of Special Topics courses appear in the Schedule of Classes.

## Intercollegiate Athletics

2 Units

The Intercollegiate Athletic Program is governed by the California Community Colleges Commission on Athletics. Solano College is a member of the Bay Valley Conference and NorCal Football Conference and participates in a number of men's and women's intercollegiate sports.

To practice and participate student-athletes must present evidence from a physician that they are physically fit to participate in an intercollegiate athletic activity. To be eligible, student-athletes must be continuously enrolled in a minimum of 12 units during the semester of competition. For the second year of competition, the student-athlete must have completed 24 units between seasons of competition with a minimum of a 2.0 grade point average. All athletes must have an educational plan on file with the athletic counselor and must be enrolled in at least 9 of their 12 mandatory units toward their educational plan. Additional eligibility information may be obtained from the Athletic Director or respective Solano College coach. Each sport listed below may be repeated 2 times. *Ten hours lab.*

## Men

ATHL 015 Intercollegiate Baseball (Spring)  
ATHL \*016A/016B Intercollegiate Basketball (F/S)  
ATHL 017 Intercollegiate Football (Fall)

## Women

ATHL 001 Intercollegiate Volleyball (Fall)  
ATHL \*002A/002B Intercollegiate Basketball (F/S)  
ATHL 003 Intercollegiate Softball (Spring)  
ATHL 004 Intercollegiate Soccer (Fall)

## Men and Women

ATHL 010 Intercollegiate Swimming/Diving (S)  
ATHL 020 Intercollegiate Water Polo (Fall)

\*One unit, twelve week course only.



# Physics

(FOR PHYSICAL SCIENCES - SEE "SCIENCE, GENERAL")

## Math & Science Division

### PROGRAM DESCRIPTION

The focus of this program is on developing an understanding of and appreciation for the basic laws of our physical universe. This is done largely through the development of conceptual understanding, problem solving skills, and laboratory investigations.

### ASSOCIATE IN SCIENCE DEGREE

The Associate in Science Degree can be obtained by completing a total of 60 units, including the 29-33 unit major listed below, the general education requirements, and electives. All courses for this degree must be completed with a grade of C or better or a P if the course is taken on a pass-no pass basis.

### REQUIRED COURSES

	Units	
PHYS 006—Physics for Science & Engineering	4	Biological Science:
PHYS 007—Physics for Science & Engineering	4	BIO 001, 002, 005, 006, 012, 014, 015, 016, 018
PHYS 008—Physics for Science & Engineering	4	
MATH 020—Analytic Geometry and Calculus	4	Physical Science:
MATH 021—Analytic Geometry and Calculus	4	ASTR 010, 020, 030, 040
MATH 023—Differential Equations	3	CHEM 001, 002, 003, 004, 010, 011
Biological Science course selected from the following list	3-5	GEOG 001, 001L
Physical Science course selected from the following list	3-5	GEOG 001, 002, 005
	<u>3-5</u>	METR 010
	29-33	PHSC 012

#### PHYS 002

4 Units

##### General Physics (Non-Calculus)

*Prerequisite: MATH 051 or MATH 004 with a grade of "C" or better. Course Advisory: SCC minimum English standards.* 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. *Four hours lecture/discussion, three hours lab.*

#### PHYS 004

4 Units

##### General Physics (Non-Calculus)

*Prerequisite: PHYS 002 with a grade of "C" or better. Course Advisory: SCC minimum English standards.* 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. *Four hours lecture/discussion, three hours lab.*

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.

**PHYS 006****4 Units****Physics for Science and Engineering**

*Prerequisite: MATH 021 (may be taken concurrently)*  
*Course Advisory: high school physics, or PHYS 002 with a grade of "C" or better is HIGHLY recommended; SCC minimum English standards.* 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/discussion, three hours lab.*

**PHYS 007****4 Units****Physics for Science and Engineering**

*Prerequisites: A grade of "C" or better in both PHYS 006 and MATH 021. Course Advisory: SCC minimum English standards.* 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/discussion, three hours lab.*

**PHYS 008****4 Units****Physics for Science and Engineering**

*Prerequisites: A grade of "C" or better in both PHYS 006 and MATH 021. Course Advisory: SCC minimum English standards.* A continuation of PHYS 006 and 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. *Four hours lecture/discussion, three hours lab.*

**PHYS 010****3 Units****Descriptive Physics**

*Course Advisories: MATH 102 or MATH 108; SCC minimum English standards.* 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. *Three hours lecture.*

# Political Science

Humanities Division

## PROGRAM DESCRIPTION

This program examines the theory and practice of government and the powerful personalities that affect governmental decisions. This interplay of individual citizens, public leaders, elections, and world events make political inquiry relevant today. The program provides a broad base for the analysis of how government resolves social conflict within the United States and around the world.

## ASSOCIATE IN ARTS DEGREE

The Associate in Arts degree may be obtained upon completion of a total of 60 units, including the 18-unit major, general education requirements and electives. All courses for this degree must be completed with a grade of C or better or a P if the course is taken on a pass-no pass basis.

## REQUIRED COURSES

	Units
PLSC 001—American Government	
OR	
PLSC 001H - Honors American Government	3
Select 15 units from the following:	15
IR 001—Global Interdependence (3 units)	
PLSC 002—Intro. to Comparative Political Systems (3 units)	
PLSC 003—Intro. to International Politics (3 units)	
PLSC 005—Constitutional Rights/Multicultural Society (3 units)	
PLSC 006—Basic Concepts in Political Thought (3 units)	
PLSC 016—American Legal System (3 units)	
PLSC 019—Human Rights & Sexual Orientation (3 units)	
PLSC 048—Special Topics (3 units)	
PLSC 049—Political Science Honors (1-3 units)	
PLSC 050—Student Leadership (1 unit)	
	18

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**PLSC 001** **3 Units**  
**Introduction to American Government and Politics**  
*Course Advisory: ENGL 001 and SCC minimum Math standard.* Introduction to the theory and practice of American politics, this course includes an analysis of the operation of national, state, and local governments, as well as the U.S. and California Constitutions. *Three hours lecture.*

**PLSC 002** **3 Units**  
**Introduction to Comparative Government**  
*Course Advisories: PLSC 001; ENGL 001; SCC minimum Math standard.* The political institutions of selected industrialized and developing nations are examined comparatively. Emphasis is on the formation of political institutions; government; political culture; ethnic groups; citizen and interest participation; political parties; and modern bureaucratic public policy roles. *Three hours lecture.*

**PLSC 005** **3 Units**  
**Constitutional Rights in a Multicultural Society**  
*Course Advisories: PLSC 001; ENGL 001; SCC minimum Math standard.* Introduction to Constitutional rights, this course will highlight the impact of European, Native American, African American, Asian American, and Latino American cultures on United States and California law and government. The effect of the legislative, executive, and judicial branches will be explored. Cross-cultural issues will also be an integral part of this inquiry, including the freedom of expression, religious culture, and the politics of ethnic groups. Satisfies B or E requirements for graduation. *Three hours lecture.*

**PLSC 006****3 Units****Basic Concepts in Political Thought**

*Course Advisory: ENGL 001 or ENGL 062.* An inquiry into fundamental political concepts in political thought (e.g. justice, freedom, equality, power, authority, obligation and citizenship) as expressed by major political thinkers. Includes the study of basic skills, criticism, and method in political inquiry relevant to the life and education of citizens. Critical reading and writing are required. Three hours lecture.

**PLSC 016****3 Units****The American Legal System**

*Course Advisories: PLSC 001; ENGL 001; SCC minimum Math standard.* Introduction to the American legal system and influence of other legal systems, emphasizing the evolution of legal concepts in response to the changing environment. The American judicial system will be analyzed to include civil and criminal procedure, torts & contracts, as well as current legal issues including the death penalty, insanity defense, drugs, environmental law, right to die, forensic evidence and role of juries. Three hours lecture.

**PLSC 019****3 Units****Human Rights and Sexual Orientation**

*Course Advisory: ENGL 001.* An introduction to gay/lesbian studies with an analysis of a variety of concepts and theories in relation to political science, gay rights and the law, the politics of AIDS, health issues, the political/religious right, marriage and family, and current gay agenda issues. Three hours lecture.

**PLSC 049****1-3 Units****Political Science Honors**

*Prerequisites: Completion of 24 units of college credit with a minimum GPA of 3.3; a minimum of 6 units in the discipline with a grade of "B" or better; an ability to work independently; permission of the division Dean based on instructor availability.* Independent study project which results in a critical examination of government, politics, or law. May be repeated to a maximum of 6 units, including initial enrollment. Three to nine hours weekly by arrangement.

**PLSC 050****1 Unit****Student Leadership**

*Course Advisories: SCC minimum English and Math standards.* A class devoted to the practical application of the governmental process through participation in the student government program. Open to all students. Repeatable 3 times. Two hours activity, one hour weekly by arrangement weekly.

**Special Topics**

These courses, numbered 048 or 098, 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.

# Psychology

Fine & Applied Arts/Behavioral Sciences Division

## PROGRAM DESCRIPTION

The psychology program provides academic instruction in basic psychological concepts, theories, terminology, and research methods, and promotes students' life skills, personal growth, and interpersonal effectiveness.

## ASSOCIATE IN ARTS DEGREE

The Associate in Arts Degree can be obtained by completing a total of 60 units, including the 18-unit major, general education requirements and electives. All courses for this degree must be completed with a grade of C or better or a P if the course is taken on a pass-no pass basis.

## REQUIRED COURSES

	Units		
PSYC 001 & 002—Intro. to Psych (3 & 3 units)	6	PSYC 065—Intro. to Psych of Aging	
PSYC 004—Research Methods in Behav Science		OR	
OR		SOCS 022—Ethnic, Racial, and Minority Group	
PSYC 030—Intro to Social Psych.	3	Relations in Harmony and Conflict	3
PSYC 020—Personal & Social Behavior		One other course from the list	<u>3</u>
OR			18
PSYC 005—Abnormal Psychology		Recommended Electives:	
OR		ANTH 002	
PSYC 034—Human Sexual Behavior	3	BIO 005, 006, 010	
PSYC 010—Psych of Women		MATH 011	
OR		PSYC 040, 049	
PSYC 024—Psych of African-Amer.		SOC 001	
OR		SOCS 023	

**PSYC 001** **3 Units**  
**Introduction to Psychology: Individual & Social Processes**  
*Course Advisories: SCC minimum English and Math standards.* Introduction to psychology as the scientific study of human behavior. Major topics include history of field, scientific method, sensation and perception, development, learning, cognitive skills, motivation, emotion, personality, tests and measurements, behavior disorders and treatment, and social psychology. *Three hours lecture.*

**PSYC 001H** **3 Units**  
**Honors Introduction to Psychology -Individual and Social Processes** *Prerequisites: Eligibility for Honors Program. Completion of English 001 with a grade of "B" or higher.* An honors course in the introduction to psychology as the scientific study of human behavior. Major topics include history of field, scientific method, sensation, and perception, development, learning, cognitive skills, motivation, emotion, personality, tests and measurements, behavior disorders and treatment, and social psychology. *Three hours lecture.*

**PSYC 002** **3 Units**  
**Introduction to Psychology: Biological Bases of Behavior** *Course Advisories: SCC minimum English and Math standards.* Presents the relationship of genetic and physiological factors to behavior. Topics include neural mechanisms underlying sensory and perceptual processes, emotions, motivation, mental disorders, states of consciousness, learning and memory. *Three hours lecture.*

**PSYC 004** **3 Units**  
**Research Methods in Behavioral Science**  
*Prerequisites: PSYC 001 or PSYC 002 or SOC 001. Course Advisories: 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 Advisories: 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 Advisories: PSYC 001, eligibility for ENGL 001, and SCC minimum Math standard.* 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 Women**

*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 Advisories: SCC minimum English and Math standards.* Study of human behavior in the process of adjusting to life's changes. The emphasis is on normal and abnormal adaptations to the various challenges which life presents. Issues related to the major schools of thought and their views towards a healthy personality effective and ineffective behavior, behavioral disorders, psychotherapy, relationship, careers and personal growth. *Three hours lecture.*

**PSYC 024****3 Units****Psychology of African Americans**

*Course Advisory: SCC minimum English standards.* 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 (same as SOC 030)****3 Units****Introduction to Social Psychology**

*Course Advisories: PSYC 001; eligibility for ENGL 001; SCC minimum Math standard.* An attempt to understand and explain how the thoughts, feelings, and behavior of individuals are influenced by the actual, imagined, or implied presence of others. Focus will be on the social factors that influence human behavior; other people, institutions, situations and social and physical structures people have created. A review of the various perspectives unique to social psychologists and a variety of classical research studies will also be studied. *Three hours lecture.*

**PSYC 034****3 Units****Human Sexual Behavior**

*Course Advisory: SCC minimum English standards.* 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 and Behavior**

*Course Advisories: 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****1-3 Units****Psychology Honors**

*Prerequisites: Completion of 24 units of college credit with a minimum GPA of 3.3; a minimum of 5 units in the discipline with a grade of "B" or better; an ability to work independently; permission of the division dean based on instructor availability.* Independent study designed for honor students who intend to major in psychology. May be repeated to a maximum of 6 units, including initial enrollment. *Three to nine hours weekly by arrangement.*

**PSYC 065****3 Units****Introduction to the Psychology of Aging**

*Course Advisories: SCC minimum English and Math standards.* Introductory course on the psychological aspects of aging covering the physical, emotional, sexual and intellectual processes that occur as an individual matures. The course is designed for those people who work with older adults, for aging individuals or those who must relate to aging adults and/or parents. *Three hours lecture.*

**Special Topics**

These courses, number 048 or 098 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.

# Real Estate

(For Reading - See "English")

## Business & Computer Science Division

### PROGRAM DESCRIPTION

This program offers courses needed to qualify for the state of California salesperson license examination as well as for the broker's examination. A full range of real estate courses is offered including real estate finance, appraisals, etc. The courses are taught by qualified real estate professionals.

### CERTIFICATE OF ACHIEVEMENT AND ASSOCIATE IN SCIENCE DEGREE

A Certificate of Achievement can be obtained by completing the 24-unit major. The Associate in Science degree can be obtained by completing 60 units, including the major, general education requirements, and electives. The major consists of 18 units selected from the courses listed below plus 6 units selected from the list of recommended electives which have been approved by the California Department of Real Estate. All courses for this degree must be completed with a grade of C or better or a P if the course is taken on a pass-no pass basis.

### REQUIRED COURSES

	Units	Recommended Electives:
R E 164—Principles of Real Estate (Not required for those holding Real Estate Sales License.)	3	ACCT 001 BUS 018 RE 176, 177
R E 171—Real Estate Economics OR		
ECON 001—Principles of Economics OR		
ECON 002—Principles of Economics	3	
R E 172—Real Estate Practice	3	
R E 173—Legal Aspects of Real Estate	3	
R E 174—Real Estate Finance	3	
R E 175—Principles of Appraisal	3	
Electives selected from the list of Recommended Electives	<u>6</u>	
	24	

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**RE 164** *Pre-Licensing Course* **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** *Post-Licensing Courses* **3 Units**  
**Real Estate Economics**  
*Course Advisories: SCC minimum English and Math standards.* Study of the economic aspects of real estate and their effects on real estate markets, urban growth and finance. 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 Advisories: 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 Aspect of Real Estate**  
*Course Advisories: SCC minimum English and Math standards.* Comprehensive study and analysis of California law as applied to the legal problems involved in real estate transactions. Includes contract, agency, and finance devices. *Three hours lecture.*

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**RE 174**

**3 Units**

**Real Estate Finance**

*Course Advisories: SCC minimum English and Math standards.* Comprehensive study and analysis of money markets, interest rates, and financing as applied to real estate transactions. *Three hours lecture.*

**RE 175**

**3 Units**

**Principles of Appraisal**

*Course Advisories: SCC minimum English and Math standards.* Entry level appraisal course introducing students to basic appraisal principles, 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 Advisories: 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

Math & Science Division

## PROGRAM DESCRIPTION

This program is designed to provide students with a basic science background, preparing them to move into a curriculum at a four-year institution leading to a degree in such fields as chemistry, biology, physics, geology, or health sciences. This program is a path for immediate entry into science-based technology careers.

## ASSOCIATE IN ARTS DEGREE

The Associate in Arts Degree can be obtained by completing a total of 60 units, including a minimum of 18 units in the major, 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 degree must be completed with a grade of C or better or a P if the course is taken on a pass-no pass basis.

## REQUIRED COURSES

### Biological Science

BIO 001\*, 002\*, 005\*, 006\*, 012, 012L\*, 014\*, 015\*, 016,  
018, 019\*  
ANTH 001

### Physical Science

ASTR 010, 020\*, 030, 040  
CHEM 001\*, 002\*, 003\*, 004\*, 010\*, 011\*, 051  
GEOG 001, 001L\*  
GEOL 001, 002\*, 005  
METR 010  
PHSC 012\*  
PHYS 002\*, 004\*, 006\*, 007\*, 008\*, 010

\*Laboratory Class

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## ANTHROPOLOGY

**ANTH 001** **3 Units**

### Physical Anthropology

*Course Advisory: SCC minimum English standards.* 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 standards.* 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

*Prerequisites: Completion of 24 units of college credit with a minimum GPA of 3.3; a minimum of 5 units in the discipline with a grade of "B" or better; an ability to work independently; and permission of the Division Dean based on instructor availability.* Open to students qualified to do advanced work in the field. The program may include research, directed reading, field work, or other advanced study. Repeatable 1 time. *Six hours weekly by arrangement.*

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## ASTRONOMY

**ASTR 010** **3 Units**  
**General Astronomy**  
*Course Advisories: Eligibility for ENGL 001 and 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. *Three hours lecture.*

**ASTR 020** **1 Unit**  
**Astronomy Laboratory**  
*Prerequisites: ASTR 010, 030, or 040 (they may be taken concurrently). Course Advisories: SCC minimum English and Math standards.* 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. *Three hours lab.*

**ASTR 030** **3 Units**  
**The Solar System**  
*Course Advisories: Eligibility for ENGL 001 and 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. *Three hours lecture.*

**ASTR 040** **3 Units**  
**Stars, Galaxies, and Cosmology**  
*Course Advisories: Eligibility for ENGL 001 and 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. *Three hours lecture.*

## GEOGRAPHY

**GEOG 001** **3 Units**  
**Physical Geography**  
*Course Advisory: SCC minimum English standards.* An introductory study of Earth's natural environment. The course includes a detailed analysis of weather, geologic landforms, climate, natural vegetation, the oceans and other natural environmental elements. Special emphasis is given to the human impact on the environment. Includes a one-day field trip. *Three hours lecture.*

**GEOG 001L\*** **1 Unit**  
**Physical Geography Laboratory**  
*Prerequisites: GEOG 001 (may be taken concurrently). Course Advisories: SCC minimum English and Math standards.* A lab course to supplement GEOG 001 (Physical Geography). 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. NOTE: One or more field trips are required and may occur outside of class time. *Three hours lab.*  
 (\*U.C. transferability pending.)

**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. *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. *Three hours lecture.*

**GEOG 010 (same as GEOL 010)** **3 Units**  
**Introduction To Geographic Information Systems**  
*Course Advisories: SCC minimum English and math standards; 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. **NOTE:** Not open to students who have completed GEOL 010. *Two hours lecture, three hours lab.*

**GEOG 060** **3 Units**  
**Advanced Geographic Information Systems**  
*Prerequisite: GEOG 010 or GEOL 010. Course Advisory: SCC minimum English and Math standards.* Basic computer literacy is desirable. Application of advanced analytical techniques of geographic information systems (GIS) to manipulate, analyze and predict spatial patterns. Students will work on individual projects to learn the issues involved in managing and representing spatial information. *Two hours lecture, three hours lab.*

**GEOG 061** **3 Units**  
**Introduction to Global Positioning Systems**  
*Course Advisory: SCC minimum English and Math standards.* Basic computer literacy is desirable. An introduction to the Global Positioning System (GPS). Development of the GPS, operational characteristics, limitations, potential errors and applications will be covered. Activities with GPS receivers will be required. This course will prepare students for advanced course work in the GPS or for course work in Geographic Information Systems. *Two hours lecture, three hours lab.*

## Science, General

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### GEOG 062

3 Units

#### Advanced Global Positioning Systems

*Prerequisite:* GEOG 061. *Course Advisory:* SCC minimum English and Math standards. Basic computer literacy is desirable. An advanced course on the Global Positioning System (GPS). Advanced topics including data dictionaries, differential GPS and linking GPS to Geographic Information Systems will be covered. This course will prepare students for additional studies in specific applications of GPS or for course work in Geographic Information Systems. In addition, skills obtained in this course may allow students to seek employment in the spatial science field. *Two hours lecture, three hours lab.*

## GEOLGY

### GEOL 001

3 Units

#### Physical Geology

*Course Advisories:* 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, and mineral resources. Field trips may be taken to areas of geological interest. A written research project, tests, and a comprehensive final examination will be used to evaluate student success. This course satisfies the physical science requirements for colleges and universities. Three hours lecture, plus field trips by arrangement.

### GEOL 002

1 Unit

#### Geology Laboratory

*Prerequisites:* GEOL 001 or 005 (either may be taken concurrently). *Course Advisories:* SCC minimum English and Math standards. Topics include the identification of rocks and minerals as hand specimen and the study of geologic maps, landforms, and structures. Field trips will be taken to areas of geologic interest. Laboratory projects, written assignments and reports, and examinations will be used to evaluate student success. *Three hours lab and discussion, plus field trips by arrangement.*

### GEOL 005

3 Units

#### Geology of California

*Course Advisories:* 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. *Three hours lecture.*

### GEOL 010 (same as GEOG 10)

3 Units

#### Introduction To Geographic Information Systems

*Course Advisories:* SCC minimum English and math standards; 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. NOTE: Not open to students who have completed GEOG 010. *Two hours lecture, three hours lab.*

### GEOL 049H

1-3 Units

#### Honors Geology

*Prerequisites:* Eligibility for the Honors program; GEOL 001 and 002 (either may be taken concurrently). *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. *Three to nine hours weekly by arrangement.*

## METEOROLOGY

### METR 010

3 Units

#### Elements of Meteorology

*Course Advisories:* Eligibility for ENGL 001 and SCC minimum Math standard. A non-technical introduction to the science of meteorology and weather processes. Quizzes and tests and a comprehensive final exam will be used to evaluate student success. *Three hours lecture.*

## PHYSICAL SCIENCE

### PHSC 012

4 Units

#### Introduction to the Principles of Physical Science

*Course Advisories:* Eligibility for ENGL 001 and 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. *Three hours lecture, three hours lab.*

#### Special Topics

These courses, numbered 048 or 098 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.

# Social Sciences

## PROGRAM DESCRIPTION

This program offers students the opportunity to study aspects of the human experience and the intricate relationship among them.

## ASSOCIATE IN ARTS DEGREE

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

## REQUIRED COURSES

	Units		Units
ANTH 001—Physical Anthro		PSYC 001—Intro. to Psych: Individual & Social Processes	
OR		OR	
ANTH 002—Cultural Anthro.	3	SOC 001—Sociology	
ECON 001—Principles of Economics	3	OR	
GEOG 001—Physical Geography		Any Social Science Ethnic Studies course that is not used to complete the above.	
OR			
GEOG 002—Cultural Geography			
OR			
GEOG 004—World Geography	3		<u>3</u>
Any History OR American Studies Course	3		
PLSC 001—American Politics			
OR			
PLSC 006—Basic Concepts in Political Thinking			
OR			
PLSC 016—Law and Society	3		

## SOCIAL SCIENCE

### SOCS 022 3 Units Ethnic, Racial, and Minority Group Relations in Harmony and Conflict

*Course Advisory: SCC minimum English standards.* Examination of the historical, economic, psychological, and sociological aspects of majority-minority group relationships (ethnic, racial and gender) in the United States and selected cross-cultural situations. *Three hours lecture.*

### SOCS 023 3 Units

**The African-American Family**  
*Course Advisories: Eligibility for ENGL 001 and SCC minimum Math standard.* Analyze theory and research dealing with the modern African-American family, its structure, and functions. Course survey will include an examination of the historical changes, differing family patterns, and influences of contemporary society as it impacts the African-American family. Social policies will also be examined. *Three hours lecture.*

### SOCS 025 3 Units

#### Mexican-American Experience

*Course Advisory: SCC minimum English standards.* Interdisciplinary examination of the historical, economic, psychological, and sociological aspects of the Mexican-American experience. *Three hours lecture.*

### SOCS 026 3 Units

#### Filipino-American Experience

*Course Advisory: SCC minimum English standards.* Interdisciplinary examination of the historical, economic, political, and sociological aspects of the Filipino-American experience in the United States. Emphasis on various problems of assimilation. *Three hours lecture.*

### SOCS 027 3 Units

#### Native American Experience

*Course Advisories: ENGL 001; SCC minimum Math standard.* Introduction to the diverse cultures of the Native American people of North, Central and South America. Emphasis is on Native American voices in the expression of cultural views and in the experience of conflicting values. *Three hours lecture.*

## Social Sciences

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### SOCS 028

3 Units

#### Introduction to African Studies

*Course Advisories: Eligibility for ENGL 001 and SCC minimum Math standard.* Introduction to African studies, including African history, political development, culture and literature, economic issues and Africa's role in world affairs. *Three hours lecture.*

### SOCS 030

3 Units

#### Peace, Non-Violence and Conflict Resolution

*Course Advisories: Eligibility for ENGL 001.* Introduces the student to the study of peace, non-violence and peaceful conflict resolution. The course is designed for students interested in the fundamental issues of peace, justice and conflict resolution in our society. It offers students an opportunity to reflect on the peace writings of both past and contemporary authors and is an examination of justice, peace and peacemakers, in the U.S. and worldwide. *Three hours lecture.*

### SOCS 049

1-3 Units

#### Social Science Honors

*Prerequisites: Completion of 24 units of college credit with a minimum GPA of 3.3; a minimum of 5 units in the discipline with a grade of "B" or better; an ability to work independently; permission of the division dean based on instructor availability.* Independent study designed for honor students who intend to major in social sciences. May be repeated to a maximum of 6 units, including initial enrollment. *Three to nine hours weekly by arrangement.*

### SOCS 051

3 Units

#### Mediation

*Course Advisories: Eligibility for ENGL 001.* Introduces the student to the study of Mediation. This course is designed to provide students with the framework and analytical skills needed to conduct mediation. Emphasis is placed on the mediation process, the role of the mediator, communication skills and listening skills and the human dynamics of conflict. Mediation is a process by which parties submit their dispute to a neutral third party who works with them to reach a mutually agreeable settlement of their dispute. This course is beneficial for those persons pursuing Human Services, Business, Social Services, Speech and other majors that require analytical communication skills. The mediators role is to assist disputing parties in reaching peaceful resolutions to conflict. *Three hours lecture.*

### SOCS 053

3 Units

#### Civil Rights, Non-Violence and Race Relations

*Course Advisories: SCC minimum English and Math standards.* The Civil Rights Movement is one of the most significant sources of social change in the United States during the 20th century. This is a travel study course that will analyze the structure and dynamics of the Civil Rights Movement from a Social Science perspective. There will be additional class meetings before and after travel. Students will be required to pay for the cost of travel. *Sixteen hours lecture, twenty-four hours activity per week for 2 weeks.*

#### Special Topics

These courses, numbered 048 or 098 depending upon their transferability, are courses of contemporary interest centered on changing knowledge and important issues in the field. Announcements of Special Topics courses appear in the Schedule of Classes.

## PROGRAM DESCRIPTION

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 degree must be completed with a grade of C or better or a P if the course is taken on a pass-no pass basis.

## REQUIRED COURSES

	*Units	Units	
SOC 001—Sociology	3	Recommended Electives:	
SOC 002—Social Issues & Problems	3	ENGL 036—Multi-Ethnic Literature in America	3
PSYC 004—Research Methods	3	ENGL 012—Modern Women Writers	3
Select 6 units from the following:		GEOG 002—Cultural Geography	3
SOC 023—Sociology of African Americans	3	HUDV 052—Issues In Aging	3
SOC 040—Sociology of the Family	3	IR 001—Global Interdependence	3
SOC 075—Introduction to Sociology of Sport	3	PHIL 001—Introduction to Critical Thinking and Reasoning	3
Select 3 units from the following:		SOCS 030—Peace, Non Violence and Conflict Resolution	3
ANTH 002—Cultural Anthropology	3	SOC 049H—Sociology Honors	3
MATH 011—Elementary Statistics	4		
PLSC 019—Human Rights & Sexual Orientation	3		
PSYC 030—Introduction to Social Psychology	3		
SOCS 022—Ethnic, Racial, & Minority Group Relations in Harmony and Conflict	3		
	<u>3</u>		
	18-19		

## SOCIOLOGY

**SOC 001** **3 Units**

### Sociology

*Course Advisory: SCC minimum English standards.* Introduction to sociology with analysis of a variety of concepts and theories in relation to culture, socialization, social inequality, race relations, sex roles, deviance, and the distribution of political and economic power. *Three hours lecture.*

**SOC 002** **3 Units**

### Social Issues & Problems

*Course Advisories: SOC 001, SCC minimum English standards.* Analysis of selected social problems, including race relations, urban decay, suburban sprawl, crime, population problems, environment, and changes in the familial, economic and political institutions. *Three hours lecture.*

**SOC 023** **3 Units**

### Sociology of African Americans

*Course Advisories: SOC 001; Eligibility for ENGL 001; SCC minimum Math standard.* Introductory sociological study of African Americans. Emphasis will be on culture, community, social institutions, social relationships and social problems. *Three hours lecture.*

**SOC 030 (same as PSYC 030)** **3 Units**

### Introduction to Social Psychology

*Course Advisories: PSYC 001; eligibility for ENGL 001; SCC minimum Math standard.* An attempt to understand and explain how the thoughts, feelings, and behavior of individuals are influenced by the actual, imagined, or implied presence of others. Focus will be on the social factors that influence human behavior; other people, institutions, situations and social and physical structures people have created. A review of the various perspectives unique to social psychologists and a variety of classical research studies will also be studied. *Three hours lecture.*

# Sociology

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**SOC 040**

**3 Units**

**Sociology of the Family**

*Course Advisories: SOC 001 and ENGL 370. Comparative cultural view of the family, the history of the family and its present role in our society with special emphasis on kinship relations, sex roles, ethnic variations of the family and alternative family styles. Three hours lecture.*

**SOC 049**

**1-3 Units**

**Sociology Honors**

*Prerequisites: Completion of 24 units of college credit with a minimum GPA of 3.3; a minimum of 5 units in the discipline with a grade of 'B' or better; an ability to work independently; permission of the division Dean based on instructor availability. Independent study designed for honor students who intend to major in sociology. May be repeated to a maximum of 6 units, including initial enrollment. Three to nine hours weekly by arrangement.*

**SOC 075**

**3 Units**

**Introduction to Sociology of Sport  
(formerly SOC 021)**

*Course Advisories: SOC 001 or SOCS 022; Eligibility for ENGL 001. This course examines the nature, position, function, and growing importance of sports in contemporary industrial society. Particular emphasis is given to the relationships between structure, variety, and extent of sports activity and other sectors of society, such as, schools, churches and the work place. Three hours lecture.*

# Theatre Arts

Fine & Applied Arts/Behavioral Sciences Division

## PROGRAM DESCRIPTION

This program is designed to provide a foundation in theater arts for the student who wishes to enter the entertainment industry. Students may choose from two emphasis areas —Acting and Technical.

## ASSOCIATE IN ARTS DEGREE

The Associate in Arts Degree in Theatre Arts can be obtained by completing a total of 60 units, including the 18-unit major in one of the emphasis areas listed below, the general education requirements, and electives. All courses for this degree must be completed with a grade of C or better or a P if the course is taken on a pass-no pass basis.

## REQUIRED COURSES

Acting Emphasis

THEA 003—Stagecraft	3
THEA 004—Stage movement	2
THEA 010—History of Theatre 1	3
THEA 011—History of Theatre 2	3
Seven units (7) in the following:	
THEA 033—Actor Training 4 (7 units)	
OR	
THEA 001 (3 units) and THEA 002 (3 units),	
AND	
1 unit in any of the following:	
THEA 005, MUSC 022, THEA 047	7
	<hr/> 18

Technical Emphasis

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
	<hr/> 18
Recommended Elective:	
THEA 013	

### THEA 001

3 Units

#### Principles and Theory of Acting

*Course Advisory: SCC minimum English standards.* 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 standards.* Presents the theory and practical application of procedures employed in technical theater, including safe use of stage equipment, construction and handling of scenery and properties, painting techniques and basic lighting. *Two hours lecture, three hours lab.*

### THEA 004

2 Units

#### Stage Movement

*Course Advisory: SCC minimum English standards.* 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

1-3 Units

#### Applied Drama

*Prerequisite: Audition for actors only. Course Advisory: SCC minimum English standards.* Study, rehearsal and public performance of dramatic and comedic works for the stage which includes: classical plays, contemporary dramas and comedies, revues, poetry presentations, and one-acts. Students participate as actors, ensemble members in certain works, and/or accompanists. This is an open-entry, open-exit course. Repeatable to a maximum of 12 units, including initial enrollment. *One hour lab, two to eight hours weekly by arrangement.*

### THEA 006

3 Units

#### Introduction to Theatre: Understanding Drama

*Course Advisories: SCC minimum English and Math standards.* Understanding and appreciation of both the distinctive and collaborative contributions of playwright, actor, director, and designer to the total work of dramatic art. Study of the plays from the major periods of dramatic art. Written exams and a paper are required. Audience oriented, non-performance course. *Three hours lecture.*



# Theatre Arts

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**THEA 007**

**3 Units**

**Directing**

*Prerequisites: THEA 002. 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 Makeup**

*Course Advisory: SCC minimum English standards.* 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 009**

**3 Units**

**Stage Management**

*Course Advisories: SCC minimum English and Math standards.* Duties, skills required, and the function of stage management are presented. Students will study the rehearsal process and environment, basic personnel management, union contracts, cueing, development of a prompt book, and performance systemics. A variety of written assignments related to stage management reporting and the development of a prompt book are required. *Three hours lecture.*

**THEA 010**

**3 Units**

**History of Theatre 1**

*Course Advisories: SCC minimum English and Math standards.* Presents the history of theatre from ancient Greece up to the Restoration. Emphasizes the literature of theatre as affected by the society, culture, and politics during the period in which it was created. *Three hours lecture.*

**THEA 011**

**3 Units**

**History of Theatre 2**

*Course Advisories: 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. *Three hours lecture.*

**THEA 013**

**3 Units**

**Diversity in American Theatre: A Contemporary Focus**

*Course Advisories: Eligibility for ENGL 001 and SCC minimum Math standard.* Introduction to American cultural diversity in theatrical performance, this course will study African-American, Asian-American and Latino (a) theatres, and theatrical representations including TV and film, supplemented by consideration of the social and political conditions impacting these works. Journals, exams, and scene performance or readings and oral reports or critical papers are required. *Three hours lecture.*

**THEA 020**

**3 Units**

**Lighting**

*Course Advisories: SCC minimum English and Math standards.* Introductory course to the technical aspects of stage lighting. Instruction covers lighting equipment, color, electricity and the reading of lighting plots. Written exams, quizzes and a lighting project are required. *Two hours lecture, three hours lab.*

**THEA 021**

**3 Units**

**Introduction to Theatre Design**

*Course Advisories: SCC minimum English and Math standards.* Overview of the field of design in the entertainment arts is presented. A brief history of design, as well as style, conception, composition, design communication, and design integration are studied. This course will involve the study of design as it relates to the interpretation of play text and director concept, as well as how design is used in the interpretation and support of other types of entertainment. *Two hours lecture, two hours lab.*

**THEA 030**

**7 Units**

**Actor Training 1**

*Corequisite: THEA 047. Prerequisite: Audition to be conducted by department faculty. Course Advisory: SCC minimum English standards.* An intensive acting study course which concentrates on the body as an instrument of communication, the acting process, sensory experience, spontaneity, objectives, vocal relaxation and centering, singing techniques for the actor, musical theatre score reading and musical theatre ballet. Students will begin to learn the integration of technical theatre in the performance. This course is offered only during the fall semester. Check the class schedule for specific information regarding audition dates and times. *Three hours lecture, thirteen hours lab.*

**THEA 031**

**7 Units**

**Actor Training 2**

*Prerequisite: THEA 030 with a grade of "C" or better. Corequisite: THEA 047.* An intensive acting study course which concentrates on the actor in relation to acting text, text breakdown and scoring, beats, textural analysis, American Realism, current play writing trends, diction and regionalism, musical theatre repertoire, sight reading of musical theatre scores, and musical theatre dance. Students will continue their preliminary studies of the total production concept, including scenery construction techniques for the novice. *Three hours lecture, thirteen hours lab.*

**THEA 032**

**7 Units**

**Actor Training 3**

*Prerequisite: THEA 031 with a grade of "C" or better. Corequisite: THEA 047.* An intensive acting study course which concentrates on acting methodologies and styles, audition techniques, heightened realism, movement in clown, mime, and combat, musical theatre transitions, and American musical theatre tap dance. Students will develop an understanding of the various components of technical theatre including scenery and show operation. *Three hours lecture, thirteen hours lab.*

**THEA 033****7 Units****Actor Training 4**

*Prerequisite:* THEA 032 with a grade of "C" or better. *Course Advisory:* SCC minimum English standards. An intensive acting study course which concentrates on restoration, farce, commedia, and expressionism as acting styles, Shakespearean text and scansion for the actor, audition techniques as they relate to musical theatre and cold readings, as well as performance skills. Students will assimilate all areas of technical theatre into performance, including stage management responsibilities. *Three hours lecture, thirteen hours lab.*

**THEA 047****1-3 Units****Technical Production**

*Course Advisory:* SCC minimum English standards. A production course for students interested in technical theatre. Students are given an increasing level of responsibility in accordance with their individual abilities. Areas of responsibility may include: stage manager, lead carpenter, master electrician, lead grip, assistant lighting designer, scenic designer, lighting designer, assistant scenic designer. This is an open entry/open exit course. Repeatable to a maximum of 12 units, including initial enrollment. *Three hours lab, three to six hours weekly by arrangement.*

**THEA 048A****3 Units****Theatre Appreciation**

*Course advisory:* SCC minimum English and Math standards. Students will be required to purchase tickets for live performances. An Introduction to methods of evaluating theatre in performance. Students will attend several plays each semester (approximately six to be determined by instructor), producing a written analysis/critique of each. Lectures will focus on the elements of a play in production and critical analysis and writing techniques. *2.5 hours lecture, and 1.5 hours by arrangement.*

**THEA 049****1-3 Units****Theatre Arts Honors**

*Prerequisite:* Completion of 24 units of college credit with a minimum GPA of 3.3; a minimum of 5 units in the discipline with a grade of "B" or better; an ability to work independently; permission of the division dean based on instructor availability. Independent study course for proficient students of drama. Under a contractual arrangement between student and instructor, the student will pursue a specified course of independent but directed study. May be repeated to a maximum of 6 units, including initial enrollment. *Three to nine hours weekly by arrangement.*

**THEA 050****3 Units****Performance for the Camera**

*Course Advisory:* SCC minimum English standards. A professional approach to the basics of on-camera acting. Areas of concentration include commercials, public service announcements, corporate videos, news reporting, and feature films. The course includes an in-depth approach to careers in media with concentration on agents, casting directors, resumes, pictures and the necessary tools for building a life as an actor. *Three hours lecture.*

**THEA 062****1-3 Units****Theatrical Costume Practicum**

*Course Advisories:* SCC minimum English and Math standards. A practicum course that covers the fundamentals of costume construction and its integration into the theatre process. Each student will be given an increasing level of responsibilities in accordance with individual abilities. Areas of responsibility may include: Co-Costume Designer, Assistant, , Tailor, First Hand, Stitcher, Milliner, Cobbler, Crafts Artisan, Wig/Hair, Make-up Artist, Wardrobe Supervisor or Dresser. Successful completion of the costume production process may culminate in a crew assignment. This is an open entry/open exit course. May be repeated to a maximum of 12 units, including initial enrollment. *Three hours lab, zero to six hours weekly by arrangement.*

**THEA 105****1-3 Units****Solano Youth Theatre**

*Course Advisories:* SCC minimum English and Math standards. The study and rehearsal of dramatic and comedic works for the stage, including classical plays, contemporary dramas and comedies, revues, and one-acts, with a special focus on the preparation of the beginning actor. Additional fees may be required for performance costumes and materials. Repeatable to a maximum of 12 units. *One hour lecture, two to eight hours weekly by arrangement.*

**THEA 106****2 Units****Teen Touring Company**

*Prerequisite:* THEA 105 and audition for actors only. *Course Advisories:* SCC minimum English and Math standards. Teen Touring Company students will gain experience touring and performing material from the American Musical Theatre repertoire throughout Solano County. Through weekly rehearsals and varied performance opportunities, students acquire and practice the skills required of a "triple threat" (singing, dancing and acting) performer. Repeatable up to 12 units. *One hour lecture, two hours lab, and one and one-half hours weekly by arrangement.*

**THEA 107****2 Units****Actor Training for Youth**

*Course Advisories:* SCC minimum English and Math standards. Following a conservatory structure, this acting course for youth concentrates on the body as an instrument of communication, the acting process, singing techniques for the actor, movement and dance. This 2 week intensive course allows for heavily concentrated focus on various world theatre styles, including but not limited to: Shakespeare, Chekov, and Asian Theatre. The class culminates in a workshop performance. Additional fees may be required for performance costumes and materials. Please call 707-863-7841 for more detail prior to enrolling in this course. *Repeatable up to 12 units. Ten hours lecture, twenty hours lab (2 week course).*

**Special Topics**

These courses, numbered 048, 098, or 148 depending upon their transferability, are courses of contemporary interest centered on changing knowledge and important issues in the field. Announcements of Special Topics courses appear in the Schedule of Classes.

# University Studies With Emphasis

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## PROGRAM DESCRIPTION

The Associate in Arts 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 degree 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.

# University Studies With Emphasis

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## AREAS OF EMPHASIS FOR UNIVERSITY STUDIES DEGREE

### ARTS AND HUMANITIES

*MINIMUM 18 UNITS REQUIRED*

*MAXIMUM 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, 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, 017, 018, 020, 021, 023, 024, 025, 030, 031, 032, 033, 034, 035, 036, 037, 038, 040, 041, 044, 045, 046, 047  
FREN 001, 002, 003, 004, 011, 012, 031, 032, 033, 034  
GRMN 001, 002, 003, 004, 011, 012, 031, 032, 033, 034  
HIST 002, 003, 004, 005, 010, 015, 017, 018, 028, 029, 030, 031, 032, 037  
ITAL 031, 032  
LATN 001, 002, 003  
PHIL 003, 004, 031, 032  
SPAN 001, 002, 003, 004, 011, 012, 025, 031, 032, 033, 034  
SPCH 015

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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  
COUN 062  
ENGL 002, 004, 006, 007, 046, 047, 058, 062, 064  
FREN 001, 002, 003, 004, 031, 032, 033, 034  
GRMN 001, 002, 003, 004, 031, 032, 033, 034  
HS 52  
ITAL 031, 032

JOUR 001, 002, 011, 060  
LATN 001, 002, 003  
PHIL 005  
SPAN 001, 002, 003, 004, 025, 031, 032, 033, 034  
SPCH 001, 002, 006, 008, 010, 012, 015, 060  
SOCS 030, 051  
TV 050, 060, 061

# University Studies With Emphasis

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## AREAS OF EMPHASIS FOR UNIVERSITY STUDIES DEGREE

### 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 credential.

AMST 001, 002	HIST 002, 003, 004, 005, 010, 017, 018, 025, 028, 029, 037
ANTH 002, 007	HUDV 038, 039, 070
ART 001, 002, 003, 006, 010, 011, 012, 014, 017, 023, 031, 039	HUMN 003
ASTR 010	MATH 002, 004, 011, 012, 015
BIO 001, 005, 006, 012, 014, 015, 016, 019	MUSC 005, 007, 008, 013
CHEM 010	PHIL 001, 003, 004, 005, 031, 032
CINA 010, 011	PHYS 010
ECE 071	PHSC 012
ECON 001	PLSC 001, 005
ENGL 012, 016, 030, 031, 032, 033, 034, 035, 036, 037, 038, 040, 041	PSYC 001, 002, 005, 010, 024
GEOG 002, 004	SOC 001, 002, 023, 040
GEOL 001, 002, 003, 004	SOCS 022
	THEA 001, 010, 011, 013

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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 NOT BE USED IN BOTH AREAS, MUST CHOOSE ONE AREA.*

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.

#### SCIENCE

ANTH 001  
ASTR 010, 020, 030, 040  
BIO 001, 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  
METR 010  
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 With Emphasis

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## AREAS OF EMPHASIS FOR UNIVERSITY STUDIES DEGREE

### 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, 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  
HUDV 038, 039, 040, 050, 052, 053, 058, 070  
HS 051, 052, 053  
IR 001  
JOUR 011  
PLSC 001, 002, 003, 005, 016, 019  
PSYC 001, 002, 004, 005, 010, 020, 024, 030, 034, 065  
SOC 001, 002, 023, 030, 040, 051  
SOCS 022, 023, 025, 026, 027, 030, 051, 053  
SPCH 012  
TV 050

# WATER AND WASTEWATER TECHNOLOGY

(FOR TUTORING - SEE "COUNSELING")

## Career Technical Education Division

### PROGRAM DESCRIPTION

A study of the principles of water and wastewater disposal and purification including municipal and industrial wastewater collection and treatment. The program will satisfy most of the requirements for certification of water and wastewater treatment personnel.

### CERTIFICATE OF ACHIEVEMENT AND ASSOCIATE IN SCIENCE DEGREE

A Certificate of Achievement can be obtained upon completion of the 25 or 29 unit major. The Associate in Science Degree can be obtained upon completion of 60 units, including the major, the general education requirements, and electives. All courses for this degree must be completed with a grade of C or better or a P if the course is taken on a pass-no pass basis.

### REQUIRED CORE COURSES

WATR 100—Intro. to WW Treatment	Units 4	Recommended Electives: WATR 120, 121 OCED 090, 091
WATR 102—Sanitary Chemistry I	4	
WATR 104—Intro. to Water Supply & Treatment	3	
WATR 105—Wastewater Treatment	3	
WATR 106—Instrumentation & Controls	3	
WATR 107—Math of WW Treatment	4	
Select from the following options:		
Option 1		
BIOT 160—Basic Concepts/Methods in Biotechnology		
	<u>4</u>	
	25	
OR		
Option 2		
BIO 014—Principles of Microbiology	4	
CHEM 10—Intermediate Chemistry	4	
	<u>4</u>	
	29	

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#### WATR 100 4 Units

##### Introduction to Wastewater Treatment

*Course Advisories: SCC minimum English and Math standards.* Study of municipal and industrial wastewater collection and wastewater treatment methods, protection of ground water and receiving waters, and effects of pollutants on receiving waters. *Four hours lecture.*

#### WATR 102 4 Units

##### Sanitary Chemistry

*Prerequisite: CHEM 160. Course Advisories: SCC minimum English and Math standards.* Study of the theory and demonstration of laboratory techniques for control tests of water purification. Emphasis is placed on process control including pH, chlorine residual, coliform, turbidity, BOD, solids, and interpretation of

lab test results. Mandatory field trips will be taken to water treatment plants and water quality laboratories. *Four hours lecture.*

#### WATR 104 3 Units

##### Introduction to Water Supply and Treatment

*Course Advisories: SCC minimum English and Math standards.* Study of the elementary engineering aspects of design, operation, process control and maintenance of water treatment plants and facilities. *Two and one-half hours lecture, one and one-half hours lab.*

## Water and Wastewater

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### WATR 105

3 Units

#### Water Treatment

*Prerequisite: WATR 100. Course Advisories: SCC minimum English and Math standards.* Study of the elementary engineering aspects of design, operation process control, and maintenance of wastewater treatment plants and facilities. *Two and one-half hours lecture, one and one-half hours lab.*

### WATR 106

3 Units

#### Instrumentation and Control

*Course Advisories: SCC minimum English and Math standards.* Study of pneumatic, mechanical and electronic control systems and components. Includes a basic description and explanation of the operation of instruments and controls for water and wastewater plants. Typical performance characteristics, accuracy, and applications of instruments are studied. *Three hours lecture.*

### WATR 107

4 Units

#### Mathematics of Water and Wastewater Treatment

*Course Advisories: SCC minimum English and Math standards.* Study of hydraulics and calculations used in the design, operation, process control and the maintenance of treatment plants and facilities. *Four hours lecture.*

### WATR 120

2 Units

#### Distribution Systems Maintenance

*Course Advisories: SCC minimum English and Math standards.* Study of the operation and maintenance of water distribution systems covering the design, construction and the functioning of these systems. *Two hours lecture.*

### WATR 121

2 Units

#### Collection Systems Maintenance

*Course Advisories: SCC minimum English and Math standards.* Study of the operation and maintenance of wastewater collection systems covering the design, construction and functioning of these systems. *Two hours lecture.*

#### Special Topics

These courses, numbered 148, are courses of specialized interest centered on changing knowledge and important issues in the field. Announcements of Special Topics courses appear in the Schedule of Classes.



# Welding

Career Technical Education Division

## 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 23-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 degree 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.

### REQUIRED COURSES

	Units	Recommended Electives:
DRFT 079—Blueprint Reading	2	ECTN 101
IT 140—Industrial Materials	3	ENGL 051
Electives selected from the list below	<u>18</u>	IT 160
	23	OCED 090, 091
		WELD 174, 175, 176, 177
<b>Select 18 units from the following</b> (all 3-unit courses):		
WELD 120—Plate Welder (Basic)		
WELD 121—Plate Welder (Advanced)		
WELD 122—Pipe Welding (Basic)		
WELD 123—Pipe Welding (Advanced)		
WELD 124—Tungsten Inert Gas (Heliarc) Welding		
WELD 125—Metal Inert Gas/Arc (M.I.G.) Welding		
WELD 126—Ornamental Iron Welding		

## WELDING TECHNICIAN

### PROGRAM DESCRIPTION

Designed to prepare the graduate for employment as a welder or a welder helper in the metal trades. The major types of welding covered are shielded arc, acetylene gas welding, metal inert gas, tungsten inert gas, automatic and semi-automatic welding machines.

### CERTIFICATE OF ACHIEVEMENT AND ASSOCIATE IN SCIENCE DEGREE

A Certificate of Achievement can be obtained upon completion of the 48-unit major listed below. The Associate in Science Degree can be obtained by completing a total of 69 units, including the major and the general education requirements. All courses for this degree 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.

### REQUIRED COURSES

	Units	Recommended Electives:
WELD 100—Welding Technology	10	ECTN 101, 102
WELD 101—Welding Technology	10	IT 160
WELD 102—Welding Technology	10	OCED 090, 091
WELD 103—Welding Technology	10	WELD 174, 175, 176, 177
DRFT 079—Blueprint Reading	2	
IT 140—Industrial Materials	3	
IT 150—Industrial Processes	3	
	48	

### JOB-DIRECT CERTIFICATE REQUIREMENTS

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

#### Welding Equipment Operator

	Units
WELD 174—Weld Equipment Operation	2
WELD 175—Welding Fabrication	2
WELD 176—Shielded Arc Certification	2
WELD 177—Wire Welding Certification	2
*OCED 090—Occupational Work Experience	1
	9

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

# Welding

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**WELD 100** **10 Units**  
**Welding Technology**  
*Course Advisory: SCC minimum English standards.*  
Development of manual skills and related technical knowledge in arc and acetylene welding and burning; flat, horizontal, vertical and overhead positions; machine adjustments, rod identification and characteristics; joints metal expansion and contraction. *Five hours lecture, fifteen hours lab.*

**WELD 101** **10 Units**  
**Welding Technology**  
*Prerequisites: WELD 100 or comparable industry experience or training. Course Advisory: SCC minimum English standards.* Designed to present the theory, procedures, and manipulative skills required to weld mild steel plate to code certification levels with the shielded metal arc and flux cored arc welding processes. A basic understanding of metallurgy, metals identification, layout, and welding of other metals is also presented. *Five hours lecture, fifteen hours lab.*

**WELD 102** **10 Units**  
**Welding Technology**  
*Prerequisites: WELD 101 or comparable industry experience or training. Course Advisories: SCC minimum English and Math standards.* Designed to present the theory, procedures, and manipulative skills required to weld metals of various thicknesses with the gas metal arc welding process. Introduces the student to the theory, procedures, and manipulative skills required to weld mild steel pipe to industrial standards. *Five hours lecture, fifteen hours lab.*

**WELD 103** **10 Units**  
**Welding Technology**  
*Prerequisites: WELD 102 or comparable industry experience or training. Course Advisory: SCC minimum English standards.* Designed to present the theory, procedures and manipulative skills required to weld metals of various thicknesses with the gas tungsten arc process, as well as the theory, procedures and manipulative skills required to weld and fit pipe in all positions. *Five hours lecture, fifteen hours lab.*

**WELD 112** **1 Unit**  
**Carpentry Apprentice Welding**  
*Course Advisories: SCC minimum English and Math standards.* Provides introductory safety instruction and manipulative practice in the setup and use of oxy-acetylene and arc welding and cutting equipment. Manipulative and written tests are used to give students practice and to evaluate performance in applying techniques learned. *Twelve hours lecture, twenty-four hours lab (one week course).*

**WELD 120** **3 Units**  
**Plate Welder (Basic)**  
*Course Advisories: Successful completion of IT 110 or prior welding experience; SCC minimum English standards.*  
Presents the theory, procedure and manipulative skills required to meet certification standards on one-inch plate using low hydrogen electrodes in the vertical position. Manipulative and written tests are used to give students practice and to evaluate performance in applying techniques earned. *Two hours lecture, three hours lab.*

**WELD 121** **3 Units**  
**Plate Code Welder (Advanced)**  
*Course Advisories: Successful completion of IT 110 or prior welding experience; SCC minimum English standards.* Develops the principles taught in WELD 120, expanding the student's ability to weld one-inch thick certification plates in all positions with low hydrogen electrodes. Manipulative and written tests are used to give students practice and to evaluate performance in applying techniques learned. *Two hours lecture, three hours lab.*

**WELD 122** **3 Units**  
**Pipe Welding (Basic)**  
*Course Advisories: Successful completion of IT 110 or prior welding experience; SCC minimum English standards.*  
Presents the theory, procedure, and manipulative skills required to meet certification standards on schedule 80 steel pipe in the horizontal fixed position. Manipulative and written tests are used to give students practice and to evaluate performance in applying techniques learned. *Two hours lecture, three hours lab.*

**WELD 123** **3 Units**  
**Pipe Welding (Advanced)**  
*Course Advisories: Successful completion of IT 110 or prior welding experience; SCC minimum English standards.* Develops the principles taught in WELD 122, expanding the student's ability to weld pipe in all positions. Manipulative and written tests are used to give students practice and to evaluate performance in applying techniques learned. *Two hours lecture, three hours lab.*

**WELD 124** **3 Units**  
**Gas Tungsten Arc Welding**  
*Course Advisories: Successful completion of IT 110 or prior welding experience; SCC minimum English standards.*  
Presents the theory, procedures, and manipulative skills required to weld aluminum steel and stainless steel with the Gas Tungsten Arc process. Manipulative and written tests are used to give students practice and to evaluate performance in applying techniques learned. *Two hours lecture, three hours lab.*

**WELD 125** **3 Units**  
**Gas Metal Arc Welding**  
*Course Advisories: Successful completion of IT 110 or prior welding experience; SCC minimum English standards.*  
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 Advisories: Successful completion of IT 110 or prior welding experience; SCC minimum English standards.*  
Presents the theory, procedures, and manipulative skills required to fabricate and weld ornamental iron projects. Manipulative and written tests are used to give students practice and to evaluate performance in applying techniques learned. Repeatable 2 times. Two hours lecture, three hours lab.

**WELD 174** **2 Units**  
**Welding Equipment Operation**  
*Course Advisories: SCC minimum English and Math standards.* Designed to acquaint students with the equipment and techniques used to safely perform welding operations. Students will learn to perform basic welding methods. Four hours lecture, sixteen hours lab (4 week course).

**WELD 175** **2 Units**  
**Welding Fabrication**  
*Course Advisories: SCC minimum English and Math standards.* Designed to increase student knowledge and tactile skills with welding processes and related metal working equipment. *Four hours lecture, sixteen hours lab (4 week course).*

**WELD 176** **2 Units**  
**Shielded Metal Arc Certification**  
*Course Advisories: SCC minimum English and Math standards.* Designed to increase student knowledge and tactile skills to the level they can pass a certification test to certain Welding Codes using the Shielded Metal Arc process. Repeatable 2 times. *Four hours lecture, sixteen hours lab (4 week course).*

**WELD 177** **2 Units**  
**Wire Welding Certification**  
*Course Advisories: SCC minimum English and Math standards.* Designed to increase student knowledge and tactile skills to the level they can pass a certification test to certain Welding Codes Specifications using wire processes. Repeatable 2 times. *Four hours lecture, sixteen hours lab (4 week course).*

**WELD 500** **Non-Credit**  
**Special Welding Problems**  
*Prerequisites: Permission of the instructor to verify room for special problems students.* Designed to assist with vocational placement for advanced welding students who have sufficient background in welding fundamentals to pursue more independent studying in the area of their choice. The student works by arrangement with the instructor on an outlined program of study to achieve independent objectives. This is an open entry/open exit course. *Hours by arrangement as required.*

**Special Topics**  
These courses, numbered 148, 248, or 548 depending upon their transferability, are courses of contemporary interest centered on changing knowledge and important issues in the field. Specific information will vary with each course.

# Administration

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## JOWEL C. LAGUERRE, PH.D. SUPERINTENDENT-PRESIDENT

**GOVERNING BOARD**  
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*Student Trustee*

Dr. Jowel C. Laguerre, Ph.D.  
*Board Secretary*

The College's Governing Board meets the first and third Wednesdays of each month at 7 p.m. in the Board Room, 626, of the Administration Building. All meetings, with the exception of closed sessions, are open to public participation. Minutes of previous meetings and current agendas are available from the Superintendent-President's office and on the Solano Community College District Web site ([www.solano.edu](http://www.solano.edu)).

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### ACADEMIC AFFAIRS

Robin Steinback, Ph.D.	<i>Vice President, Academic Affairs</i>
John Urrutia	<i>Business &amp; Computer Science Dean</i>
Robert Johnson	<i>Career Technical Education Dean</i>
Leslie Rota	<i>Fine &amp; Applied Arts Behavioral Sciences Dean</i>
Maire Morinec	<i>Health Occupations Dean</i>
Philip Andreini, Ph.D.	<i>Humanities Dean</i>
David Redfield, Ph.D.	<i>Mathematics &amp; Science Dean</i>
Robert Myers, Ph.D.	<i>Physical Education and Athletics Dean</i>
Thomas Kea, Ph.D.	<i>Vallejo Center Director</i>
Theresa McLeod	<i>Vacaville Center Director</i>
Deborah Mann	<i>Program Developer, Contract Ed</i>
Charles Eason	<i>Director, Small Business Development Center</i>

Mostafa Ghous	<i>Director, MESA</i>
Christopher Guphill	<i>Managing Director, Theatre Operations</i>
Christie Speck	<i>Director, Children's Programs</i>

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### STUDENT SERVICES

Lisa J. Waits, Ed.D.	<i>Vice President, Student Services</i>
Barbara Fountain	<i>Interim Dean, Admissions and Records</i>
Erin Vines	<i>Dean, Counseling &amp; DSP</i>
Vacant	<i>Dean, Special Services</i>
Shirley Lewis, J.D.	<i>Director, Student Development</i>
Robert J. Simas	<i>Director, Research &amp; Planning</i>
Laurie Cheatham	<i>Interim Assistant Registrar</i>

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### TECHNOLOGY AND LEARNING RESOURCES

Jay Field	<i>Vice President, Technology &amp; Learning Resources</i>
James Ennis	<i>Director, Technology Services &amp; Support</i>
James Calilan	<i>Manager, Technology Services &amp; Support</i>

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### ADMINISTRATIVE AND BUSINESS SERVICES

Vacant	<i>Vice President, Administrative and Business Services</i>
Susan Rinne	<i>Interim Director, Fiscal Services</i>
David Froehlich	<i>Director, Facilities</i>
Jeff Yterdal	<i>Manager, Bookstore</i>
Steve Dawson	<i>Chief, College Police and Public Safety</i>
Marge Trolinder	<i>Supervisor, Graphic Arts Services</i>

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### HUMAN RESOURCES

Richard D. Christensen, Ed.D.	<i>Director, Human Resources</i>
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### PUBLIC RELATIONS, MARKETING AND COMMUNICATIONS

Ross Beck	<i>Director</i>
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# Faculty & Educational Administrators

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- Abel-Quintero, Margaret, *Humanities Division*.** B.A. University of Iowa; M.A., Ph.D, University of California, Santa Barbara.
- Allen, Darryl, *Math/Science Division*.** B.S., M.S., California State University, Hayward.
- Anderson, Jim, *Counseling/DSP*.** A.A., Solano Community College; B.A., M.S., Calif. State Univ., Sacramento.
- Anderson, Kevin, *Business & Computer Science Division*.** A.B., University of California, Berkeley; J.D., San Francisco Law School.
- Andreini, Philip, *Dean, Humanities*.** A.B. University of California, Berkeley; M.A., University of California, Santa Barbara; Ph.D., University of Michigan, Ann Arbor.
- Apostal, Angela, *Counseling/DSP*.** B.A., UC, Santa Cruz; M.S., Calif. State Univ., Sacramento.
- Arce, Michelle, *Humanities Division*.** B.A., University of California, Davis; M.A., University of California, Santa Barbara
- Arie-Donch, Robin, *Counseling/DSP*.** B.A., Hunter College; M.A., Univ. of Northern Colorado.
- Berger, Jane, *Humanities Division*.** B.A., M.A., San Francisco State University.
- Berrett, Debra, *Career Technical Education Division*.** B.A., Southern Illinois Univ.; M.S., Univ. of Nebraska, Lincoln.
- Berrett, Mark, *Career Technical Education Division*.** A.S., Solano Community College; B.S., Southern Illinois Univ.; M.S., Univ. of Phoenix.
- Bevilacqua, Anne, *Fine & Applied Arts/Behavioral Sciences Division*.** B.A., M.A., Mills College.
- Blair, Emily, *Humanities Division*.** B.A., M.A., Ph.D., University of California, Davis.
- Boerner, H. Tim, *Humanities Division*.** A.B. & M.A., University of California, Berkeley.
- Bolz, C. Sabine, *Fine & Applied Arts/Behavioral Sciences Division*.** B.A., M.A., University of Oldenburg, Germany.
- Borchert, Matt, *Physical Education/Athletics Division*.** B.A., San Jose State; M.S., St. Mary's College.
- Bourdon, Ingeborg, *Fine & Applied Arts/Behavioral Sciences Division*,** B.S., M.S., University of California, Davis.
- Brewer, Kevin, *Math/Science Division*.** B.S., East Texas State University; M.A., University of California, Davis.
- Brown, Curtiss R., *Physical Education/Athletics Division*.** B.A., California State University, Chico; M.S., University of Oklahoma.
- Bump, Delbert, *Fine & Applied Arts/Behavioral Sciences Division*.** Cosumnes River College, Sacramento; B.M., M.A., San Francisco State University.
- Bundenthal, Thomas, *Humanities Division*.** B.A., University of Alabama, Tuscaloosa; M.A., University of Alabama, Huntsville.
- Burgess, D. Glenn, *Health Occupations Division*.** A.A., Solano Community College; B.S.N., Sonoma State Univ; M.S., California State Univ., San Jose.
- Burnsed, F. Floyd, *Physical Education/Athletics Division*.** B.S., M.A., Western Kentucky College.
- Cabrera, Saki, *Health Occupations*.** B.A., Iona College; M.A., Ph.D., Calremont Graduate University.
- Cain, Ginger, *Physical Education/Athletics Division*.** B.F. A., Cornish Institute; M.A., St. Mary's College.
- Cardinal, Jeff, *Physical Education/Athletics Division*.** B.S., California State Univ., Hayward; M.A., San Jose State Univ.
- Carter, Quentin, *Learning Resources*.** B.A., University of Southern Colorado; M.A., Ph.D, University of Denver.
- Cary, Adrienne, *Business & Computer Science Division*.** B.S., University of Wisconsin; M.A., New York University.
- Christiansen, Abla, *Counseling/DSP*.** B.S., California State University, Chico; M.S., San Francisco State University.
- Cittadino, Nicholas, *Counseling/DSP*.** B.S., University of Idaho; M.A., Chapman University.
- Clark, M. Bruce, *Humanities Division*.** B.A., College at Oswego, State Univ. of New York; M.A., Sonoma State College.
- Clement, Sue, *Health Occupations Division*.**
- Cobene, Lue, *Humanities Division*.** B.A., M.A., California State Univ., Sacramento.
- Codina, Salvador, Jr., *Humanities Division*.** B.S., M.A., California State Univ., Sacramento.
- Conrad, Joseph, *Math/Science Division*.** B.S., Pennsylvania State Univ; M.A., Univ. of Maryland; Ph.D., Pennsylvania State Univ.
- Cook, Karen, *Career Technical Education Division*.** B.S., Valparaiso University; M.Ed., Azusa Pacific University.
- Cowee, Marion, *Fine & Applied Arts/Behavioral Sciences Division*.** B.A., University of California, Berkeley; M.A., Mills College.
- Crandall-Bear, Dale, *Humanities Division*.** B.A., M.A.T., Univ. of California, Davis.
- Crawford, Susanna, *Math/Science Division*.** B.S., M.A.T., Univ. of California, Davis; B.S., O.D., Univ. of California, Berkeley.
- Curriel, Dolores, *EOPS*.** A.A., Butte College, B.A., California State Univ., Chico; M.S., California State Univ., Sacramento.
- Dambrosio, Annette, *Humanities Division*.** B.A., M.A., Calif. State Univ., Chico., Ed.D, University of California, Berkeley.
- DaPrato, Robert M., *Fine & Applied Arts/Behavioral Sciences Division*.** A.B., M.A., San Francisco State Univ.
- Daugavietis, George, *Math/Science Division*.** A.B., Univ. of Michigan, Ann Arbor; M.S., Air Force Institute of Technology; M.S., Wright State Univ; M.A., California State Univ., Hayward; Ph.D., Univ. of California, Davis.
- DeKloe, James, *Math/Science Division*.** B.A., M.A., and C. Philosophy, Univ. of California, Los Angeles.
- Denham-Martin, Lynn, *Health Occupations Division*.** B.S., Sonoma State University; M.S.N., University of Phoenix.
- DiResta, Theresa, *Health Occupations Division*.** B.S.N., Wagner College; M.S., Troy State Univ.
- Donovan, Sarah M., *Math/Science Division*.** B.A., Univ. of Calif., Santa Cruz; M.A., Univ. of Calif., Davis.

# Faculty & Educational Administrators

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- Duane, Erin, *Learning Resources*.** B.A., Gonzaga University; M.L.I.S., San Jose State University.
- Ducoing, Christine, *Math/Science Division*.** B.S., Univ. of California, Davis; M.S., Univ. of Michigan.
- East, Evangeline, *Fine & Applied Arts/Behavioral Sciences Division*.** B.A., M.A., California State University, Long Beach.
- Esteve, Carlos M., *Math/Science Division*.** B.S., Tulane University; M.S., University of New Orleans.
- Farmer, Erin, *Humanities Division*.** B.A., M.A., Mills College.
- Feighner, Mark A., *Math/Science Division*.** B.S., Indiana University of Pennsylvania; M.S., Michigan Technological University; Ph.D., Univ. of California, Berkeley.
- Field, Jay, *Vice President, Technology & Learning Resources*.** A.B., A.M., Stanford University.
- Fields, Tracy, *Health Occupations Division*.**
- Flatland, Marianne, *Counseling/DSP*.** B.A., University of California, Berkeley; M.S., California State University, Hayward.
- Florence, Ferdinanda, *Fine & Applied Arts/Behavioral Sciences Division*.** B.A., American University; M.A., Univ. of Maryland.
- Fracisco, Marylou, *Business & Computer Science Division*.** A.B., San Diego State Univ; M.B.A., St. Mary's College, Moraga.
- Fuller, Ruth, *Learning Resources*.** B.A., UC, Santa Cruz; M.A., University College, London.
- Gaylor, Amy, *Counseling/DSP*.** B.S., University of Wisconsin; M.S., California State University, Sacramento.
- Giambastiani, Lisa, *Humanities Division*.** B.A., M.A., Sonoma State University.
- Glines, Neil, *Fine & Applied Arts/Behavioral Sciences Division*.** B.A., Carroll College; M.A., Calif. State University, Northridge.
- Goodwin, Michael, *Career Technical Education Division*.** B.S., Lamar University; M.A., California State University, Sacramento.
- Gotch-Posta, Mary, *Fine & Applied Arts/Behavioral Sciences Division*.** B.A., Michigan State Univ.; M.A., San Francisco State Univ.
- Grube, Thomas, *Math/Science Division*.** B.S., Univ. of Wisconsin, Madison; M.S., Calif. State University, Hayward.
- Gumlia, Mary, *Counseling/DSP Division*.** B.A., Boise State; M.A., John F. Kennedy University.
- Hairston, Alena, *Humanities Division*.** B.A., Guilford College; M.F.A., Brown University.
- Haley, Mary Ann, *Career Technical Education Division*.** A.A., Solano Community College; B.A., Southern Illinois Univ.; M.A., Golden Gate University.
- Hannan, Zachary, *Math/Science Division*.** B.S., M.S., University of California, Davis.
- Harris, Meredith, *Health Occupations Division*.** B.S., Boston College of Nursing; M.S., University of Rhode Island.
- Hawkes, Dorothy, *Math/Science Division*.** B.A., M.A., Ph.D., Univ. of Calif., Davis.
- Hernandez, Erma, *Counseling/DSP*.** B.A., M.S.C., California State Univ., Sacramento; Ed.D., Univ. of San Francisco.
- Higashi, John, *Math/Science Division*.** B.A., University of California, San Diego; Ph.D., University of Utah.
- Hoggan, Donald, *Business & Computer Science Division*.** B.S., Utah State University; M.S., Brigham Young University; Ph.D., Arizona State University.
- Hubbard, Leslie, *Business & Computer Science Division*.** B.S., Oregon State University; B.A., Sonoma State University.
- Itaya, Patricia, *Math/Science Division*.** B.A., Hendrix College; Ph.D., University of Tennessee.
- Jacobo, Isaias, *Humanities Division*.** B.A., Pacific Union College; M.A., Univ. of California, Davis.
- Jiminez, Theresa, *Fine and Applied Arts/Behavioral Sciences Division*.** B.A., University of Oklahoma; M.A., Ph.D., University of Texas, Austin.
- Jian, Alan, *Math/Science Division*.** B.A., Zhongshan University; M.A., California State Univ., San Francisco; Ph.D.; Univ. of California, Davis.
- Johnson, Robert, *Dean, Career Technical Education Division*.** B.A., California Polytechnic University, San Luis Obispo; M.P.A., California State University, Hayward.
- Johnson, Tonmar, *Fine and Applied Arts/Behavioral Sciences Division*.** B.S., Eastern New Mexico University; M.S., California State University, Sacramento.
- Juliano, Kristy, *Fine and Applied Arts/Behavioral Sciences Division*.** B.M., San Francisco State University.
- Kalish, Deborah, *Health Occupations Division*.** B.S.N., Mt. St. Mary's College; M.P.H., Univ. of California, Los Angeles.
- Kaur, Kiran, *Math/Science Division*.** B.S., University of Mumbai; M.S., Shreemati Nathibai Damodar Thackersey Women's University in Mumbai, India.
- Kirkbride, Corrine, *Math Science Division*.** B.S., University of California, Santa Barbara; M.A., University of California, Davis.
- Kleeberg, Richard N., *Business & Computer Science Division*.** A.B., Stanford Univ.; M.B.A., Univ. of California, Berkeley; J.D., Univ. of San Diego.
- Konecny, Nancy, *Counseling/DSP*.** B.A., Calif. State University, Long Beach; M.A., Calif. State University, Sacramento.
- Kropp, Gail E., *Humanities Division*.** B.A., Univ. of Santa Clara; M.A., Univ. of California, Davis.
- Laguerre, Jowel C., *Superintendent/President*.** M.A., M.S.Ed., Ph.D., University of Kansas.
- Lamb, Jeffrey, *Humanities Division*.** M.A., San Diego State University; Ph.D., University of California, Los Angeles.
- Lancet, Marc, *Fine & Applied Arts/Behavioral Sciences Division*.** B.A., M.F.A., M.A., Univ. of Calif., Santa Barbara.
- Lewis, Shirley, *Director, Student Development*.** B.A., J.D., University of California, Davis.
- Lorenz, Jeanne, *Fine and Applied Arts/Behavioral Sciences Division*.** B.A., California College of the Arts; M.A., Yale University.
- Lutz, Melanie P., *Math/Science Division*.** B.S., M.S., Ph.D., University of California, Berkeley.

# Faculty & Educational Administrators

---

- Maghoney, Laura, *Business & Computer Science Division.*** B.A., M.A., Univ. of California, Davis.
- Maguire, George, *Fine & Applied Arts/Behavioral Sciences Division.*** B.S., Indiana Univ. of Pennsylvania.
- Mallory, Patrick J., *Math/Science Division.*** B.A., M.A., San Jose State College.
- Marks, Kevin, *P.E./Athletics Division. B.A., California State University, Stanislaus; M.S.S. United States Sports Academy.***
- Marlow-Munoz, Lorna, *Humanities Division.*** B.A. Univ. of California, Berkeley; M.A., San Francisco State Univ.
- Martin, Gary W., *Business & Computer Science Division.*** B.A., B.S., Univ. of California, Irvine; M.S., Univ. of Minnesota, Minneapolis.
- Martinelli, Will, *Math/Science Division.*** B.A., Univ. of California, Davis; M.A., Univ. of California, Santa Cruz.
- Mazzocco, Mary, *Humanities Division.*** B.A., Brown Univ.; M.A., Univ. of California, Berkeley.
- McBride, Christopher, *Humanities Division.*** B.A., Univ. of Connecticut; M.A., Trinity College; Ph.D., Claremont University.
- McCarthy, Jeanette E., *Business & Computer Science Division.*** B.A., University of California, Santa Barbara.
- McCord, Karen, *Fine & Applied Arts/Behavioral Sciences Division.*** B.A., M.A., Univ. of San Francisco.
- McDaniels, Marcie, *Counseling/DSP.*** B.A., California State University, Sacramento; M.A., California State University, Easy Bay (formerly CSU Hayward); M.A., Chapman University.
- McDonald, Cheryl A., *Career Technical Education Division.*** A.A., A.S., Solano Community College; T. & I. Credential, Univ. of California, Berkeley; B.S., San Jose State Univ.
- McSweeney, Maureen, *Fine & Applied Arts/Behavioral Sciences Division.*** B.A., Jersey City State College; M.A., Sonoma State Univ.
- Mikolajcik, Walter, *Fine & Applied Arts/Behavioral Sciences Division.*** A.A., Napa College; B.A., M.A., California State Univ., Sacramento.
- Mitchell, Thomas, *Career Technical Education Division.*** A.S., Solano Community College.
- Moore, Rennee, *Math/Science Division.*** B.S., University of California, Riverside; Ph.D., University of California, Davis.
- Morinec, Maire, Dean, *Health Occupations Division.*** B.S., Georgetown Univ.; M.S., Univ. of Michigan.
- Mouton, Jocelyn, *CalWORKS.*** B.A., California State Univ., San Francisco; M.S.W., University of Calif., Berkeley.
- Myers, Robert, Dean, *Physical Education/Athletics Division.*** B.A., California State University, Chico; M.S., University of Arizona, Tucson.
- Nagle, John, *Physical Education/Athletics Division.*** B.A., University of California, Los Angeles; M.S., California State University, Sacramento.
- Nogue, John, *Math/Science Division.*** B.A., M.A., San Francisco State University.
- Nordin, Sarah, *Career Technical Education Division.*** A.B., Westfield State College; M.S., Sam Houston State Univ.
- Nourot, David A., *Career Technical Education Division.*** A.A., Solano Community College; B.V.E., M.A., California State Univ., Sacramento.
- Obegi, Amy, *Fine and Applied Arts/Behavioral Sciences Division.*** B.A., University of California, Davis, B.S., University of California, Davis, M.S., San Diego State University.
- Ornellas, Maile L., *Fine & Applied Arts/Behavioral Sciences Division.*** A.A., Diablo Valley College; B.A., M.J., Univ. of California, Berkeley; M.A., San Jose State Univ.
- Pandone, Marc, *Fine & Applied Arts/Behavioral Sciences Division.*** B.A., Connecticut College; M.F.A., California College of Arts and Crafts.
- Parrish, Scott, *Physical Education/Athletics Division.*** B.S. California Polytechnic State University, San Luis Obispo; M.Ed., Azusa Pacific University.
- Paschal, R. Bradford, *Math/Science Division.*** B.A., University of California, Davis; M.A., San Francisco State University.
- Pavao, Barbara, *Counseling/DSP.*** B.A., M.S., California State Univ., Sacramento.
- Pearson-Bloom, Theresa L., *Physical Education/Athletics Division.*** B.A., California State University, Northridge; M.S., Western Illinois Univ.
- Perry, Jo-Ann, *EOPS.*** B.A., M.S., California State University, Hayward.
- Petersen, Philip, *Math/Science Division.*** B.A., University of California, Riverside; M.S. University of Pennsylvania; Ph.D., University of San Diego, San Diego.
- Pike, Roy, *Career Technical Education Division.*** B.S., Fresno State College.
- Piorott, Laura, *Humanities Division.*** B.A., University of Southern California, M.A., M.A., Ph.D., Brown University.
- Plant, Diana, *Business & Computer Science Division.*** B.A., M.A., Sonoma State University.
- Podkolzina, Svetlana, *Math/Science Division.*** M.S., Ph.D., Moscow State University.
- Poff, Gregory, *Fine & Applied Arts/Behavioral Sciences Division.*** B.A., M.A., California State University, Long Beach.
- Pryor, Esther, *Physical Education/Athletics Division.*** B.S., M.S., California State University, Hayward.
- Re, Edward, *Math/Science Division.*** B.S., Ph.D., University of California, Davis.
- Redfield, David, Dean, *Math/Science Division.*** B.A., Point Loma Nazarene Univ.; Ph.D., Univ. of Reno, Nevada.
- Reeve, Melissa, *Humanities Division.*** B.A., University of California, Berkeley; M.A., University of Hawaii at Manoa.
- Rhoads, Genele, *Math/Science Division.*** B.S., M.A., University of California, Davis.
- Robertson, Randall, *Math/Science Division.*** B.S., Brigham Young University, M.S., University of California, Davis.
- Roe, Candace, *Counseling/DSP.*** B.A., M.S., California State University, Sacramento.
- Rota, Leslie R., Dean, *Fine & Applied Arts/Behavioral Sciences Division.*** B.A., Univ. of San Francisco; M.S.E., Univ. of Wisconsin, River Falls.
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# Faculty & Educational Administrators

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**Rotenberg, Sandra, *Learning Resources*.** B.A., Univ. of California, Berkeley; M.L.S., San Jose State University.

**Santiago, Maria E., *Math/Science Division*.** B.S., University of Puerto Rico; M.S., University of South Carolina.

**Schneider, Tracy, *Humanities Division*.** B.A., University of California Davis; M.A., M.A., California State University, Sacramento.

**Schouten, Jonathan, *Humanities Division*.** B.A., M.A., California State Univ., Sacramento; M.F.A., Arizona State Univ.

**Scott, Joshua, *Humanities Division*.** B.A., San Francisco State Univ., M.A., San Jose State University.

**Sengmany, Kheck, *Math/Science Division*.** B.A., St. Mary's College; M.S., California State Univ., Hayward.

**Shatzer, Charles R., *Business & Computer Science Division*.** A.A., Solano Community College; B.S., Southern Illinois Univ., Carbondale; M.B.A., Southern Illinois Univ., Edwardsville.

**Silva, Belinda, *Career Technical Division*.**

**Smith, Tasha, *Fine and Applied Arts/Behavioral Sciences Division*.** B.A., University of California, Berkeley; Ph.D., Stanford University.

**Snow, Charlene, *Math/Science Division*.** B.S., Allegheny College; M.S., Western Washington University.

**Spillner, Charles, *Math/Science Division*.** B.S., University of California, Davis; Ph.D., University of Utah.

**Springer, Steven, *Counseling/DSP*.** B.B.A., National University; M.A., E.D.S., Chapman University.

**Stein, Joshua, *Humanities Division*.** B.A., M.A., University of California, Riverside.

**Steinback, Robin, *Vice-President, Academic Affairs*.** A.A., Mt. San Jacinto College; B.S., University of California, Riverside; M.A., University of California, Riverside; Pd.D., University of California, Riverside.

**Stever, Sharyn, *Humanities Division*.** B.A., M.A., California State University, Sacramento; M.F.A., Arizona State University.

**Stilwell, Paul, *Career Technical Education Division*.**

**Stover, Scott, *Physical Education/Athletics Division*.** B.A., Chapman University; M.S.S., United States Sports Academy.

**Summers, Philip, *Math/Science*,** B.S., & M.S., University of London; Ph.D., University of Newcastle-Upon-Tyne.

**Sytsma, Robin, *Fine & Applied Arts/Behavioral Sciences Division*.** B.S., San Diego State University; M.S., University of New Haven, West Haven, Connecticut.

**Taylor, Mark, *Business & Computer Science Division*.** B.S., San Jose State Univ.; M.A., California State Univ., Chico.

**Thomas, Gene, *Math/Science Division*.** B.S., Pennsylvania State University; M.S., Ph.D, University of Wisconsin.

**Tolliver, Ella, *Counseling/DSP*.** B.A., Sonoma State Univ.; M.S., California State University, Hayward; Ph.D., Walden University, Minneapolis.

**Tsai, Elizabeth H., *Learning Resources*.** B.S., M.L.S., Texas Women's University; M.A., University of Texas, San Antonio.

**Tucker, Brenda, *Counseling/DSP*.** B.A., M.S., California State University, Hayward.

**Urrutia, John, *Dean, Business & Computer Science Division*.** B.S., University of Nevada, Reno; M.S., National University.

**Vines, Erin, *Counseling/DSP*.** B.S., M.A., California State University Bakersfield; M.E., University of LaVerne.

**Waits, Lisa, *Vice-President, Student Services*.** B.A., Miami University; M.Ed., Colorado State University; Ed.D. University of San Francisco.

**Wanek, Karen, *Health Occupations Division*.** B.S.N., University of Colorado; M.S., California State University, Dominguez Hills.

**Warren, Thomas H., *Humanities Division*.** B.A., Univ. of California, Berkeley; M.A., Ph.D., Univ. of California, Santa Barbara.

**Watkins, Thomas, *Business & Computer Science Division*.** B.A., M.B.A., Golden Gate University.

**White, Diane, *Humanities Division*.** B.A., M.A.T., University of California, Davis.

**Whitesell, Janene, *Fine & Applied Arts/Behavioral Sciences Division*.** B.A., Calif. State Univ., Northridge; M.A., San Francisco State Univ.

**Widemann, Danielle, *Math/Science Division*.** B.S., University of California, Davis; M.S., University of California, Santa Cruz.

**Williams, Darla, *Physical Education/Athletics Division*.** B.S., California Polytechnic State University, San Luis Obispo; M.A., St. Mary's College; M.A., University of La Verne.

**Wylie, Earl, *Business & Computer Science Division*.** B.A., M.A., San Jose State Univ.; Ph.D., Univ. of California, Santa Barbara.

**Wyly, Michael, *Humanities Division*.** B.A., M.F.A., California State Univ., Long Beach.

**Yumae, Teri, *Fine & Applied Arts/Behavioral Sciences Division*.** B.A., M.A., California State University, Hayward; D.M.A., University of Southern California

**Zak, Ron, *Fine & Applied Arts/Behavioral Sciences Division*.** B.A., M.A., San Francisco State

## ADJUNCT FACULTY

Accooe, Reynando – Career Technical Education  
Acosta, Tim – Fine & Applied Arts/Behavioral Science  
Adams, Dorene – Health Occupations  
Alcantara, Rose – PE/Athletics  
Alexander, Charles – Business & Computer Science  
Alvarado, Thea – Fine & Applied Arts  
Anderson, Donna – Business & Computer Science  
Andrews, Nilda - Humanities  
Aptekar, Rachel – Math/Science  
Atwal, Gurpreet – Business & Computer Science  
Aubert, Alison – PE/Athletics  
Avelar, Nexus – Humanities  
Averett, Joyce – Health Occupations  
Avila-Tuttle, Gabriela – Humanities  
Axsen, Wendy – Math/Science

# *Faculty & Educational Administrators*

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Baca, Jorge – Math/Science  
Badtke, David – Humanities  
Bahr, Larry – Career Technical Education  
Balsley, Samuel – Math/Science  
Bandy, Barbara – Fine & Applied Arts/Behavioral Science  
Barsotti, Gina – PE/Athletics  
Basaran, Vasfi – Math/Science  
Bates, Ann – Math/Science  
Baugh, Kurt – PE/Athletics  
Beaulieu, John – Math/Science  
Becker, Kimberly – PE/Athletics  
Belisle, Mary Ann – PE/Athletics  
Beverly, Ron – PE/Fire Technology  
Bischof, Otto – Math/Science  
Bishop, Carol – Fine & Applied Arts/Behavioral Science  
Bloom, Andrew – Math/Science  
Bloomfield, Debra – Fine & Applied Arts  
Bobetsky, Valerie – Health Occupations  
Boudreau, Gregory – Business & Computer Science  
Bridewell, Douglas – Career Technical Education  
Buchbinder, Jolon – Fine & Applied Arts/Behavioral Sci.  
Bunch, Richard – Humanities  
Bussewitz, Barry – Fine & Applied Arts/Behavioral Science  
Butters, Roger – Business & Computer Science  
Cain, Peter – Business & Computer Science  
Calica, Corrinna – Fine & Applied Arts/Behavioral Science  
Carlin, Nancy – Fine & Applied Arts/Behavioral Science  
Carmichael, Elisabeth – Humanities  
Carney, Shawn – Career Technical Education  
Cavanagh, Leo – Fine & Applied Arts/Behavioral Science  
Ceja, Patricia – Business & Computer Science  
Cerati, Victoria – Humanities  
Chesler, P.Gail – Career Technical Education  
Choi, Griena – Fine & Applied Arts/Behavioral Science  
Clanton, Ed – Business & Computer Science  
Clark, Katherine – Math/Science  
Clarke, Natalia – PE/Athletics  
Coburn, Fred – Career Technical Education  
Colombano, Sue – Humanities  
Collins, Nathaniel – Career Technical Education  
Conrad, Kathleen – Math/Science  
Contini, Victor – Math/Science  
Corioso, Mark – Career Technical Education  
Coury, Carlene – Humanities  
Craven, Beth – Fine & Applied Arts/Behavioral Science  
Crayton, Kahala – Fine & Applied Arts/Behavioral Science  
Cross, Lauren – Math/Science  
Crow, Bill – Business & Computer Science  
Crowder, Michael – Humanities  
Daniel, Carolyn – Health Occupations  
Davini, William – Business & Computer Science  
Davis, Todd – Humanities  
Dawson, Steven – Career Technical Education  
Dean, Michael – Small Business/Management  
Defoe, Danielle – Humanities  
Degette, Richard - Counseling/DSP  
Dela O Salas, Maria – Humanities  
Delorenzo, Joseph – Fine & Applied Arts/Behavioral Science  
Demartini, Dawna – Humanities  
Depaz, Ernesto – Humanities  
Dermody, Thomas – Business & Computer Science  
Dick, Eugene – Career Technical Education  
Diehl, Sandra – Career Technical Education  
Dominguez, Steven – Career Technical Education  
Donahue, Cliff – Humanities  
Dooly, Danielle – PE/Athletics  
Dorcy, Margaret – Health Occupations  
Dorger, Samanta – Fine & Applied Arts/Behavioral Science  
Dudman, Matthew – Business & Computer Science  
Dusenberry, Victor – Career Technical Education  
Eason, Charles – Small Business  
Eldridge, Jan – Fine & Applied Arts/Behavioral Science  
Enos, Jeffrey – Career Technical Education  
Ensminger, Michael – Math/Science  
Ericson, John – Math/Science  
Ernst, Stephanie – Fine & Applied Arts/Behavioral Science  
Estes, Colleen H. – Humanities  
Eusebio, Eduardo – Humanities  
Evans, Donald – Career Technical Education  
Farahnak, Fereydoon – Math/Science  
Federle, Nancy – Fine & Applied Arts/Behavioral Science  
Federle, Steven – Humanities  
Fernandez, Germana – Humanities  
Ferrari, Virginia – Business & Computer Science  
Flynn, Susan – PE/Athletics  
Foley, Mark – Humanities  
Fong, Ronald – Math/Science  
Forde, Joseph – Humanities  
Frizzell, Gail – PE/Athletics  
Fuchs, Ekaterina – Math/Science  
Fuller, Levi – Career Technical Education  
Fuller, Peter – Math/Science  
Gabbard, Mary – Fine & Applied Arts/Behavioral Science  
Galen, Ronald – Fine & Applied Arts/Behavioral Science  
Gallagher, Heather – Fine & Applied Arts/Behavioral Science  
Galvan, Angelica - Humanities  
Gantt, Gary – Career Technical Education  
Garnier, Michael – Business & Computer Science  
Gaviglio, Glen – Fine & Applied Arts/Behavioral Science  
Gelfand, Volodymyr – Math/Science  
Gerald, Jerry – Math/Science  
Geyer, Anna – Fine & Applied Arts/Behavioral Science  
Glankler, Robert – Career Technical Education  
Goes DaSilva, Francisco – Math/Science  
Goldstein, Ronda – Humanities  
Gordon, Denise – Health Occupations  
Gordon, Marilyn – Humanities  
Graham, Thomas – Humanities

# *Faculty & Educational Administrators*

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Gravelly, Steve – Math/Science  
Gumber, Rajinder – Career Technical Education  
Guptill, Christopher – Fine & Applied Arts/Behavioral Science  
Guyer, Rod – Fine & Applied Arts/Behavioral Science  
Harding, Deni – Humanities  
Hassler, Craig – Business & Computer Science  
Hawkes, Wayne – Math/Science  
Hawkins, Cole C. – Math/Science  
Hayakawa, Alan – Fine & Applied Arts/Behavioral Science  
Hayes, Jessica – Fine & Applied Arts/Behavioral Science  
Hefner-Gravink, Ann – Math/Science  
Hernandez-Neil, Priscilla – Counseling/DSP  
Herndon, Brian – Fine & Applied Arts/Behavioral Science  
Ho, Darwin – Math/Science  
Hoekje, Stuart – Math/Science  
Hogue, Kerri – Fine & Applied Arts/Behavioral Science  
Holland, Stephen – Fine & Applied Arts/Behavioral Science  
Horning, Robert – Fine & Applied Arts/Behavioral Science  
Hornlien, Holli – Fine & Applied Arts/Behavioral Science  
Howell, Justin – Business & Computer Science  
Hubbell, William – Business & Computer Science  
Immel, Scott – Math/Science  
Intintoli, Helen – Fine & Applied Arts/Behavioral Science  
Isaacson, Valain – Business & Computer Science  
Iwamoto, Kristie – Business & Computer Science  
Ix, Dana – Humanities  
Jackson, Thresa – Math/Science  
Jagoda, Michael – Math/Science  
Jeddeloh, Melissa – Math/Science  
Johanna, Natosi – Humanities  
Johnson, MacKenzie – Math/Science  
Johnston, Russell – Math/Science  
Jones, Michieal – Math/Science  
Juarez, Larissa – Humanities  
Karlen, Ron – Career Technical Education  
Kearney, Gus – Humanities  
Kearns, Kathryn – Fine & Applied Arts/Behavioral Science  
Keener, Roger – Career Technical Education  
Keroher, Kody – PE/Athletics  
Keyser, Glenn – Humanities  
Khorsandi, Shahrzad – PE/Athletics  
Kiedrowski, Teresa – Fine & Applied Arts/Behavioral Science  
Kilgore, Kassia – Business & Computer Science  
Killough, Jack – Career Technical Education  
Koehler, Catherin – Health Occupations  
Kolbe, Kevin – Career Technical Education  
Kridler, Dana – Fine & Applied Arts/Behavioral Science  
Kulasingam, George – Math/Science  
Lamons, Michele – Humanities  
Lane, Emily – Business & Computer Science  
Lane, Robert – Business & Computer Science  
Latham, Suzanne – Math/Science  
Laxa, Zenia – Business & Computer Science  
Lee, Lori – Career Technical Education  
Lee, W. Grant – Business & Computer Science  
Leslie, Jezabel – PE/Athletics  
Less, Olga – Fine & Applied Arts/Behavioral Science  
Levy, Carol – Fine & Applied Arts/Behavioral Science  
Lichty, Denise – Fine & Applied Arts  
Lilleberg, Carol – Counseling/DSP  
Lim, Susan – Humanities  
Linge, Richard – Business & Computer Science  
Linz, Susan – Humanities  
Livingston, Richard – Humanities  
Lopez-Morillas, Julian – Fine & Applied Arts/Behavioral Sci.  
Lorenzetti, Vera – Humanities  
Lowe, Karen – Humanities  
Lucido, Frank – Career Technical Education  
Lui, Edward – Math/Science  
Lukehart, Tracy – Fine & Applied Arts/Behavioral Science  
Lum, Rebecca – Math/Science and PE/Athletics  
Lynch, Sharon – Math/Science  
MacLachlan, Lettie – Math/Science  
MacMullen, James – Math/Science  
Madigan, Michael – Humanities  
Mahmood, Khalid – Math/Science  
Mazak, Scott – Fine & Applied Arts/Behavioral Science  
McBride, Dyan – Fine & Applied Arts/Behavioral Science  
McDermott, Louis – Humanities  
McEnery, Nancy – Learning Resources Center  
McIlvery, Joana – Fine & Applied Arts/Behavioral Science  
McIver, Ian – Fine & Applied Arts/Behavioral Science  
McKee, Linda – Business & Computer Science  
McLaughlin, Vivian – Fine & Applied Arts/Behavioral Science  
McLean, Rodney – Counseling/DSP  
McNamara, Jamie – Health Occupations  
McNeil-Jackson, Carmen – Counseling/DSP  
McReynolds, Gale – Fine & Applied Arts/Behavioral Science  
Meade, Shannon – Humanities  
Means, Joan – Fine & Applied Arts/Behavioral Science  
Melter, Catherine – Health Occupations  
Messenger, Patricia – Math/Science  
Messina, Susan – Humanities  
Michals, Nils – Humanities  
Miller, Jerry – PE/Athletics  
Miller, Les – Career Technical Education  
Miller, Michael – Career Technical Education  
Miner, Jerolyn – PE/Athletics  
Mitchell, Cheryl – PE/Athletics  
Modrich, Michael – Health Occupations  
Morris, Jude – Humanities  
Moucharafieh, Nadim – Math/Science  
Muick, Pamela – Math/Science  
Mumaugh, James – Math/Science  
Nassab, Renza – Career Technical Education  
Nazarenko, Sydney – Fine & Applied Arts/Behavioral Science  
Needell, Deanna – Math/Science  
Neely, John – Math/Science

# *Faculty & Educational Administrators*

---

Nelson, Jeffrey – Career Technical Education  
Nelson, Ronald – Counseling/DSP  
Newhook, Dianne – Humanities  
Newland, Curtis – Business & Computer Science  
Nicholson, Christine – Fine & Applied Arts/Behavioral Sci.  
Nosce, Lilly – Math/Science  
Oare, John – Career Technical Education  
Ogden, Carl – Business & Computer Science  
Pabst, Sharon – Humanities  
Parini, Gregory – Business & Computer Science  
Parsons, Robert – Fine & Applied Arts/Behavioral Science  
Passalacqua, Kristine – Fine & Applied Arts/Behavioral Sci.  
Pavloff, Nick – Fine & Applied Arts/Behavioral Science  
Peck, Pamela – Fine & Applied Arts/Behavioral Science  
Pellerin, Kristie – Math/Science  
Pendleton, Robert – Humanities  
Peoples, Hugh – Math/Science  
Perez, Gerson – PE/Athletics  
Petero, Ana – Fine & Applied Arts/Behavioral Science  
Pfitzner, Markus – Fine & Applied Arts/Behavioral Science  
Phelan, Sarah – Humanities  
Pinto, Vincenzo – Math/Science  
Polishchuk, Boris – Math/Science  
Pouget, Marsha – Career Technical Education  
Prescott, Vernon – Business & Computer Science  
Pyle, David – Business & Computer Science & Humanities  
Rago, Ralph – PE/Athletics  
Ramos, Joshua – PE/Athletics  
Reinertson, Lisa – Fine & Applied Arts  
Reitzenstein, Allyson – Fine & Applied Arts/Behavioral Sci.  
Renucci, Gregory – Career Technical Education  
Reynolds-Smith, Elaine – Fine & Applied Arts/Behavioral Sci.  
Riddell, Bruce – Math/Science  
Ritchey, Helen – Health Occupations  
Roberts, Lauren – Special Services  
Robertson, Randall – Math/Science  
Robinson, Donnisha – Fine & Applied Arts/Behavioral Science  
Rodriguez, Hector – Math/Science  
Rogli, Kurt – Humanities  
Rosengren, Kathy – Humanities  
Royster, Helena – Health Occupations  
Rutaganira, Thomas – Math/Science  
Ryan, Kelly – Humanities  
Salmon, Ray – Fine & Applied Arts/Behavioral Science  
Sanderson, Ray – Career Technical Education  
Saulsbury, Sharon – Counseling/DSP  
Schaffer, Jeffrey – Math/Science  
Schmall, Calvin – Math/Science  
Schmidt, Roxann – Humanities  
Schroeder-Evans, Kim – Humanities  
Schwarz, Bill – Business & Computer Science  
Scolari, Jennifer – Learning Resources Center  
Segal, Thomas – Fine & Applied Arts/Behavioral Science  
Sevier, Bruce – Career Technical Education  
Shaffer, Nancy – Math/Science  
Shlah, Zaid – Humanities  
Shakikhan, Kaveh – Fine & Applied Arts/Behavioral Science  
Shalaby, E.J. – Career Technical Education  
Shatzer, Jane – Business & Computer Science  
Sheehan, Pamela – Math/Science  
Shipp, Kate – PE/Athletics  
Shulakoff, Allen – Humanities  
Shuster, Dianna – Fine & Applied Arts/Behavioral Science  
Sieminski, Slawomir – Math/Science  
Simas, Elizabeth – Fine & Applied Arts/Behavioral Science  
Sloan, Jeffrey – Fine & Applied Arts/Behavioral Science  
Smith, James – Career Technical Education  
Smith, Jeffrey – Humanities  
Smith, Jennifer – Math/Science  
Smith, Juanita – Health Occupations  
Smith, Randy – Math/Science  
Smith, Summer – Health Occupations  
Soria Martin, Domingo – Math/Science  
Souza, Michael – Humanities  
Spake, Reuben – Math/Science  
Spindt, Carla – Fine & Applied Arts/Behavioral Science  
St. Pierre, Martha – Health Occupations  
Stahlkopf, Carole – Humanities  
Sta Maria, Kamber – Counseling/DSP  
Staffero, Linda – Math/Science  
Stanley, Robert – Humanities  
Starbuck, Brenda – Health Occupations  
Steele, Jaime – Learning Resources Center  
Stelter, Sandra – Business & Computer Science  
Stevens, Vesta – Health Occupations  
Stewart, Alvin – Math/Science  
Stockdale, Sharon – PE/Athletics  
Strickland, Joanne – Business & Computer Science  
Struntz, Wolfgang – Counseling/DSP  
Sturm, Elisabeth – Humanities  
Subramanian, Mani – Math/Science  
Sullivan, Zachary – PE/Athletics  
Swindle, Renee – Humanities  
Tanaka, James – PE/Athletics  
Taylor, Beverly – Counseling/DSP  
Terry, Matthew – Fine & Applied Arts/Behavioral Science  
Thomas, Lia – Learning Resources Center  
Thompson, Steven – Fine & Applied Arts/Behavioral Science  
Thurin, Joseph – Career Technical Education  
Tolla, Jared – Fine & Applied Arts/Behavioral Science  
Tow, Larry – Career Technical Education  
Tsze, Tsang – Math/Science  
Valentino, Rebecca – Fine & Applied Arts/Behavioral Science  
Valenzuela, Joe – Career Technical Education  
Valmore, Andrea – PE/Athletics  
Via, Thomas – Career Technical Education  
Villagran, Monique – PE/Athletics  
Vinet Jr., Emile – Fine & Applied Arts/Behavioral Science

# Faculty & Educational Administrators

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Vogelpohl, John – Humanities  
Waddell, David – Math/Science  
Wai, Newton – Math/Science  
Walker, Nadine – PE/Athletics  
Wallace, Joan – Counseling/DSP  
Watts, Val – Fine & Applied Arts/Behavioral Science  
Wedaman, Karen – Math/Science  
White, Kirsten – PE/Athletics  
Willer, Ann – Business & Computer Science  
Williams, Kenneth – Career Technical Education  
Winchester, Yachiyo – Humanities  
Winfield, Timothy – Career Technical Education  
Winistorfer, Richard – Career Technical Education  
Wooden, Tami – PE/Athletics  
Word, James – Math/Science  
Wright, Richard – Humanities  
Wooltee, Christine – Health Occupations  
Young, Anthony – PE/Athletics  
Young, Vickie – PE/Athletics  
Zavala, Miguel – Fine & Applied Arts/Behavioral Science  
Zidek, Albert – Fine & Applied Arts/Behavioral Science  
Zimmerman, John – Health Occupations

## CLASSIFIED STAFF

Fawziya Abdullah – Small Business Development Center  
Leslie Almonte – Travis University Center  
Dana Alsip – Children's Programs  
Gale Anderson – Admissions & Records  
Judy Anderson – Administrative & Business Services  
Ralphine Andrus – Technology & Learning Resources  
Sandra Atoigue – Facilities  
Freddie Aquitania – Facilities  
Alison Aubert – PE/Athletics  
Rick Augustus Jr. – Technology Services & Support  
Betty Austin – PE/Athletics  
Gavino Balabis – Facilities  
Shanna Ballard – Human Resources  
Elizabeth Banks – Technology & Learning Resources  
Jonathan Barby – Math/Science  
Connie Barron-Griffin – Facilities  
Maureen Bates – CalWORKS  
Ross Beck – Public Relations, Marketing & Communications  
Nancy Blanc – Academic Affairs  
Keith Brown – Technology Services & Support  
Kenneth Bryant – Facilities  
Judith Burtenshaw – Student Development  
James "Kimo" Calilan – Technology Services & Support  
Kathleen Callison – Counseling/DSP  
Barbara Cappel – Fiscal Services  
Kandy Carlsmith – College Police  
Kathryn Caruso – Tutoring Center  
Patricia Ceja – Business & Computer Science  
Robert Ceja – Facilities  
Laurie Cheatham – Admissions & Records

Richard Christensen – Human Resources  
Lisa Collins – Fiscal Services  
Jill Crompton – Math/Science  
Steven Conner – Special Services  
Lori Converse – Children's Program  
Caryl Corbin – College Police  
Jose Cortes – Humanities  
Richard Crapuchettes – Math/Science  
Richard Cross – Facilities  
Bernardita Dagcuta – Fiscal Services  
Mary David – Admissions & Records  
Steve Dawson – College Police  
Dao DeBernardi – Facilities  
Dale DeFreece – Facilities  
Eduardo DelPilar – Facilities  
Yvonne Dillard – Children's Programs  
Nancy DiPasquale – Financial Aid  
David Doty – Technology Services & Support  
Sabrina Drake – Fine & Applied Arts/Behavioral Science  
Michelle Duleck – Career Technical Education  
Angela Eason – Math/Science  
Charles Eason – Small Business Development Center  
Janice Eaves – Community Services  
James Ennis – Technology Services & Support  
Juliet Ennis – Admissions & Records  
Dolores Finnerty – Vacaville Center  
Joseph Finnigan – College Police  
Barbara Fountain – Admissions & Records  
David Froehlich – Facilities  
Dyana Fuller – Graphics  
Mostafa Ghous – MESA Program  
Zandra Gilley – Human Resources  
Jenny Gonzalez – Vacaville Center  
Laurie Gorman – Student Services  
Christy Green – Math/Science  
Shirley Gunn – PE/Athletics  
Christopher Guptill – Fine & Applied Arts/Behavioral Science  
Diana Haley – Vallejo Center  
Max Hartman – Counseling/DSP  
Casey Hentzen – Technology Services & Support  
Lisa Hiner – Technology Services & Support  
Jonnie Hoggan – Financial Aid  
Justin Howell – Technology Services & Support  
Dena Hudson – Math/Science  
Karen Jackson – Humanities  
Rashmi Johal – Technology & Learning Resources  
Leigh Ann Jones – Humanities  
Megan Jones – Math/Science  
Kahsay Kassa – Facilities  
Thomas (Gerry) Kea – Vallejo Center  
Kathryn Kearns – Fine & Applied Arts/Behavioral Science  
Barbara Kelley – Career Technical Education  
Farida Khosh-Khoo – Counseling/DSP  
Rosemary Kroll – Facilities

# *Faculty & Educational Administrators*

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Martin Kulmus – Technology & Learning Resources  
Donna Laroski – Human Resources  
Jeffrey Lehfeldt – Facilities  
James Lewis – Facilities  
Amanda Lim – Fiscal Services  
Jennifer Low – Math/Science  
Jerry Lowe – Career Technical Education  
Chris Lugatiman – Graphics  
Tracy Lukehart – Fine & Applied Arts/Behavioral Science  
Debbie Luttrell-Williams – Health Occupations  
Donna Luttrell-Williams – Community Services  
Carla Maguire – Learning Resources  
Sam Maher – Technology Services & Support  
Seweryn Makosa – Technology Services & Support  
Regino Manansala – Graphics  
Deborah Mann – Contract Education  
Julie Martinez – Financial Aid  
Frances Mason – Bookstore  
Maureen Mason-Muyco – Financial Aid  
Samuel McKinney, Jr. – PE/Athletics  
Teresa McLeod – Vacaville Center  
Donna Meyer – Fine & Applied Arts/Behavioral Science  
Patricia Meyer – Facilities  
Ralph Meyer – Facilities  
Diana Miller – Financial Aid & EOPS  
Sharon Miranda – Children’s Programs  
Karen Mitchell – Academic Affairs  
Patricia Mitchell – EOPS  
Rosa Monroy – Counseling/DSP  
Carolyn Moore – Counseling/DSP  
Roxie Morgan – PE/Athletics  
Deidra Moss – Fiscal Services  
Sharon Muhammad – Children’s Programs  
Cynthia Murashige – College Police  
Danny Murillo – Facilities  
Dawna Murphy – Bookstore  
Mary Ellen Murphy – Counseling/DSP  
Sharron Murray – Human Resources  
Judy Nash – Counseling/DSP  
Renza Nassab – Career Technical Education  
Ronald Nelson – Facilities  
Kathy Nesler – Facilities  
Evette Nichols – Technology Services & Support  
Larry Nikkel – Facilities  
Dorothy Ohling – Math/Science  
George Olgin – Humanities  
Nora O’Neill – Office of Superintendent./President  
Scott Ota – Technology Services & Support  
Sharon Pabst – Humanities  
Maria Panduro – Fiscal Services  
Meike Paniza – Fine & Applied Arts/Behavioral Science  
Nedra Park – Children’s Programs  
Sidne Parker – Counseling/DSP  
Don Pederson – Facilities  
Esther Petrie – Fiscal Services  
Beverly Pfeiffer – Small Business Development. Center  
Doug Pierce – Math/Science  
Claudia Purvis – Admissions & Records  
José Ramos – College Police  
Michelle Ramos – Math/Science  
Lisa Raquel – Humanities  
Diane Rieschick – Humanities  
Ignacio Rivera – Facilities  
Lourdes Rivera – Facilities  
Edna Robinson – Technology Services & Support  
Jay Robinson – Technology Services & Support  
Laura Robinson – Facilities  
Hai-Yen Scoccia – Fiscal Services  
Laura Scott – Purchasing  
Sheryl Scott – Career Technical Education  
Ann Short – Community Services  
John Siefert – Vallejo Center  
Rob Simas – Research & Planning  
Cynthia Simon – EOPS  
Carol Smith – Bookstore  
Ona Smith – Financial Aid  
Patrice Spann – Fine & Applied Arts/Behavioral Science  
Christie Speck – Children’s Programs  
Judy Spencer – Office of Superintendent/President  
Padungsak Srisung – Facilities  
Lisa Stedman- Children’s Programs  
Zafer Sun – Student Placement  
April Takahashi – Admissions & Records  
Ray Tanaka – Technology Services & Support  
Douglas Tatum – Facilities  
Galen Tom – Vallejo Center  
Marge Trolinder – Graphics  
Kelly Trujillo – Facilities  
Thomas Trujillo – Bookstore  
Andrea Uhl – Admissions & Records  
Jerry Uquillas – Facilities  
Amy Utt – Counseling/DSP  
Juan Valenzuela, Jr. – Bookstore  
Pei-Lin Van’t Hul – Curriculum  
Juwana Vartanian – Children’s Programs  
Donna Vessels – Research & Planning  
Eric Vlnar – Facilities  
Anthony Washington – Facilities  
Kelli Weaver – Career Technical Education  
Cheryl Williams – Counseling/DSP  
Kristine Wollrich – Humanities  
Renee Worthy – Children’s Programs  
Patricia Young – Admissions & Records  
Jeff Yterdal – Bookstore

# Solano College Telephone Directory

(707) 864-7000

Web site: [www.solano.edu](http://www.solano.edu)

Solano Community College's main telephone line is an automated system.

All our direct lines and extensions have 24-hour voicemail.

Academic Affairs	864-7137	Tech Services & Support	864-7267
Admissions & Records Information	864-7171	Theatre Box Office	864-7100
Assessment Center	864-7118	Transfer Center	864-7158
Athletics	864-7126	Travis Univ. Center	424-2431
Bookstore	864-7111	Vacaville Center	446-2900
Business & Computer Science Division	864-7179	Vallejo Center	642-8188
Cafeteria Office	646-2874	Veterans Affairs	864-7105
Campus Police	864-7131	Work Experience	864-7139
Career Technical Education Division	864-7221	Workforce Development	864-7000, ext.4596
Children's Programs	864-7183		
Community Services	864-7115		
Community Education	864-7115		
Facility Rentals	864-7000 ext. 4400		
Contract Education & Training	864-7195		
Cosmetology Receptionist	864-7180		
Counseling & Guidance	864-7101		
Criminal Justice Coordinator	864-7000 ext. 4703		
Disability Services Program	864-7136		
English/Foreign Languages	864-7107		
Financial Aid	864-7103		
Fine & Applied Arts/ Behavioral Sciences Div.	864-7114		
Fire Technology Coordinator	864-7148		
Foundation	864-7177		
Health Occupations Division	864-7108		
Health/Physical Education Division	864-7126		
Health Services (Nurse)	864-7163		
Horticulture	864-7155		
Human Resources Job Line	864-7129		
Human Resources Office	864-7128		
Humanities Division	864-7107		
Library	864-7132		
Maintenance and Operations	864-7196		
Mathematics & Science Division	864-7110		
Nursing (see Health Occupations Division)			
Occupational Education	864-7155		
Occupational Work Exp.	864-7139		
Parking Information	864-7131		
Public Relations, Marketing & Communications	863-7801		
Small Business Dev. Ctr. 424 Exec Ct North; Suite C	864-3382		
Special Services - EOPS/CARE	864-7145		
Student Development	864-7168		
Student Placement Services	864-7124		
Student Services	864-7102		
Superintendent - President	864-7112		
Switchboard	864-7000		
Technology & Learning Resources	864-7106		

## Fax Numbers:

Admissions & Records (A&R) Gen.	864-7175
Bookstore	864-1357
Business & Computer Science Division	864-7190
Business Office/Fiscal Svcs	864-7146
Career Technical Education Division	864-7140
Community Services	864-7210
Counseling Office	864-7270
EOPS	864-7806
Facilities (Maintenance)	864-7192
Financial Aid	864-7807
Fire Science	864-7229
Fiscal Services	864-7146
Graphics (main fax)	864-0361
Human Resources	864-7143
Library	864-7231
Nursing	863-7803
Physical Education	864-7156
Placement/Students	864-7186
Student Records	863-7818
Small Bus. Dev. Ctr	864-8025
Superintendent/President	864-7213
Theater	864-7299
Travis Center	816-3157
Vacaville Center	864-7216
Vallejo Center	552-8924
Veteran's Office	864-7220
Work Experience	864-7165
Workforce Development	864-7194

## College E-mail

You can e-mail just about anyone  
at Solano College by using this formula:

(first name).(last name)@solano.edu

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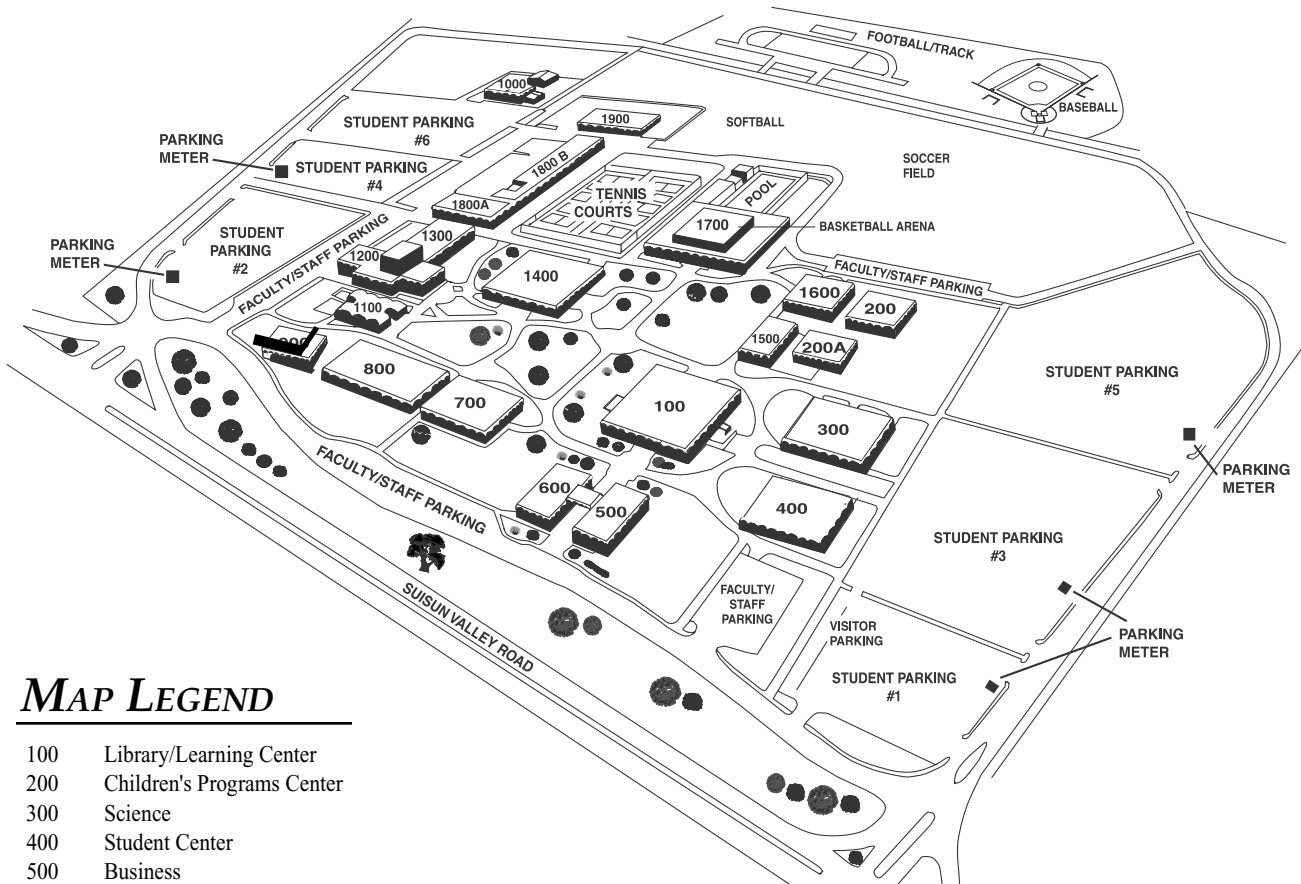
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Student Load	34	<b>Workforce Development Education</b>	<b>52</b>
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Student Rights	10		
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Privacy Act	11		
Release of Student Information	11		
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# Fairfield Map

**4000 Suisun Valley Road, Fairfield, CA 94534**  
**(707) 864-7000, [www.solano.edu](http://www.solano.edu)**



## MAP LEGEND

100	Library/Learning Center
200	Children's Programs Center
300	Science
400	Student Center
500	Business
600	Administration
700	Social Science/Humanities
800	Nursing/Public Service
900	Faculty Offices
1000	Horticulture
1100	Special Services/Police
1200	Little Theater/Music
1300	Fine Arts
1400	Student Center/Bookstore
1500	Math/Engineering
1600	Home Ec/Cosmetology
1700	Physical Education
1800	Career Technical Education
1900	Warehouse/Maintenance

## SERVICES-ROOM

Admission & Records – 400	Contract Education – 610	Student Health Services -1400
ASSC & Student Union – 1400	Counseling – 404	Student Services – 433
Assessment Center – 442	Disability Services Program – 407	Superintendent/ President's Office – 600
Boardroom – 626	EOPS – 426	Theatre – 1200
Bookstore – 1400	Financial Aid 425	Transfer Center – 438
Business & Personnel Office – 600	Foundation – 614	Veteran's Affairs – 429
Cafeteria – 1400	Information – 401	Workforce Development – 610
CalWORKs – 435	Instruction Office – 600	
CARE Program – 400	Learning/Tutoring Center – 100	
Career & Employment Services – 437	Library – 100	
Community Services/Vistas – 610	MESAProgram – 434	

Solano Community College is located on Suisun Valley Road, just off Interstate 80, nine miles northeast of Vallejo (take I-80 east), and five miles southwest of Fairfield. Buses serve the campus from Vallejo, Benicia, Fairfield, Vacaville and Dixon.

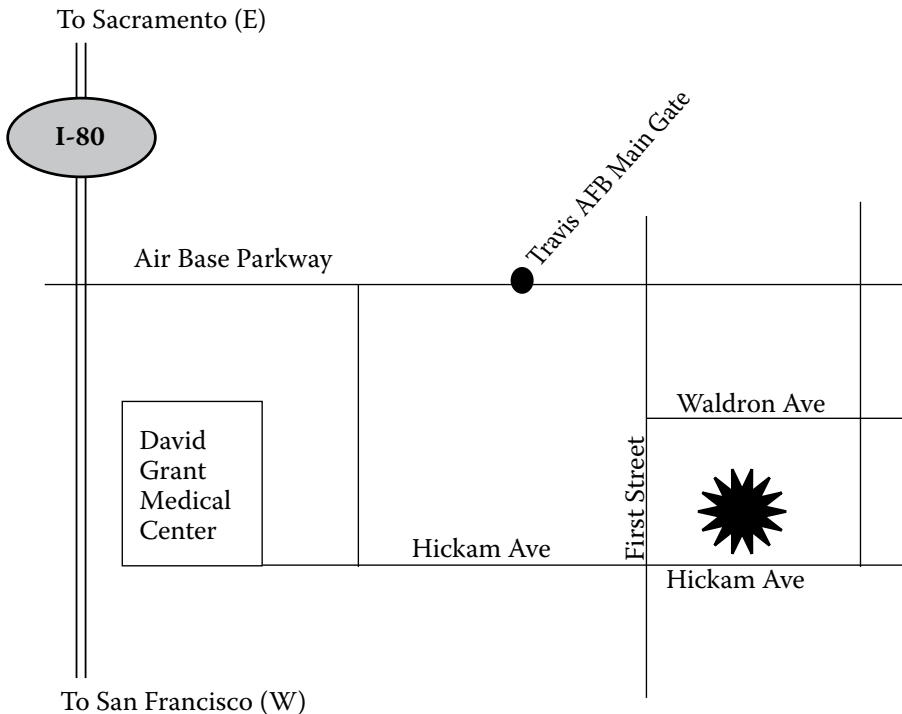
### PARKING

VISITORS: 30 minutes FREE in Lot 1. \$1/day Parking Pass from meters.

STUDENTS: Parking Decal \$20/semester spring & fall, \$5/Summer, enforced Monday-Thursday 8AM-7 PM, Fridays 8AM – 3PM, weekends free. Applies to Fairfield Campus, Vacaville and Vallejo Centers

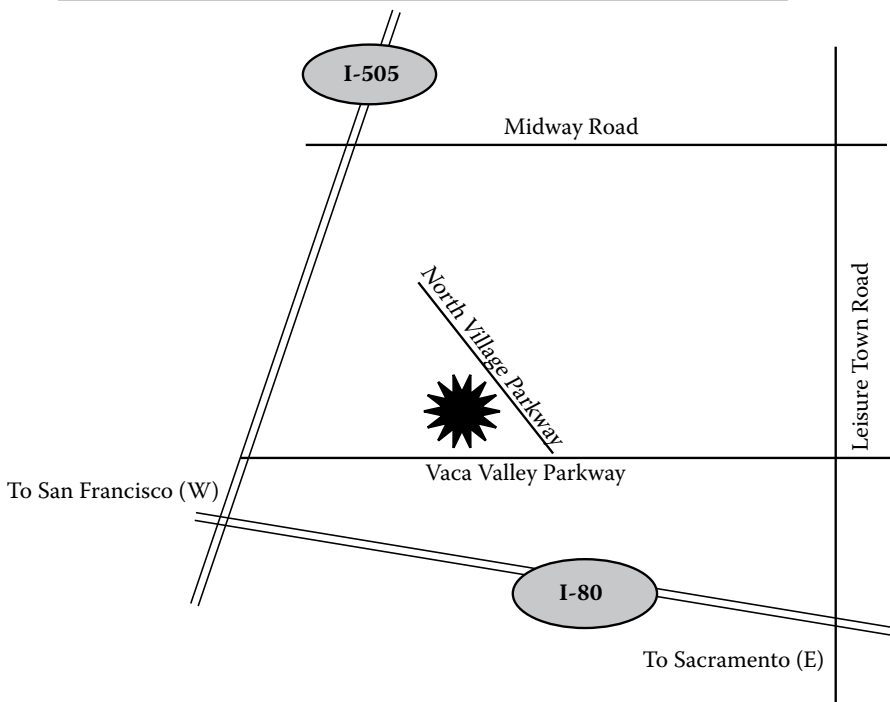
# Off Campus Site Maps

## Travis AFB/Travis University Center



The Travis AFB University Center is located in Building 249 at 530 Hickam Avenue on Travis Air Force Base. To get to the Center, take the Air Base Parkway exit off of I-80 and follow it until it ends at the Travis Main Gate. Instructions for obtaining a pass are on the Travis Air Force Base page in this schedule (Page 109). After obtaining a pass, proceed through the Main Gate, staying on the same street. Turn right onto First Avenue, then left on Waldron. About half way down the length of the street, turn right into the parking lot. Drive to the back of the lot; you will see the University Center on your right. You may park in any vacant space. For more information regarding our site at Travis Air Force Base, please refer to the SCC Web site:  
[http://www.solano.edu/campus\\_sites/tafb.html](http://www.solano.edu/campus_sites/tafb.html)

## Vacaville Center



The Solano Community College Vacaville Center is located north of the City of Vacaville at 2000 North Village Parkway. Turn onto North Village Parkway (formerly known as 1990 Akerly Drive), just off of Vaca Valley Parkway. Center information and driving directions are also available on our Web site, please go to:  
[http://www.solano.edu/campus\\_sites/vaca\\_center.html](http://www.solano.edu/campus_sites/vaca_center.html)

### Directions from Fairfield/Vacaville

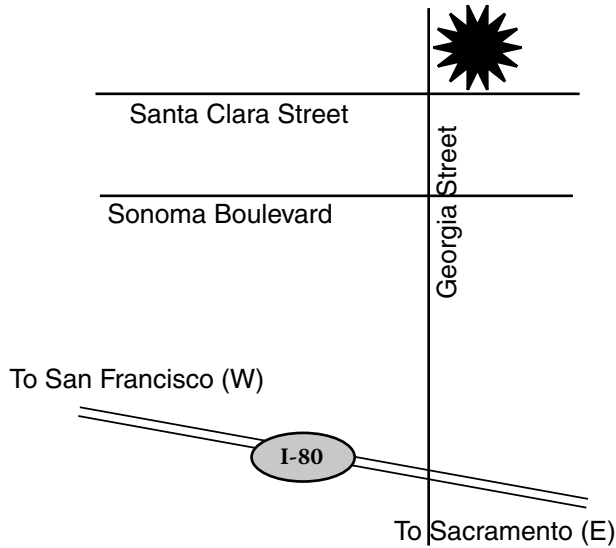
Take I-80 East to I-505 and drive about 1/2 mile to the Vaca Valley Parkway exit. Turn right at the exit ramp stoplight on to Vaca Valley Parkway and go one block to North Village Parkway. Turn left at the stoplight on to North Village Parkway; the parking lot entrance to the Center is visible on the left side of the street within a distance of 1/2 block.

### Directions from Davis/Dixon

Take I-80 West to the Leisure Town Road exit. Turn right onto Vaca Valley Parkway. Continue straight for approximately 1/2 mile to North Village Parkway and turn right at the stoplight. Turn left into the parking lot entrance to the Center.

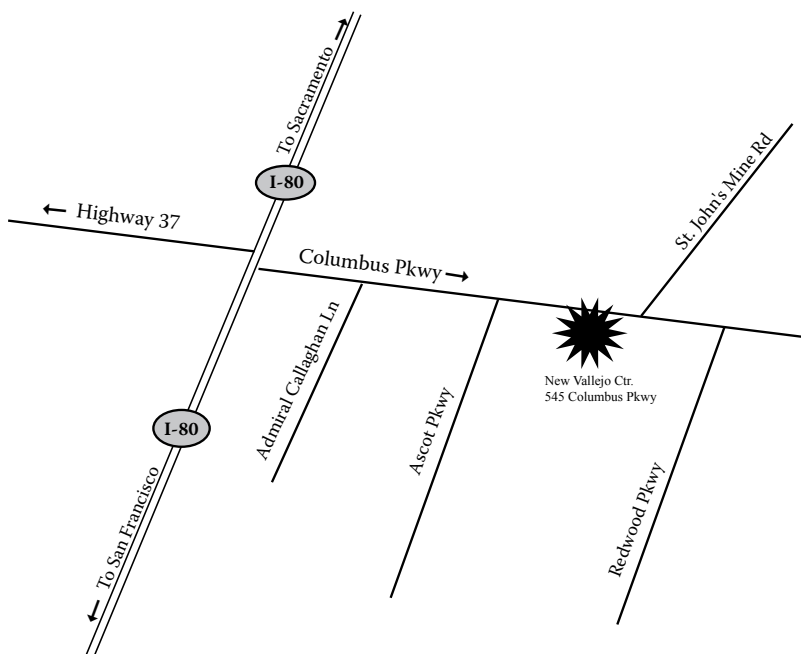
# Off Campus Site Maps

## JFK Library—Vallejo



The Solano Community College Instructional site in Vallejo is located at the John F. Kennedy Library (lower level), at the corner of Georgia Street and Santa Clara: 505 Santa Clara Street, Vallejo, CA 94590.

## New Vallejo Center



The NEW Solano Community College Vallejo Center is located at 545 Columbus Parkway.

### Directions from Fairfield/Vacaville/ Davis/Dixon

Take I-80 toward San Francisco and exit at Columbus Parkway. The new Solano Community College Vallejo Center is located approximately 1 & 1/2 miles on your right.

### Directions from Pleasant Hill/ Concord/Walnut Creek

Take 680 North to 780 West. From 780 West take I-80 East toward Sacramento. Exit at Columbus Parkway. The new Solano Community College Vallejo Center is located approximately 1 & 1/2

















Solano Community College  
4000 Suisun Valley Rd  
Fairfield, CA 94534-3197  
(707) 864-7000  
www.solano.edu

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**Fairfield campus**

