

# Home

## Catalog Content

The Rancho Santiago Community College District and Santiago Canyon College have made every reasonable effort to determine that everything stated in this catalog is accurate. Courses and programs offered, together with other matters contained herein, are subject to change without notice by the administration of the district for reasons related to student enrollment, level of financial support, or for any other reason, at the discretion of the district and the college. The district and the college further reserve the right to add, amend, or repeal any of their rules, regulations, policies, and procedures.

## Rancho Santiago Community College District: Santiago Canyon College

Rancho Santiago Community College District serves residents of Anaheim Hills, Orange, Santa Ana, Villa Park, and a portion of Garden Grove.

## Accredited by the Western Association of Schools and Colleges

Santiago Canyon 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.

Santiago Canyon College

8045 East Chapman Avenue

Orange, CA 92869-4512

(714) 628-4900

Orange Education Center

1465 North Batavia Street

Orange, CA 92867-3504

(714) 628-5900

Rancho Santiago Community College District Office

2323 North Broadway

Santa Ana, CA 92706-1640

(714) 480-7300

[Catalog Archives](#)

## District Information

Governed locally by a seven-member Board of Trustees elected by the citizens of the district, Rancho Santiago Community College District (RSCCD) is a part of the California community college system, one of the three segments of the public post-secondary educational systems in the state.

RSCCD, located in central Orange County, encompasses 193 square miles with a population of approximately 770,000. The district's boundaries include all of the K–12 schools within the Orange and Santa Ana Unified School Districts, as well as a portion of the Garden Grove Unified School District. RSCCD's boundaries extend from the eastern portion of the city of Garden Grove, around the perimeters of Santa Ana, Orange, Villa Park, and Anaheim Hills, and east to the Riverside County line.

Enrollment in district programs for Fall 2023 totaled 80,024 with 53,742 enrolled in college credit courses and 26,282 enrolled in Continuing Education. The Community Education, formerly known as Community Services Program, serves 1,209 residents districtwide in not for credit, fee-supported classes.

## DISTRICT FACILITIES

Santa Ana College is located on approximately 74 acres at 1530 W. 17th Street in Santa Ana. The college was first opened in 1915 as an upward extension of Santa Ana High School. It is the fourth oldest community college in California. Located first on the high school campus, the college was moved to downtown Santa Ana and then to the present site in 1947.

Santiago Canyon College is situated on 82 acres at 8045 E. Chapman Avenue in Orange. It opened its first phase of classrooms in fall 1985 under the name of the Orange Campus of Rancho Santiago College. The Child Development Center opened in fall 1991 to provide childcare services.

Centennial Education Center in Santa Ana and the Santiago Canyon College Orange Education Center house the college's extensive Continuing Education programs, which provide high school diplomas, English as a Second Language and older adults courses.

## DISTRICT MISSION

The mission of the Rancho Santiago Community College District is to provide quality educational programs and services that address the needs of our diverse students and communities.

## DISTRICT OPPORTUNITY

The Rancho Santiago Community College District provides opportunities for the pursuit of excellence through educational programs and services for local residents. The purpose of these programs and services is to enhance the quality of human life by providing public access to a college education. A significant number of classes are scheduled off-campus each semester in order to enhance accessibility to students. The map indicates the locations of the major instructional sites within the district.

## SANTIAGO CANYON COLLEGE & SANTA ANA COLLEGE

Santiago Canyon College is among the newest community colleges in California and began offering classes in 1985 as the Orange Campus within the Rancho Santiago Canyon Community College District. Santiago Canyon College earned its independent accreditation in January 2000, and serves the communities of Orange, Villa Park, and Anaheim Hills.

Enrollment in Santiago Canyon College programs during the Fall of 2023 totaled 18,040 with 11,979 students in college credit courses and 6,061 in classes for Continuing Education students. The Community Education Program serves another 1,209 residents in fee-based not for credit classes.

Santa Ana College opened in 1915 as an upward extension of Santa Ana High School, and is the fourth oldest community college in California. Initially located on the campus of Santa Ana High School, it moved to downtown Santa Ana in 1933, and then to its current location in 1947. Santa Ana College serves the city of Santa Ana and portions of the cities of Tustin, Irvine, and Garden Grove.

In Fall of 2023, the total number of students at Santa Ana College was 42,011, with 25,429 students in college credit courses and 16,582 students in classes for Continuing Education. The Community Education Program serves another 1,209 residents in fee-based not for credit classes.

## Board of Trustees

President - Sal Tinajero

Vice President - Daisy Tong

Clerk - Phillip E. Yarbrough

Member - Tina Arias Miller, Ed.D.

Member - John Hanna

Member - Zeke Hernandez

Member - David Crockett

Student Trustee - Ricardo Alcaraz

## College Credit Instructional Calendar

### COLLEGE CREDIT INSTRUCTIONAL CALENDAR 2024-2025

#### FALL SEMESTER 2024

August 12-16 - Faculty Projects

August 14, 15 - Professional Development Week

August 19 - INSTRUCTION BEGINS

September 2 - Last date to drop with enrollment fee refund and to NOT receive a "W" grade (semester-length courses)

September 2 - Labor Day - Holiday

October 4 - Deadline to submit all Petitions to Graduate

November 10 - Last date to drop semester-length courses with a "W" grade

November 11 - Veteran's Day - Holiday

November 28-30 - Thanksgiving - Holiday

December 7 - Last day to file Pass/ No Pass option

December 7 - INSTRUCTION ENDS

December 8-January 5 - Winter Break

#### INTERSESSION 2025

January 6 - INSTRUCTION BEGINS

January 20 - Martin Luther King, Jr. - Holiday

February 1 - Last date to file Pass/No Pass

February 1 - INSTRUCTION ENDS

#### SPRING SEMESTER 2025 -

February 3-7 - Faculty Projects

February 5-6 - Professional Development Week

February 10 - INSTRUCTION BEGINS

February 14 - Lincoln's Birthday - Holiday

February 17 - President's Day holiday

February 23 - Last date to drop with enrollment fee refund and to NOT receive a "W" grade (semester-length courses)

March 14 - Deadline to submit all Petitions to Graduate

March 31 - Cesar Chavez Day - Holiday

April 7-12 - Spring Recess

May 11 - Last date to drop semester-length courses with a "W" grade

May 26 - Memorial Day - Holiday

June 5 - Commencement - Santiago Canyon College

June 7 - Last day to file Pass/No Pass option

June 7 - INSTRUCTION ENDS

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#### SUMMER SESSION 2025 -

June 16 - INSTRUCTION BEGINS

June 19 - Juneteenth - Holiday

June 20 - Deadline to submit all Petitions to Graduate

July 4 - Independence Day - Holiday

August 8 - Last date to file Pass/No Pass option

August 8 - INSTRUCTION ENDS

## Continuing Education Instructional Calendar

### CONTINUING EDUCATION INSTRUCTIONAL CALENDAR 2024-2025

## FALL SEMESTER 2024

August 12-16 Faculty projects

August 19 INSTRUCTION BEGINS\*\*

September 2 Labor Day - Holiday

November 11 Veterans' Day - Holiday

November 25-30 Thanksgiving recess

December 13 INSTRUCTION ENDS\*\*

December 16-January 7 Winter Recess

## SPRING SEMESTER 2025

January 8-10 Faculty projects

January 13 INSTRUCTION BEGINS\*\*

January 20 Martin Luther King, Jr. - Holiday

February 14 Lincoln's Birthday - Holiday

February 17 President's Day - Holiday

March 31 Cesar Chavez - Holiday

April 7-April 12 Spring recess\*

TBD - OEC Commencement

May 23 INSTRUCTION ENDS\*\*

May 26 Memorial Day - Holiday

## SUMMER SESSION 2025

May 27 INSTRUCTION BEGINS\*\*

June 19 Juneteenth - Holiday

July 4 Independence Day - Holiday

August 1 INSTRUCTION ENDS\*\*

\*OEC Spring recess dates may be adjusted to correspond to the unified school district instructional calendar.

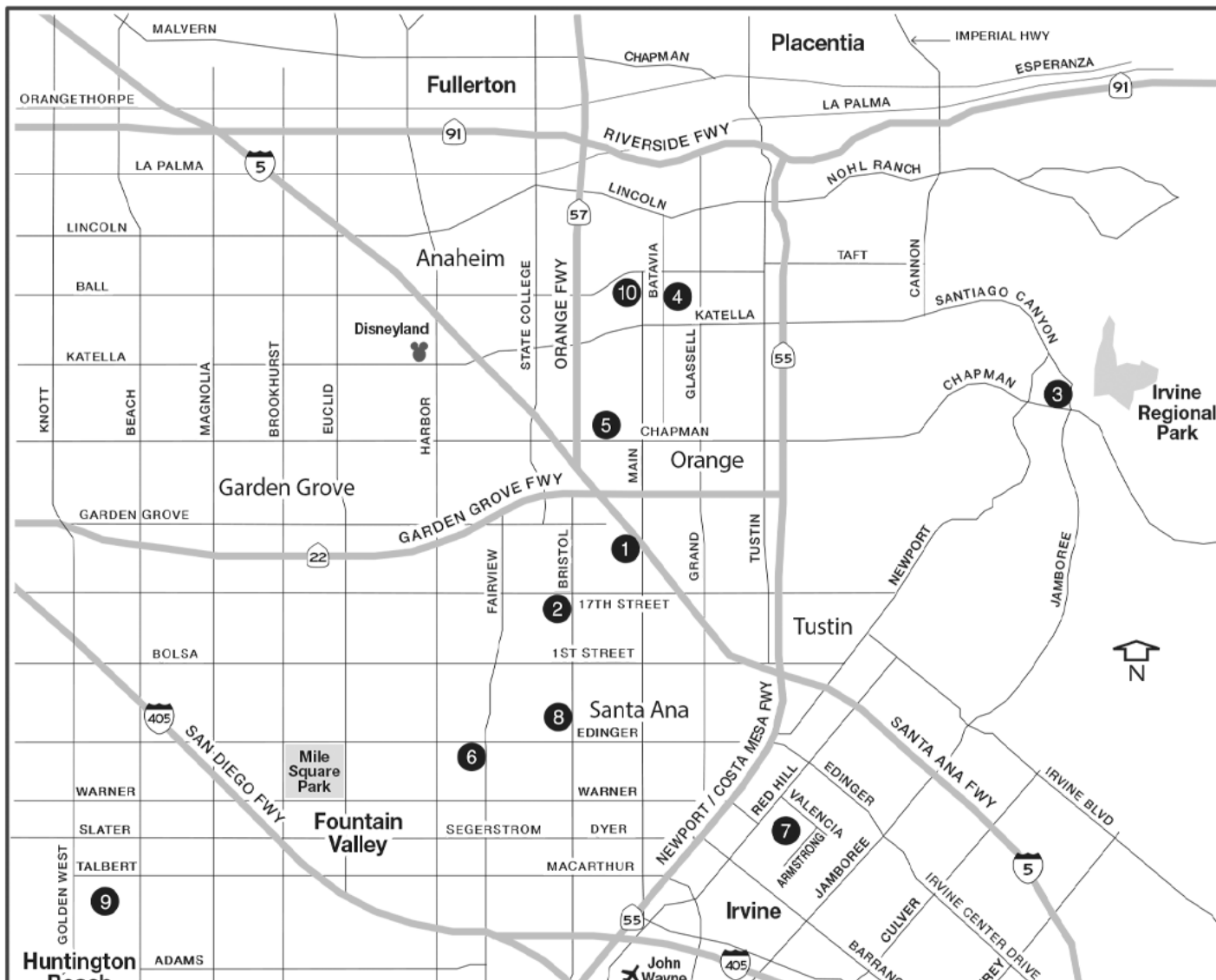
\*\*Beginning and ending dates could be adjust

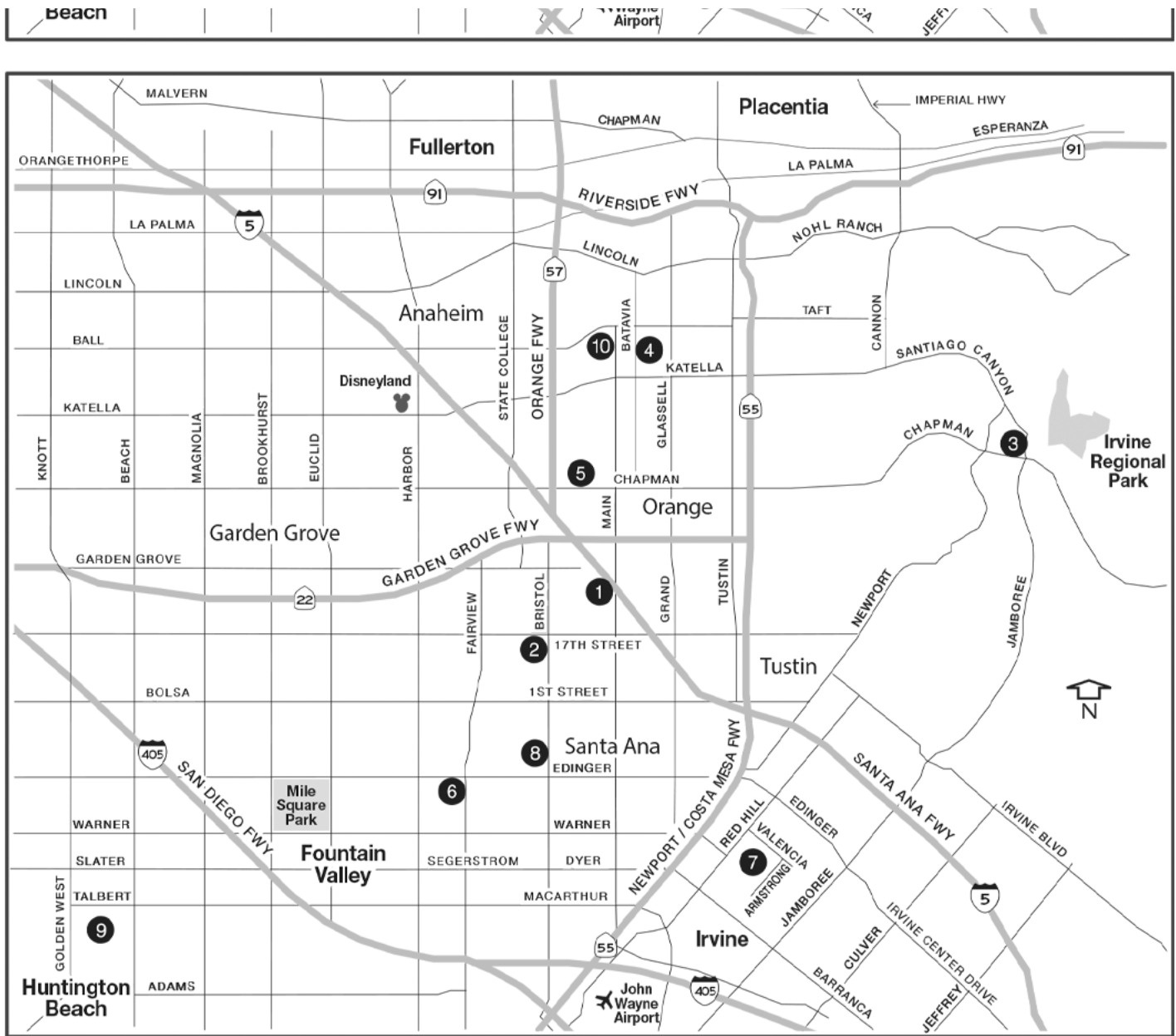
## Locations & Contact Information





## [Maps, Directions & Parking](#)





1. RSCCD District Office

2323 N. Broadway

Santa Ana, CA

2. Santa Ana College

1530 W. 17th St.

Santa Ana, CA

3. Santiago Canyon College

8045 E. Chapman Ave.



Orange, CA

4. Orange Education Center (CLOSED DURING CONSTRUCTION)

1465 N. Batavia St.

Orange, CA

5. OEC Provisional Education Facility

1937 W. Chapman Ave., 2nd Floor

Orange, CA

6. Centennial Education Center

2900 W. Edinger Ave.

Santa Ana, CA

7. Santa Ana College – Orange County Sheriff’s Regional Training Academy

15991 Armstrong Blvd.

Tustin, CA

8. Digital Media Center

1300 S. Bristol St.

Santa Ana, CA

9. Joint Powers Fire Training Center

18301 Gothard St.

Huntington Beach, CA

10. College and Workforce Preparation Center

1572 N. Main Street

Orange, CA

[Hours & Locations Website](#)

## RSCCD Organization

### CHANCELLOR’S OFFICE

Chancellor - Marvin Martinez

Executive Assistant to the Chancellor - Debra Gerard

## **BUSINESS OPERATIONS/FISCAL SERVICES**

Vice-Chancellor - Iris Ingram

Assistant to the Vice-Chancellor - Kennethia Vega

### **Contract Management Services**

Director - Andrew Lim

### **Facility Planning, District Construction and Support Services**

Assistant Vice Chancellor - Carri Matsumoto

Director–Facility Planning - Joe Melendez

Director, Facility Planning - Tae Kim

Facilities Project Manager - Hugo Curiel

Facilities System Manager - David Nakagami

### **Fiscal Services**

Assistant Vice Chancellor - Adam M. O'Connor

Director, Accounting, Auditing & Advisory Services - Vacant

Payroll Manager - Nancy Tanner

Manager, Budget, & Disbursement Services - Thao Nguyen

### **Purchasing**

Director - Linda Melendez

Inventory, Delivery & Storage Supervisor - Armando Toner

### **Security/Safety**

Acting Chief–District Safety/Security - David Waters

Lieutenant–Santa Ana College - David Waters

Lieutenant–Santiago Canyon College - Francisco Prado

Sergeant–Santa Ana College - Donald Voght, Robert Wittman

Sergeant–Santiago Canyon College - Mike Jensen, Tiffany Tingirides

## **EDUCATIONAL SERVICES**

Vice-Chancellor - Enrique Perez

Assistant to the Vice-Chancellor - Patricia S. Dueñez

### **Information Technologies Services**

Assistant Vice Chancellor - Yezid "Jesse" Gonzalez

Director of Application Services - Adam Howard

Director, Technology Infrastructure and Support Services - Dane Clacken

Director, Academic and End User Support Services, SAC- Ron Gonzalves

Director, Academic and End User Support Services , SCC - Kimberly Perna

### **Economic & Workforce Development**

Assistant Vice Chancellor - Adriene "Alex" Davis

Director, Orange County Regional Consortium - Adriene "Alex" Davis

Executive Director–Institute for Workforce Development - Vacant

### **Educational Services**

Assistant Vice Chancellor - Sarah Santoyo

Program Strategist - Vacant

### **Child Development Services**

Services Executive Director–Child Development Services - Janneth Linnell

Director–Child Development Services Quality Assurance - My Le Pham

Director–SAC–Child Development Center - Maria Castellon, Jerelyn Cowan

Director–Remington Child Development - Zeferina Gonzalez

Director–CEC–Child Development Center - Susan Wahl

Director–SCC–Child Development Center - Enriqueta Isais

### **Research & Planning & Institutional Effectiveness**

Executive Director–Research, Planning & Institutional Effectiveness - Nga Pham

### **Public Affairs & Publications**

Chief Communications Officer - Chi-Cheung Keung

Manager–Graphic Communications - Mary Law

Manager–Publications & Electronic Media - Vacant

## HUMAN RESOURCES

Acting Vice Chancellor - Alistair Winter

Assistant to the Vice-Chancellor - Irene Glomba

Assistant Vice Chancellor, Operations, Innovation & Belonging - Alistair Winter

Interim Assistant Vice Chancellor, Learning, Innovation, Wellness & Equity - Sil Han Jin

Assistant Vice Chancellor, Chief of Diversity Officer and Social Impact Officer - Vacant

Director - Vacant

Manager, Operations & Employee Processing - Vacant

Manager-Employee Relations & District Investigations - Gayane Khechoomian

### Risk Management and Employee Benefits

Director, Workplace Safety & Risk Management - Don Maus

## About SCC

### A MESSAGE FROM THE PRESIDENT

Welcome Hawks!

We are excited that you chose Santiago Canyon College (SCC) to pursue your academic and professional development training goals. Whether your goal is to earn an associate degree, transferring to a four-year university, updating your existing technical skills, working to earn a certificate for a new career, or completing a high school diploma or equivalency certificate, SCC has what you are looking for and more.

Classes are offered in-person, online and hybrid so that you can choose the modality that best fits your needs and life as a student. At SCC, we will continue to provide a safe and inclusive environment that promotes respect and dignity, identifies and eliminates barriers to learning, and creates equitable outcomes for all our students.

We are very happy you have chosen to be a Hawk. We are here to help you thrive and soar!

Jeannie G. Kim, Ph. D.

President

Santiago Canyon College



## SANTIAGO CANYON COLLEGE MISSION STATEMENT

Santiago Canyon College is an innovative learning community dedicated to intellectual and personal growth. Our purpose is to foster student success and to help students achieve these core outcomes: to learn, to act, to communicate and to think critically. We are committed to maintaining standards of excellence and providing accessible, transferable, and engaging education to a diverse community.

## INSTITUTIONAL STUDENT LEARNING OUTCOMES

To achieve our mission, SCC has identified Institutional Learning Outcomes with four core competencies: Learn, Communicate, Act, and Think. Students will be able to

### Learn—About Self and Others, Academic and Professional Issues

- Take responsibility for one's own learning and wellbeing.
- Learn about one's chosen academic major, while creating connections across disciplines.
- Learn about professional conduct, including workplace and community ethics, conflict management, and teamwork.

### Communicate—With Clarity and Accuracy and in Diverse Environments

- Communicate ideas in a clear and articulate manner.
- Communicate accurately to diverse audiences.
- Communicate in various formats using diverse technologies.

### Act—With Awareness of Self and the Local and Global Community of Persons

Act to maintain one's dignity and self-respect.

Act as a responsible community member who treats others with respect, civility, empathy, honesty, and dignity.

Act to increase the wellbeing of the global community by maintaining cultural literacy, lifelong learning, ethical consideration of each other, and the environment we all share.

### Think—Critically, Creatively, and Reflectively

Critically analyze, evaluate, organize and use quantitative and qualitative data to solve problems and develop logical models, hypotheses and beliefs.

Creatively use concepts to making learning relevant.

Reflectively assess one's values, assumptions, and attitudes.

## Accreditation



Santiago Canyon College is accredited by the [Accrediting Commission for Community and Junior Colleges \(ACCJC\)](#) of the Western Association of Schools and Colleges (WASC), which is an institutional accrediting body recognized by the Commission on Recognition of Postsecondary Accreditation and the U.S. Department of Education.

ACCJC defines accreditation as " ...the process for evaluating and assuring the quality of education used by the American higher education community. It is a uniquely American quality assurance process through which institutions collectively set standards for good practice, conduct peer-based evaluations of institutions on a regular basis, confer accredited status on institutions, and make the results of accreditation review of institutions known to the public. Through accreditation, the higher education community shoulders the responsibility for monitoring the quality of the programs and services of member institutions."

## Institutional Self-Evaluation and Commission Action

Beginning in the summer of 2019, Santiago Canyon College began the development of its 2021 Institutional Self-Evaluation Report (ISER) in preparation for an ISER review in the fall 2021 and subsequent accreditation focused site visit in the spring 2022.

In August of 2021, Santiago Canyon College delivered its completed [2021 Institutional Self-Evaluation Report](#) in support of its application for reaffirmation of accreditation to the ACCJC.

In September and October of 2021, the college's appointed Peer Review Team commenced its review of the college's ISER document and all substantiating evidentiary documentation demonstrating that Santiago Canyon College meets or exceeds each of the ACCJC's accreditation standards, accreditation eligibility requirements, and Commission policies. Upon completion of the ISER review process on October 7th, 2021, the appointed Peer Review Team shared with Santiago Canyon College any areas of focus, labeled core inquiries, that would serve as the primary topics of inquiry during the focused site visit the following spring. Santiago Canyon College received a single core inquiry and is as follows:

#### **Core Inquiry 1:**

*The strength of the College's planning and governance structures and processes were evident in the ISER. The team desires to acquire more information to determine if this rises above and beyond the requirements of the Standards.*

On March 7th and March 8th of 2022, the ACCJC appointed Peer Review Team conducted a virtual focused site visit to Santiago Canyon College. Upon completion of the focused site visit, the Peer Review Team submitted its completed [Peer Review Team Report](#) to the ACCJC for review and action at the Commission's June 1-3, 2022 meeting.

At its June 2022 meeting, the ACCJC acted to [Reaffirm Accreditation for Santiago Canyon College for seven years](#). Additionally, the Commission awarded Santiago Canyon College a commendation, signifying institutional practices for which the commission believes exceed Standards. The Commission recognized the exemplary performance of Santiago Canyon College in the following area:

**Standards I.B.7, IV.A.2, IV.A.5 (Commendation 1):** *The Commission commends the College for strong participatory governance processes and structures, which are based on a regular and systematic cycle of assessment, provided a solid and strong foundation for the College to navigate the challenges successfully and seamlessly for continued delivery of high-quality education and services as well as support for faculty and staff, in the midst of a global pandemic and significant leadership changes.*

Santiago Canyon College's next comprehensive review will begin with a Team ISER Review in the fall term of 2028 and will conclude with a Focused Site Visit in the spring term of 2029.

## **Child Development Center Program Accreditation**

The SCC CDC has earned accreditation from the National Association of Young Children - the nation's leading organization of early childhood professionals. NAEYC Accreditation lets families in our community know that children in our program are getting the best care and early learning experiences.

## **College Faculty & Administrators**

Aguilera, Leonor (2007)

Professor of Counseling

B.A., Social Welfare, University of California, Berkeley

M.S., Academic Counseling, National University

Alonzo, Joseph A. (2015)

Director of Student Equity and Success

B.A. Education, University of Missouri, Kansas City

M.S. Higher Education Leadership, California State University, Fullerton

Alweheiby, Ahmed (2023)

Assistant Professor of Computer Science

A.S., Mathematics, Orange Coast College

B.S., Computer Science, Minor in Mathematics, California State University, Fullerton

M.S., Computer Science, California State University, Fullerton

Armbruster, Lynda (1990)

Professor of Marketing and Business

B.B.A., M.B.A., National University, Irvine

Armstrong, Joanne (2018)

Dean of Instruction and Student Services

A.A., Education, Coastline Community College, Fountain Valley

B.A., Child and Adolescent Development, California State University, Fullerton

M.B.A., Business Administration, Hope International University, Fullerton

Ed.D., Educational Leadership, University of Phoenix, Arizona

Arteaga, Elizabeth (2018)

Dean of Business and Career Education

B.A., Spanish, California State University, Fullerton

B.S., Business Administration, California State University, Fullerton

M.B.A., Business Administration, University of Redlands

Avedesian, K. Starr (2017)

Associate Dean of Disabled Students Programs & Services

B.A., English, Loyola Marymount University

M.S., Counseling, California State University, Los Angeles

M.S., Education, California State University, Fullerton

Barembaum, Morrie (2000)

Professor of Astronomy

B.S., Physics, University of California, Irvine

M.S., Astronomy, San Diego State University

Batth, Navanjot (2018)



Assistant Professor of Biology

B.S. Biology, UC Riverside

M.S. Biology, CSU Los Angeles

Beers-McCormick, Lynnette (2004)

Professor of English

B.A., English, San Diego State University

M.A., English, Chapman University M.F.A., Creative Writing, Chapman University

Breeden, Emma J. (2015)

Associate Professor of Psychology

B.A., Psychology, California State University, Long Beach

M.S.W., California State University, Long Beach

Cabrera, Vianey (2023)

Assistant Professor of Spanish

B.A., Spanish and History, Occidental College

M.A., Spanish, Stanford University

Camarco, Lisa L. (2006)

Professor of Kinesiology

B.A., Physical Education, Point Loma Nazarene University

M.S., Exercise Science, California University of Pennsylvania

Ed.D., Concentration in Sports Management and Leadership, North Central University

Campitelli-Smith, Melissa (2011)

Clinical Psychologist

B.A., California State University, Long Beach

M.A., California School of Professional Psychology, Los Angeles

Psy.D., California School of Professional Psychology, Los Angeles

Cannon, Cari B. (1998)

Professor of Psychology

B.A., Psychology, University of California, Los Angeles

Ph.D., M.S., Psychology, Washington State University

Carpio, Brenda (2016)

Associate Professor of Political Science

B.A., Politics and Latin American Studies, Pomona College

M.A., Political Science, University of California, Irvine

Carrion, Rudy (2006)

Professor of Counseling

B.A., Political Science, University of California, Irvine

M.S., Educational Counseling, National University

Castellanos Jr., Ralph J. (2019)

Assistant Professor of Communication

A.A., Guitar Performance, Musicians Institute

A.A., Liberal Arts & Sciences: Self-development & Social Behavior, Cerritos College

B.A., Human Communication Studies, California State University, Fullerton

M.A., Human Communication Studies, California State University, Fullerton

Chaidez, Maria (2015)

Associate Professor of Counseling

A.A., Liberal Studies, Fullerton College

B.S., Human Services, California State University, Fullerton

M.S., Counseling, University of La Verne

Champion, Kisha PW (2023)

Associate Professor of Child Development

A.A., Early Childhood Education, Long Beach City College

B.A., Family and Consumer Sciences, California State University, Long Beach

M.S., Education-Child Development, University of La Verne

Chavez, Christian M. (2023)

Assistant Professor of Counseling

A.A., Social Behavior, Orange Coast College

B.A., Political Science, Minor in Spanish, University of California, Irvine

M.Ed., Post Secondary Administration and Student Affairs, University of Southern California

M.S., Counseling, California State University, Dominguez Hills

Coto, Jennifer (2001)

Dean of Counseling

A.A. Orange Coast College

B.A., California State University, Long Beach

M.A., California State University, Dominguez Hills

Ed.D., Argosy University

Cotter, Matthew (2016)

Associate Professor of Mathematics

B.A., Applied Mathematics, California State University, Fullerton

M.A., Applied Mathematics, California State University, Fullerton

Crabill, Phillip (2013)

Associate Professor of Counseling

A.A., Liberal Arts, Santiago Canyon College

B.A., Psychology, California State University, Fullerton

M.S., Counseling, California State University, Fullerton

Ed.D., Counseling Psychology, Argosy University

Crammer, Cale (2016)

Associate Professor of Political Science

B.A., Political Science, California State University, San Marcos

M.A., Political Science, University of California, Riverside

Cuellar, Estela (2006)

Director of Special Programs

B.A., Business Administration, California State University, Fullerton

M.B.A., Business Administration, University of Redlands

Cummins, Shawn (2001)

Professor of Kinesiology

B.S., Kinesiology, California State University, Fullerton

M.Ed., Physical Education, Azusa Pacific University

Daneshmand, Angela (2019)

Associate Professor of Earth Sciences

B.S., M.S., Geological Sciences, California State University, Fullerton

Danova, Veselka (2015)

Associate Professor of Mathematics

B.S., M.S., Mathematics: Pure Option, California State Polytechnic University, Pomona

Daugherty, Seth (2016)

Associate Professor of Library & Information Studies

B.S., Instructional Design, California State University, Chico

M.L.I.S., San Jose State University

M.S., Educational and Instructional Technology, National University

DeCarbo, Michael (2000)

Professor of Communication

B.A., Speech Communication, California State University, Los Angeles.

M.A., Communication Studies, California State University, Los Angeles

Deeley, Steven (2006)

Professor of Business

B.A., Political Science, University of California, Santa Barbara

M.B.A., University of Southern California

Dela Cusack, Lisa (2004)

Professor of English

B.A., Loyola Marymount University

M.A., Boston College

Ph.D., University of California, Riverside

Dennis, Jeffrey P. (2018)

Associate Professor, Water Utility Science

B.A., Chemistry, University of California, Santa Barbara

M.S., Environmental Engineering, University of Southern California

Diaz, Darlene (2007)

Professor of Mathematics

B.S., University of California, Irvine

M.S., California State University, Northridge

El-Said, Nahla (2005)

Professor of Chemistry

B.S., Pharmaceutical Science, Cairo University

M.S., Organic Chemistry, California State University, Fullerton

Ph.D., Organic Chemistry, University of California, Riverside

Engstrom, Vanessa (2015)

Associate Professor of Geography

B.S., Regional Development, University of Arizona

M.A., Geography, University of Arizona

Escobar, Dora (2015)

Associate Professor of Counseling

A.A., Liberal Arts, Orange Coast College

B.A., Business Administration, California State University, Fullerton

M.S., Counseling, California State University, Fullerton

Evet, Corinna (2005)

Professor of English

B.A., M.A., English Literature, California State University, Fullerton

Fajardo, Lourdes (2005)

Professor of Spanish

B.A., California State University, Stanislaus

M.A., California State University, Sacramento

Foley, Denise (2006)

Professor of Biology

B.S., Loyola Marymount University

Ph.D., University of California, Los Angeles

Freese, Amy (2016)

Associate Professor of Reading

A.A., Liberal Studies, Fullerton College

B.A., Communications: Television & Film, California State University, Fullerton

M.A., Education: Curriculum & Instruction: Reading, Grand Canyon University

Frias, Rudy (2002)

Professor of Counseling

A.A., Saddleback College

B.S., California State Polytechnic University, Pomona

M.A., Ed.D., Pepperdine University

Frost, Alicia (2005)

Professor of Mathematics

B.S., M.S., California State University, Long Beach

Galvan, Juana (2016)

Associate Professor of Counseling

A.A., Liberal Arts, Santa Ana College

B.S., Human Services, California State University, Fullerton

M.A., Counseling Psychology, Argosy University

Gascon, Christine (2016)

Dean of Instruction & Student Services

B.A., German Literature, California State University, Fullerton

M.S., Education – TESOL, California State University, Fullerton

Gates, Alana (2019)

Associate Professor of Real Estate

A.S., Real Estate, Irvine Valley College

B.A., Business Administration, California State University Fullerton

Gause, Tiffany (2013)

Associate Professor of Sociology

M.A., B.A., Sociology, California State University, Fullerton

Gonzalez, Sara D. (2019)

Professor of English

B.A., English Literature, California State University, San Bernardino

M.A., English Literature, California State University, Long Beach

Govea-Von Velasco, Melissa (2016)

Associate Professor of Gender, Sexuality, and Women's Studies

B.A., Sociology, Chapman University

M.A., Sociology, California State University, Fullerton

Graham, Song (2015)

Associate Professor of Counseling

B.A., Psychology, University of California, Irvine

M.S., Counseling, California State University, Long Beach

Granitto, James V. (2006)

Professor of Philosophy

B.A., Philosophy, University of California, Irvine

M.A., Philosophy, California State University, Long Beach

Gutierrez, Erika J. (2016)

Associate Professor of Ethnic Studies and Sociology

B.A., Ethnic Studies and Sociology, University of California, San Diego

M.A., Sociology, University of California, Riverside

Hall, Kathy (2016)

Associate Professor of English

B.A., English, Pepperdine University

M.A., Literature in English, California State University Northridge

Hamamura, Stacey (2023)

Assistant Professor of Chemistry

B.S., Chemistry, California Lutheran University

Single Subject Teaching Credential, Chemistry, University of California, Irvine

M.S., Chemistry, University of California, Irvine

Hauscarriague, Anne (2001)

Professor of Mathematics

B.S., Biology/Mathematics, St. Mary's College of California

M.A.T., Secondary Mathematics, Kent State University

Ph.D., Math Education, Claremont Graduate University

Hedenberg, Lacy (2015)

Associate Professor of Counseling

B.S., Human Services, California State University, Fullerton

M.S., Counseling, California State University, Fullerton

Henry, Amanda (2019)

Assistant Professor of Chemistry

B.S., Chemistry, Central Washington University

M.S., Organic Chemistry and Chemical Engineering, Western Washington University

Hernandez, Rosalba (2016)

Associate Professor of Counseling

B.A., Psychology, University of California, Irvine

M.S., Psychology, California State University, Long Beach

Ho, Nick (2019)

Assistant Professor of Counseling



B.A., Statistics, University of California, Berkeley

M.S., Educational Counseling, National University

Hong, Song (2023)

Assistant Professor of ESL

B.A., Fine Arts, University of California, Berkeley

M.A., Teaching English to Speakers of Other Languages (TESOL), Azusa Pacific University

Howell, Scott (2004)

Professor of History

B.A., University of California, Irvine

M.A., Ph.D., University of California, Riverside

James, Scott (2014)

Associate Professor/Distance Education Coordinator

A.A., Liberal Arts, Santiago Canyon College

B.S., Technical Management, Embry-Riddle Aeronautical University

M.A., Educational Technology, Pepperdine University

Jones, Vanessa (2013)

Associate Professor of Mathematics

B.S., Pure Mathematics, California State Polytechnic University, Pomona

M.S., Mathematics, California State Polytechnic University, Pomona

Johnson, Kimberly (2015)

Associate Professor of Biology

B.S., Marine Biology, California State University, Long Beach

M.S., Biology, California State University, Long Beach

Kim, Jeannie G. (2023)

President of Santiago Canyon College

Ph.D., Higher Education Policy, Evaluation and Reform, Claremont Graduate University

M.A. California State University, Fullerton

B.A. Cultural Anthropology with an emphasis on Asian-American Women, University of California, Los Angeles

Kramer, Jessica (2016)

Associate Professor of Mathematics

A.A., Liberal Arts, Santiago Canyon College

B.S., Biology, University of California, Irvine

M.A., Mathematics, California State University, Fullerton

Kosuth-Wood, Kathryn (2004)

Professor of English

B.A., English, University of California, Los Angeles

M.A., English, California State University, Fullerton

Kubicka-Miller, Jared (2006)

Professor of Communication

B.A., M.A., California State University, Long Beach

Kubicka-Miller, Tara (2004)

Professor of Communication

B.S., Northern Arizona University

M.A., California State University, Long Beach

Lamourelle, Regina (2000)

Professor of Human Development

B.A., University of California, Santa Barbara

M.S., Ed.D., Nova Southeastern University, Florida

Lennertz, William (1991)

Professor of English

B.A., California State University, Long Beach

M.F.A., George Mason University

Lui, Anson M.W. (2011)

Professor of Biology

B.S., M.S., California Polytechnic State University, San Luis Obispo

Malone, Charlie (2014)

Associate Professor of American Sign Language

B.A., Economics, California State University, Northridge

M.A., Special Education, California State University, Northridge

Professional Clear Level II Education Specialist Credential, California State University, Northridge

Martin, DeAnna (2015)

Associate Professor of Accounting

B.A., M.B.A., California State University, Long Beach

C.P.A., State of California

Martin, Linda (2015)

Associate Professor of Library & Information Studies

A.A., Cypress College

B.S., California State University, Dominguez Hills

M.L.S., University of California, Los Angeles

Martino, Danielle L. (2006)

Professor of Astronomy

B.S., California State University, Fullerton

M.S., San Diego State University

Medina, Guillermo (2019)

Assistant Professor of Kinesiology/Head Men's Soccer Coach

B.A., Interdisciplinary Studies, National University

M.E., Cross-Cultural Teaching, National University

M.S., Physical Education, Azusa Pacific University

Mettler, Mary (2007)

Professor of Disabled Students Programs and Services

B.S., Communication Disorders, Boston University

M.S., Speech-Language Pathology, Boston University

Psy.D., M.A., Clinical Psychology, Pepperdine University

Miller, Robert (2011)

Associate Professor of Art

B.F.A., Art, Columbia College, Chicago

M.F.A., Art, California State University, Fullerton

Miranda, Veronica (2023)

Assistant Professor of English

B.A., English, California State University, San Bernardino

M.A., Rhetoric & Composition, California State University, San Bernardino

M.F.A., Writing, California College of the Arts

Murphy, Ryan (2017)

Associate Professor, English

B.A., English Literature, California State University, San Bernardino

M.A., English Composition, California State University, San Bernardino

Ph.D., English Literature, Claremont Graduate University

Nguyen, Steven (2017)

Associate Professor of Chemistry

B.S., Biochemistry & Cell Biology, University of California, San Diego

M.S., Chemistry, University of California, San Diego

Ph.D., Chemistry, University of California, San Diego

Nguyen, Tuyen (2015)

Associate Dean, Admissions/Records

A.A., Liberal Arts, Santiago Canyon College

B.A., Management, California State Polytechnic University, Pomona

M.A., Management, University of Redlands

Oase, Daniel (2016)

Associate Professor of Career Education

B.A., Psychology, University of California, Berkeley

M.B.A., University of California, Irvine

Parks, Jason (2023)

Vice President of Academic Affairs

Ed.D., Educational Leadership, University of Southern California

M.A., Mathematics, University of California, Riverside

B.A., Mathematics, University of California, Riverside

Pecenkovic, Nidzara (2015)

Associate Professor of English

M.A., English, Chapman University

M.F.A., Creative Writing, Chapman University

Petrocelli, Rachel (2016)

Associate Professor of History

B.S., French, Georgetown University

M.A., History, Stanford University

Ph.D., History, Stanford University

Pham, Elaine (2016)

Associate Professor of High School Subjects and Adult Basic Education

A.A., Mathematics, Orange Coast College

B.A., Mathematics, University of California, Santa Barbara

M.A., Social and Cultural Analysis of Education, California State University, Long Beach

Pimentel, Marcelo (2000)

Professor of Philosophy

B.A., California State University, Fullerton

M.A., University of Nevada, Reno

Quimzon, Eden (2006)

Interim Dean

B.A., Liberal Arts, California State University, Long Beach

M.A., Reading and Literacy, Walden University

Rabii-Rakin, Narges (2004)

Professor of History and Political Science

B.A., California State University, Fullerton

M.A., History, California State University, Fullerton

M.A., Political Science, California State University, Long Beach

Ed.D., University of Southern California

Reed, Stephen (2007)

Professor of History

B.A., History and Spanish, University of California, Riverside

M.A., B.A., History, University of California, Riverside

M.A., History, University of Notre Dame

Roe, Maureen (2000)

Professor of English

B.A., English and Philosophy, Chapman University

M.A., English Literature, Chapman University

M.Ed., Curriculum and Instruction, American Intercontinental University

Rutan, Craig (2005)

Professor of Physics and Engineering

M.S., Physics, University of California, Irvine

M.S., B.S., Electrical Engineering, University of California, Irvine

Sakamoto, Scott (2001)

Professor of Mathematics

B.S., University of California, Santa Barbara

M.A., M.S., Ph.D., University of Arizona M.A., English, California State University, Fullerton

Salazar de la Torre, Rosa (1996)

Professor of Counseling

B.S., California State Polytechnic University, San Luis Obispo

M.A., California State University, Dominguez Hills

Salcido, Andy (1998)

Professor of Business, Computer Information Systems & Marketing

B.S., Computer Information Systems, Chapman University

M.B.A., Business Administration, Chapman University

Salcido, Denise (2016)

Associate Professor of High School Subjects and Adult Basic Education

B.A., Organizational Communication, Pepperdine University

B.A., Speech Communication, Pepperdine University

M.S., Human Resources Management, Chapman University

Samura, Michelle (2022)

Dean of Arts, Humanities, and Social Sciences

B.A., Religious Studies, University of California, San Diego

California Single Subject Teaching Credential in Social Sciences, California State Polytechnic University, Pomona

M.A., Education, University of California, Santa Barbara

Ph.D., Education, University of California, Santa Barbara

Sanchez, Sandra (2017)

Associate Professor, Biology

B.S., Biology, Cal State Fullerton, Fullerton

M.S., Biology, Cal State Fullerton, Fullerton

Satele, Arleen (2014)

Vice President of Administrative Services

B.A., Business Administration, California State University of San Bernardino

M.A., Public Administration, California State University of San Bernardino

Ed.D, Leadership and Change, Fielding Graduate University

Shields, Jolene (2008)

Professor of High School Subjects & Adult Basic Education

B.A., Spanish, University of California, Irvine

M.S., Educational and Instructional Technology, National University

Shekarabi, Nooshan (2005)

Professor of Political Science

B.A., M.A., Political Science, California State University, Fullerton

Shirah, Melissa (2016)

Associate Professor of Accounting

B.S., Accounting, San Diego State University,

M.S., Accounting, California State University, Fullerton

C.P.A., State of California

Siddiqui, Shereen (2016)

Associate Professor of Gender, Sexuality, and Women's Studies

B.A., Women's Studies, University of Missouri-Columbia

B.A., Sociology, University of Missouri-Columbia

M.A., Sociology, University of Missouri-St. Louis

Ph.D., Comparative Studies, Florida Atlantic University

Smith, Mark (2007)

Professor of Biology

B.A., Zoology, California State University, Stanislaus

M.A., Ecology and Evolution, California State University, Sonoma

Sproat, Barbara (2001)

Professor of Library & Information Studies

B.A., University of Minnesota, Duluth

M.L.S., University of Minnesota, Minneapolis

M.A., Children's Literature, Hollins University

Stringer, Martin (2008)

Dean of Mathematics & Sciences

B.Ed., University of London

M.Ed., Azusa Pacific University

Swift, Cynthia J. (2006)



Professor of Physics

A.S., Physics, Cypress College

B.S., Physics, University of California, Irvine

M.S., Physics, California State University, Long Beach

Taber, Alexander G. (1999)

Professor of Economics

B.A., Economics, University of California, Santa Barbara

Ph.D., M.A., Economics, University of Chicago

Taylor, Mike (2004)

Professor of Biology

A.A., Orange Coast College

B.S., Zoology, California State University, Long Beach

M.S., Biology, California State University, Long Beach

Thammavongsy, Zachary (2023)

Assistant Professor of Chemistry

B.S., Chemistry, Western Washington University

M.S., Chemistry, Western Washington University

Ph.D., Chemistry, University of California, Irvine

Torneo, Nicole (2015)

Associate Professor of Chemistry

B.A., Economics, California State University, Fullerton

B.S., Chemistry, California State University, Fullerton

M.S., Chemistry, University of California, Berkeley

Tragarz, Roberta (2000)

Professor of English

B.A., English Literature, California State University, Long Beach

M.A., English Literature, University of California, Irvine

Tran, Sheena (2006)

Associate Dean of Financial Aid, Scholarships & Veterans  
B.S., Accounting & Finance, Cal State San Bernardino  
M.S., Business Administration, University of Redlands  
CPA, Certified Public Accountant, California Board of Accountancy

Truong, James (2023)

Assistant Professor of Counseling  
A.A., Liberal Arts, Santiago Canyon College  
B.A., Communications, California State University, Fullerton  
M.A., Education: College Counseling, University of Redlands

Umali Kopp, Christine E. (2007)

Professor of Psychology  
B.A., University of California, Los Angeles  
M.A., California School of Professional Psychology  
Psy.D., Alliant International University

Valdos, Yanina (2017)

Associate Professor, Anthropology-Physical  
B.A., Anthropology, concentration in Archeology, UC San Diego  
M.A., Anthropology, Tulane University

Van Dyke-Kao, Rita (2019)

Associate Professor/Coordinator of ESL  
B.A., English, Trinity Western University  
M.A., Teaching English to Speakers of Other Languages (TESOL), Azusa Pacific University

Vargas, Jose F. (2004)

Vice President of Continuing Education  
A.A., East Los Angeles College  
B.S., Business Administration, California State University, Dominguez Hills  
M.A., Education Administration, California State University, Dominguez Hills

Villalobos, Oscar (2023)

Assistant Professor of Mathematics

B.S., Mathematics, University of Houston

M.A., Mathematics, University of Houston

Voelcker, Aaron (2012)

Dean of Institutional Effectiveness, Library & Learning Support Services

A.S., Math and Science, College of the Canyons

B.A., Psychology, University of California, Irvine

M.S., Administration, California State University, Bakersfield

Vu, Binh (2011)

Associate Professor of Music

B.A., M.M., California State University, Northridge

D.M.A., Claremont Graduate University

Vu, Vivien (2015)

Associate Professor of Counseling and Disabled Students Programs and Services

B.S., Human Services, California State University, Fullerton

M.S., California State University, Long Beach

Wada, Jeffrey (2011)

Associate Professor of Chemistry

B.S., M.S., University of California, Irvine

Wagner, Joyce (1999)

Professor of Mathematics

B.A., Mathematics, California State University, San Bernardino

M.A., Ph.D., Mathematics, University of California, Los Angeles

Woodhead, Ian (2001)

Professor of Kinesiology

BSc (Hons), Psychology, Portsmouth Polytechnic (England)

Single Subject Teaching Credential, Mathematics, California State University, Long Beach

M.Ed., Education (Physical Education), Azusa Pacific University

Wright, K. Laney (2002)

Professor of Mathematics

B.A., Mathematics, Murray State University

M.A., Mathematics Education, California State University, Fullerton

Ph.D., Mathematics Education, Claremont Graduate University

## Nondiscrimination Policy

### NONDISCRIMINATION POLICY

The Rancho Santiago Community College District is committed to equal opportunity in educational programs, employment, and all access to institutional programs and activities. The District, and each individual who represents the District, shall provide access to its services, classes, and programs without regard to national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or military and veteran status, or because he or she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics. The Chancellor shall establish administrative procedures that ensure all members of the college community can present complaints regarding alleged violations of this policy and have their complaints heard in accordance with the Title 5 and Title IX regulations and those of other agencies that administer state and federal laws regarding nondiscrimination. No District funds shall ever be used for membership, or for any participation involving financial payment or contribution on behalf of the District or any individual employed by or associated with it, to any private organization whose membership practices are discriminatory on the basis of national origin, religion, age, gender, gender identity, gender expression, race, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or military and veteran status, or because he or she is perceived to have one or more of the foregoing characteristics, or because of his or her association with a person or group with one or more of these actual or perceived characteristics.

Inquiries regarding compliance and/or grievance procedures may be directed to District's Title IX Coordinator : Sil Han Jin, 2323 N. Broadway, Santa Ana, CA 92706, 714-480-7404. SCC Deputy Title IX Coordinator: Joseph A. Alonzo, 8045 E. Chapman Avenue, Orange, Ca. 92869, 714-628-4933

## POLITICA DE NO DISCRIMINACION EL DISTRITO

El Distrito está comprometido a ofrecer la igualdad en oportunidades para programas educativos, empleos, y a todo acceso a los programas institucionales y actividades. El Distrito, y cada persona que representa al Distrito, debe proveer acceso a sus servicios, clases y programas sin importar el lugar de nacimiento, religión, edad, sexo, identidad de género, expresión del género, raza o etnicidad, color, condición médica, información de genética, descendencia familiar, orientación sexual, estado civil, incapacidad física o mental, embarazo, categoría militar o de veterano, o por creer que él o ella tiene una o más de las características mencionadas, o en base a estar relacionado con una persona o grupo que se cree tenga algunas de estas características. El Canciller debe establecer procedimientos administrativos para asegurarse que todos los miembros de la comunidad del colegio puedan presentar quejas sobre supuestas violaciones a esta política y que sus quejas sean escuchadas de acuerdo a los reglamentos señalados en el Título 5 y Título IX y por aquellos de otras agencias que administran las leyes estatales y federales sobre la no discriminación. Ningún fondo del Distrito debe ser utilizado para la membresía, o para la participación incluyendo pagos financieros o contribuciones hechas a organizaciones privadas de parte del Distrito o de cualquier individuo empleado por el Distrito o con asociación, cuyas practicas de membresía son discriminatorias en base a lugar de nacimiento, religión, edad, sexo, identidad de género, expresión del género, raza, color, condición médica, información de genética, descendencia familiar, orientación sexual, estado civil, incapacidad física o mental, embarazo, categoría militar o de veterano, o por creer que él o ella tiene una o más de las características mencionadas, o en base a estar relacionado con una persona o grupo que se cree tenga algunas de estas características.

Las consultas relacionadas con los procedimientos de cumplimiento y/o queja pueden dirigirse al Coordinador del Título IX del Distrito y/o al Coordinador de la Sección 504/ADA. RSCCD Sección 504/ADA Coordinadora: Sil Han Jin, 2323 N. Broadway, Santa Ana, CA., 92706, 714-480-7404. SCC Deputy Title IX Coordinator: Joseph A. Alonzo, 8045 E. Chapman Avenue, Orange, CA., 92869, 714-628-4933

# CHÍNH SÁCH KHÔNG PHÂN BIỆT ĐỐI XỬ

Các Rancho Santiago Community College District cam kết cơ hội bình đẳng trong các chương trình giáo dục, việc làm, và tất cả các quyền truy cập vào các chương trình và các hoạt động tổ chức. Học khu, và mỗi cá nhân đại diện cho học khu, sẽ cung cấp quyền truy cập vào các dịch vụ, các lớp và chương trình của mình mà không liên quan đến nguồn gốc quốc gia, tôn giáo, tuổi tác, giới tính, bản sắc giới tính, biểu hiện giới tính, chủng tộc hoặc dân tộc, màu da, tình trạng y tế, thông tin di truyền, tổ tiên, khuynh hướng tình dục, tình trạng hôn nhân, Khuyết tật về thể chất hoặc tinh thần, mang thai, hoặc quân đội và tình trạng cựu chiến binh, hoặc vì người đó được coi là có một hoặc nhiều đặc điểm trên thực tế Hiệu trưởng sẽ thiết lập thủ tục hành chính đảm bảo tất cả các thành viên của cộng đồng đại học có thể trình bày các khiếu nại liên quan đến các vi phạm bị cáo buộc của chính sách này và khiếu nại của họ được nghe theo quy định của tiêu đề 5 và Tiêu đề IX và các cơ quan khác quản lý luật tiểu bang và liên bang về không phân biệt đối xử. Không bao giờ được sử dụng cho các thành viên, hoặc cho bất kỳ sự tham gia liên quan đến thanh toán tài chính hoặc đóng góp thay mặt cho quận hoặc bất kỳ cá nhân làm việc hoặc liên kết với nó, cho bất kỳ tổ chức riêng tư có thực hành thành viên là phân biệt đối xử trên cơ sở nguồn gốc quốc gia, tôn giáo, tuổi tác, giới tính, biểu hiện giới tính, chủng tộc, màu da, điều kiện y tế, thông tin di truyền, tổ tiên, khuynh hướng tình dục, tình trạng hôn nhân, Khuyết tật về thể chất hoặc tinh thần, mang thai, hoặc quân đội và tình trạng cựu chiến binh, hoặc vì người đó được coi là có một hoặc nhiều đặc điểm nói trên, hoặc vì sự liên kết của mình với Các yêu cầu liên quan đến các thủ tục tuân thủ và/hoặc khiếu kiện có thể được chuyển đến điều phối viên tiêu đề IX của học khu và/hoặc điều phối viên mục 504/ADA.

RSCCD phần 504/ADA điều phối viên: Sil Han Jin, 2323 N. Broadway, Santa Ana, CA., 92706, 714-480-7404. RSCCD tiêu đề IX điều phối viên: Joseph A. Alonzo, 8045 E. Chapman Avenue, Orange, CA., 92869, 714-628-4933

## SCC Organization

### PRESIDENT OFFICE

President - Jeannie G. Kim, Ph. D.

Assistant to the President - Anne Kelly

Public Information Officer - Eugene Fields

College Advancement/Foundation

Director - Kathy White

## ADMINISTRATIVE SERVICES

Vice President - Arleen Satele, Ph.D

Manager-Facilities - Charles Wales

Supervisor-Custodial - Gabriel Dueñas

Lieutenant-Safety & Security - Francisco Prado

## ACADEMIC AFFAIRS

Vice President - Jason Parks, Ed.D.

Curriculum - Anaisabelle Garcia, Laura Espinosa

## Arts, Humanities & Social Sciences

Dean - Michelle Samura

American College English (ACE), Chair - Pam Hilburn

Anthropology, Chair - Yanina Valdos

Art, Chair - Robert Miller

Communication, Chair - Tara Kubicka-Miller

Economics, Chair - Alex Taber

English, Chair - Corinna Evett

Ethnic Studies, Chair - Tiffany Gause

Gender, Sexuality, and Women's Studies, Chair - Tiffany Gause

History, Chair - Rachel Petrocelli

Interdisciplinary Studies, Chair - Tiffany Gause

Modern Languages, Chair - Charlie Malone

Performing Arts, Chair - Eleanor Nunez-Mason

Philosophy, Chair - Marcelo Pimentel

Political Science, Chair - Nooshan Shekarabi

Psychology, Chair - Emma Roe Breeder

Reading, Chair - Amy Freese

Sociology, Chair - Tiffany Gause

## **Business & Career Education**

Interim Dean - Denise Foley

Associate Dean - Vacant

Director, Special Programs - Estela Cuellar

Business, Chair - Steven Deeley

Child Development, Chair - Regina Lamourelle, Marianne Laney

Criminal Justice, Facilitator - Sergio Verino

Education, Chair - Amy Freese

Electronics Technology - Jeffry Dennis

Gemology, Facilitator - Diana Sanders Cinamon

Marketing, Chair - Steven Deeley

Public Works, Chair - Jeffry Dennis

Public Works, Facilitator - Carlos Castellanos

Public Works, Code Enforcement Facilitator - Sergio Verino

Real Estate, Chair - Alana Gates

Surveying & Mapping Sciences, Facilitator - Mark Counts

TV/Video & Communications, Facilitator - David Echols

Water and Wastewater Technology, Chair - Jeffry Dennis

## **Mathematics & Sciences**

Dean & Athletic Director - Martin Stringer

Astronomy, Chair - Danielle Martino

Biology, Co-Chairs - Mark Smith, Anson Lui

Chemistry, Co-Chairs - Amanda Henry

Earth Science, Chair - Angela Daneshmand

Geography, Chair - Vanessa Engstrom

Kinesiology, Co-Chairs - Lisa Camarco, Ian Woodhead

Mathematics, Co-Chairs - Matthew Cotter, Alicia Frost, Jessica Kramer

Physics & Engineering, Computer Science, Chair - Cindy Swift, Ahmed Alweheiby

## **Institutional Effectiveness, Library & Learning Support Services**

Dean - Aaron Voelcker

Distance Education, Coordinator - Scott James

Institutional Effectiveness/Research - Haydeh Kaveh

Instructional Design Center - Silvia Lopez

Information Studies, Chair - Seth Daugherty

Library, Chair - Seth Daugherty

Online Tutoring - Amanda Carpenter

## **STUDENT SERVICES**

Vice President - Christopher Sweeten

### **Student Equity & Success / Student Development**

Dean, Student Development and Deputy Title IX Coordinator Joseph Alonzo

Scholarship Program Office - Elizabeth Bergara

Veterans Service Office - Elizabeth Bergara

College Assistance Migrant Program (CAMP) - Miguel U. Luna

Guardian Scholars - Rosemary Touyanou

Office of Student Life & Leadership - Diana Casares

Student Support Services – TRIO - LaKyshia Perez

Upward Bound Math & Science (UBMS) - LaKyshia Perez

**Counseling & Student Support Services**

Dean - Jennifer Coto, Ph.D

Counseling, Co-Chairs - Maria Chaidez, Rudy Carrion

Articulation - Leonor Aguilera

Career Services - Maria Chaidez, Macey Lachman

High School & Community Outreach - Loann Tran

Assessment/AB705 - Dora Escobar

Transfer Success Center - Miguel Luna

**Extended Opportunity Programs & Services (EOPS) /CARE & CalWORKs**

Facilitator - Nena Baldizon-Rios

**Enrollment and Support Services**

Interim Dean - Tuyen Nguyen

**Admissions & Records**

Associate Dean - Vacant

First Year Support Center - Alejandro Ramirez

Graduation - Tiffany Garbis

International Student Program - Jetza Torres

Student Information Support - Sergio Rodriguez

**Financial Aid**

Associate Dean - Sheena Tran

On-Campus Job Placement - Sonya Langelier

**Disabled Students Program & Services (DSPS)**

Assistant Dean - K. Starr Avedesian

Chair - Angela Guevara

**Student Health & Wellness Services**

Nurse Coordinator - Vacant

Psychological Services - Melissa Campitelli-Smith

**Project RISE**



Counselor - Albert Alvano

## **CONTINUING EDUCATION**

Vice President - Jose F. Vargas

Dean, Instruction & Student Services - Joanne Armstrong

Dean, Instruction & Student Services - Christine Gascon

Dean, Instruction & Student Services - Christine Gascon - Estela Cuellar-Velasco

Registrar - Patricia Alvano

## **Adult Basic Education/High School Subjects**

Chair - Elaine Pham

Coordinators - Jolene Shields, Denise Salcido

## **Adults with Disabilities**

Coordinator - Vacant

## **Community Services**

Coordinator - Stephanie Correa

## **Counseling**

Chair - Rosalba Hernandez

## **English as a Second Language/Citizenship**

Coordinator and Chair - Rita Van Dyke-Kao

## **Inmate Education Program**

Coordinator - Vacant

## **Older Adults**

Coordinator - Vacant

## **Vocational**

Coordinator and Chair - Daniel Oase

Coordinator - Cristina Morones

## **Workforce Preparation**

Coordinator - Vacant

## College Policies & Procedures

### Academic and Progress Probation/Dismissal

A student's academic standing and progress is calculated at the end of the fall and spring semesters (calculations are not done after the summer session or intersession), based only on the SCC/SAC units and cumulative (RSCCD Total) grade point average (GPA). Academic and Progress Probation calculations begin after a student has attempted 12 units or more at SCC/SAC. Students are placed on Academic Probation when their RSCCD Total GPA for all SCC/SAC coursework falls below 2.0. Students are placed on Progress Probation when the percentage of coursework at SCC/SAC has an entry of "W", "I", "NP", and "NC" which reaches or exceeds fifty percent (50%) of the coursework attempted.

## Academic Probation and Dismissal

### A1- Academic Probation (First Time)

Students placed on academic probation for the first time (first semester under a RSCCD Total GPA of 2.0) are required to attend a counseling intervention workshop. An e-mail notification is sent to the student and a registration hold is placed on the student record until the completion of the workshop.

### A2-Academic Probation (Second Time)

Students who have two consecutive semesters with a RSCCD Total GPA below 2.0 will lose priority registration for the next registration opportunity. Their registration date will be after all new applicants.

### AD-Academic Dismissal

Students who have three consecutive semesters with a RSCCD Total GPA of below 2.0 at the end of the spring semester are dismissed. Students who are dismissed have a hold placed on their records and an e-mail is sent notifying them of their status. Students cannot register for classes at SCC or SAC for one full semester. When students returns after "sitting out" one semester, they will return on academic probation and will continue to lose registration priority until their RSCCD Total GPA is at or above a 2.0.

Students who have three consecutive semesters with a RSCCD Total GPA of below 2.0 at the end of the spring semester are dismissed. Students who are dismissed have a hold placed on their records and an e-mail is sent notifying them of their status. Students cannot register for classes at SCC or SAC for one full semester. When students returns after "sitting out" one semester, they will return on academic probation and will continue to lose registration priority until their RSCCD Total GPA is at or above a 2.0.

Students who have three consecutive semesters with a RSCCD Total GPA of 2.0 at the end of the fall semester are "subject to dismissal" and a hold is placed on their student record. Since they have already registered for the spring semester they are given a grace period to improve their RSCCD Total GPA. If the RSCCD Total GPA remains below a 2.0 at the end of the spring semester, they will be academically dismissed and will not be able to register for classes at SCC or SAC for one full semester. When they return after "sitting out" one semester, they will return on academic probation and will continue to lose registration priority until their RSCCD Total GPA is at or above a 2.0.

## Progress Probation and Dismissal

### P1-Academic Probation (First Time)

Students placed on Progress Probation for the first time (first semester where the total of W, NP, or I grades is 50% or more of all grades earned) will be notified and provided intervention services.

## P2-Academic Probation (Second Time)

Students who have two consecutive semesters of progress probation will lose priority registration for the next registration opportunity. Their registration date will be after all new applicants.

## PD-Progress Dismissal

Students who have three consecutive semesters with less than 50% of their coursework earning a grade at the end of the spring semester are dismissed. Students who are dismissed have a hold placed on their records and an e-mail is sent notifying them of their status. A student cannot register for classes at SCC or SAC for one full semester. When the student returns after "sitting out" one semester, the student will return on progress probation and will continue to lose registration priority.

Students who have three consecutive semesters with less than 50% of their coursework completed with a grade at the end of the spring semester are dismissed. Students who are dismissed have a hold placed on their records and an e-mail is sent notifying them of their status. A student cannot register for classes at SCC or SAC for one full semester. When the student returns after "sitting out" one semester, the student will return on progress probation and will continue to lose registration priority.

Students who have three consecutive semesters with less than 50% of their coursework completed with a grade at the end of the fall semester are "subject to dismissal" and a hold is placed on their student record. Since the student has already registered for the spring semester, they are given a grace period to improve their course completion rate. If the percentage of completed coursework remains below 50% at the end of the spring semester, they will be dismissed and will not be able to register for classes at SCC or SAC for one full semester. When the student returns after "sitting out" one semester, the student will return on progress probation and will continue to lose registration priority.

Important Note: Registration priority shall be lost at the first registration opportunity after a student is placed on academic or progress probation or any combination thereof for two consecutive terms.

## Academic Freedom

The teacher should be free to think and to express ideas, free to select and employ materials and methods of instruction, free from undue pressures of authority, and free to act within his/her professional group. Such freedom should be used judiciously and prudently to the end that it promotes the free exercise of intelligence and student learning. Academic freedom is not an absolute. It must be exercised within the law and the basic ethical responsibilities of the teaching profession. Those responsibilities include:

- An understanding of our democratic tradition and its methods.
- A concern for the welfare, growth, maturity, and development of students.
- The method of scholarship.
- Application of good taste and judgment in selecting and employing materials and methods of instruction.

[Board Policy 4030 Academic Freedom](#)

[Administrative Regulation 4030 Academic Freedom](#)

Reference(s):

Title 5, Section 51023

ACCJC Accreditation Eligibility Requirement 20 and AACJC Accreditation Standard I.C.7

(Formerly II.A.7)

## Academic Honesty

### Introduction

Students at Santiago Canyon College are expected to be honest in their academic endeavors. To falsify the results of one's research, to steal the words or ideas of another, or to cheat on an examination corrupts the essential process by which knowledge is advanced. Academic dishonesty is an intentional act of fraud; in which a student seeks to claim credit for the work of another without authorization or uses unauthorized materials or fabricated information in any academic exercise. We, as an institution, also consider academic dishonesty to include forgery of academic documents, intentionally impeding or damaging the academic work of others, assisting or coercing other students in acts of dishonesty, or the unauthorized use of Artificial Intelligence.

### Procedures

In cases where a violation of academic honesty is discovered, the faculty member is encouraged to file an "Academic Honesty Incident Report" form and distribute the form as specified.

There are two categories of sanctions: Limited and College-wide. Limited sanctions include an academic action such as assigning a lower grade or a grade of "F or zero" for the assignment. College-wide sanctions include any sanction that will affect a student's standing with the college-at-large, up to and including suspension or expulsion from the college.

In matters relating to academic honesty violations, the primary responsibility for employing the Limited Sanctions rests with the instructor and the academic division where the violation allegedly occurred. The Dean of Student Development will assist in all College-wide disciplinary sanctions at Santiago Canyon College.

## Academic Honors

### Academic Honors at Graduation

Academic honors are awarded to students who do outstanding coursework leading to graduation from Santiago Canyon College. The graduate must have completed at least 30 units of coursework within the Rancho Santiago Community College District of which 18 units or more must be letter grades of "C" or better.

Rancho Santiago Community College District coursework and all transfer work will be computed in the Honors designated GPA. Graduation honors are awarded as follows:

**President's Scholar.** See Honors Program and Honors Courses

**With Highest Honors.** The highest honors designation is placed on the transcript and diploma of the graduate who has achieved an overall grade point average (GPA) of 4.0.

**With High Honors.** The high honors designation is placed on the transcript and diploma of the graduate who has achieved an overall grade point average (GPA) of 3.8.

**With Honors.** The honors designation is placed on the transcript and diploma of the graduate who has achieved an overall grade point average (GPA) of 3.5.

**Departmental Honors.** Honors are awarded to students who do outstanding work in their majors. Eligibility is determined by inclusion in the academic honors categories listed above.

[Honors Program Information \(Click Here\)](#)

## Academic Renewal

### Academic Renewal

Inasmuch as past performance does not always reflect accurately a student's actual ability, Santiago Canyon College has established a policy of academic renewal.

### Academic Renewal Without Course Repetition

To be eligible, the student must have completed at least 15 units with a 3.0 G.P.A or 24 units with a 2.0 GPA or higher in sessions subsequent to the substandard work being petitioned. All units from all colleges attended will be counted from the semester immediately following the substandard work.

The substandard academic renewal work will not count toward graduation or certification, and the permanent academic record shall be annotated in such a manner that all work remains legible. Up to 30 units combined of below "C" work at Santiago Canyon College/Santa Ana College may be disregarded in the computation of the grade point average. The student may choose the 30 units of substandard grades to disregard.

After a RSCCD associate degree or CSU- GE Breadth or IGETC certification is posted, academic renewal without course repetition is not accepted. Academic Renewal Without Course Repetition is solely the policy of the Rancho Santiago Community College District and may not necessarily be followed by other institutions.

Academic Renewal Without Course Repetition may be granted multiple times by Santa Ana College and/or Santiago Canyon College but is limited to a total of 30 units.

As a result of AB705, a student may seek grade alleviation without course repetition when the substandard work occurred in an English or Mathematics course that is part of a remedial (pre- transfer level) sequence OR in an ACE or EMLS course that is part of the sequence leading to transfer-level English (CSU GE area A2 or IGETC GE area 1A) once the student has successfully passed the transfer-level course, regardless of the student's overall academic record since the semester in which the "D", "F", or "NP" was earned.

A student seeking alleviation under this scenario will be eligible for alleviation subject to these limitations: If a student received a grade of "C" or better or "P" in a transfer-level English course (CSU GE area A2 or IGETC GE area 1A APPROVED course), the highest grade earned shall be used when computing the student's cumulative grade point average. Grades earned in courses in a remedial English sequence pre-requisite to a transfer-level remains legible, ensuring a true and complete academic history. This petition is submitted to Admissions and Records.

[RSCCD Academic Renewal Without Course Repetition is established pursuant to Title 5 section § 55046.](#)

### **Academic Renewal With Course Repetition**

Only units taken at Santiago Canyon College and/or Santa Ana College may be considered for Academic Renewal With Course Repetition, not units taken at any other institutions.

A student who earned a D, F or NP grade may repeat the course once up to two times to improve the grade of the substandard work. Once a grade of D, F, or NP has been recorded, subsequent withdrawals (notations of W) will count toward the two allowable repeats. No more than two substandard grades for the same course may be alleviated and excluded from the Grade Point Average.

A student may not repeat a course to change a grade of C or above. Courses repeated under this provision will be indicated as repeated on the student's academic transcript.

Course repetition at Santiago Canyon College does not guarantee that other institutions will approve such an action. This determination will be made by the respective transfer institution.

For courses designated as non-repeatable (Title 5, §55041), only the first two substandard grades may be excluded in computing the student's grade-point average (Title 5, §55042(c)).

The petition is submitted to the Admissions and Records Office of the student's home campus (SCC or SAC). Please consult with a college counselor about any questions regarding Academic Renewal eligibility.

## **Attendance & Drops**

### **Drop for Non-payment Policy**

Enrollment fees must be paid in full within 3 days of registration (including weekends and holidays) or all classes may be dropped and released to other students. The day you register is counted as day 1 of the 3 days.

Students are expected to attend all sessions of the classes in which they are enrolled. Students should report absences due to illness to the instructor prior to missing class.

A student may be dropped for not attending the first class meeting or for excessive absences when the total hours of absence exceed 10% of the total scheduled hours of the class.

Under extenuating circumstances, a student may be reinstated by the instructor. A student may also be dropped by the instructor when not appearing at the first class meeting.

It is the student's responsibility to withdraw officially from a course. Students are responsible for any and all charges incurred resulting from a failure to withdraw from classes within the refund period.

### **Post-9/11 GI Bill® and VR&E Beneficiaries (Chapter 33 and Chapter 31 beneficiaries)**

The Veterans Benefits and Transition Act of 2018 (Public Law 115-407) allows students that will be utilizing Ch. 33 or Ch. 31 VA benefits to attend a course of education or training for up to 90 days from the date the beneficiary provides a certificate of eligibility (COE), or valid authorization from VOC Rehab counselor. Students must submit all required certification request forms directly to the Veterans Resource Center (VRC) for processing. Submission of forms will allow students to attend the course until the VA provides payment to the institution without penalty or requiring to borrow additional funds to cover mandatory tuition and fees due to late payments from the VA. Any student that does not have 100% entitlement for Ch. 33 VA benefits, will be responsible for any remaining balance after the VA submits payments directly to the school. For further information, please contact the VSO directly.

## Online Drop Policy

Students are expected to complete regular and substantive coursework in online classes. In distance education context, coursework will be used to determine student attendance. Simply logging into an online class is not sufficient to demonstrate academic attendance by the student. Examples of coursework for online classes might include, but are not limited to, class discussions, completed assignments, completed quizzes or exams, group work, etc. Students who fail to submit substantive coursework by the due date may be dropped from the class. Completing an assignment on the first day of the class may also be required in order to avoid being dropped from the class. Please refer to the class syllabus and the class section information, found in the class schedule, for the specific attendance (regular and substantive coursework) requirements.

## Online Drop Policy for Emergency Situations

During the current pandemic and in emergency situations, students are expected to complete regular and substantive coursework in online classes. In distance education context, coursework will be used to determine student attendance. Simply logging into an online class is not sufficient to demonstrate academic attendance by the student. Examples of coursework for online classes might include, but are not limited to, class discussions, completed assignments, completed quizzes or exams, group work, etc. In Hybrid classes, students are expected to attend all scheduled classroom hours. Students who fail to submit regular and substantive coursework may be dropped from the class. Completing an assignment on the first day of the class may also be required in order to avoid being dropped from the class. Please refer to the class syllabus and the class section information, found in the class schedule, for the specific attendance (regular and substantive coursework) requirements.

## Basic Skills Course Limit

Students are limited to 30 units of transfer preparation and non-degree coursework. Students who reach 30 units of transfer preparation and non-degree coursework are prevented from further registration. The student must complete a petition form and meet with a counselor who advises the student on a comprehensive student education plan or refers the students to continuing education.

A waiver is required beyond 30 units. Students must show a "C" or better or a 2.0 GPA in basic skills courses to qualify for a waiver. Waiver forms are available in the Admissions and Records Office and the Counseling Office.

## Career Technical Education (CTE) Transitions

D. Perkins Career and Technical Education Improvement Act of 2006 (Perkins IV) and it provides students an opportunity to earn college credit in an identified career pathway while still in high school. CTE Transitions focuses on helping Career Technical Education students' transition from high school to community college and on to the world of work. There is no cost to students participating in the CTE Transitions program. For more information on which courses articulate with the local Central Orange County Career Technical Education Partnership (CTEp), please contact the CTE Transitions Coordinator at (714) 628-4889, or visit [www.sccollege.edu/transitions](http://www.sccollege.edu/transitions)

## Classification of Students

- Special Admit- one who is concurrently enrolled in high school
- Freshman - one who has completed 0-29 units
- Sophomore - one who has completed 30 or more units
- Graduate - one who has received an associate degree

## Computer & Network Use

The Rancho Santiago Community College District owns and operates a variety of information resources, including hardware, software, and Internet access. These information resources are provided solely for the use of RSCCD students, faculty, and staff (and employees rather than faculty/ staff?) in support of the education, research, academic development, and public service programs of RSCCD.

RSCCD information resources provide access to information content and communication worldwide. Access to, and use of, these information resources is a privilege, which is to be used responsibly. RSCCD information resources users must respect the rights of other users, respect the integrity of the information resources, and observe all relevant RSCCD Board Policies, Administrative Regulations, and federal, state, and local laws. All students, faculty, and staff are responsible for seeing that these RSCCD information resources are used in an appropriate, effective, efficient, ethical, and lawful manner, including but not limited to the illegal downloading and/ or unauthorized distribution of copyrighted material, including peer-to-peer file sharing. Violations of Federal copyright laws may subject the violator to civil and criminal penalties as well as disciplinary action.

Administrative regulations establish rules and prohibitions that define acceptable use of RSCCD resources. Unacceptable use is prohibited and is grounds for loss of use of information resources, as well as discipline or legal actions as provided for under RSCCD Board Policy and federal, state, and local laws.

## Email

During the application process, students at Santiago Canyon College will provide an email account. This email address may be updated in WebAdvisor as desired by the student. The College will email students to share college information and as a means of communication regarding college business.

## Course Auditing

The Rancho Santiago Community College District does not allow students to audit courses.

Reference(s): Board Policy 4070, Ed Code 76370

## Course Repeatability and Repetition

State regulations (Title 5, sections 55040–55045) restrict the number of times a student may enroll in a course within a community college district. The number of times a student may enroll in a course is based on whether the course is designated "repeatable" or "non-repeatable." Any student registering to repeat a course not identified as repeatable or repeating a course more often than permitted may be dropped from the course.

Courses may be repeated only under the following circumstances:

## Substandard Work for Non-Repeatable Courses

A student has up to three enrollments in the same course (SCC and SAC combined) to receive a satisfactory grade. After three enrollments, the student can no longer register for the course within this college district. A repeat form must be completed in Admissions and reviewed by an Admissions Office administrator. The last grade earned will count in the GPA calculation. Courses repeated under the provisions of this section will be indicated as repeated on the permanent academic record of the student. A student may not repeat a course to change a grade of C or above.

## Significant Lapse of Time

Students may re-enroll in a course where the student has received a satisfactory grade of "C" (or Pass) or better in their last enrollment and there has been a significant lapse of time since completion of the course. California Code of Regulations defines a "significant lapse of time" as three (3) calendar years and an institution of higher education to which the student wishes to transfer has established a recency requirement that the student cannot satisfy without repeating the course (Title 5, §55043). Students must submit a petition to the Admissions and Records office to re-enroll in the course. Grades awarded for courses repeated under this provision shall replace the original grade. Only one repetition may be used for significant lapse of time (W grade counts towards repetition).



## Repeatable Courses

Repeatable Courses: As of January 2013, only three types of courses are repeatable under state regulations:

Courses for which additional enrollments are necessary to meet the major requirements of California State University or University of California for completion of a bachelor's degree. Such courses may allow for additional enrollments to allow the student to meet the lower division component of these major requirements. The number of maximum enrollments may not exceed four and might be fewer if the transfer institution requires fewer than four enrollments or if the course is related in content to other courses offered at the college.

Intercollegiate athletics. These courses include those in which student athletes are enrolled to participate in an organized competitive sport sponsored by the district or a conditioning course which supports the organized competitive sport. Student athletes are limited to no more than 350 contact hours within a fiscal year (July 1-June 30); they are permitted a maximum of 175 hours in courses dedicated to the sport and 175 hours in courses focusing on skill development and conditioning.

Intercollegiate academic or vocational competition. Such courses must be designed specifically for students to participate in non-athletic competitive events, the competitions must be between students from different colleges, the competition must be sanctioned by a formal collegiate or industry governing body, and participation in the event must be directly related to the course content. Students enrolled in these courses are required to participate in the academic or vocational competition.

Repeatable courses are identified in the catalog's course descriptions. A student may not re-enroll in a course to replace a grade of a course identified as repeatable in the college catalog. All grades earned within the repeatability sequence will count as completed courses regardless of grade earned.

For more information on course families, please reference the Course Families page in the catalog.

## Legally Mandated Training

Students may re-enroll in a course if the repetition is a requirement for continued paid or volunteer employment. Students must complete a petition and submit appropriate documentation to the Admissions and Records Office as evidence that a student is legally mandated to re-enroll in the course. All grades issued under this provision will count towards the students GPA.

## Significant Change in Industry or Licensure Standards

Students may be permitted to repeat a previously completed course if there has been a significant change in industry or licensure standards since the student last took the course such that the student could not obtain or maintain his or her employment or license without retaking the course and the student is required to repeat the course for employment or licensure. Students must complete a petition and submit appropriate documentation to the Admissions and Records Office.

## Extenuating Circumstances (Title 5, 55045, 58161)

Student must provide documentation of the extenuating circumstances (defined as verified cases of accidents, illness, or other circumstances beyond the control of the student). If approved, grades from last two attempts will be counted in GPA.

## Active Participatory Courses

Active participatory courses in physical education, visual arts, or performing arts (including but not limited to Art, Dance, Kinesiology, Music, and Theatre) that are related in content to one or more other courses have additional restriction on repeatability and repetition. Course are defined as being related in content when they have "similar primary educational activities in which skill levels or variations are separated into distinct courses with different student learning outcomes for each level or variation." Students are limited to four semester enrollments in courses that are related in content; this limitation applies even if an active participatory course is designated as repeatable. Students may repeat active participatory courses in which a substandard grade or W was received, however all enrollments count toward the four enrollment maximum.

## Honors Courses

A student who has completed a Santiago Canyon College Honors course and who has received a substandard grade may re-enroll in the course without the Honors notation attached to the course number. If a student participating in the Santiago Canyon College Honors program chooses to re-enroll in the non-Honors version of the course, there will be consequences relating to participation in the Honors program. Please refer to the Honors Program and Honors Courses section of the catalog.

RSCCD's Board Policy and Administrative Regulation on Course Repetition

[BP 4225 Course Repetition](#)

[AR 4225 Course Repetition](#)

## Credit for Prior Learning and Credit by Examination (CBE)

### Eligible Courses

Apprenticeship: AEL 051

*Arts, Humanities, and Social Sciences/Library*: CJ 101

*Mathematics and Sciences*: MATH 140, 171, 180, 219, 220; PHYS 150AC, 150BC

[Board Policy 4235 Credit for Prior Learning](#)

[Administration Regulation 4235 Credit for Prior Learning](#)

Reference(s):

Education Code Section 79500

Title 5 Section 55050, 55051, 55052, and 55052.5

Students may demonstrate proficiency in a course eligible for Credit for Prior Learning and receive college credit through the approved alternative methods for awarding credit listed below:

- Achievement of a satisfactory score on an Advanced Placement (AP) examination,
- Achievement of a satisfactory score on a high-level International Baccalaureate (IB) examination,
- Achievement of a satisfactory score on the College Level Examination Program (CLEP),
- Evaluation of Joint Service Transcripts (JST),
- Achievement of an examination administered by other agencies approved by the District,
- Evaluation of industry-recognized credential documentation,
- Evaluation of student-created portfolios, and/or
- Satisfactory completion of an institutional examination, known as Credit by Examination, administered by the college in lieu of completion of an active

course listed in the current college catalog.

### Determination of Eligibility for Credit for Prior Learning

- The student must be in good standing in the District.
- The student must have previously earned credit or noncredit from the District or be currently registered in the District.
- Current students must have an education plan on file.
- The course is listed in either the current Santa Ana College or Santiago Canyon College Catalog.
- The student is not currently enrolled in the course to be challenged.
- AP, CLEP, and IB Exam course credit and units granted to a local Associate of Arts or Associate of Science may differ from course credit and units granted by a transfer institution. Policy and credit limitations will be available in the current college catalog.
- Credit by Examination: The student is registered in the District and not currently enrolled in nor received credit for a more advanced course in a sequence in the same subject (may be waived by department).

Credits acquired by examination are not applicable to meeting of such unit load requirements as Selective Service deferment, Veterans, or Social Security benefits.

Credits acquired by examination shall not be counted in determining the 12 semester hours of credit in residence required for an Associate degree.

### Prior Learning Assessment Grading Policy

- Grading shall be according to the regular grading system in accordance with Administrative Regulation (AR) 4230 Grading and Academic Record Symbols.
- Students shall be offered a "Pass/No Pass" option, in accordance with Administrative Regulation (AR) 4232 Pass/No Pass Grading Option if that option is ordinarily available for the course.
- Students shall be given the opportunity to accept, decline, or appeal the grade

assigned by the faculty, and in cases of Credit by Examination, pursuant to AR 4230 Grading and Academic Record Symbols and AR 4231 Grade Changes.

### Transcription of Credit for Prior Learning

The student's academic record shall be clearly annotated to reflect that credit was earned by assessment of prior learning.

### Advanced Placement Credit

Students requesting Credit for Prior Learning using Advance Placement shall receive credit for completing a satisfactory score on a District approved Advanced Placement (AP) examination under the following circumstances:

Achievement of a score of 3, 4, or 5 on an Advanced Placement Examination administered by the College Board. Advanced Placement official score reports must be on file in the Admissions and Records Office.

The student achieved a minimum acceptable score on the AP examination as outlined by Santa Ana College or Santiago Canyon College Advanced Placement policies.

### International Baccalaureate

Students requesting Credit for Prior Learning using International Baccalaureate shall receive credit for completing a satisfactory score on a District approved high-level International Baccalaureate (IB) examination under the following circumstances:

- Official IB transcripts must be on file in the Admissions and Records Office.
- The student achieved a minimum acceptable score on the IB examination

as outlined by Santa Ana College or Santiago Canyon College International Baccalaureate policies.

### College Level Examination Program

Students requesting Credit for Prior Learning using the College Level Examination

Program shall receive credit for completing a satisfactory score on a District-approved College Level Examination Program (CLEP) under the following circumstances:

- Official CLEP transcripts must be on file in the Admissions and Records Office.
- The student achieved a minimum acceptable score on the CLEP examination

as outlined by Santa Ana College or Santiago Canyon College College Level Examination Program policies.

### Credit for Military Service/Training

Students interested in Credit for Prior Learning using Joint Service Transcripts shall receive credit as recommended by the American Council on Education (ACE) Directory and approved by the appropriate discipline faculty of the college under the following circumstances:

- The student shall complete the Credit for Prior Learning assessment form available in the Counseling or Admissions and Records Office.
- Official transcripts must be on file in the Admissions and Records Office. These may include Joint Services Transcript (JST), Sailor/Marine American Council on Education Registry.

Transcript (SMART), Army and American Council on Education Registry Transcript Service (AARTS), Community College of the Air Force (CCAF), Coast Guard Institute (CGI), DANTES/USAFI, Defense Language Institute Foreign Language Transcripts (DLIFLC), Defense Manpower Data Center (DMDC), DLPT Examinee Results, DA Form 330 Language Proficiency Questionnaire, or verified copies of DD214 or DD295 military records.

- Credit course equivalency shall be determined by the faculty of the appropriate discipline.

### Industry Recognized Credentials

Students interested in Credit for Prior Learning using industry-recognized credential(s) shall receive credit as recommended by the appropriate department chair or faculty designee:

The student shall complete the Credit for Prior Learning assessment form available in the Counseling or Admissions and Records Office. Enrollment services shall grant credit for industry-recognized credential(s) that have already been evaluated and approved by the appropriate department chair or faculty designee.

If an industry-recognized credential(s) has not yet been evaluated and approved by the appropriate faculty:

The student meets with the department chair or faculty designee to receive further instructions for industry-recognized credential(s) assessment.

The student submits all industry-recognized credential documents to the department chair or faculty designee for assessment of prior learning. If the department chair or faculty designee determines the industry certification adequately measures mastery of parts or all of the course content as set forth in the Course Outline of Record, the appropriate faculty may recommend additional aforementioned alternative assessment methods or sign the form with the recorded grade, attach the industry-recognized credential(s), and forward appropriate forms and documentation to the Admissions and Records Office to be kept on file and recorded on the student transcript.

#### Student-Created Portfolio Assessment

Students interested in Credit for Prior Learning using a student-created portfolio shall receive credit as recommended by the appropriate department chair or faculty designee under the following circumstances:

- A department-approved portfolio assessment rubric for the course is on file.

- The student shall complete the Credit for Prior Learning assessment form

available in the Counseling or Admissions and Records Office.

- The student meets with the department chair or faculty designee to receive

further instructions for student-created portfolio assessment.

- The student submits all portfolio documents to the department chair or faculty

designee for assessment of prior learning.

- If the department chair or faculty designee determines the student-created portfolio adequately measures mastery of parts or all of the course content as set forth in the Course Outline of Record, the appropriate faculty may recommend additional aforementioned alternative assessment methods or sign the form with the appropriate grade and forward appropriate forms and documentation to the

Admissions and Records Office to be kept on file and recorded on the student

transcript.

#### Credit by Examination (CBE) from Within the District

The District will award college course credit for successful completion of a District

examination administered by the appropriate departmental faculty under the following circumstances:

Achievement of a grade that qualifies for CBE through completion of articulated high school or adult education courses. Students who wish to earn course credit through CBE through using completion of articulated high school or adult education courses must complete the required petition at either Santa Ana College or Santiago Canyon College (High School/ROP Completion of Articulation Course/Career Transitions Articulated Pathways) and be currently enrolled in at least one credit class at the time of petition.

Credit by satisfactory completion of an examination administered by the department involved in lieu of completion of a course listed in the Santa Ana College or Santiago Canyon College Catalog.

The Department Chair or faculty designee shall determine whether or not a student requesting CBE is sufficiently well prepared to warrant being given this opportunity. This determination is based upon a review of previous coursework and/or experience.

Students wishing to earn course credit through CBE are encouraged to informally discuss the matter with the department chair or faculty designee and instructor prior to initiating the formal process. All steps must be completed in the order listed or the form for Credit by Examination shall not be processed. The form for CBE must be completed prior to the end of the current semester or session.

#### The District Credit by Examination (CBE) Process:

In order to permit students to demonstrate that they have met the objectives of a course through experience in the workplace, foreign language proficiency, or some other process outside the conventional academic setting, students may earn credit by receiving a passing grade on an examination administered by the appropriate instructional department/program. The completion of CBE may require the demonstration of other skills or the completion of assignments in addition to an examination.

Students interested in Credit for Prior Learning using CBE shall receive credit as recommended by the appropriate department chair or faculty designee under the following circumstances:

#### The Credit by Examination (CBE) Procedures

Student shall complete the Credit for Prior Learning assessment form along with any documentation of prior learning. The required form shall be available in the Counseling or Admissions and Records Office.

Student meets with the department chair or faculty designee for further instructions for CBE. The dean and department chair or faculty designee will determine whether a departmental or a standardized examination is to be administered and when and where it shall be.

If the department chair or faculty designee determine the CBE assessment measures mastery of all of the course content as set forth in the Course Outline of Record (COR), the appropriate faculty member shall sign the form with the recorded grade and forward appropriate forms and documentation to the Admissions and Records Office to be kept on file and recorded on the student transcript. If a faculty member determines that the assessment measures mastery of only parts of the COR, the faculty member may recommend additional aforementioned alternative assessment methods. Completed exam materials must remain on file with the department/program for three years.

#### High School or Adult Education to College Articulation - Credit by Examination (CBE) Procedures

Students shall complete the appropriate petition at Santa Ana College or Santiago Canyon College (High School/ROP Completion of Articulation Course/Career Transitions Articulated Pathways). The petition shall be forwarded to the appropriate Division/Department for approval.

In order for a student to receive CBE, the student must apply online to one of the colleges in RSCCD and register in at least one college credit class at the time of the petition. Timeline for credit to be claimed by the student is based on the existence of a signed articulation agreement for the year the student took the course. A recency requirement may be applicable based on industry standards.

A letter grade will be assigned, and the course will be identified as CBE on the transcript in accordance with the official final grade received for the full term of the course being petitioned for college credit. Once assigned, a grade is not reversible. The letter grade will be posted on the transcript in the semester the petition was approved.

Students who are unsuccessful in obtaining a grade of B or better for the full term of the course will not be allowed to petition for credit and no record of the attempt for CBE will appear on a student's transcript.

The enrollment fee for CBE will not be charged for credit awarded under this provision.

Responsible Manager: Office of Academic Affairs

Adopted: September 17, 2018

Revised: December 7, 2020

## Drug Free Environment and Drug Prevention Program

Board Policy 3550 Drug Free Environment and Drug Prevention Program

Reference(s): Drug Free Schools and Communities Act, 20 U.S.C. Section 1011i, 34 C.F.R. Section 86.1 et seq., Drug Free Workplace Act of 1988, 41 U.S.C. Section 8103.

The District shall be free from all drugs and from the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees.

The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in all facilities under the control and use of the District.

Any student or employee who violates this policy will be subject to disciplinary action (consistent with local, state, or federal law), which may include referral to an appropriate rehabilitation program, suspension, demotion, expulsion or dismissal.

Drug addiction is a complex disorder that can involve virtually every aspect of an individual's functioning – in the family, at work and school, and in the community.

The Chancellor shall assure that the District distributes annually to each student the information required by the Drug-Free Schools and Communities Act Amendments of 1989 and complies with other requirements of the Act.

Special Requirements for Employees Engaged on Federal Contracts and Grants:

The Drug-Free Workplace Act of 1988 (Public Law 100-690, Title V, Subtitle D) requires that district faculty and staff directly engaged in the performance of work on a Federal contract or grant shall abide by this policy as a condition of employment and shall notify the district within five days if they are convicted of any criminal drug statute violation occurring in the workplace or while on district business. The district is required to notify the Federal contracting or granting agency within ten days of receiving notice of such conviction, take appropriate corrective action, or require the faculty or staff member to participate satisfactorily in an approved drug-abuse assistance or rehabilitation program.

Revised: August 19, 2013 (Previously BP3523)

Revised: February 25, 2019

## Dual Enrollment

The steps listed below allow high school students to take and receive college credit.

Download the Special Admit Form at [www.sccollege.edu/SAF](http://www.sccollege.edu/SAF) and obtain approval from your high school to enroll at Santiago Canyon College. Only approved signatures from your high school will be accepted. Signatures that do not match what Santiago Canyon College has on file will not be accepted. For a list of approved signatures from your high school, please contact the Admissions and Records Office.

All college class prerequisites must be met.

Math and English placement testing are not required. High school performance and/or Guided Self-Placement will be used to provide the student with course recommendations.

Any student who is not yet 15 years of age or below 9th grade must have approval from the Santiago Canyon College Division Dean.

Any Special Admit student below the 9th grade as well as any Special Admit student who registers as a full-time student will be charged the regular community college enrollment fees.

Santiago Canyon College will charge enrollment fees to nonresident students who hold an F1/F2 visa. F1/F2 students are not exempted from enrollment fees.

Special Admit students by law do not have priority registration.

## Enrollment Priority

The state of California has adopted a law under Title 5 Regulation 58108, establishing enrollment priorities for students attending California Community Colleges. Districts shall provide highest and equal priority to students eligible for registration priority who are:

A member of the armed forces or a veteran pursuant to Education Code section 66025.8,

A foster youth or former foster youth pursuant to Education Code section 66025.9,  
Determined to be eligible for Disabled Student Program and Services as set forth in Education Code section 66025.91,  
Receiving services through the Extended Opportunity Programs and Services as set forth in Education Code section 66025.91, or  
Receiving aid from the California Work Opportunity and Responsibility to Kids Program as set forth in Education Code section 66025.92  
A student parent who has a child or children under 18 years of age who will receive more than half of their support. Education Code Section 66025.81

Registration times will be assigned each term to students in the following order:

Title 5 mandated groups (see above)  
Continuing students by units completed at R.S.C.C.D.  
New/returning students  
Loss of Priority students and those who have completed 100 or more degree applicable units at R.S.C.C.D.  
Special Admits: Check the current class schedule for enrollment priority dates and times.

Check online for enrollment priority dates

## Loss of Enrollment Priority

Continuing students at Santiago Canyon College will lose their enrollment priority for the following reasons:

The student has attempted 12 units and their RSCCD cumulative GPA has fallen below 2.0 for two consecutive semesters and is on academic probation  
The student has attempted 12 units and the percentage of all coursework at SCC/SAC has an entry of "W", "I", "NP", and "NC" which reaches or exceeds fifty percent (50%). § 55031  
The student has earned 100 or more degree-applicable units from Santiago Canyon and Santa Ana Colleges

Students who have SCC as their home campus can submit a petition for appeal to the Admissions Office at SCC. Students who are not in good academic standing can appeal for one of the following reasons:

there were extenuating circumstances (verified cases of accident, illness) and can provide documentation;  
the student can demonstrate SIGNIFICANT academic improvement in a subsequent term.

Students who have earned 100 or more degree-applicable units can appeal if they have declared a high unit major and are currently working toward a degree. Forms for these appeals can be obtained in Admissions and Records or downloaded from the college website.

## Experimental Courses

The college may offer Experimental courses, N98 (non-degree applicable), 098 (non-transfer), or 198 (transfer) under any discipline listed in the announcement of courses. Experimental courses are specialized courses on topics related to students' immediate and changing needs. A student who received a satisfactory grade in an Experimental course may not re-enroll in a course with the same discipline name and number, even though the topics may differ.

## Family Education Rights and Privacy Act (FERPA)



As required under the provisions of the Family Education Rights and Privacy Act of 1974, Santiago Canyon College will make public without student consent only certain directory information. This consists of the following: a student's name; city of residence; major field; participation in officially recognized activities and sports; weight, height and age if a member of an athletic team; dates of attendance; degree and awards received; and the most recent previous educational institution or agency attended by the student.

A student initially agrees or denies a FERPA release at the point of application. However, a student may come to Admissions at any time to opt out of the FERPA disclosure or agree to the release of directory information. Admissions Forms: "FERPA Consent to Release" or "FERPA Consent NOT to Release" directory information.

All student expulsions will be noted on the official college transcript.

The Family Education Rights and Privacy Act of 1974 provides colleges the right to consent to disclose personally identifiable information contained in the student's education records to third party vendors who are identified as School Officials and who have legitimate educational interests. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility.

A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including district safety personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees or a member of an official college committee.

Santiago Canyon College contracts with the following School Officials:

- Auditors (Vicenti-Lloyd-Stutzman)
- Barbering/Cosmetology
- Unilateral Training Committee
- California/Nevada Training Trust
- CCCApply (Unicom)
- Parchment (Online transcript request)
- Ellucian Colleague
- ECS Imaging (optical imaging)
- Electrical Training Trust
- Image Now (optical imaging)
- Medpro and Quest (Health Center)
- Metropolitan Water District of Southern California
- National Student Clearinghouse
- Operating Engineers Training Trust SARS (Counseling center)
- Santa Ana Beauty Academy
- Southern California Surveyors
- Southwest Carpenters Training Fund
- Xerox

## Free Expression

Santiago Canyon College supports liberal policies regarding free speech for individual students, college staff, nonofficial college groups, and visiting speakers. Please refer to Board Policy (BP 3900) for specific information.

## General Grievances

Most complaint or grievance matters should be resolved at the department/division dean level. If a complaint does not fall into one of the previously mentioned, please see the dean that supervises the department.

## Procedure

1. Students shall first confer with the person who took the action or made the ruling to which they object no later than ten (10) days following the event which prompted the grievance.
    - a. The Associate Dean of Student Development will assist the student in arranging an appointment between the student and staff member. If the difference is not satisfactorily resolved, the student shall confer with the person's supervisor.
    - a. The Associate Dean of Student Development will assist the student in arranging an appointment between the student and the staff member's supervisor.
- If the grievance is still unresolved, the student may file a written statement setting forth the nature of the grievance on the prescribed form with the Vice President of Student Services, no later than ten (10) days after conferring with the person's supervisor.
- The grievance form shall be completed in full and shall include a full description of the grievance, times, dates and pertinent facts and the remedy sought by the student.
- a. A Student Grievance Staff Response form will be sent to both the staff member and a supervisor for completion.
- The Vice President of Student Services shall select a Student Grievance Panel. The administrator involved then shall forward the completed forms to the panel chair for review and recommendation. The panel shall have the power to make an appropriate investigation of the grievance and shall state the findings and make a recommendation.
- If the grievance is sustained by the panel, it will recommend appropriate action for relief of the grievance and communicate this in writing to the person(s) to whom the grievance was directed. If the findings of the panel do not sustain the grievance, the panel shall communicate this finding in writing to the student who filed the grievance. The ruling of the Student Grievance Panel is final.

## Student Grievance Panel Structure

- one non-voting chair (except in situations of a tie vote)
- one student representative
- one classified representative
- one faculty representative
- one administrative representative

## Other Possibilities for Complaints/Grievances

Information on student grievance procedures is available at Santiago Canyon College. Grievances should be filed with the Associate Dean of Student Development, in room A-201. Complaint and/or grievance issues that are not resolved at the campus level may be presented to the agencies provided below.

If your complaint is associated with the institution's compliance with academic program quality and accrediting standards, contact the [Accrediting Commission for Community and Junior Colleges \(ACCJC\)](#).

If your complaint does not concern California Community College's (CCC) compliance with academic program quality and accrediting standards, complete the [CCC Chancellor's Office Web form](#)

If your complaint involves unlawful discrimination, contact the [Chancellor's Office Web site](#)

## Grade Grievances

Procedures for Student Grievances Regarding Grades

Education Code 76224 states:

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

#### Procedure

Students may request a grade change no later than one year following the awarding of the original grade.

Student shall meet with the instructor to discuss the grade.

If the issue is not resolved and the student believes that the grade is based on mistake, fraud, bad faith, or incompetency (EC 76224), he/she may appeal in writing to the Division Dean. Forms for the written appeal may be found in Division offices or by searching the Santiago Canyon College website.

The student may be requested to set up an appointment with the Division Dean to discuss the written grievance.

The Division Dean will review the allegations and consult with the instructor.

The Division Dean will review the issue and will notify the student and instructor in writing of his/her decision.

The decision of the Division Dean is final.

## Grade Notification

Grades are available on Self-Service upon grade submission by the instructor.

#### Discrimination Complaints

Rancho Santiago Community College District is committed to maintaining an inclusive community that values diversity and fosters tolerance and mutual respect. We embrace and encourage our community differences in race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, or sexual orientation of any person, or military and veteran status, or because they are perceived to have one or more of the foregoing characteristics. These characteristics make our community unique. All individuals have the right to participate fully in the District's programs and activities free from discrimination, harassment, and retaliation on the basis of any protected category.

Rancho Santiago Community College District prohibits discrimination and harassment of any kind on the basis of age, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, or sexual orientation of any person, or military and veteran status, or because they are perceived to have one or more of the foregoing characteristics in the programs and activities that it operates, and is required by federal law not to discriminate.

The prohibition on harassment includes sexual harassment, as well as sexual misconduct, dating and domestic violence, and stalking. For more information regarding the RSCCD's commitment to fostering an educational environment free of discrimination or harassment on the basis of gender or sexual orientation, including dating violence, domestic violence, sexual assault, and stalking, please contact the Title IX Coordinator or visit [www.rscgd.edu/titleix](http://www.rscgd.edu/titleix).

The following people have been designated to handle inquiries and address reports or complaints regarding the District's non-discrimination policies.

Individuals wishing to file a Complaint of unlawful discrimination, harassment, or retaliation may, but are not required, to use the form prescribed by the California Community College Chancellor's Office. This form, once completed, can be emailed to [CivilRights@rscgd.edu](mailto:CivilRights@rscgd.edu).

[Unlawful Discrimination Complaint Form](#)

## Title IX Coordinator and Section 504/ADA Coordinator

Sil Han Jin

Interim Assistant Vice Chancellor

Telephone: (714) 480-7518

[civilrights@rscgd.edu](mailto:civilrights@rscgd.edu)

## Grades & GPA

Grades are based upon the quality of work completed, that is, upon actual accomplishment in courses offered for credit. Credit by examination, Class In Progress (CIP), Incomplete (I), Pass/No Pass (P or NP), Reports Delayed (RD), and Withdrawals (W, EW, or MW) are not figured into Grade Point Averages (GPA). The grade point average is computed by dividing all other units attempted into all grade points received. The meaning of each Grade and its value in Grade Points is as follows:

### Grade & Grade Points

A - Excellent 4 (per unit earned)

B - Good 3 (per unit earned)

C - Satisfactory 2 (per unit earned)

\*D - Passing, less than satisfactory 1 (per unit earned)

\*F - Failing 0 (per unit attempted)

*\*Does not satisfy prerequisite requirements.*

P - Pass 0 (per unit earned)

NP - No Pass 0 (per unit attempted)

W - Withdrawal 0 (no units earned)

EW - Excused Withdrawal 0 (no units earned)

MW - Military Withdrawal 0 (no units earned)

I - Incomplete 0 (no units earned)

RD - Report delayed 0 (no units earned)

IP - In Progress; symbol is used only in courses that extend beyond the normal end of an academic term. The appropriate grade and unit credit shall be assigned and replace the IP symbol once the course is completed.

CIP - Class in Progress; symbol is used for courses within the academic term that has not yet ended. The appropriate grade and unit credit shall be assigned and replace the CIP symbol at the end of the academic term.

## Incomplete Work

When a student has attended regularly but because of illness or other unavoidable circumstances is unable to complete coursework or take the final examination, a grade of "I" may be assigned. If an "I" is issued, the instructor completes the Incomplete Grade Form which includes the condition(s) for removal of the "I", and the grade to be assigned if the condition(s) are not completed. A student may not re-register in the same class if an Incomplete grade is pending. The work thus missed must be made up no later than one year following the end of the term in which it was assigned. A student may petition the instructor for a time extension due to unusual circumstances. It is the student's responsibility to contact the instructor in such cases.

A final grade will be assigned when the work stipulated has been completed and evaluated according to the conditions set forth by the instructor or when the time limit for completing the work has passed. If condition(s) are not met after one year, the incomplete grade will be changed to an "F" grade or the grade specified by the instructor on the Incomplete Grade Form.

## Independent Study

Independent study allows students to pursue projects under faculty advisement and supervision. The projects may be directed at field experience, research, or developing skills and competencies. Transfer credit is indicated as Independent Study 199.

Independent study projects usually are for one unit of credit and require a minimum of 54 hours of directed work per unit of credit. Within the 54-hour minimum, the instructor meets with each student weekly for at least one hour or at least 16 hours for each one-unit project. The proposed project must be approved by the supervising instructor and the dean, with notification to the Vice President of Academic Affairs. Independent study is offered on a Pass/No Pass basis.

Independent study projects are typically undertaken in the department or division of the student's academic major. Exceptions to this rule must be approved by the division dean of the student's academic major and the division dean to whom the student is applying for an exception.

To be eligible for independent study, a student must be concurrently enrolled in at least one other class at either Santiago Canyon College or Santa Ana College and show evidence of competence in the academic major and in the area of proposed independent study.

[Administrative Regulation 4101 Independent Study](#)

Reference(s):

Title 5 Sections 55230, 55232, 55234, 55236, 55238, 55240

## Lost and Found

In the event of losing an item on campus, please contact Safety and Security either in person in S-100 or by telephone at (714) 628-4730. An officer will review the lost and found register to see if your item has been found. If so, you may claim your item with approved identification. In the event the item has not been found, the officer will record a description of the item and your contact information in order to contact you if the item is found. All lost items will be stored until the fourth week of the following semester. Any unclaimed items will be donated to a local thrift store.

## Parking

Campus Parking Information

RSCCD requires parking permits for student and staff lots at Santiago Canyon College during the fall and spring semesters and summer session. Parking permits are not required during intersession. Virtual Parking Permits must be purchased on or before the first day of the semester/session. There is no grace period. Students are strongly encouraged to purchase their Virtual Parking Permits via Self-Service when they register for classes. Virtual Parking Permits may also be purchased using the link on the Safety & Security website. Day permits may be purchased through dispensers located in parking lots 1, 2, 3, 4, 5, 6 and 7. The purchase of your permit helps fund parking services.

## Disabled Parking

Several areas on campus are designated for disabled parking. Vehicles in these areas are required to display a state temporary placard or special state license plate and possess a valid virtual permit.

## Citation Information

Vehicles that do not possess either a current virtual parking permit or a daily parking permit will be issued a citation. Other citations will be issued if students park their vehicles in reserved parking or staff stalls. Disabled parking spaces are strictly enforced with citations of \$350 being issued to vehicles that violate the regulations. More information on parking citations and enforcement can be found on the SCC website at [www.sccollege.edu/parking](http://www.sccollege.edu/parking). A listing of all campus parking and traffic regulations can be found at <https://www.sccollege.edu/campus/collegeoffices/security/SitePages/Home.aspx>

## Refund of Parking Fee

Students who withdraw from full-semester classes through the first two weeks of instruction may request a refund of their parking permit through the cashier's office.

No refund will be allowed after the second week of instruction. Receipts must be presented.

## Parking Lot Disclaimer

Rancho Santiago Community College District is not responsible for damages to, loss of, or thefts from vehicles parked on campus, except as defined under the applicable Government Codes of California, including [810-966.6].

# Pass/No Pass

Pass/No Pass encourages students to explore academic areas outside a major field.

Courses in the student's major field may not be taken under the Pass/No Pass policy except for major courses for an Associate Degrees for Transfer (ADT), courses for which Pass/No Pass is the only grading option, and units earned through Credit by Examination (CBE) or assessment.

Every university has a limitation on the number of courses/units that can be taken for Pass/No Pass and applied to graduation and may require General Education taken Pass/No Pass to be retaken for a letter grade. Universities sometimes prefer that students have letter grades in English, mathematics, speech, and critical thinking courses. Courses that meet major requirements must be taken for a letter grade. Also, Pass/No Pass grades could have a negative effect on scholarships and international students. In addition, students who plan to pursue graduate or professional studies later are advised to be selective in opting for courses on a Pass/No Pass basis.

Except as in item number one above, a maximum of 6 Pass/No Pass units may be carried during any one semester.

A maximum of 14 Pass/No Pass units is allowed for any degree program. This does not include units taken under credit by examination or assessment, or units earned in courses for which Pass/No Pass is the only grading option.

Pass/No Pass petitions are available at the Admissions and Records Offices. The Pass/No Pass petition must be signed by a counselor and be submitted to Admissions and Records by the last day of instruction.

Pass/No Pass status cannot be changed back to a letter grade after the deadline has passed.

[Rancho Santiago Community College District](#)

[ADMINISTRATIVE REGULATION](#)

[Chapter 4](#)

[Academic Affairs](#)

[AR 4232 Pass/No Pass](#)

[Reference\(s\): Title 5 Section 55022](#)

Courses may be offered in either or both of the following categories:

- Courses in which all students are evaluated on a "pass-no pass" basis.
- Courses in which each student may elect to take the course on a "pass-no pass" basis.

A student electing to be evaluated on the "pass-no pass" basis will receive both course credit and unit credit upon satisfactory completion of the course. In computing a student's grade-point average, grades of "pass-no pass" are omitted.

A pass grade is granted for performance that is equivalent to the letter grade of "C" or better. A student who fails to perform satisfactorily will be assigned a "no pass" grade.

The student is held responsible for all assignments and examinations required in the course.

The standards of evaluation are identical for all students in the course.

The following guidelines apply to courses taken for pass-no pass as designated by each College Catalog:

- Courses in the student's major field may not be taken under the Pass/No Pass policy except as designated.
- Honors courses cannot be taken for Pass/No Pass.
- Courses that meet major requirements must be taken for a letter grade. Also, Pass/No Pass grades could have a negative effect on scholarships and international students. In addition, students who plan to pursue graduate or professional studies later are advised to be selective in opting for courses on a Pass/No Pass basis.
- A maximum of 6 Pass/No Pass units may be carried during any one semester.
- A maximum of 12 Pass/No Pass units is allowed for any degree program. This does not include units taken under credit by examination or assessment.
- Pass/No Pass petitions are available at the Admissions and Records Offices. The Pass/No Pass petition must be signed by a counselor and be submitted between the first and fifth week of the fall and spring terms (for full semester classes) or by the first thirty percent (30%) of the class meeting dates (for short term classes), whichever is less.
- Pass/No Pass status cannot be changed back to a letter grade after the deadline has passed.
- Pass indicates a "C" or better.
- Pass/No Pass grades are accepted for certification in all areas. However, letter grades may be recommended or required for specific courses in a given major. Each CSU campus may also limit the total number of units graded Pass.
- For a certificate, a Pass/No Pass course is acceptable if it is required for the certificate and (a) offered on a Pass/No Pass basis only or (b) if the Pass/No Pass is earned on the basis of credit by examination.

For Associate Degrees, units earned at a regionally accredited college or university on a Pass/ No Pass basis will be counted toward the degree requirements of the college, to a maximum of 15 units.

Every university has a limitation on the number of courses/units that can be taken for Pass/No Pass and applied to graduation and may require General Education taken Pass/No Pass to be retaken for a letter grade.

Adopted: September 17, 2018

## Photography

Santiago Canyon College, a non-profit California Community College, reserves the right to use photography and video images of students and visitors, age 18 and older, taken on our property and at college-sponsored events for marketing and promotional purposes. Objection to the use of an individual's photography may be made in writing to

Public Affairs and Publications

RSCCD District Office

2323 N. Broadway, Suite 328

Santa Ana, CA 92706

## Prerequisites, Corequisites, and Advisory

Santiago Canyon College has adopted a policy on course prerequisites, corequisites, and advisories in order to provide for the establishing, reviewing, and challenging of prerequisites, corequisites, advisories, and certain limitations on enrollment in a manner consistent with law and good practice. The policy, which is specified for implementation as an administrative regulation, is established pursuant to regulations contained in section 55003 of Chapter 6 of Title 5 of the *California Code of Regulations*. The RSCCD Board of Trustees recognizes that if these prerequisites, corequisites and limitations are established unnecessarily or inappropriately they constitute unjustifiable obstacles to student access and success and, therefore, the board adopts this policy which calls for caution and careful scrutiny in establishing them. Nonetheless, the board also recognizes that it is as important to have prerequisites in place where they are a vital factor in maintaining academic standards and in assuring the health and safety of students as it is to avoid establishing prerequisites where they are not needed. For these reasons, the board has sought to establish a policy that fosters the appropriate balance between these two concerns.

### Important Definitions

It is very important to understand the definitions of the terms Prerequisites, Corequisites, and Advisory. Note that prerequisites and corequisites may be challenged. See *Prerequisite Challenge Policy*, for more information.

Prerequisite indicates a condition of enrollment that a student is required to meet in order to demonstrate current readiness for enrollment in a course or educational program. A prerequisite represents a set of skills or a body of knowledge that a student must possess prior to enrollment and without which the student is highly unlikely to succeed in the course or program. Students will not be permitted to enroll in such courses and programs without the appropriate prerequisite. All prerequisite courses must be completed with a letter grade of "C" or better.

Corequisite indicates a condition of enrollment consisting of a course that a student is required to simultaneously take in order to enroll in another course. A corequisite represents a set of skills or a body of knowledge that a student must acquire through concurrent enrollment in another course and without which the student is highly unlikely to succeed. Students must concurrently enroll in the corequisite course.

Advisory indicates that while a course is not required prior to enrollment, it is highly advised in order to strengthen the likelihood of success in



subsequent courses.

#### Prerequisite Policy

Prerequisite means the preparation or previous course work considered necessary for success in the course. The College requires students to complete prerequisites as pre-enrollment preparation. Prerequisites which are listed in the College Catalog include:

- Courses for which specific prerequisites have been established,
- Sequential course work in a degree- applicable program, and
- Courses in which an equivalent prerequisite exists at a four-year transfer college or university.

Questions about prerequisites are best resolved with a counselor or instructor prior to the first day of class.

#### Prerequisite Challenge Process

A prerequisite challenge requires written documentation, explanation of alternative course work, and/or background or abilities which adequately prepare the student for the course. A [Prerequisite Challenge Form](#) can be obtained from the appropriate instructional office. Prerequisites may be challenged for one or more of the following reasons:

The college has not developed the prerequisite according to its established procedures or has not developed the prerequisite in accord with existing statutes.

The prerequisite is discriminatory or is being applied in a discriminatory fashion.

The college has not made the prerequisite course reasonably available.

The student has documented knowledge and abilities equivalent to those specified in the prerequisite course.

The challenge will be reviewed by a committee consisting of the dean, or designee, department chair, or designee, and one department or division representative or designee.

If space is available in a course when a student files a challenge to the prerequisite or corequisite, the district shall reserve a seat for the student and resolve the challenge in a timely manner. If no space is available in the course when a challenge is filed, the challenge shall be resolved prior to the beginning of registration for the next term and, if the challenge is upheld, the student shall be permitted to enroll if space is available when the student registers for that subsequent term.

NOTE: Students who are challenging a course which is a requirement for a degree or certificate may wish to use the *Credit by Examination* process to receive credit for the challenged course.

*Specific regulations and procedures relating to course prerequisites, corequisites, and advisories are on file in the office of the Vice President of Academic Affairs at Santiago Canyon College.*

#### Student Right to Appeal

A student has the right to appeal an exception to a current Santiago Canyon College academic policy, including academic probation and progress probation, to be made on their behalf. The student must complete and submit a petition. Petitions are obtained and submitted to the Admissions Office. Students must provide valid justification and documentation to support their request. The Exceptions to Academic Regulations Committee will review and make decisions on all requests. Students will be informed of the outcome in a timely manner. Petitions are obtained and submitted to the Admissions Office.

[Board Policy 4260 Prerequisites and Corequisites](#)

[Administrative Regulation 4260 Course Prerequisites, Corequisites and Advisories](#)

Reference(s):

Title 5 Sections 55000 and 55003

## Publicity

All announcements, publicity and advertisements posted on college facilities must be approved by the Administrative Services Office in A-204.

## Sexual Assault and Other Assaults on Campus (Title IX)

Sexual Misconduct, Intimate Partner Violence, and Stalking

Any sexual misconduct or physical abuse, including, but not limited to, rape, as defined by California law, whether committed by an employee, student, or member of the public, that occurs on or off district property, is a violation of district policies and procedures and is subject to all applicable punishment, including criminal procedures, civil litigation, and employee or student discipline procedures. Students, faculty, and staff who report sexual misconduct, dating or domestic violence (intimate partner violence), and stalking shall be treated with dignity and provided comprehensive assistance.

The District has established administrative procedures that ensure that students, faculty, and staff who are victims of sexual and other forms of misconduct receive appropriate information and treatment and that educational information about preventing sexual violence is provided and publicized as required by law (please see Administrative Regulation 3540 for complete procedures). The use of alcohol or drugs never makes the Complainant at fault for reports of misconduct, intimate partner violence, or stalking; therefore, Complainants should not be deterred from reporting incidents out of a concern that they might be disciplined for related violations of drug or alcohol policies. Except in extreme circumstances, Complainants shall not be subject to discipline for related violations of the Standards of Student Conduct.

Santiago Canyon College has the resources to assist and refer students who experienced sexual misconduct, dating or domestic violence, and stalking. Immediate care and confidential counseling can be provided by the Student Health and Wellness Services, in Building T-102 or call (714) 432-6858. When the Student Health and Wellness Services is closed, contact Campus Safety and Security (not a confidential resource) directly in U-90 or call (714) 628-4730. If you have questions regarding an allegation, specific behavior, or if you would like to discuss a concern with an administrator, please contact the Title IX Coordinator at (714) 480-7404. Additional off-campus resources can be found below.

Waymakers: 949-831-9110

<https://waymakersoc.org/>

Human Options: 1-877-854-3594

<https://humanoptions.org/>

Supporting Survivors: 714-517-6100

<http://www.ohealthinfo.com/bhs/services/support/ss>

Laura's House: 866-498-1511

<https://www.laurashouse.org/>

National Suicide Prevention Lifeline: 1-800-273-8255

<https://suicidepreventionlifeline.org/>

Rape, Abuse & Incest National Network: 1-800-656-HOPE

<https://hotline.rainn.org/online>

#### Harassment and Discrimination

Board Policy 3430 (BP 3430) prohibits all forms of harassment that are contrary to basic standards of conduct between individuals and are prohibited by state and federal law, as well as this policy, and will not be tolerated. Administrative Regulation 3435 details the procedures for the resolution of such complaints (<https://www.rsccd.edu/Trustees/Pages/policies-and-regulations.aspx>). This policy is widely published and publicized to all employees and students, including incoming employees and students. The District is committed to providing an academic and work environment that respects the dignity of individuals and groups. The District shall be free of sexual harassment and all forms of sexual intimidation and exploitation, including acts of sexual misconduct, dating or domestic violence, and stalking. The District shall also be free of other unlawful harassment or discrimination, including that which is based on any of the following statuses: race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, or sexual orientation of any person, or military and veteran status, or because he or she is perceived to have one or more of the foregoing characteristics. The Title IX Coordinator is responsible for resolving reports of sexual misconduct, sex or gender-based discrimination or harassment, dating or domestic violence, and stalking. To report an incident or file a complaint, please contact the following individuals:

#### Title IX Coordinator

Rancho Santiago Community College District

2323 N. Broadway, Santa Ana, California 92706

Web: [www.rsccd.edu/titleix](http://www.rsccd.edu/titleix)

#### Title IX Coordinator

Santiago Canyon College

8045 E. Chapman Ave., Orange, CA 92869

Any individual can submit a report by using the following link: [www.rsccd.edu/incidentreportingform](http://www.rsccd.edu/incidentreportingform)

Applicable regulations, resources, and additional information can be found at [www.rscdd.edu/titleix](http://www.rscdd.edu/titleix) or [www.rscdd.edu/civilrights](http://www.rscdd.edu/civilrights)

The District seeks to foster an environment in which all employees and students feel free to report incidents of harassment without fear of retaliation or reprisal. Retaliation for exercising one's right of protection from discrimination and/or harassment or for participating in the investigation of a complaint is prohibited by law and this policy, and will not be tolerated. All allegations of retaliation will be swiftly and thoroughly investigated. If the District determines that discrimination, harassment, or retaliation has occurred, it will take all reasonable steps within its power to stop such conduct. Students or employees who engage in discrimination, harassment, or retaliation are subject to disciplinary action, up to and including termination or expulsion.

#### Duty to Report

Except for psychologists in the College's Student Health Center, any District employee who knows of or has reason to know of sexual misconduct, dating or domestic violence, and stalking shall promptly inform the Title IX Coordinator. These employees are considered responsible employees under Title IX and are required to disclose all information, including the names of the parties, even where the person has requested that their name remain confidential. Supervisors are mandated to report all incidents of harassment and retaliation that come to their attention.

The Title IX Coordinator will determine whether confidentiality is appropriate given the circumstances of each such incident as the District must then take appropriate steps to eliminate any gender discrimination/ harassment/misconduct, prevent its recurrence, and remedy its effects. The District is required by the federal Clery Act to report certain types of crimes (including certain sex offenses) in statistical reports. However, while the District will report the type of incident in the annual crime statistics report known as the Annual Security Report, victim names/identities will not be revealed.

BP 3430 applies to all aspects of the academic environment, including but not limited to classroom conditions, grades, academic standing, employment opportunities, scholarships, recommendations, disciplinary actions, and participation in any community college activity. In addition, this policy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, disciplinary action, layoff, recall, transfer, leave of absence, training opportunities, and compensation.

#### Supportive Measures

The District will offer and implement appropriate and reasonable supportive measures to the Parties upon notice of alleged sexual harassment and/or retaliation. Supportive measures are non-disciplinary, non-punitive individualized services, offered as appropriate, as reasonably available, and without fee or charge to the Parties, which are intended to restore or preserve equal access to the District's education program or activity, to protect the safety of all Parties or the District's educational environment, and/ or deter sexual harassment and/or retaliation.

The Title IX Coordinator will promptly make supportive measures available to the Parties upon receiving notice or a complaint and will coordinate the effective implementation of such measures. At the time that supportive measures are offered, the District will inform the Complainant, in writing, that they may file a formal complaint with the District either at that time or in the future if they have not done so already.

The District will maintain the privacy of the supportive measures, provided that privacy does not impair the District's ability to provide the supportive measures. The District will act to ensure as minimal an academic/occupational impact on the Parties as possible. The District will implement measures in a way that does not unreasonably burden the other party. Supportive measures may include but are not limited to

- Counseling and referral to medical and/ or other healthcare services
- Referral to the Employee Assistance Program
- Referral to community-based service providers
- Student financial aid counseling
- Altered work arrangements for employees or student-employees

- Safety planning
- Campus safety escorts
- Implementing mutual contact limitations (no contact orders) between the Parties
- Academic support, extensions of deadlines, or other course or program-related adjustments
- Trespass orders
- Class or work schedule modifications, withdrawals, or leaves of absence
- Increased security and monitoring of certain areas of the campus
- Any other actions deemed appropriate by the Title IX Coordinator

Violations of no contact orders will be referred to the appropriate student or employee conduct processes for enforcement.

#### Definitions

The District has adopted the following definitions so as to address the unique environment of an academic community.

Affirmative Consent means an affirmative, conscious, and voluntary agreement to engage in sexual activity. It is the responsibility of each person involved in sexual activity to ensure that they have the affirmative consent of the other or others to engage in the sexual activity. Lack of protest or resistance does not mean consent, nor does silence mean consent. Affirmative consent must be ongoing throughout a sexual activity and can be revoked at any time. The existence of a dating relationship between the persons involved, or the fact of past sexual relations between them, should never by itself be assumed to be an indicator of consent. In California, a minor (meaning a person under the age of 18) cannot consent to sexual activity. It shall not be a valid response to alleged lack of affirmative consent that the Respondent believed that the Complainant consented to the sexual activity under either of the following circumstances: The Respondent's belief in affirmative consent arose from the intoxication or recklessness of the Complainant. Any allegation that alcohol or other drugs were involved in an incident will be reviewed. The Respondent did not take reasonable steps, in the circumstances known to the Respondent at the time, to ascertain whether the complainant affirmatively consented. It shall not be a valid response that the Respondent believed that the Complainant affirmatively consented to the sexual activity if the Respondent knew or reasonably should have known that the Complainant was unable to consent to the sexual activity under any of the following circumstances: The Complainant was asleep or unconscious. The Complainant was incapacitated due to the influence of drugs, alcohol, or medication so that the Complainant could not understand the fact, nature, or extent of the sexual activity. The Complainant was unable to communicate due to a mental or physical condition.

Complainant means an individual who is alleged to be the victim of conduct that could constitute Sexual Harassment, as defined herein, whether the notice/complaint is presented by the individual or someone on the individual's behalf, such as a report by one who learned of the conduct in his or her official capacity as a faculty member or administrator.

District means the Rancho Santiago Community College District, including the colleges it operates, Santa Ana College and Santiago Canyon College, and centers.

Education program or activity means locations, events, or circumstances where the District exercises substantial control over both the Respondent and the context in which the Prohibited Conduct occurs and also includes any building owned or controlled by a student organization that is officially recognized by the District.

Formal Complaint means a document submitted or signed by a Complainant or signed by the Title IX Coordinator alleging Prohibited Conduct against a Respondent and requesting that the District investigate the allegation.

Formal Grievance Process means the process for adjudicating Formal Complaints of Prohibited Conduct through investigation, live hearing, determination of responsibility, and appeals.

Hearing Decision-maker refers to those who have decision-making and sanctioning authority within the District's Formal Grievance process.

Investigator means the person tasked by the District with investigating a Complaint. All Investigators shall receive annual training regarding such issues as the laws governing Title IX and VAWA/Campus Save Act; as well as other related state and federal laws prohibiting discrimination, harassment, and retaliation based on gender or sex, including sex discrimination, sexual harassment, sexual misconduct, dating, and domestic violence, and stalking; complainant, respondent, employee, and witness privacy rights; and the Family Educational Rights and Privacy Act of 1974 (FERPA).

Notice means that an employee, student, or third-party informs the Title IX Coordinator or other Official with Authority of the alleged occurrence of harassing, discriminatory, and/or retaliatory conduct.

Official with Authority (OWA) means an employee of the District explicitly vested with the responsibility to implement corrective measures for sexual harassment and/or retaliation on behalf of the District.

Parties include the Complainant(s) and Respondent(s), collectively.

Prohibited Conduct means any sexual misconduct, gender or sex-based discrimination or harassment, dating violence, domestic violence, stalking, and retaliation.

Remedies are actions taken to address safety, prevent recurrence of Prohibited Conduct, and restore equal access to the District's educational program.

Resolution Process refers broadly to the process for addressing Formal Complaints either by informal resolution or through a Formal Grievance Process that includes investigation, live hearing, and appeal. Respondent means an individual who has been reported to be the perpetrator of Prohibited Conduct, as defined herein.

Sanction means a consequence imposed by the District on a Respondent who is found to have engaged in Prohibited Conduct under this interim administrative regulation.

Sexual Harassment means conduct on the basis of sex that satisfies one or more of the following

- A. Quid Pro Quo Sexual Harassment: When an employee of the District conditions (implicitly or explicitly) the provision of aid, benefit, or service of the District on an individual's participation in unwelcome sexual conduct; or
- B. Hostile Environment Sexual Harassment: Unwelcome conduct determined by a reasonable person standing in the shoes of the Complainant to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's education program or activity; or
- C. Sexual assault, dating violence, domestic violence, or stalking, as defined herein.

1. Sexual assault means any sexual act (forcible or non-forcible), directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent. Sexual acts include the following:

(a) Rape, which is defined as the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the Complainant.

(b) Sodomy, which is defined as oral or anal sexual intercourse with another person, forcibly committed and/or against that person's will (non-consensually), or not forcibly or against the person's will in instances in which the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.

(c) Sexual Assault with an Object, which is defined as the use of an object or instrument to penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will (non-consensually), or not forcibly or against the person's will in instances in which the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.

(d) Fondling, which is defined as the touching of the private parts of another person for the purposes of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.

(e) Incest, which is defined as sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

(f) Statutory Rape, which is defined as sexual intercourse with a person who is under the statutory age of consent.

2. Dating violence means violence committed, on the basis of sex, by a person who is or has been in a social relationship of a romantic or intimate nature with the Complainant. The existence of such a relationship shall be determined based on a consideration of the following factors: the length of the relationship, the type of relationship and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition, dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.

3. Domestic violence means conduct, on the basis of sex, that includes the requisite components of a felony or misdemeanor crimes of violence committed by (a) a current or former spouse or intimate partner of the victim; (b) a person with whom the victim shares a child in common; (c) a person who is cohabitating with or has cohabitated with the victim as a spouse; (d) a person similarly situated to a spouse of the victim under California law; or (e) any other person against an adult or youth victim who is protected from that person's acts under California law.

4. Stalking means a course of conduct directed at a specific person on the basis of sex that would cause a reasonable person to fear for the person's safety or the safety of others, or to suffer substantial emotional distress. For the purposes of this definition: (a) A course of conduct is two or more acts, including, but not limited to, acts in which the Respondent directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property; (b) Reasonable person means a reasonable person under similar circumstances and with similar identities to the Complainant, and (c) Substantial emotional distress means significant mental suffering or anguish that may but does not necessarily require medical or other professional treatment or counseling.

Student/Students means as any individual who has accepted an offer of admission, or who is registered or enrolled for credit or non-credit-bearing coursework, and who maintains an ongoing relationship with the District.

Third-Party means a person other than the Complainant and the Respondent.

Any individual can submit a report by using the following link:

[www.rscdd.edu/report](http://www.rscdd.edu/report)

Applicable regulations, resources, and additional information can be found at [www.rscdd.edu/titleix](http://www.rscdd.edu/titleix) or [www.rscdd.edu/civilrights](http://www.rscdd.edu/civilrights)

Student/Students means any individual who has accepted an offer of admission, or who is registered or enrolled for credit or noncredit bearing coursework, and who maintains an ongoing relationship with the District.

Third-Party means a person other than the Complainant and the Respondent.

Hearing The District will designate a single Decisionmaker (hearing officer) or a three-member Decision-maker panel, at the discretion of the Title IX Coordinator. With a panel, one of the three members will be appointed as Chair by the Title IX Coordinator. For purposes of this regulation, the term Hearing Chair is used to refer to the single Decision-maker or the Chair of the three-person Decision-maker panel. The Decision-maker(s) must not have had any previous involvement in the matter, and therefore, cannot be the Title IX Coordinator or investigator(s) in the case.

Roles and Responsibilities The Title IX Coordinator or designee shall be responsible for managing the hearing process and the necessary logistics (scheduling, notifying witnesses, providing the Parties and Decision-maker(s) with appropriate documentation and evidence, coordinating the location of the hearing, and any other support that is necessary for the hearing to run smoothly), provided their previous role(s) in the matter do not create a conflict of interest. Otherwise, a designee may fulfill this role.

The Decision-maker(s) is responsible for conducting an impartial live hearing and issuing a written determination regarding the responsibility to the Parties without bias or conflict of interest. The Parties' Advisor of choice may be but is not required to be, an attorney. The Parties' Advisors may be present for meetings and proceedings throughout the grievance process, subject to equal restrictions on Advisors' participation, in the District's discretion. If the party does not have an Advisor at the hearing, the District must provide an Advisor of the District's choice, without fee or charge, solely for the purpose of conducting cross-examination.

Location Live hearings may be conducted with all Parties physically present in the same geographic location or, at the District's discretion, any or all parties, witnesses, and other participants may appear at the live hearing virtually. The District must create an audio or audiovisual recording, or transcript, of any live hearing. At the request of either party, the District must also provide for the entire live hearing (including cross-examination) to occur with the Parties located in separate rooms with technology enabling the Parties to see and hear each other.

Notice of Hearing The Title IX Coordinator will send notice of the hearing to the Parties no less than ten (10) business days prior to the hearing unless the Parties agree to an expedited schedule. Once mailed, emailed, and/or received in-person, notice will be presumptively delivered. The notice will contain:

- A description of the alleged violation(s), a list of all policies allegedly violated, a description of the applicable procedures, and a statement of the potential sanctions/ responsive actions that could result.
- The time, date, and location of the hearing and a reminder that attendance is mandatory, superseding all other campus activities.
- Any technology that will be used to facilitate the hearing.
- Information about the option for the live hearing to occur with the Parties located in separate rooms using technology that enables the Decision-maker(s) and Parties to see and hear a party or witness answering questions. Such a request must be raised with the Title IX Coordinator at least five (5) business days prior to the hearing.
- A list of all those who will attend the hearing, along with an invitation to object to any Decision-maker on the basis of demonstrated bias. This must be raised with the Title IX Coordinator at least two (2) business days prior to the hearing.
- Information on how the hearing will be recorded and on access to the recording for the Parties after the hearing.



- A statement that if any party or witness does not appear at the scheduled hearing, the hearing may be held in their absence, and the party's or witness's testimony and any statements given prior to the hearing will not be considered by the Decisionmaker(s). For compelling reasons, the Hearing Chair may reschedule the hearing.
- Notification that the Parties may have the assistance of an Advisor of their choosing at the hearing and will be required to have one present for any questions they may desire to ask. The party must notify the Title IX Coordinator if they do not have an Advisor, and the District will appoint one. Each party must have an Advisor present. There are no exceptions.
- A copy of all the materials provided to the Decision-maker(s) about the matter, unless they have been provided already.
- An invitation to contact the Title IX Coordinator to arrange any disability accommodations, language assistance, and/or interpretation services that may be needed at the hearing, at least seven (7) business days prior to the hearing.
- A statement that Parties cannot bring mobile phones/devices into the hearing.

Hearings for possible violations that occur near or after the end of an academic term (assuming the Respondent is still subject to this Policy) and are unable to be resolved prior to the end of term will typically be held immediately after the end of the term or during the summer, as needed, to meet the resolution timeline followed by the District and remain within the 60-90 business day goal for resolution. In these cases, if the Respondent is a graduating student, a hold may be placed on graduation and/or official transcripts until the matter is fully resolved (including any appeal). A student facing charges under this Policy is not in good standing to graduate. If a party or Parties prefer not to attend or cannot attend the hearing in person, the party should request alternative arrangements from the Title IX Coordinator at least five (5) business days prior to the hearing. Similarly, any witness who cannot attend in person should let the Title IX Coordinator or the Chair know at least five (5) business days prior to the hearing so that appropriate arrangements can be made.

Remedies and Sanctions Should a violation of the interim administrative regulation be substantiated, the District will effectively implement remedies for the Complainant, designed to restore or preserve the Complainant's equal educational access, such as long-term supportive measures, and may impose disciplinary sanctions on the Respondent in conformity with all relevant statutes, regulations, and District personnel policies and regulations, including the provisions of any applicable collective bargaining agreement. Factors considered when determining a sanction/ recommendation may include, but are not limited to:

- The nature, severity of, and circumstances surrounding the violation(s)
- The Respondent's disciplinary history
- Previous allegations or allegations involving similar conduct
- The need for sanctions/responsive actions to bring an end to the Prohibited Conduct
- The need for sanctions/responsive actions to prevent the future recurrence of the Prohibited Conduct
- The need to remedy the effects of the Prohibited Conduct on the Complainant and the community
- The impact on the Parties
- Any other information deemed relevant by the Decision-maker(s)

Student Sanctions In cases involving Respondents who are students, the hearing process detailed herein shall serve as the due process hearing outlined in Section IV of Board Policy 5500. The following are the usual sanctions that may be imposed upon students or organizations singly or in combination:

- Warning: A verbal statement that the conduct was unacceptable and that further violation of any District policy, procedure, or directive will result in more severe sanctions/responsive actions.
- Reprimand: A written statement, included in the student's disciplinary file that the conduct was unacceptable and that further misconduct will result in more severe sanctions /responsive actions.
- Required Counseling: A mandate to meet with and engage in either District-sponsored or external counseling to better comprehend the misconduct and its effects.

- Probation: Authorization for the Respondent to return to classes, but with an understanding of expected appropriate future behavior and terms that may include denial of specified social privileges, exclusion from co-curricular activities, exclusion from designated areas of campus, no-contact orders, and/or other measures deemed appropriate. Any violations of the Standards of Student Conduct during this probationary period will result in further, more serious disciplinary action against the Respondent.
- Suspension: Termination of student status for a definite period of time not to exceed two academic years.
- Expulsion: Permanent termination of student status and revocation of rights to be on campus for any reason or to attend District-sponsored events.
- Withholding Diploma: The District may withhold a student's diploma for a specified period of time and/or deny a student participation in commencement activities if the student has an allegation pending or as a sanction if the student is found responsible for an alleged violation.
- Revocation of Degree: The District reserves the right to revoke a degree previously awarded from the District for serious violations committed by a student prior to graduation.
- Student Organizational Sanctions: Deactivation, loss of recognition, loss of some or all privileges for a specified period of time.
- Other Actions: In addition to or in place of the above sanctions, the District may assign any other sanctions as deemed appropriate.

#### Employee Sanctions

Responsive actions for an employee who is found to have engaged in Prohibited Conduct, as defined herein include:

- Warning – Verbal or Written
- Performance Improvement Plan
- Enhanced supervision, observation, or review
- Required Counseling
- Required Training or Education
- Demotion
- Transfer
- Reassignment
- Assignment to a new supervisor
- Restriction of stipends, research, and/or professional development resources
- Suspension with pay
- Suspension without pay
- Termination
- Other Actions: In addition to or in place of the above sanctions/responsive actions, the District may assign any other responsive actions as deemed appropriate.

Additional information and resources can be found at:

<https://www.rscgd.edu/Departments/TitleIX/Pages/default.aspx>

## Sexual Harassment Complaints (Title IX)

Board Policy 3430 (BP3430) Prohibition of Harassment prohibits all forms of harassment are contrary to basic standards of conduct between individuals and are prohibited by state and federal law, as well as this policy, and will not be tolerated. The District is committed to providing an academic and work environment that respects the dignity of individuals and groups. The District shall be free of sexual harassment and all forms of sexual intimidation and exploitation including acts of sexual violence. Sexual violence includes dating violence, domestic violence and stalking. The District shall also be free of other unlawful harassment, including that which is based on any of the following statuses: race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, or sexual orientation of any person, or military and veteran status, or because he or she is perceived to have one or more of the foregoing characteristics.

The District seeks to foster an environment in which all employees and students feel free to report incidents of harassment without fear of retaliation or reprisal. Students can file a Title IX complaints, which includes harassment or sexual violence with the Vice Chancellor, Human Resources who can be contacted at

2323 N Broadway, Suite 407-2,

Santa Ana, CA 92706

Telephone Number 714-480-7489

The procedures for filing and investigation of a discrimination complaint can be found at: [www.rscdd.edu/Trustees/Pages/AR-3435.aspx](http://www.rscdd.edu/Trustees/Pages/AR-3435.aspx)

The District also strictly prohibits retaliation against any individual for filing a complaint of harassment or sexual violence or for participating in such an investigation. Such conduct is illegal and constitutes a violation of this policy. All allegations of retaliation will be swiftly and thoroughly investigated. If the District determines that retaliation has occurred, it will take all reasonable steps within its power to stop such conduct. Individuals who engage in retaliatory conduct are subject to disciplinary action, up to and including termination or expulsion.

Any student or employee who believes that he or she has been harassed or retaliated against in violation of this policy should immediately report such incidents by following the procedures described in AP 3435. Supervisors are mandated to report all incidents of harassment and retaliation that come to their attention.

This policy applies to all aspects of the academic environment, including but not limited to classroom conditions, grades, academic standing, employment opportunities, scholarships, recommendations, disciplinary actions, and participation in any community college activity. In addition, this policy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, disciplinary action, layoff, recall, transfer, leave of absence, training opportunities and compensation.

To this end the Chancellor shall ensure that the institution undertakes education and training activities to counter discrimination and to prevent, minimize and/or eliminate any hostile environment that impairs access to equal education opportunity or impacts the terms and conditions of employment.

The Chancellor shall establish procedures that define harassment on campus. The Chancellor shall further establish procedures for employees, students, and other members of the campus community that provide for the investigation and resolution of complaints regarding harassment and discrimination, and procedures for students to resolve complaints of harassment and discrimination. All participants are protected from retaliatory acts by the District, its employees, students, and agents.

This policy and related written procedures (including the procedure for making complaints) shall be widely published and publicized to administrators, faculty, staff, and students, particularly when they are new to the institution. They shall be available for students and employees in all administrative offices.

Employees who violate the policy and procedures may be subject to disciplinary action up to and including termination. Students who violate this policy and related procedures may be subject to disciplinary measures up to and including expulsion.

## Smoking and Tobacco Use

Smoking is prohibited in all campus areas including all District owned, rented, or leased properties and vehicles, except in designated parking lot areas and within 20 feet of entrances, exits, and operable windows.

Smoking is defined as the use of products containing tobacco and/or nicotine, including but not limited to smokeless tobacco, clove cigarettes, or any other smoking products, and any and all electronic or "e-cigarettes", which are unapproved nicotine delivery devices, unregulated by the FDA.

Public performances in which smoking is an integral and necessary part of the production are excluded from these regulations.

These regulations apply to employees, students, visitors, and all other persons who use District-owned or rented/leased facilities and vehicles. Failure to comply with these regulations may result in disciplinary action.

It is the responsibility of every District employee to comply with these regulations and report violations to District Safety.

These regulations do not supersede more restrictive policies which may be in force under State and Federal regulations.

(AR-3570)

## Standards of Conduct for Computer Classrooms and Computer Labs

In accordance with Board Policy (BP 3720) and Administrative Regulation (AR 3720) and to extend the life of hardware, comply with copyright laws, and adhere to appropriate computer network conduct and usage, the following standards of conduct are required of all students using computer classrooms, computer labs, and the wireless network.

Failure to comply with the following standards can result in the suspension of a student's privileges and possibly other sanctions such as removal from class, suspension, expulsion or other disciplinary actions.

The primary use of computer systems/resources is for a academic/educational purposes. The following are NOT allowed:

Using the Internet to access sexually explicit and/or pornography websites.

Sending and receiving any messages that are threatening, racist or inflammatory, abusive towards a specific gender or culture, obscene, or use inappropriate language.

Using the network for personal or commercial advertising or political activity.

Using computers or the wireless network to play individual games, multiple-user games, or gambling.

Using the computers for illegal purposes.

The SCC Library, computer labs, computer classrooms, and science labs may have additional restrictions to those listed above. It is the student's responsibility to be aware of these additional guidelines.

## Standards of Student Conduct

Guidelines for Student Conduct are set forth in the California Education Code, California Administrative Code, Title V, policies of the Board of Trustees, and all civil and criminal codes. Students enrolling in district educational programs assume an obligation to obey state law and district rules and regulations governing the conduct of students.

Students who enroll in those instructional programs in which the college has affiliations with various outside associations must comply with the college's policies and procedures and also with the outside associations' policies and procedures. This includes but is not limited to students enrolled in the programs of Cosmetology, Fire Academies, Criminal Justice Academies and Nursing.

### Guidelines for Student Conduct

The following represent violations for disciplinary action, up to but not limited to expulsion, that may be taken:

- A. Dishonesty, cheating, plagiarism, lying, or knowingly furnishing false information to the district or college officials performing their duties.
- B. Forgery, alteration, or misuse of district documents, records, or identification.
- C. Willful misconduct that results in damage to any real or personal property owned by the district or district employees (damage includes, but not limited to vandalism, such as cutting, defacing, breaking, etc.).
- D. Obstruction or disruption of pedestrian or vehicular traffic or of teaching, research, administration, or of other district activities on or off District premises. This includes obstruction or disruption of administration, disciplinary procedures or authorized college activities.
- E. Assault, battery, or any threat of force or violence upon a student, college personnel, or campus visitor; willful misconduct which results in injury or death to a student, college personnel, or campus visitor. This includes fighting on district property or at a district sponsored event, on or off district premises.
- F. Detention of any person on district-owned or controlled property or at district-sponsored or supervised functions or other conduct which threatens or endangers the health or safety of another.
- G. Theft of any property of the district which includes property of a member of the district community or a campus visitor.
- H. Unauthorized entry into or unauthorized use of district property, supplies, equipment, and/or facilities.
- I. Misrepresentation of oneself or of an organization to be an agent of the district.

J. Sexual assault or physical abuse, including rape, forced sodomy, forced oral copulation, rape by a foreign object, sexual battery, or threat or assault, or any conduct that threatens the health and safety of the alleged victim, which includes students, college personnel, or campus visitors.

K. Use, possession, distribution, or being under the influence of alcoholic beverage on district property or at any district sponsored event.

L. Use, possession, distribution, or being under the influence of narcotics, other hallucinogenic drugs or substances, or any poison classified as such by Schedule "D" in Section 4160 of the Business and Professions Code on District property or at any District-sponsored event except as expressly permitted by law.

M. Expression which is libelous, slanderous, obscene or which incites students so as to create a clear and present danger of commission of unlawful acts on district premises, or violation of district regulations, or the substantial disruption of the orderly operation of the college.

N. Engaging in lewd, indecent, or obscene behavior on district property or at any district-sponsored function.

O. Possession or use while on the district premises, or a district-sponsored function, of any firearm, knife, explosive, or other dangerous object, including but not limited to any facsimile firearm, knife or explosive. Exceptions include those participating in a criminal justice educational program who are authorized such possession or those who are enrolled in a course which authorizes such possession.

P. 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, including but not limited to handwritten or typewritten class notes, except as permitted by any district policy or administrative regulation.

Q. Engaging in harassing or discriminatory behavior based on race, sex (i.e., gender), religion, age, national origin, disability, sexual orientation or any other status protected by law.

R. Continuous disruptive behavior or willful disobedience, habitual profanity or vulgarity, open and persistent abuse of college personnel, or open and persistent defiance of the authority of college personnel, which includes physical as well as verbal abuse, including the use of racial epithets and hate speech.

S. Disruptive written or verbal communication, vulgarity, open and persistent abuse of other students which include verbal abuse, racial epithets and hate speech. Engaging in intimidating conduct or bullying against another student through words or actions, including direct physical contact; verbal assaults, such as teasing or name-calling; social isolation or manipulation; and cyberbullying.

T. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the Board of Trustees;

U. Violation of the Computer Usage Policy is applicable to students using computer classrooms, computer labs, the wireless network or other locations on and off district property. A violation is considered any of the following:

- (a) Accessing with or without permission or causing to be accessed without authorization, altering, damaging, deleting, hacking, destroying, or otherwise using any data, computer, computer system, computer software and programs, or computer network belonging to or used by the college or any member of the District.
- (b) Accessing with or without permission, taking, copying, or making use of any data from a computer, computer system, or computer network, or taking or copying any supporting documentation, whether existing or residing internal or external to a computer, computer system, or computer network belonging to or used by the college or District.
- (c) Using or causing to be used, computer services without permission
- (d) Disrupting or causing the disruption of computer services or denying or causing the denial of computer services to an authorized user of a computer, computer system, or computer network belonging to or used by the college or District.
- (e) Introducing any computer contaminant or virus into any computer, computer system, or computer network belonging to the college or District.
- (f) Sending any message using any computer system or network without authorization or sending any message in the name of another person or entity.
- (g) Using any account or password without authorization.
- (h) Allowing or causing an account number or password to be used by any other person without authorization.
- (i) Accessing or causing to be accessed, downloading or causing to be downloaded, pornographic or obscene materials except when accessing such material which is part of the instructional process or assignment for a class in which the student is currently enrolled.
- (j) Use of systems or networks for personal commercial purposes.
- (k) "Cyberstalking", which is to be understood as any use of the college or district computer system, computer network, or computer programs to stalk another person via excessive messages or inquiries, inappropriate or threatening messages, racially motivated communications, photos or other means of communication.

V. Any act constituting good cause for suspension or expulsion, or violation of district policies or campus regulations.

#### Disciplinary Action

Violations to any tenets within the standards of student conduct are subject to the following disciplinary actions: warning, reprimand, probation, restitution, removal, suspension or expulsion. Disciplinary actions may be imposed singly or in combination.

## Student Email

Rancho Santiago Community College District provides all enrolled students with college Email addresses. Your college email address is your Single Sign On (SSO). Single Sign On means you will only need your student email and password to access most of your college-related resources such as Self-Service and Canvas.

## Transfer Credit

Santiago Canyon College grants credit for coursework completed at regionally accredited institutions of higher education. Official transcripts are required and must be submitted to the Admissions and Records Office. Official transcripts submitted for evaluation must be printed/dated within the last 6 months. Any coursework marked as "in-progress" will need to have additional transcripts submitted once grades have been posted.

Transfer coursework may be used to meet a major requirement by approval. To seek approval, a [Petition to Substitute a Major Requirement](#) must be submitted along with supporting documentation. Petition can be obtained in the Admissions and Records Office or online.

Transfer coursework may also be used to meet CSU or IGETC Certification. If coursework was completed at an institution outside of the California Community College system, it must be approved through the course Pass Along process.

Transfer coursework may also be used to meet SCC General Education. Course must be listed in the college catalog, in the same academic year for which the course was taken, at the transfer institution. Upper-division courses may be used as long as it meets the lower-division requirements; however, a student is strongly encouraged to meet with a SCC counselor to discuss unintended consequences.

## Unit of Credit

Santiago Canyon College is on a semester system and awards college credit in semester units.

One unit of credit (or credit hour) of college credit represents 54 hours of student time in lecture, study, or laboratory work. For a 16-week semester, this is generally three hours of work per week per unit. For example, semester-long lecture classes are generally one-hour per week in class and two hours per week outside preparation. Semester-long laboratory classes are generally three hours per week in the laboratory with minimal outside preparation.

When converting units from quarter to semester, the ratio is one-quarter unit equals two-thirds of a semester unit.

[Reference Board Policy P4023 Hours and Units](#)

[/Administrative Regulation 4023 Hours and Units](#)

Reference(s):

Title 5 Sections 55002, 55002.5, 55256.5

Code of Federal Regulations: 34 CFR 668

## Withdrawal From Class

Students who cannot continue in a course have an obligation to withdraw officially.

Students may officially withdraw through the last day of the 12th week of instruction (or 75 percent of the class meetings, whichever is less and receive a transcript symbol of "W".



All instructor-initiated "EA's" (excessive absence drops) through the 12th week or 75 percent of class meetings, whichever is less, will be assigned a "W".

The academic record of a student who remains in a class beyond the time allowed by district policy must reflect a symbol other than a "W", except under extenuating circumstances.

A student who has a withdrawal (grade of "W") in the same course two or more times loses the privilege of online registration for that course and must receive the approval of the Associate Dean of Admissions or the Registrar to enroll in the same course.

(See also Course Repeatability and Repetition.)

#### Extenuating Circumstances

#### Excused Withdrawal (EW)

A student may petition for an Excused Withdrawal due to extenuating circumstances (reasons beyond the student's control). If approved, the petitioned classes will be designated with an "EW" (Excused Withdrawal) on the transcript. An "EW" will not be counted in progress probation or dismissal calculations nor will it be counted towards the permitted number of withdrawals or counted as an enrollment attempt.

#### Military Withdrawal (MW)

A student who is a member of an active or reserve U.S. military service and has received orders compelling a withdrawal from courses may request a military withdrawal. If approved an "MW" will appear on the transcript for each course. "MW" shall not be counted in the permitted number of withdrawals nor shall it be counted in progress and dismissal calculations.

Students should file the EW/MW petitions as soon as possible. The petition must be filed no later than one year following the awarding of the original grade.

## Withholding of Student Records

Students, or former students, who have failed to pay a proper financial obligation may have grades, transcripts, diplomas and registration privileges withheld.

## Student and Academic Support Services and Opportunities

### Associate Degrees, Associate Degrees for Transfer and Certificates

Santiago Canyon College offers more than 170 majors or areas of emphasis leading to an associate degree or an associate degree for transfer. Additionally, the college offers more than 225 programs leading to a certificate of achievement, certificate of proficiency, certificate of competency, or certificate of completion.

## Bookstore

The official Santiago Canyon College Hawk Campus Store offers a comprehensive selection of new, used, digital and rental textbooks, along with course materials, supplies and specialty items. For more information, visit the Hawk Campus Store in A-101, call (714) 628-4736 or visit

<https://www.donbookstore.com/hawk/>

## CalWORKs

The CalWORKs program at Santiago Canyon College provides assistance to students who are receiving cash aid. CalWORKs students are provided specialized counseling and support services to help ensure their achievement of educational goals and career readiness. Services include counseling/case management, vocational training, job services, workshops, and student support services. For more information, call (714) 628-4915.

## Career Services

### Career Services

Counseling and Career Development at Santiago Canyon College is here to help students with the career development and exploration processes. We assist with:

- Career exploration and assistance choosing a major
- Linking college majors and training programs that meet individual student needs
- Job preparation services including:
  - Job search skills
  - Resume and cover letter writing
  - Networking and interviewing techniques

Students are assisted in the career decision-making process and job preparation through classes, workshops, and individual appointments. Enrolled students and alumni have access to Santiago Canyon College's online job and internship platform, SCC Career Hub at [www.scccollege-csm.symplicity.com](http://www.scccollege-csm.symplicity.com). We encourage students to use Career Services on a regular basis! For more information, visit Career Services in D-106 or call (714) 628-4987.

## Child Development Center

Santiago Canyon College operates the Child Development Center, which functions as the lab school for the Child Development and Education Department. The lab school provides practicum experience and hands-on learning to students seeking a career in early care and education of young children or a related field. Additionally, the Child Development Center provides comprehensive quality services to meet students' childcare needs. Services are available for children that are between two and five years of age. Fees are based on the California Department of Education, Early Education and Support Division's sliding fee scale, which are based on family income. Students eligible for the CalWORKs program may also be eligible to receive free childcare services. Limited full cost childcare spaces are also available for college faculty, staff, and community members that do not meet the sliding fee scale income criteria. For more information and hours of operation phone (714) 628-4890.

## College Assistance Migrant Program (CAMP)

The College Assistance Migrant Program (CAMP) is a federally funded program that provides tailored programs and services to students from migrant and farm working backgrounds. The purpose of CAMP is to support students in making the best of their academic, career and educational goals.

After meeting eligibility requirements, CAMP students receive the following programs and services: academic and career counseling, study skills workshops, book vouchers, bus passes, internships, financial aid application support, laptop borrowing privileges, tutoring, peer mentoring, seminars and workshops for CAMP parents and families, family cultural activities and participation in the CAMPlanning Summer Bridge Program.

To learn more about CAMP contact us at (714) 628-5034, come by our office in A-212 or visit our website at <https://www.sccollege.edu/students/student-services/camp/SitePages/Home.aspx>

## Community Services

Community Services is a fee-based program that provides classes to the general public for educational, cultural, social and recreational purposes. Classes are not for credit, usually shorter in duration than credit classes, and do not require lengthy preparation or rigorous testing. Participants can choose from a variety of classes that include Creative Arts, Business and Careers, Computer Training, Dance, Health and Fitness, Language, Financial Management, Music, Real Estate, Special Interest and Travel Tours. In addition, academic and recreational College for Kids classes are offered each semester.

For more information call the Community Service office at (714) 628-4960.

## Continuing Education Program

Santiago Canyon College Continuing Education Division provides noncredit courses and programs. Beyond providing the means for an adult to take classes for a high school diploma, Continuing Education delivers pre-collegiate education in the areas of basic academic skills and English as a Second Language, citizenship, and short-term career technical programs. It also serves the needs of the disabled and adults with special needs, health and safety and older adults. A full range of personal, career and academic counseling services is available to students enrolled in continuing education classes. Classes are located at a number of educational centers throughout the community, to allow accessibility to match varying student needs. Specific information regarding admission and registration policies, services available and description of the courses offered can be found in the Continuing Education section of this Catalog. For more information, call (714) 628-5900.

## Cooperative Work Experience Education

The Cooperative Work Experience Education program represents a joint educational venture between the student, the employer, and the college. The purpose of these courses is to provide eligible students with supervised on-the-job training as an integral part of the total college education program. This is accomplished through new learning experiences in an occupational setting. Students may earn up to four units per semester and a maximum total of 16 units in Cooperative Work Experience courses. Students must petition each time they wish to re-enroll. Further information will be found in the academic program of the catalog.

## Counseling Services

Counseling & Career Development Services

Counseling services, (714) 628-4800, are provided by counseling faculty to assist students with successful completion of academic, career, and personal goals. Counseling services are organized under these major areas:

### Academic Counseling

Counselors can help students select a program of study in relation to their educational objective to include associate degree, university transfer, and/or certificates, offer assistance in exploring life goals, and assist students with the development of a comprehensive student education plan. A comprehensive student education plan is a road map to help you reach your educational goal. The customized plan will list the required courses that you will need and helps plan out when to take the courses. Your education plan is designed and tailored to your specific needs, interests and goals.

### Career Counseling

Counselors can assist students in the development of their career goals and provide information that will indicate the best preparation for reaching these goals. Students are encouraged to enroll in CNSL 116, a three-unit CSU/UC transferable Career/Life Planning & Personal Exploration course for optimal exposure to the world of work and career opportunities.

#### Assessment, Orientation, Advisement, and Follow-Up

Through orientation and advisement, counseling faculty assist students with understanding course placement results in math, reading and English or American College English, and how these courses fit into the development of their education plan. Counselors also provide academic and progress-probation intervention workshops for students not meeting required academic standards.

#### How To Prepare for Proper Course Placement, Registration and Educational Planning (Student Equity And Achievement Program)

The Student Equity and Achievement Program (SEAP) provides students with access to core programs and services designed to help them achieve their academic and personal goals in a timely manner.

New student orientation and advisement are available to all new students. Upon completion of the orientation, students can meet with a counselor to receive assistance in developing a first-semester education plan. The plan includes mathematics, English, or American College English/English as a Second Language (ACE/ESL) course placement recommendations and courses aligned with students' educational goals. All students must complete their Comprehensive Education Plan (semester-by-semester plan) by the third semester but no later than completing 15 degree-applicable units. A comprehensive student education plan will detail all of the coursework required to reach a desired educational goal. Students may accomplish this requirement by enrolling in a counseling course or scheduling an appointment with a counselor. A request to be exempt from completing these services is available on the Admissions & Records website. Exemption approval requires that students provide sufficient justification for their request.

#### Personal Counseling

Counselors are available to students who need assistance with problems which may be affecting their academic progress. The emphasis is on short-term counseling focused around problem areas or concerns. When appropriate, students may be referred to other campus services for additional assistance.

## Disabled Students Programs and Services (DSPS)

DSPS is the primary provider of instructional support services and academic accommodations to students with verifiable disabilities attending SCC. Program services are designed to ensure that students have an equal opportunity to participate in, and benefit from, all college programs, services, and activities. To have academic accommodations authorized, students must provide DSPS with disability verification and meet with a DSPS professional for an evaluation of needs. The academic accommodations authorized for students are determined individually through an interactive process and are based on identified disability-related educational needs. Once authorized, students are then responsible for requesting DSPS academic accommodation letters as early in the semester as possible or at least two weeks before the academic accommodations are needed. Assessment for Learning Disabilities (LD) eligibility is available at no cost to students experiencing academic difficulties that interfere with their educational progress. Students can schedule an appointment by coming to the DSPS office in E-105, by calling 714-628-4860, or by emailing [dsps@sccollege.edu](mailto:dsps@sccollege.edu).

## Distance Education

Distance education means instruction in which the instructor and student are separated by distance and interact through the assistance of communication technology. Santiago Canyon college offers several modes of online instruction, listed below.

### Online (O)

Online classes are classes in which students work entirely without having to come to the college facility. Arranged proctored tests may be available in this modality (students do not have to come to SCC to take tests); orientations and/or face-to-face class meetings may be optional. Synchronous activities may be required but if synchronous events are scheduled, they will be posted as required in the class schedule.

## Online - Remote Live (OL)

Online - Remote Live classes are online classes. Online live classes use communication technologies, such as Confer Zoom, to meet online, synchronously. Online Live classes are primarily used in emergency situations, when students and teachers cannot safely meet on campus.

It is important to note that when an on-campus face-to-face class becomes an Online Live class, that class is now an online class and must meet all of our online class expectations.

## Hybrid (H)

A Hybrid Class is a combination of an Online class and an on-campus class. If any portion of the scheduled class hours are replaced with online learning, the class is considered an online class and must meet our online course requirements. The online portion of a Hybrid class must meet all of our online class expectations.

## Online - Virtual Hybrid (VH)

Virtual Hybrid classes are a combination of an online asynchronous class and a synchronous Online - Remote Live class. It is important to note that all portions of the Virtual Hybrid class must meet all of our online class expectations.

## HYFLEX (OL)

HYFLEX classes are a combination of a traditional on-campus class and an Online Remote Live class. Students can choose to attend on campus or online. Student attendance and mode expectations are listed in the class schedule.

All of Santiago Canyon College's online-teaching faculty have completed a comprehensive class on effective online course design and teaching. All Distance Education courses at Santiago Canyon College ensure that there is regular and effective contact from the instructor to the student, from the student to the instructor, and from student to student. A variety of technologies and media are used for communication, assignments, and assessments. At a minimum, Distance Education students must have regular access to a computer with high-speed internet access, word processing and presentation software, multimedia software (such as QuickTime or Windows Media Player), and any software or hardware listed in the course requirements in the class description. The Microsoft Office suite is available to our students for free. Please contact [the student help desk](#) for any technology-related questions, concerns, or for instructions on how to get Microsoft Office.

Please check our Distance Education department website, at [www.sccollege.edu/DistanceLearning](http://www.sccollege.edu/DistanceLearning), for resources and to check to ensure that Distance Education courses are right for you.

## Extended Opportunity Programs and Services (EOPS)

Extended Opportunity Program and Services (EOPS) is a state-funded program that provides specialized assistance to students who need additional support due to financial and educational challenges. EOPS provides comprehensive academic, career, and personal counseling. Additional services include summer success program, book services, priority registration, university transfer assistance, financial aid application assistance, and additional resources as needed.

EOPS also offers CARE (Cooperative Agencies Resources for Education) to EOPS single parents receiving cash aid with children under the age of fourteen. CARE services are in addition to EOPS and may include additional book services, transportation assistance, and group support activities.

For more information regarding eligibility call (714) 628-4915

## Financial Aid Services

The Financial Aid Office administers federal and state student aid programs designed to assist students who are unable to meet the cost of education. Financial aid is available to qualified students to help meet the cost of tuition, books, supplies, and other educational materials. Students may also be eligible to have their enrollment fee waived. Financial aid staff are available to answer questions and help students through the financial aid process. Students are encouraged to submit their Free Application for Federal Student Aid (FAFSA) or the California Dream Act Application (CADAA) as soon as possible. Financial Aid applications can be submitted starting October 1st each year. The Financial Aid Office is located in room E-104. For more information, please visit [www.scccollege.edu/financialaid](http://www.scccollege.edu/financialaid).

## First Year Support Center

The First Year Support Center (FYSC) supports new, continuing, and returning students in their academic and social transition at Santiago Canyon College. The center strives to provide college skill sets and awareness of campus resources and to be able to integrate students into the college campus and community. The FYSC offers assistance with: applying to the college, registration for classes, filling out financial aid documentation, student portal assistance, student success workshops, undocumented student resources, etc. For more information, visit the FYSC in E-303 or call (714) 628-5085.

## Foundation

The Santiago Canyon College Foundation is a 501(c)(3) non-profit organization dedicated exclusively to helping Santiago Canyon College gain the financial resources it needs to ensure that every qualified student, regardless of economic background, has access to an affordable yet high-quality college education. The SCC Foundation raises money for academic

scholarships and provides supplemental dollars for student support programs such as the Hawks Nest Food Pantry and Veterans Resource Center (VRC). To enhance the quality of our students' overall experience at SCC, the Foundation also supports enrichment programs such as Forensic Debate Team and campus events, including the annual Performing Arts Showcase.

There is no better value in higher education than community college - nor a more cost-effective way to make sure that every person in our community has a viable path to becoming or remaining a productive citizen.

Your donation to the foundation - in any amount - makes a real difference in the lives of our students. To find out more, please e-mail [foundation@scccollege.edu](mailto:foundation@scccollege.edu) or call (714) 628-4790.

## Guardian Scholars

The SCC Guardian Scholars Program serves ambitious, college bound students who are current and former foster youth pursuing a path within higher education. SCC Guardian Scholars' mission is to support the well-being and empowerment of students on their educational journeys to earning a Career Technical Certificate, Associate's Degree, and/or transfer to a university. We strive to provide a support system and network that is vitally needed for foster youth to ensure a positive college life, both inside and outside of the classroom.

Upon meeting eligibility requirements, Guardian Scholars receive the following support services: Priority registration, one-on-one academic advising, new-student orientation, financial aid, assistance finding on-campus jobs, bus passes, school supplies, textbook assistance, special activities, luncheons, mentoring, friendship and support.

To learn more about Guardian Scholars, contact us at (714) 628-4709, come by our office in A-206, or visit our website at [Guardian Scholars](#).

## High School and Community Outreach

The High School and Community Outreach Department provides detailed information regarding academic programs and student services that are offered at Santiago Canyon College for incoming students and the local community. The Outreach Department services include:

- Pre-admissions information and assistance to all prospective students and their families
- Campus tours for individuals and groups
- Ensuring access to and knowledge of campus resources
- Promoting academic, career and students services to all prospective students and the community
- Coordinating community outreach events such as college and career fairs
- Parent and community awareness events
- Weekly high school visits

The Outreach Department also serves as the primary contact for all incoming students entering the college and offers priority registration through the Early Welcome Program offered in April for the subsequent fall semester. For more information, call (714) 628-4808 or visit [www.sccollege.edu/outreach](http://www.sccollege.edu/outreach).

## Honors and Awards

Phi Theta Kappa. Phi Theta Kappa is an international honors society that recognizes academic excellence and achievement of students enrolled in two-year colleges. The society offers a myriad of opportunities for scholarship, intellectual enrichment, personal development and academic recognition.

The Beta Eta Rho Chapter of Phi Theta Kappa was organized at Santiago Canyon College in 1998.

Membership in Phi Theta Kappa is extended each semester by the local chapter to students who have completed a minimum of 12 degree units with a minimum of grade point average of 3.0. Members receive special recognition when they graduate.

Psi Beta. Psi Beta is the national honor society in psychology for community and junior colleges. The mission of Psi Beta is professional development of psychology students through promotion and recognition of excellence in scholarship, leadership, research, and community service.

Membership in Psi Beta is extended each semester by the local chapter to students who have completed one psychology course and 12 semester hours of total college credit and have an overall GPA of 3.25 with at least a "B" average in psychology courses.

Members receive special recognition upon graduation.

Sigma Chi Eta. The purposes of Sigma Chi Eta are (a) to recognize, foster, and reward outstanding scholastic achievement in communication studies; (b) to stimulate interest in the field of communication; (c) to provide an opportunity to discuss and exchange ideas in the field of communication; (d) to establish and maintain closer relationships and mutual understanding between speech communication studies faculty and students;

(e) to explore options for community college students who will transfer to a four-year college or university or enter the world of work. The Omicron Chapter at SCC was founded in 2004. Students who qualify may apply for membership by contacting the advisor, Dr. Melinda Womack. In order to become a member of a Sigma Chi Eta chapter, the student must:

have completed at least 12 semester hours

have completed at least three communication courses or 9 semester hours (or at least 12 quarter credit hours) of communication study;

have a cumulative GPA of at least 3.0;

have a communication studies GPA of at least 3.25;  
be in good standing at the college;  
display commitment to the field of communication.

## Honors Program and Honors Courses

The SCC Honors Program is dedicated to providing an enriched learning environment for high academic achievers so that they may fulfill themselves personally and acquire the skills and knowledge necessary to succeed at the Associate degree or Baccalaureate degree level. The Honors Program encourages critical thinking, sound decision-making, cultural awareness, and effective communication skills through instructional modes that foster independence and responsibility.

### Requirements to enroll in an Honors class

Regularly admitted students who meet the course prerequisites may take an Honors class. Enrollment in an Honors class does not require membership in the Honors Program. Students must be free of active disciplinary action reports.

First-time freshmen need to bring a high school transcript to the Counseling Department to receive a signed prerequisite clearance form prior to enrolling in an Honors class. Students who completed college work while in high school need to use the college GPA and units.

Continuing College students need a minimum 3.0 cumulative GPA from all institutions attended. Transfer students will need college transcripts from all previous institutions as well as a signed prerequisite clearance form.

Special Admit students must have a minimum 3.0 GPA in any college coursework and have a minimum 3.0 GPA in high school.

### Requirements to join the Honors Program

Submit an Honors Program application and requested documentation to Admissions and Records during the fall or spring semester. Students must be free of active disciplinary action reports.

Applications are not accepted from students who are not currently enrolled. Application, procedures, and deadlines are available on the [Honors Program website](#).

### Freshmen:

First-time freshmen who graduated from high school with a minimum 3.0 GPA may join the program during their first semester at SCC. High School Proficiency cannot be used. Official high school transcripts are required.

Qualification for English 101 as indicated by the SCC English placement test or a score of 3 or higher on the AP English test.

May not be involved in or found at fault in any disciplinary action as outlined in the SCC catalog.



Meet with Honors Program Counselor once per semester for Comprehensive Educational Plan prior to Pre-Selection of Honors courses.

Continuing College students:

Students need a cumulative 3.0 GPA or higher in 6 or more units from all colleges attended.

Qualification for ENGL 101 as indicated by the SCC English placement test or a score of 3 or higher on the AP English test.

Have no grade lower than a "C" in any college-level Honors class.

Meet with Honors Program Counselor once per semester for Comprehensive Educational Plan prior to Pre-Selection of Honors courses.

May not be involved in or found at fault in any disciplinary action as outlined in the SCC catalog.

Special Admit students: Current high school students are not eligible to join the Honors Program. GPA in college units completed while in high school could affect future ability to enroll in honors classes and the Honors Program.

Requirements to continue in the Honors Program

Maintain a cumulative 3.0 GPA or higher.

Earn grades of "C" or above in all Honors classes.

Earn grades of "C" or above in all college-level classes while in the program.

Meet with Honors Program Counselor once per semester for Comprehensive Educational Plan prior to Pre-Selection of Honors courses.

Complete English 101 during the first year in the Honors Program unless ENGL 101 has already been satisfied. (ENGL 101H is recommended)

Remain free of any disciplinary action as outlined in the SCC catalog.

Requirements to complete the Honors Program

Submit the Honors Program Completion Petition to Admissions and Records (E-100). The petition and deadlines are available on the Honors Program website: [www.sccollege.edu/honors](http://www.sccollege.edu/honors).

Maintain a cumulative 3.0 GPA in all college units, including remedial and honors coursework.

Complete Honors Program unit and residency requirements:

Complete a minimum of 15 honors units with a minimum of 1 course from each category listed below within the Rancho Santiago Community College District.

OR

Completion of 18 honors units from any category.

12 of the 15 units must be completed at Santiago Canyon College. 3 units may be completed at Santa Ana College

12 of the 15 units must be completed after acceptance to the program

A single course may not meet more than one Honors Educational Category. In addition to the Honors Educational Category requirements (1-3), additional Honors units will be needed to fulfill the 15 unit requirement.

Honors Educational Category 1: English, Communication, Arts and Humanities

Honors Educational Category 2: Mathematics, Physical and Biological Sciences

Honors Educational Category 3: Social and Behavioral Sciences

See Honors Program website or Honors Program Counselor for course offerings.

Earn grades of "C" or above in all college units, including remedial and honors coursework, while in the program. Honors courses must be taken for letter grade (P/NP grades are excluded).

Disqualification from the Honors Program

Students with a cumulative GPA below a 3.0 or who receive a "D" or "F" in an Honors class will be disqualified from the program.

Students whose cumulative GPA falls below 3.0 anytime during their enrollment at SCC, or who receive a "D" or "F" in an Honors class will be disqualified from the Honors Program for the duration of their enrollment at SCC. Students may appeal disqualification from the Honors Program to the Honors Program Committee. Contact the Honors Program Counselor.

Students who earn a "D" or "F" in an Honors class may repeat the non-Honors version, but they will not be allowed to complete the Honors program.

### President's Scholar

The President's Scholar designation is placed on the transcript and diploma of the graduate who has achieved a cumulative grade point average of 3.5 and completed the Honors Program. All letter grades must be "C" or better. Students with Academic Renewal Without Course Repetition are not eligible for President's Scholar. Students may not receive the President's Scholar designation if an associate degree from Santiago Canyon College has already been granted. Students participating in graduation ceremonies will be presented with a medallion.

### Completion of the Honors Program

The designation Honors Program Completion is placed on the transcript of students who complete all Honors Program requirements. It is also placed on the diploma of students who earn an associate degree.

## Language Lab

Santiago Canyon College offers a state-of-the-art language lab for students enrolled in Spanish, Italian, French, and American Sign Language courses. Our main objective in the Language Lab is to provide students with a variety of directed learning activities to supplement and complement classroom instruction and enhance their language learning experience. In addition, we provide a comfortable learning environment where students are able to access other resources such as interactive computer programs, games, audio, video, and reading materials, carefully arranged and selected for students' specific level to assist them in the development of their listening, speaking, reading and writing proficiency skills.

## Learning Communities

SCC Learning Communities provide interdisciplinary learning opportunities to communities of students, offering integrated education in a supportive, collaborative academic work. Learning Communities are connected courses that share common themes, activities, and assignments to create an enriched learning opportunity for students. Students who are members of a Learning Community take their courses as a group and become a community of learners.

### Why Should I Join a Learning Community?

- Students in Learning Communities get the support of a team of professors and a community of their fellow students in their Learning Community courses.
- Students in Learning Communities are more likely to fulfill their academic goals of transferring from a community college to a four-year university and of graduating from the university than traditional students.
- Students in a Learning Community get better grades in their courses—even in their courses that aren't part of the Learning Community—than traditional students.
- Students in a Learning Community get more involved in campus life and activities than traditional students and report that they enjoy their college experience more and feel they get more out of it than traditional students.

For more information, please visit our [Learning Communities webpage](#).

## Lorenzo A. Ramirez Library

The [Lorenzo A. Ramirez Library](#) collection contains over 40,000 books in print format and over 15,000 electronic books as well as DVDs and music CDs. Full-text journals, magazines, and newspaper articles are available through online databases. Remote access to most library resources are available through the Library website. In-class library workshops and self-paced modules provide instruction in using library resources.

In addition, the Santiago Canyon College Library offers student computer workstations, laptop computers, a wireless network, group study rooms, and an instruction lab. There are black/white and color copiers, printers, and scanners.

The Student Innovation Zone (SIZ) provides students with the opportunity to be creative in their academic work with PC, Apple computers, and multimedia editing software.

Research assistance is available in person and online.

The Library can be reached at (714) 628-5001

## Math Success Center

The Math Success Center (MSC) is a free service provided by SCC that provides students with supplemental learning in the classroom. Math faculty, Instructional Assistants, and student tutors are always on duty to assist students with questions from their math class. Additionally, computers are available for students to access mathematical software or complete internet-based assignments for any math class. The MSC is located in room D-209. Students can enroll in MATHCE100 on their first visit to the MSC and immediately start using the center.

[Math Success Center Website](#)

## Online Student Services

The SCC Student Services website, [www.scccollege.edu/StudentServices](http://www.scccollege.edu/StudentServices), is designed to inform and assist students with counseling information and eAdvising. Students can also request transcripts, apply for financial aid, find scholarships, pay fees, purchase a parking pass, download forms for most programs and services, view transfer workshops and presentations, research careers and find jobs and internships.

## Pathways to Teaching Program

The Pathways to Teaching Program is designed to encourage and support students to pursue an education leading to the teaching profession. Services include academic counseling and transfer assistance, specialized workshops and events, appointments with university representatives, teacher preparation resource information, internships, volunteer opportunities and the SCC TEACH! student organization. For more information about the Pathways to Teaching Program, drop by on the Third floor of E building or call (714) 628-4928.

## Project RISE

Project RISE is a year-round program for both credit and non-credit students designed to empower and support formerly incarcerated and system impacted individuals. Project RISE's goal is to provide students with the knowledge and resources needed to successfully complete the students' personal and academic goals. Services include: academic and career counseling, personalized assistance with college credit enrollment and services, workshops and events specifically for individuals with an incarceration experience and guidance on applying for financial aid and registering for classes. Project RISE students also have access to referrals to community resources, including childcare, housing, food, clothing, health, and legal.

For more information on Project RISE, please contact Albert Alvano by phone at 714-628-1048 or e-mail [alvano\\_albert@scccollege.edu](mailto:alvano_albert@scccollege.edu).

Visit the Project RISE office at 8045 E. Chapman Ave. Room U-80 Orange, CA 92869 or online at <https://www.sccollege.edu/ce/Services/SitePages/Project-RISE.aspx>

## Public Affairs

Information and publicity regarding college programs and activities is disseminated to the news media and the community through the Rancho Santiago Community College District Public Affairs office.

## Scheduling Options and Definitions

Santiago Canyon College schedules two 16- week semesters (fall and spring) with a summer session, and may offer a spring intersession schedule. Courses may be offered through different modalities such as traditional face-to-face or online. For more information about online learning or classes, see Distance Education page 26.

Term = a period of a time within an academic year when courses are scheduled (fall, spring, summer, spring intersession)

Semester = 16 weeks, scheduled every fall and spring

Summer Session = typically offered within a 4, 6 or 8 week period, can be scheduled after spring but before fall

Spring Intersession = typically offered in 4 weeks, can be scheduled after fall but before spring

In an effort to work with student schedules, Santiago Canyon College offers a variety of scheduling options during the fall and spring semesters:

Short Term = less than 16 weeks, can be 8 weeks, 10 weeks or 12 weeks

Early Start / Late Start = 8 weeks, spans either the first 8-weeks or second 8-weeks

Weekend = offered Fridays, Saturdays, and/ or Sunday

## Science Teaching and Resource Center

The Science Teaching and Resource Center (STAR Center) is designed to help students in all science classes (Astronomy, Biology, Chemistry, Geology, and Physics) to succeed. The curriculum for the center includes Question and Answer sessions, Directed Learning Activities (DLA), and Student-led study groups. All services provided through the STAR Center are geared towards engaging science students and enhancing their success.

[STAR Center website](#)

## Student Health and Wellness Services

Currently enrolled credit students who have paid their health fees are eligible for Student Health and Wellness Services (SHWS). Walk- in health services are routinely provided by registered nurses. Services of physicians and psychologists are available by appointment only. All services are provided without charge, except nominal fees for medications, laboratory tests and some medical procedures when supplies are used.

Emphasis is on health maintenance and wellness promotion. On-site health services include the diagnosis and treatment of acute short-term illnesses, pregnancy testing and Family PACT services, which include FREE hormone based contraception, emergency contraception, cervical cancer screening, STI testing, and condoms. In addition, SHWS offers first aid care, short-term mental health counseling, health maintenance and wellness promotion literature, as well as blood pressure screening, cholesterol monitoring, tobacco cessation counseling, tuberculin skin testing, community referrals, emergency care and accident insurance coverage for course-related injuries. Refer to the class schedule for Student Health and Wellness Service hours, or call (714) 628-4773.

## Student Support Services – TRIO

Student Support Services – TRIO (SSS- TRIO) is a federally funded program that supports underserved first generation, low- income, neurodiverse students who test into developmental Math & English achieve their educational goals. The purpose of SSS-TRIO is to provide support and resources to enable students to overcome challenges and make use of their inherent talents and abilities to succeed in college and in life.

SSS-TRIO provides personalized academic and personal growth coaching, one-on- one tutoring, holistic counseling, book loan services, calculator & laptop loan services, priority registration, Summer Bridge, placement test preparation, student success workshops, campus referral services, supplies, and additional resources for students.

To learn more about SSS-TRIO, please contact us at (714) 628-5033, visit us at A-104, or go to our [website](#).

## Supplemental Instruction

Supplemental Instruction (SI) is an academic support program that targets historically difficult courses. SI offers regularly scheduled out-of-class review sessions to all students enrolled in a targeted math or science course. SI study sessions are informal seminars where students work on practice problems, review notes, discuss readings, develop organizational tools, and prepare for examinations. Students learn how to integrate course content with reasoning and study skills. Students attend SI sessions voluntarily, and no effort is made to segregate students based on academic ability. Since SI is introduced on the first day of classes and is open to all students in the class, SI is not viewed as remedial. To learn more about the SI program and see a list of courses offering SI, visit the website.

[Supplemental Instruction Website](#)

## Embedded Tutoring

Embedded Tutoring (ET) is an academic support program that targets historically difficult courses. ET offers regularly scheduled, out-of-class tutoring sessions to all students enrolled in a targeted course. During ET sessions, students can get on-demand help with homework problems and lecture concepts. ET sessions are facilitated by student tutors who have previously and successfully completed the targeted course. Tutors attend all class lectures, take notes, and act as model students.

## The Hawk's Nest: Basic Need Center

The Hawk's Nest provides basic needs services for credit and noncredit SCC students. Our Hawk's Market pantry provides free and nutritious groceries, including fresh produce and non-perishables. In addition to assisting with groceries, we offer hygiene products, diapers, and other necessities. We can also assist in applying for CalFresh and seeking other community support. To learn more about us and our hours, please visit: [www.sccollege/foodpantry](http://www.sccollege/foodpantry)

Requirements to visit us:

Have a student ID number

If possible, please bring a reusable bag to shop in our market.

## Transfer Success Center

The Transfer Success Center provides resources and services to assist students in researching, planning, and completing their transfer to a four-year college or university. The Transfer Success Center coordinates various events throughout the year, including tours of universities, university representative advising appointments, transfer fairs, and a variety of workshops to help students with each step in the transfer process. In addition, the Transfer Success Center provides many useful resources such as; assistance with applications, personal statement assistance, updates via social media and e-mail, computers for use in research and completing applications, a comprehensive website, and expert advice from trained specialists. SCC's Counseling Department and the Transfer Success Center work in tandem to support students. The Counseling Center has skilled counselors available to help develop a comprehensive student education plan outlining courses needed for successful university transfer. For more information, stop by D-104-N, call (714) 628-4865, visit [SCC's Transfer Success Center website](#), and follow us @SCCTransfer on Instagram.

## Transportation

Some classes may be conducted off campus. Unless students are specifically advised otherwise, students are responsible for arranging for their own transportation to and from the class site. Although the district may assist in coordinating the transportation and/or recommending travel times, routes or caravanning, be advised that the district assumes no liability or responsibility for the transportation, and persons driving personal vehicles are not acting as agents of or on behalf of the district.

## Tutoring Services

Online tutoring is available through NetTutor, where all of the tutors hold bachelor's degrees, and many hold graduate degrees in their field of expertise. Online tutoring is a convenient and interactive experience for students to access tutors in a variety of subjects. Access NetTutor through your Self-Service college account.

## Upward Bound Math and Science

The Upward Bound Math and Science (UBMS) program aims to strengthen the math and science skills of participating high school students. UBMS' purpose is to help students recognize and develop their potential to excel in math and science, encourage them to pursue postsecondary degrees in math and science, and ultimately careers in the math and science profession. Santiago Canyon College's UBMS program serves students enrolled at El Modena High School and Orange High School. For more information, please contact us at (714) 628-5012, visit us at A-206, or go to our website at:

<https://www.sccollege.edu/students/student-services/upwardbound/SitePages/Home.aspx>

## Veterans Resource Center

Students interested in seeking Veterans Service Office (VSO) at Santiago Canyon College (SCC) should go to the Veterans Resource Center (VRC) in room A-210.

Veterans Services assists qualified veterans with support services such as, access to VA Educational Benefits, priority registration, educational counseling, and psychological services. The VSO also provides support to the success of students with disabilities by providing resources and information that promote access, equal opportunity and empowerment. A knowledgeable office staff specializing in veterans' affairs is prepared to assist students at SCC at (714) 628-4793. Rancho Santiago Community College District is approved by the California Bureau for Private Postsecondary training of veterans and eligible persons. Educational opportunities are available for college credit which include associate degrees, transfer degree programs, and certificates.

### Eligibility

Veterans who qualify to receive benefits under the Montgomery Bill-Active Duty (Ch. 30), Montgomery Bill-Selected Active Reserve (Ch. 1606), and eligible persons under the Survivors and Dependents Educational Assistance Program (Ch. 35) are encouraged to take advantage of their educational entitlement.

Veterans with a minimum of 90 days aggregate active service on or after 9/10/01 may be eligible for the post 9/11 GI Bill® (Ch. 33). This program includes basic housing allowance (BAH), book stipend, and tuition/fees.

Veterans with a service-connected disability may be eligible for vocational rehabilitation (Ch. 31) benefits. This program provides eligible veterans with a monthly allowance as well as payment for tuition, most fees, and necessary books and supplies. For further information, applicants should seek further information regarding eligibility from the VA Regional Office, Los Angeles, 1-800-827-1000 or 1-888-442-4551 or by contacting the local Orange County Veterans Service Office, Santa Ana, (714) 480-6555.

### Applying for Benefits

Each veteran and eligible person who are seeking to apply for VA benefits, must apply for these benefits by visiting the Veterans Benefits Administration website at: [www.benefits.va.gov](http://www.benefits.va.gov). In addition, any person who wishes to attend a college in the Rancho Santiago Community College District must follow the admissions procedures. See index for details on enrollment. A copy of discharge paper-DD214 is required of all new veterans and a copy of DD2384 of new Chapter 1606/1607 reservists who are using their educational benefits for the first time.

### Post-911 GI Bill® and VR&E Beneficiaries (Chapter 33 and Chapter 31 beneficiaries)

The Veterans Benefits and Transition Act of 2018 (Public Law 115-407) allows students that will be utilizing Ch. 33 or Ch. 31 VA benefits to attend a course of education or training for up to 90 days from the date the beneficiary provides a certificate of eligibility (COE) or valid authorization from VOC Rehab counselor. The school will not prevent enrollment, assess a late penalty fee, require students to secure alternative or additional funding or deny access to any resources available to other students who have satisfied their tuition and fee bills to the institution. Students must submit all required certification request forms directly to the Veterans Resource Center (VRC) for processing, including any additional information needed to properly certify the enrollment as described in the school's institutional policies. Submission of forms will allow students to attend the course until the VA provides payment to the institution without penalty or requiring to borrow additional funds to cover mandatory tuition and fees due to late payments from the VA. Any student that does not have 100% entitlement for Ch. 33 VA benefits, will be responsible for any remaining balance after the VA submits payments directly to the school. For further information, please contact the VRC directly.

### Transcripts and Program Approval

VA regulations stipulate that prior credit must be evaluated. With this in mind, the VSO requests that all official transcripts be on file with the Admissions Office by the end of the first term of attendance. This will avoid any delays in payments and/or overpayments if applicable.

Students utilizing VA Educational Benefits at SCC must select a major and each course approved prior to registering for each term. The VA requires that the VSO monitor progress towards a specific degree plan; therefore for VA certification purposes, students must enroll in courses that are part of their current educational plan specifically required for that major.

College counselors are available to provide comprehensive counseling services for day and evening students; call (71) 628-4800 to schedule an appointment with Santiago Canyon College Counseling Department. If you have attended previous school(s), official transcripts must be on file before a college program can be evaluated thoroughly by the counselors.

### Military Credit

SCC will only evaluate credit from regionally accredited institutions. Three units for health education and one unit for kinesiology may be granted on the basis of military service. When a veteran petitions for graduation and needs these units for graduation purposes, Veterans should seek confirmation directly with the Graduation Office.



## General Information

The VA will pay education benefits for eligible veterans and dependents of veterans. The payment will depend on a number of factors including but not limited to: benefit type, benefit eligibility percent, number of active certified units, training type, etc. See the VSO for more information.

Veterans and their eligible dependents or spouses must maintain good academic standings and progress with the college as outlined in the school catalog (see Academic and Progress Probation/Dismissal). Students

who fail to make academic progress will be placed on Academic Probation and/or Course Completion Probation accordingly. Students who are on probation for two consecutive terms after failing to demonstrate academic progress may lose priority registration and CCPG eligibility. Students who are on Academic and/or Progress Dismissal from the college cannot be certified for VA Educational Benefits. For further detailed information, please see the College Policies and Procedures section.

## Writing Center

The Writing Center is designed to assist students in their study, practice, and communication of English. The Writing Center exists to promote student success, particularly in skills fundamental to effective communication in all disciplines, so we welcome all SCC students, not only those enrolled in English classes but also students taking any course in which writing assignments are required. English Department professors as well as our Writing Center Instructional Assistant, Donna Collins, staff the center in order to best serve students' needs.

In working with a professor, students may focus on improving their writing in a number of areas: developing an assignment's content, organizing their ideas, and enhancing their sentence structure and vocabulary. Moreover, we believe students are most capable of writing well if they can learn to identify their own errors and develop the skills to correct those errors in a way that reveals a unique tone and style, so WC staff will assist them in using proper grammar and punctuation as well as in developing their own voices.

### What the Writing Center offers

- Mini-lectures and workshops on grammar and punctuation
- One-on-one conferencing with English professors
- Guidance about the writing process, from early planning stages to final polishing ones
- Assistance with various writing assignments, including essays, resumes, and college applications and personal statements
- Directed Learning Activities worksheets
- Internet access for research

### What the Writing Center does not offer

- Editing sessions
- Proofreading services
- Computer use for emails
- Computer use for typing non-academic materials

\*WC hours are subject to change

## Student Life, Activities, and Academic Competitions

### Alumni Network

The SCC Alumni Network was founded to promote and facilitate a lifelong relationship between Santiago Canyon College and its former students to encourage ongoing alumni support for the college. Former students qualify for membership in the Network if they have completed at least nine (9) units of academic coursework at SCC.

A robust alumni network is a vital link to SCC's past and an important factor in building the reputation and financial health of the college. The network is also a resource for SCC alumni seeking to build their professional networks, becoming involved on campus, or just having fun and reconnecting with fellow Hawks.

The list of benefits of being an SCC alumnus continues to grow. Alumni are also invited to join the SCC Alumni Association, which will officially launch for the 25th Anniversary of SCC in 2025. For more information, go to [scccollege.edu/alumni](http://scccollege.edu/alumni), email [alumni@scccollege.edu](mailto:alumni@scccollege.edu), or call the SCC Foundation Office at (714) 628-4790.

## Associated Student Government (ASG)

The Associated Student Government was established to provide students with government and leadership experience. Opportunities are available to become involved in campus and statewide committees and councils as student representatives. In ASG, students learn firsthand about group dynamics and decision making, program planning, and running effective meetings. Additionally, there are many student clubs and organizations to join. For more information please visit [www.scccollege.edu/studentlife](http://www.scccollege.edu/studentlife) or call (714) 628-4913.

## Black Legacy Achievement Center of Knowledge (B.L.A.C.K.)

### Purpose:

The Santiago Canyon College B.L.A.C.K. program is devised to intentionally assist Black, and all students of color, with the skills and empowerment needed to identify the strength of their legacy and use their academic cornerstones to build their own.

### Description:

The Black Legacy Achievement Center of Knowledge provides students with a myriad of support systems that buttress what they have in place, and contribute where support in their lives may be scarce. Through academic counseling, social interaction with other students and SCC professionals, students will recognize the value of their experiences and the legacy gifted to them by their ancestors.

### Benefits:

Students can avail themselves to specially designed programs and activities that are created and developed to enhance the student academic experience, such that they will be able to apply their new knowledge and successfully achieve their educational goals.

Students will engage with other students to create learning communities that allows everyone to share their understanding of their identity, strengths, talents and common interests within a safe, nurturing environment.

Mentorship by SCC educators and leaders, as well as community members, is woven into programming and allows students to receive guidance from an eclectic cadre of dynamic people.

Students will engage in program development and allowed to create events and activities, with the guidance of the B.L.A.C.K. professionals who are experts in the fields of academic programming and student services.

### Future Development:

We invite you to continue to check back to discover the ongoing calendar of events, information and resources available to you.

## Cafeteria/Student Lounge

The T-Buildings house the Associated Student Government room, Student Lounge, food services at the Hungry Hawk Cafe, and the Student Health and Wellness Services. To reserve rooms for use, call the Santiago Canyon College facilities office at (714) 628-4719.

## Forensics

Forensics is more commonly known as competitive speech and debate. The SCC Forensics team was one of the first signature programs to be offered when the college was first accredited. Members of the team travel to local tournaments on select weekends and perform persuasive speeches, debates, impromptu, poetry, drama, and many more. This co-curricular activity provides students with an excellent opportunity to stand out on transfer and job applications. Forensics teaches skills that are useful in any industry, but are particularly well-suited for students that are seeking careers in broadcasting, law, politics, and public relations. The team is open to all students, and students with no prior experience compete against other beginners at their first tournaments. For more information, contact Ralph Castellanos at [ralph\\_castellanos@sccollege.edu](mailto:ralph_castellanos@sccollege.edu)

## Intercollegiate Athletics

Santiago Canyon College, home of the Hawks, is proud of its athletic teams and their rich athletic history. The college has fielded teams since 1999 and now offers competitive opportunities for student athletes in seven sports: men's and women's cross country, men's and women's soccer, softball, and men's and women's volleyball.

The Hawks compete in the highly competitive Orange Empire Conference (OEC) under the auspices of the California Community College Athletics Association. SCC's outstanding coaching and teaching staff, combined with an excellent system of academic assistance, has helped eligible students transfer to four-year colleges and universities.

2012 saw the opening of the new athletics and aquatics complex at Santiago Canyon College. The facility includes a fully equipped fitness center, strength lab, aerobics studio, men's and women's locker rooms, athletic training facilities, three indoor courts, a swimming pool and administrative offices.

All prospective student-athletes with questions about eligibility should contact the Director of Athletics at (714) 628-4816.

## Model United Nations

Professor Cale Crammer at [cale\\_crammer@sccollege.edu](mailto:cale_crammer@sccollege.edu)

The SCC Model United Nations program offers students the opportunity to learn about global issues and international politics in an interactive team environment. What makes MUN fun and exciting is it allows students to take what they learn in the classroom and apply it to what is going on in the real world. The program creates a space where students can come together, get involved, and build lasting friendships. Students who participate in MUN also gain essential life skills. The skills we focus on are:

- Critical and creative thinking
- Problem-solving
- Decision making
- Effective communication
- Interpersonal relationship skills
- Team and rapport building
- Conflict resolution

Perhaps the biggest highlight of the SCC MUN program is our participation in local and national MUN conferences. The team travels to exciting places like Washington, D.C., and New York. While in D.C. and New York, students get the unique opportunity to meet with diplomats and practitioners in the field. We also visit the State Department and the United Nations. These are once in a lifetime experiences that draw students back to the program semester after semester.

## How to Join MUN

How do you get involved with MUN at SCC? The easiest way is for students to enroll in POLT 150 - Model United Nations. This course introduces students to global issues and the ins and outs of Model UN. It is both UC and CSU transferrable. Students who are unable to enroll in POLT 150 because of scheduling conflicts may participate in the MUN club.

## Want to Learn More?

If you would like to learn more, please feel free to contact: [Professor Crammer](mailto:cale_crammer@sccollege.edu) at cale\_crammer@sccollege.edu

## SCC Athletic Achievements

### Cross-Country

Top-10 National Rank (Team): 2003 Men's Cross Country (#8)  
 Top-10 State Rank (Team): 2003 Men's Cross Country (#3)

### Men's Basketball

Southern California Regional Finalist 2018

### Men's Golf

State Finals Team 2014, 2011 (4th)  
 Men's Individual State Golf Champion - Connor Covington 2010  
 Orange Empire Conference Champions 2006

### Women's Golf

Regional Finalists 2009, 2008, 2007  
 Orange Empire Conference Champions 2009, 2007

### Women's Soccer

National Champions 2009  
 State Champions 2018, 2009, 2006  
 State Finalists 2018, 2017, 2014, 2013, 2012, 2011, 2009, 2007, 2006  
 Regional Finalists 2018, 2017, 2016, 2015, 2014, 2013, 2012, 2011, 2009, 2008, 2007, 2006, 2005, 2004  
 Orange Empire Conference Champions 2018, 2017, 2016, 2015, 2014, 2013, 2012, 2011, 2010, 2009, 2008, 2007, 2006, 2005, 2004  
 Academic State Champions 2012, 2010, 2006, 2005

### Women's Softball

State Champions 2016  
 State Finalists 2014  
 Super-Regional Finalists 2018, 2017, 2015, 2014, 2013.  
 Orange Empire Conference Champions 2014

### Track and Field

Top-10 State Rank (Team)

2007 Women's Track & Field (#9)  
National Community College Record  
Women's 3000 Meter Steeplechase 2007 - Jenni Bair-Johnson (Track & Field)

## Student Clubs and Organizations

The Inter-Club Council (ICC) represents all active student clubs and organizations on campus to promote leadership development, networking, communication skills and campus life. For a list of current student clubs and organizations, please visit [student life](#).

To form a new student club, please call (714) 628-4917.

## Student Life and Leadership

The office of Student Life and Leadership promotes and supports students' co-curricular Interests and provides excellent opportunities through the Student Leadership Institute (SU), the Associated Student Government (ASG), Inter-Club Council and student organizations. The office also provides a variety of services to students, faculty, and staff through assistance with student-focused event planning. For more Information, please call (714) 628-4912 or visit A-206.

## Umoja

The Umoja Program is a statewide community network of resources and educators, who are "committed to the personal growth and self –actualization of African American and other students".

Students here at SCC will benefit from services and programs like; advising, counseling, books, learning communities, program space, food, workshops, and much more. SCC's Umoja program is a community gathering space for African American / Black, and other students to come together to honor and celebrate Black Excellence, and to discuss the real issues that affect students and the broad African American / Black community.

Umoja Program Office: B-212

Umoja Hours: Online Chat 1:00pm to 5pm (Chat Link Below)

Email: [umoja@scccollege.edu](mailto:umoja@scccollege.edu)

To meet with the Umoja Counselor contact 714-628-4915.

[APPLY HERE](#)

[Introduction to Umoja \(Video\)](#)

## Program Services

There are many incentives and support services when you join our Umoja Program, including but not limited to:

### *Orientation*

-Get to know the program and the school with help from Umoja Program staff and students.

### *Academic Counseling*

-Online Educational Counseling is available to Umoja Students

### *Liberation Library*

-Loan Books on topics of Black Excellence, Social Justice, Tips for Academic Success, and more.

#### *Umoja Mentor Program*

-Connect with Second Year Umoja Students to ease the transition of college

*Increase academic skills and abilities*

-Get tutored by other Umoja Students

*Motivational and educational workshops*

*University and Cultural Tours*

*Community service opportunities*

-Attend State-Wide Umoja Community Conferences, Summits, and Symposia

## Financial Aid

Financial aid is money to help pay for college in the form of grants, work-study, loans, and scholarships to help make college affordable. Financial aid can come from federal, state, school, and/or private sources to help you pay for college.

In order to apply for any financial aid program, you must complete the Free Application for Federal Student Aid (FAFSA, [www.studentaid.gov](http://www.studentaid.gov)) or California Dream Act Application (CADAA, [dream.csac.ca.gov](http://dream.csac.ca.gov)). If you are required to use your parent(s) income information, refer to the federal IRS Income Tax Forms or use the IRS Data retrieval tool (FAFSA Only). The state Cal Grant application process requires you also submit GPA verification. If you have completed 16 degree-applicable units at Santa Ana College or Santiago Canyon College, your GPA will automatically be submitted to the state. If not, you will need to submit your high school GPA on the paper GPA Verification form. Cal Grant deadlines are March 2nd (maximum opportunity) and September 2nd (limited number of awards). Once you have applied for financial aid, you will receive a Student Aid Report (SAR). The SAR includes your Expected Family Contribution (EFC). An EFC is used to determine your Pell Grant and California College Promise Grant (Method C) eligibility. The California Student Aid Commission will notify you of your Cal Grant eligibility. Each college you have listed on the FAFSA or CADAA may send you additional forms to be completed and turned into the Financial Aid Office. After all required documents have been processed; you will be awarded the financial aid programs you are eligible for and an Award Offer will be emailed to you. If your family circumstances have changed, due to illness, loss of a job, etc., ask about "Special Circumstances" that could affect your eligibility.

#### General Eligibility Requirements:

Be a US citizen or eligible non-citizen. (FAFSA only) or AB540 eligible (CADAA only).

Must have a high school diploma; pass a GED exam or the California High School Proficiency Exam.

Must have a valid Social Security Number. (FAFSA only)

Meet Satisfactory Academic Progress requirements.

Not be in default on any federal student loan or owe a refund on any federal grant funds.

Be enrolled in an eligible program of study leading to a degree, transfer, or a certificate.

#### Withdrawals and Repayments of Financial Aid Funds

Federal regulations may require students to repay federal funds if they drop, fail or withdraw (in any combination) from all classes, drop classes after disbursement, or are dropped by the instructor due to excessive absence. Based on the date of the *complete withdrawal*, the Financial Aid Office is required to determine the amount, if any, of "unearned" federal financial aid received by the student. A calculation will be completed to determine if the student is required to repay any funds.

Students who successfully complete at least 6 units each semester, may not be required to repay a portion of the funds received. Dropping below half-time will affect the amount awarded and may disqualify you from certain programs.

## Financial Aid Programs

### Cal Grants

Cal Grants are available to California residents attending eligible California colleges who meet all criteria and are enrolled in at least 6 units. The programs are administered by the California Student Aid Commission (CSAC). Students must complete the annual FAFSA or CADAA by the deadlines of March 2nd and September 2nd for community college students. Cal Grants also have a GPA verification required by CSAC. Cal Grant award amounts are published annually by CSAC at [www.csac.ca.gov](http://www.csac.ca.gov).

### Cal Grant A

Eligibility is based on financial need and GPA. Assistance is provided to meet tuition and fee costs at four-year universities. Awards to community college students may be placed on "reserve" for a maximum of two years until they transfer to a four-year institution.

### Cal Grant B

This Grant is provided to students from low-income families with living allowance and tuition and fee assistance to attend college. This grant may be used at community colleges and universities, not to exceed four years. Cal Grant B students also receive tuition costs at the same levels as Cal Grant A, except at community colleges.

### Cal Grant C

This grant is intended to assist students who are pursuing an occupational, technical, or vocational program that will result in a certificate or associate degree. Students enrolled in a transfer program are ineligible.

### Cal Grant Students With Dependent Children

Cal Grant students with dependent children attending a University of California, California State University, or California Community College campus may be eligible for an access award of up to \$6,000 for qualifying Cal Grant A and B recipients and up to \$4,000 for eligible Cal Grant C recipients.

### California College Promise Grant (CCPG)

The CCPG will waive enrollment fees for eligible students. As soon as your FAFSA or Dream Act Application is processed, the Financial Aid Office will determine if you are eligible for a fee waiver. If qualified, you will have the enrollment fee waived. If you do not complete a FAFSA or Dream Act, you may also apply for a fee waiver by completing the CCPG application on paper or online. This application is for low income students, children of Veterans or for students and families receiving some type of government aid. Students must meet the CCPG Academic and Progress Standards to remain eligible for the waiver. Please note: Some students may be independent on the CCPG application but dependent on the FAFSA.

### California College Promise Scholarship

The Santiago Canyon College Promise Scholarship provides incoming, full-time students with one year of college, tuition free regardless of family income. General requirements include be a first-time, full-time (12+ units) college student, California resident or AB540 eligible, and complete and submit a FAFSA or CADAA. See the First Year Support Center for more details.

### Chafee Grant

This grant is available to students who are or were in foster care for at least one day, between the ages of 16 and 18 as a dependent or ward of the court and have financial need. Awards are \$5,000 per year and the program has limited funding. To apply, students must submit the FAFSA or CADAA and the separate Chafee Grant application. There is a maximum age limit of 26 as of July 1 of the award year. No payments are made beyond the age of 26.

#### Federal PELL Grant

Pell grant is a federally funded program for undergraduates who demonstrate need. The amount of the Pell Grant is based on the cost of attendance, the Expected Family Contribution, and the enrollment in number of units. Please check with the Financial Aid Office or visit the website for the maximum and minimum PELL award amount. If you apply late and you are eligible, you may be paid retroactively for the entire academic year. Pell Grants are limited to 12 Full Time equivalent semesters.

#### Federal Supplemental Educational Opportunity Grant (FSEOG)

This is a federally funded grant, available to undergraduates who demonstrate exceptional financial need. Priority in awarding FSEOG funds must be given to Pell Grant recipients. Minimum enrollment is six units per semester. Early applicants are given priority.

#### Federal Work-Study Program (FWS)

This is a federally funded program providing employment opportunities to students with financial need. Students awarded FWS are placed in part-time jobs on campus. This program provides an excellent "learning experience" through on-the-job training. Students must be enrolled in a minimum of six units to remain eligible. Early applicants are given priority.

#### Student Success Completion Grant (SSCG)

Cal Grant B & C Eligible Students who are attending Full-Time (12+ units) may also be eligible to receive SSCG up to \$4,000 per academic year sponsored by the California Community College Chancellor's Office.

#### William D. Ford Federal Direct Loan Program

All students who meet federal financial aid eligibility criteria may borrow through the Direct Loan program. Funds are borrowed directly from the federal government. Annual Direct Loan Subsidized and Unsubsidized combined limits are \$3,500 for freshmen and \$4,500 for sophomores. Additional Direct Unsubsidized loans are available for eligible students.

Subsidized Direct Loan: The federal government pays the interest on this need-based loan while the student is enrolled in school, at least half-time.

Unsubsidized Direct Loan: The student is responsible for paying the interest on this loan that is not need based.

Additional Unsubsidized Direct Loans: Available to students who meet all of the qualification requirements. The annual loan limits are \$6,000 for independent students and \$2,000 for dependent students.

Parent Loans for Undergraduate Students (PLUS): This loan is for parents who borrow on behalf of dependent students. The parents' credit will be checked by the Department of Education. Repayment of principal and interest begins immediately. The amount borrowed cannot exceed the cost of attendance, minus any other financial aid and resources received by the student.

## On-Campus Job Placement Office



The On-Campus Job Placement Office operates under the umbrella of the Student Support Services, aiding students in advancing their leadership skills by placing them in on-campus student work programs. Student employment can assist with education cost and also develop desirable work attitudes and habits while working in a professional environment. Upon determining eligibility, students are matched with departments based on their educational goals. This work experience is intended to compliment the educational process and to enhance future employment.

For more information, the On-Campus Job Placement Office is located in E-104 or [online](#).

## Scholarship Program Office

Santiago Canyon College scholarships are established by community benefactors, including SCC Foundation, SCC faculty and staff, and outside organizations recognize academic achievement and offer needed financial support. There are scholarships available to students taking credit or non-credit classes at SCC, those transferring from SCC to four-year colleges, and those entering college at SCC for the first time. Eligibility criteria, application requirements, and timelines vary. Students are invited to explore our list of scholarships and details of the application process on our website at [www.sccollege.edu/scholarship](http://www.sccollege.edu/scholarship). Students can contact the SCC Scholarship Office by visiting E-104 or emailing [scholarship@sccollege.edu](mailto:scholarship@sccollege.edu).

## Student Consumer Information– Right-To-Know Disclosure Information

Federal regulations require all campuses to provide specified information to prospective and current students, staff and the general public. Listed below are those items that must be available for review per federal regulation.

The federal Higher Education Act, the federal Equity in Athletics Disclosure Act (EADA), and regulatory guidance provided in the Code of Federal Regulations (CFR) require direct individual notices of prescribed information to certain target audiences including prospective students; currently enrolled students; current employees; parents, coaches and counselors of prospective student athletes; and the general public. Disclosures are to include crime/security statistics, student completion/graduation rates, FERPA privacy/security rights, financial aid program information, and gender-specific information on athletic participation and financial support.

Please click the following link to view Consumer Information: <https://www.sccollege.edu/students/student-services/financial-aid/SitePages/Home.aspx>

## Educational Options

### Associate Degrees

The Associate Degree is a certification of the student's satisfactory completion of a program of study with a specific major or area of specialization. The Associate Degree is normally completed in two years, compared with the Baccalaureate Degree, which is normally completed in four years. Associate Degrees are commonly conferred by community colleges and are referenced as "local degrees". They are usually of two types, the Associate of Arts and the Associate of Science. The distinction between the Associate of Arts and the Associate of Science degrees lies in the majors. If the major is in the fields of engineering, physical or biology science, or occupational curricula, the degree conferred is usually the Associate of Science. Otherwise, the Associate of Arts degree is conferred.

Ordinarily, Associate Degrees have one of two major purposes. Either the program of study prepares the individual for transfer to a four-year college or university or the program of study is intended to prepare the student for immediate employment.

### Associate Degrees for Transfer

The Student Transfer Achievement Reform Act (Senate Bill 1440, now codified in California Education Code sections 66746-66749) guarantees admission to a California State University (CSU) campus for any community college student who completes an "associate degree for transfer," an established variation of the associate degrees traditionally offered at a California community college. The Associate in Arts for Transfer (AA-T) or the

Associate in Science for Transfer (AS-T) is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. Students completing these degrees (AA-T or AS-T) are guaranteed admission to the CSU system, but not to a particular campus or major. In order to earn one of these degrees, students must complete a minimum of 60 required semester units of CSU-transferable course work with a minimum GPA of 2.0. Students transferring to a CSU campus that does accept the AA-T or AS-T will be required to complete no more than 60 units after transfer to earn a bachelor's degree (unless the major is a designated "high-unit" major). This degree may not be the best option for students intending to transfer to a particular CSU campus or to a university or college that is not part of the CSU system. Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements.

#### Certificate of Achievement Programs

A Certificate of Achievement (16 or more units or state-approved as low as 9 units) is a verification of achievement in a particular academic or occupational area, and it will be included on the official transcript. Certificate of Achievement programs normally include only those courses which have a direct bearing upon specialized occupational competency since the certificate has the sole objective of immediate employment in a specialized area. For this reason, there is no general education requirement in a certificate program. To qualify for a certificate of Achievement, a candidate must meet the following requirements:

**Courses:** Courses are designated for the specific certificate.

**Grades:** At least a C grade in each course required for the certificate, unless otherwise specified. Credit by Examination may also be used to gain credit for required courses.

**Pass/No Pass:** A Pass/No Pass course is acceptable toward the certificate if it is required for the certificate and (a) offered on a Pass/No Pass basis only or (b) if the Pass/No Pass is earned on the basis of credit by examination.

**Residency:** Twelve units completed at Santiago Canyon College. (Six of the twelve units required for the certificate must be earned at Santiago Canyon College.)

**Petition:** A petition for Certificate of Achievement must be filed by the student by deadline (see Instructional Calendar) with the Admissions and Records Office at Santiago Canyon College.

#### Certificate of Proficiency Programs

A Certificate of Proficiency is under 16 units and/or is not a State-approved program. This type of certificate is verification of completion in a particular subject matter. A Certificate of Proficiency will NOT be included on the official or unofficial transcript. Certificate programs include only those courses which focus on vocational skills. The sole objective is employment in a specialized area and for this reason there are no general education requirements for a Certificate of Proficiency.

Santiago Canyon College Certificate of Proficiency programs are described in the catalog section on SCC Academic Programs. To qualify for a Certificate of Proficiency, a candidate must meet the following requirements:

**Courses:** Courses are designated for the specific certificate.

**Grades:** At least a C grade in each course required for the certificate, unless otherwise specified. Credit by Examination may also be used to gain credit for required courses.

**Pass/No Pass:** A Pass/No Pass course is acceptable toward the certificate if it is required for the certificate and (a) offered on a Pass/No Pass basis only or (b) if the Pass/No Pass is earned on the basis of credit by examination.

**Residency:** At least 20% of the total units required for the certificate must be earned at Santiago Canyon College.

**Petition:** A petition for Certificate of Proficiency must be filed by the student by the deadline (see Instructional Calendar) with the Admissions and Records Office at Santiago Canyon College.

#### Multiple Associate Degrees and Certificates

A student may earn multiple Associate Degrees and Certificates from Santiago Canyon College.

For additional degrees and certificates, any course used to meet the prescribed graduation requirements may count toward more than one degree and certificate.

Courses used to meet the proficiency requirements and general education requirements for the first degree may be used to fulfill these requirements for additional degrees,

Courses used for one major may be used to meet requirements for additional majors.

If a break in enrollment occurs, a student must comply with the proficiency, general education, and major requirements in effect at the time the student resumes attendance or those in effect in subsequent years of the student's enrollment.

Each additional degree and Certificate of Achievement will be posted to the student's academic record and the student will receive diplomas for each degree and Certificate of Achievement earned.

## Santiago Canyon College General Education Requirements (A.A.)

General Education requirements at Santiago Canyon College reflect the conviction that those who receive degrees must possess in common certain basic principles, concepts, and methodologies, both unique to and shared by various disciplines. General Education prepares the college student to comprehend and contribute to the modern world, to understand our regional, national, and international cultural diversity as well as our shared cultural heritage, to reinforce an awareness of self as well as others, and to instill an ongoing intellectual curiosity and commitment to learning.

The subject matter of General Education courses is designed to be general, broad, and introductory rather than specialized, narrow, or advanced. General Education courses form a pattern of learning experiences designed to provide educational opportunities that lead to the following outcomes for students:

Learn: About Self and Others, Academic and Professional Issues

Take responsibility for one's own learning and wellbeing.

Learn about one's chosen academic major, while creating connections across disciplines.

Learn about professional conduct, including workplace and community ethics, conflict management, and teamwork.

Communicate: With Clarity and Accuracy and in Diverse Environments

Communicate ideas in a clear and articulate manner.

Communicate accurately to diverse audiences.

Communicate in various formats using diverse technologies.

Act: With Awareness of Self and the Local and Global Community of Persons

Act to maintain one's dignity and self-respect.

Act as a responsible community member who treats others with respect, civility, empathy, honesty, and dignity.

Act to increase the wellbeing of the global community by maintaining cultural literacy, lifelong learning, ethical consideration of each other, and the environment we all share.

Think: Critically, Creatively, and Reflectively

Critically analyze, evaluate, organize and use quantitative and qualitative data to solve problems and develop logical models, hypotheses and beliefs.

Creatively use concepts to making learning relevant.

Reflectively assess one's values, assumptions, and attitudes.

## General Education Requirements

Students must complete 24 units of general education to receive an Associate of Arts degree from Santiago Canyon College. This must include a minimum of one course in General Education Areas A-F. Students completing the Liberal Arts or any other major may use a course to satisfy both a major requirement and a general education category requirement (A-F). Non-degree-applicable courses may not be used for graduation requirements.

Completion of the California State University general education requirements, CSU-GE/Plan B, or the University of California Intersegmental General Education Transfer Curriculum/Plan C will also fulfill the general education requirements for a Santiago Canyon College Associate Degree. Students may also satisfy the Plan A General Education requirements by submitting an official transcript of a Bachelor's degree from a regionally accredited institution, or submitting transcripts that show completion of an Associate's degree from an accredited California institution within 10 years of completing all major requirements at Santiago Canyon College. Official transcripts from all colleges and universities attended must be submitted to SCC Admission and Records Office (E-101).

## Associate Degree Requirements Unit, Residency and Major Requirements

Students must complete a minimum of 60 units with an overall grade point average of 2.0. At least 12 units must be earned at Santiago Canyon College and at least 6 units must be completed in courses required for the student's designated major. Students must complete courses for the major (a minimum of 18 units) with a letter grade of "C" or better. A limit of 15 units taken on a pass/no pass basis will be applied toward the degree.

### A. Natural Sciences (3 units are required)

Courses in the natural sciences examine the physical universe, its life forms, and its natural phenomena. They assist in developing an appreciation and understanding of the scientific method and encourage an understanding of the relationships between science and other human activities. This category includes introductory or integrative courses in astronomy, biology, chemistry, earth sciences, general physical science, geology, physics, physical geography, physical anthropology, and other disciplines.

Anthropology 101, 101L

Astronomy 100L, 102, 103, 104, 112

Biology 109/109H, 109L/109HL, 115, 139, 149, 177, 190, 190L, 211, 229, 239, 259

Chemistry 100, 200A, 200AH

Earth Science 100, 100L, 111, 120, 121, 130, 160, 200

Geography 101/101H, 101L, 130/130H

Physical Science 100

Physics 100, 150A, 250A

Psychology 200

Water and Wastewater Technology 107

### B. Social and Behavioral Sciences (6 units are required)

Courses in the social and behavioral sciences focus on people as members of society. They assist in developing an awareness of the methods of inquiry used by the social and behavioral sciences. Critical thinking is stimulated about the ways people act and have acted in response to their societies, and appreciation is developed of how societies and social groups operate. This category includes introductory or integrative survey courses in cultural anthropology, economics, history, political science, psychology, sociology, cultural geography, and related disciplines.

Select one course from B1. American Institutions and one course from B2. Social Science Elective.

#### B1 American Institutions

History 118, 120/120H, 121/121H, 126\*

Political Science 101\*/101H\*

#### B2 Social Science Elective

Anthropology 100\*/100H\*

Apprenticeship Child Development 107

Child Development 107\*, 110

Criminal Justice 101

Counseling 165

Economics 101, 102

Education 101

Geography 100\*/100H\*, 102\*/102H\*

History 101/101H, 102/102H, 115\*, 126\*, 240

Political Science 101\*/101H\*, 110, 230

Psychology 100/100H, 160\*, 190

Sociology 100/100H, 120, 150, 220\*

#### C. Humanities (3 units are required)

Courses in humanities study the cultural activities and artistic expressions of human beings. They assist in developing an awareness of the ways in which people throughout the ages and in different cultures have responded to themselves and the world around them in artistic and cultural creation, and in developing aesthetic understanding and an ability to make value judgments. This category includes introductory or integrative courses in the arts, foreign languages, literature, philosophy, and religion.

#### Arts and Humanities:

Anthropology 104

Art 100/100H, 101/101H, 102/102H, 110

Cinema Studies 103, 104, 105, 107, 108

Dance 100

History 115\*, 125\*, 129\*, 130\*, 132\*, 142\*, 172\*

Music 101/101H, 102\*, 104

Nutrition & Food 120\*

Philosophy 106/106H, 108, 112\*, 115, 118, 120

Theatre Arts 100

Foreign Language:

American Sign Language 110, 111, 116, 210

Chinese 101, 102

French 101, 102, 194, 201, 202

Italian 101, 102, 194, 195, 201, 202

Spanish 101/101H, 101A & 101B, 102, 110, 111, 194, 195A, 195B, 201, 202, 213

Literature:

English 102\*/102H\*, 231, 232, 233A, 233B, 241, 242, 270, 271\*, 272\*

D. Cultural Breadth (3 units are required)

Courses meeting the cultural breadth requirement represent both global and national perspectives and recognize the value of systemic historical and cross-cultural examinations of race, ethnicity, gender, and global issues.

Courses meeting this requirement can be identified in two areas.

D1. Ethnic Studies/Gender, Sexuality, and Women's Studies

Courses meeting the Ethnic Studies/ Women's studies requirement focus on the cultural perspectives of the African American, the Asian American, the Chicano/Latino, and the Native American and women in the United States. They assist students to deal constructively with issues of difficult differences and to develop respect for and become aware of the views, interactions, and contributions of these ethnic groups and women to U.S. society and culture. This category is interdisciplinary and includes introductory courses that incorporate the voices of these historically excluded groups

Ethnic Studies 101, 110, 120, 130, 140

Gender, Sexuality, and Women's Studies 101, 102

D2. International Perspective.

Courses in International Perspective include an emphasis on global perspectives in a cultural context. All courses need to address not just specific aspects of culture but also a component addressing the basic concepts of culture including how culture influences the environment, behavior, structure, and function of society. These courses also include a multi-country perspective.

American Sign Language 116

Anthropology 100\*/100H\*, 104

Apprenticeship Child Development 221

Child Development 221

Communication 120/120H, 225/225H

English 271\*, 272\*, 278, 279, 280

Geography 100\*/100H\*, 102\*/102H\*

History 115\*, 124, 125\*, 127, 129\*, 130\*, 132\*, 142\*, 152, 162, 172\*

Kinesiology 109, 110

Music 102\*, 103

Nutrition & Food 120\*

Philosophy 112\*

Psychology 170, 180

Sociology 286

#### E. Language and Rationality (6 units are required)

Courses in language and rationality develop the principles and applications of language toward logical thought, clear and precise expression, and critical evaluation of communication in whatever symbol system the student uses.

Select one course from E1. English Composition (with a grade of "C" or better) and one course from E2. Communication and Analytical Thinking (Includes mathematics, logic, statistics, computer languages and programming, and related disciplines.)

#### E1 English Composition

English 100, 101/101H with a grade of "C" or better.

#### E2 Communication/Analytical Thinking

Communication 101, 110\*\*, 111\*\*

Computer Science 100, 105, 129, 154

English 102\*\*/102H\*\*, 103\*\*/103H\*\*

\*\*Mathematics 105, 140, 150, 150S, 171, 180/180H/180S, 185, 219/219H, 220, 225, 280, 287, 290, 295

Philosophy 110\*\*, 111\*\*

Reading 102\*\*, 150\*\*, 151\*\*

Sociology 125\*\*/125H\*\*

#### F. Lifelong Understanding and Self-Development (3 units are required)

The courses in this category are designed to equip human beings for lifelong understanding and development of themselves as integrated physiological and psychological entities. In a social context, students will benefit from a study about themselves and how they function at different stages of life. Instruction is intended to include consideration of such matters as human behavior, sexuality, nutrition, health, stress, key relationships of humankind to the social and physical environment, and implications of death and dying. Physical activity courses could be included, provided that they include some components of the above-listed topics.

Select one course from SECTION F1 and one course from SECTION F2.

No more than one unit may be counted from F2.

F1.

Accounting 100

Apprenticeship Child Development 107

Child Development 107

Counseling 101, 113, 116, 118

Interdisciplinary Studies 155

Kinesiology 100, 101, 102, 104, 110\*, 111

Information Studies 100/100H

Nutrition & Food 115, 120\*

Philosophy 111\*

Psychology 160\*, 230

Sociology 130, 220\*

F2. Kinesiology 119–283 (excluding Kinesiology 274 and 284)

*\* Courses may be listed in more than one area, but will not be certified in more than one area.*

*\*\*Meets a required Proficiency*

G. Required Proficiencies

Courses taken to meet these proficiencies must be completed with a grade of "C" or better.

G1. Mathematics

1. Completion of Mathematics 080, 085, 086, or any other 3-unit mathematics course numbered above the level of 080 OR

2. Placement into Math 140, 150, 171, or 180 without a recommended support course based on Santiago Canyon College's qualifying profile by the Math placement process OR

3. Completion of Algebra II in high school with a grade of "C" or better.

G2. Reading



1. Completion of Reading 102, 150, or 151 with a grade of "C" or better; OR
2. Completion of English 102/102H, English 103/103H, Philosophy 110, or Philosophy 111 with a grade of "C" or better.

### G3. Oral Communication

Completion of 3 units with a grade of "C" or better from one of the following: Communication 100/100H, 101, 110, 111, 134

NOTE: Schedules for proficiency examinations are announced each semester in the Schedule of Classes. Applicants must be currently enrolled or completing graduation requirements in order to take the proficiency examinations.

International coursework may not be used to fulfill the following general education requirements:

B1: American Institutions

E1: English Composition

G2: Reading Proficiency

G3: Oral Communication Proficiency

### Catalog Rights

Students who attend Santiago Canyon College at least one semester per year (fall, spring, summer) continuously may choose catalog rights pertaining to graduation, major, and general education requirements for the first year of attendance or any subsequent year of attendance. If there is a gap in continuous attendance, students must use the catalog requirements for the year of readmission or for a year of subsequent continuous enrollment.

### Petition for Graduation

Petitions must be filed in the Office of Admission and Records at Santiago Canyon College when a student has completed 30 units one semester before the expected graduation date, or by the semester deadline listed in the class schedule or found on the Admissions page at [www.sccollege.edu](http://www.sccollege.edu)

What if I have a mixture of quarter and semester unit courses, how is this calculated for CSU or IGETC certification?

It will be calculated to the student's advantage per Area, using either semester or quarter units. To convert semester units to quarter units, multiply the semester by 1.5. To convert quarter units to semester units, divide the quarter units by 1.5.

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## CSU General Education Breadth Requirements (CSU GE)

General Education Breadth Requirement Courses for The California State University (CSU)

Students planning to graduate from one of the 23 campuses of the California State University must complete 48-semester units in general education breadth courses. Upon request, Santiago Canyon College will verify the completion (certify) of up to 39 units of lower-division general education requirements. Nine-semester units of general education units must be completed at the upper-division level after transfer. Students are strongly encouraged to meet with a Santiago Canyon College counselor when planning to transfer to a CSU campus.

IMPORTANT NOTE: The list of certifiable courses is subject to change year by year, but students are assured that courses taken to meet General Education-Breadth requirements will be honored if they are approved for the academic year in which they are taken. Courses on this list are approved beginning Fall 2024 and are valid through Summer 2025.

\*Courses marked with an asterisk may be listed in more than one area but will not be certified in more than one area.

Areas B1, B2, B3: Underlined courses include a laboratory section.

A. Communication in the English Language and Critical Thinking (minimum 9 units)

Complete ONE course from Area A1, A2, and A3 with a grade of "C-" or better in each course.

A1: Oral Communication

Communication 100/100H, 101, 110, 111\*

A2: Written Communication

English 100, 101/101H

A3: Critical Thinking

Communication 111\*

English 102\*/102H\*, 103/103H

Philosophy 110, 111

Reading 150, 151

B. The Physical Universe and Its Life Forms (minimum 9 units)

Complete ONE course from Area B1 and Area B2, one of these courses MUST have a corresponding LAB from Area A3 (lab courses are underlined).

Complete ONE Math course from Area B4 with a grade of "C-" or better.

B1: Physical Sciences

Astronomy 102, 103, 104

Chemistry 100, 200A, 200AH

Earth Science 100, 111, 120, 121, 130, 160, 200

Geography 101/101H, 130/130H

Physical Science 100

Physics 100, 150A, 150B, 250A, 250B, 250C

B2: Life Science

Anthropology 101

Biology 109/109H, 115, 139, 149, 177, 190, 211, 213, 215, 221, 229, 231, 239, 249, 259, 290

Psychology 200\*

B3: Laboratory Activity

Anthropology 101L

Astronomy 100L (Lab Activity for ASTR 102, 103, and 104)

Biology 109L, 109HL, 115, 139, 149, 190L, 211, 213, 215, 221, 229, 231, 239, 259, 290

Chemistry 100, 200A, 200AH

Earth Science 100L, 111, 121

Geography 101L

Physical Science 100

Physics 100, 150A, 150B, 250A, 250B, 250C

B4: Mathematics/Quantitative Reasoning

Mathematics 105, 140, 150, 170, 171, 180/180H/180S, 203, 219/219H/219S, 287, 290, 295

Sociology 125/125H

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

This area must include one course from C1, one course from C2, and a third course from either area.

C1: Arts (Art, Dance, Music, Theatre)

Art 100/100H, 101/101H, 102/102H

Cinema Studies 103, 104

Dance 100

English 233A\*, 233B\*

Music 101/101H, 102, 103, 104

Theatre Arts 100

C2: Humanities

American Sign Language 110, 111, 116, 210

Chinese 101, 102

English 102\*/102H\*, 231, 232, 233A\*, 233B\*, 241, 242, 243, 270, 271, 272, 278, 279, 280

French 101, 102, 194, 201, 202

History 101\*/101H\*, 102\*/102H\*, 115\*, 118\*, 132\*, 152, 162

Italian 101, 102, 194, 195, 201, 202

Philosophy 106/106H, 108, 112, 115, 118, 120

Spanish 101/101H, 101B\*\*, 102, 110, 111, 194, 195A, 195B, 201, 202

\*\*Both SPAN 101A and 101B must be completed to meet the C2 requirement.

D. Social, Political, and Economic Institutions and Behavior; Historical Background (minimum 9 units)

New and returning students BEGINNING SCC Fall 2021 or later – MUST take 6-semester units from any discipline.

Students enrolled at SCC BEFORE Fall 2021 and have maintained continuous enrollment – MUST take 9-semester units from at least 2 different disciplines.

Anthropology 100/100H, 103, 104

Child Development 107\*, 110

Cinema Studies 105

Communication 120/120H, 225/225H

Counseling 150, 152\*

Criminal Justice 101

Economics 101, 102

Education 101

Ethnic Studies 101\*, 110\*, 120\*, 130\*, 140\*

Gender, Sexuality, and Women's Studies 101, 102, 103

Geography 100/100H, 102/102H, 140

History 101\*/101H\*, 102\*/102H\*, 115, **118, 120/120H, 121/121H, 124**, 126, **127**, 132\*, 133, 142, 152\*, 162\*, 240

Interdisciplinary Studies 155\*

Kinesiology 109

Political Science **101/101H**, 110, 150, 201, 220, 221, 222, 230

Psychology 100/100H, 157\*, 160\*, 170, 180, 190\*, 200\*, 220, 230\*, 240, 250

Sociology 100/100H, 115\*, 116, 120, 130\*, 150, 220, 240/240H, 286

E. Lifelong Understanding and Self-Development (minimum 3 units)

Only one unit from E2 can be used to satisfy Area E.

## E1 Lifelong Understanding

Child Development 107\*

Counseling 101, 113, 116, 152\*

Interdisciplinary Studies 155\*

Kinesiology 100, 101, 102, 104, 110, 111

Nutrition and Food 115

Psychology 157\*, 160\*, 190\*, 230\*

Sociology 115\*, 130\*

## E2:Self-Development

Kinesiology 119-283

## F. Ethnic Studies (minimum 3 units)

New and returning students BEGINNING SCC Fall 2021 or later – MUST complete Area F.

Students enrolled at SCC BEFORE Fall 2021 and have maintained continuous enrollment\* - do not need to complete Area F. Instead, students MUST complete Area D.

Ethnic Studies 101\*, 110\*, 120\*, 130\*, 140\*

## U.S. History, Constitution and American Ideals – (CSU Graduation Requirement)

All California State Universities have a graduation requirement in U.S. History, Constitution, and American Ideals. Although this is not a transfer requirement it is recommended students take it prior to transfer to a CSU. Courses used to meet this requirement may also be used to meet units in Areas D and F.

## US-1: HISTORICAL DEVELOPMENT OF AMERICAN INSTITUTION AND IDEALS

Ethnic Studies 110, 120, 130, 140

History 118, 120, 120H, 121, 121H, 124, 127

## US-2: U.S. CONSTITUTION &amp; GOVERNMENT

Political Science 101, 101H

## US-3: CALIFORNIA STATE &amp; LOCAL GOVERNMENT

Political Science 101, 101H

## CERTIFICATION REQUIREMENTS

1. Santiago Canyon College is authorized to certify the maximum of 39 to 40 California State University general education units. Certification means SCC has verified that a student has completed the lower-division general education requirements for the CSU system.

2. Requests for certification should be made at the Admissions and Records (A&R) Office, (E-101) during the semester prior to the last term of attendance. Please consult the class schedule or the Counseling Department for deadline information.

3. Courses taken at other California Community Colleges will be applied to the subject areas in which they were listed by the institution where the course was completed.

4. Certification of coursework from other colleges will be granted to students whose last community college of attendance prior to transfer is Santiago Canyon College.

5. Courses taken at other regionally accredited institutions (which do not maintain a CSU certification list) may be approved for certification via a "Pass Along Petition." Consult with a counselor for additional information. Courses completed at foreign institutions are not acceptable for certification.

6. All courses taken in Areas A and B4 must be completed with a grade of "C" or better. A grade of "P" (Pass) is acceptable if it is equivalent to a grade of "C" or higher at the institution where the work was completed. Acceptable courses from non-California community colleges may be completed with a minimum grade of "C-" in these areas.

7. Pass/No Pass grades are accepted for certification in all areas; however, four-year institutions may recommend or require letter grades for specific courses in a given major and/or general education areas (A1, A2, A3, and B4). Consult with a counselor.

8. Students seeking the Biology AS-T only need to complete the following CSU General Education Breadth requirements:

- All courses in Areas A, B, E, and F; and
- One course in Area C1-Arts and one course in Area C2 Humanities; and
- One course in Area D

NOTE: Students enrolled at a CSU and/or CCC prior to fall 2021 may complete the old CSU-GE Breadth for STEM, if they maintained CSU and/or CCC continuous enrollment.

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## Intersegmental General Education Transfer Curriculum (IGETC)

Completion and certification of all the requirements in the Intersegmental General Education Transfer Curriculum (IGETC) will permit a student to transfer from Santiago Canyon College to a campus in either the CALIFORNIA STATE UNIVERSITY or the UNIVERSITY OF CALIFORNIA system without the need, after a transfer, to take additional lower-division, general education courses to satisfy campus general education requirements. Completion of IGETC does not guarantee admission to a UC campus. Students are strongly encouraged to meet with a Santiago Canyon College counselor when planning to transfer to a UC campus.

IMPORTANT NOTE: The list of certifiable courses will be subject to change year by year, but students are assured that courses taken to meet IGETC requirements will be honored if they are approved for the academic year in which they are taken. Courses on this list are approved beginning Fall 2024 and are valid through Summer 2025.

\* Courses with an asterisk indicate that transfer credit may be limited by either UC or CSU or both.

+Courses with a plus sign next to it indicates it is in two different GE areas, but it could only be counted for one GE area.

Areas 5A, 5B, 5C: Underlined courses have laboratory activity.

#### AREA 1—ENGLISH COMMUNICATION

C.S.U.: 3 courses required, one from each group.

U.C.: 2 courses required, one each from Group A and B.

##### Group A: English Composition

1 course required, minimum 3-semester units.

English 100, 101\*/101H\*

##### Group B: Critical Thinking/Composition

1 course required, minimum 3-semester units.

English 102\*/102H\*+, 103\*/103H\*

Philosophy 110

Reading 151

##### Group C: Oral Communication - Required for CSU transfer only

1 course required, minimum 3-semester units.

Communication 100\*/100H\*, 101, 110, 111

#### AREA 2A—MATHEMATICAL CONCEPTS & QUANTITATIVE REASONING

1 course required, minimum 3-semester units.

Math 105, 140\*, 150\*, 171, 180\*/180H\*/180S, 185, 219\*/219H\*/219S, 220\*, 280, 287, 290, 295

Sociology 125\*/125H\*

## AREA 3—ARTS &amp; HUMANITIES

3 courses required, minimum 9-semester units, with at least one course from Group A and one course from Group B. Select a third course from either area.

## Group A: Arts (minimum 3 units)

Art 100\*/100H\*, 101\*/101H\*, 102\*/102H\*

Cinema Studies 103, 104

Dance 100

Music 101\*/101H\*, 102, 103, 104

Theatre Arts 100

## Group B: Humanities (minimum 3 units)

American Sign Language 111, 116, 210

Chinese 102

English 102\*/102H\*+, 231, 232, 233A, 233B, 241, 242, 270, 271, 272, 278, 279, 280

French 102, 201, 202

History 101\*/101H\*+, 102\*/102H\*+, 115\*+, 118+, 132

Italian 102, 201, 202

Philosophy 106\*/106H\*, 108, 112, 115, 118, 120

Spanish 102, 111, 195A, 195B, 201, 202

## AREA 4—SOCIAL &amp; BEHAVIORAL SCIENCES

2 courses required, minimum 6 semester units from 2 different disciplines. **New and returning students** BEGINNING SCC Fall 2023 or later – MUST complete 6-semester units from 2 different disciplines.

Students enrolled at **SCC BEFORE Fall 2023** and maintained continuous enrollment – MUST complete 9-semester units from at least 2 different disciplines.

Anthropology 100\*/100H\*, 103, 104

Child Development 107\*

Cinema Studies 105

Communication 225\*/225H\*

Criminal Justice 101

Economics 101, 102

Education 101

Ethnic Studies 101+, 110+, 120+, 130+, 140+

Gender, Sexuality, and Women's Studies 101\*, 102, 103



Geography 100\*/100H\*, 102\*/102H\*, 140

History 101\*+/101H\*+, 102\*+/102H\*+, 115\*+, **118+**, **120\*/120H\***, **121\*/121H\***, **124**, 126, **127**, 133, 142, 152, 162, 240

Interdisciplinary Studies 155

Kinesiology 109

Political Science **101\*/101H\***, 110, 150, 201, 220, 221, 230

Psychology 100\*/100H\*, 157\*, 160, 170, 180, 190, 200+, 220, 230, 240, 250

Sociology 100\*/100H\*, 115, 116, 120, 130, 150, 220, 240\*/240H\*, 286

#### AREA 5—PHYSICAL & BIOLOGICAL SCIENCES

Minimum 7–9 semester units. One Physical Science course and one Biological Science course are required. One course must include a corresponding laboratory. Lab courses are underlined.

##### Group A: Physical Science (minimum 3 units)

Astronomy 102, 103, 104

Chemistry 100\*, 200A\*/200AH\*, 200B

Earth Science 100, 111, 120, 121, 130, 160, 200)

Geography 101\*/101H\*, 130\*/130H\*

Physical Science 100

Physics 100\*, 150A\*, 150B\*, 250A\*, 250B\*, 250C\*

##### Group B: Biological Science (minimum 3 units)

Anthropology 101

Biology 109\*/109H\*, 115, 139, 149, 177, 190, 211, 213, 215, 221, 229, 231, 239, 249, 259, 290

Psychology 200+

##### Group C: Laboratory Activity (minimum 1 unit)

Anthropology 101L

Astronomy 100L(Lab Activity for ASTR 102, 103, 104).

Biology 109L/109HL, 115, 139, 149, 190L, 211, 213, 215, 221, 229, 231, 239, 249, 259, 290

Chemistry 100\*, 200A\*/200AH\*, 200B

Earth Science 100L, 111, 121\*

Geography 101L

Physical Science 100

Physics 100\* 150A\*, 150B\*, 250A\*, 250B\*, 250C\*

## AREA 6—LANGUAGE OTHER THAN ENGLISH (LOTE) (UC ONLY)

This proficiency may be met by one of the following methods:

Satisfactory completion of two years of high school coursework in a language other than English with grades of "C-" or better\*\*; or completion of one of the following:

American Sign Language 110, 111, 210

Chinese 101, 102

French 101, 102, 201, 202

Italian 101, 102, 201, 202

Spanish 101\*/101H\*, 101B, 102, 110, 111, 201, 202;

OR

Satisfactory completion, with "C" grades or better, of two years of formal schooling at the sixth-grade level or higher in an institution where the language of instruction is not English;

OR

3 or higher on College Board Advanced Placement Examination, 5 or higher on International Baccalaureate Higher Level Examination; SAT II: Subject Tests (see a counselor for required scores); grade of A, B, or C on the "O" level exam; or score of 5, 6, or 7 on the "A" level exam;

OR

Satisfactory completion of an achievement test administered by a college in a language other than English equivalent to two years of high school language; or verification of student competency equivalent to two years of high school language.

## AREA 7—ETHNIC STUDIES - (New and returning student BEGINNING SCC Fall 2023 or later – MUST complete Area 7)

Students enrolled at **SCC BEFORE Fall 2023** and maintained continuous enrollment\* – do not need to complete Area 7. Instead students MUST complete 9 units in Area 4 from 2 different disciplines.

Ethnic Studies 101+, 110+, 120+, 130+, 140+

U.S. HISTORY, CONSTITUTION, AMERICAN IDEALS – CSU GRADUATION REQUIREMENT ONLY

*Not a CSU transfer requirement, but may be completed prior to transfer.*

US1: Historical Development and American Institution and Ideals (one course)

Ethnic Studies 110, 120, 130, 140 (*units can be used to meet Area 7: Ethnic Studies*)

OR

History 118, 120\*/120H\*, 121\*/121H\*, 124, 127 (*units can be used to meet Area 4: Social & Behavioral Sciences*)

US 2: U.S. Constitution and Government *AND*

US 3: California State and Local Government

Political Science 101\*/101H\* (*units can be used to meet Area 4: Social & Behavioral Sciences*)

UC requires the completion of a college course or courses with a grade of "C" or better OR a one-year course in high school in U.S. History or a half-year course in U.S. History and a half-year course in American Government with grades of "C" or better (UCLA requires grades of "B"). Requirements vary by UC campus. Check with a Santiago Canyon College counselor to determine which course(s) to take.

#### IGETC CERTIFICATION REQUIREMENTS

1. Complete all courses used for IGETC certification with a minimum grade of C (C minus is not acceptable). A "Pass" is acceptable providing it is equivalent to a grade of C or higher.
2. Request certification from the last California community college you attend prior to transfer to CSU or UC. Requests should be made to the Office of Admissions and Records during the semester prior to the last term of attendance. Please consult the class schedule or the Santiago Canyon College Counseling Department for deadline information.
3. Prior to requesting certification, have official transcripts on file from every high school and college you have attended.
4. Courses taken at other California community colleges will be applied to the subject areas in which they are listed by the institution where the work was completed.
5. A course taken at other regionally accredited institutions (which do not maintain an IGETC certification list) may be approved for certification via a "Pass Along Petition" and after a review by the Santiago Canyon College Articulation Officer. Pass Along Petitions are available from the Santiago Canyon College Counseling Department and must be accompanied by the appropriate documentation.

6. Courses completed at foreign institutions are not acceptable except for certification of competence in a language other than English.

7. Completing IGETC prior to transfer is strongly recommended and can be advantageous in the admissions process. Partial certification is permitted if the student has completed all but two courses on the pattern. Please see a Santiago Canyon College counselor for guidelines.

8. Students completing the Associate in Science Biology for Transfer (11856) degree only need to complete the following IGETC areas to earn the degree:

- All courses in Areas 1 (except 1C for UC-bound students), Area 2, Area 5, and Area 7; and
- Two courses in Area 3A and Area 3B; and
- Two courses in Area 4 from two different disciplines

Deferred lower division GE courses must be replaced with calculus and/or science courses required by the major before transfer. Postponed GE courses are completed after transfer.

NOTE: Students enrolled at a CSU and/or CCC prior to fall 2023 may complete the old IGETC for STEM, if they maintained CSU and/or CCC continuous enrollment.

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## Santiago Canyon College General Education Requirements (A.S)

### ASSOCIATE IN SCIENCE GENERAL EDUCATION

General education requirements at Santiago Canyon College reflect the conviction that those who receive degrees must possess certain basic principles, concepts, and methodologies in common, both unique to and shared by various disciplines. General Education prepares the college student to comprehend and contribute to the modern world, to understand our regional, national, and international cultural diversity as well as our shared cultural heritage, to reinforce an awareness of self and others, and to instill an ongoing intellectual curiosity and commitment to learning.

The subject matter of General Education courses is designed to be general, broad, and introductory rather than specialized, narrow, or advanced. General Education courses from a pattern of learning experiences designed to provide educational opportunities that lead to the following outcomes for students:

#### **Learn- About Self and Others, Academic and Professional Issues**

- Take responsibility for one's own learning and well-being.
- Learn about one's chosen academic major while creating connections across disciplines.
- Learn about professional conduct, including workplace and community ethics, conflict management, and teamwork.

#### **Act- With Awareness of Self and the Local and Global Community of Persons**

- Act to maintain one's dignity and self-respect.
- Act as a responsible community member who treats others with respect, civility, empathy, honesty, and dignity.

- Act to increase the well-being of the global community by maintaining cultural literacy, lifelong learning, ethical consideration of each other, and the environment we all share.

### **Think- Critically, Creatively, and Reflectively**

- Critically analyze, evaluate, organize, and use quantitative and qualitative data to solve problems and develop logical models, hypotheses, and beliefs.
- Creatively use concepts to make learning relevant.
- Reflectively assess one's values, assumptions, and attitudes.

## **1. English Composition, Oral Communication, and Critical Thinking.**

Courses in language and rationality develop the principles and applications of language toward logical thought, clear and precise expression, and critical evaluation communication in whatever symbol system the student uses. (Title 5 §55063).

### **1A. English Composition**

Courses in this category enable students to write clearly and effectively, particularly to conduct an analysis, present a point of view, or express an idea or opinion; to read critically and perceptively in a variety of fields and from a variety of texts and to reason logically and coherently, recognizing and avoiding common fallacies of thought. In addition to their intrinsic value, these courses train students in skills essential to many other disciplines.

### **1B. Oral Communication and Critical Thinking**

Courses that fulfill this requirement are designed to provide theoretical and practical instruction in critical thinking in a general sense. More specifically, such courses emphasize knowledge and skills that enable students to reach factual or judgmental conclusions concerning any topic without fallacy and based on solid reasons. Thus, students are instructed in general principles concerning the interpretation of evidence and deductive and inductive inference. Critical thinking courses enable students to move beyond the passive collection of evidence or data and engage students in active analytical and evaluative thinking. In addition to their intrinsic value, these courses train students in skills essential to many other disciplines.

Courses that fulfill this requirement emphasize the study of the nature and processes of human symbolic interaction, both verbal and nonverbal. These courses should enable students to listen critically and express a position reasonably.

## **2. Mathematical Concepts and Quantitative Reasoning**

Courses in this category enable students to develop mathematical thinking skills, construct logical arguments, and make valid inferences. In addition to their intrinsic value, these courses train students in quantitative skills essential to many

## **3. Arts and Humanities**

Arts and Humanities Courses in humanities involve the critical study of history, religion, society, and culture, philosophical responses to the human condition, expressions of human beings. They assist in developing an awareness of how people throughout the ages and in different cultures have responded to themselves and the world around them via historic philosophical systems, and artistic and cultural creations. Cross-disciplinary approaches,

anti-ethnocentric global consciousness, and an emphasis on the diversity and unity of culture are emphasized. Arts and Humanities Courses help students develop a historical sense, cross-cultural awareness, aesthetic and philosophical understanding, and an ability to make informed value judgments while thinking critically about the human condition. Students will learn to articulate and apply critical thinking and aesthetic skills; use evidential and logical reasoning in the formation of arguments; analyze data, documents, theories, and expressive products; apply historical learning and critical methodology to contemporary issues in the US and on the world stage, and engage with peers in critical discussion and informed academic debate. This category includes introductory or integrative courses in the arts, foreign languages, literature, philosophy, and religion.

### **3A. Art**

Courses that fulfill this requirement should enable students to examine and respond to the world as it has been represented over time and across cultures in visual, aural, tactile, and dramatic forms; to express their ideas and attitudes in an artistic medium; and to appreciate the contributions that the fine arts have made in establishing and preserving our cultural and historical traditions.

### **3B. Humanities**

Courses in this area should enable students to understand human diversity and tolerance for different perspectives, ideas, and values while demonstrating critical thinking about basic responses to the human condition. Cross-disciplinary approaches, anti-ethnocentric global consciousness, and an emphasis on the diversity and unity of culture are emphasized. Students will learn how the arts, literature, philosophy, language, science, or religion can both reflect and challenge historical formations and power structures while demonstrating critical thinking as students develop their own interpretations and value judgments regarding such formations and structures. Students will learn to apply evidential and logical reasoning in the formation of arguments, analyze data and documents, understand the nature of texts and non-textual sources, comprehend conjuncture and social change over time, apply historical learning and critical methodology to contemporary issues in the US and on the world stage, and engage with scholarship and with peers in critical discussion and informed debate.

## **4. Social and Behavioral Sciences**

Courses in the social and behavioral sciences focus on people as members of society. They assist in developing an awareness of the methods of inquiry used by the social and behavioral sciences.

Critical thinking is stimulated about how people act and have acted in response to their societies, and appreciation is developed of how societies and social groups operate. This category includes introductory or integrative survey courses in cultural anthropology, economics, history, political science, psychology, sociology, cultural geography, and related disciplines (Title 5 Section §55063).

## **5. Natural Sciences**

Courses in the natural sciences examine the physical universe, its life forms, and its natural phenomena. They assist in developing an appreciation and understanding of the scientific method and encourage an understanding of the relationships between science and other human activities. This category includes introductory or integrative courses in astronomy, biology, chemistry, earth sciences, general physical science, geology, physics, physical geography, physical anthropology, and other disciplines.

### **5A. Physical Sciences**

Physical Sciences is the study of inanimate natural objects, including astronomy, chemistry, geography, geology, and physics.

## 5B. Biological Sciences

Biological Sciences is the study of living organisms and includes plants, animals, bacteria, and fungi. Biology studies their molecular and cellular structures and the whole organism, including structure-function relations and organismal behavior.

## 6. Ethnic Studies

Courses that fulfill the Ethnic Studies requirement take an intersectional and trans-disciplinary approach to the examination of the cultural, economic, educational, political, and structural concerns that impact the four historically racialized groups (Native Americans, African Americans, Asian Americans, and Latine/xAmericans) within the United States. Ethnic Studies is committed to interrogating power and analyzing how racial formations have been constructed and contested, as well as, provide theories and tools to understand and combat skills through a social justice lens, which culminates in liberatory praxis.

## ASSOCIATE IN SCIENCE GENERAL EDUCATION REQUIREMENTS

# Course does not transfer to CSU or UC

\*Courses with an asterisk (\*) have a UC credit limitation:

- (1) No credit is given for an introductory course if taken after a more advanced college course;
- (2) Credit may be limited for courses with overlapping content;
- (3) No Duplicate credit for both an Honors and regular version of a course.

\*\* Courses with two asterisks (\*\*) may appear in more than one general education area but may only be used to meet **one** general education area.

   Underlined courses meet the CSU U.S History, Constitutions, and American Ideals Graduation Requirements.

### 1. Language and Rationality

(minimum of 6 semester/8 quarter units or more are required)

*Select one course from 1A and one course from 1B.*

#### 1A. English Composition

English 100 or 101\*/101H\*

#### 1B. Critical Thinking/Composition

Communication 100\*/100H\*, 101, 110, 111\*\*

English 102\*\*/102H\*\*, 103\*/103H\*

Philosophy 110, 111

Reading 150, 151

## 2. Mathematics and Quantitative Reasoning

(minimum of 3 semester/4 quarter units are required)

Math 105, 140\*, 150\*, 150S\*, 171\*, 180\*/180H\*, 180S\*, 185, 203, 219\*/219H\*, 219S\*, 225, 280, 287\*, 290\*, 295\*

Sociology 125\*/125H

## 3. Arts and Humanities

(minimum of 3 semester/4 quarter units are required)

*Select one course from either 3A or 3B.*

### 3A. Art

Art 100\*/100H\*, 101\*/101H\*, 102\*/102H\*, 110

Cinema Studies 103, 104, 105\*\*, 107, 108

Dance 100

Music 101\*/101H\*, 102, 103, 104

Theatre Arts 100

### 3B. Humanities

American Sign Language 110, 111, 116, 210

Chinese 101, 102

English 102\*\*/102H\*\*, 231, 232, 233A, 233B, 241, 242, 270, 271,

272, 278, 279

French 101, 102, 201, 202

Gender, Sexuality, and Women Studies 101\*\*, 102\*\*, 103\*\*

History 101\*\*/101H\*\*, 102\*\*/102H\*\*, 115\*, 132\*\*, 142\*\*

Italian 101, 102, 194, 195, 201, 202

Philosophy 106\*/106H\*, 108, 112, 115, 118, 120

Spanish 101\*/101H\*, 101A & 101B, 102\*, 110, 111, 194, 195A, 195B,



201, 202, 213

#### 4. Social and Behavioral Sciences

(minimum of 3 semester/4 quarter units are required)

Anthropology 100\*/100H\*, 103, 104

Apprenticeship Child Growth and Development 107, 110, 221

Child Development 107, 110, 221

Cinema Studies 105\*\*

Communication 120\*/120H\*, 225\*/225H\*

Computer Science 100

Counseling 150#, 152#, 165#

Criminal Justice 101

Economics 101, 102

Education 101

Gender, Sexuality, and Women Studies 101\*\*, 102\*\*, 103\*\*

Geography 100\*/100H\*, 102\*/102H\*

History 101\*\*/101H\*\*, 102\*\*/102H\*\*, 118, 120\*/120H\*, 121\*/121H\*,

124, 125\*\*, 126, 127, 129\*\*, 130\*\*, 132\*\*, 133, 142\*\*, 152, 162, 172\*\*, 240

Interdisciplinary Studies 155

Kinesiology 109;

Political Science 101\*/101H\*, 110, 150, 201, 220, 221, 222, 230

Psychology 100\*/100H\*, 157, 160, 170, 180, 190, 200\*\*, 220, 230, 240, 250

Sociology 100\*/100H\*, 101, 115, 116, 120, 130, 220, 240\*/240H\*, 286

#### 5. Natural Sciences

(minimum of 3 semester/4 quarter units are required)

*Select one course from either 5A or 5B.*

##### 5A. Physical Sciences

Astronomy 102, 103, 104

Chemistry 100\*, 200A\*/200AH\*, 200B

Earth Science 100, 111, 120, 121, 130, 160, 200

Geography 101\*/101H\*, 130\*/130H\*

Physics 150A\*, 150AC\*, 150B\*, 150BC\*, 250A\*, 250B\*, 250C\*;

Water and Wastewater Technology 107

### 5B. Biological Sciences

Anthropology 101

Biology 109\*/109H\*, 115, 139, 149, 190, 111, 211, 213,

215, 221, 229, 231, 239, 241, 249, 259, 290

Psychology 200\*\*

### 6. Ethnic Studies

(minimum of 3 semester/4 quarter units are required)

Ethnic Studies 101, [110](#), [120](#), [130](#), [140](#)

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## Associate Degree and Certificate Programs at Santiago Canyon College

### ASSOCIATE DEGREE AND CERTIFICATE PROGRAMS AT SANTIAGO CANYON COLLEGE (SCC)

AA = Associate of Arts Degree

AS = Associate of Science Degree

AA-T = Associate of Arts for Transfer Degree

AS-T = Associate of Science Degree for Transfer

CA = Certificate of Achievement

CERT = Certificate of Proficiency

Associate Degrees and Certificates of Achievement are state-approved programs and appear on student transcripts.

Certificates of Proficiency are not state-approved programs and do not appear on student transcripts.

### Departments and Awards

Accounting= AS, CA, CERT

American Sign Language= CA

Anthropology= AA/AA-T  
Apprenticeship: Carpentry= AS, CA  
Apprenticeship: Cosmetology= CA  
Apprenticeship: Electricity= AS, CA  
Apprenticeship: Maintenance Mechanic= AS, CA  
Apprenticeship: Operating Engineers= AS, CA  
Apprenticeship: Power Lineman= AS, CA  
Apprenticeship: Surveying= AS, CA  
Art= AA, AS, CA  
Astronomy= AS  
Biology= AS, AS-T, CA, CERT  
Biotechnology= AS  
Business = AS, AS-T, CA, CERT  
Chemistry= AS  
Child Development= AA-T, AS-T, CERT  
Code Enforcement and Compliance= CA  
Communication= AA, AA-T  
Computer Information Systems= AS, CA  
Computer Science= AS, AS-T, CA, CERT  
Construction Inspection= AS, CA  
Construction Management= AS, CA  
Cosmetology= AS, CA  
Early Childhood Education= AS, CA  
Earth Sciences= AS  
Economics= AA, AA-T  
Education/ Elementary Education= AA, CA  
Elementary Teacher Education= AA-T  
Electrician= AS, CA  
Electronics Technology= CA  
English= AA, AA-T  
Entrepreneurship= AS, CA  
Environmental Management= AS, CA  
Ethnic Studies= AA  
Film/TV Producing= CA

Gemology= AS, CA  
Gender, Sexuality, and Women's Studies= AA  
General Education (CSU)= CA  
General Education (IGETC)= CA  
Geography= AA-T  
Geology= AS-T  
Global Studies= CA  
Graphic Design= AS  
History= AA-T  
Kinesiology= AA-T  
Kinesiology-Fitness and Active Lifestyle= AS, CA  
Kinesiology-Health Promotion= AS, CA  
Kinesiology-Sport Studies= AS, CA  
Land Surveying= AS, CA  
Liberal Arts= AA, AS  
Management= AS, CERT  
Marketing= AS, CERT  
Mathematics= AS-T  
Modern (Foreign) Languages= AA  
Nutrition and Dietetics= AS-T  
Philosophy= AA, AA-T  
Physics= AS-T  
Political Science= AA-T  
Pre-Nursing and Allied Health Science= AS  
Psychology= AA-T  
Public Administration= AS, CA, CERT  
Public Works= AS, CA, CERT  
Real Estate= AS, CA, CERT  
Social Justice Studies= AA-T  
Social Work and Human Services= AA-T  
Sociology= AA, AA-T  
Spanish= AA-T  
Studio Art= AA-T  
Survey/Mapping Sciences= AS, CA

Water and Wastewater Technology= AS, CA, CERT

# Associate Degree Requirements

## Associate Degrees

To earn an associate degree, a student must fulfill the requirements listed under I, II and III below.

### I. Unit and Residency Requirements

60 UNITS of degree applicable coursework are required, with at least a 2.0 grade point average. At least 12 of the units must be earned at Santiago Canyon College and at least 6 of those units must be in courses required for the major unless students are earning an Associate Degree for Transfer (ADT).

### II. General Education Requirements

The general education requirements can be met through the completion of one of the following general education plans.

Santiago Canyon College General Education Requirements for the Associate Degree of Arts  
California State University General Education Breadth  
Intersegmental General Education Transfer Curriculum (IGETC)  
Santiago Canyon College General Education Requirements for the Associate Degree of Science

The general education requirements may also be satisfied by submitting an official transcript showing completion of a bachelor's degree from a regionally accredited institution. Alternatively, the general education requirements for Plan A may be satisfied by submitting an official transcript showing completion of an associate of arts or associate of science degree from a regionally accredited California institution within a ten-year period. All major requirements must be completed at Santiago Canyon College within ten years of the semester and year the degree was conferred at the regionally accredited California institution.

For coursework completed outside the United States, refer to the Transcripts section.

### III. Major Requirements

Each degree specifies courses required for the major (a minimum of 18 units). Students must complete these courses with a grade of C or better. For programs of study leading to an associate degree, see SCC Academic Programs.

A course may be used to satisfy a major requirement and meet a general education category requirement. Non-degree applicable courses (courses numbered N01-N99) may not be used for graduation requirements.

Courses in the student's major field may not be taken under the Pass/No Pass policy except for (a) major courses for an Associate Degree for Transfer (ADT). (b) courses for which Pass/No Pass is the only grading option, and (c) units earned through Credit by Examination (CBE) or assessment.

**IMPORTANT NOTE:** The list of courses will be subject to change year by year, but students are assured that courses taken to meet General Education requirements will be honored if they are approved for the academic year in which they are taken.

### IV. Proficiencies/Graduation Requirements

The required Plan A proficiencies G1: Mathematics, G2: Reading, and G3: Oral Communication may also be used to meet General Education Requirements in areas A-F where appropriate. Courses taken to meet proficiencies must be completed with a grade of C or better.

## Associate Degrees for Transfer

California Community Colleges are now offering associate degrees for transfer to the CSU. These may include Associate in Arts (AA-T) or Associate in Science (AS-T) degrees. These degrees are designed to provide a clear pathway to a CSU major and baccalaureate degree. California Community College students who are awarded an AA-T or AS-T degree are guaranteed admission with junior standing somewhere in the CSU system and given priority admission consideration to their local CSU campus or to a program that is deemed similar to their community college major. This priority does not guarantee admission to specific majors or campuses.

Students who have been awarded an AA-T or AS-T are able to complete their remaining requirements for the 120-unit baccalaureate degree within 60-semester units or 90 quarter units.

Current and prospective community college students are encouraged to meet with a counselor to review their options for transfer and to develop an educational plan that best meets their goals and needs.

To earn an associate degree for transfer, a student must fulfill the requirements listed under I, II and III below.

**I. Unit and Residency Requirements** 60 UNITS of CSU-transferable semester units are required, with at least a 2.0-grade point average. While a minimum of 2.0 is required for admission to the CSU, some majors may require a higher GPA. Please consult with a counselor for more information. At least 12 of the units must be degree applicable and earned at Santiago Canyon College.

**II. General Education Requirements** The general education requirements can be met through the completion of one of the following general education plans..

Plan B: California State University General Education Breadth

Plan C: Intersegmental General Education Transfer Curriculum (IGETC)

*NOTE: Students who are following Plan C: IGETC and are planning to transfer to a CSU must complete Area 1C: Oral Communication CSU admissions requirement with a grade of "C" or better. Completion of Area 1C is not necessarily a graduation requirement for Santiago Canyon College. Please consult a college counselor to ensure all graduation requirements are being met.*

**III. Major Requirements** Each degree specifies courses required for the major (a minimum of 18 units). Students must complete an "AA-T" or "AS-T" major as detailed in the program section of the catalog. Completion of these courses must be done with a grade of C or better or a "P" if the course is taken on a "Pass/No Pass" basis. (Title 5 § 55063). [move sentence down to 2nd paragraph] Courses in the student's major field may not be taken under the Pass/No Pass policy except for

(a) major courses for an Associate Degrees for Transfer (ADT),

(b) courses for which Pass/No Pass is the only grading option, and

(c) units earned through Credit by Examination (CBE) or assessment. All completed coursework must come from a regionally accredited institution, meaning that an institution must be accredited by one of the six U.S. regional accrediting associations. International coursework does not apply unless the school is regionally accredited.

### **Associate in Arts for Transfer (AA-T) and Associate in Science for Transfer (AS-T) Reciprocity, Course Substitution, External Exams, and Credit by Exam Policy and Procedures**

Students who have taken courses from a California Community College, a regionally accredited institution, completed an external exam such as AP, CLEP (may be used on CSU GE-Plan B only), or IB or Credit by Exam may be granted credit towards an AA-T/AS-T general education and/or major requirement. Courses will be reviewed by one of the following methods:

#### **General Education Courses**

- General education courses taken at other California Community Colleges are granted course-to-course reciprocity providing the course in question appears on the CSU-Plan B or IGETC-Plan C at the time the student completed the course.
- Non-California Community College general education courses are reviewed by the Articulation Officer via the pass-along process in accordance with the CSU-Plan B or IGETC-Plan C standards.
- Students who completed an external examination such as AP, CLEP or IB are granted credit towards general education consistent with CSU GE and IGETC policies.
- Santiago Canyon College Credit by Exam may be granted for general education only if a course is eligible and listed in the Credit by Exam section of the SCC Catalog.

#### **Major Requirement Courses**

- A major requirement with a C-ID number taken at another California Community College (CCC) is granted course-to-course reciprocity and meets the same designated C-ID major requirement found in the SCC's AA-T/AS-T.
- A major requirement completed at another California Community College that is approved as part of its AA-T or AS-T, will be applied to the corresponding Santiago Canyon College AA-T/AS-T area. Courses completed at other CCCs must be part of their AA-T/AS-T at the time the student completed the course, if a course is not part of the AA-T/AS-T then the course must be reviewed by the SCC discipline faculty in accordance with the C-ID descriptor. Courses completed at other CCCs prior to the AA-T/AS-T approval, will be "grandfathered".
- A major requirement without a C-ID number taken at another California Community College, where an AA-T/AS-T does not exist, is reviewed by the SCC discipline faculty in accordance with the C-ID descriptor.
- A non-California Community College major requirement taken at a regionally accredited institution is reviewed by the SCC discipline faculty in accordance with the C-ID descriptor and if comparable, course-to-course substitution is granted.
- Students who completed an external examination such as AP, CLEP or IB are granted credit towards major requirements where exam-to-course comparability exists; if exam-to-course comparability does not exist, the discipline faculty reviews the external exam and determines course comparability if a course is offered (Students should be aware that external exam credit may be awarded/counted differently by the transfer institution).
- Santiago Canyon College Credit by Exam may be granted for major requirements only if a course is eligible and listed in the Credit by Exam section of the SCC Catalog

*It is strongly recommended students make an appointment with a Santiago Canyon College counselor to discuss appropriate credit placement.*

## **Transfer Information**

Transfer Success Center

The Transfer Success Center provides resources and services to assist students in researching, planning, and completing their transfer to a four-year college or university. The Transfer Success Center coordinates various events throughout the year, including tours of universities, university representative advising appointments, transfer fairs, and a variety of workshops to help students with each step in the transfer process. In addition, the Transfer Success Center provides many useful resources such as; updates via social media and e-mail, computers for use in research and completing applications, a comprehensive website, and expert advice from trained specialists and counselors. For more information, stop by D-104-N, call (714) 628-4865, visit <https://sccollege.edu/students/student-services/transfer/SitePages/Home.aspx>, and follow us @SCCTransfer on Facebook, Twitter, and Instagram.

## Transferability of Courses

This section of the catalog is designed to help students plan an academic program for transfer to a four-year college or university. It includes information about the transfer process and general education requirements.

Since transfer requirements change frequently, students should meet with a counselor regularly to plan an academic program that will assure a smooth transition to the transfer institution of their choice.

Four-year colleges and universities often make changes in their requirements. The requirements listed in this section were updated at the time of publication; however, changes may have occurred after publication. Current transfer information and official articulation agreements are available in the Transfer Success Center and the Counseling Center at Santiago Canyon College. Articulation agreements are also available at [www.assist.org](http://www.assist.org).

There are four segments of higher education in California.

- the University of California (UC) system - 10 campuses
- the California State University (CSU) system - 23 campuses
- independent colleges and universities - 200 plus campuses
- California community colleges - 116 campuses

Santiago Canyon College provides the first two years of a four-year college or university program.

Santiago Canyon College offers courses to meet general education, major or elective requirements. Students can transfer a maximum of 70 units to a UC or CSU campus.

All courses numbered 100 or above will transfer to a CALIFORNIA STATE UNIVERSITY campus. Courses that are transferable to the UNIVERSITY OF CALIFORNIA will be designated on the UC Transferable Course Agreement. Some of the courses which are transferable to the University of California have credit limitations. Check the [UC Transferable Course Agreement](#) to review these limitations. This list is available in the Counseling Center, Transfer Success Center, in this catalog, and at [www.assist.org](http://www.assist.org).

Independent and out-of-state colleges and universities usually accept most courses that are transferable to the University of California and many of the courses that are transferable to the California State University.

Begin a Transfer Major at Santiago Canyon College



To obtain a bachelor's degree, students need to select a course of study in which to specialize. This course of study is called a major. Almost every major requires that certain courses be completed during the first and/ or second year of college. These are called Lower-Division Major Requirements. Many of these requirements can be completed at SCC prior to transferring. (The highly specific courses in the major are called Upper-Division Requirements and these are completed after transfer). In developing a program for transfer, the first consideration in most cases should be given to completing the courses required in the transfer major or as preparation for the major.

### Course Requirements for Transfer Students

A student can transfer from Santiago Canyon College to a four-year college or university as a junior without loss of time or credits by completing the following:

**Lower-Division Major Requirements.** Most majors at four-year colleges and universities require the completion of one or more lower-division courses as preparation for the upper-division course work in a major. Santiago Canyon College offers courses to meet the lower-division requirements for most majors at four-year colleges and universities. Information about many specific major requirements is available in the Counseling and Transfer Success Center, or at [www.assist.org](http://www.assist.org). Students should meet with a counselor for additional information about major programs and requirements.

**General Education Requirements.** These are the courses required of students to obtain a degree regardless of major. They are designed to provide students with the knowledge, skills, and understanding which will enable them to function as intelligent and creative members of the community. Courses in writing, critical thinking, mathematics, sciences, arts and humanities, and the social sciences are included in general education.

**Electives.** These are courses of choice taken in addition to courses for the major and general education requirements.

Students enrolled in a transfer program can complete most of their general education and lower-division major requirements before transferring. Students who are planning to transfer to a four-year college or university should meet with a Santiago Canyon College counselor in the Counseling Center to develop a Comprehensive Student Education Plan which will identify the courses needed to transfer.

Transfer students may also want to complete an associate degree. While not a requirement for transfer, the associate degree is generally recommended, and proper planning should enable students to satisfy both requirements for graduation from SCC and for transfer.

## California State University

The California State University has 23 campuses located throughout the state. While each campus within the system has its own unique geographic and curricular character, all campuses offer undergraduate and graduate instruction for professional and occupational goals as well as a broad liberal education. The CSU offers more than 1,800 bachelor's and master's degrees in some 240 subject areas. Campuses are located at Bakersfield, Channel Islands, Chico, Dominguez Hills, East Bay, Fresno, Fullerton, Hayward, Humboldt, (Cal Poly), Long Beach, Los Angeles, Monterey Bay, Northridge, Pomona (Cal Poly), Sacramento, San Bernardino, San Diego, San Francisco, San Jose, San Luis Obispo (Cal Poly), San Marcos, Sonoma, Stanislaus, and Vallejo (California Maritime).

To obtain a bachelor's degree from the CSU system, a student must complete a minimum of 120-semester units (180 quarter units). A maximum of 70 units of transferable credit will be accepted for courses completed at a community college.

Prospective CSU transfer students should consult a counselor regarding CSU admission, as requirements vary depending upon the student's status at the time of high school graduation.

### California State University Admissions Requirements for Transfer Students

## Upper-Division Transfer

Students are eligible for upper-division transfer if they complete at least 60 transferable semester units (90 quarter units) and:

Have an overall college grade point average of 2.0 (C) or better (2.4 for non-California residents) in all transferable units attempted. High demand majors and campuses a grade point average of 2.0 may not be sufficient to be admitted.

Be in good standing at the last college or university attended ("good standing" means eligible to re-enroll at the last college or university attended).

Have completed 10 general education courses (30 semester units or 45 quarter units) of basic skills courses, with a grade of C- or better, and, specifically, four courses completed in the following general education areas:

A1 – Oral Communication, A2 – Written Communication, A3 – Critical Thinking, and B4 – Mathematics/Quantitative Reasoning.

Intersegmental General Education Transfer Curriculum (IGETC) for CSU: 1A – Written Communication, 1B – Critical Thinking, 1C – Critical Thinking, and 2 – Mathematical Concept and Quantitative Reasoning

If the CSU GE areas A1, A2, A3, and B4 courses double-count as a major and general education requirement, it is highly recommended courses are completed with a grade of C or better for certification.

Will complete additional general education units that comprise the total CSU general education pattern of 39 units.

NOTE: Some CSU campuses may impose a higher GPA admission standard based on impacted major or impacted campus status.

## Lower-Division Transfer

A student may be admitted as a lower-division transfer (completion of less than 60 semester units) if the following conditions are met:

have completed "[a-g" course requirements](#) in high school;

have graduated from high school (received a high school diploma or General Educational Development, or GED, certificate);

meet the [Eligibility Index](#) required of a first-time freshman;

have achieved an overall college GPA of at least 2.00 (This GPA is calculated using all transfer units attempted. In case of high-demand majors and campuses, a GPA of 2.00 may not be sufficient to be admitted);

be in good standing at the last college or university you attended. (In simple terms, "good standing" means you are eligible to re-enroll at your last college or university); and

have completed, with a grade of C- or better, a course in GE Section A2 in written communication and a course in GE section B4 in mathematics or quantitative reasoning.

## General Education Requirements for California State University

To earn a bachelor's degree from the California State University, each student must complete a program of general education. Santiago Canyon College offers general education programs which will enable students to meet the lower-division general education requirements for all CSU campuses prior to transfer. Students can complete either the CSU General Education Breadth Requirements (Plan B) or the Intersegmental General Education Transfer Curriculum (IGETC/Plan C) for CSU.

### Plan B CSU General Education Breadth Requirements

For specific courses which meet these requirements see the [Educational Plans](#) section of the online catalog. Students who complete Plan B are eligible to receive a Certificate of Achievement in General Education (CSU).

A. COMMUNICATION IN THE ENGLISH LANGUAGE AND CRITICAL THINKING – 9 units

B. THE PHYSICAL UNIVERSE AND ITS LIFE FORMS – 9 units

C. ARTS, LITERATURE, PHILOSOPHY, FOREIGN LANGUAGE – 9 units

D. SOCIAL POLITICAL AND ECONOMIC INSTITUTIONS AND BEHAVIOR; HISTORICAL BACKGROUND – 6 units

New and returning students BEGINNING Fall 2021 or later – MUST take 6-semester units from any discipline.

Students enrolled at SCC BEFORE Fall 2021 and have maintained continuous enrollment – MUST take 9-semester units from at least 2 different disciplines.

E. LIFELONG UNDERSTANDING AND SELF DEVELOPMENT – 3 units

F. ETHNIC STUDIES – 3 units

New and returning students Beginning Fall 2021 or later – MUST complete Area F

Students starting SCC BEFORE Fall 2021 and have maintained continuous enrollment – do not need to complete Area F. Instead, students MUST complete Area D.

All California State Universities have a graduation requirement in U.S. History, Constitution, and American Ideals. This requirement can be satisfied before or after transfer to a CSU by taking coursework in three areas US-1, US-2, and US-3. A student must take one course from each of the three areas. A student may use the same course to satisfy more than one area (US-1, US-2, US-3) if applicable. Courses meeting this requirement may also be counted toward certification in general education.

US-1: Historical Development of American Institution and Ideals:

Ethnic Studies 110, 120, 130, 140, History 118, 120, 120H, 121, 121H, 124, 127

US-2: U.S. Constitution & Government:

Political Science 101, 101H

US-3: California State & Local Government:

Political Science 101, 101H

## Independent and Out-of-State Colleges and Universities

In addition to state-supported colleges and universities in California, there are many outstanding independent institutions in the state. There are also many colleges, both private and public, located throughout the United States to which Santiago Canyon College students can transfer. Each of these institutions has its own unique requirements for admission. In order to determine eligibility, students should visit the website of the university to view admission requirements or obtain a copy of the university catalog.

Santiago Canyon College has articulated general education requirements and major preparation courses with a number of independent institutions such as Chapman University, The University of San Diego, and the University of Southern California. Students transferring to independent or out-of-state institutions should meet with a Santiago Canyon College counselor in order to determine appropriate general education and major preparation requirements.

California's fully accredited independent colleges and universities provide many options at the undergraduate, graduate, and professional levels for students planning to continue their education beyond the community college. For a complete listing of independent colleges and universities in California, please visit [www.aiccu.edu](http://www.aiccu.edu) or the [Santiago Canyon College Transfer Success Center website](#).

### Pass Along Policy and Procedures

Pass Along permits a student to use courses taken at colleges or universities that are not part of the California Community College system to meet general education requirements on the CSU GE/Plan B or IGETC/Plan C education plan. All completed coursework must come from a regionally accredited institution, meaning that an institution must be accredited by one of the six U.S. regional accrediting associations. The six regional accrediting associations are:

- Middle State Commission on Higher Education (MSCHE)
- New England Association of Schools and Colleges, Commission on Institutions of Higher Education (NEASC-CHE)
- Higher Learning Commission (HLC)
- Northwest Commission on Colleges and Universities (NWCCU)
- Southern Association of Colleges and Schools, Commission on Colleges (SACSCOC)
- Accrediting Commission for Community and Junior Colleges - Western Association of Schools and Colleges (ACCJC-WASC)
- WASC Senior College and University Commission (WSCUC)

Pass Along petitions are reviewed in fall and spring only and after the second week of school. To start the Pass Along process students must:

1. Be currently enrolled and actively attending Santiago Canyon College.
2. Complete twelve units of Santiago Canyon College coursework.
3. Submit official transcripts from all institutions attended to the SCC Admissions Office in E-101. An electronic transcript is considered official only if the electronic transcript is sent directly to the SCC Admissions Office. Electronic transcripts sent directly to the student are not considered official transcripts. Students are advised to obtain an extra set of transcripts for their personal files.
4. Make a copy of the course description for each course the student wants a pass-along review. The course description copy must be from the catalog year the student completed the course. If a course cannot be located, the student must contact the institution for the appropriate course description. For IGETC English pass along approval of Area 1A-English Composition and/or Area 1B-Critical Thinking a course syllabus of the English course must be provided. IGETC English Pass Along Petitions are reviewed by the English Department between the first through the sixth week of the fall and spring semester only.
5. Make an appointment with an SCC Counselor. Bring copies of the course descriptions/syllabi and official transcripts to the appointment. The counselor will assist the student in filling out the "Pass Along Petition." Courses submitted for IGETC pass-along approval must be completed with a grade of "C" or better. No "C-" grade can be approved for pass along on IGETC. If the CSU GE area A1, A2, A3, or B4 course double-counts for GE and a major requirement, it is recommended these courses be completed with a grade of "C" or better for certification. No "D-" grade can be approved for pass along on CSU GE Breadth (Plan B).
6. Completed Pass Along petitions are submitted to the Articulation Officer for review and take two to three weeks to process. Students will be notified by mail once a decision is made.

*Courses from international institutions cannot be considered for Pass Along.*

## University of California

The University of California has ten campuses located throughout the state. Each campus within the system has its own unique geographic and academic character. The University offers bachelor's, master's, and doctoral degrees in a variety of subject areas. Campuses of the University are located at Berkeley, Davis, Irvine, Los Angeles, Merced, Riverside, San Diego, San Francisco (Schools of Medicine, Dentistry and Pharmacy), Santa Barbara, and Santa Cruz.

To obtain a baccalaureate degree from the UC system, a student must complete a minimum of 120-semester units (180 quarter units). A maximum of 70 units of transferable credit will be accepted for courses completed at a community college.

#### University of California Admissions Requirements for Transfer Students

##### *Upper-Division Transfer*

The vast majority of transfer students enter the University of California at the junior level from a community college. To be eligible for admission as a junior or upper-division transfer student, a student must fulfill both of the following criteria:

1. Complete 60 semester or 90 quarter units of transferable college credit with a grade point average of at least 2.4 (2.8 for nonresidents). No more than 14-semester units (21 quarter) may be taken Pass/Not Pass, and
2. Complete the following seven-course pattern requirements and earn a grade of "C" or better in each course: or a Pass (P) grade if Pass is equivalent to a C (2.0):
  - 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: arts and humanities, social and behavioral sciences, and physical and biological sciences.

Students who satisfy the Intersegmental General Education Transfer Curriculum (IGETC/Plan C) prior to transferring to UC will satisfy section 2 of the transfer admission requirements listed above.

##### *Lower-Division Transfer*

The University of California admits a limited number of transfer students before they reach junior or upper-division standing if they have met specific requirements. Lower-division transfer admission decisions vary by UC campus, and it is not a common policy for many UC campuses. If a student were to be admitted as a lower-division transfer at a UC campus the following criteria would apply: If a student was eligible for admission to the University of California when he or she graduated from high school- meaning the student fulfilled the Subject, Scholarship, and Examination Requirements, or was identified by the University of California as eligible in the local context and completed the Subject examination requirements in the senior year, the student is eligible for transfer if he or she has a C (2.0) average in transferable college work. If a student met the Scholarship Requirement in high school but did not satisfy the Subject requirement, the student must take transferable college courses in the missing subjects, earn a "C" or better in each required course and maintain an overall 2.0 GPA in all transferable coursework to be eligible to transfer.

*NOTE: UC campuses may impose a higher GPA admission standard; please see a Santiago Canyon College counselor for more information.*

#### General Education Requirements for the University of California

To earn a bachelor's degree from the University of California, each student must complete a program of general education. To meet the general education requirements of the University, students can complete either the Intersegmental General Education Transfer Curriculum (IGETC/Plan C) or individual campus general education requirements. Santiago Canyon College strongly recommends that students follow the IGETC rather than the individual campus general education/breadth requirements because this will usually provide more flexibility when applying for transfer. However, some UC campuses may discourage or restrict the use of IGETC for particular majors, especially majors that have many lower-division requirements that can be met at the community college. Students who began at a UC campus and who intend to transfer back to the same campus cannot use IGETC. Students

who enrolled at a UC campus, leave that campus and attend Santiago Canyon College, and plan on transferring to a different UC campus may use the IGETC. Students are strongly encouraged to work with a Santiago Canyon College Counselor to develop an education plan that incorporates major preparation and appropriate general education requirements.

#### Plan C Intersegmental General Education Transfer Curriculum (IGETC) for CSU And UC

1. ENGLISH COMMUNICATION – 9 units (CSU) ENGLISH COMMUNICATION – 6 units (UC)
2. MATHEMATICAL CONCEPTS – 3 units (CSU and UC)
3. ARTS AND HUMANITIES – 9 units (CSU and UC)
4. SOCIAL AND BEHAVIORAL SCIENCE – 6 units (CSU and UC)
5. PHYSICAL AND BIOLOGICAL SCIENCES – 7-9 units (CSU and UC)
6. LANGUAGE OTHER THAN ENGLISH – 0-5 units (UC)
7. ETHNIC STUDIES – 3 units (CSU and UC) – *New requirement for new and returning students starting SCC Fall 2023.*

IGETC includes the California State University graduation requirement in US History, Constitution, and American Ideals for CSU bound students. Completion of the courses listed below meets the requirement, for further information or clarity it is recommended students meet with a counselor.

#### U.S. HISTORY, CONSTITUTION, AMERICAN IDEALS – CSU GRADUATION REQUIREMENT ONLY

*Not a CSU transfer requirement, but may be completed prior to transfer.*

US1: Historical Development and American Institution and Ideals (one course)

Ethnic Studies 110, 120, 130, 140 (units can be used to meet Area 7: Ethnic Studies)

OR

History 118, 120\*/120H\*, 121\*/121H\*, 124, 127 (units can be used to meet Area 4: Social & Behavioral Sciences)

US 2: U.S. Constitution and Government AND

US 3: California State and Local Government

Political Science 101\*/101H\* (units can be used to meet Area 4: Social & Behavioral Sciences)

Students following the IGETC pattern (Plan C) are strongly advised to complete all requirements prior to transfer. Completion of the pattern allows the student to petition for IGETC certification. IGETC certification means the student has met all lower-division general education requirements.

Students who complete Plan C are eligible to receive a Certificate of Achievement in General Education (IGETC).

#### Certification of General Education for Transfer to UC or CSU

Upon a student's request, Santiago Canyon College will verify the completion of lower-division general education requirements for transfer to the University of California or the California State University. Students should request IGETC/Plan C or CSU GE/Plan B certification during the semester prior to the last term of attendance. Students who transfer without certification will have to meet the general education requirements of the specific UC or CSU campus to which they are transferring. Meeting these requirements usually necessitates taking additional courses.

Students who have taken courses at other colleges can have these courses approved in the certification process. Using the Intersegmental General Education Transfer Curriculum or CSU General Education Breadth, Santiago Canyon College will certify (guarantee) courses taken at other California community colleges in the areas designated by the offering college.

Courses taken at independent or out-of-state colleges/universities that are regionally accredited (which do not maintain a CSU GE Breadth or IGETC certification list) may be approved for certification via a "Pass Along Petition" and after a review by the Santiago Canyon College Articulation Officer. Courses are passed along for IGETC or CSU GE Breadth if they are equivalent to courses on the Santiago Canyon College or another California community college's IGETC or CSU GE Breadth pattern. Pass Along Petitions are available at the Santiago Canyon College Counseling Department and must be accompanied by the appropriate documentation. Students must make an appointment with a Santiago Canyon College counselor before submitting a Pass Along Petition.

Courses from foreign institutions cannot be used in the certification process.

Students should request IGETC certification from the last California Community College they attend prior to transferring to UC or CSU.

Students requesting CSU GE Breadth certification must complete at least 12 units at Santiago Canyon College.

#### IGETC - Partial Certification

Partial certification is permitted if a student has completed all but two (2) courses on the IGETC/Plan C pattern. Specific rules apply to how and when the remaining courses must be completed after transfer. Please see a Santiago Canyon College counselor for guidelines.

*NOTE: Transcripts from all colleges attended must be submitted to the Admission Office prior to requesting certification.*

## Credit Courses Information

### COURSE DESCRIPTIONS

Course descriptions include the course discipline, number, title, units, class hours, requisites, and any applicable additional information such as cross-listings, C-ID, field trips, material fees, open-entry/open-exit, pass/no pass, repeatability, transferability, and credit by exam.

#### Course Number

100-299:

Courses numbered 100-299 are transferable to California State University (CSU) or the University of California (UC) and are applicable to the associate degree. See Transferability of Courses on page 46 for additional information.

Honors: Courses numbered 100 and above followed by the letter "H" are offered as part of the Santiago Canyon College Honors Program.

001-099:

Courses numbered 001-099 are not transferable to California State University (CSU) or the University of California (UC). They are applicable to the associate degree unless the course number is preceded by the letter "N".

N01-N99:

Courses numbered N01-N99 are not transferable to California State University (CSU) or the University of California (UC) and are not applicable to the associate degree. These courses count toward the course load.

California State University (CSU) or University of California (CSU/ UC): Identifies courses that are transferable to California State University (CSU) or University of California (UC). A credit limitation may exist for some courses that transfer to UC. See page 46 for additional information. Course Identification Numbering System (C-ID): Identifies a lower-division, transferable course commonly articulated between California Community Colleges and four-year universities.

## Course Identification Numbering System (C-ID)

The Course Identification Numbering System (C-ID) is a statewide numbering system independent of course numbers assigned by local California community colleges. A C-ID number next to a course signals that participating California colleges and universities have determined that courses offered by other California community colleges are comparable in content and scope to courses offered on their own campuses, regardless of their unique titles or local course numbers. Thus, if a schedule of classes or catalog lists a course bearing a C-ID number, for example, COMM 110, students at that college can be assured that it will be accepted in lieu of a course bearing the C-ID COMM 110 designation at another community college. In other words, the C-ID designation can be used to identify comparable courses at different community colleges. However, students should always go to [www.assist.org](http://www.assist.org) to confirm how each college's course will be accepted at a particular four-year college or university for transfer credit.

The C-ID numbering system is useful for students attending more than one community college and is applied to many of the transferable courses students need as preparation for transfer. Because these course requirements may change and because courses may be modified and qualified for or deleted from the C-ID database, students should always check with a counselor to determine how C-ID designated courses fit into their educational plans for transfer.

Students may consult the ASSIST database at [www.assist.org](http://www.assist.org) for specific information on C-ID course designations. Santiago Canyon College counselors can always help students interpret or explain this information.

### Course Identification Number - SCC Course

ACCT 110 - ACCT 101, Financial Accounting

ACCT 120 - ACCT 102, Managerial Accounting

AJ 110 - CJ 101, Introduction to Criminal Justice



ANTH 110 – ANTH 101, Introduction to Physical Anthropology

ANTH 120 - ANTH 100, Introduction to Cultural Anthropology

ANTH 120 - ANTH 100H, Honors Introduction to Cultural Anthropology

ANTH 130 - ANTH 104, Language and Culture

ANTH 150 - ANTH 103, Introduction to Archaeology

ARTH 100 - ART 100, Introduction to Art Concepts

ARTH 100 - ART 100H, Honors Introduction to Art Concepts

ARTH 110 - ART 101, Survey of Western Art History 1: Prehistory Through the Middle Ages

ARTH 110 - ART 101H, Honors Survey of Western Art History 1: Prehistory Through the Middle Ages

ARTH 120 – ART 102, Survey of Western Art History II: Renaissance Through the Twentieth Century

ARTH 120 – ART 102H, Honor Survey of Western Art History II: Renaissance Through the Twentieth Century

ARTS 100 - ART 110, Two-Dimensional Design

ARTS 101 - ART 111, Three-Dimensional Design

ARTS 110 - ART 130 Introduction to Drawing

ARTS 200 - ART 131, Beginning Life Drawing

ARTS 205 - ART 230, Intermediate Drawing

ARTS 210 - ART 141, Beginning Painting

ARTS 250 - ART 195, Introduction to Digital Media Arts

BIOL 110B - BIOL 239, General Human Anatomy

BIOL 120B - BIOL 249, Human Physiology

BIOL 130S - BIOL 221 + BIOL 231, Animal Diversity and Evolution + Plant Diversity and Ecology

BIOL 190 - BIOL 211, Cellular and Molecular Biology

BIOT 101 BX - BIOL 190 + BIOL 190L, Introduction to Biotechnology+ Introduction to Biotechnology Lab

BIOT 210 X - BIOL 194, Quality and Regulatory Compliance in Biosciences

BIOT 220 X - BIOL 192, Biotech B: Proteins

BUS 110 - BUS 100, Fundamentals of Business

BUS 115 - BUS 222, Business Writing

BUS 120 - BUS 105, Legal Environment of Business

BUS 140 - BUS 150, Introduction to Information Systems and Applications

CDEV 100 - CDEV 107, Child Growth and Development (DS1)

CDEV 100 - PSYC 157, Introduction to Child Psychology

CDEV 110 - CDEV 110, Child, Family, and Community (DS2)

CHEM 101 - CHEM 100, Introductory Chemistry

CHEM 110 - CHEM 200A, General Chemistry

CHEM 110 - CHEM 200AH, Honors General Chemistry

CHEM 120S - CHEM 200A + CHEM 200B, General Chemistry + General Chemistry and Qualitative Analysis

CHEM 120S - CHEM 200AH + CHEM 200B, Honors General Chemistry + General Chemistry and Qualitative Analysis

CHEM 150 - CHEM 280A, Organic Chemistry I

CHEM 160S - CHEM 280A + CHEM 280B, Organic Chemistry I + Organic Chemistry II

COMM 110 - COMM 110, Public Communication

COMM 120 - COMM 111, Argumentation and Debate

COMM 130 - COMM 100, Introduction to Interpersonal Communication

COMM 130 - COMM 100H, Honors Introduction to Interpersonal Communication

COMM 140 - COMM 101, Group Dynamics

COMM 150 - COMM 120, Introduction to Intercultural Communication

COMM 150 - COMM 120H, Honors Introduction to Intercultural Communication

COMM 160B - COMM 130, Forensics Team

COMM 160B - COMM 230, Advanced Forensics Team

COMM 170 - COMM 134, Oral Interpretation

COMP 112 - CMPR 120, Introduction to Programming

COMP 122 - CMPR 121, Programming Concepts

COMP 122 - CMPR 122, Programming Concepts and Methodology I

COMP 132 - CMPR 131, Data Structure Concepts

COMP 132 - CMPR 132, Programming Concepts and Methodology II

COMP 142 - CMPR 154, Computer Architecture and Organization

COMP 152 - CMPR 149, Discrete Structures for Computer Science

ECE 120 - APCD 111A, Apprenticeship -Principles and Practices

ECE 120 - CDEV 111A, Principles and Practices of Teaching Young

ECE 130 - APCD 111B, Apprenticeship - Introduction to Curriculum for Young Children

ECE 130 - CDEV 111B, Introduction to Curriculum for Young

ECE 200 - APCD 10, Apprenticeship - Observation and Assessment

ECE 200 - CDEV 108, Observation and Assessment for Early Learning and Development (DS3)

ECE 210 - CDEV 298A, Practicum in Early Childhood Programs

ECE 220 - CDEV 112, Health, Safety and Nutrition for Children

ECE 230 - APCD 221, Apprenticeship - Living and Teaching in a Diverse Society

ECE 230 - CDEV 221, Teaching in a Diverse Society

ECON 201 - ECON 101, Principles / Micro

ECON 202 - ECON 102, Principles / Macro

EDUC 200 - EDUC 200, Introduction to Elementary Classroom Teaching

ENGL 100 - ENGL 100, Freshman Composition with Integrated Support

ENGL 100 - ENGL 101, Freshman Composition

ENGL 100 - ENGL 101H, Honors Freshman Composition

ENGL 105 - ENGL 103, Critical Thinking and Writing

ENGL 105 - ENGL 103H, Honors Critical Thinking and Writing

ENGL 110 - ENGL 102, Literature and Composition

ENGL 110 - ENGL 102H, Honors Literature and Composition

ENGL 120 - ENGL 102, Literature and Composition

ENGL 120 - ENGL 102H, Honors Literature and Composition

ENGL 130 - ENGL 241, Survey of American Literature, 1600-1865

ENGL 135 - ENGL 242, Survey of American Literature, 1865-Present

ENGL 140 - ENGL 271, Survey of World Literature I

ENGL 145 - ENGL 272, Survey of World Literature II

ENGL 160 - ENGL 231, Survey of English Literature I

ENGL 165 - ENGL 232, Survey of English Literature II

ENGL 180 - ENGL 270, Children's Literature

ENGL 200 - ENGL 213, Creative Writing

ENGR 130 - ENGR 220, Statics

ENGR 230 - ENGR 225, Dynamics

ENGR 260 - ENGR 230, Network Analysis

ENGR 260L - ENGR 230, Network Analysis

GEOG 110 - GEOG 101, Physical Geography

GEOG 111 - GEOG 101L, Physical Geography Laboratory

GEOG 120 - GEOG 102, Cultural Geography

GEOG 120 - GEOG 102H, Honors Cultural Geography

GEOG 125 - GEOG 100, World Regional Geography

GEOG 125 - GEOG 100H, Honors World Regional Geography

GEOG 130 - GEOG 130, Introduction to Weather and Climate

GEOG 130 - GEOG 130H, Honors Introduction to Weather and Climate

GEOG 140 - GEOG 140, California Geography

GEOG 150 - GEOG 150, Map Interpretation and Analysis

GEOG 155 - GEOG 155, Introduction to Geographic Information Systems

GEOG 155 - SURV 155, Introduction to Geographic Systems

GEOG 160 - GEOG 160, Regional Field Studies

GEOL 100 - EARTH 100, Physical Geology

GEOL 100L - EARTH 100L, Physical Geology Laboratory

GEOL 111 - EARTH 111, Historical Geology

GEOL 120 - EARTH 120, Earth Sciences

GEOL 121 - EARTH 121, Earth Sciences for Educators

GEOL 130 - EARTH 130, Environmental Geology

GEOL 200 - EARTH 200, Geology of California

HIST 130 - HIST 120, The United States to 1877

HIST 130 - HIST 120H, Honors The United States to 1877

HIST 140 - HIST 121, The United States Since 1865

HIST 140 - HIST 121H, Honors The United States Since 1865

HIST 150 - HIST 101, World Civilization to the 16th Century

HIST 150 - HIST 101H, Honors World Civilization to the 16th Century

HIST 160 - HIST 102, World Civilizations Since the 16th Century

HIST 160 - HIST 102H, Honors World Civilizations Since the 16th Century

JOUR 100 - CINE 105, Mass Media and Society

KIN 100 - KIN 100, Introduction to Kinesiology

KIN 101 - KIN 101, First Aid and CPR

MATH 110 - MATH 219, Statistics

MATH 110 - MATH 219H, Honors Statistics

MATH 110 - MATH 219S, Statistics and Probability with Integrated Review

MATH 120 - MATH 203, Fundamental Concepts of Elementary Mathematics

MATH 140 - MATH 150, Calculus for Biological, Management and Social Sciences

MATH 210 - MATH 180, Single Variable Calculus I

MATH 210 - MATH 180H, Honors Single Variable Calculus I

MATH 220 - MATH 185, Single Variable Calculus II

MATH 230 - MATH 280, Intermediate Calculus

MATH 240 - MATH 295, Differential Equations

MATH 250 - MATH 290, Linear Algebra

MATH 900S - MATH 180 + MATH 185, Single Variable Calculus I and Single Variable Calculus II

MATH 900S - MATH 180H + MATH 185, Honors Single Variable Calculus I and Single Variable Calculus II

MATH 910S - MATH 287, Introduction to Linear Algebra and Differential Equations

MATH 910S - MATH 290 + MATH 295, Linear Algebra + Differential Equations

MUS 100 - MUS 101, Music Appreciation

MUS 100 - MUS 101H, Honors Music Appreciation

PHIL 100 - PHIL 106, Introduction to Philosophy

PHIL 100 - PHIL 106H, Honors Introduction to Philosophy

PHIL 110 - PHIL 111, Introductory Logic

PHIL 120 - PHIL 108, Ethics

PHYS 100S - PHYS 150A + PHYS 150B, Introductory Physics I + Introductory Physics II

PHYS 105 - PHYS 150A, Introductory Physics I

PHYS 110 - PHYS 150B, Introductory Physics II

PHYS 140 - PSC 100, Survey of Chemistry and Physics

PHYS 200S - PHYS 250A + PHYS 250B + PHYS 250C, Physics for Scientists and Engineers I + Physics for Scientists and Engineers II + Physics for Scientists and Engineers III

PHYS 205 - PHYS 250A, Physics for Scientists and Engineers I

PHYS 210 - PHYS 250B, Physics for Scientists and Engineers II

PHYS 215 - PHYS 250C, Physics for Scientists and Engineers III

POLS 110 - POLT 101, Introduction to American Government

POLS 110 - POLT 101H, Honors Introduction to American Government

POLS 120 - POLT 230, Political Theory

POLS 130 - POLT 201, Introduction to Comparative Politics

POLS 140 - POLT 220, International Politics

POLS 150 - POLT 110, Introduction to Political Science

PSY 110 - PSYC 100, Introduction to Psychology

PSY 110 - PSYC 100H, Honors Introduction to Psychology

PSY 120 - PSYC 250, Introduction to Abnormal Psychology

PSYC 130 - PSYC 190, Psychology of Human Sexuality

PSY 150 - PSYC 200, Introduction to Biological Psychology

PSY 170 - PSYC 240, Introduction to Social Psychology

PSY 170 - SOC 240, Introduction to Social Psychology

PSY 170 - SOC 240H, Honors Introduction to Social Psychology

PSY 180 - PSYC 160, Introduction to Lifespan

PSY 200 - PSYC 220, Introduction to Research Methods Psychology

PSY 205B - PSYC 220, Introduction to Research Methods Psychology

SJS 110 - ETHN 101, Introduction into Ethnic Studies

SJS 120 - GSWS 101, Introduction to Women's Studies

SJS 130 - SOC 286, Introduction to LGBTQ Studies

SOCI 110 - SOC 100, Introduction to Sociology

SOCI 110 - SOC 100H, Honors Introduction to Sociology

SOCI 115 - SOC 116, Social Problems

SOCI 120 - SOC 120, Introduction to Sociological Research Methods

SOCI 125 - SOC 125, Introduction to Statistics in Sociology

SOCI 125 - SOC 125H, Honors Introduction to Statistics in Sociology

SOCI 130 - SOC 130, Relationships, Marriages, and Family Dynamics

SOCI 140 - SOC 220, Introduction to Gender and Sexualities

SOCI 150 - SOC 150, Introduction to Race and Ethnicity

SPAN 100 - SPAN 101, Elementary Spanish I

SPAN 100 - SPAN 101H, Honors Elementary Spanish I

SPAN 100 - SPAN 101A, Elementary Spanish 1A + SPAN 101B, Elementary Spanish 1B

SPAN 110 - SPAN 102, Elementary Spanish II

SPAN 200 - SPAN 201, Intermediate Spanish I

SPAN 210 - SPAN 202, Intermediate Spanish II

SPAN 220 - SPAN 110, Spanish for Spanish Speakers 1

SPAN 230 - SPAN 111, Spanish for Spanish Speakers 2

SWHS 120B - CNSL 160A, The Helping Profession Seminar

SWHS 120B - CNSL 160B, Fieldwork Experience for the Helping Professions

THTR 111 - THEA 100, Introduction to Theatre

THTR 112 - THEA 100, Introduction to Theatre

THTR 152 - THEA 111, Intermediate Acting

THTR 191 - THEA 180A Rehearsal and Performance: Drama-Minor/Supporting Role

THTR 191 - THEA 180B, Rehearsal and Performance: Drama-Leading Role

THTR 191 - THEA 181A, Rehearsal and Performance: Comedy-Minor/Supporting Role

THTR 191 - THEA 181B, Rehearsal and Performance: Comedy-Leading Role

THTR 191 - THEA 182A, Rehearsal and Performance: One-Act Plays

THTR 191 - THEA 182B, Rehearsal and Performance: Original One-Act Plays

THTR 191 - THEA 183A, Rehearsal and Performance: Musical-Minor/Supporting Role

THTR 191 - THEA 183B, Rehearsal and Performance: Musical-Leading Role

THTR 192 - THEA 186A, Beginning Technical Theatre Production

THTR 192 - THEA 186B, Intermediate Technical Theatre Production

THTR 192 - THEA 186C, Advanced Technical Theatre Production

WWTR 100 X - WATR 050, Water Mathematics and Hydraulics

WWTR 110 X - WATR 137, Wastewater Treatment

WWTR 120 X – WATR 151, Advanced Wastewater Treatment

WWTR 130X – WATR 141, Water Distribution

WWTR 140 X – WATR 242, Advanced Water Distribution

WWTR 160 X – WATR 247, Advanced Water Treatment

## Commencement

Commencement is held once a year at the end of the spring semester for those students who have completed or petitioned for a degree during the current academic year (Fall 2024, Spring 2025, or Summer 2025). A Petition to Graduate must be submitted to the Admissions and Records Office at Santiago Canyon College to participate in commencement. Exceptions may be made to accommodate students petitioning for Fall 2024.

## Petition for Graduation and Catalog Rights

Students must submit a Petition to Graduate to earn an associate degree, certificate, CSU Certification and/or IGETC Certification. Petitions for graduation should be filed in the Admissions and Records Office at Santiago Canyon College when a student has completed at least 30 units or one semester prior to the expected semester to graduate. Students who maintain continuous enrollment have the option to meet the associate degree or certificate requirements as listed in the catalog in effect at the time of first enrollment or any subsequent year.

Continuous enrollment is defined by earning a notation on a transcript (letter grade, W, NP, P or I) for at least one course during any semester, or session, within that academic year. For the purposes of the catalog, an academic year begins with the fall semester and concludes with the summer session. So long as the student remains in attendance in any one semester (fall/spring) or session (summer/intersession) per academic year at Santa Ana College or Santiago Canyon College, the student has the ability to elect to meet the graduation requirements in effect at the time beginning his/her continuous enrollment or in more recent catalog years.

Significant changes were made to the CSU General Education Breadth Pattern Plan B effective Fall 2021 and IGETC-Plan C effective Fall 2023. However, students who began Santiago Canyon College (or another CCC or CSU) prior to Fall 2021 (CSU) or Fall 2023 (UC) will be permitted to use previous catalog years for CSU GE and IGETC pattern if they maintained the CSU continuous enrollment definition. Please consult a SCC counselor for additional information.

If a student does not earn a note on their transcript during any of the semesters, or sessions, during an academic year, then the student is no longer protected by previous associate degree and/or certificate requirements and will be held to the additional requirements. The student must then reset their catalog rights clock to use the catalog at the time of readmission or subsequent enrollment.

In the event a loss of catalog rights due to extenuating circumstances, a student wishes to waive or substitute a requirement for an associate degree and/or certificate requirement, the student could complete the appropriate [form](#) and submit to the Exceptions for Academic Regulations (EAR) Committee for final determination.

## Santiago Canyon College External Exam Credit Policies

Santiago Canyon College grants credit for external exams with passing score reports from Advance Placement (AP), College Level Examination Program (CLEP), and International Baccalaureate (IB). It is strongly advised students meet with an SCC counselor, as course credit and units granted for local SCC Associate of Arts or Associate of Science degrees may differ from course credit and units granted by a transfer institution. Credit granted for AP, CLEP, or IB cannot be used to meet Santiago Canyon College 12-unit residency requirement for the Associate degrees. *It is recommended not to enroll in a college course comparable to an AP, CLEP, or IB Exam as credit limitation may be applied by SCC, CSU, and/or a UC campus.*

Official AP, CLEP, and/or IB score reports/transcripts must be on file at the Admissions and Record Office for evaluation. Score reports must be emailed directly to the SCC Admissions & Records Office at [admissions@sccollege.edu](mailto:admissions@sccollege.edu) from either:

[College Board \(AP\),](#)

[International Baccalaureate \(IB\)](#)

[College Level Examination Program \(CLEP\)](#)

## ADVANCE PLACEMENT (AP) EXAMINATION

Santiago Canyon College grants credit for AP examinations with a score of 3, 4, or 5 towards the Associate degree general education. SCC grants CSU GE, IGETC, or major credit in accordance with the CSU and UC guidelines.

[SCC AP Placement Guide and Policies](#)

## College Level Examination Program (CLEP)

Santiago Canyon College grants credit for CLEP examinations with a score of 50 or higher (level II language require a higher score) towards the Associate degree general education or electives. SCC grants CSU GE or major credit in accordance with CSU guidelines.

[SCC CLEP Placement Guide and Policies](#)

## International Baccalaureate (IB) Examination

Santiago Canyon College grants credit for IB examinations with a score of 5 or higher toward the Associate degree general education. SCC grants CSU GE, IGETC, or major credit in accordance with the CSU and UC guidelines.

[SCC IB Examination Guide and Policies](#)

The following resources were used in updating the guides and policies:

California State University External Exam Credits: <https://www.calstate.edu/attend/student-services/casper/Pages/external-exam-credit.aspx>

University of California AP and Exam Credits:

<https://admission.universityofcalifornia.edu/admission-requirements/ap-exam-credits/>

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## Santiago Canyon College - University of California Transfer Course Agreement (UCTCA)

Santiago Canyon College's UC Transfer Course Agreement is published in [ASSIST](#). The most up-to-date list is for the 2023-2024 academic year. The 2024-2025 SCC UCTCA is expected to be published by the UC Office of the President in October 2024. Please meet with your counselor to discuss which SCC courses are transferable to UC.

[SCC UC Transfer Course Agreement](#)

## Continuing Education Information

### Mission Statement

To offer quality, tuition-free, noncredit classes, programs and services that enable students to maximize their potential by acquiring the necessary academic, technical, and workforce skills to reach their personal, educational, and career goals so that they can benefit from and contribute to society as productive, active members of their communities.



(Approved by OEC Leadership, 12-11-19)

#### Santiago Canyon College - Orange Education Center

1465 North Batavia Street

Orange, CA 92867

714-628-5900

The Santiago Canyon College Orange Education Center is the major adult education service provider in the Orange area. In addition, there are other sites in which instruction is offered. These facilities provide a broad-based program that meets the educational needs of the community. Open entry/open exit classes allow students to register anytime during the school year and provide maximum flexibility with course schedules. For the current class schedule, please visit the website at [sccollege.edu/oec](http://sccollege.edu/oec) or call the Orange Education Center at 714-628-5900.

#### Classroom Instruction

Traditional and individualized, self-paced classroom instruction is offered in academic, vocational, and basic skills areas. The open entry/open exit format allows flexibility in planning.

#### Convenient Community Locations

Day and evening community locations make classes conveniently available to all adults in the district.

#### Weekend Classes

To meet the needs of working adults, continuing education classes are also offered Fridays and Saturdays.

## Admissions and Student Services

#### Who May Attend

Persons 18 years of age or older, or high school graduates, are eligible to enroll in continuing education classes. Students currently enrolled in secondary schools who wish to attend continuing education classes may be admitted by special request of the secondary school and approval from continuing education administration.

#### Where to Register

Orange Education Center (CLOSED DURING CONSTRUCTION)

1465 North Batavia Street

Orange, CA 92867

714-628-5900

#### OEC Provisional Education Facility

1937 West Chapman Avenue, 2nd Floor

Orange, CA 92868

714-628-5900

**Santiago Canyon College**

8045 East Chapman Avenue Room U-80

Orange, CA 92869

714-628-5929

**College and Workforce Preparation Center**

1572 North Main Street

Orange, CA 92867

714-628-5999

**Schedule of Classes**

A schedule of classes is prepared each semester which includes general information, courses offered, hours, locations, and rooms. Schedules are available before registration each semester in each of the major continuing education sites and Rancho Santiago Community College District campuses. Registration is ongoing, provided there is space available in classes.

**Open Enrollment**

The policy of the Rancho Santiago Community College District and Santiago Canyon College is that, unless specifically exempted by statute or regulation, every course, course section, or class, reported for state aid, wherever offered and maintained by the college, shall be fully open to enrollment and participation by any person who has been admitted to the college, provided there is available space in classes.

**Class Discontinuance Policy**

Any class which does not have a total of at least 20 students enrolled by the beginning of instruction may be discontinued. Any class which does not maintain satisfactory attendance may be discontinued at any time during the term.

**Student Identification Card**

Each student may obtain a student identification card upon request. For more information, please call OEC Admissions and Records Office 714-628-5900.

**Textbooks and Supplies**

ESL textbooks are available for purchase (cash or check, no credit cards) at the OEC Provisional Education Facility Bookstore. A complete list of ESL textbooks required for each class, along with their costs, is posted. Supplementary books and supplies are also available. Phone 714-628-5924 for additional information. Students in classes held at Santiago Canyon College (SCC) can purchase textbooks and supplies at the Hawk Bookstore, located in A-101. For more information, phone 714- 628-5900 or go to [www.hawkbookstore.com](http://www.hawkbookstore.com).

**Testing**

A wide variety of academic, aptitude, vocational, interest, and other assessments are provided to assist the adult in educational and career planning. Diagnostic assessment tests are administered to advise placement for courses in English as a Second Language, Adult Basic Education, and High School Subjects.

**Counseling and Guidance**

Counselors are available to provide academic, career and personal counseling in a confidential office setting. Students may seek counseling for many reasons, including the planning of educational objectives, obtaining information about employment and job skills, resolving personal and family problems, examining aptitudes, interests, and achievement, finding new careers and vocational directions, and learning to adjust in a new country. Students enrolling in courses leading toward an adult high school diploma must see a counselor upon registering. Counselors are available by appointment or on a walk-in basis. For more information or to arrange an appointment, please call 714-628-5929.

### Scholarships

Several scholarships are made available to continuing education ESL students and high school graduates. Selection of scholarship recipients will be based upon the recommendation of teachers and counselors, financial need, academic excellence, attendance, and minimum enrollment standards. For more information, call the Counseling office at 714-628-5929.

### Photography

Santiago Canyon College, a non-profit California Community College, reserves the right to use photography and video images of students and visitors, age 18 and older, taken on our property and at college-sponsored events for marketing and promotional purposes. Objection to the use of an individual's photography may be made in writing to Public Affairs and Publications, RSCCD District Office, 2323 N. Broadway, Suite 408, Santa Ana, CA 92706.

### Disabled

Students Policy The College will make reasonable accommodations for individuals with disabilities. To request services, contact the office of Disabled Students Programs and Services at 714-628-4860.

### Career Services

Career information, materials, interest inventories, and counseling are provided for interested students. Appointments may be made by calling 714-628-5942.

### Associated Student Government

The Associated Student Government was established to provide students with government and leadership experience. Opportunities are available to become involved as student representatives. Students will learn firsthand about group dynamics and decision making, event programming, and running effective meetings. Additionally, there are student clubs to join. For more information, please call 714-628-5947.

### Child Development

A child development program center is available at Santiago Canyon College. There is no fee for eligible families. Arrangements may be made by calling 714-628-6952.

### Transcripts

Students may obtain an official transcript of records by filing in person or mailing a request to the Admissions and Records Office, OEC Provisional Education Facility, 1937 West Chapman Avenue, 2nd Floor, Orange, CA 92868. The first two in-person transcripts will be issued without charge, thereafter, a \$3 charge will be assessed for each additional transcript. All official transcripts are copies of the student's permanent record in the Office of Admissions and Records. Only records prepared and issued directly from that office will be considered official or certified for accuracy.

## Continuing Education Courses & Programs

Open entry/open exit courses are noted in the course descriptions. Students may enroll at any time in these courses and begin class immediately, provided there is space available. Students progress at their own rate and may exit from the class at any time upon satisfactory completion of the required work.

All credits listed are high school credits. Ten high school credits represent a minimum of 144 hours of study. In open entry/open exit courses, students earn credits by meeting individual competency-based objectives.

Some courses offer a certificate of course completion upon completion of all course requirements. A certificate of course completion does not appear on the official transcript.

Completion of Career Development and College Preparation (CDCP) program coursework appears on the student transcript. In addition, the student may request an official program certificate be issued for successful completion of all CDCP program coursework.

The class schedule should be consulted for current offerings.

## Continuing Education Instructional Programs

### INSTRUCTIONAL PROGRAMS

#### Adult Basic Education (ABE)

Assists students in strengthening their skills in reading, writing, spelling, mathematics, English usage, and grammar. ABE provides students with a strong educational foundation that can be used as a basis for employment preparation, entrance into high school subjects, GED preparation, HiSET preparation, and college and vocational programs. In addition, Native Language Basic Skills for Adults assists students in acquiring basic skills in their native language in order to facilitate the transition to beginning English as a Second Language courses. This program focuses on reading, math, and writing skills, as well as classroom and community coping skills.

#### Adult High School Diploma

Accommodates adults with varied responsibilities, backgrounds, and needs who desire to earn a high school diploma or California High School Equivalency Certificate (GED/HiSET). Individualized instruction is provided so that students may take classes that fit their personal schedules, thus enabling them to work and complete high school credits at their own pace.

#### Short-Term Career Education

Provides employment preparation focusing on specific career technical areas and on general workforce development skills. Provides certificate programs in occupational areas with high employment potential.

#### Citizenship

Introduces students to U.S. citizenship and the naturalization process, U.S. history, and government. Prepares students for the U.S. Citizenship and Immigration Services USCIS interview and exam.

#### English as a Second Language (ESL)

Provides English language instruction for speakers of languages other than English. Offers instruction in the beginning through advanced levels. Core classes integrate the acquisition of skills in speaking, listening, reading, and writing. Specialty classes focus on further improvement of specific skills, such as conversation, pronunciation, writing, civics, or employability. Provides certificate programs for successful completion of levels; beginning through advanced, as well as specialty courses.

#### Health and Safety

Provides courses specifically designed to offer lifelong education to promote the health, safety, and well-being of individuals, families, and communities.

### Older Adults

Offers courses designed to meet the specific needs of older students in a variety of areas, including music, cooking, health & wellness, manipulative skills, and discussion seminars. Many classes are offered in facilities specifically serving older adults.

### Parent Education

Provides courses that emphasize intellectual, physical, and emotional aspects of parenting.

### Substantial Disabilities

Provides courses designed to address the educational limitations of persons with a verified physical or mental impairment that substantially limits one or more major life activities.

### Workforce Preparation

Provides Workforce Preparation courses focusing on the basic skills of speaking, listening, reading, writing, mathematics, decision-making, and problem-solving skills that are necessary to participate in job-specific technical training.

PLEASE NOTE: Some workforce preparation courses are designed to meet the specific needs of adults with disabilities, including physical, intellectual, developmental, and learning disabilities.

## Adult High School Program

### General Information

Rancho Santiago Community College District offers a comprehensive adult high school diploma program for adults who wish to continue their formal education. The Adult High School Diploma Program at Santiago Canyon College is approved by the California Community Colleges Chancellor's office. Santiago Canyon College is accredited by the Accrediting Commission for the Western Association of Schools and Colleges (Approval #31601). Diplomas are issued by the Rancho Santiago Community College District to students who complete the required course of study and demonstrate proficiency in basic skills. Graduation ceremonies are traditionally held each spring at Santiago Canyon College. Students may complete the diploma program at any time during the year and receive verification of completion of requirements at that time. Courses designed to meet adult high school graduation requirements are offered in both the traditional classroom setting or in open entry/open exit self-paced individualized learning. Elective credits may be earned in continuing education classes offered in a wide variety of locations throughout the community as listed in the schedule of classes published each semester.

### Counseling and Guidance

Students must see a counselor to prepare an educational plan, discuss academic and career goals, and regularly update their educational plans. Counselors are available by appointment or on a walk-in basis. For more information or to arrange an appointment, please call 714-628-5929.

### Registration

The Adult High School Diploma Program is available at the Santiago Canyon College. Students may obtain a schedule of classes and enroll at any time during the fall, spring, and summer semesters. For information, call 714-628-5929.

To qualify for an adult high school diploma, the candidate must meet the following requirements:

The Course of Study - Adult High School Graduation Requirements

The high school diploma requires a total of 160 credits taken from the following:

English - 40.0 (a maximum of 10 credits of reading; must include at least one composition course)

Mathematics - 20.0 Natural Sciences 20.0 (must include both a biological and a physical science course)

Social and Behavioral Sciences (must include U.S. History, 30.0 American Government, Economics, World History, Geography, and Culture)

Humanities - 10.0

Electives - 40.0

TOTAL 160.0

#### Limitations on Enrollment

A student who has received a passing grade (A, B, C, D) for a high school course may not re-enroll in the same course. A student who has graduated from the Adult High School Diploma Program may not enroll in Adult Basic Education (ABE) or high school courses without written permission from an administrator.

#### Residency

Residency Requirement: At least 20 of the 160 required high school credits must be completed in residence at Rancho Santiago Community College District. At least 5 of the 160 required high school credits must be completed in residence at SCC's Continuing Education High School Program. Only 5 of the 20 residency credits may be challenged.

#### Petition for Graduation & Catalog Rights

A petition for graduation must be completed and submitted soon after the date a student completes the diploma requirements. Students who maintain continuous enrollment have the option to meet the certificate requirements as listed in the catalog in effect at the time of first enrollment or any subsequent year. Continuous enrollment is defined by earning a grade in continuing education for at least one course during any semester or session (fall/spring or summer), within that academic year. For the purposes of the catalog, an academic year begins with the fall semester and concludes with the summer session. If a student does not earn a grade on their transcript during any of the semesters, or sessions, during an academic year, then the student is no longer protected by previous diploma/certificate requirements and will be held to the additional requirements. The student must then reset their catalog rights clock to use the catalog at the time of readmission or subsequent enrollment. In the event a loss of catalog rights due to extenuating circumstances, a student wishes to waive or substitute a requirement for certificate requirements, the student could complete the appropriate form and submit to the Exceptions for Academic Regulations (EAR) Committee for final determination.

NOTE: Commencement exercises are held once a year at the end of the spring semester for those students who complete the requirements for graduation during the year or the summer session. Students transferring credits to complete the high school diploma must have Official Transcripts from all high schools and/or colleges attended on file in the Admissions and Records office prior to graduation.

#### Proficiency Requirements

Proficiency must be demonstrated in basic skills areas of reading, mathematics, and composition, according to the categories listed below:

Reading. Students will be required to demonstrate a minimum eighth-grade reading ability as measured by an SCC Continuing Education approved reading proficiency examination.

Mathematics. Students will be required to demonstrate math proficiency by passing an SCC Continuing Education approved mathematics examination with a minimum score of 70%, or by passing the Math Fundamentals 2 course.

English Composition. Students will be required to demonstrate English composition proficiency by passing an SCC Continuing Education approved composition examination with a minimum score of 70% or by passing the Composition 2 course.

#### Grade Reports

Grade Reports: In-class progress is reported to the student in a number of ways. Tests are often given to show individual student progress.

Cumulative Records: The district will maintain cumulative records on each current high school diploma student. These records may contain pertinent information necessary to aid students in educational planning. Placement tests follow-up, interest inventories, and other data contained in the cumulative record will be available for review by the student upon request.

## Policies Governing Sources of Credit

### Previous Secondary Schools

All credits earned in the 9th, 10th, 11th, and 12th grades recorded on an official transcript will be accepted except physical education credits and credits which are a duplication of course work for which credit was previously granted.

### Trade or Business Schools

Courses that are taken in trade or business schools will be evaluated for possible high school credit equivalency. Courses in this category must be approved by the Office of Private Postsecondary Education. It is the responsibility of the student to provide to the district transcripts, certificates, and/or other records requested for the evaluation and possible awarding of credit.

### Armed Forces Schools and/or Programs

Credit may be granted for completion of training programs and other valid educational experiences provided they have been certified by the United States Armed Forces Institute or by a statement on the service record, and provided they parallel 1) courses usually taught in secondary schools, and 2) vocational training courses with counterparts in civilian life. The recommendations for credit for such programs and experiences are contained in three volumes published by the American Council on Education: The 2006 edition of the Guide To The Evaluation of Educational Experiences In The Armed Services, Vol. I-Air Force; Vol. II.-Army; Vol. III-Coast Guard, Marine, and Navy.

This section is to be interpreted as including:

- Officer and enlisted service school courses;
- Off-duty classes offered by the armed forces and cooperating local institutions;
- Correspondence courses offered by the United States Armed Forces Institute, the Marine Corps Institute, the Coast Guard Institute, and cooperating colleges and universities;
- United States Armed Forces Institute courses and subject examinations. (Authorization for this procedure is contained in Title V, Section 99, part C, of the California Administrative Code.)

### College Courses

College units to be used for high school credits may be evaluated in a ratio of 3 college units to 10 high school semester periods of credit. The college should be notified in writing when college credits are utilized to meet high school requirements. College credit equivalency recommended by the American Council on Education guides will be evaluated for high school credit on the same basis as other college credit courses.

### Correspondence Courses

Courses taken by correspondence will be evaluated for possible high school credit equivalency. Courses in this category must be approved by the Office of Private Postsecondary Education. It is the responsibility of the student to provide the district transcripts, certificates, and/or other records requested for the evaluation and possible awarding of credit.

### Adult School Courses

Courses taken at adult schools will be evaluated for possible high school credit equivalency. Courses in this category must be approved by the California State Department of Education. No credit will be allowed for physical education courses nor for courses from other adult schools if such courses are designated in the Rancho Santiago Community College District as "no high school credit." It is the responsibility of the student to provide the district transcripts, certificates, and/or other records requested for the evaluation and possible awarding of credit.

### Work Experience

Students may obtain credit for certain types of full-time work experience or for work experience that can be related to high school subject matter. In order to obtain credit for work experience, students must provide written verification from those employers with whom they have worked for at least one year. The Continuing Education administrators or counselors will evaluate the amount of work experience credit and the area of application. Evaluation will not be made for more credits than is necessary to meet graduation requirements and which the letters of verification justify. Combined work experience credit and consumer skills task credit may not exceed 40 credits.

Verification of work experience should be obtained by the student, requesting from each employer on official letterhead stationery the following information:

Dates of employment.

Job description.

Nature of duties performed, indicating progress to more complex operations justifying a division into the beginning and advanced skills.

Statements regarding successful performance.

Reason for termination of employment, if applicable.

The letter of self-employed students must be accompanied by a copy of the student's business license or W-2 form.

Upon receipt of verification of all work experience which the student wishes to be considered for credit, an evaluation will be made on the following basis:

- Up to 10 credits will be given for the first year of successful work experience.
- Up to 10 additional credits to a maximum of 40 will be granted for each additional full year of employment if the student has made successful progress each year on the job.
- After the initial 10 credits for the first year, a student may earn 5 credits for a period of six months of employment, provided there is evidence of successful progress.

### Testing

The district may award a maximum of 80 high school credits on the basis of district-approved testing.

Mathematics Achievement Test (ITED) Credit may be earned in mathematics by obtaining a satisfactory score on the math section of the Iowa Tests of Education Development Form X5. No other subtests are accepted for credit purposes. Ten-semester credits will be awarded for a raw score of 14, provided these credits are not previously earned math credits. (These 5 credits may be used to satisfy Math Fundamentals 2 requirements.) Fifteen-semester credits will be awarded for a raw score of 20, provided these credits are not a duplication of previously earned math credits. (These 10 credits may be used to satisfy Math Fundamentals 2 requirements, and 5 elective credits.)

Subject Matter Credit by Examination Credit by examination may be earned only for courses that are specifically designated by the division curriculum committee as courses that are eligible for credit by examination. Information for receiving this credit may be obtained from a counselor in continuing education. Only 5 of the 20 residency credits may be challenged.

### Regional Occupational Program Courses

Credit will be determined upon receipt of an official secondary or community college transcript which indicates credit and grades as appropriate.

Guidelines for issuance of ROP credit when not on a unified school district transcript:

RSCCD will accept an official Grade Reporting Sheet from the Central County Regional Occupational Program in lieu of a unified school district transcript provided it has a grade and a number of total hours.

The amount of credit issued is to be based on 16 clock hours per credit unit.

A maximum of 20 units toward electives will be accepted in this manner.

Students coming from outside the CCROP will have to validate their credits only through an official school district transcript.

### Other Electives

Learning Skills A maximum of 40 credits in Learning Skills will be allowed toward high school graduation credit in the elective area, including work experience.

English as a Second Language (ESL) A maximum of 10 elective high school diploma credits may be awarded to students who pass English as a Second Language 304, 305, or 306.

Adult Basic Education (ABE) A maximum of 20 high school elective credits may be granted when students pass all or parts of the required ABE exit tests.

## Policies Governing Students

### Attendance



Students are expected to attend all class meetings. Students who are enrolled but absent on the first class session may be dropped. A student may also be dropped for excessive absences.

#### **Enrollment**

Students are expected to demonstrate academic progress throughout each course. Failure to meet academic goals and contracts may result in a student being dismissed from the program for more than one semester. Reentry enrollment is contingent upon a contractual agreement with the college administration.

#### **Standards of Student Conduct**

Guidelines for Student Conduct are set forth in the California Education Code, California Administrative Code, Title V, policies of the Board of Trustees, and all civil and criminal codes. Students enrolling in district educational programs assume an obligation to obey state law and district rules and regulations governing the conduct of students.

#### **Standards of Conduct for Computer Classrooms and Computer Labs**

In accordance with Board Policy (BP 3720) and Administrative Regulation (AR 3720) and in an effort to extend the life of the hardware, comply with the copyright laws, and adhere to appropriate computer network conduct and usage, standards of conduct are required of all students using computer classrooms, computer labs, and the wireless network.

#### **Academic Honesty**

Students at Santiago Canyon College are expected to be honest and forthright in their academic endeavors. To falsify the results of one's research, to steal the words or ideas of another, or to cheat on an examination corrupts the essential process by which knowledge is advanced. Academic dishonesty is seen as an intentional act of fraud, in which a student seeks to claim credit for the work or efforts of another without authorization or uses unauthorized materials or fabricated information in any academic exercise. We as an institution, also consider academic dishonesty to include forgery of academic documents, intentionally impeding or damaging the academic work of others, assisting other students in acts of dishonesty, or coercing students into acts of dishonesty.

#### **Disciplinary Action**

Violations to any tenets within the standards of student conduct are subject to the following disciplinary actions: warning, reprimand, probation, restitution, removal, suspension, or expulsion. Disciplinary actions may be imposed singly or in combination.

#### **Grading Standards**

A - Superior - 4 grade points per unit

B - Above Average - 3 grade points per unit

C - Average - 2 grade points per unit

D - Below Average - 1 grade point But Passing per unit

F - Fail - 0 grade points (but counted in GPA)

CIP - Currently - In Progress 0 grade points

P - Pass - 0 grade points

COM - Completed - 0 grade points

SP - Satisfactory Progress - 0 grade points

NP - No Pass - 0 grade points

### Credit by Examination

Credit by examination may be earned only for courses that are specifically designated as courses that are eligible for credit by examination. A student cannot take credit by examination to improve a substandard grade. High School Diploma Courses Information for receiving credit by examination may be obtained from a continuing education counselor.

#### High School Subjects:

English 066, 067, 068, 084, 098

Mathematics 156, 157, 159, 163, 164, 165, 166 Science 168, 169, 190, 191, 192, 193

Social Sciences 215, 218, 219, 222, 229, 230

Math Continuing Education 206, 255

### Procedures for Student Complaints Regarding Grades

Education Code 76224 states: "When grades are given for any course of instruction taught in a community college district, the grade given to each student shall be the grade determined by the instructor for the course; and the determination of the student's grade by the instructor, in the absence of mistake, fraud, bad faith, or incompetence, shall be final."

#### Procedure:

Students shall meet with an instructor to discuss the grade.

If the issue is not resolved, and the student believes that the grade is based on mistake, fraud, bad faith, or incompetency (EC 76224), an appeal in writing may be made to the Area Dean of Instruction and Student Services. Forms of written appeal may be found in the office of the Area Dean of Instruction and Student Services.

The student may be requested to set up an appointment with the Dean of Instruction and Student Services to discuss the written complaint.

The Dean of Instruction and Student Services will review the allegations and may consult with the instructor.

The Dean of Instruction and Student Services will review the issue and will notify the student and instructor in writing of the decision.

The decision of the Dean of Instruction and Student Services is final.

### Complaint Procedures for Students

Students may file a complaint when they believe they have been deprived of a right granted to students by the Board of Trustees in any of the policies or regulations of the Rancho Santiago Community College District. The purpose of these complaint procedures is to resolve differences as fairly and expeditiously as possible while preserving the rights of students and staff members.

Definitions Days: number of days refers to the days when the District offices are open. Committee: Continuing Education Student Complaint Committee.

#### Procedure:

Students shall first confer with the staff member who took action or made the ruling to which they object no later than ten days following the event which prompted the complaint. The Area Dean of Instruction and Student Services or designee will assist the student in arranging an appointment with the staff member.

If the difference is not satisfactorily resolved, the student shall confer with the staff member's supervisor. The Area Dean of Instruction and Student Services or designee will assist the student and staff member's supervisor.

If the complaint is unresolved, the student may file a written statement setting forth the nature of the complaint on the prescribed form with the Area Dean of Instruction and Student Services no later than ten days after conferring with the staff member's supervisor.

The complaint form shall be completed in full and shall include a full description of the complaint, times, dates and pertinent facts, and the remedy sought by the student.

A Student Complaint-Staff Response form will be sent to both the staff member and supervisor for completion.

The Area Dean of Instruction and Student Services shall forward the completed forms to the Continuing Education Student Complaint Committee chairperson for review and recommendation. The committee shall have the power to make an appropriate investigation of the complaint and shall state the findings and make a recommendation.

If the complaint is sustained by the committee, it will recommend appropriate action for relief of the complaint and communicate this in writing to the staff member to whom the complaint was directed. If the staff member accepts the recommended action and if the student who filed the complaint is satisfied with the action, the complaint shall be considered resolved and closed.

If the findings of the committee do not sustain the complaint, the committee shall communicate this finding in writing to the student who filed the complaint. If the student accepts this finding, the complaint shall be considered resolved and closed.

If no resolution of the complaint is obtained under (7) or (8) above, the Area Dean of Instruction and Student Services shall forward the complaint together with the findings of the committee to the Chancellor for review and decision.

If this decision does not resolve the complaint in the opinion of the student, the Chancellor shall present the case to the Board of Trustees with the findings and recommendations. If the Board finds that the complaint is invalid, the Chancellor's recommendation shall stand in the final resolution. If the Board finds that the complaint is valid, it shall instruct the Chancellor as to how the complaint shall be resolved, and the Chancellor shall implement the Board's decision.

### Student Records

Under the guidelines of the Family Educational Rights and Privacy Act of 1974, student records are confidential, and privacy is to be scrupulously maintained.

Right to Review and Challenge Records:

Under the provisions of the U.S. Department of Health, Education, and Welfare, students have the right to inspect and review any of the following files:

- admissions/records
- data processing
- financial aid
- placement
- veterans

After review and exploration, students may challenge any information relating to them if they believe the information to be inaccurate, misleading, or otherwise in violation of their rights of privacy or other rights. Forms for a challenge are available in the Area Dean of Instruction and Student Services office. District staff or other professionals who have a legitimate educational interest such as counseling and carrying out the normal operations of the educational program have access to student records. Any student has the right to file a complaint with the U.S. Department of Health, Education, and Welfare concerning alleged failure of the institution to comply with provisions above or Section 438 of the General Provision.

### High School Petition Students

Secondary school students who wish to take course work in Rancho Santiago Community College District Continuing Education and have it transferred to another school must present a completed Petition for Registration in order to be considered for admission. Failure to comply fully with all conditions listed on the form may result in the immediate revocation of the petition and dismissal from Continuing Education classes.

**Grading and Transfer of Credits:** Students must satisfactorily complete all course requirements including exams, projects, papers, and attendances before credit or grades can be issued. Students are responsible for planning schedules and progress in order to earn credits in time to meet graduation deadlines in other school districts.

**Conduct:** A student's conduct must be productive, responsible, and courteous at all times. Unacceptable behavior may result in the immediate revocation of this petition and dismissal from class. Unacceptable behavior includes, but is not limited to, excessive talking, noncompliance with rules, failure to follow instructor directions, falsification of records, cheating or assisting others to cheat, destruction or theft of school property, disruption of classes, violence, or being under the influence of drugs or alcohol.

### Special Rules, Regulations, and Student Obligations

Because of special program characteristics, the following programs must adhere to special rules, regulations, and student obligations beyond the Standard Guidelines for Student Conduct adopted by the Rancho Santiago Community College District. Students enrolled in any of the following programs are obligated to perform within those special program guidelines in order to maintain class attendance: any community-based organization or governmental agency with which the Rancho Santiago Community College District cooperates in a program offering.

#### Family Education Rights and Privacy

As required under the provisions of the Family Education Rights and Privacy Act of 1974, the Rancho Santiago Community College District will make public without student consent only certain directory information. This information consists of the following: a student's name; city of residence; a major field; participation in officially recognized activities and sports; weight, height, and age if a member of an athletic team; dates of attendance; degree and awards received; and the most recent previous educational institution or agency attended by the student. A student may request the Admissions and Records Office to withhold this information. Such requests must be in writing and submitted each semester.

#### Use of Public School Facilities for Adult Classes

**Alcoholic Beverages and Controlled Substances:** Both by policies instituted by local Boards of Education (Garden Grove Unified School District, Orange Unified School District, Rancho Santiago Community College District, and Santa Ana Unified School District) and California State Law specifically prohibit possession of alcoholic beverages and controlled substances on school premises at any time, by any person, regardless of age. Regulations also prohibit the use of alcoholic beverages at school events, whether on or off the campus, or the appearance at school events while under the influence of alcoholic beverages and/or controlled substances. The penalty for violation of these regulations is immediate suspension from school, followed by expulsion if imposed by the Board of Trustees. Additional penalties may be imposed by law enforcement agencies.

**Smoking:** Provisions of the Uniform Fire Code, Article 29, Section 29.06, Smoking Activity on School Property, state: "It shall be unlawful for any person or persons to engage in any smoking activity or to possess any flaming or glowing object or cause to be lighted any substance in any classroom or on school property at any time except in areas authorized by the local Board of Education." The only areas authorized for smoking are outside the school buildings in a designated smoking area. There is to be No Smoking by anyone in any of the classrooms at any time. Proper containers are provided in the smoking areas for the disposal of cigarettes.

**Food and Beverages:** Food and beverages are not to be brought into the classrooms at any time. Proper containers are provided for the disposal of trash in designated areas.

## Courses

[ABE009 - Academic Skills](#)

[ABE010 - Money Matters: Financial Literacy](#)

[ABE011 - Native Language Basic Skills for Adults](#)

[ABE023 - Adult Basic Education Reading](#)

[ABE024 - Adult Basic Education Writing](#)

[ABE025 - Adult Basic Education Mathematics](#)

[ABE026 - Adult Basic Education Spelling](#)

[ACA002B - Slabs/Interior-Exterior Footings](#)

[ACA003A - Tilt-Up Introduction](#)

[ACA004A - Lifting, and Bracing Safety](#)

[ACA004B - Poured-in-Place Wall Forms](#)

[ACA005A - Wall-Column Forms/Cutting and Burning](#)

[ACA005B - Site Work/Curb and Gutter](#)

[ACA005C - Specialized Forms and Rigging](#)

[ACA021C - Basic Wall Framing](#)

[ACA022A - Commercial Floor Framing](#)

[ACA022B - Basic Stairs](#)

[ACA022D - Exterior Finish Details](#)

[ACA023B - Basic Roof Framing](#)

[ACA023C - Advanced Roof Framing](#)

[ACA024A - Basic Commercial Framing](#)

[ACA024B - Advanced Commercial Framing](#)  
[ACA024C - Panelized Roofing](#)  
[ACA024D - Transit Level/Laser](#)  
[ACA025A - Foundations and Flatwork](#)  
[ACA025C - Advanced Stairs](#)  
[ACA025D - Advanced Print Reading](#)  
[ACA026A - Tilt-Up Panel Construction](#)  
[ACA026B - Wall Forming](#)  
[ACA026C - Gang Forms/Columns](#)  
[ACA026D - Abutments](#)  
[ACA027C - Beam and Deck Forming](#)  
[ACA027D - Stairs and Ramp Forming](#)  
[ACA028A - Bridge Construction](#)  
[ACA028C - Intermediate Commercial Framing](#)  
[ACA029A - Rigging](#)  
[ACA033A - Cabinet Millwork and Assembly](#)  
[ACA033B - Cabinet Installation](#)  
[ACA033C - Show Case and Loose Store Fixtures](#)  
[ACA033D - Molding and Trims](#)  
[ACA034A - Plastic Laminates](#)  
[ACA034C - Stair Trim](#)  
[ACA034D - Doors and Door Hardware](#)  
[ACA035C - Exit and Electrical Security Devices](#)  
[ACA041A - Powered Industrial Truck Operator - Rough Terrain](#)  
[ACA041B - Powered Industrial Truck Operator - Industrial Terrain](#)  
[ACA075A - Light Gage Welding AWS - A](#)  
[ACA075B - Light Gage Welding LAC](#)  
[ACA075C - Light Gage Welding AWS - B](#)  
[ACA076A - Basic Hand Finishing](#)  
[ACA076B - Automatic Finishing Tools](#)  
[ACA077A - Drywall Installation/Finish Trims](#)  
[ACA077B - Advanced Hand Finishing](#)  
[ACA077C - Advanced Automatic Finishing Tools](#)  
[ACA078B - Advanced Metal Framing](#)  
[ACA078C - Wet Wall Finishes](#)  
[ACA078D - Ceiling and Soffit Finishing](#)  
[ACA079A - Drywall and Acoustical Ceilings](#)  
[ACA082C - Decorative Trims and Textures](#)  
[ACA083 - Door and Door Frames](#)  
[ACA086A - Exterior Insulation Finish Systems \(EIFS\)](#)  
[ACA089 - Freeform Lathing](#)  
[ACA090 - Residential Steel Stud Framing](#)  
[ACCT035 - QuickBooks](#)  
[ACCT100 - Accounting for Small Business](#)  
[ACCT101 - Financial Accounting](#)  
[ACCT102 - Managerial Accounting](#)  
[ACCT204 - Managerial Cost Accounting](#)  
[ACCT205 - Intermediate Accounting I](#)  
[ACE091 - Improving Oral Expression and Pronunciation](#)  
[ACE094 - Academic Listening and Speaking 1](#)  
[ACE095 - Academic Listening and Speaking 2](#)  
[ACE104 - Academic Reading and Writing 1](#)  
[ACE106 - Academic Reading and Writing 2](#)  
[ACE116 - Introduction to Academic Composition](#)  
[ACPD021 - Orientation](#)  
[ACPD022 - Safety and Health Certifications](#)  
[ACPD023 - Tool/Equipment Applications](#)

[ACPD024A - Piles and Hammers A](#)  
[ACPD024B - Piles and Hammers B](#)  
[ACPD026A - Falsework A](#)  
[ACPD026B - Falsework B](#)  
[ACPD027A - Abutment A](#)  
[ACPD027B - Abutment B](#)  
[ACPD028A - Bridge and Deck Forms A](#)  
[ACPD028B - Bridge and Deck Forms B](#)  
[ACPD029A - Structural Welding-AWS A](#)  
[ACPD029B - Structural Welding-AWS B](#)  
[ACPD030 - Print Reading](#)  
[ACPD031A - Welding Fabrication A](#)  
[ACPD031B - Welding Fabrication B](#)  
[ACPL023 - Tool/Equipment Applications](#)  
[ACPL025 - Basic Plastering](#)  
[ACPL026 - Exterior Plastering](#)  
[ACPL027 - Dot and Screed Techniques](#)  
[ACPL028 - Interior Plastering](#)  
[ACPL029 - Tender and Plastering Equipment](#)  
[ACPL030 - Exterior Insulation Finish Systems \(EIFS\)](#)  
[ACPL031 - Ornamental Plastering](#)  
[ACPL032 - Plastering Equipment Application](#)  
[ACPL033 - Finish Applications](#)  
[ACPL034 - Theme Plastering](#)  
[ACS035 - Cosmetology Apprentice](#)  
[ACS036 - Barbering Apprentice](#)  
[AEL021 - Sound and Communication Apprentice 1](#)  
[AEL022 - Sound and Communication Apprentice 2](#)  
[AEL023 - Sound and Communication Apprentice 3](#)  
[AEL024 - Sound and Communication Apprentice 4](#)  
[AEL025 - Sound and Communication Apprentice 5](#)  
[AEL026 - Sound and Communication Apprentice 6](#)  
[AEL027 - Sound and Communication Apprentice 7](#)  
[AEL028 - Sound and Communication Apprentice 8](#)  
[AEL031 - Intelligent Transportation Systems Electrician Apprentice 1](#)  
[AEL032 - Intelligent Transportation Systems Electrician Apprentice 2](#)  
[AEL033 - Intelligent Transportation Systems Electrician Apprentice 3](#)  
[AEL034 - Intelligent Transportation Systems Electrician Apprentice 4](#)  
[AEL035 - Intelligent Transportation Systems Electrician Apprentice 5](#)  
[AEL036 - Intelligent Transportation Systems Electrician Apprentice 6](#)  
[AEL037 - Intelligent Transportation Systems Electrician Apprentice 7](#)  
[AEL038 - Intelligent Transportation Systems Electrician Apprentice 8](#)  
[AEL039 - Intelligent Transportation Systems Electrician Apprentice 9](#)  
[AEL040 - Intelligent Transportation Systems Electrician Apprentice 10](#)  
[AEL051 - Inside Wireman 1](#)  
[AEL052 - Inside Wireman 2](#)  
[AEL053 - Inside Wireman 3](#)  
[AEL054 - Inside Wireman 4](#)  
[AEL055 - Inside Wireman 5](#)  
[AEL056 - Inside Wireman 6](#)  
[AEL057 - Inside Wireman 7](#)  
[AEL058 - Inside Wireman 8](#)  
[AEL059 - Inside Wireman 9](#)  
[AEL060 - Inside Wireman 10](#)  
[AEL061 - Electrical Safety and First Aid](#)  
[AIN021 - Orientation](#)  
[AIN022 - Safety and Health Certifications](#)

[AIN023 - Insulation Basics](#)  
[AIN024 - Construction Methods](#)  
[AIN025A - Print Reading](#)  
[AIN025B - Advanced Print Reading](#)  
[AIN026 - Sound Control and Weatherstripping](#)  
[AIN027 - Flexible Foam Insulation](#)  
[AIN031 - Green Building and Weatherization](#)  
[AIN032 - Specialty Insulation](#)  
[AIN033 - Energy Audit](#)  
[AIN034 - Firestop/Fireproofing Procedures](#)  
[AIN035 - Infiltration and Moisture Control](#)  
[AIN036 - Loose Fill and Spray Insulation](#)  
[AIN037 - Rigid Foam and Cellular Glass Insulation Installations](#)  
[AIN041 - S/B Crew Lead Training](#)  
[AIN043 - Tool/Equipment Applications](#)  
[AME021 - Period 1](#)  
[AME052 - Period 2](#)  
[AME053 - Period 3](#)  
[AME054 - Period 4](#)  
[AME055 - Period 5](#)  
[AME056 - Period 6](#)  
[AME057 - Period 7](#)  
[AME058 - Period 8](#)  
[AMF021 - Orientation](#)  
[AMF022 - Safety and Health Certifications](#)  
[AMF023 - Modular Cabinets, Doors and Drawers](#)  
[AMF023C - Tool/Equipment Applications](#)  
[AMF024 - Introduction to Modular Furnishing](#)  
[AMF025 - Educational and Seismic Installations](#)  
[AMF026 - Hospital Modular Installations](#)  
[AMF029 - Wall and Overhead Attachments](#)  
[AMF030 - Crew Lead Customer Service Training](#)  
[AMF031 - S/B Modular Pre-Cut Glass: Handling and Installation](#)  
[AMF032 - Basic Framing and Retro-Fits](#)  
[AMF034 - Solid Surface and Stone Countertops](#)  
[AMM021 - Period 1](#)  
[AMM022 - Period 2](#)  
[AMM023 - Period 3](#)  
[AMM024 - Period 4](#)  
[AMM025 - Period 5](#)  
[AMM026 - Period 6](#)  
[AMM027 - Period 7](#)  
[AMM028 - Period 8](#)  
[AMW021 - Orientation](#)  
[AMW022 - Safety and Health Certifications](#)  
[AMW023A - Millwright General Skills - A](#)  
[AMW023B - Millwright General Skills - B](#)  
[AMW024 - S/B Print Reading](#)  
[AMW025 - Welding Fabrication](#)  
[AMW026 - Cutting and Burning](#)  
[AMW027 - Optics and Machinery Alignment](#)  
[AMW028 - Machinery Shaft Alignment](#)  
[AMW029A - Structural Welding - AWS A](#)  
[AMW029B - Structural Welding - AWS B](#)  
[AMW030 - Rigging Hardware and Procedures](#)  
[AMW031 - Turbine Familiarization](#)  
[AMW032 - Pumps](#)

[AMW033 - Conveyor Systems](#)  
[AMW034 - Drives, Pulleys and Belts](#)  
[AMW036A - Machinery Installation and Erection - A](#)  
[AMW036B - Machinery Installation and Erection - B](#)  
[AMW037 - Turbine Maintenance](#)  
[AMW039 - Compressor Theory and Maintenance](#)  
[AMW043 - Tool/Equipment Applications](#)  
[AMW051 - Solar Installer Level 1](#)  
[ANTH100 - Introduction to Cultural Anthropology](#)  
[ANTH100H - Honors Introduction to Cultural Anthropology](#)  
[ANTH101 - Introduction to Physical Anthropology](#)  
[ANTH101L - Physical Anthropology Laboratory](#)  
[ANTH103 - Introduction to Archaeology](#)  
[ANTH104 - Language and Culture](#)  
[AOE011 - Construction Safety Inspector Apprentice 1](#)  
[AOE012 - Construction Safety Inspector Apprentice 2](#)  
[AOE013 - Construction Safety Inspector Apprentice 3](#)  
[AOE014 - Construction Safety Inspector Apprentice 4](#)  
[AOE015 - Construction Safety Inspector Apprentice 5](#)  
[AOE016 - Construction Safety Inspector Apprentice 6](#)  
[AOE021 - Plant Equipment Operator 1](#)  
[AOE021J - Plant Equipment Operator 1 - Journeyworker](#)  
[AOE022 - Plant Equipment Operator 2](#)  
[AOE022J - Plant Equipment Operator 2 - Journeyworker](#)  
[AOE023 - Plant Equipment Operator 3](#)  
[AOE023J - Plant Equipment Operator 3 - Journeyworker](#)  
[AOE024 - Plant Equipment Operator 4](#)  
[AOE024J - Plant Equipment Operator 4 - Journeyworker](#)  
[AOE025 - Plant Equipment Operator 5](#)  
[AOE025J - Plant Equipment Operator 5 - Journeyworker](#)  
[AOE026 - Plant Equipment Operator 6](#)  
[AOE026J - Plant Equipment Operator 6 - Journeyworker](#)  
[AOE031 - Heavy Duty Repairer 1](#)  
[AOE032 - Heavy Duty Repairer 2](#)  
[AOE033 - Hydraulics](#)  
[AOE034 - Advanced Hydraulics](#)  
[AOE035 - Heavy Duty Repairer 5](#)  
[AOE036 - Disassembly and Assembly](#)  
[AOE041 - Introduction to Apprenticeship](#)  
[AOE042 - Grade Checking](#)  
[AOE043 - Equipment Operator 3](#)  
[AOE044 - Plan Reading](#)  
[AOE045 - Equipment Operator 5](#)  
[AOE046 - Hazmat 6](#)  
[AOE047 - Operating Engineers Hazmat 40](#)  
[AOE048 - Disaster Site Worker](#)  
[AOE054 - Tower Crane](#)  
[AOE061 - Concrete Transportation Construction Inspector](#)  
[AOE062 - Asphalt Inspection](#)  
[AOE063A - ACI Laboratory Testing Technician I](#)  
[AOE064A - ACI Laboratory Testing Technician II](#)  
[AOE071A - Reinforced Concrete](#)  
[AOE072A - Prestressed Concrete](#)  
[AOE073A - Structural Steel/Welding](#)  
[AOE073B - Structural Steel/Bolting](#)  
[AOE074A - Structural Masonry](#)  
[AOE075A - Soils Inspection and Testing](#)



[AOE076A - Structural Plan Reading for Inspectors](#)  
[AOE077A - ICC Soils Special Inspector](#)  
[AOE079 - Certified Welding Inspector](#)  
[AOE080 - Structural Concrete Plan Reading](#)  
[AOE081 - Structural Reinforced Concrete for Inspectors](#)  
[AOE082 - Non-Destructive Testing](#)  
[AOE083 - Fireproofing and Firestopping Inspection](#)  
[APCD107 - Apprenticeship Child Growth and Development \(DS1\)](#)  
[APCD108 - Apprenticeship Observation and Assessment](#)  
[APCD110 - Apprenticeship - Child, Family and Community \(DS2\)](#)  
[APCD111A - Apprenticeship - Principles and Practices](#)  
[APCD111B - Apprenticeship - Introduction to Curriculum for Young Children](#)  
[APCD112 - Apprenticeship - Health, Safety and Nutrition for Children](#)  
[APCD116A - Infant/Toddler Growth and Development \(DS4\)](#)  
[APCD202 - Introduction to Children from Special Populations](#)  
[APCD221 - Apprenticeship - Living and Teaching in a Diverse Society](#)  
[APCD298A - Apprenticeship - Practicum in Early Childhood Programs](#)  
[APL020 - Orientation](#)  
[APL021 - Power Lineman Apprentice 1](#)  
[APL022 - Power Lineman Apprentice 2](#)  
[APL023 - Power Lineman Apprentice 3](#)  
[APL024 - Power Lineman Apprentice 4](#)  
[APL025 - Power Lineman Apprentice 5](#)  
[APL026 - Power Lineman Apprentice 6](#)  
[APL041 - Work Methods Training](#)  
[APL042 - Rubber Gloves Training](#)  
[APL043 - Hot Sticks Training](#)  
[ART100 - Introduction to Art Concepts](#)  
[ART100H - Honors Introduction to Art Concepts](#)  
[ART101 - Survey of Western Art History I: Prehistory Through the Middle Ages](#)  
[ART101H - Honors Survey of Western Art History I: Prehistory Through the Middle Ages](#)  
[ART102 - Survey of Western Art History II: Renaissance Through the Twentieth Century](#)  
[ART102H - Honors Survey of Western Art History II: Renaissance Through the Twentieth Century](#)  
[ART110 - Two-Dimensional Design](#)  
[ART111 - Three-Dimensional Design](#)  
[ART122 - Graphic Design I](#)  
[ART128 - Introduction to Illustration](#)  
[ART129 - Introduction to Web Design](#)  
[ART130 - Introduction to Drawing](#)  
[ART131 - Beginning Life Drawing](#)  
[ART141 - Beginning Painting](#)  
[ART149 - Introduction to Digital Photography](#)  
[ART195 - Introduction to Digital Media Arts](#)  
[ART221 - Graphic Design II](#)  
[ART228 - Intermediate Illustration](#)  
[ART229 - Multimedia Applications for the Web](#)  
[ART230 - Intermediate Drawing](#)  
[ART231 - Intermediate Life Drawing](#)  
[ART232 - Advanced Life Drawing](#)  
[ART233 - Advanced Drawing](#)  
[ART241 - Intermediate Painting](#)  
[ART242 - Advanced Painting](#)  
[ART249 - Intermediate Digital Photography](#)  
[ART250 - Advanced Studio Concepts](#)  
[ASL110 - American Sign Language I](#)  
[ASL111 - American Sign Language II](#)  
[ASL113 - Introduction to Interpreting for the Deaf](#)

[ASL116 - Introduction to Deaf Studies](#)  
[ASL210 - American Sign Language III](#)  
[ASTR100L - Astronomy Laboratory](#)  
[ASTR102 - Introduction to Stars and Galaxies](#)  
[ASTR103 - Introduction to the Solar System](#)  
[ASTR104 - Introduction to Cosmology](#)  
[ASV030 - Labor Relations](#)  
[ASV031 - Supplemental Math for Chainman Apprentices](#)  
[ASV040 - Standard First Aid](#)  
[ASV101 - Chainman Apprentice 1](#)  
[ASV102 - Chainman Apprentice 2](#)  
[ASV103 - Chainman Apprentice 3](#)  
[ASV104 - Chainman Apprentice 4](#)  
[ASV105 - Chainman Apprentice 5](#)  
[ASV121 - Plane Surveying and Coordinate Geometry](#)  
[ASV122 - Advanced Coordinate Geometry](#)  
[ASV123 - Laptop Surveying/Aerial Photogrammetry](#)  
[ASV124 - Plan Reading and Subdivision Surveying](#)  
[ASV125 - Major Project Plans and Survey Layout](#)  
[ASV126 - Control and Geodetic Surveying](#)  
[ASV127 - U.S. Public Land Surveys](#)  
[ASV128 - Property Surveys and Legal Descriptions](#)  
[BIOL097 - Introduction to Work Experience](#)  
[BIOL109 - Fundamentals of Biology](#)  
[BIOL109H - Honors Fundamentals of Biology](#)  
[BIOL109HL - Honors Fundamentals of Biology Laboratory](#)  
[BIOL109L - Fundamentals of Biology Laboratory](#)  
[BIOL111 - Marine Biology](#)  
[BIOL115 - Concepts in Biology for Educators](#)  
[BIOL139 - Health Microbiology](#)  
[BIOL149 - Human Anatomy and Physiology](#)  
[BIOL177 - Human Genetics](#)  
[BIOL190 - Introduction to Biotechnology](#)  
[BIOL190L - Introduction to Biotechnology Lab](#)  
[BIOL191 - Biotech A: Basic Lab Skills](#)  
[BIOL192 - Biotech B: Proteins](#)  
[BIOL193 - Biotech C: Nucleic Acids](#)  
[BIOL194 - Quality and Regulatory Compliance in Biosciences](#)  
[BIOL196 - Food Safety](#)  
[BIOL197 - Science, Technology, Engineering and Mathematics \(STEM\) Internship](#)  
[BIOL202 - Cell Culture Techniques](#)  
[BIOL211 - Cellular and Molecular Biology](#)  
[BIOL213 - Animal Diversity and Evolution](#)  
[BIOL215 - Plant Diversity and Ecology](#)  
[BIOL221 - Animal Diversity and Evolution](#)  
[BIOL229 - General Microbiology](#)  
[BIOL231 - Plant Diversity and Ecology](#)  
[BIOL239 - General Human Anatomy](#)  
[BIOL241 - Organismal Biology](#)  
[BIOL249 - Human Physiology](#)  
[BIOL259 - Environmental Biology](#)  
[BIOL290 - Biochemistry and Molecular Biology](#)  
[BUS090 - Principles of Project Management](#)  
[BUS100 - Fundamentals of Business](#)  
[BUS105 - Legal Environment of Business](#)  
[BUS120 - Principles of Management](#)  
[BUS121 - Human Relations and Organizational Behavior](#)

[BUS127 - Introduction to E-Commerce](#)  
[BUS130 - Personal Finance](#)  
[BUS150 - Introduction to Information Systems and Applications](#)  
[BUS170 - Principles of Small Business Management](#)  
[BUS171 - Business Plan for Small Business](#)  
[BUS175 - Online Entrepreneurship](#)  
[BUS222 - Business Writing](#)  
[CDEV107 - Child Growth and Development \(DS1\)](#)  
[CDEV108 - Observation and Assessment for Early Learning and Development \(DS3\)](#)  
[CDEV108B - Observation and Assessment in Transitional Kindergarten and Kindergarten](#)  
[CDEV110 - Child, Family and Community \(DS2\)](#)  
[CDEV111A - Principles and Practices of Teaching Young Children](#)  
[CDEV111B - Introduction to Curriculum for Young Children](#)  
[CDEV112 - Health, Safety and Nutrition for Children](#)  
[CDEV116A - Infant/Toddler Growth and Development \(DS4\)](#)  
[CDEV116B - Care and Education for Infants and Toddlers \(DS3\)](#)  
[CDEV123A - Preschool and Early Primary Development \(TK\) \(DS5\)](#)  
[CDEV123B - Transitional Kindergarten and Early Primary Teaching, Principle and Practices \(DS5\)](#)  
[CDEV201 - Technology and Media in Early Learning Environments](#)  
[CDEV202 - Introduction to Children from Special Populations](#)  
[CDEV203 - Curriculum and Intervention Strategies for Special Populations](#)  
[CDEV204 - Education and Collaboration of Care for Special Populations](#)  
[CDEV212A - Language and Literacy Development in Early Childhood](#)  
[CDEV212B - Teaching Strategies, Materials, and Assessments for Language Development](#)  
[CDEV213 - English and Multi-Language Learners in Early Childhood Education](#)  
[CDEV215 - Administration I: Programs in Early Childhood Education \(DS6\)](#)  
[CDEV216 - Administration II: Personnel and Leadership in Early Childhood Education \(DS6\)](#)  
[CDEV217 - Creative Music and Performing Arts for Early Learners](#)  
[CDEV218 - Visual Art Experiences for Early Learning Environments](#)  
[CDEV221 - Living and Teaching in a Diverse Society](#)  
[CDEV222 - Trauma-Informed Teaching and Care in Early Childhood Settings](#)  
[CDEV229 - Brain Development and Learning](#)  
[CDEV233 - Brain-Compatible Guidance and Behavior Management in Early Learning Environments](#)  
[CDEV234 - Brain-Compatible Guidance and Classroom Management for Social-Emotional Development through the Primary Years](#)  
[CDEV236 - Engineering, Math, and Science Strategies for Primary Learning Environments](#)  
[CDEV260 - Adult Supervision and Mentoring in Early Learning and Education Programs](#)  
[CDEV297 - Reflective Practice - Analyzing and Applying Teacher Strategies in the Classroom Reflective Practice](#)  
[CDEV298A - Practicum in Early Childhood Programs](#)  
[CDEV298B - Practicum in Infant/Toddler Programs](#)  
[CDEV298C - Practicum in Transitional Kindergarten](#)  
[CDEV299 - Cooperative Work Experience Education](#)  
[CHEM100 - Introductory Chemistry](#)  
[CHEM200A - General Chemistry A](#)  
[CHEM200AH - Honors General Chemistry A](#)  
[CHEM200B - General Chemistry B](#)  
[CHEM280A - Organic Chemistry A](#)  
[CHEM280B - Organic Chemistry B](#)  
[CHNS101 - Elementary Chinese I](#)  
[CHNS102 - Elementary Chinese II](#)  
[CINE103 - History of Film to 1945](#)  
[CINE104 - History of Film From 1945 to Present](#)  
[CINE105 - Mass Media and Society](#)  
[CINE107 - Great Directors](#)  
[CINE108 - Film Genres](#)  
[CINE122 - Screenwriting for Digital Media](#)  
[CINE124 - Introduction to Digital Media Production](#)  
[CINE130 - Film Appreciation](#)

[CINE150A - Film/TV Producing I](#)  
[CINE150B - Film/TV Producing II](#)  
[CIS098B - Introduction to Enterprise Resource Planning](#)  
[CIS098C - Enterprise Resource Planning: Business Analyst](#)  
[CIS098D - Industrial and Social Collaborative Robot Programming](#)  
[CIS101 - Introduction to Microsoft Office](#)  
[CIS103 - Microsoft Word](#)  
[CIS105 - Introduction to Microsoft Excel](#)  
[CIS106 - Microsoft Excel](#)  
[CIS108 - Microsoft Access](#)  
[CIS110 - Introduction to Microsoft Project](#)  
[CIS111 - Python Programming](#)  
[CIS159 - Introduction to iOS/iPhone Mobile App Development](#)  
[CIS259 - Advanced iOS/iPhone Mobile App Development](#)  
[CJ101 - Introduction to Criminal Justice](#)  
[CMPR100 - The Computer and Society](#)  
[CMPR105 - Visual BASIC Programming](#)  
[CMPR112 - Java Programming](#)  
[CMPR120 - Introduction to Programming](#)  
[CMPR121 - Programming Concepts](#)  
[CMPR122 - Programming Concepts and Methodology I](#)  
[CMPR129 - Introduction to Computer Organization](#)  
[CMPR131 - Data Structures Concepts](#)  
[CMPR132 - Programming Concepts and Methodology II](#)  
[CMPR149 - Discrete Structures for Computer Science](#)  
[CMPR154 - Computer Architecture and Organization](#)  
[CMPR157 - Introduction to Robotics](#)  
[CMPR213 - C# Programming](#)  
[CNG303 - Education and Career Assessment](#)  
[CNSL101 - Educational, Personal, Cultural, and Career Exploration](#)  
[CNSL106 - Inquiries Into Higher Education](#)  
[CNSL110 - University Transfer Research](#)  
[CNSL111 - Learning Skills Development](#)  
[CNSL113 - Learning Strategies for College Success](#)  
[CNSL116 - Career/Life Planning and Personal Exploration](#)  
[CNSL118 - Self Exploration and the Teaching Profession](#)  
[CNSL150 - Introduction to Human Services](#)  
[CNSL152 - Philosophy of Helping](#)  
[CNSL160A - The Helping Professions Seminar](#)  
[CNSL160B - Fieldwork Experience for the Helping Professions](#)  
[CNSL165 - Multiculturalism in Counseling](#)  
[CNSL198 - Philosophy of Helping](#)  
[COMM100 - Introduction to Interpersonal Communication](#)  
[COMM100H - Honors Introduction to Interpersonal Communication](#)  
[COMM101 - Group Dynamics](#)  
[COMM101 - Group Dynamics](#)  
[COMM110 - Public Speaking](#)  
[COMM111 - Argumentation and Debate](#)  
[COMM120 - Intercultural Communication](#)  
[COMM120H - Honors Introduction to Intercultural Communication](#)  
[COMM130 - Forensics Team](#)  
[COMM134 - Oral Interpretation](#)  
[COMM135 - Readers' Theatre](#)  
[COMM190 - Communication and New Media](#)  
[COMM225 - Gender Communication](#)  
[COMM225H - Honors Gender Communication](#)  
[COMM230 - Advanced Forensics Team](#)

[COSM005 - Health and Safety](#)  
[COSM040 - Cosmetology](#)  
[COSM050 - Manicuring](#)  
[COSM070 - Barbering](#)  
[COSM080 - Esthetician](#)  
[DNCE100 - Dance History and Appreciation](#)  
[DNCE106A - Introduction to Modern Dance I](#)  
[DNCE106B - Introduction to Modern Dance II](#)  
[DNCE108A - Ballet Fundamentals](#)  
[DNCE108B - Intermediate Ballet](#)  
[DNCE115A - Tap Dance Fundamentals](#)  
[DNCE115B - Introduction to Tap Dance](#)  
[DNCE119A - Jazz Dance Fundamentals](#)  
[DNCE119B - Intermediate Jazz Dance](#)  
[DNCE204A - Dance Production I](#)  
[DNCE204B - Dance Production II](#)  
[DNCE205 - Performance Ensemble](#)  
[DNCE250A - Hip-Hop Dance I](#)  
[DNCE250B - Hip-Hop Dance II](#)  
[DNCE251 - Hip Hop Dance III](#)  
[ECON101 - Principles/Micro](#)  
[ECON102 - Principles/Macro](#)  
[EDUC101 - American Schools and Society](#)  
[EDUC110 - The Teaching Experience: Exploration](#)  
[EDUC113 - Educational Strategies for Tutors and Instructional Aides](#)  
[EDUC200 - Introduction to Elementary Classroom Teaching](#)  
[EDUC206 - Proficiency in Educational Technologies for Teachers](#)  
[EDUC209 - Roles and Responsibilities of the Special Education Paraprofessional](#)  
[EDUC211 - Classroom Practices for Diverse Learners](#)  
[EDUC220 - Introduction to Secondary Teaching](#)  
[ELCT041 - General Electrician 1](#)  
[ELCT042 - General Electrician 2](#)  
[ELCT043 - General Electrician 3](#)  
[ELCT044 - General Electrician 4](#)  
[ELCT045 - General Electrician 5](#)  
[ELCT046 - General Electrician 6](#)  
[ELCT047 - General Electrician 7](#)  
[ELCT048 - General Electrician 8](#)  
[ELCT049 - General Electrician 9](#)  
[ELCT050 - General Electrician 10](#)  
[ELCT051 - Quality Safety Program and First Aid](#)  
[ENGL100 - Freshman Composition with Integrated Support](#)  
[ENGL100 - Freshman Composition with Integrated Support](#)  
[ENGL101 - Freshman Composition](#)  
[ENGL101 - Freshman Composition](#)  
[ENGL101H - Honors Freshman Composition](#)  
[ENGL101H - Honors Freshman Composition](#)  
[ENGL102 - Literature and Composition](#)  
[ENGL102H - Honors Literature and Composition](#)  
[ENGL103 - Critical Thinking and Writing](#)  
[ENGL103H - Honors Critical Thinking and Writing](#)  
[ENGL103H - Honors Critical Thinking and Writing](#)  
[ENGL213 - Creative Writing](#)  
[ENGL231 - Survey of English Literature I](#)  
[ENGL232 - Survey of English Literature II](#)  
[ENGL233A - Shakespeare's Comedies and Romances](#)  
[ENGL233B - Shakespeare's Tragedies and History Plays](#)

[ENGL241 - Survey of American Literature, 1600-1865](#)  
[ENGL242 - Survey of American Literature, 1865-Present](#)  
[ENGL270 - Children's Literature](#)  
[ENGL271 - Survey of World Literature I](#)  
[ENGL272 - Survey of World Literature II](#)  
[ENGL272 - Survey of World Literature II](#)  
[ENGL278 - Survey of Literature by Women](#)  
[ENGL279 - Survey of Latinx Literature](#)  
[ENGL280 - Literature of the African Diaspora](#)  
[ENGR220 - Statics](#)  
[ENGR225 - Dynamics](#)  
[ENGR230 - Network Analysis](#)  
[ERTH100 - Physical Geology](#)  
[ERTH100L - Physical Geology Laboratory](#)  
[ERTH111 - Historical Geology](#)  
[ERTH120 - Earth Sciences](#)  
[ERTH121 - Earth Sciences for Educators](#)  
[ERTH130 - Environmental Geology](#)  
[ERTH160 - Oceanography](#)  
[ERTH200 - Geology of California](#)  
[ERTH212 - San Andreas Fault System Geology Field Study](#)  
[ERTH214 - Orange County Geology Field Study](#)  
[ESL010 - ESL Writing](#)  
[ESL120 - ESL for Citizenship](#)  
[ESL250 - Seminar for Beginning ESL Students](#)  
[ESL260 - Seminar for Intermediate ESL Students](#)  
[ESL270 - Seminar for Advanced ESL Students](#)  
[ESL300 - Literacy](#)  
[ESL301 - Beginning Low](#)  
[ESL302 - Beginning High](#)  
[ESL303 - Intermediate Low](#)  
[ESL304 - Intermediate High](#)  
[ESL305 - Advanced Low](#)  
[ESL306 - Advanced High](#)  
[ESL430 - Beginning ESL 3](#)  
[ESL440 - Beginning Multilevel](#)  
[ESL460 - Intermediate ESL 1](#)  
[ESL470 - Intermediate ESL 2](#)  
[ESL480 - Intermediate ESL 3](#)  
[ESL500 - Intermediate Multilevel](#)  
[ESL510 - English for Work 1](#)  
[ESL520 - English for Work 2](#)  
[ESL530 - American English Pronunciation](#)  
[ESL570 - Conversation 1](#)  
[ESL580 - Conversation 2](#)  
[ESL601 - Advanced Grammar and Writing](#)  
[ESL606 - Computer Skills for ESL Students](#)  
[ESL800 - ESL for Healthcare Careers](#)  
[ESL801 - ESL for Patient Care Skills](#)  
[ETEC110 - DC Circuits](#)  
[ETEC120 - AC Circuits](#)  
[ETEC130 - Programmable Logic Controllers](#)  
[ETHN101 - Introduction to Ethnic Studies](#)  
[ETHN110 - Introduction to Asian Pacific American Studies](#)  
[ETHN120 - Introduction to African American Studies](#)  
[ETHN130 - Introduction to Chicano Studies](#)  
[ETHN140 - Introduction to Native American Studies](#)

[FREN101 - Elementary French 1](#)  
[FREN102 - Elementary French II](#)  
[FREN194 - Conversation and Composition I](#)  
[FREN201 - Intermediate French I](#)  
[FREN202 - Intermediate French II](#)  
[GEM011 - Introductory Colored Stones](#)  
[GEM012 - Advanced Colored Stones](#)  
[GEM015 - Colored Stones and Diamond Lab](#)  
[GEM020 - Diamonds](#)  
[GEM030 - Antique and Period Jewelry](#)  
[GEM050 - Pearls](#)  
[GEOG100 - World Regional Geography](#)  
[GEOG100 - World Regional Geography](#)  
[GEOG100H - Honors World Regional Geography](#)  
[GEOG101 - Introduction to the Natural Environment](#)  
[GEOG101H - Honors Introduction to the Natural Environment](#)  
[GEOG101L - Introduction to the Natural Environment Laboratory](#)  
[GEOG102 - Cultural Geography](#)  
[GEOG102H - Honors Cultural Geography](#)  
[GEOG130 - Introduction to Weather and Climate](#)  
[GEOG130H - Honors Introduction to Weather and Climate](#)  
[GEOG140 - California Geography](#)  
[GEOG150 - Exploring Maps and Geographic Technologies](#)  
[GEOG155 - Introduction to Geographic Information Systems](#)  
[GEOG160 - Regional Field Studies](#)  
[GSWS101 - Introduction to Women's Studies](#)  
[GSWS102 - Money, Sex, and Power](#)  
[GSWS103 - Men and Masculinities](#)  
[HIST099 - Humanities: What, Why & How to Succeed](#)  
[HIST101 - World Civilizations to the 16th Century](#)  
[HIST101H - Honors World Civilizations to the 16th Century](#)  
[HIST102 - World Civilizations Since the 16th Century](#)  
[HIST102 - World Civilizations Since the 16th Century](#)  
[HIST102H - Honors World Civilizations Since the 16th Century](#)  
[HIST102H - Honors World Civilizations Since the 16th Century](#)  
[HIST115 - African American History](#)  
[HIST118 - Social and Cultural History of the United States](#)  
[HIST120 - The United States to 1877](#)  
[HIST120H - Honors The United States to 1877](#)  
[HIST121 - The United States Since 1865](#)  
[HIST121H - Honors the United States Since 1865](#)  
[HIST122 - American History-Dynamics of Change](#)  
[HIST124 - Mexican American History in the United States](#)  
[HIST125 - Native American History](#)  
[HIST126 - United States since 1945](#)  
[HIST127 - Women in U.S. History](#)  
[HIST129 - LGBTQ+ History in the U.S.](#)  
[HIST130 - Asian American & Pacific Islander History](#)  
[HIST132 - Modern African History](#)  
[HIST133 - History of California](#)  
[HIST140 - Islamic History](#)  
[HIST142 - History of the Modern Middle East](#)  
[HIST152 - Latin American History](#)  
[HIST162 - Asian Civilizations](#)  
[HIST172 - Jewish History](#)  
[HIST240 - Introduction to Peace and Conflict Studies](#)  
[HSART020 - Literature Brought to Life](#)

[HSART070 - Short Stories](#)  
[HSART828 - Understanding America Through Art](#)  
[HSART837 - The Film As Art](#)  
[HSART845 - Drawing and Painting 1](#)  
[HSART846 - Drawing and Painting 2](#)  
[HSENG020 - Literature Brought to Life](#)  
[HSENG030 - AP English 1A](#)  
[HSENG050 - English Through Literature 11B](#)  
[HSENG051 - English Through Literature 12B](#)  
[HSENG052 - English Language Arts 1](#)  
[HSENG053 - English Language Arts 2](#)  
[HSENG063 - English Through Literature 11A](#)  
[HSENG064 - English Through Literature 12A](#)  
[HSENG066 - English Fundamentals 2](#)  
[HSENG067 - English Fundamentals 3](#)  
[HSENG068 - English Fundamentals 4](#)  
[HSENG070 - The Short Story](#)  
[HSENG072 - Poetry](#)  
[HSENG076 - The Novel](#)  
[HSENG083 - Composition 1](#)  
[HSENG084 - Composition 2](#)  
[HSENG085 - Composition 3](#)  
[HSENG086 - College Preparatory Composition](#)  
[HSENG098 - Building Vocabulary 3](#)  
[HSENG201 - Survey of English Level 1](#)  
[HSENG202 - Survey of English Level 2](#)  
[HSENG203 - Survey of English Level 3](#)  
[HSENG204 - Survey of English Level 4](#)  
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[HSMTH102 - Introduction to Calculus 1B](#)  
[HSMTH103 - Math Study Skills Support 1A](#)  
[HSMTH104 - Math Study Skills Support 1B](#)  
[HSMTH120 - Integrated Math 1A](#)  
[HSMTH121 - Integrated Math 1B](#)  
[HSMTH122 - Integrated Math 2A](#)  
[HSMTH123 - Integrated Math 2B](#)  
[HSMTH124 - Integrated Math 3A](#)  
[HSMTH125 - Integrated Math 3B](#)  
[HSMTH154 - Pre-Algebra A](#)  
[HSMTH155 - Pre-Algebra B](#)  
[HSMTH156 - Essential Mathematics 1](#)  
[HSMTH157 - Essential Mathematics 2](#)  
[HSMTH158 - Math Fundamentals 1](#)  
[HSMTH159 - Math Fundamentals 2](#)  
[HSMTH161 - Introduction to Trigonometry 1A](#)  
[HSMTH163 - Algebra 1A](#)  
[HSMTH164 - Algebra 1B](#)  
[HSMTH165 - Algebra 2A](#)  
[HSMTH166 - Algebra 2B](#)  
[HSMTH167 - Geometry A](#)  
[HSMTH168 - Geometry B](#)  
[HSMTH176 - College Preparation Algebra 1A](#)  
[HSMTH177 - College Preparation Algebra 1B](#)  
[HSMTH180 - Introduction to Trigonometry 1B](#)  
[HSOTH040 - Introduction to Academic Pathways and Programs](#)  
[HSOTH050 - Basics of Leadership Part 1](#)



[HSOTH153 - Supervised Tutoring](#)  
[HSOTH202 - Basics of Leadership Part 2](#)  
[HSOTH505 - Spanish 2A](#)  
[HSOTH510 - Spanish 2B](#)  
[HSOTH513 - Spanish 4A](#)  
[HSOTH514 - Spanish 4B](#)  
[HSRDG089 - Reading Proficiency Development](#)  
[HSRDG090 - Reading Improvement](#)  
[HSRDG093 - Building Reading Skills 1](#)  
[HSRDG094 - Building Reading Skills 2](#)  
[HSS338 - Workforce Preparation](#)  
[HSS400 - High School Equivalency Test Preparation](#)  
[HSS401 - High School Equivalency Test Preparation - Mathematics](#)  
[HSS402 - High School Equivalency Test Preparation - Writing](#)  
[HSS403 - High School Equivalency Test Preparation - Reading](#)  
[HSS404 - High School Equivalency Test Preparation - Science](#)  
[HSS405 - High School Equivalency Test Preparation - Social Science](#)  
[HSS500 - Orientation to High School and Online Learning](#)  
[HSS770 - Orientation to College](#)  
[HSSCI100 - Chemistry 1B](#)  
[HSSCI168 - Life Science 1](#)  
[HSSCI169 - Life Science 2](#)  
[HSSCI182 - Physiology 1A](#)  
[HSSCI183 - Physiology 1B](#)  
[HSSCI184 - Chemistry 1A](#)  
[HSSCI190 - Physical Science 1](#)  
[HSSCI191 - Physical Science 2](#)  
[HSSCI192 - Basic Science 1](#)  
[HSSCI193 - Basic Science 2](#)  
[HSSCI196 - Health Science](#)  
[HSSOC215 - Introduction to Economics](#)  
[HSSOC216 - World Cultures 1A](#)  
[HSSOC217 - World Cultures 1B](#)  
[HSSOC218 - U.S. History 1: Colonization to Industrialization](#)  
[HSSOC219 - U.S. History 2: The Shaping of Modern America](#)  
[HSSOC222 - Government 1: United States Federal Government and Politics](#)  
[HSSOC229 - World History, Geography, and Culture 1](#)  
[HSSOC230 - World History, Geography, and Culture 2](#)  
[IDS155 - Human Sexuality](#)  
[INFO100 - Library Research Fundamentals](#)  
[INFO100H - Honors Library Research Fundamentals](#)  
[INFO103 - Researching in the Digital Age](#)  
[ITAL101 - Elementary Italian I](#)  
[ITAL102 - Elementary Italian II](#)  
[ITAL194 - Conversation and Composition](#)  
[ITAL195 - Advanced Conversational Italian](#)  
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[ITAL202 - Intermediate Italian II](#)  
[KIN100 - Introduction to Kinesiology](#)  
[KIN101 - First Aid and CPR](#)  
[KIN102 - Nutrition and Fitness](#)  
[KIN104 - Healthful Living](#)  
[KIN109 - Sport in US Society](#)  
[KIN110 - Women's Health Issues](#)  
[KIN111 - Sports Psychology](#)  
[KIN119 - Personal Fitness Evaluation](#)  
[KIN121A - Basic Step Aerobics](#)

[KIN125A - Basic Cardio Kickboxing](#)  
[KIN125B - Intermediate Cardio Kickboxing](#)  
[KIN125C - Advanced Cardio Kickboxing](#)  
[KIN126A - Basic Spin](#)  
[KIN126B - Intermediate Spin](#)  
[KIN127A - Basic Yoga](#)  
[KIN127B - Intermediate Yoga](#)  
[KIN127C - Advanced Yoga](#)  
[KIN128A - Basic Tai Chi](#)  
[KIN140A - Basic Circuit Weight Training](#)  
[KIN140B - Intermediate Circuit Weight Training](#)  
[KIN140C - Advanced Circuit Weight Training](#)  
[KIN146B - Intermediate Strength Training](#)  
[KIN146C - Advanced Strength Training](#)  
[KIN160A - Basic Basketball](#)  
[KIN160B - Intermediate Basketball](#)  
[KIN163A - Basic Indoor Soccer](#)  
[KIN166A - Basic Flag Football](#)  
[KIN168A - Basic Volleyball](#)  
[KIN168B - Intermediate Volleyball](#)  
[KIN170A - Basic Golf](#)  
[KIN185A - Basic Swimming](#)  
[KIN185B - Intermediate Swimming](#)  
[KIN185C - Advanced Swimming](#)  
[KIN189A - Basic Aqua Aerobics](#)  
[KIN200 - Conditioning for Athletes-Men](#)  
[KIN201 - Conditioning for Athletes-Co-Ed](#)  
[KIN202 - Conditioning for Athletes-Women](#)  
[KIN203 - Speed and Agility-Men](#)  
[KIN204 - Speed and Agility-Women](#)  
[KIN240 - Basketball Team- Men](#)  
[KIN241 - Basketball Team- Women](#)  
[KIN241 - Basketball Team- Women](#)  
[KIN242 - Basketball Team Off-Season Men](#)  
[KIN244 - Theory of Basketball](#)  
[KIN245 - Volleyball Team- Men](#)  
[KIN246 - Volleyball Team- Women](#)  
[KIN247 - Volleyball Team Off-Season - Men](#)  
[KIN248 - Volleyball Team Off-Season - Women](#)  
[KIN249 - Beach Volleyball Team - Women](#)  
[KIN255 - Cross Country Team-Men](#)  
[KIN256 - Cross Country Team-Women](#)  
[KIN257 - Cross Country Team-Off Season](#)  
[KIN270 - Soccer Team- Men](#)  
[KIN271 - Soccer Team- Women](#)  
[KIN272 - Soccer Team Off Season-Men](#)  
[KIN273 - Soccer Team Off Season-Women](#)  
[KIN274 - Theory of Soccer](#)  
[KIN281 - Softball Team-Women](#)  
[KIN283 - Softball Team Off Season-Women](#)  
[KIN284 - Theory of Softball](#)  
[MATH080A - Integrated Mathematics I](#)  
[MATH080B - Integrated Mathematics II](#)  
[MATH080C - Integrated Mathematics III](#)  
[MATH105 - Mathematics for Liberal Arts Students](#)  
[MATH140 - College Algebra](#)  
[MATH150 - Calculus for Biological, Management, and Social Sciences](#)

[MATH150S - Calculus for Biological, Management, and Social Sciences with Support](#)  
[MATH171 - Precalculus and Trigonometry](#)  
[MATH172 - Algebra and Trigonometry for Calculus](#)  
[MATH180 - Single Variable Calculus I](#)  
[MATH180H - Honors Single Variable Calculus I](#)  
[MATH185 - Single Variable Calculus II](#)  
[MATH199 - Mathematics Independent Study](#)  
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[MATH230 - Statistical Computing and Exploratory Data Analysis](#)  
[MATH270 - Discrete Mathematics](#)  
[MATH280 - Intermediate Calculus](#)  
[MATH287 - Introduction to Linear Algebra and Differential Equations](#)  
[MATH290 - Linear Algebra](#)  
[MATH295 - Differential Equations](#)  
[MATHCE100 - Math Study Skills and Basic Skills Support](#)  
[MATHCE206 - College Preparation Essential Mathematics](#)  
[MATHCE255 - College Preparation Algebra](#)  
[MATHN40 - College Algebra Support Course](#)  
[MATHN41 - Precalculus Support Course](#)  
[MATHN42 - Single Variable Calculus I Support Course](#)  
[MATHN44 - Calculus for Biological, Management, and Social Sciences Support Course](#)  
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[MGMT122 - Business Communications](#)  
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[MGMT135 - Human Resource Management](#)  
[MKTG112 - Principles of Advertising](#)  
[MKTG113 - Principles of Marketing](#)  
[MKTG114 - Professional Selling](#)  
[MKTG115 - Consumer Behavior](#)  
[MKTG135 - Web Marketing and Promotion](#)  
[MKTG150 - Introduction to Social Media](#)  
[MKTG151 - Social Media Marketing](#)  
[MKTG172 - Small Business Marketing and Advertising](#)  
[MUS061 - Basic Piano Skills 1](#)  
[MUS101 - Music Appreciation](#)  
[MUS101H - Honors Music Appreciation](#)  
[MUS102 - World Music](#)  
[MUS103 - Jazz in America](#)  
[MUS104 - Rock Music History and Appreciation](#)  
[MUS121 - Beginning Voice](#)  
[MUS122 - Intermediate Voice](#)  
[MUS123 - Advanced Voice](#)  
[MUS124 - Advanced Vocal Production and Repertoire](#)  
[MUS126 - Collegiate Choir](#)  
[MUS127 - Concert Chorale](#)  
[MUS128 - Masterworks Chorale](#)  
[MUS129 - Chamber Choir](#)  
[MUS161 - Class Piano I](#)  
[MUS162 - Class Piano II](#)  
[MUS163 - Class Piano III](#)  
[MUS164A - Intermediate Piano Repertoire I](#)  
[MUS164B - Intermediate Piano Repertoire II](#)  
[MUS182 - Musical Ensemble](#)

[MUS185 - Beginning Classical Guitar](#)  
[MUS186 - Intermediate Classical Guitar](#)  
[MUS187 - Advanced Classical Guitar](#)  
[MUS188 - Advanced Classical Guitar Technique and Repertoire](#)  
[MUSCE126 - Chorale Music](#)  
[NUTR115 - Nutrition](#)  
[NUTR120 - Food and Culture](#)  
[OAP200 - Health and Wellness](#)  
[OAP457 - Music Arts for Older Adults](#)  
[OAP518 - Creative Cooking for Older Adults](#)  
[OAP800 - Introduction to Keyboarding, Basic Windows and Navigating the Internet](#)  
[OAP802 - Seminar for Older Adults](#)  
[OAP823 - Manipulative Skills for Older Adults](#)  
[OAP824 - Beginning Crochet for Older Adults](#)  
[OAP825 - Beginning Acrylic Painting for Older Adults](#)  
[OAP826 - Beginning Watercolor Painting for Older Adults](#)  
[OAP827 - Introduction to Arts and Crafts for Older Adults](#)  
[OAP828 - Beginning Quilting for Older Adults](#)  
[OAP829 - Hand Embroidery](#)  
[PBLC050 - Fundamentals of Public Works](#)  
[PBLC051 - Infrastructure Construction and Maintenance](#)  
[PBLC061 - Plan Interpretation and Cost Estimating](#)  
[PBLC063 - Construction Materials and Testing](#)  
[PBLC067 - Environmental Management](#)  
[PBLC068 - Fundamentals of Storm Water Management](#)  
[PBLC069 - Green Infrastructure Construction](#)  
[PBLC070 - Construction Inspection](#)  
[PBLC074 - Contract Administration](#)  
[PBLC080 - Principles of Project Management](#)  
[PBLC084 - Code Enforcement Officer Safety](#)  
[PBLC085 - Code Enforcement Officer](#)  
[PBLC086 - Basic Code Enforcement Officer Module 1](#)  
[PBLC087 - Intermediate Code Enforcement Officer Module 2](#)  
[PBLC088 - Advanced Code Enforcement Officer Module 3](#)  
[PBLC089 - Code Enforcement Officer-Supervision Module 4](#)  
[PBLC110 - Introduction to Microsoft Project](#)  
[PBLC150 - Introduction to Public Administration](#)  
[PBLC151 - Ethics and Professionalism: The High Calling of Public Service](#)  
[PBLC152 - Preparing for Supervision Public Sector](#)  
[PBLC153 - Public Sector Budgeting Fundamentals](#)  
[PBLC154 - Public Sector Human Resources Fundamentals](#)  
[PBLC155 - The Art of Politics and Policymaking](#)  
[PBLC199 - Cooperative Work Experience Education](#)  
[PHIL099 - Humanities: What, Why & How to Succeed](#)  
[PHIL106 - Introduction to Philosophy](#)  
[PHIL106H - Honors Introduction to Philosophy](#)  
[PHIL108 - Ethics](#)  
[PHIL110 - Critical Thinking](#)  
[PHIL111 - Introductory Logic](#)  
[PHIL112 - World Religions](#)  
[PHIL115 - Philosophy of Religion](#)  
[PHIL118 - History of Philosophy](#)  
[PHIL120 - Introduction to Social and Political Philosophy](#)  
[PHYS100 - Conceptual Physics](#)  
[PHYS150A - Introductory Physics I](#)  
[PHYS150AC - Introductory Physics I - Calculus](#)  
[PHYS150B - Introductory Physics II](#)

[PHYS150BC - Introductory Physics II - Calculus](#)  
[PHYS250A - Physics for Scientists and Engineers I](#)  
[PHYS250B - Physics for Scientists and Engineers II](#)  
[PHYS250C - Physics for Scientists and Engineers III](#)  
[POLT101 - American Government and Politics](#)  
[POLT101H - Honors American Government and Politics](#)  
[POLT110 - Introduction to Political Science](#)  
[POLT150 - Model United Nations](#)  
[POLT201 - Introduction to Comparative Politics](#)  
[POLT220 - International Politics](#)  
[POLT221 - Women in American Politics](#)  
[POLT230 - Political Theory](#)  
[POLT235 - Identity Politics](#)  
[POLT250 - Advanced Model United Nations](#)  
[PRNT532 - Effective Parenting](#)  
[PRNT544 - Preparation for Childbirth](#)  
[PSC100 - Survey of Chemistry and Physics](#)  
[PSYC100 - Introduction to Psychology](#)  
[PSYC100H - Honors Introduction to Psychology](#)  
[PSYC110 - Introduction to Companion Animal Psychology](#)  
[PSYC114 - Introduction to Animal Learning and Behavior](#)  
[PSYC118 - Behavior Modification](#)  
[PSYC122 - Dog Training](#)  
[PSYC157 - Introduction to Child Psychology](#)  
[PSYC160 - Introduction to Lifespan Psychology](#)  
[PSYC170 - Multicultural Psychology](#)  
[PSYC180 - Psychology of Gender](#)  
[PSYC190 - Psychology of Human Sexuality](#)  
[PSYC200 - Introduction to Biological Psychology](#)  
[PSYC220 - Introduction to Research Methods in Psychology](#)  
[PSYC230 - Psychology of Adjustment](#)  
[PSYC240 - Introduction to Social Psychology](#)  
[PSYC250 - Introduction to Abnormal Psychology](#)  
[RE102 - Real Estate Principles](#)  
[RE103 - Legal Aspects of Real Estate](#)  
[RE105 - Real Estate Practice](#)  
[RE106 - Real Estate Finance](#)  
[RE110 - Real Estate Economics](#)  
[RE112 - Real Property Management](#)  
[RE114 - Appraisal Principles and Procedures](#)  
[RE116 - Residential Real Estate Appraisal](#)  
[RE117 - Residential Report Writing and Case Studies](#)  
[RE151 - Fundamentals of Escrow](#)  
[RE153 - Real Estate License Preparation](#)  
[RE155 - Real Estate the Ethical Way](#)  
[RE160 - Real Estate Employability Skills](#)  
[RE171 - Real Estate Cooperative Work Experience/Career Internship](#)  
[READ101 - Introduction to Academic Reading](#)  
[READ102 - Academic Reading](#)  
[READ128 - Expanding ESL Reading Skills](#)  
[READ129 - Refining ESL Reading Skills](#)  
[READ130 - Reading Strategies for Across the Curriculum](#)  
[READ131 - Reading in Apprenticeship](#)  
[READ132 - Reading in Career Education](#)  
[READ134 - Reading in the Social Sciences](#)  
[READ136 - Reading in STEM](#)  
[READ138 - Reading in the Humanities](#)

[READ150 - Critical Reading](#)  
[READ151 - Critical Reading and Analysis](#)  
[SAFE877 - Health Issues & Concepts](#)  
[SAFE898 - Substance Abuse](#)  
[SOC100 - Introduction to Sociology](#)  
[SOC100H - Honors Introduction to Sociology](#)  
[SOC101 - Introduction to Ethnic Studies](#)  
[SOC115 - Death and Dying](#)  
[SOC116 - Social Problems](#)  
[SOC120 - Introduction to Sociological Research Methods](#)  
[SOC125 - Introduction to Statistics in Sociology](#)  
[SOC125H - Honors Introduction to Statistics in Sociology](#)  
[SOC130 - Relationships, Marriages, and Family Dynamics](#)  
[SOC160 - Introduction to Criminology](#)  
[SOC210 - Sociology of Medicine](#)  
[SOC220 - Introduction to Gender and Sexualities](#)  
[SOC230 - Drugs and Society](#)  
[SOC240 - Introduction to Social Psychology](#)  
[SOC240H - Honors Introduction to Social Psychology](#)  
[SOC286 - Introduction to LGBTQ Studies](#)  
[SPAN101 - Elementary Spanish I](#)  
[SPAN101A - Elementary Spanish IA](#)  
[SPAN101B - Elementary Spanish IB](#)  
[SPAN101H - Honors Elementary Spanish I](#)  
[SPAN102 - Elementary Spanish II](#)  
[SPAN110 - Spanish for Spanish Speakers 1](#)  
[SPAN111 - Spanish for Spanish Speakers 2](#)  
[SPAN115 - Practical Communication in Spanish for Teachers](#)  
[SPAN194 - Beginning Conversational Spanish](#)  
[SPAN195A - Advanced Conversational Spanish](#)  
[SPAN195B - Advanced Conversational Spanish](#)  
[SPAN201 - Intermediate Spanish I](#)  
[SPAN202 - Intermediate Spanish II](#)  
[SPAN213 - College Spanish Composition](#)  
[SSD200 - Issues and Concepts for Adults With Developmental Disabilities](#)  
[SSD787 - Employment Preparation for Adults with Developmental Disabilities](#)  
[SSD788 - Independent Living Skills for Adults with Developmental Disabilities](#)  
[SSD793 - Physical Activities for Adults with Developmental Disabilities](#)  
[SURV118 - Plane Surveying](#)  
[SURV119 - Advanced Plane Surveying](#)  
[SURV155 - Introduction to Geographic Information Systems](#)  
[SURV205 - Computer Aided Drafting Fundamentals For Surveyors](#)  
[SURV221 - Advanced Problems in Surveying I](#)  
[SURV222 - Advanced Problems in Surveying II](#)  
[SURV229 - Legal Aspects of Land Surveying I](#)  
[SURV230 - Legal Aspects of Land Surveying II](#)  
[THEA100 - Introduction to Theatre](#)  
[THEA110 - Acting Fundamentals](#)  
[THEA111 - Intermediate Acting](#)  
[THEA118 - Fundamentals of Scene Study](#)  
[THEA121 - Beginning Performance Ensemble](#)  
[THEA122 - Beginning Production Showcase](#)  
[THEA180A - Rehearsal and Performance: Drama - Minor/Supporting Role](#)  
[THEA180B - Rehearsal and Performance: Drama - Leading Role](#)  
[THEA181A - Rehearsal and Performance: Comedy - Minor/Supporting Role](#)  
[THEA181B - Rehearsal and Performance: Comedy - Leading Role](#)  
[THEA182A - Rehearsal and Performance: One-Act Plays](#)

[THEA182B - Rehearsal and Performance: Original One-Act Plays](#)  
[THEA183A - Rehearsal and Performance: Musical - Minor/Supporting Role](#)  
[THEA183B - Rehearsal and Performance: Musical - Leading Role](#)  
[THEA186A - Beginning Technical Theatre Production](#)  
[THEA186B - Intermediate Technical Theatre Production](#)  
[THEA186C - Advanced Technical Theatre Production](#)  
[VBUS010 - Adobe Dreamweaver](#)  
[VBUS012 - Workforce Readiness](#)  
[VBUS013 - MS Outlook](#)  
[VBUS014 - Social Media](#)  
[VBUS030 - Home-Based Business](#)  
[VBUS035 - Generative AI for Small Business](#)  
[VBUS040 - Accounting for Non-Accountants](#)  
[VBUS096 - Digital Photography](#)  
[VBUS097 - eCommerce](#)  
[VBUS101 - 3D Modeling using Blender](#)  
[VBUS102 - Adobe InDesign](#)  
[VBUS103 - MS Project](#)  
[VBUS105 - 3D Animation using Blender](#)  
[VBUS107 - Seminar in Adobe Tools](#)  
[VBUS109 - Adobe Premiere Video Editing](#)  
[VBUS117 - Adobe Acrobat](#)  
[VBUS118 - Microsoft Windows Overview](#)  
[VBUS119 - Keyboarding and Basic Windows](#)  
[VBUS120 - Adobe Animate](#)  
[VBUS121 - Computer Applications Basics](#)  
[VBUS130 - 3D Printing](#)  
[VBUS140 - Google Applications](#)  
[VBUS150 - Digital Marketing](#)  
[VBUS152 - Digital Marketing Analytics](#)  
[VBUS160 - Financial Services and Investments](#)  
[VBUS161 - Bitcoin and Digital Assets](#)  
[VBUS242 - Adobe Illustrator](#)  
[VBUS257 - Seminar in Business Applications](#)  
[VBUS258 - Navigating the Internet](#)  
[VBUS260 - Introduction to Word Processing using MS Word](#)  
[VBUS261 - MS Access](#)  
[VBUS262 - MS Excel](#)  
[VBUS302 - HTML Basics](#)  
[VBUS303 - Adobe Photoshop](#)  
[VBUS304 - MS PowerPoint](#)  
[VCLTH477 - Fundamentals of Commercial Sewing](#)  
[VCLTH483 - Introduction to Commercial Sewing](#)  
[VCNST608 - Introduction to Welding, Pre-Apprentice](#)  
[VCNST611 - Fundamentals of Welding, Pre-Apprentice](#)  
[VCNST859 - Introduction to Cabinetry/Furniture Refinishing Pre-Apprentice](#)  
[VCNST953 - Fundamentals of Cabinetry/Furniture Refinishing, Pre-Apprentice](#)  
[VCST101 - Custodial Technician](#)  
[VCST102 - Basic Hazmat Safety Standards](#)  
[VDOG020 - Concepts in Dog Training](#)  
[VDOG030 - Practical Dog Training](#)  
[VFOOD005 - Food Handler Test Preparation](#)  
[VFOOD010 - Food Service Manager Test Preparation](#)  
[VFOTO100 - How to Fly a Drone](#)  
[VFOTO101 - Drone Photography and Video](#)  
[VMED010 - Overview of the Nursing Assistant Training Program](#)  
[VMED011 - Certified Nursing Assistant \(CNA\) Training](#)

[VMED020 - Overview of the Medical Assistant Training Program](#)  
[VMED021 - Medical Terminology for Medical Assistants](#)  
[VMED022 - Business Procedures for Medical Assistants](#)  
[VMED023 - Body Systems for Medical Assistants](#)  
[VMED024 - Human Diseases and Disorders for Medical Assistants](#)  
[VMED025 - Clinical Procedures for Medical Assistants](#)  
[VMED026 - Surgical Assisting for Medical Assistants](#)  
[VMED027 - Externship for Medical Assistants](#)  
[VMED030 - Introduction to Caregiving](#)  
[VMED031 - Caregiver Training](#)  
[VMED050 - Introduction to Healthcare Occupations](#)  
[VMED051 - Healthcare Support Worker Pathways](#)  
[VMED060 - Home Health Aide \(HHA\) Theory Training for Certified Nurse Assistants \(C.N.A\)](#)  
[VMED061 - Home Health Aide \(HHA\) Clinical Training for Certified Nurse Assistants \(C.N.A\)](#)  
[VMED070 - Acute Care Theory for Nurse Assistants](#)  
[VMED071 - Acute Care Practice for Nurse Assistants](#)  
[VMED080 - Introduction to the Behavior Technician Program](#)  
[VMED081 - Behavior Technician Certification Training](#)  
[VMED090 - Introduction to Medical Coding](#)  
[VMED091 - Introduction to Medical Billing](#)  
[VMED100 - Introduction to Lactation Educator Specialist](#)  
[VMED100 - Lactation Educator Specialist I](#)  
[VMED101 - Lactation Educator Specialist](#)  
[VMED101 - Lactation Educator Specialist II](#)  
[VPS100 - Unarmed Public Safety and Security Officer I](#)  
[VRE102 - Real Estate Principles](#)  
[VRE103 - Legal Aspects of Real Estate](#)  
[VRE105 - Real Estate Practice](#)  
[VRE106 - Real Estate Finance](#)  
[VRE110 - Real Estate Economics](#)  
[VRE112 - Real Property Management](#)  
[VRE151 - Fundamentals of Escrow](#)  
[VRE153 - Real Estate License Preparation](#)  
[VRE160 - Real Estate Employability Skills](#)  
[VWHS010 - Warehouse Worker](#)  
[WATR048 - Wastewater Operator Exam Review](#)  
[WATR054 - Advanced Treatment Exam Preparation](#)  
[WATR056 - Treatment Exam Preparation](#)  
[WATR057 - Water Distribution Test Preparation](#)  
[WATR091 - Cross Connection Control Specialist](#)  
[WATR136 - Introduction to Water Science](#)  
[WATR137 - Water Mathematics and Hydraulics](#)  
[WATR138 - Water Conservation Practitioner](#)  
[WATR139 - Water Reclamation and Reuse](#)  
[WATR140 - Water Utility Maintenance and Construction](#)  
[WATR141 - Water Distribution](#)  
[WATR143 - Electrical Wiring and Controls for Operators](#)  
[WATR144 - Pumps and Pumping](#)  
[WATR145 - Backflow Prevention Devices](#)  
[WATR146 - Water Treatment Fundamentals](#)  
[WATR148 - Water Quality](#)  
[WATR149 - Water Quality Laboratory Analysis](#)  
[WATR150 - Introduction to Wastewater Treatment](#)  
[WATR151 - Wastewater Treatment](#)  
[WATR153 - Collection Systems](#)  
[WATR155 - California Water Resources](#)  
[WATR156 - Water Utility Management](#)



[WATR199 - Work Experience Education](#)  
[WATR242 - Advanced Water Distribution](#)  
[WATR247 - Advanced Water Treatment](#)  
[WATR252 - Advanced Wastewater Treatment](#)  
[WATR254 - Advanced Water Treatment Operations](#)  
[WKPR001 - Transition to Higher Learning](#)  
[WKPR002 - Self-Advocacy](#)  
[WKPR003 - Getting Around Town](#)  
[WKPR004 - Choosing the Right Employment Path](#)  
[WKPR005 - Safety on the Job](#)  
[WKPR006 - Communication Skills for Successful Employment](#)  
[WKPR007 - Social Skills and Necessary Etiquette](#)  
[WKPR008 - Building Critical Thinking Skills](#)  
[WKPR009 - Beginning Computers](#)  
[WKPR010 - Customer Service for the Medical Field](#)  
[WKPR011 - Introduction to Handling Money](#)  
[WKPR012 - Applying Reading Skills on the Job](#)  
[WKPR013 - Applying Writing Skills on the Job](#)  
[WKPR014 - Basic Finances in the Workforce](#)  
[WKPR015 - Public Communications](#)  
[WKPR016 - Long Term Competitive Employment Training](#)  
[WKPR017 - Applying Math Skills on the Job](#)  
[WKPR018 - Social Media and Online Safety in the Workplace](#)  
[WKPR019 - Different Communication Styles in the Workforce](#)  
[WKPR020 - Different Cultures in the Workplace](#)  
[WKPR021 - Introduction to Working Remotely](#)  
[WKPR022 - Soft Skills Necessary for Employees Who Work Remotely](#)  
[WKPR023 - Introduction to AI in the Workforce](#)  
[WKPR024 - Introduction to Applications of AI in the Workforce](#)  
[WKPR099 - Attitudes for Success](#)  
[WKPR100 - Understanding Employees with Disabilities in the Workplace](#)  
[WKPR101 - Strategies for Working with Employees with Disabilities](#)  
[WKPR102 - Understanding Students with Disabilities](#)  
[WKPR103 - Strategies for Instructing Students with Disabilities](#)  
[WKPR500 - Workforce Readiness](#)  
[WKPR600 - Attitudes for Success](#)  
[WKPR601 - Money Matters](#)

## Programs

[3D Printing, CC](#)  
[Accounting, AS](#)  
[Accounting, CA](#)  
[Adult Basic Education, COM](#)  
[Adult Basic Education/Adult Secondary Education Mathematics, COM](#)  
[Adult Basic Education/Adult Secondary Education Reading, COM](#)  
[Adult Basic Education/Adult Secondary Education Writing, COM](#)  
[Adult High School Diploma, DIPL](#)  
[Adult Secondary Education, College Preparation Algebra, COM](#)  
[Adult Secondary Education, College Preparatory Composition, COM](#)  
[Adult Secondary Education Mathematics, COM](#)  
[Adult Secondary Education Visual and Performing Arts, COM](#)  
[Advanced Water Treatment Operator, CERT](#)  
[Advertising, CERT](#)  
[After School Program Assistant, CA](#)  
[After School Program Associate Teacher, CA](#)  
[American College English/ESL, CA](#)  
[American Sign Language, CA](#)

[Anthropology, AA](#)  
[Anthropology, AA-T](#)  
[Applied Robotics and Embedded Programming, CERT](#)  
[Apprenticeship Carpentry, Acoustical Installer, AS](#)  
[Apprenticeship Carpentry, Acoustical Installer, CA](#)  
[Apprenticeship Carpentry, Concrete, AS](#)  
[Apprenticeship Carpentry, Concrete, CA](#)  
[Apprenticeship Carpentry, Drywall/Lather, AS](#)  
[Apprenticeship Carpentry, Drywall/Lather, CA](#)  
[Apprenticeship Carpentry, Drywall Finisher, AS](#)  
[Apprenticeship Carpentry, Drywall Finisher, CA](#)  
[Apprenticeship Carpentry, Finish Carpentry, AS](#)  
[Apprenticeship Carpentry, Finish Carpentry, CA](#)  
[Apprenticeship Carpentry, Framing, AS](#)  
[Apprenticeship Carpentry, Framing, CA](#)  
[Apprenticeship Carpentry, Insulator, AS](#)  
[Apprenticeship Carpentry, Insulator, CA](#)  
[Apprenticeship Carpentry, Millwrighting, AS](#)  
[Apprenticeship Carpentry, Millwrighting, CA](#)  
[Apprenticeship Carpentry, Pile Driver, AS](#)  
[Apprenticeship Carpentry, Pile Driver, CA](#)  
[Apprenticeship Carpentry, Plastering, AS](#)  
[Apprenticeship Carpentry, Plastering, CA](#)  
[Apprenticeship Carpentry, Tilt-Up, AS](#)  
[Apprenticeship Carpentry, Tilt-Up, CA](#)  
[Apprenticeship Cosmetology, CA](#)  
[Apprenticeship Electricity, Industrial, AS](#)  
[Apprenticeship Electricity, Industrial, CA](#)  
[Apprenticeship Electricity, Intelligent Transportation Systems Electrician, AS](#)  
[Apprenticeship Electricity, Intelligent Transportation Systems Electrician, CA](#)  
[Apprenticeship Electricity, Sound Installer, AS](#)  
[Apprenticeship Electricity, Sound Installer, CA](#)  
[Apprenticeship Electricity, Sound Technician, AS](#)  
[Apprenticeship Electricity, Sound Technician, CA](#)  
[Apprenticeship in Early Childhood, AS](#)  
[Apprenticeship in Early Childhood, CA](#)  
[Apprenticeship Operating Engineers, Construction Safety Inspector, AS](#)  
[Apprenticeship Operating Engineers, Construction Safety Inspector, CA](#)  
[Apprenticeship Operating Engineers, Heavy Duty Repairer, AS](#)  
[Apprenticeship Operating Engineers, Heavy Duty Repairer, CA](#)  
[Apprenticeship Operating Engineers, Heavy Equipment/Landscape Operator Engineer, AS](#)  
[Apprenticeship Operating Engineers, Heavy Equipment/Landscape Operator Engineer, CA](#)  
[Apprenticeship Operating Engineers, Plant Equipment/Rock, Sand and Gravel, AS](#)  
[Apprenticeship Operating Engineers, Plant Equipment/Rock, Sand and Gravel, CA](#)  
[Apprenticeship Operating Engineers, Special Inspector, AS](#)  
[Apprenticeship Operating Engineers, Special Inspector, CA](#)  
[Apprenticeship Power Lineman, AS](#)  
[Apprenticeship Power Lineman, CA](#)  
[Apprenticeship Surveying, Chainman, AS](#)  
[Apprenticeship Surveying, Chainman, CA](#)  
[Apprenticeship Surveying, Chief of Party, AS](#)  
[Apprenticeship Surveying, Chief of Party, CA](#)  
[Art, AA](#)  
[Astronomy, AS](#)  
[Basic Employment Skills, CC](#)  
[Behavior Technician, CC](#)  
[Bilingual Instructional Aide: Spanish, CA](#)

[Biology, AS](#)  
[Biology, AS-T](#)  
[Biotechnology, AS](#)  
[Biotechnology Biomanufacturing Technician, CA](#)  
[Biotechnology Fundamentals, CERT](#)  
[Biotechnology Lab Assistant, CA](#)  
[Biotechnology Laboratory Technician: Food Safety, CA](#)  
[Business Administration, AS](#)  
[Business Administration 2.0, AS-T](#)  
[Business Information Worker, CERT](#)  
[Business Management, AS](#)  
[Business Management, CERT](#)  
[California State University General Education Breadth \(CSU\), CA](#)  
[Caregiver / Personal Care Aide, CC](#)  
[Carpenter, CC](#)  
[Chemistry, AS](#)  
[Child and Adolescent Development, AA-T](#)  
[Code Enforcement and Compliance, AS](#)  
[Code Enforcement and Compliance, CA](#)  
[Code Enforcement Officer, CERT](#)  
[College Preparation Mathematics, COM](#)  
[College Readiness, COM](#)  
[Commercial Textile Worker, CC](#)  
[Communication, AA](#)  
[Communication Studies, AA-T](#)  
[Computer Information Systems, AS](#)  
[Computer Information Systems, CA](#)  
[Computerized Accounting, CERT](#)  
[Computer Retail Sales and Support, CA](#)  
[Computer Science, AS](#)  
[Computer Science, AS-T](#)  
[Computer Science, CA](#)  
[Construction Inspection, AS](#)  
[Construction Inspection, CA](#)  
[Construction Laborer, CC](#)  
[Construction Management, AS](#)  
[Construction Management, AS](#)  
[Construction Management, CA](#)  
[Custodial Technician, CC](#)  
[Customer Service Representative, CC](#)  
[Data Science, AS](#)  
[Data Science, CA](#)  
[Digital Marketing Specialist, CC](#)  
[Digital Media Arts: Graphic Design, CA](#)  
[Diversity in the Workforce, CC](#)  
[Drone Operation and Photography, CC](#)  
[Early Childhood Education, AS-T](#)  
[Early Childhood Leadership and Administration, CERT](#)  
[Earth Sciences, AS](#)  
[Economics, AA](#)  
[Economics, AA-T](#)  
[Effective Communication Skills, CC](#)  
[Elementary Education, AA](#)  
[Elementary Teacher Education, AA-T](#)  
[Employment Readiness, CC](#)  
[English, AA](#)  
[English, AA-T](#)

[English as a Second Language Program, COM](#)  
[Enhanced Advanced ESL Skills, COM](#)  
[Enhanced Beginning ESL Skills, COM](#)  
[Enhanced Intermediate ESL Skills, COM](#)  
[Entrepreneurship, AS](#)  
[Entrepreneurship, CA](#)  
[Environmental Management, AS](#)  
[Environmental Management, CA](#)  
[ESL Advanced, COM](#)  
[ESL Beginning, COM](#)  
[ESL Beginning, COM](#)  
[ESL Beginning Multilevel, COM](#)  
[ESL Communication, COM](#)  
[ESL for Citizenship, COM](#)  
[ESL for CNA and Caregiving, COM](#)  
[ESL Intermediate, COM](#)  
[ESL Intermediate Communication, COM](#)  
[ESL Intermediate Multilevel, COM](#)  
[ESL Intermediate Multilevel, COM](#)  
[ESL Intermediate Writing, COM](#)  
[ESL Literacy, COM](#)  
[Essential Mathematics and Math Study Skills Support, COM](#)  
[Ethnic Studies, AA](#)  
[Executive Secretary/Administrative Assistant, CC](#)  
[Financial Advisor Preparation, CC](#)  
[First-Line Supervisor/Manager, Office & Administrative Support Workers, CC](#)  
[Food Handler, CC](#)  
[Food Service Manager, CC](#)  
[Gemology, AS](#)  
[Gemology, CA](#)  
[Gender, Sexuality, and Women's Studies, AA](#)  
[General Accounting, CERT](#)  
[General Biotechnology Technician, CA](#)  
[General Electrician, AS](#)  
[General Electrician, CA](#)  
[General Management, AS](#)  
[General Marketing, AS](#)  
[General Marketing, CERT](#)  
[General Medical Office Clerk, CC](#)  
[General Office Clerk, CC](#)  
[Geography, AA-T](#)  
[Geology, AS-T](#)  
[Global Studies, CA](#)  
[Graphic Design, AS](#)  
[Healthcare Support Worker, CC](#)  
[High School Equivalency Test \(HiSET\), COM](#)  
[High School Equivalency Test Preparation in All Subject Areas, COM](#)  
[History, AA-T](#)  
[Home-Based Business, CC](#)  
[Home Health Aide, CC](#)  
[Human Resource Management, CERT](#)  
[Infant/Toddler, CERT](#)  
[Intersegmental General Education Transfer Curriculum \(IGETC\), CA](#)  
[Introduction to Artificial Intelligence \(AI\) in the Workforce, CC](#)  
[Kinesiology, AA-T](#)  
[Kinesiology - Fitness and Active Lifestyle, AS](#)  
[Kinesiology - Fitness and Active Lifestyle, CA](#)

[Kinesiology - Health Promotion, AS](#)  
[Kinesiology - Health Promotion, CA](#)  
[Kinesiology - Sport Studies, AS](#)  
[Kinesiology - Sport Studies, CA](#)  
[Lactation Educator Specialist, CC](#)  
[Land Surveying, AS](#)  
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[Level I - Early Childhood Exceptional Needs, CERT](#)  
[Level I - Early Childhood Exceptional Needs, CERT](#)  
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[Liberal Arts: Arts, Humanities, and Communication, AA](#)  
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[Making Remote Employment Work for You, CC](#)  
[Mathematics, AS-T](#)  
[Medical Assistant, CC](#)  
[Medical Billing, CC](#)  
[Modern Languages, AA](#)  
[Multi-Media Artists and Animators, CC](#)  
[Nurse Assistant Acute Care, CC](#)  
[Nursing Assistant, CC](#)  
[Nutrition and Dietetics, AS-T](#)  
[Office Leadership Skills, CC](#)  
[Office Technology, CC](#)  
[Philosophy, AA-T](#)  
[Physics, AS-T](#)  
[Political Science, AA-T](#)  
[Pre-Nursing and Allied Health Science, AS](#)  
[Preschool, CERT](#)  
[Psychology, AA-T](#)  
[Public Administration, AS](#)  
[Public Administration, CA](#)  
[Public Administration and Policy, CERT](#)  
[Public Works, CERT](#)  
[Real Estate, AS](#)  
[Real Estate, CA](#)  
[Real Estate Appraisal, CERT](#)  
[Real Estate Salesperson, CERT](#)  
[Receptionist/Information Clerk, CC](#)  
[Secondary Education, COM](#)  
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[Shelter Dog Training, CC](#)  
[Social Justice Studies: Chicano, AA-T](#)  
[Social Justice Studies: Ethnic, AA-T](#)  
[Social Justice Studies: Gender, AA-T](#)  
[Social Justice Studies: General, AA-T](#)  
[Social Work and Human Services, AA-T](#)  
[Sociology, AA](#)  
[Sociology, AA-T](#)  
[Spanish, AA-T](#)  
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[Student Leadership, COM](#)  
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[Warehousing, CC](#)  
[Wastewater/Environmental Sanitation, AS](#)  
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[Wastewater/Environmental Sanitation, CA](#)  
[Wastewater/Environmental Sanitation, CA](#)  
[Wastewater Treatment, CERT](#)  
[Water Conservation, CERT](#)  
[Water Distribution, AS](#)  
[Water Distribution, CA](#)  
[Water Distribution, CERT](#)  
[Water Equipment Operation and Maintenance, CERT](#)  
[Water System Automation, CA](#)  
[Water Treatment, AS](#)  
[Water Treatment, CA](#)  
[Water Utility Management, CERT](#)  
[Web Associate, CC](#)  
[Web Marketing, CERT](#)  
[Workforce Skills, CC](#)  
[Working with Students with Disabilities, CC](#)

## Catalog Archives

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[Print Program Info](#)

## 3D Printing, CC

Certificate of Completion

### Control Number:

36210

### Curriculum Id:

OEC.3DPAM.CC

The Certificate of Completion in 3D Printing is designed to teach students how to use a 3D printer and the technology behind 3D printing. Students will learn about the different plastic filaments that are used, and they will learn techniques for feeding the plastic filament into the 3D printer for optimal performance. Students will also learn about components of the printer, such as the extruder nozzle, contact sensor, calibration techniques, software, design methods, and reducing defects. An emphasis is placed on familiarizing students with the use of 3D printing in the areas of personal applications, engineering, design and manufacturing. It will also be of interest to all students who would like to learn more about 3D printing and the future applications of this exciting technology.

## Program Courses & Requirements

### 3D Printing, CC (Total 120)

**Complete all of the following**

**Certificate Requirements: (Total 120)****Complete the following number of hours: 120**

VBUS101 - 3D Modeling using Blender 60

VBUS130 - 3D Printing 60

**Learning Outcomes**

Create 3D models and designs

[Print Course Info](#)**ABE009:****Academic Skills**

Instructs students in basic skills including reading, writing, spelling, and mathematics. Prepares students to take High School Subjects courses job training or college credit classes. Optional field trips may be offered. Open Entry/Open Exit. Minimum of 5 HS credits, a maximum of 20 HS credits - increments of 5 credits. Lecture hours range- 72 min hours to 288 max hours. Previous Title: Adult Basic Education (2017)

**Overview****Requisites:****Advisory**[ESL303 - Intermediate Low](#)**Transferable:**

Not transferable

**Specifications****Textbooks:**

Basic English Grammar, 1st Edition by Walker, B., 2003 (\$30). ISBN: 0785429166

Working with Numbers, Refresher, 1st Edition by Schnell, D., 2002 (\$25). ISBN: 0739835459

Megawords Books 4-8 by Bayrd, P., 2010 (\$9.99). ISBN: 9780838818343

ABE Math by Ann Wu, 2019 (\$0). ISBN:

ABE Writing by Anthony Trapolino, 2018 (\$0). ISBN:

Outer Edge Series by Jamestown Education, 2006 (\$29.70). ISBN:

**Learning Outcomes****Course Objectives:**

Read, comprehend, and utilize print information to succeed in school and function in society

Appreciate a variety of reading materials

Read at a level acceptable for entry into high school completion program, GED, or other education or job-training programs

Use context clues to understand text

Use critical thinking skills to interpret and analyze text

Broaden knowledge of word meaning through the use of vocabulary development

Increase sight vocabulary

Use reference tools, such as the dictionary, Internet, and library

Practice decoding skills including sight vocabulary, structural analysis, and phonic awareness

Develop a connection between reading and writing skills

Compose effective sentences, using the standard conventions of English including mechanics, sentence structure, spelling, and usage

Compose effective and well-organized paragraphs using the Writing Process

Produce a variety of written materials to meet personal, educational, and job-related needs

Use word processing software to assist in the publication of written materials

Complete Megawords workbook activities including computer activities and multi-sensory spelling concepts practiced in class lessons

Proof and correct written exercises, including using spell check on the computer

Add, subtract, multiply, and divide whole numbers

Add, subtract, multiply, and divide fractions

Add, subtract, multiply, and divide decimals

Apply problem-solving techniques using the above skills in real-life situations

**SLO:**

Demonstrate proficiency in addition, subtraction, multiplication and division of all whole numbers, fractions, and decimals.

ISLO A1: Act to maintain one's dignity and self-respect.

Core ISLOs

ISLO A3: Act to increase the wellbeing of the global community by maintaining cultural literacy, lifelong learning, ethical consideration of each other, and the environment we all share.

Core ISLOs

ISLO C1: Communicate ideas in a clear and articulate manner.

Core ISLOs

PSLO Demonstrate proficiency in the core concepts from the student's selected mathematics courses.

Secondary Education,  
COM

PSLO Demonstrate proficiency in the core concepts from the student's selected mathematics courses.

Adult High School  
Diploma, DIPL

PSLO Demonstrate proficiency in the core math concepts from arithmetic through geometry.

Secondary  
Education/GED  
Preparation, CC

PSLO Demonstrate proficiency in the core math concepts from arithmetic through geometry.

High School  
Equivalency Test  
(HiSET), COM

Demonstrate level gains in reading.

ISLO C1: Communicate ideas in a clear and articulate manner.

Core ISLOs

ISLO C3: Communicate in various formats using diverse technologies.

Core ISLOs



PSLO	Demonstrate foundational knowledge and comprehension of the natural sciences, social and behavioral sciences, and humanities.
Secondary Education, COM	
PSLO	Demonstrate foundational knowledge and comprehension of the natural sciences, social and behavioral sciences, and humanities.
Secondary Education/GED Preparation, CC	
PSLO	Demonstrate foundational knowledge and comprehension of the natural sciences, social and behavioral sciences, and humanities.
Adult High School Diploma, DIPL	
PSLO	Demonstrate foundational knowledge and comprehension of the natural sciences, social and behavioral sciences, and humanities.
High School Equivalency Test (HiSET), COM	
ISLO	T2: Creatively use concepts to make learning relevant.
Core ISLOs	
Develop and organize a 10-15 sentence paragraph unified by a central idea.	
ISLO	C1: Communicate ideas in a clear and articulate manner.
Core ISLOs	
PSLO	Demonstrate effective written communication skills.
Secondary Education, COM	
PSLO	Demonstrate effective written communication skills.
Secondary Education/GED Preparation, CC	
PSLO	Demonstrate effective written communication skills.
Adult High School Diploma, DIPL	
PSLO	Demonstrate effective written communication skills.
High School Equivalency Test (HiSET), COM	
Demonstrate improvement in spelling in everyday writing.	
ISLO	C1: Communicate ideas in a clear and articulate manner.
Core ISLOs	

PSLO Demonstrate effective written communication skills.

High School  
Equivalency Test  
(HiSET), COM

PSLO Demonstrate effective written communication skills.

Secondary  
Education/GED  
Preparation, CC

PSLO Demonstrate effective written communication skills.

Secondary Education,  
COM

PSLO Demonstrate effective written communication skills.

Adult High School  
Diploma, DIPL

ISLO T1: Critically analyze, evaluate, organize and use quantitative and qualitative data to solve problems and develop logical models, hypotheses and beliefs.

Core ISLOs

### Units and Hours

#### Default Profile

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	0.0	0.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	0.0

#### Detail

<b>Weekly Student Hours</b>	<b>In Class</b>	<b>Course Student Hours</b>
		<b>Course Duration (Weeks)</b>
<b>Lecture Hours</b>	0.0	<b>Hours per unit/divisor</b>
<b>Lab Hours</b>	0.0	<b>Course In-Class (Contact) Hours</b>
<b>Activity Hours</b>	0.0	<b>Lecture 0.0</b>
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>
		<b>Course Out-of-Class Hours</b>
		<b>Lecture</b>
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>

#### Noncredit

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	288.0	288.0

<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	

**Detail**

<b>Weekly Student Hours</b>		<b>Course Student Hours</b>
	<b>In Class</b>	<b>Course Duration (Weeks)</b>
<b>Lecture Hours</b>	18.0	Hours per unit/divisor
<b>Lab Hours</b>	0.0	<b>Course In-Class (Contact) Hours</b>
<b>Activity Hours</b>	0.0	Lecture 0.0
		Lab
		Activity
		Total
		<b>Course Out-of-Class Hours</b>
		Lecture
		Lab
		Activity
		Total

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**ABE010:**

**Money Matters: Financial Literacy**

Prepares the student for the adult world of financial management by developing sound decision-making skills in personal and family money matters. Open Entry/Open Exit. 2.5 HS credits.

**Overview**

**Requisites:**

None

**Transferable:**

Not transferable

**Specifications**

**Textbooks:**

Personal Finance by Ryan, Joan S, 2012. ISBN: 1285009614

**Learning Outcomes**

**Course Objectives:**

- Demonstrate how to manage personal spending
- Develop a personal budget that works
- Identify the advantages and disadvantages of credit and debt
- Explain how to avoid credit card fraud
- Demonstrate how to boost earning capacity.
- Develop an educational plan and set financial goals.
- Describe successful job application and interview strategies.

- Comprehend how to put personal assets to work to build wealth
- Identify the sources of money for college
- Use tables charts and graphs
- Identify means to earn extra money
- Explain education as an investment in future employment prospects.
- Identify the sources of investment information to make sound investment selections
- List steps to protect against identity theft.
- Recognize signs of a scam.
- List elements of internet safety

**SLO:**

- Create a budget of monthly income and expenses.
- Develop a savings plan.
- Demonstrate ability to calculate interest on loans and credit cards.

**Units and Hours**

**Default Profile**

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	0.0	0.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	2.5

**Detail**

<b>Weekly Student Hours</b>		<b>Course Student Hours</b>
	<b>In Class</b>	<b>Course Duration (Weeks)</b>
<b>Lecture Hours</b>	0.0	<b>Hours per unit/divisor</b>
<b>Lab Hours</b>	0.0	<b>Course In-Class (Contact) Hours</b>
<b>Activity Hours</b>	0.0	<b>Lecture</b> 0.0
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>
		<b>Course Out-of-Class Hours</b>
		<b>Lecture</b>
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>

**Noncredit**

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	36.0	36.0

<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	

**Detail**

<b>Weekly Student Hours</b>		<b>Course Student Hours</b>
	<b>In Class</b>	<b>Course Duration (Weeks)</b>
<b>Lecture Hours</b>	2.25	Hours per unit/divisor
<b>Lab Hours</b>	0.0	<b>Course In-Class (Contact) Hours</b>
<b>Activity Hours</b>	0.0	Lecture 0.0
		Lab
		Activity
		Total
		<b>Course Out-of-Class Hours</b>
		Lecture
		Lab
		Activity
		Total

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**ABE011:**

**Native Language Basic Skills for Adults**

Assists students in acquiring basic skills in their native language in order to facilitate the transition to beginning ESL courses. Focuses on reading, math, and writing, as well as academic and life skills. Open Entry/Open Exit.

**Overview**

**Requisites:**

None

**Transferable:**

Not transferable

**Specifications**

**Learning Outcomes**

**Course Objectives:**

- Identify sound/symbol relationship of alphabet.
- Demonstrate understanding and ability to use decoding skills.
- Build and develop vocabulary.
- Read for meaning.
- Read and print the alphabet, syllables, words, and simple sentences.
- Recognize and use basic writing skills (punctuation, capitalization, and usage).
- Understand how to gain vital information by reading and through community awareness.
- Apply and reinforce reading and writing skills.
- Recognize and identify basic parts of speech.

Apply basic math concepts (addition, subtraction, and word problem application).

Develop basic life skills

Fill out basic forms.

Express basic needs with simple words or phrases drawn from learned materials.

Produce basic personal identification.

Respond to simple commands as used in basic communication in the community.

Ask questions with words and phrases about personal information, family and time.

**SLO:**

Demonstrate basic reading and writing skills.

Show basic math and life skills.

**Units and Hours**

**Default Profile**

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	0.0	0.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	0.0

**Detail**

<b>Weekly Student Hours</b>		<b>Course Student Hours</b>
	<b>In Class</b>	<b>Course Duration (Weeks)</b>
<b>Lecture Hours</b>	0.0	<b>Hours per unit/divisor</b>
<b>Lab Hours</b>	0.0	<b>Course In-Class (Contact) Hours</b>
<b>Activity Hours</b>	0.0	<b>Lecture</b> 0.0
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>
		<b>Course Out-of-Class Hours</b>
		<b>Lecture</b>
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>

**Noncredit**

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	216.0	216.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	

**Detail**

**Weekly Student Hours**

	<b>In Class</b>
Lecture Hours	13.5
Lab Hours	0.0
Activity Hours	0.0

**Course Student Hours**

Course Duration (Weeks)	0.0
Hours per unit/divisor	0.0
Course In-Class (Contact) Hours	0.0
Lecture	0.0
Lab	
Activity	
Total	
Course Out-of-Class Hours	
Lecture	
Lab	
Activity	
Total	

**Profile Name**

Minimum Credit Units	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	0.0	0.0
Maximum Credit Units	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	0.0

**Detail**

**Weekly Student Hours**

	<b>In Class</b>
Lecture Hours	0.0
Lab Hours	0.0
Activity Hours	0.0

**Course Student Hours**

Course Duration (Weeks)	0.0
Hours per unit/divisor	0.0
Course In-Class (Contact) Hours	0.0
Lecture	0.0
Lab	
Activity	
Total	
Course Out-of-Class Hours	
Lecture	
Lab	
Activity	
Total	

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**ABE023:**

**Adult Basic Education Reading**

Instructs students in basic reading and functional literacy skills. Prepares students for Adult High School Diploma courses, job training, or the California High School Equivalency Certificate course. Open Entry/Open Exit. 5 HS credits.

**Overview**

**Requisites:**

None

**Transferable:**

Not transferable

**Specifications**

**Textbooks:**

Immigration Books by Easton, L., 2005. ISBN: 978-07922475  
 The Outer Edge by Manual, S., 2005 (\$10). ISBN: 978-007872904

**Learning Outcomes**

**Course Objectives:**

- Describe phonemic awareness and phonics decoding skills.
- Perform skills in phonics, compound words, and syllabication.
- Demonstrate skills including recognizing sight words and word parts.
- Increase reading fluency.
- Increase comprehension skills (recalling facts, main idea, fact and opinion, sequence of events) for more efficient reading.
- Increase critical thinking and reading skills such as making inferences and drawing conclusions.
- Demonstrate skills for studying and vocabulary development.
- Identify reference tools, such as dictionary, Internet, and library.
- Increase understanding of word meanings.
- Distinguish the meaning of frequently used synonyms, antonyms, and homonyms.
- Describe meaning of vocabulary in context.

**SLO:**

Increase basic vocabulary.

ISLO                                      A1: Act to maintain one's dignity and self-respect.

Core ISLOs

ISLO                                      C2: Communicate accurately to diverse audiences.

Core ISLOs

PSLO                                      Demonstrate foundational knowledge and comprehension of the natural sciences, social and behavioral sciences, and humanities.

Secondary Education,  
COM

PSLO                                      Demonstrate foundational knowledge and comprehension of the natural sciences, social and behavioral sciences, and humanities.

Adult High School  
Diploma, DIPL

PSLO                                      Demonstrate proficient skills in basic writing, mathematics, reading and spelling used in high school courses, GED Preparation, and college courses.

Adult Basic  
Education, COM

Improve reading comprehension and fluency.



ISLO C2: Communicate accurately to diverse audiences.

Core ISLOs

ISLO C3: Communicate in various formats using diverse technologies.

Core ISLOs

PSLO Demonstrate foundational knowledge and comprehension of the natural sciences, social and behavioral sciences, and humanities.

Secondary Education, COM

PSLO Demonstrate foundational knowledge and comprehension of the natural sciences, social and behavioral sciences, and humanities.

Adult High School Diploma, DIPL

PSLO Demonstrate proficient skills in basic writing, mathematics, reading and spelling used in high school courses, GED Preparation, and college courses.

Adult Basic Education, COM

ISLO T2: Creatively use concepts to make learning relevant.

Core ISLOs

## Units and Hours

### Default Profile

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	0.0	0.0

<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	0.0

### Detail

<b>Weekly Student Hours</b>		<b>Course Student Hours</b>
	<b>In Class</b>	<b>Course Duration (Weeks)</b>
<b>Lecture Hours</b>	0.0	<b>Hours per unit/divisor</b>
<b>Lab Hours</b>	0.0	<b>Course In-Class (Contact) Hours</b>
<b>Activity Hours</b>	0.0	<b>Lecture</b> 0.0
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>
		<b>Course Out-of-Class Hours</b>
		<b>Lecture</b>
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>

### Noncredit

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	72.0	72.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	

**Detail**

<b>Weekly Student Hours</b>		<b>Course Student Hours</b>
	<b>In Class</b>	<b>Course Duration (Weeks)</b>
<b>Lecture Hours</b>	4.5	Hours per unit/divisor
<b>Lab Hours</b>	0.0	<b>Course In-Class (Contact) Hours</b>
<b>Activity Hours</b>	0.0	Lecture 0.0
		Lab
		Activity
		Total
		<b>Course Out-of-Class Hours</b>
		Lecture
		Lab
		Activity
		Total

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**ABE024:**

**Adult Basic Education Writing**

Instructs students in basic writing and functional literacy skills. Prepares students for Adult High School Diploma courses, job training, or the California High School Equivalency Certificate course. Open Entry/Open Exit. 5 HS credits.

**Overview**

**Requisites:**

None

**Transferable:**

Not transferable

**Specifications**

**Learning Outcomes**

**Course Objectives:**

Employ basics of grammar, mechanics, punctuation, and word use.

Identify parts of speech.

Identify components of a complete sentence.

Use proper punctuation in varied sentences.

Identify sentence fragments and run-on sentences.

Write sentences with proper subject-verb agreement.

Identify paragraph components and development.

Write a topic sentence.

Write adequate supporting details for a topic sentence.

Write a concluding sentence.

Demonstrate the writing process by displaying prewriting, rough draft, revising, proofreading, and editing steps.

**SLO:**

Evaluate basic grammar and writing mechanics resulting in well-crafted sentences.

Write a well-organized paragraph.

**Units and Hours**

**Default Profile**

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	0.0	0.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	0.0

**Detail**

**Weekly Student Hours**

**Course Student Hours**

	<b>In Class</b>	<b>Course Duration (Weeks)</b>
<b>Lecture Hours</b>	0.0	<b>Hours per unit/divisor</b>
<b>Lab Hours</b>	0.0	<b>Course In-Class (Contact) Hours</b>
<b>Activity Hours</b>	0.0	<b>Lecture</b> 0.0
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>
		<b>Course Out-of-Class Hours</b>
		<b>Lecture</b>
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>

**Noncredit**

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	72.0	72.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	

**Detail**

**Weekly Student Hours**

	<b>In Class</b>
Lecture Hours	4.5
Lab Hours	0.0
Activity Hours	0.0

**Course Student Hours**

Course Duration (Weeks)	10
Hours per unit/divisor	0.0
Course In-Class (Contact) Hours	0.0
Lecture	0.0
Lab	
Activity	
Total	
Course Out-of-Class Hours	
Lecture	
Lab	
Activity	
Total	

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## ABE025: Adult Basic Education Mathematics

This class is designed to teach and enhance student’s functional math skills. The areas covered are money management/budgeting, time, measurement, basic math computation and personal consumer skills. Open Entry/Open Exit. 5 HS credits.

### Overview

**Requisites:**

None

**Transferable:**

Not transferable

### Specifications

**Weekly Lecture Hours:**

5.0

**Textbooks:**

Personal Finance by Ryan, Joan S, 2012 (\$30). ISBN: 1285009614

### Learning Outcomes

**Course Objectives:**

- Describe strategies of money management.
- Recognize the difference and similarities in analog and digital time.
- Solve real-world problems involving customary and metric measurement.
- Solve real-world problems involving whole numbers, fractions, and decimals.
- Demonstrate personal consumer skills.

**SLO:**

- Analyze money management/budgeting, time, and measurement.
- Employ basic math computation and personal consumer skills.

## Units and Hours

### Default Profile

Minimum Credit Units	Total Course In-Class (Contact) Hours	Total Student Learning Hours
0.0	90.0	270.0
Maximum Credit Units	Total Course Out-of-Class Hours	Faculty Load
0.0	180.0	5.0

### Detail

<b>Weekly Student Hours</b>		<b>Course Student Hours</b>
	<b>In Class</b>	<b>Course Duration (Weeks)</b>
Lecture Hours	5.0	Hours per unit/divisor
Lab Hours	0.0	Course In-Class (Contact) Hours
Activity Hours	0.0	Lecture 0.0
		Lab
		Activity
		Total
		Course Out-of-Class Hours
		Lecture
		Lab
		Activity
		Total

### Noncredit

Minimum Credit Units	Total Course In-Class (Contact) Hours	Total Student Learning Hours
0.0	72.0	72.0
Maximum Credit Units	Total Course Out-of-Class Hours	Faculty Load
0.0	0.0	

### Detail

<b>Weekly Student Hours</b>		<b>Course Student Hours</b>
	<b>In Class</b>	<b>Course Duration (Weeks)</b>
Lecture Hours	4.5	Hours per unit/divisor
Lab Hours	0.0	Course In-Class (Contact) Hours
Activity Hours	0.0	Lecture 0.0
		Lab
		Activity
		Total
		Course Out-of-Class Hours
		Lecture
		Lab
		Activity
		Total

[Register Now](#) [Contact Us](#)

[Print Course Info](#)

# ABE026: Adult Basic Education Spelling

Provides students with a multisensory approach to improving English spelling skills. Emphasizes phonetic structures using workbooks and audio lessons. Prepares students for Adult High School Diploma courses, job training, or the California High School Equivalency Certificate course. Open Entry/Open Exit. 5 HS credits.

## Overview

### Requisites:

None

### Transferable:

Not transferable

## Specifications

### Weekly Lecture Hours:

5.0

### Textbooks:

Megawords by Bayrd, P., Johnson, K., 2010. ISBN: 9780838809068

## Learning Outcomes

### Course Objectives:

- Determine placement level.
- Decode and encode multisyllabic words.
- Identify common English spelling pattern.
- Increase phonemic awareness.
- Identify syllabication rules.
- Correctly spell multisyllabic words.
- Increase reading fluency.
- Identify new vocabulary by learning definitions of spelling words.
- Identify root words to determine meaning of unknown words.
- Improve pronunciation of spoken vocabulary.

### SLO:

- Identify common English spelling patterns.
- Use phonetic structures to improve spelling.

## Units and Hours

### Default Profile

Minimum Credit Units  
0.0

Total Course In-Class (Contact)  
Hours  
90.0

Total Student Learning Hours  
270.0

Maximum Credit Units	Total Course Out-of-Class Hours	Faculty Load
0.0	180.0	5.0

Detail

Weekly Student Hours		Course Student Hours
	In Class	Course Duration (Weeks)
Lecture Hours	5.0	Hours per unit/divisor
Lab Hours	0.0	Course In-Class (Contact) Hours
Activity Hours	0.0	Lecture 0.0
		Lab
		Activity
		Total
		Course Out-of-Class Hours
		Lecture
		Lab
		Activity
		Total

Noncredit

Minimum Credit Units	Total Course In-Class (Contact) Hours	Total Student Learning Hours
0.0	72.0	72.0
Maximum Credit Units	Total Course Out-of-Class Hours	Faculty Load
0.0	0.0	

Detail

Weekly Student Hours		Course Student Hours
	In Class	Course Duration (Weeks)
Lecture Hours	4.5	Hours per unit/divisor
Lab Hours	0.0	Course In-Class (Contact) Hours
Activity Hours	0.0	Lecture 0.0
		Lab
		Activity
		Total
		Course Out-of-Class Hours
		Lecture
		Lab
		Activity
		Total

[Register Now](#) [Contact Us](#)

[Print Course Info](#)

ACA002B :

## Slabs/Interior-Exterior Footings

This class highlights the techniques and procedures used in the layout and setting of footing forms according to prints and shop drawings. Introduction of slab construction for casting tilt up panels will be discussed. Acceptable elevation tolerances, proper concrete placement and slab leveling will be stressed. Open Entry/Open Exit.

## Requisites

Limitations on Enrollment:

**Must be a state-indentured apprentice**

None

## Transferability

**Not transferable**

## Units & Hours

### Minimum Units:

1.5

### Maximum Units

1.5

## Total Hours

40.0

[Print Course Info](#)

## ACA003A :

## Tilt-Up Introduction

Designed to familiarize tilt-up students with basic panel types and typical construction methods used in the tilt-up industry. This course identifies panel features, applications, specialty hardware, and provides an overview of the construction and placement of tilt-up panels. Open Entry/Open Exit.

## Requisites

Limitations on Enrollment:

**Must be a state-indentured apprentice**

None

## Transferability

**Not transferable**

## Units & Hours

### Minimum Units:

1.5

### Maximum Units

1.5



## Total Hours

40.0

[Print Course Info](#)

### ACA004A :

## Lifting, and Bracing Safety

This class will describe the lifting procedures and accident preventions measures necessary to safely raise and place tilt-up panels. Students will be introduced to various types of bond breakers used in the industry. Product catalogs will be used to review the proper use of each product. Safety practices on the connection points and bracing of wall panels will be discussed in detail. Manufactures specification on specific hardware used to secure temporary braces will also be covered. Students will review all safety aspects of rigging and setting panels with the crane. Open Entry/Open Exit.

## Requisites

Limitations on Enrollment:

**Must be a state-indentured apprentice**

None

## Transferability

**Not transferable**

## Units & Hours

### Minimum Units:

1.5

### Maximum Units

1.5

## Total Hours

45.0

[Print Course Info](#)

### ACA004B :

## Poured-in-Place Wall Forms

This course provides instruction for poured-in place wall systems and will highlight decorative finish applications. Both basic formwork procedures and additional techniques to create embellished wall details on finished concrete surfaces will presented. Students will identify materials such as exposed aggregate, faux veneers, and various artistic impressions used to create architectural features as part of the finished surface design. The importance of formwork alignment and reinforcement will be emphasized during manipulative exercises. Open Entry/Open Exit.

## Requisites

Limitations on Enrollment:

**Must be a state-indentured apprentice**

None

## Transferability

## Not transferable

### Units & Hours

#### Minimum Units:

1.5

#### Maximum Units

1.5

#### Total Hours

45.0

[Print Course Info](#)

### ACA005A :

## Wall-Column Forms/Cutting and Burning

This course presents the forming methods and techniques used in the construction of reinforced concrete walls and columns. Form design, print reading, estimating, and hands-on projects for single and double waler forming systems will be included. Students will be introduced to safe operating and cutting procedures for the oxygen-acetylene torch. Open Entry/Open Exit.

### Requisites

Limitations on Enrollment:

**Must be a state-indentured apprentice**

None

### Transferability

## Not transferable

### Units & Hours

#### Minimum Units:

1.5

#### Maximum Units

1.5

#### Total Hours

45.0

[Print Course Info](#)

### ACA005B :

## Site Work/Curb and Gutter

This course covers the forming methods and techniques used in the construction of site work, curbs and gutters. Site work layout, elevation, and construction practices will be presented. Jobsite safety, print interpretation, material identification and site preparation will be included in the training. Students will construct sidewalk, curb and gutter forms to prints specifications. Open Entry/Open Exit.

**Requisites**

Limitations on Enrollment:

**Must be a state-indentured apprentice**

None

**Transferability****Not transferable****Units & Hours****Minimum Units:**

1.5

**Maximum Units**

1.5

**Total Hours**

45.0

[Print Course Info](#)**ACA005C :****Specialized Forms and Rigging**

This course will instruct students in the construction of specialized forms used to create exterior architectural design feature on tilt-up buildings. An emphasis will be placed on interpretation of design feature details on prints, location of rigging points, and building methods for selected forms. In addition to concrete calculations, practical assignments will focus on rigging safety, load formulas, lifting hardware and procedures. Open Entry/Open Exit.

**Requisites**

Limitations on Enrollment:

**Must be a state-indentured apprentice**

None

**Transferability****Not transferable****Units & Hours****Minimum Units:**

1.5

**Maximum Units**

1.5

**Total Hours**

45.0

[Print Course Info](#)**ACA021C :****Basic Wall Framing**

This course presents wall construction theory, methods, and procedures required to frame basic residential walls. Practical experience using proper tool techniques and appropriate materials will provide students with fundamental skill development. An introduction to print reading will prepare students to locate measurements for determining wall lengths and size of openings. Students will perform basic wall layout tasks, use plating procedures, and assemble and brace framing before aligning and completing the selected wall construction project to industry standards. Open Entry/Open Exit.

**Requisites**

Limitations on Enrollment:

**Must be a state-indentured apprentice**

None

**Transferability****Not transferable****Units & Hours****Minimum Units:**

1.5

**Maximum Units**

1.5

**Total Hours**

45.0

[Print Course Info](#)**ACA022A :****Commercial Floor Framing**

This course covers floor joist construction and the various installation techniques used in the commercial industry. Students will interpret floor plans for job planning, identify floor joist system, and calculate material take offs. Integration of wall plating, joist layout and floor sheathing methods will be included. Instruction will incorporate measuring skills, use of math operations, specialty hardware applications, and identification of appropriate building codes. Open Entry/Open Exit.

**Requisites**

Limitations on Enrollment:

**Must be a state-indentured apprentice**

None

**Transferability****Not transferable****Units & Hours**

## Minimum Units:

1.5

## Maximum Units

1.5

## Total Hours

45.0

[Print Course Info](#)

## ACA022B :

### Basic Stairs

This course provides an introduction to stair framing theory, terminology and construction techniques. Students will interpret floor plans and drawing elevations for job planning, and to layout and detail stair stringers. Methods for calculating the number of stairs, landing height, stair threads and riser dimensions will be presented and practiced. Instruction will include measuring skills, mathematical principles, stair and handrail fabrication, assembly and installation. Open Entry/Open Exit.

## Requisites

Limitations on Enrollment:

**Must be a state-indentured apprentice**

None

## Transferability

**Not transferable**

## Units & Hours

### Minimum Units:

1.5

### Maximum Units

1.5

### Total Hours

45.0

[Print Course Info](#)

## ACA022D :

### Exterior Finish Details

In this course the terminology, design considerations and construction techniques for various types of exterior detail installations will be covered. Students will use plan views and drawing elevations for job planning activities, including calculating dimensions and materials, identifying wall covering types and other exterior construction details. Students will apply the construction techniques presented to complete various exterior detail installations to print specifications. Open Entry/Open Exit.

## Requisites

Limitations on Enrollment:

## Must be a state-indentured apprentice

None

### Transferability

**Not transferable**

### Units & Hours

#### Minimum Units:

1.5

#### Maximum Units

1.5

### Total Hours

45.0

[Print Course Info](#)

## ACA023B :

### Basic Roof Framing

This course provides an introduction to basic gable roof framing, terminology, characteristics and construction methods. Students will interpret print views and drawing elevations for job planning, and to determine rafter systems and layout details. Basic rise, run, rafter angles and length calculations will be practiced. Framed wall construction will be incorporate to facilitate the gable roof assembly techniques and installation procedures that are the focus of this training. Open Entry/Open Exit.

### Requisites

Limitations on Enrollment:

## Must be a state-indentured apprentice

None

### Transferability

**Not transferable**

### Units & Hours

#### Minimum Units:

1.5

#### Maximum Units

1.5

### Total Hours

45.0

[Print Course Info](#)

## ACA023C :

## Advanced Roof Framing

This course provides the advanced skills used to frame hip roof types, and includes terminology, roof characteristics and construction methods. Students will interpret print views and elevations for job planning to determine hip roof rafter systems and layout details. Students will perform rise, run, rafter angles and length calculations. Framed wall construction will be incorporate to facilitate the hip roof assembly techniques and installation procedures that are the focus of this training. Open Entry/Open Exit.

### Requisites

Limitations on Enrollment:

**Must be a state-indentured apprentice**

None

### Transferability

**Not transferable**

### Units & Hours

#### Minimum Units:

1.5

#### Maximum Units

1.5

#### Total Hours

45.0

[Print Course Info](#)

## ACA024A :

## Basic Commercial Framing

This course provides an introduction to basic wall framing theory and commercial construction techniques. Floor plan interpretation will be used by students for job planning, design recognition, and to determine materials. Students will layout and detail wall plates for locating basic wall components and door openings typically found on commercial projects. Instruction will include measuring skills, mathematical principles, wall assembly and installation procedures, and detail how structural connections are made. Open Entry/Open Exit.

### Requisites

Limitations on Enrollment:

**Must be a state-indentured apprentice**

None

### Transferability

**Not transferable**

### Units & Hours

#### Minimum Units:

1.5

## Maximum Units

1.5

## Total Hours

45.0

[Print Course Info](#)

### ACA024B :

## Advanced Commercial Framing

This course incorporates advanced commercial wall framing theory and construction techniques with structural hardware and shear panel installation. Students will interpret floor plans for job planning to layout and detail plates for complex wall configurations, rake walls and wall openings. Instruction will include measuring skills, use of mathematical principles, wall construction, plywood shear panel installation, and structural hardware attachment. Open Entry/Open Exit.

### Requisites

Limitations on Enrollment:

**Must be a state-indentured apprentice**

None

### Transferability

**Not transferable**

### Units & Hours

#### Minimum Units:

1.5

#### Maximum Units

1.5

#### Total Hours

45.0

[Print Course Info](#)

### ACA024C :

## Panelized Roofing

This course covers the structural components and building techniques associated with heavy timber construction and panelized roof systems. The advantages and types of manufactured wood used, and their load carrying strength, span, and spacing will be discussed. A distinction between standard post and beam, and heavy timber construction will be emphasized. Students will interpret floor plan, section views and drawing elevations for job planning to layout and construct a heavy timber post and beam supported panelized roof. Open Entry/Open Exit.

### Requisites

Limitations on Enrollment:

**Must be a state-indentured apprentice**



None

### Transferability

**Not transferable**

### Units & Hours

#### Minimum Units:

1.5

#### Maximum Units

1.5

#### Total Hours

45.0

[Print Course Info](#)

### ACA024D :

## Transit Level/Laser

This course covers the terminology, optical principles, and operating procedures for the transit and laser levels. Open Entry/Open Exit.

### Requisites

Limitations on Enrollment:

**Must be a state-indentured apprentice**

None

### Transferability

**Not transferable**

### Units & Hours

#### Minimum Units:

1.0

#### Maximum Units

1.0

#### Total Hours

36.0

[Print Course Info](#)

### ACA025A :

## Foundations and Flatwork

This course covers the design and function of several types of foundations and concrete flatwork. The methods, techniques and procedures for formwork layout, elevation, and construction will be presented and applied by students during practical assignments. Jobsite safety, print interpretation, material identification, and basic use of the builders' level will be included in the training. Students will construct three selected formwork projects. Open

Entry/Open Exit.

## Requisites

Limitations on Enrollment:

**Must be a state-indentured apprentice**

None

## Transferability

**Not transferable**

## Units & Hours

### Minimum Units:

1.5

### Maximum Units

1.5

### Total Hours

45.0

[Print Course Info](#)

## ACA025C :

# Advanced Stairs

This course is designed to enhance the students' existing skills in the construction of basic stairs. Students will interpret floor plans and drawing elevations for job planning, and to layout and construct complex stair designs. Stair calculations will be adapted to determine the number of stairs, landing height, stair thread and riser dimensions. In addition to measuring skills, mathematical principles, stair and handrail fabrication and assembly, the installation techniques required for circular and u-shaped stair configurations will be covered. Open Entry/Open Exit.

## Requisites

Limitations on Enrollment:

**Must be a state-indentured apprentice**

None

## Transferability

**Not transferable**

## Units & Hours

### Minimum Units:

1.5

### Maximum Units

1.5

## Total Hours

45.0

[Print Course Info](#)

### ACA025D :

## Advanced Print Reading

In this course, students will analyze multi-view drawings to determine construction type, locate benchmark and building elements; review codes, references, and perform calculations for construction planning. Open Entry/Open Exit.

### Requisites

Limitations on Enrollment:

**Must be a state-indentured apprentice**

None

### Transferability

**Not transferable**

### Units & Hours

#### Minimum Units:

1.5

#### Maximum Units

1.5

## Total Hours

36.0

[Print Course Info](#)

### ACA026A :

## Tilt-Up Panel Construction

This class will cover layout techniques and building procedures for commercial structures using the tilt-up panel construction method. Various wall types, position, and sequence for raising panels will be discussed. Students will be able to explain the importance of layout methods in squaring panel formwork. A focus will be placed on identifying specific types of openings and on the location of finish floor and roof lines on prints. Open Entry/Open Exit.

### Requisites

Limitations on Enrollment:

**Must be a state-indentured apprentice**

None

### Transferability

**Not transferable**

## Units & Hours

### Minimum Units:

1.5

### Maximum Units

1.5

### Total Hours

45.0

[Print Course Info](#)

## ACA026B :

### Wall Forming

This course covers the skills and procedures for forming reinforced concrete walls using single and double waler systems. Students will identify the characteristics and application of built-in-place, pre-fabricated, and specialty forms. Practical exercises will prepare students for locating wall forming information on project plans, calculating layout dimensions, and for estimating material requirements. Basic wall panel forming and reinforcement methods, material preparation, and hardware installation are included in training. Open Entry/Open Exit.

### Requisites

Limitations on Enrollment:

**Must be a state-indentured apprentice**

None

### Transferability

**Not transferable**

## Units & Hours

### Minimum Units:

1.5

### Maximum Units

1.5

### Total Hours

45.0

[Print Course Info](#)

## ACA026C :

### Gang Forms/Columns

This course presents the formwork types, applications and construction methods for gang and column forms using built and manufactured forming systems. Discussions will cover heavy timber gang forms and use of taper ties, bracing, and bulkhead tables. The course project will include gang and column formwork construction, assembly, and hardware using selected manufactured products. Related safety, mathematics and print reading will be covered in the training. Open Entry/Open Exit.

### Requisites

**Limitations on Enrollment:**

**Must be a state-indentured apprentice**

None

**Transferability**

**Not transferable**

**Units & Hours****Minimum Units:**

1.5

**Maximum Units**

1.5

**Total Hours**

45.0

[Print Course Info](#)

**ACA026D :****Abutments**

This course provides formwork construction skills for the abutment support structure used in most bridges and heavy highway projects. Students will identify abutment anatomy and will be instructed on footing layout, form detailing, and construction techniques used in the industry. Terminology, components, form materials, building code requirements and sequence of construction will be presented. Students will work collaboratively to complete an abutment formwork project including keyway, panel, head wall and wing wall construction. Open Entry/Open Exit.

**Requisites****Limitations on Enrollment:**

**Must be a state-indentured apprentice**

None

**Transferability**

**Not transferable**

**Units & Hours****Minimum Units:**

1.5

**Maximum Units**

1.5

**Total Hours**

45.0

[Print Course Info](#)

## ACA027C :

### Beam and Deck Forming

This course will introduce the use of various woods, and patented forming systems for construction of concrete beams and decks. Students will identify formwork types and installation techniques including calculating materials and setting beam & deck forms. Metal beam forms and capitals will be highlighted. Additionally, layout and builders level skills will be used in this class. Open Entry/Open Exit.

#### Requisites

Limitations on Enrollment:

**Must be a state-indentured apprentice**

None

#### Transferability

**Not transferable**

#### Units & Hours

##### Minimum Units:

1.5

##### Maximum Units

1.5

##### Total Hours

45.0

[Print Course Info](#)

## ACA027D :

### Stairs and Ramp Forming

Provides related and supplemental instruction for apprentice carpenters in the areas of the various techniques to form stairs and ramp structures; related safety, mathematics, and blueprint reading. Open Entry/Open Exit.

#### Requisites

Limitations on Enrollment:

**Must be a state-indentured apprentice**

None

#### Transferability

**Not transferable**

#### Units & Hours

##### Minimum Units:

1.5

## Maximum Units

1.5

## Total Hours

45.0

[Print Course Info](#)

### ACA028A :

## Bridge Construction

This course provides students with an overview of bridge types and the skills required to perform standard bridge construction tasks. Students will be able to describe the purpose and function of exterior and interior girders, edge forms, bulkheads and hinge forms. Bridge formwork project will include panel construction, assembly, and hardware installation tasks. Related safety, math and print reading will be covered in the training. Open Entry/Open Exit.

## Requisites

Limitations on Enrollment:

**Must be a state-indentured apprentice**

None

## Transferability

**Not transferable**

## Units & Hours

### Minimum Units:

1.5

### Maximum Units

1.5

## Total Hours

45.0

[Print Course Info](#)

### ACA028C :

## Intermediate Commercial Framing

This course enhances basic wall framing theory, and wall construction techniques are applied at increased skill levels. A review of basic wall framing and floor plans used for job planning, design recognition, and materials lists is included. Students will layout and detail wall plates for locating basic wall components and door openings. Instruction will include measuring skills, mathematical principles, wall assembly and installation procedures, and detail how structural connections are made. Open Entry/Open Exit.

## Requisites

Limitations on Enrollment:

**Must be a state-indentured apprentice**

None

**Transferability****Not transferable****Units & Hours****Minimum Units:**

1.5

**Maximum Units**

1.5

**Total Hours**

45.0

[Print Course Info](#)**ACA029A :****Rigging**

This course presents both lifting theory and practical rigging methods and procedures. The design, characteristics and safety working load of lifting hardware will be discussed. Rigging attachment procedures, lifting equipment, limits of operation and communication practices will be covered. Upon successful completion, students will be issued United Brotherhood Of Carpenters (UBC) Rigging Qualification Cards. Open Entry/Open Exit.

**Requisites**

Limitations on Enrollment:

**Must be a state-indentured apprentice**

None

**Transferability****Not transferable****Units & Hours****Minimum Units:**

1.5

**Maximum Units**

1.5

**Total Hours**

45.0

[Print Course Info](#)**ACA033A :****Cabinet Millwork and Assembly**



This course details cabinetry fabrication from design and function through the complete production process. An emphasis will be placed on print interpretation, job planning and proper construction sequence. Countertops and hardware styles and types will be discussed. Students will use the methods and procedures presented to build a typical base unit. Open Entry/Open Exit.

### Requisites

Limitations on Enrollment:

**Must be a state-indentured apprentice**

None

### Transferability

**Not transferable**

### Units & Hours

#### Minimum Units:

1.5

#### Maximum Units

1.5

#### Total Hours

45.0

[Print Course Info](#)

## ACA033B :

### Cabinet Installation

This comprehensive course covers cabinet installation from establishing the design layout to attaching countertops. To enhance student's skill level an emphasis will be placed on print interpretation, job planning and proper installation sequence. Students will use the methods and procedures presented to install typical upper and lower cabinetry units and countertops. Open Entry/Open Exit.

### Requisites

Limitations on Enrollment:

**Must be a state-indentured apprentice**

None

### Transferability

**Not transferable**

### Units & Hours

#### Minimum Units:

1.5

#### Maximum Units

1.5

## Total Hours

45.0

[Print Course Info](#)

### ACA033C :

## Show Case and Loose Store Fixtures

This course includes basic cabinetmaking construction techniques for the installation of commercial store fixtures. Students' skill level will benefit from an emphasis placed on measuring, leveling, hand and power tool use, and safety. Students will interpret prints and material bills for the store fixture components included in the course project. Open Entry/Open Exit.

## Requisites

Limitations on Enrollment:

**Must be a state-indentured apprentice**

None

## Transferability

**Not transferable**

## Units & Hours

### Minimum Units:

1.5

### Maximum Units

1.5

## Total Hours

45.0

[Print Course Info](#)

### ACA033D :

## Molding and Trims

This course covers how moldings and trims are utilized to finish exterior and interior construction design features. Product styles, characteristics, applications, and installation methods are included in the discussions. The tools techniques for cutting, coping and installing various molding and trim types are presented and practiced throughout the training. Open Entry/Open Exit.

## Requisites

Limitations on Enrollment:

**Must be a state-indentured apprentice**

None

## Transferability

**Not transferable**

## Units & Hours

### Minimum Units:

1.5

### Maximum Units

1.5

### Total Hours

45.0

[Print Course Info](#)

## ACA034A :

### Plastic Laminates

This course covers installation of plastic laminates including function and design. Suitable materials, styles, and textures will be identified. Students will review prints to determine laminate type and calculate quantities. Installation methods and techniques for drop edge and back splash together with cleaning and repair will be emphasized. A countertop will be designed and installed to specifications. Correct use of tools and other equipment will be stressed. Open Entry/Open Exit.

### Requisites

Limitations on Enrollment:

**Must be a state-indentured apprentice**

None

### Transferability

**Not transferable**

## Units & Hours

### Minimum Units:

1.5

### Maximum Units

1.5

### Total Hours

45.0

[Print Course Info](#)

## ACA034C :

### Stair Trim

This course covers how various trims are utilized to finish stair construction design features. Product styles, characteristics, applications, and installation methods are included in the discussions. The tools techniques for cutting and installing selected trim types are presented and practiced throughout the training. Open Entry/Open Exit.

### Requisites

**Limitations on Enrollment:**

**Must be a state-indentured apprentice**

None

**Transferability**

**Not transferable**

**Units & Hours****Minimum Units:**

1.5

**Maximum Units**

1.5

**Total Hours**

45.0

[Print Course Info](#)

**ACA034D :****Doors and Door Hardware**

This course covers the installation process for several types of security and exit door hardware. Discussion of electrical and card reader systems will be included. An emphasis will be placed on print interpretation, codes, door schedules, symbols, and hardware recognition. Students will use the methods and procedures presented to install selected door and hardware systems. Open Entry/Open Exit.

**Requisites****Limitations on Enrollment:**

**Must be a state-indentured apprentice**

None

**Transferability**

**Not transferable**

**Units & Hours****Minimum Units:**

1.5

**Maximum Units**

1.5

**Total Hours**

45.0

[Print Course Info](#)

**ACA035C :**

## Exit and Electrical Security Devices

This course will highlight the classification, types, models, codes, and uses for accident hazard exit ("panic") devices. A range of security products and door hardware used in the industry such as crossbars, latches, flush bolts, and kick plates will be discussed. Proper selection, installation and adjustment techniques for selected devices will be covered. Students will complete installation and adjustment of two types of exit devices. Open Entry/Open Exit.

### Requisites

Limitations on Enrollment:

**Must be a state-indentured apprentice**

None

### Transferability

**Not transferable**

### Units & Hours

#### Minimum Units:

1.5

#### Maximum Units

1.5

#### Total Hours

45.0

[Print Course Info](#)

## ACA041A :

## Powered Industrial Truck Operator - Rough Terrain

This course covers an overview for safe operation of rough terrain lift trucks for the construction industry, Code of Federal Regulations (CFR), and training requirements. Upon successful completion, students will be issued an United Brotherhood of Carpenters (UBC) Powered Industrial Truck Operator-Rough Terrain (RT) Qualification Card. Open Entry/Open Exit.

### Requisites

Limitations on Enrollment:

**Must be a state-indentured apprentice**

None

### Transferability

**Not transferable**

### Units & Hours

#### Total Hours

7.2

[Print Course Info](#)

## ACA041B : Powered Industrial Truck Operator - Industrial Terrain

This course covers an overview for safe operation of industrial lift trucks for the construction industry, Code of Federal Regulations (CFR) regulations, and training requirements. Upon successful completion, a student will be issued an United Brotherhood of Carpenters (UBC) Powered Industrial Truck Operator-Industrial Truck (IT) Qualification Card. Open Entry/Open Exit.

### Requisites

Limitations on Enrollment:

**Must be a state-indentured apprentice**

None

### Transferability

**Not transferable**

### Units & Hours

#### Total Hours

7.2

[Print Course Info](#)

## ACA075A : Light Gage Welding AWS - A

This course covers light gage welding methods and techniques. American Welding Society (AWS) welding processes, symbols, materials and safety procedures will be presented. Students will practice setting up equipment and identifying the proper electrode position and speed. Instruction will include an explanation of typical metal frame welding practices. An emphasis on hands-on experience using 6013 electrodes will reinforce proper use of the welding procedures. Open Entry/Open Exit.

### Requisites

Limitations on Enrollment:

**Must be a state-indentured apprentice**

None

### Transferability

**Not transferable**

### Units & Hours

#### Minimum Units:

1.5

#### Maximum Units

1.5

#### Total Hours

45.0

[Print Course Info](#)**ACA075B :**

## Light Gage Welding LAC

This course covers light gage welding methods and techniques. American Welding Society (AWS) welding processes, symbols, materials and safety procedures will be presented. An emphasis on hands-on experience using 6010 electrodes will reinforce proper use of required welding procedures, and ability to perform welding tasks used to complete the Los Angeles City (LAC) certification process. Open Entry/Open Exit.

### Requisites

Limitations on Enrollment:

**Must be a state-indentured apprentice**

None

### Transferability

**Not transferable**

### Units & Hours

**Minimum Units:**

1.5

**Maximum Units**

1.5

**Total Hours**

45.0

[Print Course Info](#)**ACA075C :**

## Light Gage Welding AWS - B

This course covers light gage welding methods and techniques. American Welding Society (AWS) welding processes, symbols, materials and safety procedures will be presented. An emphasis on hands-on experience using 6013 electrodes will reinforce proper use of required welding procedures, and ability to perform welding tasks used to complete AWS certification process. Open Entry/Open Exit.

### Requisites

Limitations on Enrollment:

**Must be a state-indentured apprentice**

None

### Transferability

**Not transferable**

### Units & Hours

## Minimum Units:

1.5

## Maximum Units

1.5

## Total Hours

45.0

[Print Course Info](#)

## ACA076A :

### Basic Hand Finishing

This course is designed to develop basic hand finishing skills using the correct tools and materials. The training will include terminology and description of finishing levels as well as hand tool manipulation techniques, material identification and selection criteria. Manufacturer's guidelines will highlight the environmental conditions for proper mixture preparation and use. Key discussions will draw attention to typical finish issues, causes, and solutions frequently employed. Tool techniques and application sequence and will be explained and demonstrated. The importance of mixture consistency, proper coating sequence will be stressed during level four hand finishing exercises. Open Entry/Open Exit.

## Requisites

Limitations on Enrollment:

**Must be a state-indentured apprentice**

None

## Transferability

**Not transferable**

## Units & Hours

### Minimum Units:

1.5

### Maximum Units

1.5

### Total Hours

45.0

[Print Course Info](#)

## ACA076B :

### Automatic Finishing Tools

This course will advance the methods, applications and sequences of the bazooka, skim boxes, nail spotters and angle boxes. Students will be required to demonstrate the ability to tape in different situations and the ability to coat all field and butt joints. The levels of finishing and the various finish trims will be discussed. The operation of automatic taping and finishing machine tools including those newly introduced to the industry will be covered. Open Entry/Open Exit.

## Requisites



**Limitations on Enrollment:**

**Must be a state-indentured apprentice**

None

**Transferability**

**Not transferable**

**Units & Hours****Minimum Units:**

1.5

**Maximum Units**

1.5

**Total Hours**

45.0

[Print Course Info](#)

**ACA077A :****Drywall Installation/Finish Trims**

This course will introduce drywall handling methods, applications and recommended levels of drywall finish to achieve the desired aesthetics. An emphasis will be placed on trim attachment and finishing techniques. Various types of finish trim will be identified. Students must demonstrate proficiency in the proper use of automatic taping tools. Open Entry/Open Exit.

**Requisites****Limitations on Enrollment:**

**Must be a state-indentured apprentice**

None

**Transferability**

**Not transferable**

**Units & Hours****Minimum Units:**

1.5

**Maximum Units**

1.5

**Total Hours**

45.0

[Print Course Info](#)

**ACA077B :**

## Advanced Hand Finishing

This course will focus on advanced methods and applications using hand tool techniques. The proper sequence of operation, phases and materials to be used in order to produce a higher level finished product to industry standards. Curved and radius wall characteristics for finish levels will be discussed. The course will cover wall frame components, materials used, surface preparation, and application methods. Students will complete a project to a Level Five standard. Open Entry/Open Exit.

### Requisites

Limitations on Enrollment:

**Must be a state-indentured apprentice**

None

### Transferability

**Not transferable**

### Units & Hours

#### Minimum Units:

1.5

#### Maximum Units

1.5

#### Total Hours

45.0

[Print Course Info](#)

## ACA077C :

## Advanced Automatic Finishing Tools

This course will advance the methods, applications and sequences of the bazooka, skim boxes, nail spotters and angle boxes. Students will be required to demonstrate the ability to tape in different situations and the ability to coat all field and butt joints. The levels of finishing and the various finish trims will be discussed. The operation of automatic taping and finishing machine tools including those newly introduced to the industry will be covered. Open Entry/Open Exit.

### Requisites

Limitations on Enrollment:

**Must be a state-indentured apprentice**

None

### Transferability

**Not transferable**

### Units & Hours

#### Minimum Units:

1.5

## Maximum Units

1.5

## Total Hours

45.0

[Print Course Info](#)

### ACA078B :

## Advanced Metal Framing

This course will begin with a quick review of basic metal framing followed by detailed procedures for framing curved, serpentine, and elliptical non load bearing partitions. Using standard light gage components and other materials, students will learn advanced techniques to expedite work processes. Open Entry/Open Exit.

### Requisites

Limitations on Enrollment:

**Must be a state-indentured apprentice**

None

### Transferability

**Not transferable**

### Units & Hours

#### Minimum Units:

1.5

#### Maximum Units

1.5

#### Total Hours

45.0

[Print Course Info](#)

### ACA078C :

## Wet Wall Finishes

This course presents industry methods, mediums, and typical application of wet wall finishes. The training will include terminology and description of industry standard finishing levels; application tool types and techniques, material identification and selection. Manufacturer's guidelines will highlight the environmental conditions for proper mixture preparation and use. Key discussions will draw attention to typical finish issues, causes for defects, and solutions frequently employed, and emphasize the selection and use of low volatile organic compounds (VOC) products. The importance of mixture consistency, proper coating sequence will be stressed during wet wall finishing exercises. Open Entry/Open Exit.

### Requisites

Limitations on Enrollment:

**Must be a state-indentured apprentice**

None

### Transferability

**Not transferable**

### Units & Hours

#### Minimum Units:

1.5

#### Maximum Units

1.5

### Total Hours

45.0

[Print Course Info](#)

## ACA078D :

### Ceiling and Soffit Finishing

This course is designed to develop an advanced level of finishing skill for applications with architecturally detailed ceilings and soffits. Students will be required to determine type and quantity of materials for various designs and differentiate between levels of finish. Guided practice with a combination of hand and automatic tool techniques will promote manipulative ability required for a successful result. A variety of finish trims will be integrated into each method of finish. Open Entry/Open Exit.

### Requisites

Limitations on Enrollment:

**Must be a state-indentured apprentice**

None

### Transferability

**Not transferable**

### Units & Hours

#### Minimum Units:

1.5

#### Maximum Units

1.5

### Total Hours

45.0

[Print Course Info](#)

## ACA079A :

### Drywall and Acoustical Ceilings

This course identifies the materials and methods used for acoustical ceilings combined with drywall installation. Seismic codes, materials, and requirements are also reviewed. Green building rating systems will be applied to selected acoustical and drywall materials. Installation for various grid systems will be discussed. Students will use the skills learned to complete a drywall-acoustical ceiling project. Open Entry/Open Exit.

## Requisites

Limitations on Enrollment:

**Must be a state-indentured apprentice**

None

## Transferability

**Not transferable**

## Units & Hours

### Minimum Units:

1.5

### Maximum Units

1.5

## Total Hours

45.0

[Print Course Info](#)

## ACA082C :

## Decorative Trims and Textures

This course provides advanced hand and automatic tool finishing techniques used to apply decorative trims and special surface textures. Training includes product information for metal, paper, plastics and art beads. Special attention will be given to coating and sanding sequence of field and butt joints for selected surface textures. Open Entry/Open Exit.

## Requisites

Limitations on Enrollment:

**Must be a state-indentured apprentice**

None

## Transferability

**Not transferable**

## Units & Hours

### Minimum Units:

1.5

### Maximum Units

1.5

## Total Hours

45.0

[Print Course Info](#)

### ACA083:

## Door and Door Frames

An introduction to the doors and door frames used in the interior systems industry. The course discussions will incorporate applicable regulations governing door openings and door selection. Hardware, controlling and locking devices, and door layout and installation techniques will be included. Basic math and print reading will be covered as will tool-related safety concerns. Students will use the skills presented to complete a selected door and door frame installation project as part of this course. Open Entry/Open Exit.

## Requisites

Limitations on Enrollment:

**Must be a state-indentured apprentice**

None

## Transferability

**Not transferable**

## Units & Hours

### Minimum Units:

1.5

### Maximum Units

1.5

## Total Hours

45.0

[Print Course Info](#)

### ACA086A :

## Exterior Insulation Finish Systems (EIFS)

This course is an introduction to exterior insulation finish systems including terminology, definitions, specifications, and properties. It will deal with reinforcing mesh installation and the application of insulation board. Application methods and techniques for primers and finishes will be presented. Students will use the skills presented to complete an EIFS installation project as part of this course. Open Entry/Open Exit.

## Requisites

Limitations on Enrollment:

**Must be a state-indentured apprentice**

None

## Transferability

**Not transferable**

## Units & Hours

### Minimum Units:

1.5

### Maximum Units

1.5

### Total Hours

45.0

[Print Course Info](#)

## ACA089:

### Freeform Lathing

This course provides a comprehensive study of the theory and techniques used for the development of freeform lathing projects. This course will enable students to interpret gridline drawings; layout and build lath cage work and apply the appropriate lath(s) to achieve the desired or designed form or structure. Open Entry/Open Exit.

## Requisites

### Limitations on Enrollment:

**Must be a state-indentured apprentice**

None

## Transferability

**Not transferable**

## Units & Hours

### Minimum Units:

1.5

### Maximum Units

1.5

### Total Hours

45.0

[Print Course Info](#)

## ACA090:

### Residential Steel Stud Framing

Provides the related and supplemental instruction required for interior systems apprentices in the new technology of cold-formed light gage steel framing for the residential market. Methods of constructing a structural floor, wall and truss system. Open Entry/Open Exit.

## Requisites

### Limitations on Enrollment:

## Must be a state-indentured apprentice

None

### Transferability

**Not transferable**

### Units & Hours

#### Minimum Units:

1.5

#### Maximum Units

1.5

### Total Hours

45.0

[Print Course Info](#)

## ACCT035:

### QuickBooks

Preparation of accounting records for businesses using the QuickBooks software in the Windows environment. Topics include customer transactions, vendor transactions, bank reconciliations, reports, company file setup, and customization of QuickBooks.

### Requisites

None

### Transferability

**Not transferable**

### Units & Hours

#### Minimum Units:

2.0

#### Maximum Units

2.0

### Total Hours

36.0

[Print Course Info](#)

## ACCT100:

### Accounting for Small Business

Accounting for Small Business is a beginning course in basic accounting as applied to service or merchandising/retail small businesses. Students will learn basic accounting procedures, preparation of financial statements, banking procedures, and payroll processing. Students will complete web-based weekly assignments based on lectures and text readings. This course is recommended for entrepreneurs, CPA candidates, those seeking professional



development, and business students needing an accounting foundation before enrolling in ACCT 101.

## Requisites

None

## Transferability

Transferable to CSU only

## Units & Hours

### Minimum Units:

3.0

### Maximum Units

3.0

## Total Hours

54.0

[Print Course Info](#)

## ACCT101:

# Financial Accounting

The study of accounting as an information system, examining why it is important, and how it is used by investors and creditors to make decisions. Coverage includes the accounting information system and the recording and reporting of business transactions with a focus on the accounting cycle, the application of generally accepted accounting principles, the classified financial statements, and statement analysis. It also includes issues relating to asset, liability, and equity valuation, revenue and expense recognition, cash flow, internal controls and ethics.

## Requisites

None

## Transferability

Transferable to both UC and CSU

## Units & Hours

### Minimum Units:

4.0

### Maximum Units

4.0

## Total Hours

72.0

[Print Course Info](#)

## ACCT102:

# Managerial Accounting

Study of the use and reporting of accounting data for managerial planning, cost control, and decision-making purposes. The course includes broad coverage of concepts, classifications, and behaviors of costs. Topics include cost systems, the analysis and use of cost information, cost-volume-profit analysis, contribution margin, profit planning, standard costs, relevant costs, and capital budgeting.

## Requisites

### Prerequisite

[ACCT101 - Financial Accounting](#)

## Transferability

Transferable to both UC and CSU

## Units & Hours

### Minimum Units:

4.0

### Maximum Units

4.0

### Total Hours

72.0

[Print Course Info](#)

## ACCT204:

# Managerial Cost Accounting

Presents the theory of cost behavior, cost accounting, and cost control; the use of accounting information for management planning and decision making; cost systems, budgeting, and financial performance analysis.

## Requisites

### Prerequisite

[ACCT102 - Managerial Accounting](#)

## Transferability

Transferable to CSU only

## Units & Hours

### Minimum Units:

3.0

### Maximum Units

3.0

### Total Hours

54.0

[Print Course Info](#)**ACCT205:****Intermediate Accounting I**

An intermediate study of accounting theory and the conceptual framework; preparation of income statements and comprehensive income, balance sheets and statements of cash flows. Coverage includes present value and accounting concepts related to the asset side of the balance sheet.

**Requisites****Prerequisite**[ACCT102 - Managerial Accounting](#)**Transferability****Transferable to CSU only****Units & Hours****Minimum Units:**

3.0

**Maximum Units**

3.0

**Total Hours**

54.0

[Print Course Info](#)**ACE091:****Improving Oral Expression and Pronunciation**

Students will improve pronunciation of individual sounds, word stress, intonation and connected speech through dialogues, conversations, and presentations. Emphasis is on clarity of expression through control of word endings, thought group patterns, and targeted sounds. Former Title: ACE N81, Improving Pronunciation (Fall 2019)

**Requisites**

None

**Transferability****Not transferable****Units & Hours****Minimum Units:**

2.0

**Maximum Units**

2.0

## Total Hours

36.0

[Print Course Info](#)

### ACE094:

## Academic Listening and Speaking 1

Intermediate level students expand their speaking skills in English. They will practice different types of speaking tasks such as expressing and supporting opinions, restating what others have said, and paraphrasing what they have heard or read. This course also strengthens students' vocabulary and critical thinking skills. Former Title: ACE 053, Expanding Academic Speaking Skills (Fall 2019)

## Requisites

None

## Transferability

Not transferable

## Units & Hours

### Minimum Units:

2.0

### Maximum Units

2.0

## Total Hours

36.0

[Print Course Info](#)

### ACE095:

## Academic Listening and Speaking 2

High-intermediate speaking and listening skills course. Students will increase their ability to understand and summarize longer lectures, engage in group discussions and do effective presentations. Lab and online research may be required for some assignments. Former Title: ACE 093, Refining Academic Speaking Skills (Fall 2019)

## Requisites

### Advisory

[ACE102 - Refining Academic Writing and Reading](#)

Concurrent enrollment in ACE 102 is strongly advised. ACE 102 will be ACE 106 in Fall 2020.

## Transferability

Not transferable

## Units & Hours

### Minimum Units:

2.0

## Maximum Units

2.0

## Total Hours

36.0

[Print Course Info](#)

### ACE104:

## Academic Reading and Writing 1

Intermediate students expand their skills in grammar and in writing paragraphs. This course also strengthens students' vocabulary, reading and critical thinking skills. Laboratory is required and includes class assignments, individualized work and writing conferences with the instructor. Lab is part of the scheduled class meeting hours. Former Title: ACE 052, Expanding Academic Writing and Reading (Fall 2019)

## Requisites

### Prerequisite

Qualifying profile from placement process

## Transferability

Transferable to both UC and CSU

## Units & Hours

### Minimum Units:

4.5

### Maximum Units

4.5

## Total Hours

108.0

[Print Course Info](#)

### ACE106:

## Academic Reading and Writing 2

Students receive intensive practice with strategies to improve their writing skills at the paragraph and short essay level. They also refine their grammar, vocabulary, reading and critical thinking skills. Lab is required and is part of the scheduled class meeting hours. Former Title: ACE 102, Refining Academic Writing and Reading (Fall 2019)

## Requisites

### Prerequisite

[ACE052 - Expanding Academic Writing and Reading](#)

ACE 052 will be ACE 104 in Fall 2020

**AND**

**Advisory**[ACE093 - Refining Academic Speaking Skills](#)

Concurrent enrollment. ACE 093 will be ACE 095 in Fall 2020.

**Transferability****Transferable to both UC and CSU****Units & Hours****Minimum Units:**

4.5

**Maximum Units**

4.5

**Total Hours**

108.0

[Print Course Info](#)**ACE116:****Introduction to Academic Composition**

Advanced students are introduced to common academic writing tasks such as comparing/contrasting and supporting an argument. Students also produce a short research paper. The course emphasizes control of grammar, punctuation and mechanics within student papers. Students will also strengthen critical reading and vocabulary skills. Laboratory is required and includes class assignments, individualized work and writing conferences with the instructor. Lab is part of the scheduled class meeting hours.

**Requisites****Prerequisite**[ACE106 - Academic Reading and Writing 2](#)

ACE 102 will become ACE 106 in Fall 2020

**Transferability****Transferable to both UC and CSU****Units & Hours****Minimum Units:**

4.5

**Maximum Units**

4.5

**Total Hours**

108.0

[Print Course Info](#)

## ACPD021: Orientation

This course examines fundamental trade skills, employee-employer roles and responsibilities, and safe work practices needed for entry level performance for pile drivers in the construction industry. While an emphasis will be placed on attaining standard industry safety credentials, the course is designed to provide students with practical experience using construction terminology, math operations and basic measuring techniques, and tool identification and use in preparation for the next level of training. Safety will cover OSHA training for jobsite hazard recognition, accident prevention, and safe tool and equipment operation. Open Entry/Open Exit.

### Requisites

Limitations on Enrollment:

**Must be a state-indentured apprentice**

None

### Transferability

**Not transferable**

### Units & Hours

[Print Course Info](#)

## ACPD022: Safety and Health Certifications

This course is designed to increase the pile driver students' awareness of construction hazard communication systems, proper tool/equipment operation, and will emphasize the importance of the individual responsibility for workplace safety and health. The students will discern that the construction environment has a higher potential for injuries and accidents than most workplaces and therefore requires the ability to assess danger, employ prevention measures, and take appropriate action in emergencies. This training will expose students to various health emergency scenarios, and provide students with ample opportunities to practice the appropriate CPR and first aid response. Because many injuries are the result of improper tool and equipment use, students will be trained on how to correctly select, inspect, use, and operate fall protection systems, tools, and powered lift truck equipment. Open Entry/Open Exit.

### Requisites

Limitations on Enrollment:

**Must be a state-indentured apprentice**

Prerequisite

[ACPD021 - Orientation](#)

### Transferability

**Not transferable**

### Units & Hours

[Print Course Info](#)

## ACPD023: Tool/Equipment Applications

This course promotes hand/power tool and equipment skill development for various construction applications. Scaffold building and aerial lift safety and operating procedures will also be covered. Upon successful completion, students will be issued United Brotherhood of Carpenters (UBC) Aerial Lift and Scaffold Erector-Welded Frame Qualification Cards. Open Entry/Open Exit.

## Requisites

Limitations on Enrollment:

**Must be a state-indentured apprentice**

Prerequisite

[ACPD021 - Orientation](#)

AND

Prerequisite

[ACPD022 - Safety and Health Certifications](#)

Transferability

**Not transferable**

## Units & Hours

[Print Course Info](#)

**ACPD024A :**

## Piles and Hammers A

This course provides an overview of the types of piles used in construction as load-bearing support for commercial buildings, bridges, and piers when ground stratum is insufficient in strength. The rigging methods, driving techniques, and pile hammers utilized in the installation process will be presented. Students will use the proper procedures to install a lap-joint wood sheet pile system during this part of the training. Open Entry/Open Exit.

## Requisites

Limitations on Enrollment:

**Must be a state-indentured apprentice**

Prerequisite

[ACPD021 - Orientation](#)

AND

Prerequisite

[ACPD022 - Safety and Health Certifications](#)

Transferability

**Not transferable**

## Units & Hours

[Print Course Info](#)

**ACPD024B :**



## Piles and Hammers B

This course provides an overview of the types of piles used in construction as load-bearing support for commercial buildings, bridges, and piers when ground stratum is insufficient in strength. The rigging methods, driving techniques, and pile hammers utilized in the installation process will be presented. Students will use the proper procedures to install a tongue and groove wood sheet pile system during this part of the training. Open Entry/Open Exit.

### Requisites

Limitations on Enrollment:

**Must be a state-indentured apprentice**

#### Prerequisite

[ACPD021 - Orientation](#)

**AND**

#### Prerequisite

[ACPD022 - Safety and Health Certifications](#)

### Transferability

**Not transferable**

### Units & Hours

[Print Course Info](#)

**ACPD026A :**

## Falsework A

As part one of two courses, training will focus on bridge falsework construction. The techniques for bent assemblies, base sub-assemblies, deck soffits, and hardware installation will be presented. The procedures presented will include timber construction methods and alignment techniques to install and level base and bent assemblies. Students will develop skills using sand jacks, transit levels, and rigging procedures to set corbels, beams, and posts. Related safety, math, and print reading will be covered in the training. Open Entry/Open Exit.

### Requisites

Limitations on Enrollment:

**Must be a state-indentured apprentice**

#### Prerequisite

[ACPD021 - Orientation](#)

**AND**

#### Prerequisite

[ACPD022 - Safety and Health Certifications](#)

### Transferability

**Not transferable**

## Units & Hours

[Print Course Info](#)

**ACPD026B :**

## Falsework B

As part two, this course continues the focus on box girder bridge falsework construction. The techniques for bent assemblies, base sub-assemblies, deck soffits, and hardware installation will be reviewed. During this part of the training, procedures will include setting and installation of deck soffit assemblies. Students will develop skills using layout and rigging procedures to set and secure cap beams, stringers and joists support. Related safety, math, and print reading will be covered in the training. Open Entry/Open Exit.

## Requisites

Limitations on Enrollment:

**Must be a state-indentured apprentice**

**Prerequisite**

[ACPD021 - Orientation](#)

**AND**

**Prerequisite**

[ACPD022 - Safety and Health Certifications](#)

## Transferability

**Not transferable**

## Units & Hours

[Print Course Info](#)

**ACPD027A :**

## Abutment A

This course provides students with the skills needed to layout abutment formwork and construction of footings to industry standards. A close look at assembly components will describe key terms and abutment anatomy. The importance of earth strata in the construction of footings, piers, and retaining walls will be covered. The techniques for laying out keyway centerline and footing formwork construction will be the main focus during this part of abutment training. Open Entry/Open Exit.

## Requisites

Limitations on Enrollment:

**Must be a state-indentured apprentice**

**Prerequisite**

[ACPD021 - Orientation](#)

**AND**

**Prerequisite**

[ACPD022 - Safety and Health Certifications](#)

## Transferability

**Not transferable**

## Units & Hours

[Print Course Info](#)

**ACPD027B :**

## Abutment B

This course provides students with the skills needed to layout, and to construct abutment wall panel formwork to industry standards. A close look at assembly components will describe key terms and abutment anatomy. The importance of earth strata in the construction of footings, piers, and retaining walls will be covered. The techniques for layout, and keyway, wing/headwall panel formwork construction will be the main focus during this part of abutment training. Open Entry/Open Exit.

## Requisites

Limitations on Enrollment:

**Must be a state-indentured apprentice**

### Prerequisite

[ACPD021 - Orientation](#)

**AND**

### Prerequisite

[ACPD022 - Safety and Health Certifications](#)

## Transferability

**Not transferable**

## Units & Hours

[Print Course Info](#)

**ACPD028A :**

## Bridge and Deck Forms A

This course provides students with an overview of basic bridge and deck construction. Descriptions for exterior and interior girders; edge forms; bulkheads; hinge and deck forms will be presented. Bridge and deck formwork projects will include bridge panel construction, assembly, and hardware attachment tasks. Related safety, math, and print reading will be covered in the training. Open Entry/Open Exit.

## Requisites

Limitations on Enrollment:

**Must be a state-indentured apprentice**

### Prerequisite

[ACPD021 - Orientation](#)

**AND**

**Prerequisite**[ACPD022 - Safety and Health Certifications](#)**Transferability****Not transferable****Units & Hours**[Print Course Info](#)**ACPD028B :****Bridge and Deck Forms B**

This course provides students with an overview of basic bridge and deck construction. Descriptions for exterior and interior girders; edge forms; bulkheads; hinge and deck forms will be presented. Bridge and deck formwork projects will include bridge panel construction, assembly, and hardware attachment tasks. Related safety, math, and print reading will be covered in the training. Open Entry/Open Exit.

**Requisites**

Limitations on Enrollment:

**Must be a state-indentured apprentice****Prerequisite**[ACPD021 - Orientation](#)**AND****Prerequisite**[ACPD022 - Safety and Health Certifications](#)**Transferability****Not transferable****Units & Hours****Minimum Units:**

1.5

**Maximum Units**

1.5

**Total Hours**

45.0

[Print Course Info](#)**ACPD029A :****Structural Welding-AWS A**

This course is designed to be compliant with the American Welding Society (AWS) D1.1 code requirements and provide workers with industry-recognized structural welding credentials. A careful examination of the applicable codes will include terminology, shielded metal arc welding processes (SMAW), equipment and safety requirement, electrode identification and applications, welding positions, and deposits. Practical experience will include symbol identification, print interpretation, code citation, safe equipment set-up and operation, and recognition/remediation of welding flaws. This course will focus on the written examination and production of practical test plates required for AWS D1.1 certification. Open Entry/Open Exit.

## Requisites

Limitations on Enrollment:

**Must be a state-indentured apprentice**

**Prerequisite**

[ACPD021 - Orientation](#)

**AND**

**Prerequisite**

[ACPD022 - Safety and Health Certifications](#)

**Transferability**

**Not transferable**

**Units & Hours**

[Print Course Info](#)

**ACPD029B :**

## Structural Welding-AWS B

This course provides practical experience for structural welding skills used in commercial and industrial construction. Instruction will include a review of welding terminology, welding processes, welding equipment, and safety requirements. Key discussions will be used to identify electrode characteristics and metal inert gas/tungsten inert gas (MIG/TIG) welding applications. Practical experience will include safety procedures, proper equipment set-up and operation, electrode selection, fillet and groove weld formation in three positions, and recognition/remediation of welding flaws. This course will focus on developing the manipulative ability required for producing test plates acceptable for AWS D1.1 certification. Open Entry/Open Exit.

## Requisites

Limitations on Enrollment:

**Must be a state-indentured apprentice**

**Prerequisite**

[ACPD021 - Orientation](#)

**AND**

**Prerequisite**

[ACPD022 - Safety and Health Certifications](#)

**Transferability**

**Not transferable**

## Units & Hours

### Minimum Units:

1.5

### Maximum Units

1.5

### Total Hours

45.0

[Print Course Info](#)

## ACPD030:

### Print Reading

This course introduces print reading skills as a basic communication tool of the trades. The material covered will focus on developing the students' ability to interpret two-dimensional views in such a way to convey the shape and characteristics of construction elements, and provide an overview of the scope of the project. Students will be able to recognize standard drawing methods, pictorial views, and how to read visual and verbal communication cues. Students will develop skills through a series of exercises including identifying parts of drawings, locating the building, pier, and heavy highway features, calculating dimensions, and using views to determine construction methods. Open Entry/Open Exit.

## Requisites

Limitations on Enrollment:

**Must be a state-indentured apprentice**

### Prerequisite

[ACPD021 - Orientation](#)

AND

### Prerequisite

[ACPD022 - Safety and Health Certifications](#)

## Transferability

**Not transferable**

## Units & Hours

### Minimum Units:

1.5

### Maximum Units

1.5

### Total Hours

36.0

[Print Course Info](#)

## ACPD031A :

## Welding Fabrication A

This course provides an introduction to fabrication skills using oxygen/acetylene torch and welding equipment. A review of torch cutting principles will cover parts identification, gas characteristics, torch accessories and tips, safe operating and inspection criteria, and manufacturer's guidelines for use and care. Instruction will include inspection, torch set-up, criteria for interchanging of cutting tips and attachments, and identification of applicable symbols and codes. An emphasis will be placed on interpreting fabrication drawings, cutting stock materials, and torch heating and welding of parts. The importance of fire and shop safety, reading and monitoring of gages, and the importance of following project instructions will be stressed during cutting/welding fabrication exercises. Open Entry/Open Exit.

### Requisites

Limitations on Enrollment:

**Must be a state-indentured apprentice**

#### Prerequisite

[ACPD021 - Orientation](#)

AND

#### Prerequisite

[ACPD022 - Safety and Health Certifications](#)

### Transferability

**Not transferable**

### Units & Hours

[Print Course Info](#)

**ACPD031B :**

## Welding Fabrication B

This course provides an introduction to fabrication skills using oxygen/acetylene torch and arc welding equipment. A review of arc welding principles will cover equipment parts identification, gas characteristics, arc welding accessories, and electrodes, safe operating and inspection criteria, and manufacturer's guidelines for use and care of the machinery. Instruction will include inspection, torch set-up, criteria for welding machine settings, applications for electrodes use, and identification of applicable symbols and codes. An emphasis will be placed on interpreting fabrication drawings, cutting stock materials, and torch heating and welding of parts. The importance of fire and shop safety, reading and monitoring of equipment gages and settings, and following project instructions will be stressed during welding fabrication exercises. Open Entry/Open Exit.

### Requisites

Limitations on Enrollment:

**Must be a state-indentured apprentice**

#### Prerequisite

[ACPD021 - Orientation](#)

AND

#### Prerequisite

[ACPD022 - Safety and Health Certifications](#)

## Transferability

**Not transferable**

## Units & Hours

[Print Course Info](#)

**ACPL023:**

## Tool/Equipment Applications

This course promotes hand/power tool and equipment skill development for various interior systems construction applications. Aerial lift safety and operating procedures, and scaffold building will also be covered. Upon successful completion, students will be issued the United Brotherhood of Carpenters (UBC) Aerial Lift and Scaffold Erector-Welded Frame Qualification Cards. Open Entry/Open Exit.

## Requisites

Limitations on Enrollment:

**Must be a state-indentured apprentice**

### Prerequisite

[ACA071A - Orientation](#)

**AND**

### Prerequisite

[ACA071B - Safety and Health Certifications](#)

## Transferability

**Not transferable**

## Units & Hours

[Print Course Info](#)

**ACPL025:**

## Basic Plastering

This course covers common terms, safety procedures, building codes, and basic plastering production practices. Students will compare and use lath and plastering products for installation projects. Finish levels and hand tool manipulation will be covered with an emphasis on proper hawk and trowel techniques. Open Entry/Open Exit.

## Requisites

Limitations on Enrollment:

**Must be a state-indentured apprentice**

None

## Transferability

**Not transferable**



## Units & Hours

[Print Course Info](#)

### ACPL026:

## Exterior Plastering

This course is designed to provide the students with the methods, procedures, and practices used in Exterior Plastering. Special attention will be given to Portland Cement Plaster. Mixing and proportions, curing rates, and quality workmanship will be included. Students will enhance their plastering application and tool manipulation skills with guided practice in the scratch coat, brown coat, and a variety of finish coats. Training will conclude with inspection criteria for evaluating coat levels. Open Entry/Open Exit.

## Requisites

Limitations on Enrollment:

**Must be a state-indentured apprentice**

None

## Transferability

**Not transferable**

## Units & Hours

[Print Course Info](#)

### ACPL027:

## Dot and Screed Techniques

This course is designed to teach the apprentice the importance of plumb and square projects. The students will use 3-4-5 or center line methods to square the project, establish control lines and wall finish lines. The plumbing of the project will be learned through the dotting and screeding portion of instruction. The student will brown up and finish a project using methods of application previously covered. Open Entry/Open Exit.

## Requisites

Limitations on Enrollment:

**Must be a state-indentured apprentice**

None

## Transferability

**Not transferable**

## Units & Hours

[Print Course Info](#)

### ACPL028:

## Interior Plastering

This course is designed to introduce the student to modern gypsum interior plastering. They will learn the most widely used systems today. Proper methods of application, proper proportioning and mixing, and good workmanship will be stressed in this course. Open Entry/Open Exit.

## Requisites

Limitations on Enrollment:

**Must be a state-indentured apprentice**

None

## Transferability

**Not transferable**

## Units & Hours

[Print Course Info](#)

**ACPL029:**

## Tender and Plastering Equipment

This course covers the terminology, components, and operating procedures for plastering equipment and machinery. Machine maintenance, safety, troubleshooting procedures, limits of operation, and communication practices will be covered. Students will inspect and properly set up and clean a plastering pump. Open Entry/Open Exit.

## Requisites

Limitations on Enrollment:

**Must be a state-indentured apprentice**

None

## Transferability

**Not transferable**

## Units & Hours

[Print Course Info](#)

**ACPL030:**

## Exterior Insulation Finish Systems (EIFS)

This course will teach the basic working knowledge and technical skills needed to successfully install Exterior Insulation and Finish Systems (EIFS) to meet industry specifications and standards. Introduction to the proper usage of products and materials will be discussed and used. Open Entry/Open Exit.

## Requisites

Limitations on Enrollment:

**Must be a state-indentured apprentice**

None

## Transferability

**Not transferable**

## Units & Hours

[Print Course Info](#)

### ACPL031:

## Ornamental Plastering

This course provides practical experience using applied geometry for plastering ornamental designs. Students will use the plastering skills presented to create molds and complete an ornamental installation to print specifications. Open Entry/Open Exit.

## Requisites

Limitations on Enrollment:

**Must be a state-indentured apprentice**

None

## Transferability

**Not transferable**

## Units & Hours

[Print Course Info](#)

### ACPL032:

## Plastering Equipment Application

This course identifies the materials, application methods, and techniques for operating a plaster pump. Students will complete a three-coat work application to industry standards. An emphasis will be placed on proper pump set-up, washout, and maintenance. Open Entry/Open Exit.

## Requisites

Limitations on Enrollment:

**Must be a state-indentured apprentice**

None

## Transferability

**Not transferable**

## Units & Hours

[Print Course Info](#)

### ACPL033:

## Finish Applications

This course covers the coating techniques for various types of finishing materials used in the plastering industry. Students will review construction drawings and specifications to identify finish materials and surface placement. Instruction will include mixing proportions, consistency, additives, and application procedures. The techniques for cement-based, acrylic and specialty materials will be the focus of the class. Students will coat multiple surfaces using the correct material and finish details on project prints. Open Entry/Open Exit.

## Requisites

**Limitations on Enrollment:**

**Must be a state-indentured apprentice**

None

**Transferability**

**Not transferable**

**Units & Hours**

[Print Course Info](#)

**ACPL034:**

**Theme Plastering**

This course is designed to encourage the development of artistic skills and the ability to plan and execute the plastered imitation of natural rock formations. Students will study irregular surfaces, cracks, and color variations of real rock formations to aid the creative process. Students will employ specialty tooling and material techniques to replicate live like rock features. Painting, highlighting, and carving skills will be explored and utilized to complete assignments. Open Entry/Open Exit.

**Requisites****Limitations on Enrollment:**

**Must be a state-indentured apprentice**

None

**Transferability**

**Not transferable**

**Units & Hours**

[Print Course Info](#)

**ACS035:**

**Cosmetology Apprentice**

Provides the related and supplemental instruction required for cosmetology apprentices leading to a cosmetology license. 0.5 unit earned for each 8 hours of successfully completed coursework. Open Entry/Open Exit.

**Requisites****Limitations on Enrollment:**

**Must be a state-indentured apprentice**

None

**Transferability**

**Not transferable**

**Units & Hours**

**Minimum Units:**

0.5

**Maximum Units**

0.5

**Total Hours**

9.0

[Print Course Info](#)**ACS036:****Barbering Apprentice**

Principles and practices in barbering. Preparation for Board Examination for licensing by the State of California Board of Barbering and Cosmetology. Laboratory participation includes student demonstration that all performance objectives have been met. Basic cosmetology kit at student's expense. Open Entry/Open Exit

**Requisites**

Limitations on Enrollment:

**Must be a state-indentured apprentice.**

None

**Transferability****Not transferable****Units & Hours**[Print Course Info](#)**AEL021:****Sound and Communication Apprentice 1**

Provides related and supplemental instruction for Sound Electrician Apprentices in the structure and requirements of the International Brotherhood of Electrical Workers (IBEW) and the National Electrical Contractors Association (NECA) Apprenticeship program, tools, and test instruments and electricity in Direct Current (DC) Theory Series Circuits. Open Entry/Open Exit.

**Requisites**

Limitations on Enrollment:

**Must be a state-indentured apprentice**

None

**Transferability****Not transferable****Units & Hours**[Print Course Info](#)

**AEL022:****Sound and Communication Apprentice 2**

Provides related and supplemental instruction for indentured Sound Electrician Apprentices in Commercial Building Telecommunications Cable Standards, Residential and Light Commercial Telecommunications Wiring and Fiber Optic Cabling. Open Entry/Open Exit.

**Requisites**

Limitations on Enrollment:

**Must be a state-indentured apprentice**

None

**Transferability**

**Not transferable**

**Units & Hours**

[Print Course Info](#)

**AEL023:****Sound and Communication Apprentice 3**

Provides related and supplemental instruction for indentured Sound Electrician Apprentices in the International Brotherhood of Electrical Workers (IBEW), National Electrical Code, Alternating Current (AC) theory, analog and digital telephone systems and Distributed/Paging systems. Open Entry/Open Exit.

**Requisites**

Limitations on Enrollment:

**Must be a state-indentured apprentice**

None

**Transferability**

**Not transferable**

**Units & Hours**

[Print Course Info](#)

**AEL024:****Sound and Communication Apprentice 4**

Provides related and supplemental instruction for indentured Sound Electrician Apprentices in commercial building grounding and bonding requirements for telecommunications, security systems and installing Local Area Networks (LAN). Open Entry/Open Exit.

**Requisites**

Limitations on Enrollment:

**Must be a state-indentured apprentice**

None

## Transferability

**Not transferable**

## Units & Hours

[Print Course Info](#)

**AEL025:**

## Sound and Communication Apprentice 5

Provides related and supplemental instruction for indentured Sound Electrician Apprentices in basic semiconductor diodes, transistors and rectifiers in electronic applications and Closed Circuit Television (CCTV) distribution systems. Open Entry/Open Exit.

## Requisites

Limitations on Enrollment:

**Must be a state-indentured apprentice**

None

## Transferability

**Not transferable**

## Units & Hours

[Print Course Info](#)

**AEL026:**

## Sound and Communication Apprentice 6

Provides related and supplemental instruction for indentured Sound Electrician Apprentices in Closed Circuit Television Cameras (CCTV), Fiber Optic Certification, and prepares students for state required Fire Alarm and Voice Data Video Exam. Open Entry/Open Exit.

## Requisites

Limitations on Enrollment:

**Must be a state-indentured apprentice**

None

## Transferability

**Not transferable**

## Units & Hours

[Print Course Info](#)

**AEL027:**

## Sound and Communication Apprentice 7

Provides related and supplemental instruction for indentured Sound Electrician Apprentices in BICSI Certification, Tyco (AMP) ACT I, and National Institute for Certification in Engineering Technologies (NICET) Level I Fire Alarm Systems. Open Entry/Open Exit.

## Requisites

Limitations on Enrollment:

**Must be a state-indentured apprentice**

None

## Transferability

**Not transferable**

## Units & Hours

[Print Course Info](#)

**AEL028:**

## Sound and Communication Apprentice 8

Provides related and supplemental instruction for indentured Sound Electrician Apprentices in Building Industry Consulting Services International (BICSI) Technician training, high pair count copper splicing, connectors for audiovisual and communications, Master Antenna Television/Cable Television Radio Frequency (MATV/CATV) Radio Frequency (RF) Broadband Distribution, National Institute for Certification in Engineering Technologies (NICET) Level II Audio Systems Technician training. Open Entry/Open Exit.

## Requisites

Limitations on Enrollment:

**Must be a state-indentured apprentice**

None

## Transferability

**Not transferable**

## Units & Hours

[Print Course Info](#)

**AEL031:**

## Intelligent Transportation Systems Electrician Apprentice 1

Provides the related and supplement instruction required for apprentice electricians in the intelligent transportation industry in tools and fasteners, National Electrical Code (NEC), math, building materials, conduit bending, electrical safety and proper use of tools and ladders. Open Entry/Open Exit.

## Requisites

Limitations on Enrollment:

**Must be a state-indentured apprentice**

None

## Transferability

**Not transferable**



## Units & Hours

### Minimum Units:

4.0

### Maximum Units

4.0

### Total Hours

99.0

[Print Course Info](#)

## AEL032:

### Intelligent Transportation Systems Electrician Apprentice 2

Provides the related and supplement instruction for Intelligent Transportation Apprentice Electricians in Direct Current (DC) theory, the National Electrical Code, safe work practices, series circuits, combination circuits and hand bending. Open Entry/Open Exit.

## Requisites

Limitations on Enrollment:

**Must be a state-indentured apprentice**

None

## Transferability

**Not transferable**

## Units & Hours

### Minimum Units:

4.0

### Maximum Units

4.0

### Total Hours

99.0

[Print Course Info](#)

## AEL033:

### Intelligent Transportation Systems Electrician Apprentice 3

Provides the related and supplemental instruction for Intelligent Transportation Apprentice Electricians in Codeology, Direct Current (DC), Alternating Current (AC) and commercial blueprints. Continued study of Caltrans Plans and Specifications. Open Entry/Open Exit.

## Requisites

Limitations on Enrollment:

**Must be a state-indentured apprentice**

None

### Transferability

**Not transferable**

### Units & Hours

#### Minimum Units:

4.0

#### Maximum Units

4.0

### Total Hours

99.0

[Print Course Info](#)

## AEL034:

### Intelligent Transportation Systems Electrician Apprentice 4

Provides the related and supplemental instruction for Intelligent Transportation Apprentice Electricians in Electrical Alternating Current (AC) theory, transformers and National Electrical Code applications. Continued study of Caltrans Plans and Specifications. Open Entry/Open Exit.

### Requisites

Limitations on Enrollment:

**Must be a state-indentured apprentice**

None

### Transferability

**Not transferable**

### Units & Hours

#### Minimum Units:

4.0

#### Maximum Units

4.0

### Total Hours

99.0

[Print Course Info](#)

## AEL035:

### Intelligent Transportation Systems Electrician Apprentice 5

Provides the related and supplemental instruction required for Intelligent Transportation Apprentice Electricians in Rigging, Hoisting, Signaling, National Electrical Code, Grounding and Bonding and Electrical Safety Related Work Practices. Continued study of Caltrans Plans and Specifications. Open Entry/Open Exit.

### Requisites

Limitations on Enrollment:

**Must be a state-indentured apprentice**

None

### Transferability

**Not transferable**

### Units & Hours

#### Minimum Units:

4.0

#### Maximum Units

4.0

#### Total Hours

99.0

[Print Course Info](#)

## AEL036:

### Intelligent Transportation Systems Electrician Apprentice 6

Provides the related and supplemental instruction required for Intelligent Transportation Apprentice Electricians in grounding and bonding, fire alarm systems, transformers and electrical safety-related work practices for Intelligent Transportation Apprentices. Continued study of Caltrans Plans and Specifications. Open Entry/Open Exit.

### Requisites

Limitations on Enrollment:

**Must be a state-indentured apprentice**

None

### Transferability

**Not transferable**

### Units & Hours

#### Minimum Units:

4.0

#### Maximum Units

4.0

## Total Hours

99.0

[Print Course Info](#)

## AEL037:

### Intelligent Transportation Systems Electrician Apprentice 7

Provides the related and supplemental instruction required for Intelligent Transportation Apprentice Electricians in Code Calculations, Blueprints, Electrical Grounding and Bonding and Motors. Open Entry/Open Exit.

## Requisites

Limitations on Enrollment:

**Must be a state-indentured apprentice**

None

## Transferability

**Not transferable**

## Units & Hours

### Minimum Units:

4.5

### Maximum Units

4.5

## Total Hours

99.0

[Print Course Info](#)

## AEL038:

### Intelligent Transportation Systems Electrician Apprentice 8

Provides the related and supplemental instruction required for Intelligent Transportation Apprentice Electricians in Code Calculations, Code and Practices and Motor Control. Open Entry/Open Exit.

## Requisites

Limitations on Enrollment:

**Must be a state-indentured apprentice**

None

## Transferability

**Not transferable**

## Units & Hours

**Minimum Units:**

4.0

**Maximum Units**

4.0

**Total Hours**

99.0

[Print Course Info](#)**AEL039:****Intelligent Transportation Systems Electrician Apprentice 9**

Ninth semester of a five-year program. Provides related and supplemental instruction in becoming a Journeyworker in the Intelligent Transportation Systems Industry. Torqueing methods and requirements for electrical equipment, Solid State Systems and OSHA 30 safety practices in construction for intelligent transportation systems apprentices. Open Entry/Open Exit.

**Requisites**

Limitations on Enrollment:

**Must be a state-indentured apprentice**

None

**Transferability****Not transferable****Units & Hours****Minimum Units:**

4.0

**Maximum Units**

4.0

**Total Hours**

99.0

[Print Course Info](#)**AEL040:****Intelligent Transportation Systems Electrician Apprentice 10**

Provides related and supplemental instruction required for Intelligent Transportation Apprentice Electricians in Torqueing methods and requirements for electrical equipment, Photovoltaic Systems and OSHA 30 safety practices in construction for inside wireman apprentices. Open Entry/Open Exit.

**Requisites**

Limitations on Enrollment:

**Must be a state-indentured apprentice**

None

### Transferability

**Not transferable**

### Units & Hours

#### Minimum Units:

4.5

#### Maximum Units

4.5

### Total Hours

99.0

[Print Course Info](#)

## AEL051:

### Inside Wireman 1

First semester of a five-year program. Provides related and supplemental instruction in tools and fasteners, National Electrical Code (NEC), math, building materials, conduit bending, electrical safety, and proper use of tools and ladders required for entry-level inside wireman apprentices. Open Entry/Open Exit.

### Requisites

Limitations on Enrollment:

**Must be a state-indentured apprentice.**

None

### Transferability

**Not transferable**

### Units & Hours

[Print Course Info](#)

## AEL052:

### Inside Wireman 2

Second semester of a five year program. Provides related and supplemental instruction in Direct Current (DC) theory, the National Electrical Code, safe work practices, series circuits, parallel circuits, combination circuits and hand bending conduit for inside wireman apprentices. Open Entry/Open Exit.

### Requisites

Limitations on Enrollment:

**Must be a state-indentured apprentice**

None

**Transferability****Not transferable****Units & Hours****Minimum Units:**

4.0

**Maximum Units**

4.0

**Total Hours**

99.0

[Print Course Info](#)**AEL053:****Inside Wireman 3**

Third semester of a five year program. Provides related and supplemental instruction in codeology, Direct Current (DC), Alternating Current (AC), and commercial blueprints, for inside wireman apprentices. Open Entry/Open Exit.

**Requisites**

Limitations on Enrollment:

**Must be a state-indentured apprentice**

None

**Transferability****Not transferable****Units & Hours**[Print Course Info](#)**AEL054:****Inside Wireman 4**

Fourth semester of a five-year program. Provides related and supplemental instruction in electrical alternating current (ac) theory, transformers, and National Electrical Code application for inside wireman apprentices. Open Entry/Open Exit.

**Requisites**

Limitations on Enrollment:

**Must be a state-indentured apprentice**

None

**Transferability****Not transferable**

## Units & Hours

[Print Course Info](#)

**AEL055:**

### Inside Wireman 5

Fifth semester of a five year program. Provides related and supplemental instruction in rigging, hoisting and signaling, national electric code, grounding and bonding, electrical safety related work practices and blueprints for inside wireman apprentices. Open Entry/Open Exit.

## Requisites

Limitations on Enrollment:

**Must be a state-indentured apprentice**

None

## Transferability

**Not transferable**

## Units & Hours

[Print Course Info](#)

**AEL056:**

### Inside Wireman 6

Sixth semester of a five year program. Provides related and supplemental instruction in Grounding and Bonding, Fire Alarm Systems, Transformers and Electrical Safety Related Work Practices for inside wireman apprentices. Open Entry/Open Exit.

## Requisites

Limitations on Enrollment:

**Must be a state-indentured apprentice**

None

## Transferability

**Not transferable**

## Units & Hours

[Print Course Info](#)

**AEL057:**

### Inside Wireman 7

Seventh semester of a five year program. Provides related and supplemental instruction in Code Calculations, Blueprints, Electrical Grounding and Bonding and Motors. Open Entry/Open Exit.

## Requisites

Limitations on Enrollment:



## Must be a state-indentured apprentice

None

### Transferability

**Not transferable**

### Units & Hours

[Print Course Info](#)

**AEL058:**

## Inside Wireman 8

Eighth semester of a five year program. Provides related and supplemental instruction in Code Calculations, Code and Practices and Motor Control for inside wireman apprentices. Open Entry/Open Exit.

### Requisites

Limitations on Enrollment:

**Must be a state-indentured apprentice**

None

### Transferability

**Not transferable**

### Units & Hours

[Print Course Info](#)

**AEL059:**

## Inside Wireman 9

Ninth semester of a five year program. Provides related and supplemental instruction in becoming a Journeyworker in the Electrical Industry, Torqueing methods and requirements for electrical equipment, Solid State Devices for Motor Control and OSHA 30 safety practices in construction for inside wireman apprentices. Open Entry/Open Exit.

### Requisites

Limitations on Enrollment:

**Must be a state-indentured apprentice**

None

### Transferability

**Not transferable**

### Units & Hours

[Print Course Info](#)

**AEL060:**

## Inside Wireman 10

Final semester of a five year program. Provides related and supplemental instruction in jobsite management, lighting control and photovoltaic systems for inside wireman apprentices. Open Entry/Open Exit.

### Requisites

Limitations on Enrollment:

**Must be a state-indentured apprentice**

None

### Transferability

**Not transferable**

### Units & Hours

[Print Course Info](#)

**AEL061:**

## Electrical Safety and First Aid

Provides related and supplemental instruction in Occupational Safety and Health Administration (OSHA) workplace requirements, the identification and use of safe work practices, coping with accidents and emergency situations, and one person CPR for inside wireman apprentices. American Red Cross certification available upon successful completion. Open Entry/Open Exit.

### Requisites

Limitations on Enrollment:

**Must be a state-indentured apprentice**

None

### Transferability

**Not transferable**

### Units & Hours

[Print Course Info](#)

**AIN021:**

## Orientation

This course provides an overview of the construction industry, safety, and green building awareness. Upon successful completion, students will receive Occupational Safety and Health Administration (OSHA) 10 hour and Powder Actuated Tool certification, and United Brotherhood of Carpenters (UBC) Fall Protection qualification cards. Open Entry/Open Exit.

### Requisites

Limitations on Enrollment:

**Must be a state-indentured Insulator apprentice**

None

## Transferability

**Not transferable**

## Units & Hours

[Print Course Info](#)

**AIN022:**

## Safety and Health Certifications

This course covers the safe and appropriate use of scaffolds, aerial lift and fork lift equipment, and emergency response procedures. Upon successful completion, students will be issued American Red Cross First Aid and cardiopulmonary resuscitation (CPR) certification and United Brotherhood of Carpenters (UBC) scaffold, Aerial Lift and Forklift Qualification Cards. Open Entry/Open Exit.

## Requisites

Limitations on Enrollment:

**Must be a state-indentured Insulator apprentice**

### Prerequisite

[AIN021 - Orientation](#)

## Transferability

**Not transferable**

## Units & Hours

[Print Course Info](#)

**AIN023:**

## Insulation Basics

This course provides an introduction into insulation as an energy efficiency technology and covers common types of insulating products and typical industry applications. Job planning, preparation and personal protective equipment will be included in performance exercises. Open Entry/Open Exit.

## Requisites

Limitations on Enrollment:

**Must be a state-indentured Insulator apprentice**

### Prerequisite

[AIN022 - Safety and Health Certifications](#)

## Transferability

**Not transferable**

## Units & Hours

[Print Course Info](#)

## AIN024:

# Construction Methods

This course presents the theory, methods, and procedures required to frame basic walls. Hands-on practice using proper tool techniques and appropriate materials will enhance fundamental skill development. Open Entry/Open Exit.

### Requisites

Limitations on Enrollment:

**Must be a state-indentured Insulator apprentice**

#### Prerequisite

[AIN021 - Orientation](#)

#### Prerequisite

[AIN022 - Safety and Health Certifications](#)

### Transferability

**Not transferable**

### Units & Hours

[Print Course Info](#)

**AIN025A :**

## Print Reading

This course introduces basic visualization skills needed for reading and interpreting construction prints. Views, elevations and the role of specifications as they relate to insulation details on prints will be discussed. Open Entry/Open Exit.

### Requisites

Limitations on Enrollment:

**Must be a state-indentured Insulator apprentice**

#### Prerequisite

[AIN021 - Orientation](#)

#### Prerequisite

[AIN022 - Safety and Health Certifications](#)

### Transferability

**Not transferable**

### Units & Hours

[Print Course Info](#)

**AIN025B :**

## Advanced Print Reading

In this course, students will analyze multi-view drawings to determine construction type, locate benchmark and building elements; review codes, references, and perform calculations for construction/insulation planning. Open Entry/Open Exit.

### Requisites

Limitations on Enrollment:

**Must be a state-indentured Insulator apprentice**

#### Prerequisite

[AIN021 - Orientation](#)

#### Prerequisite

[AIN022 - Safety and Health Certifications](#)

### Transferability

**Not transferable**

### Units & Hours

[Print Course Info](#)

**AIN026:**

## Sound Control and Weatherstripping

This course explores building construction systems and materials used to control sound. How sound travels and/or is absorbed by building materials will be presented. Practical experience will be gained during installation of wall systems, weatherstripping, and insulating materials designed to absorb, diffuse, disperse and/or control sound. Open Entry/Open Exit.

### Requisites

Limitations on Enrollment:

**Must be a state-indentured Insulator apprentice**

#### Prerequisite

[AIN021 - Orientation](#)

#### Prerequisite

[AIN022 - Safety and Health Certifications](#)

### Transferability

**Not transferable**

### Units & Hours

[Print Course Info](#)

**AIN027:**

## Flexible Foam Insulation

This course covers the identification of flexible foam materials, installation methods, and industry applications. The procedures and tool techniques used to fabricate and install several types of equipment covers using flexible foam insulation will be presented and practiced shop floor exercises. Open Entry/Open Exit.

## Requisites

Limitations on Enrollment:

**Must be a state-indentured Insulator apprentice**

### Prerequisite

[AIN022 - Safety and Health Certifications](#)

## Transferability

**Not transferable**

## Units & Hours

[Print Course Info](#)

**AIN031:**

## Green Building and Weatherization

This course explains in detail building envelope science. Audit procedures, as well as testing and reporting mechanisms used to measure inefficiencies will be covered. Training will provide novice workers with fundamental skills to properly install the beneficial ["green"] and cost effective energy efficient retro-fits for residential buildings. Open Entry/Open Exit.

## Requisites

Limitations on Enrollment:

**Must be a state-indentured Insulator apprentice**

### Prerequisite

[AIN021 - Orientation](#)

### Prerequisite

[AIN022 - Safety and Health Certifications](#)

## Transferability

**Not transferable**

## Units & Hours

[Print Course Info](#)

**AIN032:**

## Specialty Insulation

This course describes insulation systems materials and installation methods that usually performed by specialty contractors. Instruction will include refrigeration, curtain walls, plenums, access hatches, and spray systems. Students will calculate and prepare materials, and utilize the proper installation techniques during shop exercises. Open Entry/Open Exit.

## Requisites

Limitations on Enrollment:

**Must be a state-indentured Insulator apprentice**

**Prerequisite**

[AIN021 - Orientation](#)

**Prerequisite**

[AIN022 - Safety and Health Certifications](#)

## Transferability

**Not transferable**

## Units & Hours

[Print Course Info](#)

**AIN033:**

## Energy Audit

This course covers the building envelope-science, audit procedures, testing and reporting mechanisms used to measure inefficiencies and identify beneficial and cost effective energy efficient retro-fits for residential buildings. Open Entry/Open Exit.

## Requisites

Limitations on Enrollment:

**Must be a state-indentured Insulator apprentice**

**Prerequisite**

[AIN021 - Orientation](#)

**Prerequisite**

[AIN022 - Safety and Health Certifications](#)

## Transferability

**Not transferable**

## Units & Hours

[Print Course Info](#)

**AIN034:**

## Firestop/Fireproofing Procedures

This course will focus on the correct methods, technical skills, and firestop/fireproofing materials required in the work place today. Strict building codes mandate the importance of certified training. Open Entry/Open Exit.

## Requisites

Limitations on Enrollment:

**Must be a state-indentured Insulator apprentice**

**Prerequisite**

[AIN021 - Orientation](#)

**Prerequisite**

[AIN022 - Safety and Health Certifications](#)

Transferability

**Not transferable**

Units & Hours

[Print Course Info](#)

**AIN035:**

## Infiltration and Moisture Control

This course covers air infiltration and how it affects the energy efficiency of a building, as well as the techniques, strategies and insulation installation skills designed to prevent energy loss, and damage due to condensation and infiltration described as "moisture build up" inside the building envelope. Open Entry/Open Exit.

**Requisites**

Limitations on Enrollment:

**Must be a state-indentured Insulator apprentice**

**Prerequisite**

[AIN021 - Orientation](#)

**Prerequisite**

[AIN022 - Safety and Health Certifications](#)

Transferability

**Not transferable**

Units & Hours

[Print Course Info](#)

**AIN036:**

## Loose Fill and Spray Insulation

This course presents the differences between batt, ridged, loose-fill, and spray types of thermal insulation. The product distinctions, thermal advantages, and variation of typical installation practices will be covered. An in depth discussion of safety precautions and operating procedures for spray equipment and blow rigs (trucks) used in loose fill applications will be presented. Open Entry/Open Exit.

**Requisites**



**Limitations on Enrollment:**

**Must be a state-indentured Insulator apprentice**

**Prerequisite**

[AIN021 - Orientation](#)

**Prerequisite**

[AIN022 - Safety and Health Certifications](#)

**Transferability**

**Not transferable**

**Units & Hours**

[Print Course Info](#)

**AIN037:**

## Rigid Foam and Cellular Glass Insulation Installations

This course covers the identification of rigid and cellular glass materials, installation methods, and industry applications. The proper handling and installation techniques for molded and extruded polystyrene foam boards, and cellular glass insulation will be stressed during shop exercises. Open Entry/Open Exit.

**Requisites****Limitations on Enrollment:**

**Must be a state-indentured Insulator apprentice**

**Prerequisite**

[AIN021 - Orientation](#)

**Prerequisite**

[AIN022 - Safety and Health Certifications](#)

**Transferability**

**Not transferable**

**Units & Hours**

[Print Course Info](#)

**AIN041:**

## S/B Crew Lead Training

This course covers the supervisory and leadership skills required for professional development, including the typical work processes, communication methods, motivational concepts, and problem-solving techniques, that when employed, result in the efficient and effective management of construction projects. Open Entry/Open Exit. Former Title: Apprenticeship Insulation 041, Supervisory Training (2020)

**Requisites**

Limitations on Enrollment:

**Must be a state-indentured Insulator apprentice**

**Prerequisite**

[AIN021 - Orientation](#)

**AND**

**Prerequisite**

[AIN022 - Safety and Health Certifications](#)

**Transferability**

**Not transferable**

**Units & Hours**

[Print Course Info](#)

**AIN043:**

## **Tool/Equipment Applications**

This course promotes hand/power tool and equipment skill development for various construction applications. Scaffold building and aerial lift safety and operating procedures will also be covered. Upon successful completion, interior systems students will be issued United Brotherhood of Carpenters (UBC) Aerial Lift and Scaffold Erector-Welded Frame Qualification Cards. Open Entry/Open Exit.

**Requisites**

Limitations on Enrollment:

**Must be a state-indentured Insulator apprentice**

**Prerequisite**

[AIN021 - Orientation](#)

**AND**

**Prerequisite**

[AIN022 - Safety and Health Certifications](#)

**Transferability**

**Not transferable**

**Units & Hours**

[Print Course Info](#)

**AME021:**

## **Period 1**

Provides the related and supplemental instruction required for the first level Maintenance Electrician Apprentice in mathematics, industrial safety and health, using hand and portable power tools, basic measurements, basic electricity, and basic mechanics. Open Entry/Open Exit.

## Requisites

Limitations on Enrollment:

**Must be a state-indentured apprentice**

None

## Transferability

**Not transferable**

## Units & Hours

[Print Course Info](#)

**AME052:**

## Period 2

Provides the related and supplemental instruction required for the second level Maintenance Electrician Apprentice in basic principles of electricity, Direct Current (DC) circuit components and calculations, electric power and energy, batteries, electromagnetism, electrical safety in the workplace(NFPA 70E), electrical protective devices, introduction to industrial rigging for electricians, and introduction to the National Electric Code (NEC). Open Entry/Open Exit.

## Requisites

Limitations on Enrollment:

**Must be a state-indentured apprentice**

None

## Transferability

**Not transferable**

## Units & Hours

[Print Course Info](#)

**AME053:**

## Period 3

Provides the related and supplemental instruction required for the third level Maintenance Electrician Apprentice in reading blueprints, schematics, symbols, drawings and diagrams; rigging principles and practices for electricians; AC/DC equipment and controls; AC generation, transmission and distribution; over-current protective devices; and continuing education with the NEC and NFPA 70E Workplace Electrical Safety. Open Entry/Open Exit.

## Requisites

Limitations on Enrollment:

**Must be a state-indentured apprentice**

None

## Transferability

**Not transferable**

## Units & Hours

[Print Course Info](#)

### AME054:

## Period 4

Provides the related and supplemental instruction required for the fourth level Maintenance Electrician Apprentice in the application of code requirements; intermediate electricity; single phase motors; three phase systems; AC/DC equipment control and generators; and electrical troubleshooting skills. Open Entry/Open Exit.

## Requisites

Limitations on Enrollment:

**Must be a state-indentured apprentice**

None

## Transferability

**Not transferable**

## Units & Hours

[Print Course Info](#)

### AME055:

## Period 5

Provides the related and supplemental instruction required for the fifth level Maintenance Electrician Apprentice in the application of code requirements, variable frequency drives (VFD), VFD faults and troubleshooting, input/output devices, semi-conductors, and power supplies. Open Entry/Open Exit.

## Requisites

Limitations on Enrollment:

**Must be a state-indentured apprentice**

None

## Transferability

**Not transferable**

## Units & Hours

[Print Course Info](#)

### AME056:

## Period 6

Provides the related and supplemental instruction required for the sixth level Maintenance Electrician Apprentice in the application of code requirements, introductory programming, programmable logic controllers (PLC), and advanced electricity. Open Entry/Open Exit.

## Requisites

**Limitations on Enrollment:**

**Must be a state-indentured apprentice**

None

**Transferability**

**Not transferable**

**Units & Hours**

[Print Course Info](#)

**AME057:**

**Period 7**

Provides the related and supplemental instruction required for the seventh level Maintenance Electrician Apprentice in water treatment plant and water distribution system operations and advanced electricity and electrical systems. Open Entry/Open Exit.

**Requisites****Limitations on Enrollment:**

**Must be a state-indentured apprentice**

None

**Transferability**

**Not transferable**

**Units & Hours**

[Print Course Info](#)

**AME058:**

**Period 8**

Provides the related and supplemental instruction required for the eighth level Maintenance Electrician Apprentice in the application of code requirements, advanced electricity and electrical systems, maintenance and operations procedures, project planning, layout, estimating and scheduling. Open Entry/Open Exit.

**Requisites****Limitations on Enrollment:**

**Must be a state-indentured apprentice**

None

**Transferability**

**Not transferable**

**Units & Hours**

[Print Course Info](#)

## AMF021: Orientation

This course provides an overview of the construction industry, safety, and green building awareness. Upon successful completion, students will receive Occupational Safety and Health Administration (OSHA) 10 Hour and Powder Actuated Tool Certifications, and United Brotherhood of Carpenters (UBC) Fall Protection Qualification Card. Open Entry/Open Exit.

### Requisites

Limitations on Enrollment:

**Must be a state-indentured apprentice**

None

### Transferability

**Not transferable**

### Units & Hours

[Print Course Info](#)

## AMF022: Safety and Health Certifications

This course promotes hand/power tool and equipment skill development for various construction applications. Scaffold building and equipment operating procedures will also be covered. Financial and life skills will be presented to help them survive in the construction industry. Upon successful completion, students will be issued United Brotherhood of Carpenters (UBC) Scaffold Erector-Welded Frame Qualification Card. Open Entry/Open Exit.

### Requisites

Limitations on Enrollment:

**Must be a state-indentured apprentice**

None

### Transferability

**Not transferable**

### Units & Hours

#### Minimum Units:

1.5

#### Maximum Units

1.5

#### Total Hours

40.0

[Print Course Info](#)

## AMF023:

## Modular Cabinets, Doors and Drawers

This course details cabinetry fabrication from design and function through the complete production process. Students will use the methods and procedures presented to build a typical base unit. Open Entry/Open Exit.

### Requisites

Limitations on Enrollment:

**Must be a state-indentured apprentice**

None

### Transferability

**Not transferable**

### Units & Hours

[Print Course Info](#)

**AMF023C :**

## Tool/Equipment Applications

This course promotes hand/power tool and equipment skill development for various construction applications used in the installation of modular furnishings. Scaffold building and Aerial lift safety and operating procedures will also be covered. Upon successful completion, students will be issued United Brotherhood of Carpenters (UBC) Aerial Lift and Scaffold Erector-Welded Frame Qualification Cards. Open Entry/Open Exit.

### Requisites

Limitations on Enrollment:

**Must be a state-indentured apprentice**

#### Prerequisite

[AMF021 - Orientation](#)

**AND**

#### Prerequisite

[AMF022 - Safety and Health Certifications](#)

### Transferability

**Not transferable**

### Units & Hours

**Minimum Units:**

1.5

**Maximum Units**

1.5

**Total Hours**

45.0

[Print Course Info](#)**AMF024:****Introduction to Modular Furnishing**

This course introduces the students to modular furnishing design concepts. Students will identify the elements that are incorporated into a basic educational design for functionality, productivity and durability. Open Entry/Open Exit.

**Requisites**

Limitations on Enrollment:

**Must be a state-indentured apprentice**

None

**Transferability****Not transferable****Units & Hours**[Print Course Info](#)**AMF025:****Educational and Seismic Installations**

This course showcases modern modular furnishing designs for creating interactive educational spaces. In addition, students will be presented with state and local seismic codes, and those that are site specific for schools, hospitals and/or required by building engineers. Open Entry/Open Exit.

**Requisites**

Limitations on Enrollment:

**Must be a state-indentured apprentice**

None

**Transferability****Not transferable****Units & Hours**[Print Course Info](#)**AMF026:****Hospital Modular Installations**

Modular furnishing design concepts for hospital environments will be a focus of this course. Students will identify job planning and "best practices" procedures to facilitate special requirements for installations in the healthcare industry. Multi-Station layouts, components, specialty accessories, and finishes will be included. Open Entry/Open Exit.

**Requisites**

Limitations on Enrollment:



## Must be a state-indentured apprentice

None

### Transferability

**Not transferable**

### Units & Hours

[Print Course Info](#)

**AMF029:**

## Wall and Overhead Attachments

This course will highlight the use of various wall and overhead attachments and explain how they are integrated into the modular designed space. Students will identify the wall and overhead elements that are incorporated into a multi-station design using selected manufacturers' products. Open Entry/Open Exit.

### Requisites

Limitations on Enrollment:

**Must be a state-indentured apprentice**

None

### Transferability

**Not transferable**

### Units & Hours

[Print Course Info](#)

**AMF030:**

## Crew Lead Customer Service Training

This course covers the supervisory and crew leadership skills required for professional development in the modular furnishing industry. An emphasis will be placed on the importance of providing excellent customer service. Open Entry/Open Exit.

### Requisites

Limitations on Enrollment:

**Must be a state-indentured apprentice**

None

### Transferability

**Not transferable**

### Units & Hours

[Print Course Info](#)

**AMF031:**

## S/B Modular Pre-Cut Glass: Handling and Installation

This course covers the applications, methods, and procedures required to install modular glass products. Learn hands-on practice using proper tools, product handling techniques and appropriate sequence of installation will provide students with fundamental skills. Open Entry/Open Exit. Former Title: Modular Glass: Handling and Installation (2020)

### Requisites

Limitations on Enrollment:

**Must be a state-indentured apprentice**

None

### Transferability

**Not transferable**

### Units & Hours

[Print Course Info](#)

**AMF032:**

## Basic Framing and Retro-Fits

This course presents the methods and procedures required to frame basic walls for retro-fit of modular interior spaces. Hands-on practice using proper tool techniques and materials will provide experience in the framing and finishing of a basic wall. Open Entry/Open Exit.

### Requisites

Limitations on Enrollment:

**Must be a state-indentured apprentice**

None

### Transferability

**Not transferable**

### Units & Hours

[Print Course Info](#)

**AMF034:**

## Solid Surface and Stone Countertops

This course covers both basic and advanced assembly and installation techniques for solid surface, natural stone, and manufactured materials. Various products, designs, materials, accessories, and safety considerations will be included. Students will use the procedures presented to fabricate countertops with backsplash and create a design inlay. Open Entry/Open Exit.

### Requisites

Limitations on Enrollment:

**Must be a state-indentured apprentice**

**Prerequisite**

[AMF021 - Orientation](#)

**AND**

**Prerequisite**

[AMF022 - Safety and Health Certifications](#)

**Transferability**

**Not transferable**

**Units & Hours**

[Print Course Info](#)

**AMM021:**

**Period 1**

Provides the related and supplemental instruction required for the first level Maintenance Mechanic Apprentice in mathematics, industrial safety and health, hand and portable power tools, basic measurements, basic electricity, and basic mechanics. Open Entry/Open Exit.

**Requisites**

Limitations on Enrollment:

**Must be a state-indentured apprentice**

None

**Transferability**

**Not transferable**

**Units & Hours**

[Print Course Info](#)

**AMM022:**

**Period 2**

Provides the related and supplemental instruction required for the second level Maintenance Mechanic Apprentice to include awareness of electrical safety and protection; interpreting symbols and reading technical drawings; introduction to building and construction codes, standards and specifications; and introduction to metallurgy, oxygen cutting, welding and metal fabrication. Field trips may be required. Open Entry/Open Exit.

**Requisites**

Limitations on Enrollment:

**Must be a state-indentured apprentice**

None

**Transferability**

**Not transferable**

## Units & Hours

[Print Course Info](#)

### AMM023:

## Period 3

Provides the related and supplemental instruction required for the third level Maintenance Mechanic Apprentice in industrial rigging and hoisting principles and practices; basic hydraulics and pneumatics; mechanical and fluid drive transmission systems; and equipment installation, alignment, and maintenance. Open Entry/Open Exit.

## Requisites

Limitations on Enrollment:

**Must be a state-indentured apprentice**

None

## Transferability

**Not transferable**

## Units & Hours

[Print Course Info](#)

### AMM024:

## Period 4

Provides the related and supplemental instruction required for the fourth level Maintenance Mechanic Apprentice in pump types and applications; piping systems; pump hydraulics; tubing and hose applications, installation and maintenance; installation and maintenance pipefitting; and troubleshooting skills. Open Entry/Open Exit.

## Requisites

Limitations on Enrollment:

**Must be a state-indentured apprentice**

None

## Transferability

**Not transferable**

## Units & Hours

[Print Course Info](#)

### AMM025:

## Period 5

Provides the related and supplemental instruction for the fifth level Maintenance Mechanic Apprentice to include an introduction to metallurgy; welding principles; oxy-fuel welding and cutting operations; arc welding operations; and application of welding codes and standards established by the American Welding Society. Open Entry/Open Exit.

**Requisites**

Limitations on Enrollment:

**Must be a state-indentured apprentice**

None

**Transferability****Not transferable****Units & Hours**[Print Course Info](#)**AMM026:****Period 6**

Provides the related and supplemental instruction required for the sixth level Maintenance Mechanic Apprentice in machine shop safety; milling, drilling, and shaping with the mill and lathe; layout work; precision measurements; and cutting tool geometry. Open Entry/Open Exit.

**Requisites**

Limitations on Enrollment:

**Must be a state-indentured apprentice**

None

**Transferability****Not transferable****Units & Hours**[Print Course Info](#)**AMM027:****Period 7**

Provides the related and supplemental instruction required for the seventh level Maintenance Mechanic Apprentice in water treatment plant operations; water distribution systems; automatic control valves; backflow prevention; surge protection; dewatering sequence; and cross connection. Open Entry/Open Exit.

**Requisites**

Limitations on Enrollment:

**Must be a state-indentured apprentice**

None

**Transferability****Not transferable****Units & Hours**

[Print Course Info](#)

## AMM028:

### Period 8

Provides the related and supplemental instruction required for the eighth-level Maintenance Mechanic Apprentice in mechanical systems; maintenance and operations procedures; and project planning, layout, estimating, and scheduling. Field trips may be required. Open Entry/Open Exit.

#### Requisites

Limitations on Enrollment:

**Must be a state-indentured apprentice**

None

#### Transferability

**Not transferable**

#### Units & Hours

[Print Course Info](#)

## AMW021:

### Orientation

This course provides an overview of the construction industry for millwrights, 16-hour safety, and green building awareness. Successful students will receive Occupational Safety and Health Administration (OSHA) 10 Certification and United Brotherhood of Carpenters (UBC) Millwright 16-Hour Safety Qualification Cards. Open Entry/Open Exit.

#### Requisites

Limitations on Enrollment:

**Must be a state-indentured Millwright apprentice**

None

#### Transferability

**Not transferable**

#### Units & Hours

##### Minimum Units:

1.5

##### Maximum Units

1.5

##### Total Hours

36.0

[Print Course Info](#)

## AMW022:

## Safety and Health Certifications

This course covers the safe and appropriate use of forklift, aerial lift equipment in industrial setting, and emergency response procedures. Upon successful completion, students will be issued First Aid and CPR Certification and UBC Scaffold, Aerial Lift and Forklift Qualification Cards. Open Entry/Open Exit.

### Requisites

Limitations on Enrollment:

**Must be a state-indentured Millwright apprentice**

#### Prerequisite

[AMW021 - Orientation](#)

### Transferability

**Not transferable**

### Units & Hours

[Print Course Info](#)

**AMW023A :**

## Millwright General Skills - A

Students will identify and use hand and power tools, machining equipment and precision instruments at a fundamental level. Students will complete various bench layout tasks using shop drawings. Open Entry/Open Exit.

### Requisites

Limitations on Enrollment:

**Must be a state-indentured Millwright apprentice**

#### Prerequisite

[AMW021 - Orientation](#)

#### Prerequisite

[AMW022 - Safety and Health Certifications](#)

### Transferability

**Not transferable**

### Units & Hours

[Print Course Info](#)

**AMW023B :**

## Millwright General Skills - B

Building on basic machine shop skills, students will use hand and power tools, shop equipment and precision instruments to complete various machining operations. Open Entry/Open Exit.

## Requisites

Limitations on Enrollment:

**Must be a state-indentured Millwright apprentice**

Prerequisite

[AMW021 - Orientation](#)

Prerequisite

[AMW022 - Safety and Health Certifications](#)

## Transferability

**Not transferable**

## Units & Hours

[Print Course Info](#)

**AMW024:**

## S/B Print Reading

This course introduces the basic visualization skills needed for reading and interpreting construction prints. Views, elevations, and the role of specifications as they relate to prints will be discussed. Open Entry/Open Exit. Former Title: Apprenticeship Millwright 024, Printreading (2020)

## Requisites

Limitations on Enrollment:

**Must be a state-indentured Millwright apprentice**

Prerequisite

[AMW021 - Orientation](#)

AND

Prerequisite

[AMW022 - Safety and Health Certifications](#)

## Transferability

**Not transferable**

## Units & Hours

[Print Course Info](#)

**AMW025:**

## Welding Fabrication

This course is designed as an introduction to layout, and basic welding and fabrication. The students will be introduced to the basic skills of measuring, equipment set-up and cutting, shaping, grinding, welding, filing, heating and bending of metal parts. Open Entry/Open Exit.



## Requisites

Limitations on Enrollment:

**Must be a state-indentured Millwright apprentice**

Prerequisite

[AMW021 - Orientation](#)

Prerequisite

[AMW022 - Safety and Health Certifications](#)

Transferability

**Not transferable**

Units & Hours

[Print Course Info](#)

**AMW026:**

## Cutting and Burning

This course provides safety instruction, equipment operation, and basic skills needed for successful layout and fabrication of metal parts using an oxy-acetylene torch. Open Entry/Open Exit.

## Requisites

Limitations on Enrollment:

**Must be a state-indentured Millwright apprentice**

Prerequisite

[AMW021 - Orientation](#)

Prerequisite

[AMW022 - Safety and Health Certifications](#)

Transferability

**Not transferable**

Units & Hours

[Print Course Info](#)

**AMW027:**

## Optics and Machinery Alignment

This course covers the terms, characteristics, and operating principles for the transit and laser levels. Procedures for establishing machinery and equipment elevation and alignment will be demonstrated and practiced. Open Entry/Open Exit.

## Requisites

Limitations on Enrollment:

## Must be a state-indentured Millwright apprentice

### Prerequisite

[AMW021 - Orientation](#)

### Prerequisite

[AMW022 - Safety and Health Certifications](#)

### Transferability

**Not transferable**

### Units & Hours

[Print Course Info](#)

**AMW028:**

## Machinery Shaft Alignment

This course covers the terms, characteristics, and methods for aligning machine shafts. Conventional dial indicator and computer aided methods will be included in the training. Open Entry/Open Exit.

### Requisites

Limitations on Enrollment:

**Must be a state-indentured Millwright apprentice**

### Prerequisite

[AMW021 - Orientation](#)

### Prerequisite

[AMW022 - Safety and Health Certifications](#)

### Transferability

**Not transferable**

### Units & Hours

[Print Course Info](#)

**AMW029A :**

## Structural Welding - AWS A

This course is designed to prepare the student to obtain an American Welding Society (AWS) structural welding certificate per AWS D1.1 Structural Welding Code, the welding of plates that are 1/8" to unlimited thickness. Open Entry/Open Exit.

### Requisites

Limitations on Enrollment:

**Must be a state-indentured Millwright apprentice**

**Prerequisite**[AMW021 - Orientation](#)**Prerequisite**[AMW022 - Safety and Health Certifications](#)**Transferability****Not transferable****Units & Hours**[Print Course Info](#)**AMW029B :****Structural Welding - AWS B**

This course is designed to prepare the student to obtain an AWS structural welding certificate per AWS D1.1 Structural Welding Code, the welding of plates that are 1/8" to unlimited thickness. Practical assignments will include metal inert gas (MIG) and tungsten inert gas (TIG) welding. Open Entry/Open Exit.

**Requisites**

Limitations on Enrollment:

**Must be a state-indentured Millwright apprentice****Prerequisite**[AMW021 - Orientation](#)**Prerequisite**[AMW022 - Safety and Health Certifications](#)**Transferability****Not transferable****Units & Hours**[Print Course Info](#)**AMW030:****Rigging Hardware and Procedures**

This course presents both lifting theory and practical rigging methods and procedures. Rigging attachment procedures, lifting equipment, limits of operation and communication practices will be covered. Successful students will receive United Brotherhood of Carpenters (UBC) Rigging Qualification Cards. Open Entry/Open Exit.

**Requisites**

Limitations on Enrollment:

**Must be a state-indentured Millwright apprentice**

**Prerequisite**[AMW021 - Orientation](#)**Prerequisite**[AMW022 - Safety and Health Certifications](#)**Transferability****Not transferable****Units & Hours****Minimum Units:**

1.5

**Maximum Units**

1.5

**Total Hours**

40.0

[Print Course Info](#)**AMW031:****Turbine Familiarization**

Students will explore the machines and auxiliary equipment used in the power production industry. This course will highlight the function and performance of a typical gas turbine, and will include hydraulic bolting procedures. Open Entry/Open Exit.

**Requisites**

Limitations on Enrollment:

**Must be a state-indentured Millwright apprentice****Prerequisite**[AMW021 - Orientation](#)**Prerequisite**[AMW022 - Safety and Health Certifications](#)**Transferability****Not transferable****Units & Hours**[Print Course Info](#)**AMW032:****Pumps**

This course will cover the identification, application, and installation skills for typical systems found in the petro-chemical industry. Demonstrations and practice exercises will focus on pump types, gaskets, seals and fans. Open Entry/Open Exit.

## Requisites

Limitations on Enrollment:

**Must be a state-indentured Millwright apprentice**

**Prerequisite**

[AMW021 - Orientation](#)

**Prerequisite**

[AMW022 - Safety and Health Certifications](#)

## Transferability

**Not transferable**

## Units & Hours

[Print Course Info](#)

**AMW033:**

## Conveyor Systems

This class will cover proper installation, alignment procedures, belt splicing, and explain how improper installation affects the maintenance and lifespan of equipment and conveyor systems. Open Entry/Open Exit.

## Requisites

Limitations on Enrollment:

**Must be a state-indentured Millwright apprentice**

**Prerequisite**

[AMW021 - Orientation](#)

**Prerequisite**

[AMW022 - Safety and Health Certifications](#)

## Transferability

**Not transferable**

## Units & Hours

[Print Course Info](#)

**AMW034:**

## Drives, Pulleys and Belts

Installation techniques focusing on power drive systems and equipment arrangements. Key skills presented will include system specifications, component identification and equipment alignment. Shop projects will focus on belt, chain and gear drive installations. Open Entry/Open Exit.

## Requisites

Limitations on Enrollment:

**Must be a state-indentured Millwright apprentice**

**Prerequisite**

[AMW021 - Orientation](#)

**Prerequisite**

[AMW022 - Safety and Health Certifications](#)

**Transferability**

**Not transferable**

**Units & Hours**

[Print Course Info](#)

**AMW036A :**

## Machinery Installation and Erection - A

As an introduction, students will explore the machinery used in the manufacturing and package handling industry. Component descriptions and machine drawings illustrate the complex details and important considerations for assembly/disassembly tasks. Open Entry/Open Exit.

## Requisites

Limitations on Enrollment:

**Must be a state-indentured Millwright apprentice**

**Prerequisite**

[AMW021 - Orientation](#)

**Prerequisite**

[AMW022 - Safety and Health Certifications](#)

**Transferability**

**Not transferable**

**Units & Hours**

[Print Course Info](#)

**AMW036B :**

## Machinery Installation and Erection - B

This course will enhance machinery installation skills used in manufacturing applications. Exercises will focus on the importance of machine drawings to identify component tolerances and installation requirements and alignment of parts. Open Entry/Open Exit.

## Requisites

Limitations on Enrollment:

**Must be a state-indentured Millwright apprentice**

**Prerequisite**

[AMW021 - Orientation](#)

**Prerequisite**

[AMW022 - Safety and Health Certifications](#)

Transferability

**Not transferable**

Units & Hours

[Print Course Info](#)

**AMW037:**

## **Turbine Maintenance**

Students will use machinery maintenance skills and techniques for disassembly/assembly of a typical gas turbine. Couplings, bearings, and rotors will be inspected, and tolerances verified to complete onsite hands-on tasks. Open Entry/Open Exit.

**Requisites**

Limitations on Enrollment:

**Must be a state-indentured Millwright- apprentice**

**Prerequisite**

[AMW021 - Orientation](#)

**Prerequisite**

[AMW022 - Safety and Health Certifications](#)

Transferability

**Not transferable**

Units & Hours

[Print Course Info](#)

**AMW039:**

## **Compressor Theory and Maintenance**

This course will cover the compressor operating principles, safety, assembly, and maintenance skills for industrial compressors. Exercises will focus on the disassembly, inspection, and reassembly of compressor components. Open Entry/Open Exit.

**Requisites**

Limitations on Enrollment:

**Must be a state-indentured Millwright apprentice**

**Prerequisite**[AMW021 - Orientation](#)**Prerequisite**[AMW022 - Safety and Health Certifications](#)**Transferability****Not transferable****Units & Hours**[Print Course Info](#)**AMW043:****Tool/Equipment Applications**

This course promotes hand/power tool and equipment skill development for various construction applications. Scaffold building and aerial lift safety and operating procedures will also be covered. Upon successful completion, students will be issued United Brotherhood of Carpenters (UBC) Aerial Lift and Scaffold Erector-Welded Frame Qualification Cards. Open Entry/Open Exit.

**Requisites**

Limitations on Enrollment:

**Must be a state-indentured Millwright apprentice****Prerequisite**[AMW021 - Orientation](#)**AND****Prerequisite**[AMW022 - Safety and Health Certifications](#)**Transferability****Not transferable****Units & Hours****Minimum Units:**

1.0

**Maximum Units**

1.0

[Print Course Info](#)**AMW051:****Solar Installer Level 1**



This course covers the design and function of several types of solar installation. The methods, sequences and procedures for mounting layout, elevation/positioning, and assembly for solar construction will be presented to apprentices. Open Entry/Open Exit.

## Requisites

Limitations on Enrollment:

**Must be a state-indentured Millwright apprentice**

Prerequisite

[AMW021 - Orientation](#)

Prerequisite

[AMW022 - Safety and Health Certifications](#)

## Transferability

**Not transferable**

## Units & Hours

[Print Course Info](#)

**ANTH100:**

## Introduction to Cultural Anthropology

A cross-cultural survey of the major areas of cultural anthropology including subsistence patterns, economic and political systems, family and kinship, religion, and cultural change. Also includes contemporary issues facing humankind such as the environment, resource depletion, ethnic conflict, globalization, and warfare. Emphasis is on understanding cultural diversity and cultural universals.

## Requisites

None

## Transferability

**Transferable to both UC and CSU**

## Units & Hours

**Minimum Units:**

3.0

**Maximum Units**

3.0

**Total Hours**

54.0

[Print Course Info](#)

**ANTH100H :**

## Honors Introduction to Cultural Anthropology

This is a seminar style course that is enriched beyond that of ANTH 100, Introduction to Cultural Anthropology. This cross cultural survey course will focus on the four major fields of Cultural Anthropology as well as Applied Anthropology. Cultural systems over time will be studied such as religion, subsistence patterns, economics, kinship and cultural change. Globalization will be addressed as well as contemporary issues of the environment, warfare, resource depletion and ethnic conflict. Emphasis will be on critical thinking, understanding cultural diversity and cultural universals.

## Requisites

Entrance Skills:

**A high school or college GPA of 3.0 or above**

None

## Transferability

**Transferable to both UC and CSU**

## Units & Hours

### Minimum Units:

3.0

### Maximum Units

3.0

## Total Hours

54.0

[Print Course Info](#)

## ANTH101:

# Introduction to Physical Anthropology

An introduction to humankind's place in nature, including evolutionary theory, principles of genetics, primate evolution and behavior, fossil evidence for human evolution, human biology and variation, growth and adaptability, and biomedical anthropology. Includes practical application of biological anthropology to human problems. Field trips may be required.

## Requisites

None

## Transferability

**Transferable to both UC and CSU**

## Units & Hours

### Minimum Units:

3.0

### Maximum Units

3.0

## Total Hours

54.0

[Print Course Info](#)**ANTH101L :****Physical Anthropology Laboratory**

Laboratory exercises and experiments designed to explore and understand the primary areas of physical anthropology: evolutionary theory, principles of genetics, comparative anatomy, physiology, behavior and ecology of vertebrates with an emphasis on nonhuman primates, analysis of fossil evidence for human evolution, human biology and variation, growth and adaptability, and biomedical anthropology. Includes both traditional and virtual laboratory experiences. Field trips may be required.

**Requisites****Prerequisite**[ANTH101 - Introduction to Physical Anthropology](#)

or concurrent enrollment

**Transferability****Transferable to both UC and CSU****Units & Hours****Minimum Units:**

1.0

**Maximum Units**

1.0

**Total Hours**

54.0

[Print Course Info](#)**ANTH103:****Introduction to Archaeology**

This is a survey course in world archaeology. Methods of archaeological survey and excavation will be discussed as well as past and current concepts and theories. Material remains such as lithics, bone, ceramics and ecofacts will be discussed as to how they can be interpreted into social, political, economic, religious and ethnic terms. Optional field trips may be offered.

**Requisites**

None

**Transferability****Transferable to both UC and CSU****Units & Hours****Minimum Units:**

3.0

## Maximum Units

3.0

## Total Hours

54.0

[Print Course Info](#)

## ANTH104:

### Language and Culture

General introduction to the processes of human communication. Includes the relationship between language and culture, acquisition of first and second languages, languages in contact, sociolinguistics and the effects of both language and culture on inter/intra group communication. Languages spoken in the local area are used as the basis of study.

## Requisites

None

## Transferability

Transferable to both UC and CSU

## Units & Hours

### Minimum Units:

3.0

### Maximum Units

3.0

## Total Hours

54.0

[Print Course Info](#)

## AOE011:

### Construction Safety Inspector Apprentice 1

Provides the related and supplemental instruction required for operating engineer apprentices in First Aid – CPR – AED, worker safety regulations and standards, and reviewing and completing safety forms and/or records. Open Entry/Open Exit.

## Requisites

Limitations on Enrollment:

**Must be a state-indentured apprentice**

None

## Transferability

Not transferable

## Units & Hours

[Print Course Info](#)

**AOE012:**

# Construction Safety Inspector Apprentice 2

Provides related and supplemental instruction for state-indentured apprentices employed full-time in the operating engineer field. Covers basic safety for a worker on hazardous waste and materials project, including the General Industry Outreach 30-hour OSHA safety course. Apprentices successfully completing this course will receive up to two certifications: Occupational Safety and Health Administration (OSHA) HAZWOPER 40-hr Worker Certificate and OSHA General Industry Outreach 30-hr Worker Safety Certificate. Open Entry/Open Exit.

## Requisites

Limitations on Enrollment:

**Must be a state-indentured apprentice**

None

## Transferability

**Not transferable**

## Units & Hours

[Print Course Info](#)

**AOE013:**

# Construction Safety Inspector Apprentice 3

Provides related and supplemental instruction for state-indentured apprentices employed full-time in the operating engineer field. Covers basic safety for a worker on an asbestos-containing and/or remediation project and OSHA disaster site worker and safety topics. Apprentices successfully completing this course will receive up to two certifications: Occupational Safety and Health Administration (OSHA) 15-hr Disaster Site Worker Certificate and AHERA Asbestos Worker 32-hour safety training course. Open Entry/Open Exit.

## Requisites

Limitations on Enrollment:

**Must be a state-indentured apprentice**

None

## Transferability

**Not transferable**

## Units & Hours

[Print Course Info](#)

**AOE014:**

# Construction Safety Inspector Apprentice 4

Provides the related and supplemental instruction required for operating engineer apprentices in construction cranes. Covers terminology, equipment nomenclature, basic principles of operation, regulatory agencies, wire rope, and rigging, and personnel manlift safety. Open Entry/Open Exit.

## Requisites

Limitations on Enrollment:

**Must be a state-indentured apprentice**

None

## Transferability

**Not transferable**

## Units & Hours

[Print Course Info](#)

**AOE015:**

## Construction Safety Inspector Apprentice 5

Provides the related and supplemental instruction required for operating engineer apprentices in the New Miner safety procedures of MSHA 30 CFR Part 48 B (Mine Safety and Health Administration) for surface mine operations, miner rights and responsibilities, worksite and equipment safety inspections, and all information and regulations pertaining to New Miners Rights and Responsibilities training standards. Open Entry/Open Exit.

## Requisites

Limitations on Enrollment:

**Must be a state-indentured apprentice**

None

## Transferability

**Not transferable**

## Units & Hours

[Print Course Info](#)

**AOE016:**

## Construction Safety Inspector Apprentice 6

Provide the related and supplemental instruction required for operating engineer apprentices in employer safety program protocols, local emergency response procedures, and the duties and responsibilities of the construction building safety inspector. Open Entry/Open Exit.

## Requisites

Limitations on Enrollment:

**Must be a state-indentured apprentice**

None

## Transferability

**Not transferable**

## Units & Hours

[Print Course Info](#)

**AOE021:**

# Plant Equipment Operator 1

Provides the related and supplemental instruction required for Operating Engineer Apprentices in safety, common industry terminology, operation and maintenance of equipment used in the aggregate processing industry; and emphasis on preventive maintenance. Open Entry/Open Exit.

## Requisites

Limitations on Enrollment:

**Must be a state-indentured apprentice**

None

## Transferability

**Not transferable**

## Units & Hours

[Print Course Info](#)

**AOE021J :**

# Plant Equipment Operator 1 - Journeyworker

Provides the related and supplemental instruction required for Operating Engineer Journeyworkers in safety, common industry terminology, operation and maintenance of equipment used in the aggregate processing industry; and emphasis on preventive maintenance. Open Entry/Open Exit.

## Requisites

Limitations on Enrollment:

**Active Union Member**

None

## Transferability

**Not transferable**

## Units & Hours

[Print Course Info](#)

**AOE022:**

# Plant Equipment Operator 2

Provides the related and supplemental instruction required for Operating Engineer Apprentices in the safe use of oxygen-acetylene torch cutting equipment, including the procedures and techniques of brazing, soldering, and electric arc welding. Open Entry/Open Exit.

## Requisites

Limitations on Enrollment:

## Must be a state-indentured apprentice

None

### Transferability

**Not transferable**

### Units & Hours

[Print Course Info](#)

**AOE022J :**

## Plant Equipment Operator 2 - Journeyworker

Provides the related and supplemental instruction required for Operating Engineer Journeyworkers in the safe use of oxygen-acetylene torch cutting equipment, including the procedures and techniques of brazing, soldering, and electric arc welding. Open Entry/Open Exit.

### Requisites

Limitations on Enrollment:

**Active Union Member**

None

### Transferability

**Not transferable**

### Units & Hours

[Print Course Info](#)

**AOE023:**

## Plant Equipment Operator 3

Provides the related and supplemental instruction required for Operating Engineer Apprentices in safety practices, pre-shift inspection, servicing, maintenance, and heavy construction equipment operation and procedures. Introduction to Green Technologies pertaining to the Plant Equipment Operation classification. Emphasizes practical experience in performing the work processes. Open Entry/Open Exit.

### Requisites

Limitations on Enrollment:

**Must be a state-indentured apprentice**

None

### Transferability

**Not transferable**

### Units & Hours

[Print Course Info](#)

**AOE023J :**



## Plant Equipment Operator 3 - Journeyworker

Provides the related and supplemental instruction required for Operating Engineer Journeyworkers in safety practices, pre-shift inspection, servicing, maintenance, and heavy construction equipment operation and procedures. Introduction to Green Technologies pertaining to the Plant Equipment Operation classification. Emphasizes practical experience in performing the work processes. Open Entry/Open Exit.

### Requisites

Limitations on Enrollment:

**Active Union Member**

None

### Transferability

**Not transferable**

### Units & Hours

[Print Course Info](#)

**AOE024:**

## Plant Equipment Operator 4

Provides the related and supplemental instruction required for Operating Engineer Apprentices in pneumatics, power hydraulics, filtration, piping/sealing devices, and electricity; emphasizing troubleshooting on single and three phase industrial motor control systems. Open Entry/Open Exit.

### Requisites

Limitations on Enrollment:

**Must be a state-indentured apprentice**

None

### Transferability

**Not transferable**

### Units & Hours

[Print Course Info](#)

**AOE024J :**

## Plant Equipment Operator 4 - Journeyworker

Provides the related and supplemental instruction required for Operating Engineer Journeyworkers in pneumatics, power hydraulics, filtration, piping/sealing devices and electricity; emphasizing troubleshooting on single and three phase industrial motor control systems. Open Entry/Open Exit.

### Requisites

Limitations on Enrollment:

**Active Union Member**

None

## Transferability

**Not transferable**

## Units & Hours

[Print Course Info](#)

**AOE025:**

## Plant Equipment Operator 5

Provides the related and supplemental instruction required for Operating Engineer Apprentices in disassembly, diagnosis, repair, assembly/adjustment of cone crushers, screens, separators and belt conveyors. Open Entry/Open Exit.

## Requisites

Limitations on Enrollment:

**Must be a state-indentured apprentice**

None

## Transferability

**Not transferable**

## Units & Hours

[Print Course Info](#)

**AOE025J :**

## Plant Equipment Operator 5 - Journeyworker

Provides the related and supplemental instruction required for Operating Engineer Journeyworkers in disassembly, diagnosis, repair, assembly/adjustment of cone crushers, screens, separators and belt conveyors. Open Entry/Open Exit.

## Requisites

Limitations on Enrollment:

**Active Union Member**

None

## Transferability

**Not transferable**

## Units & Hours

[Print Course Info](#)

**AOE026:**

## Plant Equipment Operator 6

Provides the related and supplemental instruction required for Operating Engineer Apprentices in the operation of asphalt and concrete plants, aggregate material classification and handling, bulk and silo storage, engineered batching, gradation, and tolerance. Introduction to Operator Station and panel electrical controls used in the batching and mixing of asphalt and concrete products. Open Entry/Open Exit.

## Requisites

Limitations on Enrollment:

**Must be a state-indentured apprentice**

None

## Transferability

**Not transferable**

## Units & Hours

[Print Course Info](#)

**AOE026J :**

## Plant Equipment Operator 6 - Journeyworker

Provides the related and supplemental instruction required for Operating Engineer Journeyworkers in the operation of asphalt and concrete plants, aggregate material classification and handling, bulk and silo storage, engineered batching, gradation, and tolerance. Introduction to Operator Station and panel electrical controls used in the batching and mixing of asphalt and concrete products.. Open Entry/Open Exit.

## Requisites

Limitations on Enrollment:

**Active Union Member**

None

## Transferability

**Not transferable**

## Units & Hours

[Print Course Info](#)

**AOE031:**

## Heavy Duty Repairer 1

Provides the related and supplemental instruction required for operating engineer apprentices in safe work practices and principles when working around or operating heavy equipment, purposes of organized labor, labor history, first aid, IUOE Local 12 structure, Labor-Management Agreement, Local 12 By-Laws, International Union of Operating Engineers (IUOE) Constitution, and basic machinery maintenance. Open Entry/Open Exit.

## Requisites

Limitations on Enrollment:

**Must be a state-indentured apprentice**

None

## Transferability

**Not transferable**

## Units & Hours

[Print Course Info](#)

**AOE032:**

## Heavy Duty Repairer 2

Provides the related and supplemental instruction required for operating engineer apprentices in the basic safety practices and principles in the use of oxy-acetylene cutting equipment, electric arc welding equipment, and examples/techniques of brazing. Open Entry/Open Exit.

## Requisites

Limitations on Enrollment:

**Must be a state-indentured apprentice**

None

## Transferability

**Not transferable**

## Units & Hours

[Print Course Info](#)

**AOE033:**

## Hydraulics

Provides related and supplemental instruction required for operating engineer apprentices in the principles of hydraulics, basic hydraulic system nomenclature, and the practical uses of hydraulics. Open Entry/Open Exit.

## Requisites

Limitations on Enrollment:

**Must be a state-indentured apprentice**

None

## Transferability

**Not transferable**

## Units & Hours

[Print Course Info](#)

**AOE034:**

## Advanced Hydraulics

Provides the related and supplemental instruction required for operating engineer apprentices in hydraulic systems, pneumatic systems, and electrical/electronic systems used on heavy equipment and trucks. Open Entry/Open Exit.

## Requisites

Limitations on Enrollment:

## Must be a state-indentured apprentice

None

### Transferability

**Not transferable**

### Units & Hours

[Print Course Info](#)

**AOE035:**

## Heavy Duty Repairer 5

Provides related and supplemental instruction required for operating engineer apprentices in basic safety practices and proper maintenance procedures when working with gasoline and/or diesel engines. Specific topics include: internal combustion engine theory for both diesel and gasoline engines, use of appropriate hand tools needed for engine repair, proper procedures for engine disassembly and assembly, and troubleshooting and diagnosing engine failures. Open Entry/Open Exit.

### Requisites

Limitations on Enrollment:

**Must be a state-indentured apprentice**

None

### Transferability

**Not transferable**

### Units & Hours

[Print Course Info](#)

**AOE036:**

## Disassembly and Assembly

Provides the related and supplemental instruction required for operating engineer apprentices, including: basic safety aspects and procedures of working with power transmission components of heavy construction equipment. Additional training includes: clutches, mechanical transmissions, differentials, final drives, crawler-type tractor undercarriage, and crawler-type tractor truck assemblies. Open Entry/Open Exit.

### Requisites

Limitations on Enrollment:

**Must be a state-indentured apprentice**

None

### Transferability

**Not transferable**

### Units & Hours

[Print Course Info](#)

## AOE041:

### Introduction to Apprenticeship

Provides related and supplemental instruction for state-indentured apprentices employed full-time in the operating engineers trade. Students will identify basic safety rules and procedures when operating and working around heavy construction equipment, proper safe attitudes and work ethics, personal financial planning responsibilities, history of organized labor and its structure, and the importance of wages and benefits of being a member of a local union. Open Entry/Open Exit.

#### Requisites

Limitations on Enrollment:

**Must be a state-indentured apprentice**

None

#### Transferability

**Not transferable**

#### Units & Hours

[Print Course Info](#)

## AOE042:

### Grade Checking

Provides related and supplemental instruction for state-indentured apprentices employed full-time in the operating engineers field. Reviews information found on typical grading and Survey stakes, the use of colored ribbon on grade stakes, transferring elevations from one point to another, setting grading stakes for both cut and fill slopes, grading stakes for curb and streets, staking procedures for subdivisions, basic laser set-up, and basic GPS equipment set-up.

#### Requisites

Limitations on Enrollment:

**Must be a state-indentured apprentice**

None

#### Transferability

**Not transferable**

#### Units & Hours

##### Minimum Units:

4.0

##### Maximum Units

4.0

##### Total Hours

126.0

[Print Course Info](#)**AOE043:****Equipment Operator 3**

Provides related and supplemental instruction for state-indentured apprentices employed full-time in the operating engineers field. Covers the topics of preventive maintenance and operation of heavy construction equipment, best practices and personal safety, terminology, maintenance, and operation of the following pieces of equipment: Scrapers, Dozers, Loaders, Forklifts, Compactors, Rollers, and Construction Cranes. Open Entry/Open Exit.

**Requisites**

Limitations on Enrollment:

**Must be a state-indentured apprentice**

None

**Transferability****Not transferable****Units & Hours****Minimum Units:**

4.0

**Maximum Units**

4.0

**Total Hours**

126.0

[Print Course Info](#)**AOE044:****Plan Reading**

Provides related and supplemental instruction for state-indentured apprentices employed full-time in the operating engineers field. Introduces the tasks of interpreting and reading plan sets consisting of: grading, infrastructure, and structural plans for roadways, subdivisions, and service utilities. Open Entry/Open Exit.

**Requisites**

Limitations on Enrollment:

**Must be a state-indentured apprentice**

None

**Transferability****Not transferable****Units & Hours****Minimum Units:**

4.0

## Maximum Units

4.0

## Total Hours

126.0

[Print Course Info](#)

### AOE045:

## Equipment Operator 5

Provide related and supplemental instruction to apprentice operating engineers on the topics of preventive maintenance and operation of heavy construction equipment, best practices and personal safety, terminology, maintenance, and operation of the following pieces of equipment: Backhoes, Excavators, Motor Graders, Finish Dozers, and slope boards, Hydraulic and Conventional Cranes. Open Entry/Open Exit.

### Requisites

Limitations on Enrollment:

**Must be a state-indentured apprentice**

None

### Transferability

**Not transferable**

### Units & Hours

#### Minimum Units:

4.0

#### Maximum Units

4.0

#### Total Hours

126.0

[Print Course Info](#)

### AOE046:

## Hazmat 6

Provides related and supplemental instruction for state-indentured apprentices employed full-time in the operating engineer field. Covers basic safety for a worker on a hazardous materials project, First Aid-CPR-AED, OSHA disaster site worker, and safety topics. Apprentices successfully completing this course will receive up to three certifications: Occupational Safety and Health Administration (OSHA) HAZWOPER 40-hr Worker Certificate, OSHA Construction Industry 10-hr Worker Safety Certificate, OSHA 15-hr Disaster Site Worker Certificate, and National Safety Council (NSC) First Aid, CPR, AED Certificate. Open Entry/Open Exit.

### Requisites

Limitations on Enrollment:

**Must be a state-indentured apprentice**



None

### Transferability

**Not transferable**

### Units & Hours

#### Minimum Units:

4.0

#### Maximum Units

4.0

#### Total Hours

126.0

[Print Course Info](#)

## AOE047:

### Operating Engineers Hazmat 40

Safety regulations, safe work practices for hazardous waste site operations as specified by the 29th code of Federal Regulations, 1910.120 as approved by the National Institute of Environmental Safety and Health for the International Union of Operating Engineers, for required certification. Open Entry/Open Exit.

### Requisites

Limitations on Enrollment:

**Must be a state-indentured apprentice**

None

### Transferability

**Not transferable**

### Units & Hours

#### Minimum Units:

1.5

#### Maximum Units

1.5

#### Total Hours

36.0

[Print Course Info](#)

## AOE048:

### Disaster Site Worker

Recognizing safety hazards, health hazards, chemical, biological, radiological and nuclear defense (CBRNE) agents. Management techniques of traumatic incident stress awareness. Proper respiratory protection, personal protective equipment, decontamination procedure. Open Entry/Open Exit.

## Requisites

Limitations on Enrollment:

**Must be a state-indentured apprentice**

None

## Transferability

**Not transferable**

## Units & Hours

### Total Hours

9.0

[Print Course Info](#)

## AOE054:

### Tower Crane

Provides instruction and training for operating engineers in tower cranes. Covers terminology, nomenclature, basic principles of operation, regulatory agencies, and operator safety involved with construction tower crane operation. Open Entry/Open Exit.

## Requisites

Limitations on Enrollment:

**Must be a state-indentured apprentice**

None

## Transferability

**Not transferable**

## Units & Hours

### Minimum Units:

0.5

### Maximum Units

0.5

### Total Hours

18.0

[Print Course Info](#)

## AOE061:

### Concrete Transportation Construction Inspector

Provides related and supplemental instruction for apprentices in the Operating Engineers field in concrete transportation construction inspections. Covers transportation systems and applications, preliminary testing, pre-placement inspection, placement inspection, post-placement inspection. Open Entry/Open Exit.

## Requisites

Limitations on Enrollment:

**Must be a state-indentured apprentice**

None

## Transferability

**Not transferable**

## Units & Hours

### Minimum Units:

5.0

### Maximum Units

5.0

## Total Hours

144.0

[Print Course Info](#)

## AOE062:

# Asphalt Inspection

Provides related and supplemental instruction for apprentices in the Operating Engineers field in asphalt inspection. Covers materials inspection, mix design, plant operations, placing operations, compaction, report writing, plan reading, and grade checking. Open Entry/Open Exit.

## Requisites

Limitations on Enrollment:

**Must be a state-indentured apprentice**

None

## Transferability

**Not transferable**

## Units & Hours

### Minimum Units:

4.0

### Maximum Units

4.0

## Total Hours

144.0

[Print Course Info](#)

### AOE063A :

## ACI Laboratory Testing Technician I

Provides the required related and supplemental instruction for operating engineer apprentices in laboratory testing on aggregates used for structural concrete. Open Entry/Open Exit.

### Requisites

Limitations on Enrollment:

**Must be a state-indentured apprentice**

None

### Transferability

**Not transferable**

### Units & Hours

#### Minimum Units:

4.0

#### Maximum Units

4.0

## Total Hours

144.0

[Print Course Info](#)

### AOE064A :

## ACI Laboratory Testing Technician II

Provides the required related and supplemental instruction for operating engineer apprentices in design parameters for batching structural concrete. Open Entry/Open Exit.

### Requisites

Limitations on Enrollment:

**Must be a state-indentured apprentice**

None

### Transferability

**Not transferable**

### Units & Hours

## Minimum Units:

4.0

## Maximum Units

4.0

## Total Hours

144.0

[Print Course Info](#)

## AOE071A :

# Reinforced Concrete

Provides the required related and supplemental instruction for operating engineer apprentices in codes and duties, reinforcing steel, blueprinting reading, gunite, report writing, people skills. Apprentices will gain the knowledge, research skills and confidence needed to pass their written and oral exams. Open Entry/Open Exit.

## Requisites

Limitations on Enrollment:

**Must be a state-indentured apprentice**

None

## Transferability

**Not transferable**

## Units & Hours

### Minimum Units:

4.0

### Maximum Units

4.0

### Total Hours

144.0

[Print Course Info](#)

## AOE072A :

# Prestressed Concrete

Provides the required related and supplemental instruction for operating engineer apprentices in reinforcing steel, codes, blueprints, stressing sheets, plan changes, report writing, people skills, job etiquette and protocol. Apprentices will gain the knowledge, research skills and confidence needed to pass their written and oral exams. Open Entry/Open Exit.

## Requisites

Limitations on Enrollment:

**Must be a state-indentured apprentice**

None

### Transferability

**Not transferable**

### Units & Hours

#### Minimum Units:

4.0

#### Maximum Units

4.0

### Total Hours

144.0

[Print Course Info](#)

## AOE073A :

### Structural Steel/Welding

Provides the required related and supplemental instruction for operating engineer apprentices in codes and duties, welding, report writing, people skills, gunite applications. Apprentices will gain the knowledge, research skills and confidence needed to pass their written and oral exams. Open Entry/Open Exit.

### Requisites

Limitations on Enrollment:

**Must be a state-indentured apprentice**

None

### Transferability

**Not transferable**

### Units & Hours

[Print Course Info](#)

## AOE073B:

### Structural Steel/Bolting

Provides the required related and supplemental instruction for operating engineer apprentices in codes and duties, structural bolting inspection, report writing, personal skills. Apprentices will gain the knowledge, research skills, and confidence needed to pass their written and oral exams. Open Entry/Open Exit.

### Requisites

Limitations on Enrollment:

**Must be a state-indentured apprentice**

None

## Transferability

**Not transferable**

## Units & Hours

[Print Course Info](#)

**AOE074A :**

## Structural Masonry

Provides the required related and supplemental instruction for operating engineer apprentices in codes and duties, reinforcing steel, plan changes, people skills, jobsite etiquette and protocol, Specialty Inspector. Apprentices will gain the knowledge, research skills and confidence needed to pass their written and oral exams. Open Entry/Open Exit.

## Requisites

Limitations on Enrollment:

**Must be a state-indentured apprentice**

None

## Transferability

**Not transferable**

## Units & Hours

[Print Course Info](#)

**AOE075A :**

## Soils Inspection and Testing

Provides the required related and supplemental instruction for operating engineer apprentices in codes and duties, calibration procedures, soil identification, methods of moisture determination, maximum density tests, sand cone testing, nuclear density testing, people skills, sieve analysis, proper vehicle setup. Apprentices will gain the knowledge, research skills and confidence needed to pass their written and oral exams. Open Entry/Open Exit.

## Requisites

Limitations on Enrollment:

**Must be a state-indentured apprentice**

None

## Transferability

**Not transferable**

## Units & Hours

[Print Course Info](#)

**AOE076A :**

## Structural Plan Reading for Inspectors

Provides the related and supplemental instruction required for operating engineer apprentices in structural plan reading, interpretation of structural layout and design engineering for inspectors. Design, printing, and preparation guidelines as detailed in the Uniform Building Code (UBC). Open Entry/Open Exit.

### Requisites

Limitations on Enrollment:

**Must be a state-indentured apprentice**

None

### Transferability

**Not transferable**

### Units & Hours

[Print Course Info](#)

**AOE077A :**

## ICC Soils Special Inspector

Provides the required related and supplemental instruction required for operating engineer apprentices in the general requirements, laboratory testing, grading plans, site preparation, and fill monitoring techniques used for International Code Council (ICC) Soils Inspections. Open Entry/Open Exit.

### Requisites

Limitations on Enrollment:

**Must be a state-indentured apprentice**

None

### Transferability

**Not transferable**

### Units & Hours

[Print Course Info](#)

**AOE079:**

## Certified Welding Inspector

Provides related and supplemental instruction necessary to become a Certified Welding Inspector. Topics include welding processes, heat control, welding inspections and flaws, definitions and terminology, utilization of specifications and drawings, safety, testing methods. Open Entry/Open Exit.

### Requisites

Limitations on Enrollment:

**Must be a state-indentured apprentice**

None

### Transferability



## Not transferable

### Units & Hours

#### Minimum Units:

3.0

#### Maximum Units

3.0

### Total Hours

90.0

[Print Course Info](#)

## AOE080:

### Structural Concrete Plan Reading

Provides instruction for operating engineers in the design and engineering requirements of structural buildings and the fundamentals of structural concrete. Open Entry/Open Exit.

### Requisites

Limitations on Enrollment:

**Must be a state-indentured apprentice**

None

### Transferability

**Not transferable**

### Units & Hours

[Print Course Info](#)

## AOE081:

### Structural Reinforced Concrete for Inspectors

Provides the required related and supplemental instruction for operating engineer apprentices in codes and duties, reinforcing steel, plan set reading, gunite, report writing, people skills. Apprentices will gain the knowledge, research skills, and confidence needed to pass their written and oral exams. Open Entry/Open Exit.

### Requisites

Limitations on Enrollment:

**Must be a state-indentured apprentice**

None

### Transferability

**Not transferable**

## Units & Hours

[Print Course Info](#)

**AOE082:**

### Non-Destructive Testing

Provides the required related and supplemental instruction for operating engineer apprentices in Ultrasonic, Magnetic Particle, and Liquid Penetrant Testing codes and duties, welding procedures, report writing, people skills, and testing equipment orientation. Members will gain the knowledge, research skills, and confidence needed to pass their written and oral exams as applicable to the Non-Destructive Testing requirements. Open Entry/Open Exit.

## Requisites

Limitations on Enrollment:

**Must be a state-indentured apprentice**

None

## Transferability

**Not transferable**

## Units & Hours

[Print Course Info](#)

**AOE083:**

### Fireproofing and Firestopping Inspection

Provides the required related and supplemental instruction for operating engineer apprentices in Fireproofing and Firestopping inspection, testing codes and duties, application procedures, report writing, people skills, and testing equipment orientation. Members will gain the knowledge, research skills, and confidence needed to pass their written and oral exams as applicable to the Fireproofing and Firestopping Testing requirements. Open Entry/Open Exit.

## Requisites

Limitations on Enrollment:

**Must be a state-indentured apprentice.**

None

## Transferability

**Not transferable**

## Units & Hours

[Print Course Info](#)

**APCD107:**

### Apprenticeship Child Growth and Development (DS1)

Examines the progression of development in the physical, cognitive, social, and emotional domains and identifies developmental milestones for children from conception through adolescence. Emphasis on interactions between biological processes and environmental factors. Students will observe children, evaluate individual differences, and analyze characteristics of development at various stages according to developmental theories. Field-based

assignments may be required. No credit for students who have taken Psychology 157.

## Requisites

Limitations on Enrollment:

**Must be a state-indentured apprentice**

None

## Transferability

**Transferable to both UC and CSU**

## Units & Hours

[Print Course Info](#)

**APCD108:**

## Apprenticeship Observation and Assessment

Introduces the appropriate use of assessment and observation tools and strategies to document young children's development and learning. The use of findings to inform and plan learning environments and experiences are emphasized. Recording strategies, rating systems, portfolios, and multiple assessment tools will be discussed, along with strategies for collaboration with families and professionals.

## Requisites

Limitations on Enrollment:

**Must be a state-indentured apprentice**

**Prerequisite**

[APCD107 - Apprenticeship Child Growth and Development \(DS1\)](#)

## Transferability

**Transferable to CSU only**

## Units & Hours

[Print Course Info](#)

**APCD110:**

## Apprenticeship - Child, Family and Community (DS2)

This course examines processes of socialization focusing on the interrelationship of family, school, and community and the influence of multiple societal contexts. Explores the role of collaboration between family, community, and schools in supporting children's development. Field trips and field-based assignments may be required.

## Requisites

Limitations on Enrollment:

**Must be a state-indentured apprentice**

None

## Transferability

Transferable to both UC and CSU

## Units & Hours

[Print Course Info](#)

**APCD111A:**

## Apprenticeship - Principles and Practices

An examination of the historical context and theoretical perspectives of developmentally appropriate practices in early care and education. Examines the role of the early childhood educator, identifying best practices for environmental design, curriculum, and teaching strategies. Explores teacher-child relationships, professional ethics, career pathways, and professional standards. Field trips and field-based assignments may be required. A negative TB test result and state-mandated immunizations are required for some fieldwork assignments and certificate completion.

## Requisites

Limitations on Enrollment:

**Must be a state-indentured apprentice**

### Prerequisite

[APCD107 - Apprenticeship Child Growth and Development \(DS1\)](#)

AND

### Prerequisite

[APCD108 - Apprenticeship Observation and Assessment](#)

## Transferability

Transferable to CSU only

## Units & Hours

[Print Course Info](#)

**APCD111B:**

## Apprenticeship - Introduction to Curriculum for Young Children

Developmentally appropriate curriculum and environments for children birth through age eight. Students will use knowledge of children's development, theories of learning and development, and examples from various models of developmentally appropriate practice to plan environments and curriculum in all content areas to support children's development and learning integrated throughout indoor and outdoor settings. Field trips and field-based assignments may be required. A negative TB test result and state-mandated immunizations are required for some fieldwork assignments and certificate completion.

## Requisites

Limitations on Enrollment:

**Must be a state-indentured apprentice**

### Prerequisite

[APCD107 - Apprenticeship Child Growth and Development \(DS1\)](#)

**AND****Prerequisite**

[APCD108 - Apprenticeship Observation and Assessment](#)

**Transferability**

**Transferable to CSU only**

**Units & Hours**

[Print Course Info](#)

**APCD112:****Apprenticeship - Health, Safety and Nutrition for Children**

Laws, regulations, standards, policies, procedures, and best practices related to health, safety, and nutrition in care and education settings for children birth through middle childhood. Includes the teacher's role in prevention strategies, nutrition and meal planning, integrating health, safety, and nutrition experiences into daily routines, and overall risk management. Field trips and field-based assignments may be required. A negative TB test result and state-mandated immunizations are required for some fieldwork assignments and certificate completion.

**Requisites**

Limitations on Enrollment:

**Must be a state-indentured apprentice**

**Prerequisite**

[APCD107 - Apprenticeship Child Growth and Development \(DS1\)](#)

**Transferability**

**Transferable to CSU only**

**Units & Hours**

[Print Course Info](#)

**APCD116A:****Infant/Toddler Growth and Development (DS4)**

A study of infants and toddlers from pre-conception to age three including physical, cognitive, language, social, and emotional growth and development. Applies theoretical frameworks to interpret behavior and interactions between heredity and environment. Emphasizes the role of family and relationships in development. Partially fulfills the requirements for state licensing. With Child Development 116B, this class fulfills infant/toddler specialization for Child Development Center permits. Field trips and field-based assignments may be required. A negative TB test result and state-mandated immunizations are required for some fieldwork assignments and certificate completion.

**Requisites**

Limitations on Enrollment:

**Must be a state-indentured apprentice**

**Prerequisite**

[APCD107 - Apprenticeship Child Growth and Development \(DS1\)](#)

## Transferability

Transferable to CSU only

## Units & Hours

[Print Course Info](#)

**APCD202:**

## Introduction to Children from Special Populations

Introduces the variations in the development of children with special needs ages birth through eight and the resulting impact on families. Includes an overview of historical and societal influences, laws relating to children with special needs and inclusion, and the identification and referral process.

## Requisites

Limitations on Enrollment:

**Must be a state-indentured apprentice**

None

## Transferability

Transferable to CSU only

## Units & Hours

[Print Course Info](#)

**APCD221:**

## Apprenticeship - Living and Teaching in a Diverse Society

Examines the impact of various societal influences on the development of children's social identity. Covers developmentally appropriate, inclusive, and anti-bias approaches. Self-examination and reflection on issues related to social identity, stereotypes, and bias will be emphasized. Field trips and field-based assignments may be required.

## Requisites

Limitations on Enrollment:

**Must be a state-indentured apprentice**

None

## Transferability

Transferable to both UC and CSU

## Units & Hours

[Print Course Info](#)

**APCD298A:**

## Apprenticeship - Practicum in Early Childhood Programs

Under guided supervision in a Rancho Santiago Community College District (RSCCD) Child Development Center or approved mentor site, students will utilize practical classroom experiences to make connections between theory and practice, develop professional behaviors, and build a comprehensive understanding of children and families. Reflective practice will be emphasized as student teachers design, implement and evaluate approaches and strategies, and techniques that promote development and learning. Field trips and field-based assignments required. A negative TB test result and state-mandated immunizations are required for certificate completion.

## Requisites

Limitations on Enrollment:

**Must be a state-indentured apprentice**

### Prerequisite

[APCD110 - Apprenticeship - Child, Family and Community \(DS2\)](#)

**AND**

### Prerequisite

[APCD111B - Apprenticeship - Introduction to Curriculum for Young Children](#)

**AND**

### Prerequisite

6 additional units of Child Development courses

## Transferability

**Transferable to CSU only**

## Units & Hours

[Print Course Info](#)

**APL020:**

## Orientation

Provides related and supplemental instruction required for entry-level apprentice power linemen.

## Requisites

Limitations on Enrollment:

**Must be a state-indentured apprentice**

None

## Transferability

**Not transferable**

## Units & Hours

[Print Course Info](#)

**APL021:**

## Power Lineman Apprentice 1

Provides the related and supplemental instruction required for entry-level power lineman apprentices in the tools, math, theory, and safety required in the power lineman industry.

## Requisites

Limitations on Enrollment:

**Must be a state-indentured apprentice**

None

## Transferability

**Not transferable**

## Units & Hours

[Print Course Info](#)

**APL022:**

## Power Lineman Apprentice 2

Provides the related and supplemental instruction in the theory, math, construction methods, and safety required for the second-level power lineman apprentice.

## Requisites

Limitations on Enrollment:

**Must be a state-indentured apprentice**

None

## Transferability

**Not transferable**

## Units & Hours

[Print Course Info](#)

**APL023:**

## Power Lineman Apprentice 3

Provides the related and supplemental instruction for third-level power lineman apprentice with emphasis on circuits energized below 750 volts, tower erection, and street lighting systems.

## Requisites

Limitations on Enrollment:

**Must be a state-indentured apprentice**

None

## Transferability

**Not transferable**



## Units & Hours

[Print Course Info](#)

### APL024:

## Power Lineman Apprentice 4

Provides the related and supplemental instruction for the fourth-level lineman apprentice in underground construction, blueprint reading, splicing and sagging conductors, locating faults, and using aerial man-lift equipment.

## Requisites

Limitations on Enrollment:

**Must be a state-indentured apprentice**

None

## Transferability

**Not transferable**

## Units & Hours

[Print Course Info](#)

### APL025:

## Power Lineman Apprentice 5

Provides the related and supplemental instruction for power lineman apprentices in the theory, operation and installation of electrical apparatus and test equipment in power systems. Includes construction and maintenance of energized line and equipment.

## Requisites

Limitations on Enrollment:

**Must be a state-indentured apprentice**

None

## Transferability

**Not transferable**

## Units & Hours

[Print Course Info](#)

### APL026:

## Power Lineman Apprentice 6

Provides the required related and supplemental instruction for power lineman apprentices in the theory, installation, maintenance, and operation of electrical apparatus used for system protection, metering, power factor correction and voltage regulation.

## Requisites

Limitations on Enrollment:

## Must be a state-indentured apprentice

None

### Transferability

**Not transferable**

### Units & Hours

[Print Course Info](#)

**APL041:**

## Work Methods Training

Provides the required related and supplemental instruction for apprentice power lineman in safety, tools, guys and anchors, pole setting and handling, underground tools and equipment.

### Requisites

Limitations on Enrollment:

**Must be a state-indentured apprentice**

None

### Transferability

**Not transferable**

### Units & Hours

[Print Course Info](#)

**APL042:**

## Rubber Gloves Training

Provides the required related and supplemental instruction for apprentice power linemen in tools, accident prevention rules, rubber glove guidelines and rules.

### Requisites

Limitations on Enrollment:

**Must be a state-indentured apprentice**

None

### Transferability

**Not transferable**

### Units & Hours

[Print Course Info](#)

**APL043:**

## Hot Sticks Training

Provides the required related and supplemental instruction for apprentice power linemen in history, development, manufacture and care of hot line tools.

### Requisites

Limitations on Enrollment:

**Must be a state-indentured apprentice**

None

### Transferability

**Not transferable**

### Units & Hours

[Print Course Info](#)

**ART100:**

## Introduction to Art Concepts

A study of the visual arts in relation to both personal and cultural expressions. Fundamentals of visual organization, color theory, terminology, historical art movements and concepts will be studied. Students are required to visit an art museum during the semester. Required for art majors.

### Requisites

None

### Transferability

**Transferable to both UC and CSU**

### Units & Hours

**Minimum Units:**

3.0

**Maximum Units**

3.0

**Total Hours**

54.0

[Print Course Info](#)

**ART100H :**

## Honors Introduction to Art Concepts

Enriched exposure to a study of the visual arts in relation to personal and cultural expression with an emphasis on critical thinking and writing. Fundamentals of visual organization, color theory, terminology, historical art movements and concepts will be studied in a seminar format. Students are required to visit an art museum or gallery.

### Requisites

**Entrance Skills:**

**A high school or college GPA of 3.0 or above**

None

**Transferability**

**Transferable to both UC and CSU**

**Units & Hours****Minimum Units:**

3.0

**Maximum Units**

3.0

**Total Hours**

54.0

[Print Course Info](#)

**ART101:****Survey of Western Art History I: Prehistory Through the Middle Ages**

The study of art and architecture from Prehistory through the Middle Ages. Cultures and civilizations are studied through visual imagery, lectures, class discussion, reading, and research. Students are required to independently visit an art museum. Field trips may also be required.

**Requisites****Advisory**

[ENGL100 - Freshman Composition with Integrated Support](#)

**OR**

**Advisory**

[ENGL101 - Freshman Composition](#)

**OR**

**Advisory**

[ENGL101H - Honors Freshman Composition](#)

**Transferability**

**Transferable to both UC and CSU**

**Units & Hours**

**Minimum Units:**

3.0

**Maximum Units**

3.0

**Total Hours**

54.0

[Print Course Info](#)**ART101H :****Honors Survey of Western Art History I: Prehistory Through the Middle Ages**

Enriched exposure to a study of art and architecture from Prehistory through the Middle Ages with an emphasis on critical thinking and writing. Cultures and civilizations are studied through visual imagery, lectures, class discussion, reading, and research. Students are required to independently visit an art museum. Field trips may also be required.

**Requisites****Entrance Skills:**

**A high school or college GPA of 3.0 or above**

**Advisory**[ENGL101 - Freshman Composition](#)

Previous or concurrent enrollment

**OR****Advisory**[ENGL101H - Honors Freshman Composition](#)

Previous or concurrent enrollment

**OR****Advisory**[ENGL100 - Freshman Composition with Integrated Support](#)

Previous or concurrent enrollment

**Transferability****Transferable to both UC and CSU****Units & Hours****Minimum Units:**

3.0

**Maximum Units**

3.0

## Total Hours

54.0

[Print Course Info](#)

## ART102:

# Survey of Western Art History II: Renaissance Through the Twentieth Century

The study of Western art history from the Renaissance through the 20th century. Art movements and individual painters, sculptors, architects and printmakers will be presented within the context of the social, political and intellectual histories of their respective periods. Required for art majors. Students are required to independently visit an art museum. Field trips may also be required.

## Requisites

### Advisory

[ENGL100 - Freshman Composition with Integrated Support](#)

OR

### Advisory

[ENGL101 - Freshman Composition](#)

OR

### Advisory

[ENGL101H - Honors Freshman Composition](#)

## Transferability

Transferable to both UC and CSU

## Units & Hours

### Minimum Units:

3.0

### Maximum Units

3.0

## Total Hours

54.0

[Print Course Info](#)

## ART102H:

# Honors Survey of Western Art History II: Renaissance Through the Twentieth Century

The study of Western art history from the Renaissance through the 20th century. Art movements and individual painters, sculptors, architects and printmakers will be presented within the context of the social, political and intellectual histories of their respective periods. Required for art majors. Students are required to independently visit an art museum. Field trips may also be required.

## Requisites

### Entrance Skills:

**A high school or college GPA of 3.0 or above**

### Advisory

[ENGL101 - Freshman Composition](#)

Previous or concurrent enrollment

**OR**

### Advisory

[ENGL101H - Honors Freshman Composition](#)

Previous or concurrent enrollment

**OR**

### Advisory

[ENGL100 - Freshman Composition with Integrated Support](#)

Previous or concurrent enrollment

## Transferability

**Transferable to both UC and CSU**

## Units & Hours

### Minimum Units:

3.0

### Maximum Units

3.0

### Total Hours

54.0

[Print Course Info](#)

## ART110:

## Two-Dimensional Design

Introduction to terminology, historical concepts, and aesthetic techniques associated with two-dimensional art and composition, including the study and application of visual elements and principles of design. Application of concepts will be executed through creative projects. Required for art majors.

## Requisites

### Limitations on Enrollment:

**Course Family A combination of Art 110 and 111 may be taken a maximum of four enrollments.**

None

#### Transferability

Transferable to both UC and CSU

#### Units & Hours

##### Minimum Units:

3.0

##### Maximum Units

3.0

##### Total Hours

108.0

[Print Course Info](#)

### ART111:

## Three-Dimensional Design

Fundamentals of visual organization as applied to objects in-the-round. Visual space problems, structure and dimensional terminology through creative projects in various media. Required for art majors.

#### Requisites

Limitations on Enrollment:

**Course Family A combination of Art 110 and 111 may be taken a maximum of four enrollments.**

None

#### Transferability

Transferable to both UC and CSU

#### Units & Hours

##### Minimum Units:

3.0

##### Maximum Units

3.0

##### Total Hours

108.0

[Print Course Info](#)

### ART122:



# Graphic Design I

Introduction to basic graphic design concepts, techniques and practices resulting in the production of effective visual communications. Projects combine text with images, using current industry standards in print media, interactive technologies, and other design applications.

## Requisites

Limitations on Enrollment:

**Course Family A combination of Art 122 and 221 may be taken a maximum of four enrollments.**

### Advisory

[ART110 - Two-Dimensional Design](#)

or an understanding of Photoshop and Illustrator software

**OR**

### Advisory

[ART195 - Introduction to Digital Media Arts](#)

or an understanding of Photoshop and Illustrator software

## Transferability

**Transferable to CSU only**

## Units & Hours

### Minimum Units:

3.0

### Maximum Units

3.0

### Total Hours

90.0

[Print Course Info](#)

## ART128:

# Introduction to Illustration

An introductory course to book illustration, concept art, animation, descriptive rendering, editorial illustration, and fashion drawing. The focus is on developing technical and conceptual expertise. The course examines master works by contemporary and historic artists.

## Requisites

Limitations on Enrollment:

**Course Family A combination of Art 128 and 228 may be taken a maximum of four enrollments.**

### Prerequisite

[ART130 - Introduction to Drawing](#)

### Transferability

Transferable to CSU only

### Units & Hours

#### Minimum Units:

3.0

#### Maximum Units

3.0

#### Total Hours

90.0

[Print Course Info](#)

## ART129:

### Introduction to Web Design

Introduction to the development and design of web sites with an emphasis on the elements and principles of design as they relate to web interfaces. Includes learning the technical requirements for colors, fonts, file optimization, effects, image resolution, and special effects. Includes creative web design projects.

### Requisites

Limitations on Enrollment:

**Course Family A combination of Art 129, 159, 229 and 259 may be taken a maximum of four enrollments.**

None

### Transferability

Transferable to CSU only

### Units & Hours

#### Minimum Units:

3.0

#### Maximum Units

3.0

#### Total Hours

72.0

[Print Course Info](#)

## ART130:

### Introduction to Drawing

Introductory course in expressive drawing, exploring line, form, composition, and a variety of media. Drawing from man-made objects and natural forms. Field trips may be required. Required for art majors.

## Requisites

Limitations on Enrollment:

**Course Family A combination of Art 130, 230, 233 and 250 may be taken a maximum of four enrollments.**

None

## Transferability

**Transferable to both UC and CSU**

## Units & Hours

### Minimum Units:

3.0

### Maximum Units

3.0

## Total Hours

108.0

[Print Course Info](#)

## ART131:

## Beginning Life Drawing

Introduction to drawing the human form by observing live models for studies in anatomy, structure, and composition. Exposure to traditional and contemporary figurative drawing while exploring media and methods. Required for art majors.

## Requisites

Limitations on Enrollment:

**Course Family A combination of Art 131, 231 and 232 may be taken a maximum of four enrollments.**

### Advisory

[ART130 - Introduction to Drawing](#)

## Transferability

**Transferable to both UC and CSU**

## Units & Hours

### Minimum Units:

3.0

## Maximum Units

3.0

## Total Hours

108.0

[Print Course Info](#)

## ART141:

### Beginning Painting

Introduction to acrylic and/or oil painting as a creative art form with exposure to historical, traditional and contemporary painting styles. Course includes principles of composition and color theory, materials selection, tools, terminology, and techniques. Students develop basic skills painting a variety of subjects. Required of art majors.

## Requisites

Limitations on Enrollment:

**Course Family A combination of Art 141, 241 and 242 may be taken a maximum of four enrollments.**

### Advisory

[ART110 - Two-Dimensional Design](#)

AND

### Advisory

[ART130 - Introduction to Drawing](#)

## Transferability

Transferable to both UC and CSU

## Units & Hours

### Minimum Units:

3.0

### Maximum Units

3.0

## Total Hours

108.0

[Print Course Info](#)

## ART149:

### Introduction to Digital Photography

An introductory course in digital photography and imaging including basic camera functions, natural and artificial lighting, computer imaging, and image editing techniques. Aesthetics and concepts of digital photography will be analyzed in both fine art and commercial applications. Students must provide their own digital cameras.

## Requisites

### Limitations on Enrollment:

**Course Family A combination of Art 149, 195 and 249 may be taken a maximum of four enrollments.**

None

## Transferability

**Transferable to both UC and CSU**

## Units & Hours

### Minimum Units:

3.0

### Maximum Units

3.0

## Total Hours

72.0

[Print Course Info](#)

## ART195:

### Introduction to Digital Media Arts

Introduction to digital media arts for artists, photographers, web designers, illustrators, and animators. Includes an overview of Photoshop, Illustrator, InDesign, digital graphics terminology, careers, market applications and design components.

## Requisites

### Limitations on Enrollment:

**Course Family A combination of Art 149, 195 and 249 may be taken a maximum of four enrollments.**

None

## Transferability

**Transferable to both UC and CSU**

## Units & Hours

### Minimum Units:

3.0

### Maximum Units

3.0

## Total Hours

72.0

[Print Course Info](#)**ART221:****Graphic Design II**

Intermediate level study of concepts in graphic design to assist the artist/designer in formulating aesthetic and purposeful visual communications from roughs through finished art. Creative development of solutions to problems in common print media and other design applications. Explores the combination of images and text, using hand skills, digital technology and current graphics industry standards and practices.

**Requisites**

Limitations on Enrollment:

**Course Family A combination of Art 122 and 221 may be taken a maximum of four enrollments.**

**Prerequisite**[ART122 - Graphic Design I](#)**Transferability****Transferable to CSU only****Units & Hours****Minimum Units:**

3.0

**Maximum Units**

3.0

**Total Hours**

90.0

[Print Course Info](#)**ART228:****Intermediate Illustration**

Further development of conceptual and technical expertise in book illustration, concept art, animation, descriptive rendering, editorial illustration, and fashion drawing. The course examines master works by contemporary and historic artists. Emphasis on developing individual creative style.

**Requisites**

Limitations on Enrollment:

**Course Family A combination of Art 128 and 228 may be taken a maximum of four enrollments.**

**Prerequisite**[ART128 - Introduction to Illustration](#)

## Transferability

Transferable to CSU only

## Units & Hours

### Minimum Units:

3.0

### Maximum Units

3.0

## Total Hours

90.0

[Print Course Info](#)

## ART229:

### Multimedia Applications for the Web

Introduction to the use of multimedia components, images, typography, motion and audio, for designing websites. Software may include Photoshop, Dreamweaver, SoundEdit 16 and Flash. Projects include conceptualizing, storyboarding, and designing Web page layout. Application of design elements to Web page creation.

## Requisites

Limitations on Enrollment:

**Course Family A combination of Art 129, 159, 229 and 259 may be taken a maximum of four enrollments.**

## Prerequisite

[ART129 - Introduction to Web Design](#)

## Transferability

Transferable to CSU only

## Units & Hours

### Minimum Units:

3.0

### Maximum Units

3.0

## Total Hours

72.0

[Print Course Info](#)

## ART230:

## Intermediate Drawing

An intermediate course in the study of drawing designed to give students who have completed an introductory drawing course additional opportunity in graphic expression. Further exploration of materials including a wide variety of both drawing and mixed media. Students continue the development of composition and more intermediate concepts. The class emphasizes individual expression. Field trip for en plein air style of drawing may be required.

### Requisites

Limitations on Enrollment:

**Course Family A combination of Art 130, 230, 233 and 250 may be taken a maximum of four enrollments.**

### Prerequisite

[ART130 - Introduction to Drawing](#)

### Transferability

**Transferable to both UC and CSU**

### Units & Hours

#### Minimum Units:

3.0

#### Maximum Units

3.0

#### Total Hours

108.0

[Print Course Info](#)

## ART231:

## Intermediate Life Drawing

Continued experience in drawing from the live model with opportunity for development of self-expression. Further exploration of media and techniques. Projects vary each semester.

### Requisites

Limitations on Enrollment:

**Course Family A combination of Art 131, 231 and 232 may be taken a maximum of four enrollments.**

### Prerequisite

[ART131 - Beginning Life Drawing](#)

### Transferability

**Transferable to both UC and CSU**



## Units & Hours

### Minimum Units:

3.0

### Maximum Units

3.0

### Total Hours

108.0

[Print Course Info](#)

## ART232:

### Advanced Life Drawing

Intensive study of the figure with further development of drawing skills, composition, technique and media utilizing the live model. Projects vary each semester.

### Requisites

Limitations on Enrollment:

**Course Family A combination of Art 131, 231 and 232 may be taken a maximum of four enrollments.**

### Prerequisite

[ART231 - Intermediate Life Drawing](#)

### Transferability

**Transferable to both UC and CSU**

## Units & Hours

### Minimum Units:

3.0

### Maximum Units

3.0

### Total Hours

108.0

[Print Course Info](#)

## ART233:

### Advanced Drawing

To further develop individual graphic expression. Students will plan a series of drawing problems to be executed during the semester under the instructor's direction. A further exploration of new materials and techniques that are in line with creative concepts. Field trip for en plein air style of drawing may be required.

## Requisites

Limitations on Enrollment:

Course Family A combination of Art 130, 230, 233 and 250 may be taken a maximum of four enrollments.

### Prerequisite

[ART230 - Intermediate Drawing](#)

## Transferability

Transferable to both UC and CSU

## Units & Hours

### Minimum Units:

3.0

### Maximum Units

3.0

## Total Hours

108.0

[Print Course Info](#)

## ART241:

# Intermediate Painting

An intermediate level class designed to promote and advance the creative development of those with basic skills in painting. Opportunity for further study of historical and contemporary references and to increase experience with new media, methods and techniques. Emphasis on artistic expression and individual creative problems.

## Requisites

Limitations on Enrollment:

Course Family A combination of Art 141, 241 and 242 may be taken a maximum of four enrollments.

### Prerequisite

[ART141 - Beginning Painting](#)

## Transferability

Transferable to both UC and CSU

## Units & Hours

### Minimum Units:

3.0

## Maximum Units

3.0

## Total Hours

108.0

[Print Course Info](#)

## ART242:

### Advanced Painting

An advanced level studio course providing opportunity for further refinement of painting skills with increasing exposure to contemporary styles. Emphasis on research and individual creative problems in painting. Exploration into a personal mode of expression through development of media, technique and style.

## Requisites

Limitations on Enrollment:

**Course Family A combination of Art 141, 241 and 242 may be taken a maximum of four enrollments.**

## Prerequisite

[ART241 - Intermediate Painting](#)

## Transferability

**Transferable to both UC and CSU**

## Units & Hours

### Minimum Units:

3.0

### Maximum Units

3.0

## Total Hours

108.0

[Print Course Info](#)

## ART249:

### Intermediate Digital Photography

An intermediate course in digital photography and imaging that allows students to take the technical information received from Art 149 and apply it to a variety of concepts. This course focuses on projects that explore photographic subjects including portrait, landscape, still life, and commercial photography. Students must provide their own digital camera with manual controls.

## Requisites

Limitations on Enrollment:

**Course Family A combination of Art 149, 195 and 249 may be taken a maximum of four enrollments.**

**Prerequisite**

[ART149 - Introduction to Digital Photography](#)

**Transferability**

**Transferable to CSU only**

**Units & Hours**

**Minimum Units:**

3.0

**Maximum Units**

3.0

**Total Hours**

72.0

[Print Course Info](#)

**ART250:**

**Advanced Studio Concepts**

Intensive study in visual arts for majors with studio emphasis. This class offers art majors exposure to contemporary art directions, trends and job markets. Students will be given different studio problems each semester which will help them build a personal portfolio. Field trips are required.

**Requisites**

Limitations on Enrollment:

**Course Family A combination of Art 130, 230, 233 and 250 may be taken a maximum of four enrollments.**

None

**Transferability**

**Transferable to CSU only**

**Units & Hours**

**Minimum Units:**

3.0

**Maximum Units**

3.0

**Total Hours**

108.0

[Print Course Info](#)

## ASL110:

# American Sign Language I

This entry-level course is designed to introduce students to American Sign Language (ASL) and fingerspelling as it is used within American Deaf culture. Instruction includes preparation for visual/gestural communication followed by intensive work on comprehension through receptive language skills, development of basic conversational skills, modeling of grammatical structures, and general information about American Deaf culture. American Sign Language 110 is equivalent to two years of high school ASL. Students are required to attend at least one off-campus event.

### Requisites

None

### Transferability

Transferable to both UC and CSU

### Units & Hours

#### Minimum Units:

4.0

#### Maximum Units

4.0

### Total Hours

90.0

[Print Course Info](#)

## ASL111:

# American Sign Language II

The second course in the study of American Sign Language (ASL) focuses on increased vocabulary development, intermediate comprehension and conversational skills, application of grammatical structures and practice in the receptive and expressive language aspects of ASL, as well as appreciation of American Deaf culture and history. Students are required to attend at least two off-campus events.

### Requisites

#### Prerequisite

[ASL110 - American Sign Language I](#)

Outcomes Comprehend and demonstrate beginning-level ASL syntax, grammar, vocabulary, translation and fingerspelling skills. Engage in beginning conversation using ASL signing, fingerspelling and non-manual markers to convey thoughts and ideas. Identify and analyze basic similarities and differences between American Deaf and hearing cultures.

### Transferability

Transferable to both UC and CSU

### Units & Hours

#### Minimum Units:

4.0

## Maximum Units

4.0

## Total Hours

90.0

[Print Course Info](#)

### ASL113:

## Introduction to Interpreting for the Deaf

The study of the history of sign language interpreting and the theoretical foundations and technical skills needed to interpret in professional settings for deaf and hard of hearing children and adults. The roles, responsibilities, and ethics of interpreters providing interpreting services in various professional settings will be examined. Field trips may be required.

### Requisites

None

### Transferability

**Transferable to CSU only**

### Units & Hours

#### Minimum Units:

3.0

#### Maximum Units

3.0

#### Total Hours

54.0

[Print Course Info](#)

### ASL116:

## Introduction to Deaf Studies

This is an introductory course exploring the cultural, educational, linguistic, and audiological experiences of people who are deaf, hard of hearing, deaf/blind, and late-deafened in America. Students will be exposed to historical and current perspectives in trends, philosophies, ideologies, and the Deaf community as a subculture of American society. Students may be required to attend at least one off-campus event.

### Requisites

None

### Transferability

**Transferable to both UC and CSU**

### Units & Hours

## Minimum Units:

3.0

## Maximum Units

3.0

## Total Hours

54.0

[Print Course Info](#)

## ASL210:

### American Sign Language III

The third course in the study of American Sign Language (ASL) emphasizes advanced ASL syntax, non-manual markers, vocabulary, and fingerspelling enabling students to participate in more complex conversations with Deaf community members. The course also emphasizes expressive skills in narrative form. Students are required to attend three off-campus events.

## Requisites

### Prerequisite

[ASL111 - American Sign Language II](#)

Outcomes Comprehend and demonstrate intermediate-level ASL syntax, grammar, vocabulary, translation and fingerspelling skills. Engage in intermediate level conversation using ASL signing, fingerspelling and non-manual markers to convey thoughts and ideas. Identify and analyze issues facing the American Deaf community.

## Transferability

Transferable to both UC and CSU

## Units & Hours

### Minimum Units:

4.0

### Maximum Units

4.0

### Total Hours

90.0

[Print Course Info](#)

## ASTR100L :

### Astronomy Laboratory

Explores techniques used to study properties of celestial objects and astronomical phenomena. Field trips to local planetaria and/or dark sky locations may be included. Previous Title: Astronomy 140, Astronomy Laboratory (2017)

## Requisites

### Prerequisite

[ASTR102 - Introduction to Stars and Galaxies](#)

or concurrent enrollment

**OR**

**Prerequisite**

[ASTR103 - Introduction to the Solar System](#)

or concurrent enrollment

**OR**

**Prerequisite**

[ASTR104 - Introduction to Cosmology](#)

or concurrent enrollment

### Transferability

**Transferable to both UC and CSU**

### Units & Hours

#### Minimum Units:

1.0

#### Maximum Units

1.0

#### Total Hours

54.0

[Print Course Info](#)

## ASTR102:

### Introduction to Stars and Galaxies

Surveys the development of astronomy, current research and observations of stars, galaxies and large-scaled structures in the universe. Explores light and gravity to understand the properties and evolution of stars, neutron stars, black holes, galaxies and the universe structures and changes.

### Requisites

None

### Transferability

**Transferable to both UC and CSU**

### Units & Hours

#### Minimum Units:

3.0

#### Maximum Units



3.0

**Total Hours**

54.0

[Print Course Info](#)**ASTR103:****Introduction to the Solar System**

Surveys the history of astronomy, recent research and space flight observations of the planets, moons, and other solar system objects. Explores light and gravity to understand formation, properties and motion of Solar System objects.

**Requisites**

None

**Transferability****Transferable to both UC and CSU****Units & Hours****Minimum Units:**

3.0

**Maximum Units**

3.0

**Total Hours**

54.0

[Print Course Info](#)**ASTR104:****Introduction to Cosmology**

Principles of astronomy stressing the origin, structure, and evolution of the universe. Discussions to include light, matter, gravity, stellar evolution, cosmology, relativity, the Big Bang Theory, and the expansion of the universe. Former Title: ASTR 112, Introduction to Cosmology (Fall 2023)

**Requisites**

None

**Transferability****Transferable to both UC and CSU****Units & Hours****Minimum Units:**

3.0

**Maximum Units**

3.0

**Total Hours**

54.0

[Print Course Info](#)**ASV030:****Labor Relations**

Provides a required related and supplemental instruction for surveying apprentices in apprenticeship rules and regulations; general history of labor/management relations in the United States (US); employer/employee relations; state and federal laws affecting workers.

**Requisites**

Limitations on Enrollment:

**Must be a state-indentured apprentice**

None

**Transferability****Not transferable****Units & Hours**[Print Course Info](#)**ASV031:****Supplemental Math for Chainman Apprentices**

Review of basic mathematics, algebra and geometry related to surveying; review angles, azimuths, and bearings; stationing and offsets.

**Requisites**

Limitations on Enrollment:

**Must be a state-indentured apprentice**

None

**Transferability****Not transferable****Units & Hours****Minimum Units:**

1.0

**Maximum Units**

1.0

**Total Hours**

18.0

[Print Course Info](#)**ASV040:****Standard First Aid**

Enables surveyors to cope with accidents and emergency situations with the goal of protecting and saving lives with special emphasis on those first aid skills unique to the surveying industry. American Red Cross certificate awarded upon successful completion.

**Requisites**

Limitations on Enrollment:

**Must be a state-indentured apprentice**

None

**Transferability****Not transferable****Units & Hours**[Print Course Info](#)**ASV101:****Chainman Apprentice 1**

Provides the required related and supplemental instruction for apprentice surveyors in the survey industry: basic field operations and setting survey points, basic measurement techniques, introduction to field instruments, introduction to leveling, introduction to topographic surveys. Open Entry/Open Exit.

**Requisites**

Limitations on Enrollment:

**Must be a state-indentured apprentice**

None

**Transferability****Transferable to CSU only****Units & Hours**[Print Course Info](#)**ASV102:****Chainman Apprentice 2**

Provides the required related and supplemental instruction for apprentice surveyors in apprentice responsibilities and public relations; identification of monuments; linear measurements; introduction to station and location systems; angles, bearings, and instruments; leveling methods; global positioning system; plan reading and grade sheets; introduction to construction surveys. Open Entry/Open Exit.

**Requisites**

Limitations on Enrollment:

## Must be a state-indentured apprentice

None

### Transferability

Transferable to CSU only

### Units & Hours

[Print Course Info](#)

**ASV103:**

## Chainman Apprentice 3

Provides the required related and supplemental instruction for apprentice surveyors in measuring systems; angles, bearings, and location systems; calculations techniques; trigonometry for surveying; slope staking; electronic distance measuring and recording. Open Entry/Open Exit.

### Requisites

Limitations on Enrollment:

**Must be a state-indentured apprentice**

None

### Transferability

Transferable to CSU only

### Units & Hours

[Print Course Info](#)

**ASV104:**

## Chainman Apprentice 4

Provides the required related and supplemental instruction for apprentice surveyors in coordinate geometry; horizontal and vertical curves; traverse surveys. Open Entry/Open Exit.

### Requisites

Limitations on Enrollment:

**Must be a state-indentured apprentice**

None

### Transferability

Transferable to CSU only

### Units & Hours

[Print Course Info](#)

**ASV105:**

## Chainman Apprentice 5

Provides the related and supplemental instruction for apprentice surveyors in safety procedures; U.S. public land surveys; property surveys; subdivisions surveyors; topographic and photogrammetry surveys; introduction to Ground Penetrating Radar technology; introduction to drone surveys; heavy construction surveys; ALTA surveys; total stations; public relations; scope of profession and the Chief of Party program. Open Entry/Open Exit.

### Requisites

Limitations on Enrollment:

**Must be a state-indentured apprentice**

None

### Transferability

**Transferable to CSU only**

### Units & Hours

[Print Course Info](#)

**ASV121:**

## Plane Surveying and Coordinate Geometry

Advanced field surveying principles and mathematical surveying principles including introduction and review of survey mathematics, measuring systems, coordinate geometry, and modern calculation systems. Open Entry/Open Exit.

### Requisites

Limitations on Enrollment:

**Must be a state-indentured apprentice**

None

### Transferability

**Transferable to CSU only**

### Units & Hours

[Print Course Info](#)

**ASV122:**

## Advanced Coordinate Geometry

Advanced field surveying methods and calculation principles involving coordinate geometry, including omitted measurements, intersection problems, three-point resection problems, area calculation problems, complex circular curves, vertical curves, and spiral curves. Open Entry/Open Exit.

### Requisites

Limitations on Enrollment:

**Must be a state-indentured apprentice**

None

## Transferability

Transferable to CSU only

## Units & Hours

[Print Course Info](#)

**ASV123:**

## Laptop Surveying/Aerial Photogrammetry

Advanced field surveying methods and principles involving laptop surveying, photogrammetry, and topographic surveying. Open Entry/Open Exit.

## Requisites

Limitations on Enrollment:

**Must be a state-indentured apprentice**

None

## Transferability

Transferable to CSU only

## Units & Hours

[Print Course Info](#)

**ASV124:**

## Plan Reading and Subdivision Surveying

A study of plan reading and subdivision surveying principles and practices including plan reading basics; typical and unique subdivision plans; survey control; layout and staking of subdivisions; locating plan, calculation and specification errors. Open Entry/Open Exit.

## Requisites

Limitations on Enrollment:

**Must be a state-indentured apprentice**

None

## Transferability

Transferable to CSU only

## Units & Hours

[Print Course Info](#)

**ASV125:**

## Major Project Plans and Survey Layout

Basic principles of construction plan reading, survey control, major project layout. Interpreting construction and survey plans of reinforced concrete multi-story buildings. In-depth analysis of structural/architectural plans. Plans/survey layout for major construction projects. Open Entry/Open Exit.

## Requisites

Limitations on Enrollment:

**Must be a state-indentured apprentice**

None

## Transferability

**Transferable to CSU only**

## Units & Hours

### Minimum Units:

3.0

### Maximum Units

3.0

### Total Hours

54.0

[Print Course Info](#)

## ASV126:

# Control and Geodetic Surveying

Principles/methods of control and geodetic surveying. Modern positioning systems; triangulation/trilateration for geodetic control; state plane coordinate systems; astronomy for surveyors; note keeping and computational procedures utilizing modern instruments, techniques, communications equipment; dredging and hydrographic surveys. Open Entry/Open Exit.

## Requisites

Limitations on Enrollment:

**Must be a state-indentured apprentice**

None

## Transferability

**Transferable to CSU only**

## Units & Hours

### Minimum Units:

3.0

### Maximum Units

3.0

### Total Hours

54.0

[Print Course Info](#)

**ASV127:****U.S. Public Land Surveys**

A study of the principles, procedures, and methods of performing U.S. public-land surveys. Subdivision of townships and sections. Retracement of original surveys and restoration of corners. Reading and interpreting property descriptions. Open Entry/Open Exit.

**Requisites**

Limitations on Enrollment:

**Must be a state-indentured apprentice**

None

**Transferability**

**Transferable to CSU only**

**Units & Hours****Minimum Units:**

3.0

**Maximum Units**

3.0

**Total Hours**

54.0

[Print Course Info](#)

**ASV128:****Property Surveys and Legal Descriptions**

Principles, procedures, and methods of researching and performing property surveys. Laws affecting surveyors and ethics. Supervision and public relations. Analysis of survey data and drawing the plat. Writing descriptions of real property. Open Entry/Open Exit.

**Requisites**

Limitations on Enrollment:

**Must be a state-indentured apprentice**

None

**Transferability**

**Transferable to CSU only**

**Units & Hours****Minimum Units:**

3.0

**Maximum Units**



3.0

## Total Hours

54.0

[Print Program Info](#)

# Accounting, AS

A.S. Degree Major

**Control Number:**

11858

**Curriculum Id:**

SCC.ACCT.AS

The Associate of Science degree in Accounting prepares students for entry-level positions and promotional opportunities in accounting and administrative departments of businesses in public and private sector areas such as manufacturing, merchandising, financial service, wholesale trades, and government. Specialized training in accounting and finance principles and practices enables students to maintain accounting records and develop financial reports and make effective use of financial information for analysis and decision making. Entry-level employment opportunities include positions in accounts receivable/payable, payroll, income tax preparation, cost accounting, and a number of trainee positions. Promotional opportunities include higher-level responsibilities in these areas and the areas of general ledger, financial statement preparation and financial statement analysis.

## Program Courses & Requirements

**Accounting, AS (Total 20)****Complete the following number of credits: 20****Major Requirements: (Total 14)****Complete the following number of credits: 14**

ACCT101 - Financial Accounting 4

ACCT102 - Managerial Accounting 4

CIS101 - Introduction to Microsoft Office 3

CIS106 - Microsoft Excel 3

**Select one (1) course: (Total 3)****Complete the following number of credits: 3**

ACCT204 - Managerial Cost Accounting 3

ACCT205 - Intermediate Accounting I 3

**Select one (1) course: (Total 3)****Complete the following number of credits: 3**

BUS222 - Business Writing 3

MGMT122 - Business Communications 3

## Learning Outcomes

Be prepared for a job or transfer to a four-year institution.

[Print Program Info](#)

# Accounting, CA

Certificate of Achievement

**Control Number:**

21631

**Curriculum Id:**

SCC.ACCT.CA

The Certificate of Achievement in Accounting prepares students for entry-level positions and promotional opportunities in accounting and administrative departments of businesses in public and private sector areas such as manufacturing, merchandising, financial service, wholesale trades, and government. Specialized training in accounting and finance principles and practices enables students to maintain accounting records and develop

financial reports and make effective use of financial information for analysis and decision making. Entry-level employment opportunities include positions in accounts receivable/payable, payroll, income tax preparation, cost accounting, and a number of trainee positions. Promotional opportunities include higher-level responsibilities in these areas and the areas of general ledger, financial statement preparation and financial statement analysis.

## Program Courses & Requirements

### Accounting, CA (Total 20)

**Complete all of the following**

#### Certificate Requirements: (Total 14)

**Complete all of the following**

ACCT101 - Financial Accounting 4

ACCT102 - Managerial Accounting 4

CIS101 - Introduction to Microsoft Office 3

CIS106 - Microsoft Excel 3

#### Select one (1) of the following: (Total 3)

**Complete the following number of credits: 3**

ACCT204 - Managerial Cost Accounting 3

ACCT205 - Intermediate Accounting I 3

#### Select one (1) of the following: (Total 3)

**Complete the following number of credits: 3**

BUS222 - Business Writing 3

MGMT122 - Business Communications 3

## Learning Outcomes

Be eligible to apply for a job in accounting.

## Admission Requirements

### Who May Attend

High school graduate

OR

Person in possession of a California high school proficiency certificate or GED

OR

Person 18 years of age or older who can profit from instruction,

OR

High school student taking dual enrollment course(s).

OR

International Students with a valid Visa.

## How and When to Apply

New students and students returning after an absence of two consecutive full semesters (fall, spring) must submit an application for admission to the college.

Submit transcripts of high school(s) and colleges attended with the Admissions and Records Office if pursuing a degree at Santiago Canyon College or receiving financial assistance.

# Admissions & Registration

Santiago Canyon College

8045 East Chapman Avenue, E-101

Orange, CA 92869

(714) 628-4901

[admissions@sccollege.edu](mailto:admissions@sccollege.edu)

**Welcome Back!**

## Admissions and Records Office Hours:

Monday 8:00AM - 6:00PM

Tuesday 8:00AM - 6:00PM

Wednesday 8:00AM - 6:00PM

Thursday 8:00AM - 6:00PM

Friday 8:00AM - 5:00PM

Saturday CLOSED

Sunday CLOSED

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## 2024 GRADING OPTIONS:

Pass/No Pass: Submit by Last Day of Instruction of the Class

Excused Withdrawal Due to Extenuating Circumstances or Military Withdrawal

Note: You may still submit this petition even if you have already withdrawn with a "W" grade. Petitions are only accepted for SCC classes.

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## Admissions & Records Online Resources:

**Self-Service:** We strongly encourage you to access your account through [Self-Service](#) to make changes to your class schedule, and pay for classes. It is typically easier and faster to manage your student account online.

**Phone:** You may reach us at (714) 628-4901

**Online Chat:** We are available to assist you via the [Cranium Cafe](#) online chat service by appointment or during posted hours on our chat page. Hours are subject to change.

[LIVE CHAT](#)

**Email:** We can answer your questions and accept petitions or forms via email at [admissions@sccollege.edu](mailto:admissions@sccollege.edu). Please make sure your email includes a brief explanation of what you need as well as your name and student ID number. Petitions and forms must be filled out completely and signed before we are able to accept and process. Petitions and forms can be found at

<https://www.sccollege.edu/students/student-services/admissions/SitePages/Forms.aspx>

**Transcripts:** You can order your transcripts online at [www.sccollege.edu/transcripts](http://www.sccollege.edu/transcripts).

[Print Program Info](#)

# Adult Basic Education, COM

Certificate of Competency

**Control Number:**

33421

**Curriculum Id:**

OEC.ABE.COM

The Certificate of Competency in Adult Basic Education is designed to prepare students for basic reading, writing, spelling, and math skills used in the Adult High School Diploma Program, General Education Development (GED) Preparation, and college courses.

## Program Courses & Requirements

**Adult Basic Education, COM (Total 216)**

**Complete all of the following**

**Certificate requirements: 216 hours (credits are in hours) (Total 144)**

**Complete the following number of hours: 144**

ABE024 - Adult Basic Education Writing 72

ABE025 - Adult Basic Education Mathematics 72

**Select one (1) course from the following: (Total 72)**

**Complete the following number of hours: 72**

ABE023 - Adult Basic Education Reading 72

ABE026 - Adult Basic Education Spelling 72

## Learning Outcomes

Demonstrate proficient skills in basic writing, mathematics, reading and spelling used in high school courses, GED Preparation, and college courses.

[Print Program Info](#)

# Adult Basic Education/Adult Secondary Education Mathematics, COM

Certificate of Competency

**Control Number:**

33422

**Curriculum Id:**

OEC.ABEM.COM

The Certificate of Competency in ABE/ASE Mathematics is designed to prepare students for higher level math skills in the Adult High School Diploma Program, General Education Development (GED) Preparation, and college courses.

## Program Courses & Requirements

**Adult Basic Education/Adult Secondary Education Mathematics, COM (Total 173)**

**Complete the following number of hours: 173**

ABE025 - Adult Basic Education Mathematics 72

HSMT159 - Math Fundamentals 2 72

HSS500 - Orientation to High School and Online Learning 29

## Learning Outcomes

Demonstrate proficiency in pre algebraic concepts.

Demonstrate proficiency in online learning environment.

[Print Program Info](#)

# Adult Basic Education/Adult Secondary Education Reading, COM

Certificate of Competency

**Control Number:**

33420

**Curriculum Id:**

OEC.ABER.COM

The Certificate of Competency in ABE/ASE Reading is designed to prepare students for higher level reading skills used in high school courses, General Education Development (GED) Preparation, and college courses.

**Program Courses & Requirements****Adult Basic Education/Adult Secondary Education Reading, COM (Total 144)****Complete the following number of credits: 144**

HSRDG093 - Building Reading Skills 1 72

HSRDG094 - Building Reading Skills 2 72

**Learning Outcomes**

Demonstrate level gains in reading.

[Print Program Info](#)**Adult Basic Education/Adult Secondary Education Writing, COM**

Certificate of Competency

**Control Number:**

33555

**Curriculum Id:**

OEC.ABEW.COM

The Certificate of Competency in ABE/ASE Writing is designed to prepare students for higher level writing skills in the Adult High School Diploma Program, General Education Development (GED) Preparation, and college courses.

**Program Courses & Requirements****Adult Basic Education/Adult Secondary Education Writing, COM (Total 144)****Complete the following number of credits: 144**

HSENG066 - English Fundamentals 2 72

HSENG083 - Composition 1 72

**Learning Outcomes**

Emphasize mastery of grammar, sentence and paragraph skills, including organization in terms of unity, support, and coherence.

[Print Program Info](#)**Adult High School Diploma, DIPL**

Adult High School Diploma

**Control Number:**

31601

**Curriculum Id:**

OEC.HS.DIPL

The Adult High School Diploma Program is designed to offer students instruction ranging from the basic skill level to the high school level with the purpose of preparing them to earn a high school diploma and for other higher educational or job opportunities. Each high school course is worth five (5) credits unless otherwise noted.

**Program Courses & Requirements****Adult High School Diploma, DIPL (Total 2304)****Complete all of the following****ENGLISH - Required courses (credits are in hours). Forty (40) high school credits required (576 hours). Must include one (1) of the following**

**composition courses: (Total 72)****Complete the following number of credits: 72**

HSENG083 - Composition 1 72  
 HSENG084 - Composition 2 72  
 HSENG085 - Composition 3 72

**ENGLISH - electives (credits are in hours). Select seven (7) of the following English electives (504 hours). [A maximum of 10 high school credits (144 hours) from High School Subjects Reading 089, 090 (Total 504)****Complete the following number of credits: 504**

HSENG020 - Literature Brought to Life 72  
 HSENG052 - English Language Arts 1 72  
 HSENG053 - English Language Arts 2 72  
 HSENG066 - English Fundamentals 2 72  
 HSENG067 - English Fundamentals 3 72  
 HSENG068 - English Fundamentals 4 72  
 HSENG070 - The Short Story 72  
 HSENG072 - Poetry 72  
 HSENG076 - The Novel 72  
 HSENG098 - Building Vocabulary 3 72  
 HSRDG089 - Reading Proficiency Development 72  
 HSRDG090 - Reading Improvement 72  
 HSRDG093 - Building Reading Skills 1 72  
 HSRDG094 - Building Reading Skills 2 72

**NATURAL SCIENCES - Required courses (credits are in hours). Twenty (20) high school credits are required (288 hours). Must include one (1) of the following biological science course: (Total 288)****Complete the following number of credits: 288**

HSSCI168 - Life Science 1 72  
 HSSCI169 - Life Science 2 72  
 HSSCI193 - Basic Science 2 72

**NATURAL SCIENCES - Must include one (1) one of the following physical science courses: (Total 0)****Complete the following number of credits: 0**

HSSCI190 - Physical Science 1 72  
 HSSCI191 - Physical Science 2 72  
 HSSCI192 - Basic Science 1 72

**SOCIAL AND BEHAVIORAL SCIENCES - Required courses (credits are in hours). Thirty (30) high school credits required (432 hours). Must include all of the following six (6) courses: (Total 432)****Complete the following number of credits: 432**

HSSOC215 - Introduction to Economics 72  
 HSSOC218 - U.S. History 1: Colonization to Industrialization 72  
 HSSOC219 - U.S. History 2: The Shaping of Modern America 72  
 HSSOC222 - Government 1: United States Federal Government and Politics 72  
 HSSOC229 - World History, Geography, and Culture 1 72  
 HSSOC230 - World History, Geography, and Culture 2 72

**HUMANITIES - Required courses (credits are in hours). Ten (10) high school credits required (144 hours). Select two (2) of the following courses: (Total 144)****Complete the following number of credits: 144**

HSART020 - Literature Brought to Life 72  
 HSART070 - Short Stories 72  
 HSART828 - Understanding America Through Art 72  
 HSART837 - The Film As Art 72

**MATHEMATICS - Required courses (credits are in hours). Twenty (20) high school credits are required (288 hours). Select four (4) of the following courses: (Total 288)****Complete the following number of credits: 288**

HSMTH156 - Essential Mathematics 1 72  
 HSMTH157 - Essential Mathematics 2 72  
 HSMTH159 - Math Fundamentals 2 72  
 HSMTH163 - Algebra 1A 72  
 HSMTH164 - Algebra 1B 72

HSMTH167 - Geometry A 72

HSMTH168 - Geometry B 72

**ELECTIVES - (credits are in hours). Forty (40) high school credits are required (576 hours). Select elective courses from the following: (Total 576)**

**Complete the following number of credits: 576**

ABE009 - Academic Skills 72 - 288

ABE023 - Adult Basic Education Reading 72

ABE024 - Adult Basic Education Writing 72

ABE025 - Adult Basic Education Mathematics 72

ABE026 - Adult Basic Education Spelling 72

HSOTH050 - Basics of Leadership Part 1 36

HSOTH202 - Basics of Leadership Part 2 36

HSS338 - Workforce Preparation 15

HSS770 - Orientation to College 8

VBUS118 - Introduction to Windows 60

VBUS260 - Introduction to Word Processing using MS Word 60

## Learning Outcomes

Demonstrate foundational knowledge and comprehension of the natural sciences, social and behavioral sciences, and humanities.

Demonstrate proficiency in the core concepts from the student's selected mathematics courses.

Demonstrate effective written communication skills.

[Print Program Info](#)

# Adult Secondary Education Mathematics, COM

Certificate of Competency

**Control Number:**

36584

**Curriculum Id:**

OEC.ASEM.COM

The Certificate of Competency in ASE Mathematics is designed to prepare students for higher level math skills in the Adult High School Diploma Program, General Education Development (GED and HiSET) Preparation, and college courses.

## Program Courses & Requirements

**Adult Secondary Education Mathematics, COM (Total 144)**

**Complete the following number of credits: 144**

HSMTH158 - Math Fundamentals 1 72

HSMTH159 - Math Fundamentals 2 72

## Learning Outcomes

Demonstrate proficiency in pre algebraic concepts

[Print Program Info](#)

# Adult Secondary Education Visual and Performing Arts, COM

Certificate of Competency

**Control Number:**

42815

**Curriculum Id:**

OEC.ASEV.COM

The Certificate of Competency in Adult Secondary Education Visual and Performing Arts is designed to offer students a basic introduction to the visual and performing arts in the Adult High School Diploma Program, General Education Development (GED) Preparation, and college courses.

## Program Courses & Requirements

### Adult Secondary Education Visual and Performing Arts, COM (Total 216)

#### Complete all of the following

HSART845 - Drawing and Painting 1 72

HSART846 - Drawing and Painting 2 72

MUSCE126 - Chorale Music 72

## Learning Outcomes

Identify foundational knowledge and comprehension of the visual and performing arts.

Apply elements of visual and performing arts to original and traditional works of art.

[Print Program Info](#)

## Adult Secondary Education, College Preparation Algebra, COM

Certificate of Competency

### Control Number:

36209

### Curriculum Id:

OEC.ASEA.COM

The Certificate of Competency in Adult Secondary Education, College Preparation Algebra is designed to prepare students for higher level Algebra and math study skills to transition to College Math Algebra Course.

## Program Courses & Requirements

### Adult Secondary Education, College Preparation Algebra, COM (Total 174)

#### Complete the following number of credits: 174

HSMTH103 - Math Study Skills Support 1A 15

HSMTH104 - Math Study Skills Support 1B 15

HSMTH176 - College Preparation Algebra 1A 72

HSMTH177 - College Preparation Algebra 1B 72

## Learning Outcomes

Demonstrate proficiency in core elementary algebra concepts.

Demonstrate effective math study skills.

[Print Program Info](#)

## Adult Secondary Education, College Preparatory Composition, COM

Certificate of Competency

### Control Number:

36211

### Curriculum Id:

OEC.ASEC.COM

The Certificate of Competency in College Preparatory Composition is designed to prepare students for college level writing.

## Program Courses & Requirements

### Adult Secondary Education, College Preparatory Composition, COM (Total 144)

#### Complete the following number of credits: 144

HSENG083 - Composition 1 72

HSENG086 - College Preparatory Composition 72

## Learning Outcomes

Utilize the writing process to compose grammatically correct sentences, paragraphs, and essays that are unified, supported, organized, and coherent.



Apply critical reading strategies to written works for meaning, rhetorical strategies, and evaluation of ideas.  
Conduct library research and write a paper in MLA format with proper documentation.

[Print Program Info](#)

## Advanced Water Treatment Operator, CERT

Certificate of Proficiency

**Control Number:**

**Curriculum Id:**

SCC.WAWTO.CERT

The Certificate of Proficiency in Advanced Water Treatment Operations program is designed to prepare students for careers in the field of advanced water reuse and related treatment operations. Subjects addressed include water quality and public health regulations, understand advanced water reuse processes and the impact of feed water quality on production and finished water quality, advanced treatment processes, wastewater recycling and disposal, and advanced oxidation processes. Advanced Water Treatment Operators protect public health by ensuring a supply of safe and high-quality drinking water from advanced water reuse facilities. The Certificate of Achievement provides students knowledge and understanding pertaining to advanced treatment processes related to direct and indirect potable reuse operations.

### Program Courses & Requirements

**Advanced Water Treatment Operator, CERT (Total 12)**

**Complete all of the following**

**Certificate Requirements: (Total 12)**

**Complete all of the following**

WATR139 - Water Reclamation and Reuse 3

WATR151 - Wastewater Treatment 3

WATR252 - Advanced Wastewater Treatment 3

WATR254 - Advanced Water Treatment Operations 3

### Learning Outcomes

Protect public health by ensuring a supply of safe and high-quality drinking water from advanced water reuse facilities.

Provides students knowledge and understanding pertaining to advanced treatment processes related to direct and indirect potable reuse operations.

[Print Program Info](#)

## Advertising, CERT

Certificate of Proficiency

**Control Number:**

**Curriculum Id:**

SCC.MKTGA.CERT

The Certificate of Proficiency in Advertising is designed to prepare students for various marketing, sales, and retail store management positions; to assist existing marketing managers and sales professionals in upgrading their skills; and to open up new career opportunities within the marketing field.

Program content includes selection and buying of merchandise, advertising, sales, product distribution, customer relations, and pricing. The student will then specialize in one of the option areas: general marketing, professional selling, advertising, or retailing management. The certificate program provides practical skills for the student within specific areas of marketing.

### Program Courses & Requirements

**Advertising, CERT (Total 12)**

**Complete the following number of credits: 12**

MKTG112 - Principles of Advertising 3

MKTG113 - Principles of Marketing 3

MKTG115 - Consumer Behavior 3

MKTG135 - Web Marketing and Promotion 3

### Learning Outcomes

Be employable at a first-level advertising position.

[Print Program Info](#)

## After School Program Assistant, CA

Certificate of Achievement

**Control Number:**

38157

**Curriculum Id:**

SCC.EDUCA.CA

The Certificate of Achievement in After School Program Assistant is intended to prepare a student for an entry-level position requiring practical skills and knowledge to work with children in an after-school care, tutoring, or mentoring program. Completion of this certificate leads to state certification for a School Age Assistant Permit.

### Program Courses & Requirements

**After School Program Assistant, CA (Total 9 - 10)**

**Complete the following number of credits: 9-10**

**(Total 7)**

**Complete all of the following**

CDEV120A - Development of the School-Age Child (DS5) 3

CDEV120B - School-Age Child Care and Recreation Activities (DS5) 3

EDUC113 - Educational Strategies for Tutors and Instructional Aides 1

**(Total 2 - 5)**

**Complete at least one of the following rules**

CNSL118 - Self Exploration and the Teaching Profession 2

EDUC110 - The Teaching Experience: Exploration 3

### Learning Outcomes

Demonstrate knowledge of the practical skills and requirements to work at an entry-level with children, assisting a teacher, in an after-school care, tutoring, or mentoring program.

[Print Program Info](#)

## After School Program Associate Teacher, CA

Certificate of Achievement

**Control Number:**

37911

**Curriculum Id:**

SCC.EDUCT.CA

The Certificate of Achievement in After School Program Associate Teacher is intended to provide students with advanced skills necessary to work with K-12 students in an after-school setting, provide tutoring / homework assistance, and assist in academic enrichment programs. In combination with the completion of the SCC After School Program Assistant Certificate, this certificate of completion leads to state certification for the School Age Associate Teacher Permit.

### Program Courses & Requirements

**After School Program Associate Teacher, CA (Total 15 - 16)**

**Complete the following number of credits: 15-16**

**(Total 2 - 5)**

**Complete at least one of the following rules**

CNSL118 - Self Exploration and the Teaching Profession 2

EDUC110 - The Teaching Experience: Exploration 3

**(Total 3 - 6)**

**Complete at least one of the following rules**

CDEV107 - Child Growth and Development (DS1) 3

PSYC157 - Introduction to Child Psychology 3

**(Total 10)****Complete all of the following**

COMM110 - Public Speaking 3

EDUC211 - Classroom Practices for Diverse Learners 3

EDUC113 - Educational Strategies for Tutors and Instructional Aides 1

CDEV120B - School-Age Child Care and Recreation Activities (DS5) 3

**Learning Outcomes**

Demonstrate the advanced skills necessary to work with students in an after school program setting that includes knowledge of academic support/enrichment and activity programming.

[Print Program Info](#)

## American College English/ESL, CA

Certificate of Achievement

**Control Number:**

37478

**Curriculum Id:**

SCC.ACEESL.CA

The Certificate of Achievement in American College English (ACE), is an intensive academic English as a Second Language program which provides students, prospective employers, and others with documented evidence of persistence and achievement in developing English fluency.

### Program Courses & Requirements

**American College English/ESL, CA (Total 16.5)****Complete all of the following****Certificate Requirements: (Total 4.5)****Complete the following number of credits: 4.5**

ACE106 - Academic Reading and Writing 2 4.5

ACE116 - Introduction to Academic Composition 4.5

**Select nine (9) units from the following (may not select a course that is used to satisfy the unit requirement from the list above) (Total 9)****Complete the following number of credits: 9**

ACE095 - Academic Listening and Speaking 2 2

ACE116 - Introduction to Academic Composition 4.5

COMM100 - Introduction to Interpersonal Communication 3

COMM100H - Honors Introduction to Interpersonal Communication 3

READ101 - Introduction to Academic Reading 3

READ128 - Expanding ESL Reading Skills 1

READ129 - Refining ESL Reading Skills 1

**Select (3) units from the following (may not select a course that is used to satisfy the unit requirement from the list above) (Total 3)****Complete the following number of credits: 3**

CNSL101 - Educational, Personal, Cultural, and Career Exploration 3

COMM100 - Introduction to Interpersonal Communication 3

COMM100H - Honors Introduction to Interpersonal Communication 3

COMM120 - Intercultural Communication 3

COMM120H - Honors Introduction to Intercultural Communication 3

READ101 - Introduction to Academic Reading 3

**Learning Outcomes**

Communicate effectively in conversations, oral presentations, and written work.

[Print Program Info](#)

## American Sign Language, CA

Certificate of Achievement

**Control Number:**

11905

**Curriculum Id:**

SCC.ASL.CA

The Certificate of Achievement in American Sign Language (ASL) is offered as preparation for developing linguistic competency in ASL and readiness for entering a formal interpreter training program. The certificate indicates skill in the use of ASL for personal communication and an introductory awareness of Sign Language interpreting and other professions working within the Deaf community.

## Program Courses & Requirements

**American Sign Language, CA (Total 21)**

**Complete all of the following**

**Certificate requirements: (Total 18)**

**Complete all of the following**

ASL110 - American Sign Language I 4

ASL111 - American Sign Language II 4

ASL113 - Introduction to Interpreting for the Deaf 3

ASL116 - Introduction to Deaf Studies 3

ASL210 - American Sign Language III 4

**Select one (1) course from the following: (Total 3)**

**Complete the following number of credits: 3**

CDEV107 - Child Growth and Development (DS1) 3

CDEV205 - Introduction to Children with Special Needs 3

COMM100 - Introduction to Interpersonal Communication 3

COMM100H - Honors Introduction to Interpersonal Communication 3

COMM120 - Intercultural Communication 3

COMM120H - Honors Introduction to Intercultural Communication 3

EDUC209 - Roles and Responsibilities of the Special Education Paraprofessional 3

PSYC157 - Introduction to Child Psychology 3

THEA110 - Acting Fundamentals 3

## Learning Outcomes

Maintain an ongoing dialogue in ASL at an intermediate conversational level.

[Print Program Info](#)

## Anthropology, AA

A.A. Degree Major

**Control Number:**

11939

**Curriculum Id:**

SCC.ANTH.AA

The Associate of Arts degree in Anthropology is designed as a program of basic courses for students considering professional careers as archeologists, ethnographers, linguists, physical anthropologists; for those preparing to become social science teachers in elementary or secondary schools; for such diverse fields as psychology, medicine, law, political science, international relations, economics, or history; and for individuals who plan public service careers in social work, health and welfare programs, and foreign service. Students should consult with faculty members for advice in selecting course offerings best suited to the individual's particular career objectives. The associate of arts degree prepares the student to move into a curriculum at a four-year institution leading to a baccalaureate degree in these careers.

## Program Courses & Requirements

**Anthropology, AA (Total 18)**

**Complete all of the following**

**Major requirements: (Total 12)****Complete the following number of credits: 12****(Total 3 - 6)****Complete at least one of the following rules**

ANTH100 - Introduction to Cultural Anthropology 3

ANTH100H - Honors Introduction to Cultural Anthropology 3

**(Total 9)****Complete all of the following**

ANTH101 - Introduction to Physical Anthropology 3

ANTH103 - Introduction to Archaeology 3

ANTH104 - Language and Culture 3

**List A - If emphasis is Cultural Anthropology, select courses from List A. Select six (6) units from the following: (Total 6)****Complete the following number of credits: 6**

ECON102 - Principles/Macro 3

ETHN101 - Introduction to Ethnic Studies 3

GEOG100 - World Regional Geography 3

GEOG100H - Honors World Regional Geography 3

GEOG102 - Cultural Geography 3

GEOG102H - Honors Cultural Geography 3

GSWS101 - Introduction to Women's Studies 3

HIST101 - World Civilizations to the 16th Century 3

HIST101H - Honors World Civilizations to the 16th Century 3

PSYC100 - Introduction to Psychology 3

PSYC100H - Honors Introduction to Psychology 3

SOC100 - Introduction to Sociology 3

SOC100H - Honors Introduction to Sociology 3

**List B - If emphasis is Physical Anthropology, select courses from List B. Select six (6) units from the following: (Total 0)****Complete the following number of credits: 0**

ANTH101L - Physical Anthropology Laboratory 1

BIOL109 - Fundamentals of Biology 3

BIOL109H - Honors Fundamentals of Biology 3

BIOL109L - Fundamentals of Biology Laboratory 1

BIOL109HL - Honors Fundamentals of Biology Laboratory 1

BIOL149 - Human Anatomy and Physiology 4

BIOL211 - Cellular and Molecular Biology 5

ERTH100 - Physical Geology 3

ERTH100L - Physical Geology Laboratory 1

ERTH111 - Historical Geology 4

GEOG101 - Physical Geography 3

GEOG101H - Honors Physical Geography 3

GEOG101L - Physical Geography Laboratory 1

**Learning Outcomes**

Understand cultures past and present and how cultures fit into modern globalization.

Understand human biological development over millennium and primates and their social and biological attributes.

Study culture in Archaeological context and try to interpret artifacts into economic, religious, political and social context.

[Print Program Info](#)

## Anthropology, AA-T

A.A. Degree for Transfer

**Control Number:**

32043

**Curriculum Id:**

SCC.ANTH.AAT

The Associate in Arts in Anthropology for Transfer degree is designed to provide students with an understanding of the scientific and humanistic study of past and present cultures, nonhuman primate relatives and archaeology. Courses in this program explore the influence of anthropology on various professional areas such as archeology, ethnography, linguistics, physical anthropology, museology, elementary and secondary social science education, art, economics, history, international relations, music, law, political science, psychology, religion, social work and foreign service. Successful completion of the transfer degree in Anthropology guarantees the student acceptance to a local California State University to pursue a baccalaureate degree in Anthropology or a related field.

## Program Courses & Requirements

### **Anthropology, AA-T (Total 18 - 19)**

**Complete all of the following**

**Major requirements: (Total 9)**

**Complete the following number of credits: 9**

**Major Requirement (Total 3 - 6)**

**Complete at least one of the following rules**

ANTH100 - Introduction to Cultural Anthropology 3

ANTH100H - Honors Introduction to Cultural Anthropology 3

**Major Requirement (Total 6)**

**Complete all of the following**

ANTH101 - Introduction to Physical Anthropology 3

ANTH103 - Introduction to Archaeology 3

**Select one (1) course from the following (List A): (Total 3)**

**Complete the following number of credits: 3**

ANTH104 - Language and Culture 3

ERTH100 - Physical Geology 3

GEOG101 - Introduction to the Natural Environment 3

GEOG101H - Honors Physical Geography 3

GEOG102 - Cultural Geography 3

GEOG102H - Honors Cultural Geography 3

**Select one (1) course from the following (List B): An additional course from List A (may not be used to satisfy the requirements in List A) (Total 3 - 4)**

**Complete the following number of credits: 3-4**

GEOG155 - Introduction to Geographic Information Systems 4

MATH219 - Statistics and Probability 3

MATH219H - Honors Statistics and Probability 3

MATH219S - Statistics and Probability with Support 4.5

**Select one (1) course from the following (List C): An additional course from List A or B (may not be used to satisfy the requirements in List A or B) (Total 3)**

**Complete the following number of credits: 3**

COMM225 - Gender Communication 3

COMM225H - Honors Gender Communication 3

ENGL271 - Survey of World Literature I 3

ENGL272 - Survey of World Literature II 3

ETHN101 - Introduction to Ethnic Studies 3

ETHN130 - Introduction to Chicano Studies 3

GEOG100 - World Regional Geography 3

GEOG100H - Honors World Regional Geography 3

GSWS101 - Introduction to Women's Studies 3

HIST101 - World Civilizations to the 16th Century 3

HIST101H - Honors World Civilizations to the 16th Century 3

HIST102 - World Civilizations Since the 16th Century 3

HIST102H - Honors World Civilizations Since the 16th Century 3

HIST124 - Mexican American History in the United States 3

MUS102 - World Music 3

PHIL112 - World Religions 3

PSYC170 - Multicultural Psychology 3

SOC100 - Introduction to Sociology 3

SOC100H - Honors Introduction to Sociology 3

## Learning Outcomes

Explain cultures past and present and how cultures fit into modern globalization.

Discuss hominidae biological development over millennium and their social and biological attributes.

Understand and explain culture in Archaeological terms and try to interpret artifacts into economic, religious, political and social context.

[Print Program Info](#)

# Applied Robotics and Embedded Programming, CERT

Certificate of Proficiency

**Control Number:**

**Curriculum Id:**

SCC.CMPRA.CERT

The Certificate of Proficiency in Applied Robotics and Embedded Programming will lead to entry-level employment in computer science, engineering, and other areas where high aptitude in computer programming is recognized. The program prepares students for careers as robotics technicians, engineering technicians, and junior programmers.

## Program Courses & Requirements

**Applied Robotics and Embedded Programming, CERT (Total 9)**

**Complete the following number of credits: 9**

CMPR112 - Java Programming 3

CMPR157 - Introduction to Robotics 3

CMPR213 - C# Programming 3

## Learning Outcomes

Demonstrate and apply knowledge of common microprocessors and design software applications which can be used in industry-standard embedded devices.

## Applying to the College

### New or Former Students

New or former students need to apply. A new student is a student who has never attended Santiago Canyon College or Santa Ana College. A former student is a student who attended SCC or SAC, did not enroll for two consecutive full semesters, and now wishes to return. All applications are completed on the [www.sccollege.edu](http://www.sccollege.edu) website. Applications are processed within 1-3 business days. An e-mail will be sent with student's email address (single sign on), student ID number, and other student information. The student email address and Student ID Number for former students will always remain the same. Once you have been assigned a student email address, you may then go online, change your password, and view your registration appointment date and time.

### Continuing Students

A continuing student is a student who has not missed two consecutive full semesters. The student may check online for his/her registration date and time and may register online at that time or any time until the day before the sections begins. Students are encouraged to meet with a counselor each semester in order to review their academic progress before completing registration.

### How To Prepare for Proper Course Placement, Registration and Educational Planning (Student Equity And Achievement Program)

The Student Equity and Achievement Program (SEAP) provides students with access to core programs and services designed to help them achieve their academic and personal goals in a timely manner.

New student orientation and advisement are available to all new students. Upon completion of the orientation, students can meet with a counselor to receive assistance in developing a first-semester education plan. The plan includes mathematics, English, or American College English/English as a Second Language (ACE/ESL) course placement recommendations and courses aligned with students' educational goals. All students must complete their Comprehensive Education Plan (semester-by-semester plan) by the third semester but no later than completing 15 degree-applicable units. A comprehensive student education plan will detail all of the coursework required to reach a desired educational goal. Students may accomplish this requirement by enrolling in a counseling course or scheduling an appointment with a counselor. A request to be exempt from completing these services is available on the Admissions & Records website. Exemption approval requires that students provide sufficient justification for their request.

[Print Program Info](#)

## Apprenticeship Carpentry, Acoustical Installer, AS

A.S. Degree Major

**Control Number:**

31107

**Curriculum Id:**

SCC.ACAAT.AS

The Associate of Science degree in Apprenticeship Carpentry, Acoustical Installer provides the required related and supplemental instruction for interior systems apprentices in the technical skills required in the trade. Successful completion may result in journeyworker status. Interested apprentices should contact the Carpentry Apprenticeship Committee and the Apprenticeship Office at Santiago Canyon College.

### Program Courses & Requirements

**Apprenticeship Carpentry, Acoustical Installer, AS (Total 25.5 - 26)**

**Complete all of the following**

**Major requirements: (Total 19.5)**

**Complete the following number of credits: 19.5**

ACA061A - Acoustical Ceilings 1.5

ACA062 - Standard Acoustical Grids 1.5

ACA063 - Suspended Ceilings 1.5

ACA064 - Acoustical Soffits 1.5

ACA066 - Concealed/Glue-Up/Staple-Up Systems 1.5

ACA067 - Designer and Specialty Trims 1.5

ACA068 - Metal Pan and Security Systems 1.5

ACA071A - Orientation 2

ACA071B - Safety and Health Certifications 2

ACA071C - Tool/Equipment Applications 1.5

ACA074A - Print Reading 2

ACA079A - Drywall/Acoustical Ceilings 1.5

**Select four (4) courses from the following: (Total 6 - 6.5)**

**Complete the following number of credits: 6-6.5**

ACA061B - Advanced Acoustical Ceiling Layout 1.5

ACA061C - Advanced Acoustical Ceiling Installation 1.5

ACA065 - Prefab/Sound Panels 1.5

ACA072A - Basic Metal Framing 1.5

ACA073C - Framing Curves and Arches 1.5

ACA074B - Advanced Print Reading 2

ACA083 - Door/Door Frames 1.5

### Learning Outcomes

Be eligible to work as an Acoustical Installer journeyworker.



[Print Program Info](#)

## Apprenticeship Carpentry, Acoustical Installer, CA

Certificate of Achievement

**Control Number:**

31109

**Curriculum Id:**

SCC.ACAAT.CA

The Certificate of Achievement in Apprenticeship Carpentry, Acoustical Installer provides the required related and supplemental instruction for interior systems apprentices in the technical skills required in the trade. Successful completion may result in journeyworker status. Interested apprentices should contact the Carpentry Apprenticeship Committee and the Apprenticeship Office at Santiago Canyon College.

### Program Courses & Requirements

**Apprenticeship Carpentry, Acoustical Installer, CA (Total 25.5 - 26)****Complete all of the following****Certificate requirements: (Total 19.5)****Complete the following number of credits: 19.5**

ACA061A - Acoustical Ceilings 1.5

ACA062 - Standard Acoustical Grids 1.5

ACA063 - Suspended Ceilings 1.5

ACA064 - Acoustical Soffits 1.5

ACA066 - Concealed/Glue-Up/Staple-Up Systems 1.5

ACA067 - Designer and Specialty Trims 1.5

ACA068 - Metal Pan and Security Systems 1.5

ACA071A - Orientation 2

ACA071B - Safety and Health Certifications 2

ACA071C - Tool/Equipment Applications 1.5

ACA074A - Print Reading 2

ACA079A - Drywall/Acoustical Ceilings 1.5

**Select four (4) courses from the following: (Total 6 - 6.5)****Complete the following number of credits: 6-6.5**

ACA061B - Advanced Acoustical Ceiling Layout 1.5

ACA061C - Advanced Acoustical Ceiling Installation 1.5

ACA065 - Prefab/Sound Panels 1.5

ACA072A - Basic Metal Framing 1.5

ACA073C - Framing Curves and Arches 1.5

ACA074B - Advanced Print Reading 2

ACA083 - Door/Door Frames 1.5

### Learning Outcomes

Be eligible to work as an Acoustical Installer journeyworker.

[Print Program Info](#)

## Apprenticeship Carpentry, Concrete, AS

A.S. Degree Major

**Control Number:**

13235

**Curriculum Id:**

SCC.ACACO.AS

The Associate of Science degree in Apprenticeship Carpentry, Concrete is designed to provide the related and supplemental instruction required for carpentry apprentices. Concrete finishers place and finish concrete floors, driveways, sidewalks, curbs, bridge decks and other concrete structures. They apply architectural exposed, patterned or stamped, broomed and smooth finishes on concrete surfaces. They are skilled at repairing, waterproofing and restoring concrete surfaces. Successful completion may result in journeyworker status. Interested apprentices should contact the Carpentry Apprenticeship Committee and the Apprenticeship Office at Santiago Canyon College.

## Program Courses & Requirements

### **Apprenticeship Carpentry, Concrete, AS (Total 25.5 - 26.5)**

**Complete all of the following**

**Major requirements: (Total 19.5)**

**Complete the following number of credits: 19.5**

ACA004C - Print Reading 2

ACA021A - Orientation 2

ACA021B - Safety and Health Certifications 2

ACA021E - Tool/Equipment Applications 1.5

ACA025A - Foundations and Flatwork 1.5

ACA026A - Tilt-Up Panel Construction 1.5

ACA026B - Wall Forming 1.5

ACA026C - Gang Forms/Columns 1.5

ACA026D - Abutments 1.5

ACA027C - Beam and Deck Forming 1.5

ACA027D - Stairs and Ramp Forming 1.5

ACA028A - Bridge Construction 1.5

**Select four (4) courses from the following: (Total 6 - 7)**

**Complete the following number of credits: 6-7**

ACA021C - Basic Wall Framing 1.5

ACA022A - Commercial Floor Framing 1.5

ACA023B - Basic Roof Framing 1.5

ACA024A - Basic Commercial Framing 1.5

ACA024D - Transit Level/Laser 2

ACA025D - Advanced Print Reading 2

ACA028E - Bridge Falsework 1.5

ACA029A - Rigging 1.5

ACA029C - Solar Installer Level 1 1.5

ACA095 - Water Treatment Facilities 1.5

## Learning Outcomes

Be eligible to work as a Concrete journeyworker.

Have a basis for further college education.

[Print Program Info](#)

## Apprenticeship Carpentry, Concrete, CA

Certificate of Achievement

**Control Number:**

21657

**Curriculum Id:**

SCC.ACACO.CA

The Certificate of Achievement in Apprenticeship Carpentry, Concrete is designed to provide the related and supplemental instruction required for carpentry apprentices. Concrete finishers place and finish concrete floors, driveways, sidewalks, curbs, bridge decks and other concrete structures. They apply architectural exposed, patterned or stamped, broomed and smooth finishes on concrete surfaces. They are skilled at repairing, waterproofing and restoring concrete surfaces. Successful completion may result in journeyworker status. Interested apprentices should contact the Carpentry Apprenticeship Committee and the Apprenticeship Office at Santiago Canyon College.

## Program Courses & Requirements

**Apprenticeship Carpentry, Concrete, CA (Total 25.5 - 26.5)****Complete all of the following****Certificate requirements: (Total 19.5)****Complete the following number of credits: 19.5**

ACA004C - Print Reading 2

ACA021A - Orientation 2

ACA021B - Safety and Health Certifications 2

ACA021E - Tool/Equipment Applications 1.5

ACA025A - Foundations and Flatwork 1.5

ACA026A - Tilt-Up Panel Construction 1.5

ACA026B - Wall Forming 1.5

ACA026C - Gang Forms/Columns 1.5

ACA026D - Abutments 1.5

ACA027C - Beam and Deck Forming 1.5

ACA027D - Stairs and Ramp Forming 1.5

ACA028A - Bridge Construction 1.5

**Select four (4) courses from the following: (Total 6 - 7)****Complete the following number of credits: 6-7**

ACA021C - Basic Wall Framing 1.5

ACA022A - Commercial Floor Framing 1.5

ACA023B - Basic Roof Framing 1.5

ACA024A - Basic Commercial Framing 1.5

ACA024D - Transit Level/Laser 2

ACA025D - Advanced Print Reading 2

ACA028E - Bridge Falsework 1.5

ACA029A - Rigging 1.5

ACA029C - Solar Installer Level 1 1.5

ACA095 - Water Treatment Facilities 1.5

**Learning Outcomes**

Be eligible to work as a Concrete journeyworker.

Have a basis for further college education.

[Print Program Info](#)**Apprenticeship Carpentry, Drywall Finisher, AS**

A.S. Degree Major

**Control Number:**

13234

**Curriculum Id:**

SCC.ACADF.AS

The Associate of Science degree in Apprenticeship Carpentry, Drywall Finisher is designed to provide related and supplemental instruction including the technical skills required in the trade. Successful completion may result in journeyworker status. Interested apprentices should contact the Carpentry Apprenticeship Committee and the Apprenticeship Office at Santiago Canyon College.

**Program Courses & Requirements****Apprenticeship Carpentry, Drywall Finisher, AS (Total 24)****Complete the following number of credits: 24**

ACA071A - Orientation 2

ACA071B - Safety and Health Certifications 2

ACA072A - Basic Metal Framing 1.5

ACA074A - Print Reading 2

ACA076A - Basic Hand Finishing 1.5

ACA076B - Automatic Finishing Tools 1.5

ACA077A - Drywall Installation/Finish Trims 1.5

ACA077B - Advanced Hand Finishing 1.5  
ACA077C - Advanced Automatic Finishing Tools 1.5  
ACA078B - Advanced Metal Framing 1.5  
ACA078C - Wet Wall Finishes 1.5  
ACA078D - Ceiling and Soffit Finishing 1.5  
ACA079A - Drywall and Acoustical Ceilings 1.5  
ACA082B - Firestopping Procedures 1.5  
ACA082C - Decorative Trims and Textures 1.5

## Learning Outcomes

Begin a career as a journeyworker drywall finisher.  
Have a basis for further college education.

[Print Program Info](#)

# Apprenticeship Carpentry, Drywall Finisher, CA

Certificate of Achievement

## Control Number:

21663

## Curriculum Id:

SCC.ACADF.CA

The Certificate of Achievement in Apprenticeship Carpentry, Drywall Finisher is designed to provide related and supplemental instruction including the technical skills required in the trade. Successful completion may result in journeyworker status. Interested apprentices should contact the Carpentry Apprenticeship Committee and the Apprenticeship Office at Santiago Canyon College.

## Program Courses & Requirements

### Apprenticeship Carpentry, Drywall Finisher, CA (Total 24)

#### Complete the following number of credits: 24

ACA071A - Orientation 2  
ACA071B - Safety and Health Certifications 2  
ACA072A - Basic Metal Framing 1.5  
ACA074A - Print Reading 2  
ACA076A - Basic Hand Finishing 1.5  
ACA076B - Automatic Finishing Tools 1.5  
ACA077A - Drywall Installation/Finish Trims 1.5  
ACA077B - Advanced Hand Finishing 1.5  
ACA077C - Advanced Automatic Finishing Tools 1.5  
ACA078B - Advanced Metal Framing 1.5  
ACA078C - Wet Wall Finishes 1.5  
ACA078D - Ceiling and Soffit Finishing 1.5  
ACA079A - Drywall and Acoustical Ceilings 1.5  
ACA082B - Firestopping Procedures 1.5  
ACA082C - Decorative Trims and Textures 1.5

## Learning Outcomes

Begin a career as a journeyworker drywall finisher.  
Have a basis for further college education.

[Print Program Info](#)

# Apprenticeship Carpentry, Drywall/Lather, AS

A.S. Degree Major

## Control Number:

11988

**Curriculum Id:**

SCC.ACAD.LAS

The Associate of Science degree in Apprenticeship Carpentry, Drywall/Lather provides the related and supplemental instruction required for interior systems apprentices. Drywall/Lathers install metal stud framing, drywall, and lath according to layout plans, blueprints, and specifications. They frame and construct walls and ceilings to the necessary height and dimensions, and complete the construction for the interior/exterior of a building including the heavy gage framing and application for the exterior of the project. Successful completion may result in journeyworker status. Interested apprentices should contact the Carpentry Apprenticeship Committee and the Apprenticeship Office at Santiago Canyon College.

**Program Courses & Requirements****Apprenticeship Carpentry, Drywall/Lather, AS (Total 26)****Complete all of the following****Major requirements: (Total 20)****Complete the following number of credits: 20**

ACA071A - Orientation 2  
 ACA071B - Safety and Health Certifications 2  
 ACA071C - Tool/Equipment Applications 1.5  
 ACA072A - Basic Metal Framing 1.5  
 ACA072B - Basic Lathing 1.5  
 ACA073A - Framing Ceilings and Soffits 1.5  
 ACA073B - Framing Suspended Ceilings 1.5  
 ACA073C - Framing Curves and Arches 1.5  
 ACA074A - Print Reading 2  
 ACA074B - Advanced Print Reading 2  
 ACA075A - Light Gage Welding AWS - A 1.5  
 ACA083 - Door and Door Frames 1.5

**Select six (6) units from the following: (Total 6)****Complete the following number of credits: 6**

ACA072C - Advanced Lathing 1.5  
 ACA074C - Air, Moisture and Thermal Barrier 1.5  
 ACA075B - Light Gage Welding LAC 1.5  
 ACA075C - Light Gage Welding AWS - B 1.5  
 ACA076A - Basic Hand Finishing 1.5  
 ACA076B - Automatic Finishing Tools 1.5  
 ACA077A - Drywall Installation/Finish Trims 1.5  
 ACA077B - Advanced Hand Finishing 1.5  
 ACA077C - Advanced Automatic Finishing Tools 1.5  
 ACA078B - Advanced Metal Framing 1.5  
 ACA078C - Wet Wall Finishes 1.5  
 ACA078D - Ceiling and Soffit Finishing 1.5  
 ACA079A - Drywall and Acoustical Ceilings 1.5  
 ACA079C - Drywall Applications 1.5  
 ACA082B - Firestopping Procedures 1.5  
 ACA082C - Decorative Trims and Textures 1.5  
 ACA089 - Freeform Lathing 1.5

**Learning Outcomes**

Safely operate tools and equipment used by drywall applicators in the construction industry.

Interpret prints to determine the appropriate use of construction methods and materials consistent with drywall applicator industry standards.

[Print Program Info](#)

**Apprenticeship Carpentry, Drywall/Lather, CA**

Certificate of Achievement

**Control Number:**

21664

**Curriculum Id:**

SCC.ACADL.CA

The Certificate of Achievement in Apprenticeship Carpentry, Drywall/Lather provides the related and supplemental instruction required for interior systems apprentices. Drywall/Lathers install metal stud framing, drywall, and lath according to layout plans, blueprints, and specifications. They frame and construct walls and ceilings to the necessary height and dimensions, and complete the construction for the interior/exterior of a building including the heavy gage framing and application for the exterior of the project. Successful completion may result in journeyworker status. Interested apprentices should contact the Carpentry Apprenticeship Committee and the Apprenticeship Office at Santiago Canyon College.

**Program Courses & Requirements****Apprenticeship Carpentry, Drywall/Lather, CA (Total 26)****Complete all of the following****Certificate requirements: (Total 20)****Complete the following number of credits: 20**

ACA071A - Orientation 2

ACA071B - Safety and Health Certifications 2

ACA071C - Tool/Equipment Applications 1.5

ACA072A - Basic Metal Framing 1.5

ACA072B - Basic Lathing 1.5

ACA073A - Framing Ceilings and Soffits 1.5

ACA073B - Framing Suspended Ceilings 1.5

ACA073C - Framing Curves and Arches 1.5

ACA074A - Print Reading 2

ACA074B - Advanced Print Reading 2

ACA075A - Light Gage Welding AWS - A 1.5

ACA083 - Door and Door Frames 1.5

**Select six (6) units from the following: (Total 6)****Complete the following number of credits: 6**

ACA072C - Advanced Lathing 1.5

ACA074C - Air, Moisture and Thermal Barrier 1.5

ACA075B - Light Gage Welding LAC 1.5

ACA075C - Light Gage Welding AWS - B 1.5

ACA076A - Basic Hand Finishing 1.5

ACA076B - Automatic Finishing Tools 1.5

ACA077A - Drywall Installation/Finish Trims 1.5

ACA077B - Advanced Hand Finishing 1.5

ACA077C - Advanced Automatic Finishing Tools 1.5

ACA078B - Advanced Metal Framing 1.5

ACA078C - Wet Wall Finishes 1.5

ACA078D - Ceiling and Soffit Finishing 1.5

ACA079A - Drywall and Acoustical Ceilings 1.5

ACA079C - Drywall Applications 1.5

ACA082B - Firestopping Procedures 1.5

ACA082C - Decorative Trims and Textures 1.5

ACA089 - Freeform Lathing 1.5

**Learning Outcomes**

Safely operate tools and equipment used by drywall applicators in the construction industry.

Interpret prints to determine the appropriate use of construction methods and materials consistent with drywall applicator industry standards.

[Print Program Info](#)

**Apprenticeship Carpentry, Finish Carpentry, AS**

A.S. Degree Major

**Control Number:**

13231

**Curriculum Id:**

SCC.ACAFI.AS

The Associate of Science degree in Apprenticeship Carpentry, Finish Carpentry provides the related and supplemental instruction required in the trade. Finish carpenters cut, shape and assemble wood products, including moldings, panels and furniture. They also fabricate store fixtures, which includes the use of metal, plastics, and glass. Successful completion may result in journeyworker status. Interested apprentices should contact the Carpentry Apprenticeship Committee and the Apprenticeship Office at Santiago Canyon College.

**Program Courses & Requirements****Apprenticeship Carpentry, Finish Carpentry, AS (Total 25)****Complete the following number of credits: 25**

ACA004C - Print Reading 2  
 ACA021A - Orientation 2  
 ACA021B - Safety and Health Certifications 2  
 ACA021C - Basic Wall Framing 1.5  
 ACA024D - Transit Level/Laser 2  
 ACA025D - Advanced Print Reading 2  
 ACA033A - Cabinet Millwork and Assembly 1.5  
 ACA033B - Cabinet Installation 1.5  
 ACA033C - Show Case/Loose Store Fixtures 1.5  
 ACA033D - Molding and Trims 1.5  
 ACA034A - Plastic Laminates 1.5  
 ACA034B - Solid and Stone Surfaces 1.5  
 ACA034C - Stair Trim 1.5  
 ACA034D - Doors and Door Hardware 1.5  
 ACA035C - Exit and Electrical Security Devices 1.5

**Learning Outcomes**

Begin a career as a journeyworker carpenter.  
 Have a basis for further college education.

[Print Program Info](#)

**Apprenticeship Carpentry, Finish Carpentry, CA**

Certificate of Achievement

**Control Number:**

21658

**Curriculum Id:**

SCC.ACAFI.CA

The Certificate of Achievement in Apprenticeship Carpentry, Finish Carpentry provides the related and supplemental instruction required in the trade. Finish carpenters cut, shape and assemble wood products, including moldings, panels and furniture. They also fabricate store fixtures, which includes the use of metal, plastics, and glass. Successful completion will result in journeyworker status. Interested apprentices should contact the Carpentry Apprenticeship Committee and the Apprenticeship Office at Santiago Canyon College.

**Program Courses & Requirements****Apprenticeship Carpentry, Finish Carpentry, CA (Total 25)****Complete the following number of credits: 25**

ACA004C - Print Reading 2  
 ACA021A - Orientation 2  
 ACA021B - Safety and Health Certifications 2  
 ACA021C - Basic Wall Framing 1.5  
 ACA024D - Transit Level/Laser 2  
 ACA025D - Advanced Print Reading 2  
 ACA033A - Cabinet Millwork and Assembly 1.5  
 ACA033B - Cabinet Installation 1.5

ACA033C - Show Case/Loose Store Fixtures 1.5  
 ACA033D - Molding and Trims 1.5  
 ACA034A - Plastic Laminates 1.5  
 ACA034B - Solid and Stone Surfaces 1.5  
 ACA034C - Stair Trim 1.5  
 ACA034D - Doors and Door Hardware 1.5  
 ACA035C - Exit and Electrical Security Devices 1.5

## Learning Outcomes

Begin a career as a journeyworker carpenter.  
 Have a basis for further college education.

[Print Program Info](#)

# Apprenticeship Carpentry, Framing, AS

A.S. Degree Major

## Control Number:

13232

## Curriculum Id:

SCC.ACAFR.AS

The Associate of Science degree in Apprenticeship Carpentry, Framing provides related and supplemental instruction including the technical skills and knowledge required in the trade. Framers work primarily on residential sites installing floor joists, interior and exterior walls, and roof trusses. They may also install exterior doors and windows, cornices, outside wall trim, and roof coverings. Successful completion may result in journeyworker status. Interested apprentices should contact the Carpentry Apprenticeship Committee and the Apprenticeship Office at Santiago Canyon College.

## Program Courses & Requirements

### Apprenticeship Carpentry, Framing, AS (Total 25.5 - 26.5)

#### Complete all of the following

#### Major requirements: (Total 19.5)

#### Complete the following number of credits: 19.5

ACA004C - Print Reading 2  
 ACA021A - Orientation 2  
 ACA021B - Safety and Health Certifications 2  
 ACA021C - Basic Wall Framing 1.5  
 ACA021E - Tool/Equipment Applications 1.5  
 ACA022A - Commercial Floor Framing 1.5  
 ACA022B - Basic Stairs 1.5  
 ACA022D - Exterior Finish Details 1.5  
 ACA023B - Basic Roof Framing 1.5  
 ACA024A - Basic Commercial Framing 1.5  
 ACA024B - Advanced Commercial Framing 1.5  
 ACA025C - Advanced Stairs 1.5

#### Select four (4) courses from the following: (Total 6 - 7)

#### Complete the following number of credits: 6-7

ACA023C - Advanced Roof Framing 1.5  
 ACA024C - Panelized Roofing 1.5  
 ACA024D - Transit Level/Laser 2  
 ACA025D - Advanced Print Reading 2  
 ACA026B - Wall Forming 1.5  
 ACA072A - Basic Metal Framing 1.5

## Learning Outcomes

Safely operate tools and equipment used by framers in the carpentry trade.  
 Interpret prints to determine the appropriate use of construction methods and materials consistent with carpentry industry standards.

[Print Program Info](#)



# Apprenticeship Carpentry, Framing, CA

Certificate of Achievement

**Control Number:**

21659

**Curriculum Id:**

SCC.ACAFR.CA

The Certificate of Achievement in Apprenticeship Carpentry, Framing provides related and supplemental instruction including the technical skills and knowledge required in the trade. Framers work primarily on residential sites installing floor joists, interior and exterior walls, and roof trusses. They may also install exterior doors and windows, cornices, outside wall trim, and roof coverings. Successful completion may result in journeyworker status. Interested apprentices should contact the Carpentry Apprenticeship Committee and the Apprenticeship Office at Santiago Canyon College.

## Program Courses & Requirements

**Apprenticeship Carpentry, Framing, CA (Total 25.5 - 26.5)**

**Complete all of the following**

**Certificate requirements: (Total 19.5)**

**Complete the following number of credits: 19.5**

ACA004C - Print Reading 2

ACA021A - Orientation 2

ACA021B - Safety and Health Certifications 2

ACA021C - Basic Wall Framing 1.5

ACA021E - Tool/Equipment Applications 1.5

ACA022A - Commercial Floor Framing 1.5

ACA022B - Basic Stairs 1.5

ACA022D - Exterior Finish Details 1.5

ACA023B - Basic Roof Framing 1.5

ACA024A - Basic Commercial Framing 1.5

ACA024B - Advanced Commercial Framing 1.5

ACA025C - Advanced Stairs 1.5

**Select four (4) courses from the following: (Total 6 - 7)**

**Complete the following number of credits: 6-7**

ACA023C - Advanced Roof Framing 1.5

ACA024C - Panelized Roofing 1.5

ACA024D - Transit Level/Laser 2

ACA025D - Advanced Print Reading 2

ACA026B - Wall Forming 1.5

ACA072A - Basic Metal Framing 1.5

## Learning Outcomes

Safely operate tools and equipment used by framers in the carpentry trade.

Interpret prints to determine the appropriate use of construction methods and materials consistent with carpentry industry standards.

[Print Program Info](#)

# Apprenticeship Carpentry, Insulator, AS

A.S. Degree Major

**Control Number:**

35233

**Curriculum Id:**

SCC.ACAIN.AS

The Associate of Science degree in Apprenticeship Carpentry, Insulator provides the highest quality training to those interested in a career in the various carpentry fields. This training offers a pathway to career opportunities for the next generation of insulators to meet the challenges of the rapidly changing technology in our industry, while achieving broadly marketable skills.

## Program Courses & Requirements

### **Apprenticeship Carpentry, Insulator, AS (Total 25.5 - 27)**

**Complete all of the following**

**Major requirements: (Total 19.5)**

**Complete the following number of credits: 19.5**

- AIN021 - Orientation 2
- AIN022 - Safety and Health Certifications 2
- AIN023 - Insulation Basics 1.5
- AIN024 - Construction Methods 1.5
- AIN025A - Print Reading 2
- AIN026 - Sound Control and Weatherstripping 1.5
- AIN027 - Flexible Foam Insulation 1.5
- AIN034 - Firestop/Fireproofing Procedures 1.5
- AIN035 - Infiltration and Moisture Control 1.5
- AIN036 - Loose Fill and Spray Insulation 1.5
- AIN037 - Rigid Foam and Cellular Glass Insulation Installations 1.5
- AIN043 - Tool/Equipment Applications 1.5

**Select four (4) courses from the following: (Total 6 - 7.5)**

**Complete the following number of credits: 6-7.5**

- ACA021C - Basic Wall Framing 1.5
- ACA072A - Basic Metal Framing 1.5
- AIN025B - Advanced Print Reading 2
- AIN031 - Green Building and Weatherization 1.5
- AIN032 - Specialty Insulation 1.5
- AIN033 - Energy Audit 1.5
- AIN041 - Supervisory Training 2.5

## Learning Outcomes

Be eligible to work as an Insulator journeyworker.

[Print Program Info](#)

# Apprenticeship Carpentry, Insulator, CA

Certificate of Achievement

**Control Number:**

35234

**Curriculum Id:**

SCC.ACAIN.CA

The Certificate of Achievement in Apprenticeship Carpentry, Insulator provides the highest quality training to those interested in a career in the various carpentry fields. This training offers a pathway to career opportunities for the next generation of insulators to meet the challenges of the rapidly changing technology in our industry, while achieving broadly marketable skills.

## Program Courses & Requirements

### **Apprenticeship Carpentry, Insulator, CA (Total 25.5 - 27)**

**Complete all of the following**

**Major requirements: (Total 19.5)**

**Complete the following number of credits: 19.5**

- AIN021 - Orientation 2
- AIN022 - Safety and Health Certifications 2
- AIN023 - Insulation Basics 1.5
- AIN024 - Construction Methods 1.5

AIN025A - Print Reading 2  
 AIN026 - Sound Control and Weatherstripping 1.5  
 AIN027 - Flexible Foam Insulation 1.5  
 AIN034 - Firestop/Fireproofing Procedures 1.5  
 AIN035 - Infiltration and Moisture Control 1.5  
 AIN036 - Loose Fill and Spray Insulation 1.5  
 AIN037 - Rigid Foam and Cellular Glass Insulation Installations 1.5  
 AIN043 - Tool/Equipment Applications 1.5

**Select four (4) courses from the following: (Total 6 - 7.5)**

**Complete the following number of credits: 6-7.5**

ACA021C - Basic Wall Framing 1.5  
 ACA072A - Basic Metal Framing 1.5  
 AIN025B - Advanced Print Reading 2  
 AIN031 - Green Building and Weatherization 1.5  
 AIN032 - Specialty Insulation 1.5  
 AIN033 - Energy Audit 1.5  
 AIN041 - Supervisory Training 2.5

## Learning Outcomes

Be eligible to work as an Insulator journeyworker.

[Print Program Info](#)

# Apprenticeship Carpentry, Millwrighting, AS

A.S. Degree Major

**Control Number:**

11986

**Curriculum Id:**

SCC.ACAMI.AS

The Associate of Science degree in Apprenticeship Carpentry Millwrighting provide the required related and supplemental classroom instruction in the technical skills and knowledge required in the trade for state-indentured apprentices. The work of the Millwright involves installing conveyor systems, escalators, gas and steam turbines, and generators. Millwrights install and do maintenance on machinery in factories and do much of the precision work in nuclear power plants. Skilled construction Millwright mechanics study and interpret prints or working drawings, and then apply their knowledge and expertise to move, assemble, and erect machinery and rotating equipment. Interested apprentices should contact the Millwright Apprenticeship and Training Committee and the Apprenticeship Office at Santiago Canyon College.

## Program Courses & Requirements

**Apprenticeship Carpentry, Millwrighting, AS (Total 31.5)**

**Complete all of the following**

**Major requirements: (Total 25.5)**

**Complete the following number of credits: 25.5**

AMW021 - Orientation 2  
 AMW022 - Safety and Health Certifications 2  
 AMW023A - Millwright General Skills - A 1.5  
 AMW023B - Millwright General Skills - B 1.5  
 AMW024 - S/B Print Reading 2  
 AMW025 - Welding Fabrication 1.5  
 AMW026 - Cutting and Burning 1.5  
 AMW027 - Optics and Machinery Alignment 1.5  
 AMW028 - Machinery Shaft Alignment 1.5  
 AMW029A - Structural Welding - AWS A 1.5  
 AMW029B - Structural Welding - AWS B 1.5  
 AMW030 - Rigging Hardware and Procedures 1.5  
 AMW031 - Turbine Familiarization 1.5  
 AMW032 - Pumps 1.5

AMW036A - Machinery Installation and Erection - A 1.5

AMW043 - Tool/Equipment Applications 1.5

**Select four (4) courses from the following: (Total 6)**

**Complete the following number of credits: 6**

AMW033 - Conveyor Systems 1.5

AMW034 - Drives, Pulleys and Belts 1.5

AMW036B - Machinery Installation and Erection - B 1.5

AMW037 - Turbine Maintenance 1.5

AMW039 - Compressor Theory and Maintenance 1.5

AMW051 - Solar Installer Level 1 1.5

## Learning Outcomes

Be eligible to work as a Millwright journeyworker.

Continue their college education, using the units earned.

[Print Program Info](#)

# Apprenticeship Carpentry, Millwrighting, CA

Certificate of Achievement

**Control Number:**

21662

**Curriculum Id:**

SCC.ACAMI.CA

The Certificate of Achievement in Apprenticeship Carpentry Millwrighting provide the required related and supplemental classroom instruction in the technical skills and knowledge required in the trade for state-indentured apprentices. The work of the Millwright involves installing conveyor systems, escalators, gas and steam turbines, and generators. Millwrights install and do maintenance on machinery in factories and do much of the precision work in nuclear power plants. Skilled construction Millwright mechanics study and interpret prints or working drawings, and then apply their knowledge and expertise to move, assemble, and erect machinery and rotating equipment. Interested apprentices should contact the Millwright Apprenticeship and Training Committee and the Apprenticeship Office at Santiago Canyon College.

## Program Courses & Requirements

**Apprenticeship Carpentry, Millwrighting, CA (Total 31.5)**

**Complete all of the following**

**Certificate requirements: (Total 25.5)**

**Complete the following number of credits: 25.5**

AMW021 - Orientation 2

AMW022 - Safety and Health Certifications 2

AMW023A - Millwright General Skills - A 1.5

AMW023B - Millwright General Skills - B 1.5

AMW024 - Printreading 2

AMW025 - Welding Fabrication 1.5

AMW026 - Cutting and Burning 1.5

AMW027 - Optics and Machinery Alignment 1.5

AMW028 - Machinery Shaft Alignment 1.5

AMW029A - Structural Welding - AWS A 1.5

AMW029B - Structural Welding - AWS B 1.5

AMW030 - Rigging Hardware and Procedures 1.5

AMW031 - Turbine Familiarization 1.5

AMW032 - Pumps 1.5

AMW036A - Machinery Installation and Erection - A 1.5

AMW043 - Tool/Equipment Applications 1.5

**Select four (4) courses from the following: (Total 6)**

**Complete the following number of credits: 6**

AMW033 - Conveyor Systems 1.5

AMW034 - Drives, Pulleys and Belts 1.5

AMW036B - Machinery Installation and Erection - B 1.5  
 AMW037 - Turbine Maintenance 1.5  
 AMW038 - Concentrated Photovoltaic Installations 1.5  
 AMW039 - Compressor Theory and Maintenance 1.5  
 AMW040 - Wind Turbine Installations 1.5  
 AMW051 - Solar Installer Level 1 1.5

## Learning Outcomes

Be eligible to work as a Millwright journeyworker.  
 Continue their college education, using the units earned.

[Print Program Info](#)

# Apprenticeship Carpentry, Pile Driver, AS

A.S. Degree Major

## Control Number:

31588

## Curriculum Id:

SCC.ACAPI.AS

The Associate of Science degree in Apprenticeship Carpentry, Pile Driver is designed to provide the required related and supplemental classroom instruction in the technical skills and knowledge required in the trade. Pile drivers work with pile-driving rigs--those big machines that look like cranes, but shake the ground as they drive metal, concrete or wood piling into the earth during the early stages of construction. Usually, pile drivers are the first workers at the construction site. They drive metal sheet piling to hold back the dirt during excavations. They drive concrete and metal piling as part of the foundation system upon which skyscrapers are built, and they drive wood and concrete piling to hold up docks, wharfs and bridges. In some cases they work on off-shore oil rigs and as commercial divers involved in underwater construction. Pile drivers are also required to install heavy timbers and weld or cut large metal beams. Successful completion may result in journeyworker status. Interested apprentices should contact the Carpentry Apprenticeship Committee and the Apprenticeship Office at Santiago Canyon College.

## Program Courses & Requirements

### Apprenticeship Carpentry, Pile Driver, AS (Total 22 - 23)

#### Complete all of the following

#### Major requirements: (Total 16)

#### Complete the following number of credits: 16

ACPD021 - Orientation 2  
 ACPD022 - Safety and Health Certifications 2  
 ACPD023 - Tool/Equipment Applications 1.5  
 ACPD024A - Piles and Hammers A 1.5  
 ACPD024B - Piles and Hammers B 1.5  
 ACPD026A - Falsework A 1.5  
 ACPD026B - Falsework B 1.5  
 ACPD027A - Abutment A 1.5  
 ACPD027B - Abutment B 1.5  
 ACPD028A - Bridge and Deck Forms A 1.5

#### Select four (4) courses from the following: (Total 6 - 7)

#### Complete the following number of credits: 6-7

ACA021C - Basic Wall Framing 1.5  
 ACA024D - Transit Level/Laser 2  
 ACA027D - Stairs and Ramp Forming 1.5  
 ACA029A - Rigging 1.5  
 ACPD028B - Bridge and Deck Forms B 1.5  
 ACPD029A - Structural Welding-AWS A 1.5  
 ACPD029B - Structural Welding-AWS B 1.5  
 ACPD030 - Print Reading 2  
 ACPD031A - Welding Fabrication A 1.5  
 ACPD031B - Welding Fabrication B 1.5

AMW026 - Cutting and Burning 1.5

## Learning Outcomes

- Be eligible to work as a Pile Driver journeyworker.
- Continue their college education, using the units earned.

[Print Program Info](#)

# Apprenticeship Carpentry, Pile Driver, CA

Certificate of Achievement

## Control Number:

31589

## Curriculum Id:

SCC.ACAPI.CA

The Certificate of Achievement in Apprenticeship Carpentry, Pile Driver is designed to provide the required related and supplemental classroom instruction in the technical skills and knowledge required in the trade. Pile drivers work with pile-driving rigs--those big machines that look like cranes, but shake the ground as they drive metal, concrete or wood piling into the earth during the early stages of construction. Usually, pile drivers are the first workers at the construction site. They drive metal sheet piling to hold back the dirt during excavations. They drive concrete and metal piling as part of the foundation system upon which skyscrapers are built, and they drive wood and concrete piling to hold up docks, wharfs and bridges. In some cases they work on off-shore oil rigs and as commercial divers involved in underwater construction. Pile drivers are also required to install heavy timbers and weld or cut large metal beams. Successful completion may result in journeyworker status. Interested apprentices should contact the Carpentry Apprenticeship Committee and the Apprenticeship Office at Santiago Canyon College.

## Program Courses & Requirements

### Apprenticeship Carpentry, Pile Driver, CA (Total 22 - 23)

#### Complete all of the following

#### Certificate requirements: (Total 16)

#### Complete the following number of credits: 16

- ACPD021 - Orientation 2
- ACPD022 - Safety and Health Certifications 2
- ACPD023 - Tool/Equipment Applications 1.5
- ACPD024A - Piles and Hammers A 1.5
- ACPD024B - Piles and Hammers B 1.5
- ACPD026A - Falsework A 1.5
- ACPD026B - Falsework B 1.5
- ACPD027A - Abutment A 1.5
- ACPD027B - Abutment B 1.5
- ACPD028A - Bridge and Deck Forms A 1.5

#### Select four (4) courses from the following: (Total 6 - 7)

#### Complete the following number of credits: 6-7

- ACA021C - Basic Wall Framing 1.5
- ACA024D - Transit Level/Laser 2
- ACA027D - Stairs and Ramp Forming 1.5
- ACA029A - Rigging 1.5
- ACPD028B - Bridge and Deck Forms B 1.5
- ACPD029A - Structural Welding-AWS A 1.5
- ACPD029B - Structural Welding-AWS B 1.5
- ACPD030 - Print Reading 2
- ACPD031A - Welding Fabrication A 1.5
- ACPD031B - Welding Fabrication B 1.5
- AMW026 - Cutting and Burning 1.5

## Learning Outcomes

- Be eligible to work as a Pile Driver journeyworker.
- Continue their college education, using the units earned.

[Print Program Info](#)

## Apprenticeship Carpentry, Plastering, AS

A.S. Degree Major

**Control Number:**

31705

**Curriculum Id:**

SCC.ACAPL.AS

The Associate of Science degree in Apprenticeship Carpentry, Plastering provides the required related and supplemental instruction for apprentice plasterers in the technical skills and knowledge required in the trade. Plasterers apply various wet materials over surfaces on both exterior and interior walls, ceilings and other surfaces in the construction industry. Successful completion may result in journeyworker status. Those interested should contact the Carpentry Apprenticeship Committee and the Apprenticeship Office at Santiago Canyon College.

### Program Courses & Requirements

**Apprenticeship Carpentry, Plastering, AS (Total 25.5 - 27)**

**Complete all of the following**

**Major requirements: (Total 19.5)**

**Complete the following number of credits: 19.5**

ACA071A - Orientation 2

ACA071B - Safety and Health Certifications 2

ACA074A - Print Reading 2

ACPL023 - Tool/Equipment Applications 1.5

ACPL025 - Basic Plastering 1.5

ACPL026 - Exterior Plastering 1.5

ACPL027 - Dot and Screed Techniques 1.5

ACPL028 - Interior Plastering 1.5

ACPL029 - Tender and Plastering Equipment 1.5

ACPL030 - Exterior Insulation Finish Systems (EIFS) 1.5

ACPL031 - Ornamental Plastering 1.5

ACPL032 - Plastering Equipment Application 1.5

**Select four (4) courses from the following: (Total 6 - 7.5)**

**Complete the following number of credits: 6-7.5**

ACA072B - Basic Lathing 1.5

ACA074B - Advanced Print Reading 2

ACA074C - Air, Moisture and Thermal Barrier 1.5

ACA082B - Firestopping Procedures 1.5

ACPL033 - Finish Applications 1.5

ACPL034 - Theme Plastering 1.5

AMF030 - Crew Lead Customer Service Training 2.5

### Learning Outcomes

Safely operate tools and equipment used by plasterers in the construction industry.

Interpret prints to determine the appropriate use of construction methods and materials consistent with plastering industry standards.

[Print Program Info](#)

## Apprenticeship Carpentry, Plastering, CA

Certificate of Achievement

**Control Number:**

31706

**Curriculum Id:**

SCC.ACAPL.CA

The Certificate of Achievement in Apprenticeship Carpentry, Plastering provides the required related and supplemental instruction for apprentice plasterers in the technical skills and knowledge required in the trade. Plasterers apply various wet materials over surfaces on both exterior and interior walls, ceilings and other surfaces in the construction industry. Successful completion may result in journeyworker status. Those interested should contact the Carpentry Apprenticeship Committee and the Apprenticeship Office at Santiago Canyon College.

## Program Courses & Requirements

### **Apprenticeship Carpentry, Plastering, CA (Total 25.5 - 27)**

**Complete all of the following**

**Certificate requirements: (Total 19.5)**

**Complete the following number of credits: 19.5**

ACA071A - Orientation 2

ACA071B - Safety and Health Certifications 2

ACA074A - Print Reading 2

ACPL023 - Tool/Equipment Applications 1.5

ACPL025 - Basic Plastering 1.5

ACPL026 - Exterior Plastering 1.5

ACPL027 - Dot and Screed Techniques 1.5

ACPL028 - Interior Plastering 1.5

ACPL029 - Tender and Plastering Equipment 1.5

ACPL030 - Exterior Insulation Finish Systems (EIFS) 1.5

ACPL031 - Ornamental Plastering 1.5

ACPL032 - Plastering Equipment Application 1.5

**Select four (4) courses from the following: (Total 6 - 7.5)**

**Complete the following number of credits: 6-7.5**

ACA072B - Basic Lathing 1.5

ACA074B - Advanced Print Reading 2

ACA074C - Air, Moisture and Thermal Barrier 1.5

ACA082B - Firestopping Procedures 1.5

ACPL033 - Finish Applications 1.5

ACPL034 - Theme Plastering 1.5

AMF030 - Crew Lead Customer Service Training 2.5

## Learning Outcomes

Safely operate tools and equipment used by plasterers in the construction industry.

Interpret prints to determine the appropriate use of construction methods and materials consistent with plastering industry standards.

[Print Program Info](#)

## Apprenticeship Carpentry, Tilt-Up, AS

A.S. Degree Major

**Control Number:**

13233

**Curriculum Id:**

SCC.ACATT.AS

The Associate of Science degree in Apprenticeship Carpentry, Tilt-Up is designed to provide related and supplemental instruction including the technical skills and knowledge required in the trade. Tilt-up apprentices work with slabs of concrete which, after attaining proper strength, are lifted (tilted) with a crane and set on prepared foundations to form the exterior walls of a building. The erected panels are temporarily braced, connected, and the joints between them caulked. Tilt-up workers may construct and attach the roof structure to the walls to complete the building shell. Tilt-up construction is used for nearly every type of one- to four-story building. Successful completion may result in journeyworker status. Interested apprentices should contact the Carpentry Apprenticeship Committee and the Apprenticeship Office at Santiago Canyon College.

## Program Courses & Requirements

### **Apprenticeship Carpentry, Tilt-Up, AS (Total 21)**

**Complete all of the following**

**Major requirements: (Total 15)**



**Complete the following number of credits: 15**

ACA002B - Slabs/Interior-Exterior Footings 1.5  
 ACA003A - Tilt-Up Introduction 1.5  
 ACA004A - Lifting, and Bracing Safety 1.5  
 ACA005A - Wall-Column Forms/Cutting and Burning 1.5  
 ACA005C - Specialized Forms and Rigging 1.5  
 ACA021A - Orientation 2  
 ACA021B - Safety and Health Certifications 2  
 ACA024D - Transit Level/Laser 2  
 ACA027D - Stairs and Ramp Forming 1.5

**Select six (6) units from the following: (Total 6)****Complete the following number of credits: 6**

ACA004B - Poured-in-Place Wall Forms 1.5  
 ACA005B - Site Work/Curb and Gutter 1.5  
 ACA021C - Basic Wall Framing 1.5  
 ACA022A - Commercial Floor Framing 1.5  
 ACA022E - Commercial Roof Framing 1.5  
 ACA025A - Foundations and Flatwork 1.5  
 ACA026B - Wall Forming 1.5  
 ACA029A - Rigging 1.5

**Learning Outcomes**

Safely operate tools and equipment used by carpenters in the tilt-up construction industry.

Interpret prints to determine the appropriate use of construction methods and materials consistent with tilt-up construction standards.

[Print Program Info](#)

## Apprenticeship Carpentry, Tilt-Up, CA

Certificate of Achievement

**Control Number:**

21660

**Curriculum Id:**

SCC.ACATT.CA

The Certificate of Achievement in Apprenticeship Carpentry, Tilt-Up is designed to provide related and supplemental instruction including the technical skills and knowledge required in the trade. Tilt-up apprentices work with slabs of concrete which, after attaining proper strength, are lifted (tilted) with a crane and set on prepared foundations to form the exterior walls of a building. The erected panels are temporarily braced, connected, and the joints between them caulked. Tilt-up workers may construct and attach the roof structure to the walls to complete the building shell. Tilt-up construction is used for nearly every type of one- to four-story building. Successful completion may result in journeyworker status. Interested apprentices should contact the Carpentry Apprenticeship Committee and the Apprenticeship Office at Santiago Canyon College.

### Program Courses & Requirements

**Apprenticeship Carpentry, Tilt-Up, CA (Total 21)****Complete all of the following****Certificate requirements: (Total 15)****Complete the following number of credits: 15**

ACA002B - Slabs/Interior-Exterior Footings 1.5  
 ACA003A - Tilt-Up Introduction 1.5  
 ACA004A - Lifting, and Bracing Safety 1.5  
 ACA005A - Wall-Column Forms/Cutting and Burning 1.5  
 ACA005C - Specialized Forms and Rigging 1.5  
 ACA021A - Orientation 2  
 ACA021B - Safety and Health Certifications 2  
 ACA024D - Transit Level/Laser 2  
 ACA027D - Stairs and Ramp Forming 1.5

**Select six (6) units from the following: (Total 6)**

**Complete the following number of credits: 6**

ACA004B - Poured-in-Place Wall Forms 1.5

ACA005B - Site Work/Curb and Gutter 1.5

ACA021C - Basic Wall Framing 1.5

ACA022A - Commercial Floor Framing 1.5

ACA022E - Commercial Roof Framing 1.5

ACA025A - Foundations and Flatwork 1.5

ACA026B - Wall Forming 1.5

ACA029A - Rigging 1.5

**Learning Outcomes**

Safely operate tools and equipment used by carpenters in the tilt-up construction industry.

Interpret prints to determine the appropriate use of construction methods and materials consistent with tilt-up construction standards.

[Print Program Info](#)

## Apprenticeship Cosmetology, CA

Certificate of Achievement

**Control Number:**

11991

**Curriculum Id:**

SCC.ACS.CA

The Certificate of Achievement in Apprenticeship Cosmetology prepares students to obtain their license. The program is designed to offer the required related and supplemental classroom instruction as outlined by the apprenticeship agreement provided by the Division of Apprenticeship Standards and the State Board of Barbering and Cosmetology. All students must be indentured by the State of California. Interested apprentices should contact the Apprenticeship Office at Santiago Canyon College and the Orange County Barber and Cosmetology Joint Apprenticeship Committee.

### Program Courses & Requirements

**Apprenticeship Cosmetology, CA (Total 0.5 - 14)****Complete all of the following**

ACS035 - Cosmetology Apprentice 0.5 - 14

**Learning Outcomes**

Begin a career as a licensed cosmetologist.

Have a basis for further college education.

[Print Program Info](#)

## Apprenticeship Electricity, Industrial, AS

A.S. Degree Major

**Control Number:**

11985

**Curriculum Id:**

SCC.AELIN.AS

The Associate of Science degree in Apprenticeship Electricity Industrial provides the required related and supplemental instruction for state-indentured electrical inside wiremen apprentices. They install conduit, electrical wiring, fixtures and electrical apparatus inside commercial buildings and in a multitude of industrial settings. They use many different kinds of tools, ranging from simple one- and two-hand tools to power-assisted tools. Interested apprentices should contact the Orange County Electrical Apprenticeship Training Committee and the Apprenticeship Office at Santiago Canyon College. Successful completion may result in journeyworker status. Meets the state requirements as an electrician trainee program.

### Program Courses & Requirements

**Apprenticeship Electricity, Industrial, AS (Total 46.5)****Complete the following number of credits: 46.5**

AEL051 - Inside Wireman 1 4.5  
AEL052 - Inside Wireman 2 4.5  
AEL053 - Inside Wireman 3 4.5  
AEL054 - Inside Wireman 4 4.5  
AEL055 - Inside Wireman 5 4.5  
AEL056 - Inside Wireman 6 4.5  
AEL057 - Inside Wireman 7 4.5  
AEL058 - Inside Wireman 8 4.5  
AEL059 - Inside Wireman 9 4.5  
AEL060 - Inside Wireman 10 4.5  
AEL061 - Electrical Safety and First Aid 1.5

## Learning Outcomes

Begin a career as a journeyworker electrician.  
Have a basis for further college education.

[Print Program Info](#)

# Apprenticeship Electricity, Industrial, CA

Certificate of Achievement

## Control Number:

21661

## Curriculum Id:

SCC.AELIN.CA

The Certificate of Achievement in Apprenticeship Electricity, Industrial provides the required related and supplemental instruction for state-indentured electrical inside wiremen apprentices. They install conduit, electrical wiring, fixtures and electrical apparatus inside commercial buildings and in a multitude of industrial settings. They use many different kinds of tools, ranging from simple one- and two-hand tools to power-assisted tools. Interested apprentices should contact the Orange County Electrical Apprenticeship Training Committee and the Apprenticeship Office at Santiago Canyon College. Successful completion may result in journeyworker status. Meets the state requirements as an electrician trainee program.

## Program Courses & Requirements

### Apprenticeship Electricity, Industrial, CA (Total 46.5)

#### Complete the following number of credits: 46.5

AEL051 - Inside Wireman 1 4.5  
AEL052 - Inside Wireman 2 4.5  
AEL053 - Inside Wireman 3 4.5  
AEL054 - Inside Wireman 4 4.5  
AEL055 - Inside Wireman 5 4.5  
AEL056 - Inside Wireman 6 4.5  
AEL057 - Inside Wireman 7 4.5  
AEL058 - Inside Wireman 8 4.5  
AEL059 - Inside Wireman 9 4.5  
AEL060 - Inside Wireman 10 4.5  
AEL061 - Electrical Safety and First Aid 1.5

## Learning Outcomes

Begin a career as a journeyworker electrician.  
Have a basis for further college education.

[Print Program Info](#)

# Apprenticeship Electricity, Intelligent Transportation Systems Electrician, AS

A.S. Degree Major

## Control Number:

22271

**Curriculum Id:**

SCC.AELIT.AS

The Associate of Science degree in Apprenticeship Electricity Intelligent Transportation Systems Electrician provides related and supplemental instruction for electrical apprentices. The program is designed to train apprentices in the process of planning, installing and maintaining intelligent transportation signal systems beginning with the rudimentary elements of construction housekeeping and safety, and then continuing on through the more advanced techniques of job planning, layout, installation and start-up. Apprentices will learn to use the National Electrical Safety codes, Caltrans installation plans and specifications and IMSA standards and practices. Apprentices will receive hand-on training as well as instruction in electrical theory. Apprentices who successfully complete this program will be eligible for Intelligent Transportation Systems Electrician Journeyworker status. They will have the skills necessary to work for signatory Intelligent Transportation/Traffic Signal contractors and will be qualified to train apprentices.

**Program Courses & Requirements****Apprenticeship Electricity, Intelligent Transportation Systems Electrician, AS (Total 45)****Complete the following number of credits: 45**

AEL031 - Intelligent Transportation Systems Electrician Apprentice 1 4.5  
AEL032 - Intelligent Transportation Systems Electrician Apprentice 2 4.5  
AEL033 - Intelligent Transportation Systems Electrician Apprentice 3 4.5  
AEL034 - Intelligent Transportation Systems Electrician Apprentice 4 4.5  
AEL035 - Intelligent Transportation Systems Electrician Apprentice 5 4.5  
AEL036 - Intelligent Transportation Systems Electrician Apprentice 6 4.5  
AEL037 - Intelligent Transportation Systems Electrician Apprentice 7 4.5  
AEL038 - Intelligent Transportation Systems Electrician Apprentice 8 4.5  
AEL039 - Intelligent Transportation Systems Electrician Apprentice 9 4.5  
AEL040 - Intelligent Transportation Systems Electrician Apprentice 10 4.5

**Learning Outcomes**

Begin a career as a journey worker intelligent transportation systems electrician and practice motivation and leadership skills on the job. Research, identify and implement codes, standards, and specifications to install an electrical transportation system. Recognize and install devices for controlling equipment operation. Recognize and identify safe work practices described in OSHA 30 training.

Have a basis for further college education.

[Print Program Info](#)

**Apprenticeship Electricity, Intelligent Transportation Systems Electrician, CA**

Certificate of Achievement

**Control Number:**

22270

**Curriculum Id:**

SCC.AELIT.CA

The Certificate of Achievement in Apprenticeship Electricity, Intelligent Transportation Systems Electrician provides related and supplemental instruction for electrical apprentices. The program is designed to train apprentices in the process of planning, installing and maintaining intelligent transportation signal systems beginning with the rudimentary elements of construction housekeeping and safety, and then continuing on through the more advanced techniques of job planning, layout, installation and start-up. Apprentices will learn to use the National Electrical Safety codes, Caltrans installation plans and specifications and IMSA standards and practices. Apprentices will receive hand-on training as well as instruction in electrical theory. Apprentices who successfully complete this program will be eligible for Intelligent Transportation Systems Electrician Journeyworker status. They will have the skills necessary to work for signatory Intelligent Transportation/Traffic Signal contractors and will be qualified to train apprentices.

**Program Courses & Requirements****Apprenticeship Electricity, Intelligent Transportation Systems Electrician, CA (Total 45)****Complete the following number of credits: 45**

AEL031 - Intelligent Transportation Systems Electrician Apprentice 1 4.5  
AEL032 - Intelligent Transportation Systems Electrician Apprentice 2 4.5  
AEL033 - Intelligent Transportation Systems Electrician Apprentice 3 4.5  
AEL034 - Intelligent Transportation Systems Electrician Apprentice 4 4.5  
AEL035 - Intelligent Transportation Systems Electrician Apprentice 5 4.5

AEL036 - Intelligent Transportation Systems Electrician Apprentice 6 4.5  
AEL037 - Intelligent Transportation Systems Electrician Apprentice 7 4.5  
AEL038 - Intelligent Transportation Systems Electrician Apprentice 8 4.5  
AEL039 - Intelligent Transportation Systems Electrician Apprentice 9 4.5  
AEL040 - Intelligent Transportation Systems Electrician Apprentice 10 4.5

## Learning Outcomes

Begin a career as a journeyworker intelligent transportation systems electrician.  
Have a basis for further college education.

[Print Program Info](#)

# Apprenticeship Electricity, Sound Installer, AS

A.S. Degree Major

## Control Number:

19588

## Curriculum Id:

SCC.AESI.AS

The Associate of Science degree in Apprenticeship Electricity Sound Installer provides related and supplemental instruction for electrical apprentices who have been recommended by the Joint Apprenticeship Committee. Interested apprentices should contact the committee and the Apprenticeship Office at Santiago Canyon College. Successful completion may lead to state journeyworker certification.

## Program Courses & Requirements

### Apprenticeship Electricity, Sound Installer, AS (Total 27)

#### Complete the following number of credits: 27

AEL021 - Sound and Communication Apprentice 1 4.5  
AEL022 - Sound and Communication Apprentice 2 4.5  
AEL023 - Sound and Communication Apprentice 3 4.5  
AEL024 - Sound and Communication Apprentice 4 4.5  
AEL025 - Sound and Communication Apprentice 5 4.5  
AEL026 - Sound and Communication Apprentice 6 4.5

## Learning Outcomes

Begin a career as a journeyworker electrician  
Have a basis for further college education.

[Print Program Info](#)

# Apprenticeship Electricity, Sound Installer, CA

Certificate of Achievement

## Control Number:

19587

## Curriculum Id:

SCC.AESI.CA

The Certificate of Achievement in Apprenticeship Electricity, Sound Installer provides related and supplemental instruction for electrical apprentices who have been recommended by the Joint Apprenticeship Committee. Interested apprentices should contact the committee and the Apprenticeship Office at Santiago Canyon College. Successful completion may lead to state journeyworker certification.

## Program Courses & Requirements

### Apprenticeship Electricity, Sound Installer, CA (Total 27)

#### Complete the following number of credits: 27

AEL021 - Sound and Communication Apprentice 1 4.5  
AEL022 - Sound and Communication Apprentice 2 4.5

AEL023 - Sound and Communication Apprentice 3 4.5  
AEL024 - Sound and Communication Apprentice 4 4.5  
AEL025 - Sound and Communication Apprentice 5 4.5  
AEL026 - Sound and Communication Apprentice 6 4.5

## Learning Outcomes

Begin a career as a journeyworker electrician.  
Have a basis for further college education.

[Print Program Info](#)

# Apprenticeship Electricity, Sound Technician, AS

A.S. Degree Major

## Control Number:

19590

## Curriculum Id:

SCC.AEST.AS

The Associate of Science degree in Apprenticeship Electricity Sound Technician provides related and supplemental instruction for electrical apprentices who have been recommended by the Joint Apprenticeship Committee. Interested apprentices should contact the committee and the Apprenticeship Office at Santiago Canyon College. Successful completion may lead to state journeyworker certification.

## Program Courses & Requirements

### Apprenticeship Electricity, Sound Technician, AS (Total 36)

#### Complete the following number of credits: 36

AEL021 - Sound and Communication Apprentice 1 4.5  
AEL022 - Sound and Communication Apprentice 2 4.5  
AEL023 - Sound and Communication Apprentice 3 4.5  
AEL024 - Sound and Communication Apprentice 4 4.5  
AEL025 - Sound and Communication Apprentice 5 4.5  
AEL026 - Sound and Communication Apprentice 6 4.5  
AEL027 - Sound and Communication Apprentice 7 4.5  
AEL028 - Sound and Communication Apprentice 8 4.5

## Learning Outcomes

Begin a career as a journeyworker electrician.  
Have a basis for further college education.

[Print Program Info](#)

# Apprenticeship Electricity, Sound Technician, CA

Certificate of Achievement

## Control Number:

19589

## Curriculum Id:

SCC.AEST.CA

The Certificate of Achievement in Apprenticeship Electricity, Sound Technician provides related and supplemental instruction for electrical apprentices who have been recommended by the Joint Apprenticeship Committee. Interested apprentices should contact the committee and the Apprenticeship Office at Santiago Canyon College. Successful completion may lead to state journeyworker certification.

## Program Courses & Requirements

### Apprenticeship Electricity, Sound Technician, CA (Total 36)

#### Complete the following number of credits: 36

AEL021 - Sound and Communication Apprentice 1 4.5

AEL022 - Sound and Communication Apprentice 2 4.5  
AEL023 - Sound and Communication Apprentice 3 4.5  
AEL024 - Sound and Communication Apprentice 4 4.5  
AEL025 - Sound and Communication Apprentice 5 4.5  
AEL026 - Sound and Communication Apprentice 6 4.5  
AEL027 - Sound and Communication Apprentice 7 4.5  
AEL028 - Sound and Communication Apprentice 8 4.5

## Learning Outcomes

Begin a career as a journeyworker electrician.  
Have a basis for further college education.

[Print Program Info](#)

# Apprenticeship Operating Engineers, Construction Safety Inspector, AS

A.S. Degree Major

## Control Number:

31503

## Curriculum Id:

SCC.AOESA.AS

The Associate of Science degree in Apprenticeship Operating Engineers, Construction Safety Inspector provides the related and supplemental instruction required for state-indentured operating engineer apprentices. Construction Safety Inspectors perform the equipment and jobsite inspections that ensure safe and proper procedures and regulations are being followed. Interested apprentices should contact the Operating Engineers Joint Apprenticeship and Training Committee and the Apprenticeship Office at Santiago Canyon College. Successful completion may result in journeyworker status, and OSHA 10, OSHA 30, CPR and First Aid certification.

## Program Courses & Requirements

### Apprenticeship Operating Engineers, Construction Safety Inspector, AS (Total 24)

#### Complete the following number of credits: 24

AOE011 - Construction Safety Inspector Apprentice 1 4  
AOE012 - Construction Safety Inspector Apprentice 2 4  
AOE013 - Construction Safety Inspector Apprentice 3 4  
AOE014 - Construction Safety Inspector Apprentice 4 4  
AOE015 - Construction Safety Inspector Apprentice 5 4  
AOE016 - Construction Safety Inspector Apprentice 6 4

## Learning Outcomes

Meet the related and supplemental instruction requirements for operating engineer apprentices to become journeyworkers.  
Have a foundation for furthering their college education.

[Print Program Info](#)

# Apprenticeship Operating Engineers, Construction Safety Inspector, CA

Certificate of Achievement

## Control Number:

31574

## Curriculum Id:

SCC.AOESA.CA

The Certificate of Achievement in Apprenticeship Operating Engineers, Construction Safety Inspector provides the related and supplemental instruction required for state-indentured operating engineer apprentices. Construction Safety Inspectors perform the equipment and jobsite inspections that ensure safe and proper procedures and regulations are being followed. Interested apprentices should contact the Operating Engineers Joint Apprenticeship and Training Committee and the Apprenticeship Office at Santiago Canyon College. Successful completion may result in journeyworker status; and, OSHA 10, OSHA 30, CPR and First Aid certification.

## Program Courses & Requirements

### Apprenticeship Operating Engineers, Construction Safety Inspector, CA (Total 24)

Complete the following number of credits: 24

- AOE011 - Construction Safety Inspector Apprentice 1 4
- AOE012 - Construction Safety Inspector Apprentice 2 4
- AOE013 - Construction Safety Inspector Apprentice 3 4
- AOE014 - Construction Safety Inspector Apprentice 4 4
- AOE015 - Construction Safety Inspector Apprentice 5 4
- AOE016 - Construction Safety Inspector Apprentice 6 4

### Learning Outcomes

- Meet the related and supplemental instruction requirements for operating engineers apprentices to become journeyworkers.
- Have a foundation for furthering their college education.

[Print Program Info](#)

## Apprenticeship Operating Engineers, Heavy Duty Repairer, AS

A.S. Degree Major

Control Number:

17687

Curriculum Id:

SCC.AOERE.AS

The Associate of Science degree in Apprenticeship Operating Engineers Heavy Duty Repairer provides the required related and supplemental instruction for state-indentured operating engineer apprentices. Interested apprentices should contact the Operating Engineers Joint Apprenticeship and Training Committee and the Apprenticeship Office at Santiago Canyon College. Successful completion may result in journeyworker status.

## Program Courses & Requirements

### Apprenticeship Operating Engineers, Heavy Duty Repairer, AS (Total 18)

Complete the following number of credits: 18

- AOE031 - Heavy Duty Repairer 1 3
- AOE032 - Heavy Duty Repairer 2 3
- AOE033 - Hydraulics 3
- AOE034 - Advanced Hydraulics 3
- AOE035 - Heavy Duty Repairer 5 3
- AOE036 - Disassembly and Assembly 3

### Learning Outcomes

- Begin a career as a journeyworker operating engineer.
- Have a basis for further college education.

[Print Program Info](#)

## Apprenticeship Operating Engineers, Heavy Duty Repairer, CA

Certificate of Achievement

Control Number:

21654

Curriculum Id:

SCC.AOERE.CA

The Certificate of Achievement in Apprenticeship Operating Engineers, Heavy Duty Repairer provides the required related and supplemental instruction for state-indentured operating engineer apprentices. Interested apprentices should contact the Operating Engineers Joint Apprenticeship and Training Committee and the Apprenticeship Office at Santiago Canyon College. Successful completion may result in journeyworker status.

## Program Courses & Requirements



**Apprenticeship Operating Engineers, Heavy Duty Repairer, CA (Total 18)****Complete the following number of credits: 18**

AOE031 - Heavy Duty Repairer 1 3  
AOE032 - Heavy Duty Repairer 2 3  
AOE033 - Hydraulics 3  
AOE034 - Advanced Hydraulics 3  
AOE035 - Heavy Duty Repairer 5 3  
AOE036 - Disassembly and Assembly 3

**Learning Outcomes**

Begin a career as a journeyworker operating engineer.  
Have a basis for further college education.

[Print Program Info](#)

## Apprenticeship Operating Engineers, Heavy Equipment/Landscape Operator Engineer, AS

A.S. Degree Major

**Control Number:**

11983

**Curriculum Id:**

SCC.AOEOP.AS

The Associate of Science degree in Apprenticeship Operating Engineers Heavy Equipment/Landscape Operator Engineer provides the related and supplemental instruction required for state-indentured apprentices. Heavy equipment/landscape operator engineers are highly trained, skilled professionals who operate heavy construction equipment on high-rise buildings, roads, and freeways. Interested apprentices should contact the Operating Engineers Apprenticeship Training Trust and the Apprenticeship Office at Santiago Canyon College. Successful completion may result in journeyworker status.

**Program Courses & Requirements****Apprenticeship Operating Engineers, Heavy Equipment/Landscape Operator Engineer, AS (Total 24)****Complete the following number of credits: 24**

AOE041 - Introduction to Apprenticeship 4  
AOE042 - Grade Checking 4  
AOE043 - Equipment Operator 3 4  
AOE044 - Plan Reading 4  
AOE045 - Equipment Operator 5 4  
AOE046 - Hazmat 6 4

**Learning Outcomes**

Begin a career as a journeyworker operating engineer.  
Have a basis for further college education.

[Print Program Info](#)

## Apprenticeship Operating Engineers, Heavy Equipment/Landscape Operator Engineer, CA

Certificate of Achievement

**Control Number:**

21655

**Curriculum Id:**

SCC.AOEOP.CA

The Certificate of Achievement in Apprenticeship Operating Engineers, Heavy Equipment/Landscape Operator Engineer provides the related and supplemental instruction required for state-indentured apprentices. Heavy Equipment/Landscape Operator Engineers are highly trained, skilled professionals who operate heavy construction equipment on high-rise buildings, roads, and freeways. Interested apprentices should contact the Operating Engineers Apprenticeship Training Trust and the Apprenticeship Office at Santiago Canyon College. Successful completion may result in journeyworker status.

## Program Courses & Requirements

### Apprenticeship Operating Engineers, Heavy Equipment/Landscape Operator Engineer, CA (Total 24)

**Complete the following number of credits: 24**

AOE041 - Introduction to Apprenticeship 4

AOE042 - Grade Checking 4

AOE043 - Equipment Operator 3 4

AOE045 - Equipment Operator 5 4

AOE044 - Plan Reading 4

AOE046 - Hazmat 6 4

### Learning Outcomes

Begin a career as a journeyworker operating engineer.

Have a basis for further college education.

[Print Program Info](#)

## Apprenticeship Operating Engineers, Plant Equipment/Rock, Sand and Gravel, AS

A.S. Degree Major

**Control Number:**

17686

**Curriculum Id:**

SCC.AOEPE.AS

The Associate of Science degree in Apprenticeship Operating Engineers Plant Equipment/Rock, Sand and Gravel provides the required related and supplemental instruction for state-indentured operating engineer apprentices. Interested apprentices should contact the Operating Engineers Joint Apprenticeship and Training Committee and the Apprenticeship Office at Santiago Canyon College. Successful completion may result in journeyworker status.

## Program Courses & Requirements

### Apprenticeship Operating Engineers, Plant Equipment/Rock, Sand and Gravel, AS (Total 24)

**Complete the following number of credits: 24**

AOE021 - Plant Equipment Operator 1 4

AOE022 - Plant Equipment Operator 2 4

AOE023 - Plant Equipment Operator 3 4

AOE024 - Plant Equipment Operator 4 4

AOE025 - Plant Equipment Operator 5 4

AOE026 - Plant Equipment Operator 6 4

### Learning Outcomes

Begin a career as a journeyworker operating engineer.

Have a basis for further college education.

[Print Program Info](#)

## Apprenticeship Operating Engineers, Plant Equipment/Rock, Sand and Gravel, CA

Certificate of Achievement

**Control Number:**

21656

**Curriculum Id:**

SCC.AOEPE.CA

The Certificate of Achievement in Apprenticeship Operating Engineers, Plant Equipment/Rock, Sand and Gravel provides the required related and supplemental instruction for state-indentured operating engineer apprentices. Interested apprentices should contact the Operating Engineers Joint Apprenticeship and Training Committee and the Apprenticeship Office at Santiago Canyon College. Successful completion may result in journeyworker status.

**Program Courses & Requirements****Apprenticeship Operating Engineers, Plant Equipment/Rock, Sand and Gravel, CA (Total 24)****Complete the following number of credits: 24**

AOE021 - Plant Equipment Operator 1 4

AOE022 - Plant Equipment Operator 2 4

AOE023 - Plant Equipment Operator 3 4

AOE024 - Plant Equipment Operator 4 4

AOE025 - Plant Equipment Operator 5 4

AOE026 - Plant Equipment Operator 6 4

**Learning Outcomes**

Begin a career as a journeyworker operating engineer.

Have a basis for further college education.

[Print Program Info](#)

**Apprenticeship Operating Engineers, Special Inspector, AS**

A.S. Degree Major

**Control Number:**

17688

**Curriculum Id:**

SCC.AOESP.AS

The Associate of Science degree in Apprenticeship Operating Engineers Special Inspector provides the required related and supplemental instruction for state-indentured operating engineer apprentices. Interested apprentices should contact the Operating Engineers Joint Apprenticeship and Training Committee and the Apprenticeship Office at Santiago Canyon College. Successful completion may result in journeyworker status.

**Program Courses & Requirements****Apprenticeship Operating Engineers, Special Inspector, AS (Total 24)****Complete all of the following****Major requirements: (Total 8)****Complete the following number of credits: 8**

AOE075A - Soils Inspection and Testing 4

AOE076A - Structural Plan Reading for Inspectors 4

**Select four (4) courses from the following: (Total 16)****Complete the following number of credits: 16**

AOE071A - Reinforced Concrete 4

AOE072A - Prestressed Concrete 4

AOE073A - Structural Steel/Welding 4

AOE074A - Structural Masonry 4

AOE077A - ICC Soils Special Inspector 4

**Learning Outcomes**

Begin a career as a journeyworker operating engineer.

Have a basis for further college education.

[Print Program Info](#)

# Apprenticeship Operating Engineers, Special Inspector, CA

Certificate of Achievement

## Control Number:

21665

## Curriculum Id:

SCC.AOESP.CA

The Certificate of Achievement in Operating Engineers Special Inspector provides the required related and supplemental instruction for state-indentured operating engineer apprentices. Interested apprentices should contact the Operating Engineers Joint Apprenticeship and Training Committee and the Apprenticeship Office at Santiago Canyon College. Successful completion may result in journeyworker status.

## Program Courses & Requirements

### Apprenticeship Operating Engineers, Special Inspector, CA (Total 24)

**Complete all of the following**

**Certificate requirements: (Total 8)**

**Complete the following number of credits: 8**

AOE075A - Soils Inspection and Testing 4

AOE076A - Structural Plan Reading for Inspectors 4

**Select four (4 ) courses from the following: (Total 16)**

**Complete the following number of credits: 16**

AOE071A - Reinforced Concrete 4

AOE072A - Prestressed Concrete 4

AOE073A - Structural Steel/Welding 4

AOE074A - Structural Masonry 4

AOE077A - ICC Soils Special Inspector 4

## Learning Outcomes

Begin a career as a journeyworker operating engineer.

Have a basis for further college education.

[Print Program Info](#)

# Apprenticeship Power Lineman, AS

A.S. Degree Major

## Control Number:

11981

## Curriculum Id:

SCC.APL.AS

The Associate of Science degree in Apprenticeship Power Lineman provides the required related and supplemental instruction for power lineman apprentices. The work of the power lineman involves installing and maintaining power poles, erecting steel towers, stringing wire, building substations, climbing power poles and installing underground and street lighting systems. It's highly skilled work that requires a great deal of concentration, dexterity, and knowledge. Interested apprentices should contact the California-Nevada Joint Apprentice Training Committee and the Apprenticeship Office at Santiago Canyon College.

## Program Courses & Requirements

### Apprenticeship Power Lineman, AS (Total 24)

**Complete the following number of credits: 24**

APL020 - Orientation 3

APL021 - Power Lineman Apprentice 1 3

APL022 - Power Lineman Apprentice 2 3

APL023 - Power Lineman Apprentice 3 3

APL024 - Power Lineman Apprentice 4 3

APL025 - Power Lineman Apprentice 5 3  
APL026 - Power Lineman Apprentice 6 3  
APL041 - Work Methods Training 1  
APL042 - Rubber Gloves Training 1  
APL043 - Hot Sticks Training 1

## Learning Outcomes

Begin a career as a journeyworker power lineman.  
Have a basis for further college education.

[Print Program Info](#)

# Apprenticeship Power Lineman, CA

Certificate of Achievement

## Control Number:

21652

## Curriculum Id:

SCC.AELPO.CA

The Certificate of Achievement in Apprenticeship Power Lineman provides the required related and supplemental instruction for power lineman apprentices. The work of the power lineman involves installing and maintaining power poles, erecting steel towers, stringing wire, building substations, climbing power poles and installing underground and street lighting systems. It's highly skilled work that requires a great deal of concentration, dexterity, and knowledge. Interested apprentices should contact the California-Nevada Joint Apprentice Training Committee and the Apprenticeship Office at Santiago Canyon College.

## Program Courses & Requirements

### Apprenticeship Power Lineman, CA (Total 24)

#### Complete the following number of credits: 24

APL020 - Orientation 3  
APL021 - Power Lineman Apprentice 1 3  
APL022 - Power Lineman Apprentice 2 3  
APL023 - Power Lineman Apprentice 3 3  
APL024 - Power Lineman Apprentice 4 3  
APL025 - Power Lineman Apprentice 5 3  
APL026 - Power Lineman Apprentice 6 3  
APL041 - Work Methods Training 1  
APL042 - Rubber Gloves Training 1  
APL043 - Hot Sticks Training 1

## Learning Outcomes

Begin a career as a journeyworker power lineman.  
Have a basis for further college education.

[Print Program Info](#)

# Apprenticeship Surveying, Chainman, AS

A.S. Degree Major

## Control Number:

13230

## Curriculum Id:

SCC.ASVN.AS

The Associate of Science degree in Apprenticeship Surveying Chainman prepares students for a career in surveying and provides the related and supplemental instruction required for apprentice surveyors. Successful completion leads to journeyworker certification. Employers include land surveying and civil engineering firms, and general construction contractors throughout Southern California. Those interested should contact the Southern California

Surveying Apprenticeship Committee and the Apprenticeship Office at Santiago Canyon College.

## Program Courses & Requirements

### Apprenticeship Surveying, Chainman, AS (Total 25.6)

Complete the following number of credits: 25.6

ASV030 - Labor Relations 0.5

ASV040 - Standard First Aid 0.1

ASV101 - Chainman Apprentice 1 5

ASV102 - Chainman Apprentice 2 5

ASV103 - Chainman Apprentice 3 5

ASV104 - Chainman Apprentice 4 5

ASV105 - Chainman Apprentice 5 5

## Learning Outcomes

Begin a career as a journeyworker chainman surveyor.

Have a basis for further college education.

[Print Program Info](#)

## Apprenticeship Surveying, Chainman, CA

Certificate of Achievement

### Control Number:

21667

### Curriculum Id:

SCC.ASVCN.CA

The Certificate of Achievement in Apprenticeship Surveying, Chainman prepares students for a career in surveying and provides the related and supplemental instruction required for apprentice surveyors. Successful completion leads to journeyworker certification. Employers include land surveying and civil engineering firms, and general construction contractors throughout Southern California. Those interested should contact the Southern California Surveying Apprenticeship Committee and the Apprenticeship Office at Santiago Canyon College.

## Program Courses & Requirements

### Apprenticeship Surveying, Chainman, CA (Total 25.6)

Complete the following number of credits: 25.6

ASV030 - Labor Relations 0.5

ASV040 - Standard First Aid 0.1

ASV101 - Chainman Apprentice 1 5

ASV102 - Chainman Apprentice 2 5

ASV103 - Chainman Apprentice 3 5

ASV104 - Chainman Apprentice 4 5

ASV105 - Chainman Apprentice 5 5

## Learning Outcomes

Begin a career as a journeyworker chainman surveyor.

Have a basis for further college education.

[Print Program Info](#)

## Apprenticeship Surveying, Chief of Party, AS

A.S. Degree Major

### Control Number:

11990

### Curriculum Id:

SCC.ASVCF.AS

The Associate of Science degree in Apprenticeship Surveying, Chief of Party prepares students for career advancement in surveying. If combined with appropriate field experience, completion of the program may lead to employment as party chief and eventually to professional California state licensing as a land surveyor. The Chief of Party leads the work of a survey party in surveying Earth's surface to determine precise locations and measurements. They are responsible for checking the accuracy of the survey party's work, making accurate measurements, and solving survey problems. Those interested should contact the Southern California Surveying Apprenticeship Committee and the Apprenticeship Office at Santiago Canyon College.

## Program Courses & Requirements

### Apprenticeship Surveying, Chief of Party, AS (Total 24)

**Complete the following number of credits: 24**

- ASV121 - Plane Surveying and Coordinate Geometry 3
- ASV122 - Advanced Coordinate Geometry 3
- ASV123 - Laptop Surveying/Aerial Photogrammetry 3
- ASV124 - Plan Reading and Subdivision Surveying 3
- ASV125 - Major Project Plans and Survey Layout 3
- ASV126 - Control and Geodetic Surveying 3
- ASV127 - U.S. Public Land Surveys 3
- ASV128 - Property Surveys and Legal Descriptions 3

### Learning Outcomes

- Begin a career as a journeyworker party chief surveyor.
- Have a basis for further college education.

[Print Program Info](#)

## Apprenticeship Surveying, Chief of Party, CA

Certificate of Achievement

### Control Number:

21666

### Curriculum Id:

SCC.ASVCF.CA

The Certificate of Achievement in Apprenticeship Surveying, Chief of Party prepares students for career advancement in surveying. If combined with appropriate field experience, completion of the program may lead to employment as party chief and eventually to professional California state licensing as a land surveyor. The Chief of Party leads the work of a survey party in surveying Earth's surface to determine precise locations and measurements. They are responsible for checking the accuracy of the survey party's work, making accurate measurements, and solving survey problems. Those interested should contact the Southern California Surveying Apprenticeship Committee and the Apprenticeship Office at Santiago Canyon College.

## Program Courses & Requirements

### Apprenticeship Surveying, Chief of Party, CA (Total 24)

**Complete the following number of credits: 24**

- ASV121 - Plane Surveying and Coordinate Geometry 3
- ASV122 - Advanced Coordinate Geometry 3
- ASV123 - Laptop Surveying/Aerial Photogrammetry 3
- ASV124 - Plan Reading and Subdivision Surveying 3
- ASV125 - Major Project Plans and Survey Layout 3
- ASV126 - Control and Geodetic Surveying 3
- ASV127 - U.S. Public Land Surveys 3
- ASV128 - Property Surveys and Legal Descriptions 3

### Learning Outcomes

- Begin a career as a journeyworker party chief surveyor.
- Have a basis for further college education.

[Print Program Info](#)

## Apprenticeship in Early Childhood, AS

A.S. Degree Major

**Control Number:****Curriculum Id:**

The Associate Degree of Science in Apprenticeship in Early Childhood prepares students to transfer into a baccalaureate degree program in Child Development or a related field of study, while also preparing them to work in the field of Early Childhood Development. Students will gain general knowledge and on-the-job learning in early childhood education topics enabling them to obtain a California Child Development Teacher Permit and meet the standards set forth by the National Association for the Education of Young Children for appropriate teaching practices in early learning settings. These courses are aligned with the California Early Childhood Curriculum Alignment Project (CAP) which means that your courses are transfer-ready and consistent with statewide guidelines for preparation of early childhood education.

**Program Courses & Requirements****Apprenticeship in Early Childhood, AS (Total 24.5)****Complete all of the following****Major Requirements: (Total 24.5)****Complete all of the following**

- APCD107 - Apprenticeship Child Growth and Development (DS1) 3
- APCD108 - Apprenticeship Observation and Assessment 3
- APCD110 - Apprenticeship - Child, Family and Community (DS2) 3
- APCD111B - Apprenticeship - Introduction to Curriculum for Young Children 3
- APCD116A - Infant/Toddler Growth and Development (DS4) 3
- APCD202 - Introduction to Children from Special Populations 3
- APCD221 - Apprenticeship - Living and Teaching in a Diverse Society 3
- APCD298A - Apprenticeship - Practicum in Early Childhood Programs 3.5

**Learning Outcomes**

Demonstrate a knowledge of early childhood curriculum, program practices, and the development of young children.

Apply for and receive a Child Development Center permit.

[Print Program Info](#)

**Apprenticeship in Early Childhood, CA**

Certificate of Achievement

**Control Number:****Curriculum Id:**

This Certificate of Achievement in Apprenticeship in Early Childhood prepares students in Child Development or a related field of study, while also preparing them to work in the field of Early Childhood Development. Students will gain general knowledge and on-the-job learning in early childhood education topics enabling them to obtain a California Child Development Teacher Permit and meet the standards set forth by the National Association for the Education of Young Children for appropriate teaching practices in early learning settings.

**Program Courses & Requirements****Apprenticeship in Early Childhood, CA (Total 24.5)****Complete all of the following****Certificate Requirements (Total 24.5)****Complete the following number of credits: 24.5**

- APCD107 - Apprenticeship Child Growth and Development (DS1) 3
- APCD108 - Apprenticeship Observation and Assessment 3
- APCD110 - Apprenticeship - Child, Family and Community (DS2) 3
- APCD111B - Apprenticeship - Introduction to Curriculum for Young Children 3
- APCD116A - Infant/Toddler Growth and Development (DS4) 3
- APCD202 - Introduction to Children from Special Populations 3
- APCD221 - Apprenticeship - Living and Teaching in a Diverse Society 3
- APCD298A - Apprenticeship - Practicum in Early Childhood Programs 3.5

**Learning Outcomes**

Demonstrate a knowledge of early childhood curriculum, program practices, and the development of young children.



Apply for and receive a Child Development Center permit  
 Demonstrate a knowledge of early childhood curriculum, program practices, and the development of young children.  
 Apply for and receive a Child Development Center permit

[Print Program Info](#)

## Art, AA

A.A. Degree Major

### Control Number:

11911

### Curriculum Id:

SCC.ART.AA

The Associate of Arts degree in Art provides students with an opportunity for individual creative stimulus and development. Completion of the associate in arts degree also prepares students to transfer to a four-year institution leading to a baccalaureate degree or into a professional art school. Possible careers in fine arts are art education, interior design, gallery operation, art merchandising, studio artist, illustration, art criticism, computer graphics and animation and related fields.

## Program Courses & Requirements

### Art, AA (Total 30)

#### Complete all of the following

#### Major requirements: (Total 24)

#### Complete the following number of credits: 24

When an honors course is available, students can select an honors course or a non-honors course. Credit will be awarded for only one course. 0

ART100 - Introduction to Art Concepts 3

ART100H - Honors Introduction to Art Concepts 3

ART101 - Survey of Western Art History I: Prehistory Through the Middle Ages 3

ART101H - Honors Survey of Western Art History I: Prehistory Through the Middle Ages 3

ART102 - Survey of Western Art History II: Renaissance Through the Twentieth Century 3

ART102H - Honors Survey of Western Art History II: Renaissance Through the Twentieth Century 3

ART110 - Two-Dimensional Design 3

ART111 - Three-Dimensional Design 3

ART130 - Introduction to Drawing 3

ART131 - Beginning Life Drawing 3

ART141 - Beginning Painting 3

#### Select six (6) units from the following: (Total 6)

#### Complete the following number of credits: 6

ART128 - Introduction to Illustration 3

ART149 - Introduction to Digital Photography 3

ART159 - Introduction to Mobile Application Development and Design 3

ART195 - Introduction to Digital Media Arts 3

ART228 - Intermediate Illustration 3

ART230 - Intermediate Drawing 3

ART231 - Intermediate Life Drawing 3

ART232 - Advanced Life Drawing 3

ART233 - Advanced Drawing 3

ART241 - Intermediate Painting 3

ART242 - Advanced Painting 3

ART249 - Intermediate Digital Photography 3

ART259 - Advanced Mobile Application Development and Design 3

ART250 - Advanced Studio Concepts 3

## Learning Outcomes

Demonstrate the ability to create works of art using a variety of materials and techniques, visual elements and principles of design.

Demonstrate critical analysis of works of art in historical and cultural context.

# Assessment/AB705

Santiago Canyon College has reformed how placement in mathematics, English, and English as a Second Language (ESL) courses is determined. Signed into law by Governor Brown on October 13, 2017, all California Community Colleges were tasked with implementing Assembly Bill 705. This bill requires that students have access to transfer-level coursework in mathematics, English, and ESL courses. Students planning to enroll in mathematics, English, and/or reading courses do not need to take a placement test. Placement into these courses is provided as follows:

## Recommendation Based on High School Performance Information

Students receive course recommendations for mathematics, English, and reading based on self-reported high school non-weighted grade point average (GPA), high school coursework completion, and earned grades.

## Guided Placement Course Recommendation

The Guided Placement tool is for students who do not have access to their high school transcript or did not attend high school in the United States. This placement tool provides students with the ability to reflect on mathematics, English or ESL, and reading skills.

## Assessment and Course Placement for American College English/ English as a Second Language (ACE/ESL)

Students interested in enrolling in the ACE/ESL program need to complete the ACE/ESL Guided Placement for course placement recommendations. For more information visit the [Assessment Services Website](#).

## Assessment for Chemistry Placement

Assessment for Chemistry placement is available for students planning to enroll in SCC's Chemistry 200A (General Chemistry A). An assessment appointment can be made by calling 714-628-4800 or online by clicking this link [Chemistry Placement \(scccollege.edu\)](#).

## Disability-Related Accommodations

Students who require disability-related accommodations must request them at least two weeks prior to taking the Chemistry 200A assessment. To arrange for accommodations for assessment, contact Disabled Students Programs and Services (DSPS) at 714-628-4860 to schedule an evaluation of needs.

## AB 1805 Accessing Placement Data

Santiago Canyon College strives to provide the best possible course placement recommendations for each student. Placement Data is available on the SCC website under the "Assessment Services" page. SCC's disclosure of these results allows prospective students and the public to view the number of students assessed and placed into transfer-level mathematics, English, and ACE/ESL courses.

## Coursework from Other Colleges

Students who have attended another regionally accredited college and have completed courses that meet the prerequisite for SCC Courses can submit transcripts (unofficial are accepted) to clear prerequisites by one of the following methods:

Bring transcripts to the Counseling Center (Building D, Room 106) for verification and prerequisite clearance.

An online prerequisite clearance request form is available at the [SCC Counseling website](#) under "Course Prerequisite Clearance." Submit the [form](#) and supporting documentation to [prereq@scccollege.edu](mailto:prereq@scccollege.edu).

## Right to Challenge

Students who want to challenge their course placement recommendation/s need to submit a [Requisite Challenge Form](#) to the appropriate department two weeks prior to the start of the semester. Additional information about this process is available on the SCC website under "[Assessment Services](#)."

[Print Program Info](#)

## Astronomy, AS

A.S. Degree Major

**Control Number:**

33223

**Curriculum Id:**

SCC.ASTR.AS

The Associate of Science degree in Astronomy provides a foundation in astronomy and physics for students planning to transfer into a baccalaureate program in astronomy, astrophysics or astronomy education leading to a career in astronomy and/or physics research, education, or technology and programming.

### Program Courses & Requirements

**Astronomy, AS (Total 25)**

**Complete the following number of credits: 25**

**(Total 4)**

**Complete all of the following**

ASTR100L - Astronomy Laboratory 1

ASTR102 - Introduction to Stars and Galaxies 3

**(Total 3 - 6)**

**Complete at least one of the following rules**

ASTR103 - Introduction to the Solar System 3

ASTR112 - Introduction to Cosmology 3

**(Total 18)**

**Complete all of the following**

CMPR120 - Introduction to Programming 3

PHYS250A - Physics for Scientists and Engineers I 5

PHYS250B - Physics for Scientists and Engineers II 5

PHYS250C - Physics for Scientists and Engineers III 5

### Learning Outcomes

Demonstrate an understanding that science is based on observations of the universe and how it is used to understand some basic phenomena of our world.

[Print Course Info](#)

## BIOL097:

### Introduction to Work Experience

This course introduces work experience through an on-campus, supervised volunteer experience in the biosciences, including an introduction to new or expanded responsibilities. Fifty-four hours of unpaid work equals one unit of course credit. Student repetition is allowed per Title 5, Section 55253. Students may earn a maximum of 14 units of credit for work experience.

### Requisites

None

### Transferability

**Not transferable**

## Units & Hours

### Minimum Units:

3.0

### Maximum Units

3.0

### Total Hours

162.0

[Print Course Info](#)

## BIOL109:

# Fundamentals of Biology

Principles of biology stressing the relationship of all organisms from anatomical, physiological and ecological points of view. Includes cell machinery, genetics, reproduction, embryology, animal behavior, botany, ecology, evolution and human physiology. Designed for non-biology majors.

## Requisites

### Advisory

[BIOL109L - Fundamentals of Biology Laboratory](#)

or concurrent enrollment

**OR**

### Advisory

[BIOL109HL - Honors Fundamentals of Biology Laboratory](#)

or concurrent enrollment

## Transferability

**Transferable to both UC and CSU**

## Units & Hours

### Minimum Units:

3.0

### Maximum Units

3.0

### Total Hours

54.0

[Print Course Info](#)

## BIOL109H :

# Honors Fundamentals of Biology

Traditional Biology enriched in breadth and depth by extensive outside reading assignments and guest lecture presentations. Emphasis is on individual preparation for discussion and analysis of pertinent topics using critical oral and written expression. Designed for non-biology majors. Field trips may be required.

## Requisites

Entrance Skills:

**A high school or college GPA of 3.0 or above**

### Advisory

[BIOL109L - Fundamentals of Biology Laboratory](#)

Concurrent Enrollment

**OR**

### Advisory

[BIOL109HL - Honors Fundamentals of Biology Laboratory](#)

Concurrent Enrollment

## Transferability

**Transferable to both UC and CSU**

## Units & Hours

### Minimum Units:

3.0

### Maximum Units

3.0

### Total Hours

54.0

[Print Course Info](#)

## BIOL109HL :

# Honors Fundamentals of Biology Laboratory

Hands-on laboratory experiments to identify and illustrate significant organisms and their structures. Emphasis is placed on the relationship of all organisms from an anatomical, physiological, and ecological framework. Content correlates to Biology 109/109H lecture material. Field trips required.

## Requisites

Entrance Skills:

**A high school or college GPA of 3.0 or above**

### Prerequisite

[BIOL109 - Fundamentals of Biology](#)

or concurrent enrollment

**OR**

**Prerequisite**[BIOL109H - Honors Fundamentals of Biology](#)

or concurrent enrollment

**Transferability****Transferable to both UC and CSU****Units & Hours****Minimum Units:**

1.0

**Maximum Units**

1.0

**Total Hours**

54.0

[Print Course Info](#)**BIOL109L :****Fundamentals of Biology Laboratory**

Laboratory experiments to identify and illustrate significant organisms and their structures. Emphasis is placed on the relationship of all organisms from an anatomical, physiological, and ecological framework. Content correlates to Biology 109/109H lecture material. Field trips required.

**Requisites****Prerequisite**[BIOL109 - Fundamentals of Biology](#)

or concurrent enrollment

**OR****Prerequisite**[BIOL109H - Honors Fundamentals of Biology](#)

or concurrent enrollment

**Transferability****Transferable to both UC and CSU****Units & Hours****Minimum Units:**

1.0

**Maximum Units**

1.0

## Total Hours

54.0

[Print Course Info](#)

## BIOL111:

# Marine Biology

This course covers basic concepts of marine ecosystems including oceanographic principles, ecology, and a survey of marine habitats and diversity of marine organisms. Field trips required.

## Requisites

None

## Transferability

Transferable to both UC and CSU

## Units & Hours

### Minimum Units:

4.0

### Maximum Units

4.0

## Total Hours

108.0

[Print Course Info](#)

## BIOL115:

# Concepts in Biology for Educators

An investigation in the basic principles of Biology and Science with content appropriate for future multiple-subject teachers and secondary through high school. The course material is presented within the context of the human experience and includes cell biology, physiology, genetics, evolution, ecology, and the interaction of humans with the environment. The course is taught from an inquiry-based strategy using active learning. Field trips may be required.

## Requisites

None

## Transferability

Transferable to both UC and CSU

## Units & Hours

### Minimum Units:

4.0

### Maximum Units

4.0

## Total Hours

108.0

[Print Course Info](#)

## BIOL139:

# Health Microbiology

Presents practical and theoretical aspects of medical microbiology to meet the needs of those in allied health professions. Provides basic knowledge of the microbial world by covering diversity, structure, metabolic and genetic characteristics, cultivation and control. Emphasis is placed on human-microbe interactions especially infectious diseases. Laboratory deals with identification, growth, and control of microorganisms. Field trips may be required.

## Requisites

### Advisory

[BIOL109 - Fundamentals of Biology](#)

Outcomes Identify and explain the characteristics of living organisms in a clear and concise manner. Demonstrate a coherent understanding of evolution and its relationship to the unity and diversity of living organisms.

**OR**

### Advisory

[BIOL109H - Honors Fundamentals of Biology](#)

Outcomes Identify and explain the definitive characteristics of living organisms in a clear and concise manner. Demonstrate a coherent understanding of evolution and its relationship to the unity and diversity of living organisms.

**OR**

### Advisory

[BIOL149 - Human Anatomy and Physiology](#)

Outcomes Appropriately apply anatomical and directional terminology commonly used in the medical profession to body structures. Demonstrate a coherent understanding of the relationship between tissues, organs, and organ systems from a structural and functional perspective. Properly utilize and care for laboratory equipment following conventional procedures.

## Transferability

## Transferable to both UC and CSU

## Units & Hours

### Minimum Units:

4.0

### Maximum Units

4.0

## Total Hours

108.0

[Print Course Info](#)



## **BIOL149:**

# **Human Anatomy and Physiology**

Introduces human anatomy and physiology stressing the interrelationships between normal and abnormal structure and function. Laboratory may include the dissection of mammalian tissues. Designed for students in the allied health sciences and as a life science general education course. May not meet requirements for kinesiology or Bachelor of Science in Nursing (BSN) majors.

### **Requisites**

None

### **Transferability**

**Transferable to both UC and CSU**

### **Units & Hours**

#### **Minimum Units:**

4.0

#### **Maximum Units**

4.0

#### **Total Hours**

108.0

[Print Course Info](#)

## **BIOL177:**

# **Human Genetics**

Introductory course in genetics. Topics include the principles of Mendelian genetics, mechanisms of mitosis and meiosis, process of transcription, translation and protein synthesis, non-Mendelian patterns of inheritance, the cell cycle, and cell structure. Discussions relevant to current social concerns about genetics covering topics such as cloning, DNA profiling, genetic engineering, prenatal diagnosis, gene therapy, and genomics.

### **Requisites**

None

### **Transferability**

**Transferable to both UC and CSU**

### **Units & Hours**

#### **Minimum Units:**

3.0

#### **Maximum Units**

3.0

#### **Total Hours**

54.0

[Print Course Info](#)**BIOL190:****Introduction to Biotechnology**

Introduction to the field of biotechnology including a history of its origin and development, a survey of modern industrial applications and accomplishments, ethical considerations, and career paths.

**Requisites****Advisory**

Qualifying profile from the mathematics placement process

**Transferability**

**Transferable to both UC and CSU**

**Units & Hours****Minimum Units:**

3.0

**Maximum Units**

3.0

**Total Hours**

54.0

[Print Course Info](#)**BIOL190L :****Introduction to Biotechnology Lab**

This laboratory is a general examination of biology as it relates to the field of biotechnology. The laboratory addresses basic skills and techniques common to the biotechnology industry. Topics include the measurement of activity and quantity of proteins, growth and manipulation of bacteria, genetic engineering and antibody methods. The course is intended as a laboratory class for students majoring in applied biology and as a general education laboratory option for all students.

**Requisites****Co-Requisite**

[BIOL190 - Introduction to Biotechnology](#)

**Transferability**

**Transferable to both UC and CSU**

**Units & Hours****Minimum Units:**

1.0

## Maximum Units

1.0

## Total Hours

54.0

[Print Course Info](#)

## BIOL191:

### Biotech A: Basic Lab Skills

Introduction to the fundamental skills necessary for any biotechnology laboratory. Skills include maintenance of an industry standard notebook; preparation and sterilization of solutions, reagents, and media; utilization of good aseptic technique, proper use and maintenance of laboratory equipment, adherence to quality control protocols, and laboratory safety regulations. Previous Title: Biotechnology A: Basic Lab Skills (2017)

## Requisites

### Advisory

Qualifying profile from the mathematics placement process

## Transferability

### Transferable to CSU only

## Units & Hours

### Minimum Units:

4.0

### Maximum Units

4.0

## Total Hours

108.0

[Print Course Info](#)

## BIOL192:

### Biotech B: Proteins

Fundamental skills in applied biotechnology necessary for any biotechnology laboratory but particularly focused on downstream manufacturing processes in biomanufacturing. Skills include maintenance of an industry standard notebook, preparation and sterilization of solutions, reagents and media; utilization of good aseptic technique, proper use and maintenance of laboratory equipment, adherence to quality control protocols, lab safety regulations, in vitro translation, large scale expression, purification, modification, western blot analysis, enzyme-linked immunosorbent assay (ELISA), antibody tagging, and fluorescent microscopy. Compliance with industry standards and regulations will be incorporated into course procedures.

## Requisites

### Prerequisite

[BIOL191 - Biotech A: Basic Lab Skills](#)

## Transferability

## Transferable to CSU only

### Units & Hours

#### Minimum Units:

4.0

#### Maximum Units

4.0

### Total Hours

108.0

[Print Course Info](#)

## BIOL193:

### Biotech C: Nucleic Acids

This course introduces the fundamental skills in applied biotechnology focusing on the upstream research and development process. Skills include the maintenance of an industry standard notebook; preparation and sterilization of solutions, reagents, and media; utilization of good aseptic technique; proper use and maintenance of laboratory equipment; adherence to quality control protocols, lab safety regulations; DNA/RNA extraction and purification, bioinformatics, polymerase chain reaction, electrophoresis, DNA sequencing, recombinant DNA technology, DNA cloning, fluorescence in situ hybridization, Southern blot analysis, and in vitro transcription. Compliance with industry standards and regulations will be incorporated into course procedures. Previous Title: Biotechnology C: Nucleic Acids (2017)

### Requisites

#### Prerequisite

[BIOL191 - Biotech A: Basic Lab Skills](#)

### Transferability

## Transferable to CSU only

### Units & Hours

#### Minimum Units:

4.0

#### Maximum Units

4.0

### Total Hours

108.0

[Print Course Info](#)

## BIOL194:

### Quality and Regulatory Compliance in Biosciences

This course will cover quality assurance and regulatory compliance for the biosciences industries. Topics will span quality control and Federal Drug Administration (FDA) regulations for the biotechnology, biopharmaceutical, biomedical device and food industries. Theories and application of quality assurance and quality control will be presented and several different quality systems will be discussed such as GMP (good manufacturing practices), ISO9000 (International Standards Organization), Six Sigma and Lean.

## Requisites

None

## Transferability

Transferable to CSU only

## Units & Hours

### Minimum Units:

2.0

### Maximum Units

2.0

## Total Hours

36.0

[Print Course Info](#)

## BIOL196:

## Food Safety

This course covers the regulatory agencies that oversee and the methodologies prescribed to ensure a safe food supply. The basics of quality assurance and quality improvement as applied to the food industry as well as The Food Safety Modernization Act, hazard analysis critical control points (HACCP), product traceability, food allergens, and food contaminants including microorganisms are presented. Illnesses known to result from ingestion of contaminated foods are discussed.

## Requisites

### Advisory

[BIOL139 - Health Microbiology](#)

Objectives Distinguish among the different types of microbial cells and note their key characteristics. Demonstrate a basic knowledge of some common diseases caused by protozoa. Demonstrate a basic knowledge of some common diseases caused by fungi. Demonstrate a basic knowledge of some common diseases caused by multicellular parasites. Choose appropriate methods for microbial control, and describe the factors that influence their growth rates. Demonstrate a basic knowledge of some common diseases caused by bacteria.

OR

### Advisory

[BIOL229 - General Microbiology](#)

Objectives Distinguish between fungi, protozoa, and prokaryotes Identify common diseases Choose appropriate methods for microbial control, and describe the factors that influence their growth rates. Explain the concept of antibiotic resistance. Distinguish among the different types of microbial cells and note their key characteristics. Describe how microorganisms cause disease, and explain the basic principles of epidemiology. Summarize the basic principles of innate and adaptive immunity. Demonstrate a basic knowledge of some common diseases caused by bacteria. Demonstrate a basic knowledge of some common diseases caused by viruses. Provide an overview of some disease-causing protozoa. Demonstrate a basic knowledge of some common diseases caused by fungi. Explain important activities of microorganisms in the environment and their uses in industrial microbiology.

Outcomes Demonstrate knowledge of the diversity of microorganisms and their role in the biosphere.

**AND**

**Advisory**

[BIOL194 - Quality and Regulatory Compliance in Biosciences](#)

Objectives Express knowledge of the history of regulations concerning product quality. Demonstrate a knowledge of managing variation during production. Properly employ statistical process control charts Explain the relationship between product quality and the regulatory environment. Illustrate the role of the FDA in the biosciences industry. Summarize the laws, regulations, and good practices affecting the bioscience industry. Demonstrate how the ISO applies to the field of biotechnology. Summarize the quality management system and its components as it applies to biotechnology. Establish proper QMS documentation. Outcomes Demonstrate knowledge of regulatory compliance in the bioscience industry. Demonstrate knowledge of quality assurance in the bioscience industry.

**Transferability**

**Transferable to CSU only**

**Units & Hours**

**Minimum Units:**

2.0

**Maximum Units**

2.0

**Total Hours**

36.0

[Print Course Info](#)

**BIOL197:**

**Science, Technology, Engineering and Mathematics (STEM) Internship**

This is an Internship of supervised paid or unpaid work experience in the student's major which could include new or expanded responsibilities. 75 hours paid work or 60 hours of unpaid work equals one unit. A maximum of 4 units is allowed per semester. Limitation of 16 units in occupational cooperative education courses. May require field experience. Open Entry/Open Exit.

**Requisites**

Entrance Skills:

**Successful completion of 10 units within the Biotechnology Program**

None

**Transferability**

**Transferable to CSU only**

**Units & Hours**

**Minimum Units:**

4.0

**Maximum Units**

4.0

## Total Hours

240.0

[Print Course Info](#)

### BIOL202:

## Cell Culture Techniques

Students will learn eukaryotic cell culture techniques that include working under aseptic conditions, sterile techniques, media preparation, quantification and passage of cell lines. Laboratory experience prepares students for work in industry.

### Requisites

#### Prerequisite

[BIOL191 - Biotech A: Basic Lab Skills](#)

### Transferability

Transferable to CSU only

### Units & Hours

#### Minimum Units:

2.0

#### Maximum Units

2.0

## Total Hours

72.0

[Print Course Info](#)

### BIOL211:

## Cellular and Molecular Biology

An investigation into the molecular and cellular basis of life, including the evolution of cells, cell structure and function, energy and information flow, cellular reproduction, genetics, and the molecular basis of inheritance. Required of majors in Biology, Medicine, Forestry, and Agriculture.

### Requisites

#### Prerequisite

[CHEM200A - General Chemistry A](#)

OR

#### Prerequisite

[CHEM200AH - Honors General Chemistry A](#)

**OR**

**Prerequisite**

Completion of any mathematics course at the Intermediate Algebra level or above with a grade of "C" or better. OR Qualifying profile from the mathematics placement process.

**AND**

**Advisory**

Eligible for ENGL 100 or ENGL 101/101H

**Transferability**

**Transferable to both UC and CSU**

**Units & Hours**

**Minimum Units:**

5.0

**Maximum Units**

5.0

**Total Hours**

162.0

[Print Course Info](#)

**BIOL213:**

**Animal Diversity and Evolution**

This course is intended for biology majors and surveys the diversity, structure, function, evolution, and taxonomy of the major animal phyla. Topics also include behavior, development, comparative anatomy, and evolutionary relationships, emphasizing the principles and mechanisms of microevolution and macroevolution, accentuating molecular and morphological phylogeny. Field trips are required.

**Requisites**

**Prerequisite**

Qualifying profile from the mathematics placement process.

**AND**

**Advisory**

[BIOL211 - Cellular and Molecular Biology](#)

**AND**

**Advisory**

Eligible for ENGL 100 or ENGL 101/101H

**Transferability**

**Transferable to both UC and CSU**



## Units & Hours

### Minimum Units:

4.0

### Maximum Units

4.0

### Total Hours

108.0

[Print Course Info](#)

## BIOL215:

### Plant Diversity and Ecology

This course is intended for biology majors and surveys the diversity, structure, function, and taxonomy of prokaryotes and the eukaryote kingdoms of Protista, Fungi, and Plantae. Topics include development, morphology, physiology, taxonomy and systematics, and population, community, and ecosystem ecology principles. Field trips are required.

## Requisites

### Prerequisite

Qualifying from the mathematics placement process.

**AND**

### Advisory

[BIOL211 - Cellular and Molecular Biology](#)

## Transferability

Transferable to both UC and CSU

## Units & Hours

### Minimum Units:

4.0

### Maximum Units

4.0

### Total Hours

108.0

[Print Course Info](#)

## BIOL221:

### Animal Diversity and Evolution

This course is intended for biology majors and surveys the diversity, structure, function, evolution and taxonomy of the major animal phyla. Topics also include behavior, development, comparative anatomy, and evolutionary relationships with an emphasis on the principles and mechanisms of microevolution and macroevolution accentuating molecular and morphological phylogeny. Field trips are required.

## Requisites

### Prerequisite

Equivalent course from the mathematics placement process

**AND**

### Advisory

[BIOL211 - Cellular and Molecular Biology](#)

## Transferability

Transferable to both UC and CSU

## Units & Hours

### Minimum Units:

5.0

### Maximum Units

5.0

## Total Hours

162.0

[Print Course Info](#)

## BIOL229:

# General Microbiology

Introduction to microorganisms, their classification, structure, biochemistry, growth, control and their interactions with other organisms and the environment. Designed for biology, preprofessional, and prenursing (BSN) majors. This course may also include an optional field trip.

## Requisites

### Prerequisite

[BIOL109 - Fundamentals of Biology](#)

**Objectives** Define and describe the characteristics of life. Explain the steps of the scientific method and apply them to relative situations. Differentiate between prokaryotic and eukaryotic cell types. Compare and contrast the structure and function of cellular components Define and describe the basic components and bonding patterns of atoms. Illustrate how the properties of water affect living organisms. Determine the structural components and functions of organic molecules. Explain the structures and function of enzymes used in cellular metabolism. Describe, and compare and contrast the mechanisms used by organisms during cellular respiration and photosynthesis. Describe and explain DNA structure, and the steps of DNA replication and protein synthesis. Analyze the evolution of organisms through natural selection. Describe the interrelationships between organisms and the environment. Examine the various groups of microorganisms.**Outcomes** Identify and explain the characteristics of living organisms in a clear and concise manner. Demonstrate a coherent understanding of evolution and its relationship to the unity and diversity of living organisms.

### Prerequisite

[BIOL109L - Fundamentals of Biology Laboratory](#)

**Objectives** Identify safety procedures, proper use of laboratory equipment, and the course requirements. Demonstrate the use of both dissecting and compound microscopes. Identify different cell types, structures, and functions. Apply the scientific method to various aspects of biology. Investigate and differentiate between cellular respiration and fermentation, and the relationship between surface area and volume.**Outcomes** Apply the steps of the scientific method to conduct laboratory investigations. Conduct laboratory investigations according to given experimental procedure, collect and analyze

resulting experimental data, and formulate valid conclusions based on the results.

**OR**

**Prerequisite**

[BIOL109H - Honors Fundamentals of Biology](#)

**Objectives** Compare scientific and non-science approaches to knowledge. Understand the functional anatomy of the eukaryotic cell. Compare the major groups of biological macromolecules, including their formation and function. Evaluate the methods of bringing energy into ecosystems and producing cellular energy through photosynthesis, anaerobic and aerobic respiration. Evaluate the mechanisms of evolution and evidence for evolution. **Outcomes** Identify and explain the definitive characteristics of living organisms in a clear and concise manner. Demonstrate a coherent understanding of evolution and its relationship to the unity and diversity of living organisms. Identify and explain the definitive characteristics of living organisms in a clear and concise manner. Demonstrate a coherent understanding of evolution and its relationship to the unity and diversity of living organisms.

**Prerequisite**

[BIOL109HL - Honors Fundamentals of Biology Laboratory](#)

**Objectives** Apply the scientific method to various aspects of biology. Investigate pH and the chemistry of macromolecules. Identify different cell types, structures, and functions. Investigate and differentiate between cellular respiration and fermentation, and the relationship between surface area and volume. Investigate DNA technology and analyze biotechnology data. Analyze the various types of evidence for evolution. Identify various ecosystems within the environment. **Outcomes** Apply the steps of the scientific method to conduct laboratory investigations. Conduct laboratory investigations according to given experimental procedure, collect and analyze resulting experimental data, and formulate valid conclusions based on the results.

**OR**

**Prerequisite**

[BIOL139 - Health Microbiology](#)

**Objectives** Summarize the early history of microbiology, noting especially the major contributors to the development of the germ theory of disease and the problems presented by the belief in the theory of spontaneous generation. Demonstrate the correct use of the microscope and other equipment used in the microbiology laboratory. Demonstrate the proper employment of aseptic technique. Correctly interpret and analyze experimental data. Distinguish among the different types of microbial cells and note their key characteristics. Describe and interpret the various methods for culturing and identifying microorganisms. Explain key concepts concerning microbial genetics. Demonstrate a basic knowledge of some common diseases caused by protozoa. Demonstrate a basic knowledge of some common diseases caused by fungi. Demonstrate a basic knowledge of some common diseases caused by multicellular parasites. Summarize the basic chemical concepts as they relate to biologically-important molecules and reactions, including metabolic pathways. Distinguish among the different types of acellular pathogens. Demonstrate a basic knowledge of some common diseases caused by viruses, viroids and prions. Describe how microorganisms cause disease, and explain the basic principles of epidemiology. Summarize the basic principles of innate and adaptive immunity. Provide an overview of the applications of immunology for the purpose of diagnosing diseases. Choose appropriate methods for microbial control, and describe the factors that influence their growth rates. Describe the types and mechanisms of action for antimicrobial agents. Explain the concept of antibiotic resistance. Demonstrate a basic knowledge of some common diseases caused by bacteria. **Outcomes** Demonstrate a coherent understanding of human-microbe interactions, the medical impact of these interactions, and the commercial applications. Apply the principles of the scientific method to both laboratory and conventional investigations. Conduct laboratory investigations according to given experimental procedure, collect and analyze resulting experimental data, and formulate valid conclusions based on the results.

**OR**

**Prerequisite**

[BIOL149 - Human Anatomy and Physiology](#)

**Objectives** Examine the structure of atoms, chemical bonds and molecules. Examine and describe cell physiology. Explain diffusion and osmosis. Discuss the composition and functions of the various blood cells in the human body. **Outcomes** Properly utilize and care for laboratory equipment following conventional procedures.

**OR**

**Prerequisite**

[BIOL211 - Cellular and Molecular Biology](#)

Objectives Describe the characteristics of living organisms. Read and write scientific articles, and be able to cite scientific literature correctly. Summarize the evolution of cells and multicellularity. Define the scientific method. Discuss the application of the scientific method within the discipline of biology. Relate basic chemical principles, including atomic structure, atomic bonds, properties of water, carbon compounds, and functional groups as they apply to the molecular structure, biochemical properties, and functions of organic macromolecules and lipids. Compare and contrast the molecular structures of carbohydrates, proteins, nucleic acids, and lipids. Relate the molecular structure and chemical properties of these major classes of organic compounds to their functions within cellular membranes, organelles, and metabolic components. Discuss the cell theory. Examine the evolutionary relationship of cells classified into the three domains of life. Compare and contrast the structural composition and organization of the different major cell types. Relate membrane structure, macromolecules, and lipids to cellular components and functions. Define energy and metabolism and their relationship to organic molecules and cells. Discuss the role of enzymes in metabolic pathways. Analyze the structure, function, and regulation of enzymes. Examine the metabolic pathways of energy production in terms of cellular localization, important enzymes, substrates, products, and molecules. Discuss biochemical and environmental factors that affect the functioning of these pathways. Examine the metabolic pathways of energy production in terms of cellular localization, important enzymes, substrates, products, and molecules. Discuss biochemical and environmental factors that affect the functioning of these pathways. Compare and contrast the molecular structure of DNA and RNA. Relate the molecular structure and chemical properties of nucleic acids to their roles in the series of events that occur during DNA replication, protein synthesis, gene regulation, and metabolism. Discuss the varieties of genetic mutations and their consequences. Examine the practical application of gene regulation in the field of biotechnology. Describe the basic methods and tools used for DNA sequencing, manipulation, and cloning. Demonstrate the correct use of the scientific method in a laboratory setting. Compare and contrast cellular processes and interactions between prokaryotes and eukaryotes (including metabolism, reproduction, communication). Explain how DNA replicates and transmits genetic information within organisms.

Outcomes Express a coherent understanding of fundamental biological concepts that include cell structure, energy, cell reproduction, and genetics. Employ the principles of the scientific method to investigate both laboratory and ordinary situations. Conduct laboratory investigations according to given experimental procedure, collect and analyze resulting experimental data, and formulate valid conclusions based on the results.

**OR**

**Prerequisite**[BIOL239 - General Human Anatomy](#)

Objectives Identify and explore the structure and function of cells

Outcomes Properly utilize and care for laboratory equipment following conventional procedures.

**OR**

**Prerequisite**[BIOL249 - Human Physiology](#)

Objectives Demonstrate an understanding of the scientific method, experimental design, and the philosophy of science. Examine the structure of atoms, inorganic molecules, organic molecules, and chemical bonds

Identify the structure and function of cellular organelles

Explain replication, transcription, and translation

Identify the location and function of the structures of the lymphatic and immune system

Outcomes Illustrate a fundamental understanding of basic cellular chemistry and its role in homeostasis. Conduct laboratory investigations according to given experimental procedure, collect and analyze resulting experimental data, and formulate valid conclusions based on the results.

**OR**

**Prerequisite**[CHEM100 - Introductory Chemistry](#)

Objectives Calculate amounts of reactants and products based on balanced chemical equations. Recognize the type of bonding in different compounds and types of bonding. Gain some knowledge in following laboratory techniques. Concept of experiment design is stressed. Students should be able to: Follow the experimental procedure Collect valid scientific data Draw a conclusion As much as possible, the laboratory exercises will assist the classroom learning.

Outcomes Perform experiments with given directions and collect valid scientific data

**Transferability****Transferable to both UC and CSU**

## Units & Hours

### Minimum Units:

5.0

### Maximum Units

5.0

### Total Hours

162.0

[Print Course Info](#)

## BIOL231:

### Plant Diversity and Ecology

This course is intended for biology majors and surveys the diversity, structure, function and taxonomy of the kingdoms Protista, Fungi, and Plantae. Topics include development, morphology, physiology, taxonomy and systematics, and the principles of population, community, and ecosystem ecology. Field trips required.

## Requisites

### Prerequisite

Equivalent course from qualifying profile from the math placement process

**AND**

### Advisory

[BIOL211 - Cellular and Molecular Biology](#)

## Transferability

Transferable to both UC and CSU

## Units & Hours

### Minimum Units:

5.0

### Maximum Units

5.0

### Total Hours

162.0

[Print Course Info](#)

## BIOL239:

### General Human Anatomy

Structure of the human body. Systems, organs, and tissues are studied from human skeletons, models, charts, slides, and computer programs. Laboratory includes the dissection of a cat and periodic demonstrations of a prosected cadaver as available.

## Requisites

None

## Transferability

Transferable to both UC and CSU

## Units & Hours

### Minimum Units:

4.0

### Maximum Units

4.0

## Total Hours

108.0

[Print Course Info](#)

## BIOL241:

# Organismal Biology

This course is intended for biology majors and surveys the diversity, structure, function, evolution, taxonomy, and ecology of organisms. Topics include development, comparative anatomy, physiology, taxonomy, systematics, evolutionary relationships (through the principles and mechanisms of microevolution and macroevolution), and the principles of population, community, and ecosystem ecology. Field trips required.

## Requisites

### Prerequisite

College-level math or any other course with Intermediate Algebra as a prerequisite.

**AND**

### Advisory

[BIOL211 - Cellular and Molecular Biology](#)

Outcomes Express a coherent understanding of fundamental biological concepts that include cell structure, energy, cell reproduction, and genetics. Employ the principles of the scientific method to investigate both laboratory and ordinary situations. Conduct laboratory investigations according to given experimental procedure, collect and analyze resulting experimental data, and formulate valid conclusions based on the results.

**AND**

### Advisory

[ENGL100 - Freshman Composition with Integrated Support](#)

**OR**

### Advisory

[ENGL101 - Freshman Composition](#)

**OR**

**Advisory**[ENGL101H - Honors Freshman Composition](#)**Transferability****Transferable to both UC and CSU****Units & Hours****Minimum Units:**

4.0

**Maximum Units**

4.0

**Total Hours**

108.0

[Print Course Info](#)**BIOL249:****Human Physiology**

Microscopic, macroscopic and dynamic view of the human physiological processes. The lecture portion includes a thorough consideration of both "cell and systems" physiology. Laboratory work includes the use of techniques used in basic research, an introduction to the use of standard medical equipment, and the performance of medical lab tests. Non-invasive experiments are performed on students enrolled in the class.

**Requisites****Prerequisite**[BIOL239 - General Human Anatomy](#)**Transferability****Transferable to both UC and CSU****Units & Hours****Minimum Units:**

4.0

**Maximum Units**

4.0

**Total Hours**

108.0

[Print Course Info](#)**BIOL259:**

# Environmental Biology

Environmental Biology includes the study of ecosystems, population dynamics, classification, diversity of plant and animal species, effects of pollutants at both the cellular and organismal levels, and principles of ecology. Field trips required.

## Requisites

None

## Transferability

Transferable to both UC and CSU

## Units & Hours

### Minimum Units:

4.0

### Maximum Units

4.0

### Total Hours

108.0

[Print Course Info](#)

## BIOL290:

# Biochemistry and Molecular Biology

Introduction to biochemistry and molecular biology. Included are discussions of biological macromolecules, energy production, metabolic pathways and regulation, genetic code, genomics, DNA replication, transcription and RNA processing, translation, and gene regulation. Laboratory activities will include use of visible and UV spectroscopy, chromatography, cell fractionation, ultracentrifugation, protein purification, electrophoresis, and recombinant DNA methods. This course is designed for biology majors, health pre-professionals, and biotechnology majors.

## Requisites

### Prerequisite

[BIOL211 - Cellular and Molecular Biology](#)

**Objectives** Discuss the application of the scientific method within the discipline of biology. Relate basic chemical principles, including atomic structure, atomic bonds, properties of water, carbon compounds, and functional groups as they apply to the molecular structure, biochemical properties, and functions of organic macromolecules and lipids. Compare and contrast the molecular structures of carbohydrates, proteins, nucleic acids, and lipids. Relate the molecular structure and chemical properties of these major classes of organic compounds to their functions within cellular membranes, organelles, and metabolic components. Relate membrane structure, macromolecules, and lipids to cellular components and functions. Discuss the role of enzymes in metabolic pathways. Analyze the structure, function, and regulation of enzymes. Examine the metabolic pathways of energy production in terms of cellular localization, important enzymes, substrates, products, and molecules. Discuss biochemical and environmental factors that affect the functioning of these pathways. Examine the metabolic pathways of energy production in terms of cellular localization, important enzymes, substrates, products, and molecules. Discuss biochemical and environmental factors that affect the functioning of these pathways. Compare and contrast the molecular structure of DNA and RNA. Apply the processes of scientific inquiry and experimental design to the study of biological concepts. **Outcomes** Express a coherent understanding of fundamental biological concepts that include cell structure, energy, cell reproduction, and genetics. Conduct laboratory investigations according to given experimental procedure, collect and analyze resulting experimental data, and formulate valid conclusions based on the results.

**AND**

### Prerequisite



[CHEM100 - Introductory Chemistry](#)

Objectives Solve conversion problems using dimensional analysis and significant figures. Distinguish between chemical and physical properties and between elements and compounds. Write formulas of compounds, write balanced chemical equations and predict products from given reactants based on reaction type. Calculate amounts of reactants and products based on balanced chemical equations. Write electron configurations of different atoms and predict atomic properties based on the position of the element in the periodic table. Recognize the type of bonding in different compounds and types of bonding. Draw Lewis structures. Predict molecular shapes and geometry. Solve gas problems using gas laws and stoichiometry. Explain properties of solids and liquids. Identify intermolecular forces and its effect on properties. Calculate concentration of solution using different methods. Apply stoichiometry to solution problems. Gain some knowledge in following laboratory techniques. Concept of experiment design is stressed. Students should be able to: Follow the experimental procedure Collect valid scientific data Draw a conclusion As much as possible, the laboratory exercises will assist the classroom learning. Outcomes Describe chemical events through utilization of equations and solve problems using chemical concepts Perform experiments with given directions and collect valid scientific data

**Transferability****Transferable to both UC and CSU****Units & Hours****Minimum Units:**

5.0

**Maximum Units**

5.0

**Total Hours**

162.0

[Print Course Info](#)**BUS090:****Principles of Project Management**

Utilizing project planning tools and techniques, learn how to define, plan, execute, and deliver projects of all types and sizes. Emphasizes practical application using case studies to organize, schedule, and manage projects effectively. Industry guest speakers included.

**Requisites****Anti-Requisite**[PBLC080 - Principles of Project Management](#)**Transferability****Not transferable****Units & Hours****Minimum Units:**

3.0

**Maximum Units**

3.0

## Total Hours

54.0

[Print Course Info](#)

## BUS100:

# Fundamentals of Business

An introduction to the basic fundamentals of business. A survey of marketing management, production, accounting, finance, and economics and how they interrelate in the business environment.

## Requisites

None

## Transferability

Transferable to both UC and CSU

## Units & Hours

### Minimum Units:

3.0

### Maximum Units

3.0

## Total Hours

54.0

[Print Course Info](#)

## BUS105:

# Legal Environment of Business

Fundamental legal principles pertaining to business transactions. Introduction to the law as an instrument of social and political control in society. Topics include sources of law and ethics, contracts, torts, agency, judicial and administrative processes, employment law, forms of business organizations, and domestic and international governmental regulations.

## Requisites

None

## Transferability

Transferable to both UC and CSU

## Units & Hours

### Minimum Units:

3.0

### Maximum Units

3.0

## Total Hours

54.0

[Print Course Info](#)

## BUS120:

# Principles of Management

Principles, methods, and procedures essential to the successful management of human and financial resources. Planning, decision making, staffing, directing, motivating, leading, communicating, controlling, and the application of managerial skills.

## Requisites

### Anti-Requisite

[MGMT120 - Principles of Management](#)

OR

## Transferability

Transferable to CSU only

## Units & Hours

### Minimum Units:

3.0

### Maximum Units

3.0

## Total Hours

54.0

[Print Course Info](#)

## BUS121:

# Human Relations and Organizational Behavior

The role of the manager and management's relationship to employees. Includes the application of motivational theories, communications, leadership, and organizational structure.

## Requisites

### Anti-Requisite

[MGMT121 - Human Relations and Organizational Behavior](#)

## Transferability

Transferable to CSU only

## Units & Hours

### Minimum Units:

3.0

### Maximum Units

3.0

### Total Hours

54.0

[Print Course Info](#)

## BUS127:

### Introduction to E-Commerce

Electronic commerce from a managerial perspective focusing on the retailing, business-to-business and service industries. Topics include: E-Commerce infrastructure, intranets and extranets, electronic payment systems, marketing research, advertising, E-Commerce strategies, and privacy issues.

### Requisites

None

### Transferability

Transferable to CSU only

## Units & Hours

### Minimum Units:

3.0

### Maximum Units

3.0

### Total Hours

54.0

[Print Course Info](#)

## BUS130:

### Personal Finance

This course is an integrative approach to personal finance focusing on practical financial decision making as well as the social, psychological, and physiological contexts in which those decisions are made. Students will examine their relationships with money, set personal goals, and develop a plan to meet those goals. Topics include consumerism, debt, healthcare, investing, retirement, long-term care, disability, death, and taxes.

### Requisites

None

### Transferability

Transferable to CSU only

## Units & Hours

### Minimum Units:

3.0

### Maximum Units

3.0

### Total Hours

54.0

[Print Course Info](#)

## BUS150:

### Introduction to Information Systems and Applications

Introduction to computer concepts and management information systems. Application software used to solve business problems.

### Requisites

None

### Transferability

Transferable to both UC and CSU

## Units & Hours

### Minimum Units:

3.0

### Maximum Units

3.0

### Total Hours

54.0

[Print Course Info](#)

## BUS170:

### Principles of Small Business Management

Practical business skills needed to start and operate a small business. Includes information on risk management, site location, legal aspects, financing, budgeting, merchandising, promotion, and management techniques.

### Requisites

None

### Transferability

Transferable to CSU only

## Units & Hours

### Minimum Units:

3.0

### Maximum Units

3.0

### Total Hours

54.0

[Print Course Info](#)

## BUS171:

### Business Plan for Small Business

Business planning for the opening or continued successful operation of a small business through the preparation of a written business plan.

## Requisites

### Advisory

[BUS170 - Principles of Small Business Management](#)

Concurrent enrollment

## Transferability

### Transferable to CSU only

## Units & Hours

### Minimum Units:

3.0

### Maximum Units

3.0

### Total Hours

54.0

[Print Course Info](#)

## BUS175:

### Online Entrepreneurship

This class is designed to help potential online entrepreneurs develop startup procedures, explore ideas and implement plans. Students will learn how to build and implement a business strategy for the Internet, including business specific considerations, online marketing and Ecommerce strategies.

## Requisites

None

## Transferability

## Transferable to CSU only

### Units & Hours

#### Minimum Units:

3.0

#### Maximum Units

3.0

### Total Hours

54.0

[Print Course Info](#)

## BUS222:

### Business Writing

Overview of oral and written communication skills used in business; emphasizes guidelines for improving writing and speaking skills, common solutions to common communication problems, ethical issues facing business communicators today, instructions on how to identify areas of legal vulnerability, and tested techniques for communicating successfully in today's high-tech, international business environment. Designed for students transferring to a university.

### Requisites

#### Prerequisite

[ENGL100 - Freshman Composition with Integrated Support](#)

OR

#### Prerequisite

[ENGL101 - Freshman Composition](#)

OR

#### Prerequisite

[ENGL101H - Honors Freshman Composition](#)

### Transferability

## Transferable to CSU only

### Units & Hours

#### Minimum Units:

3.0

#### Maximum Units

3.0

## Total Hours

54.0

[Print Program Info](#)

# Basic Employment Skills, CC

Certificate of Completion

**Control Number:**

36370

**Curriculum Id:**

OEC.BES.CC

The Certificate of Completion in Basic Employment Skills is designed to provide strategies to reinforce and maintain money handling, reading, and writing skills necessary for entry-level employment.

## Program Courses & Requirements

**Basic Employment Skills, CC (Total 180)****Complete the following number of credits: 180**

WKPR012 - Applying Reading Skills on the Job 60

WKPR013 - Applying Writing Skills on the Job 60

WKPR017 - Applying Math Skills on the Job 60

## Learning Outcomes

Demonstrate proficient money handling, reading, and writing skills that are used in the workplace.

[Print Program Info](#)

# Behavior Technician, CC

Certificate of Completion

**Control Number:**

38398

**Curriculum Id:**

OEC.BT.CC

The Behavior Technician Program prepares individuals for a certification exam and frontline work in the field of applied behavior analysis. This is an entry-level program designed to meet training national requirements for certification as a behavior technician. Classes in this certificate will cover defining behavior, teaching methodologies based on Applied Behavior Analysis (ABA), prompting, generalization and maintenance, data collection for skill acquisition, Functional Behavior Assessment, Antecedent and Consequence Interventions, measurement, community and social skills, ethics and professionalism. Students who complete the program will learn the skills required to sit for any of the three nationally accredited behavior technician exams, such as Applied Behavior Analysis Technician (ABAT), Board Certified Autism Technician (BCAT), and Registered Behavior Technician (RBT).

## Program Courses & Requirements

**Behavior Technician, CC (Total 48)****Complete the following number of credits: 48**

VMED080 - Introduction to the Behavior Technician Program 24

VMED081 - Behavior Technician Certification Training 24

## Learning Outcomes

Perform the duties of a behavior technician.

[Print Program Info](#)

# Bilingual Instructional Aide: Spanish, CA



Certificate of Achievement

**Control Number:**

37913

**Curriculum Id:**

SCC.EDUCB.CA

The Certificate of Achievement in Bilingual Instructional Aide is designed to prepare a student for an entry-level position requiring bilingual ability, practical skills, and knowledge to work with teachers to support students/individuals in K-12 or adult education settings. This certificate program supports the requirements of federal legislation for Title I schools that all paraprofessionals/instructional aides be "highly qualified." In addition, the courses introduce the student to career opportunities such as Bilingual Teacher and in other educational settings requiring bilingual abilities.

## Program Courses & Requirements

**Bilingual Instructional Aide: Spanish, CA (Total 6 - 11)**

**Complete the following number of credits: 6-11**

**(Total 6)**

**Complete all of the following**

EDUC110 - The Teaching Experience: Exploration 3

EDUC113 - Educational Strategies for Tutors and Instructional Aides 1

SPAN115 - Practical Communication in Spanish for Teachers 2

**(Total 0 - 10)**

**Complete at least one of the following rules**

SPAN102 - Elementary Spanish II 5

SPAN111 - Spanish for Spanish Speakers 2 5

**Seal of Biliteracy in Spanish Language (Total 0)**

**Complete the following number of credits: 0**

## Learning Outcomes

Demonstrate knowledge of the practical skills and knowledge required to work in an educational setting requiring bilingual abilities.

[Print Program Info](#)

## Biology, AS

A.S. Degree Major

**Control Number:**

11856

**Curriculum Id:**

SCC.BIOL.AS

The Associate of Science degree in Biology prepares students for transfer to a four-year institution leading to a baccalaureate degree in biology or disciplines such as microbiology, botany, zoology, and careers in teaching, medicine and health sciences.

## Program Courses & Requirements

**Biology, AS (Total 25)**

**Complete the following number of credits: 25**

BIOL211 - Cellular and Molecular Biology 5

BIOL221 - Animal Diversity and Evolution 5

BIOL231 - Plant Diversity and Ecology 5

CHEM200B - General Chemistry B 5

**(Total 5 - 10)**

**Complete at least one of the following rules**

CHEM200A - General Chemistry A 5

CHEM200AH - Honors General Chemistry A 5

## Learning Outcomes

Demonstrate an understanding of the basic theories of biology.  
Demonstrate a knowledge of and an ability to apply and effectively communicate the scientific method.

[Print Program Info](#)

## Biology, AS-T

A.S. Degree for Transfer

### Control Number:

35110

### Curriculum Id:

SCC.BIOL.AST

The Associate in Science in Biology for Transfer degree prepares students for transfer to a four-year institution leading to a baccalaureate degree in biology or disciplines such as microbiology, botany, zoology, and careers in teaching, medicine and health sciences.

## Program Courses & Requirements

### Biology, AS-T (Total 37)

**Complete the following number of credits: 37**

**(Total 15)**

#### Complete all of the following

BIOL211 - Cellular and Molecular Biology 5

BIOL221 - Animal Diversity and Evolution 5

BIOL231 - Plant Diversity and Ecology 5

**(Total 5 - 15)**

#### Complete at least one of the following rules

CHEM200A - General Chemistry A 5

CHEM200AH - Honors General Chemistry A 5

CHEM200B - General Chemistry B 5

**(Total 4 - 8)**

#### Complete at least one of the following rules

MATH180 - Single Variable Calculus I 4

MATH180H - Honors Single Variable Calculus I 4

**(Total 8)**

#### Complete all of the following

PHYS150A - Introductory Physics I 4

PHYS150B - Introductory Physics II 4

## Learning Outcomes

Demonstrate an understanding of the basic theories of biology.  
Demonstrate a knowledge of and an ability to apply and effectively communicate the scientific method.

[Print Program Info](#)

## Biotechnology Biomanufacturing Technician, CA

Certificate of Achievement

### Control Number:

32598

### Curriculum Id:

SCC.BTMFT.CA

The Certificate of Achievement in Biotechnology Biomanufacturing Technician is designed for students who wish to obtain the skills required to gain employment in industries influenced by biotechnology as well as for incumbent workers seeking career opportunities. Upon completion of this certificate program, students will be eligible to obtain employment as laboratory assistants or biomanufacturing technicians.

## Program Courses & Requirements

**Biotechnology Biomanufacturing Technician, CA (Total 19)****Complete the following number of credits: 19****(Total 14)****Complete all of the following**

BIOL190 - Introduction to Biotechnology 3

BIOL190L - Introduction to Biotechnology Lab 1

BIOL191 - Biotech A: Basic Lab Skills 4

BIOL192 - Biotech B: Proteins 4

BIOL194 - Quality and Regulatory Compliance in Biosciences 2

**(Total 5 - 10)****Complete at least one of the following rules**

CHEM200A - General Chemistry A 5

CHEM200AH - Honors General Chemistry A 5

**Learning Outcomes**

Demonstrate an understanding of and follow workplace safety guidelines.

Demonstrate proficiency in following standard operating procedures (SOPs).

Properly maintain a laboratory notebook.

Understand and correctly operate laboratory equipment.

[Print Program Info](#)

## Biotechnology Fundamentals, CERT

Certificate of Proficiency

**Control Number:****Curriculum Id:**

SCC.BTF.CERT

The Certificate of Proficiency in Biotechnology Fundamentals is designed for students who wish to explore the field of biotechnology and obtain the basic skills required to gain employment in industries influenced by biotechnology as well as for students interested in pursuing laboratory work at the university level. Upon completion of this certificate program, students will be eligible to obtain employment as entry-level laboratory assistants.

### Program Courses & Requirements

**Biotechnology Fundamentals, CERT (Total 8)****Complete all of the following**

BIOL190 - Introduction to Biotechnology 3

BIOL190L - Introduction to Biotechnology Lab 1

BIOL191 - Biotech A: Basic Lab Skills 4

**Learning Outcomes**

Develop foundational knowledge necessary to effectively work within a life science laboratory environment.

[Print Program Info](#)

## Biotechnology Lab Assistant, CA

Certificate of Achievement

**Control Number:**

40639

**Curriculum Id:**

SCC.BTLA.CA

The Certificate of Achievement in Biotechnology Lab Assistant is designed for students who wish to obtain the skills required to gain employment in industries influenced by biotechnology as well as for incumbent workers seeking career opportunities. Upon completion of this certificate program, students will be eligible to obtain employment as laboratory assistants.

### Program Courses & Requirements

**Biotechnology Lab Assistant, CA (Total 12 - 13)****Complete the following number of credits: 12-13****Certificate Requirements: (Total 8)****Complete all of the following**

BIOL191 - Biotech A: Basic Lab Skills 4

CHEM100 - Introductory Chemistry 4

**Select BIOL 190/190L or BIOL 211: (Total 4 - 5)****Complete the following number of credits: 4-5**

BIOL190 - Introduction to Biotechnology 3

BIOL190L - Introduction to Biotechnology Lab 1

BIOL211 - Cellular and Molecular Biology 5

**Learning Outcomes**

Develop knowledge necessary to select and develop Science, Technology, Engineering & Mathematics (STEM) careers.

[Print Program Info](#)**Biotechnology Laboratory Technician: Food Safety, CA**

Certificate of Achievement

**Control Number:**

32648

**Curriculum Id:**

SCC.BTLFS.CA

The Certificate of Achievement in Biotechnology Laboratory Technician of Food Safety is designed for students who wish to obtain the skills required to gain employment in industries influenced by biotechnology within the food industry as well as for incumbent workers seeking career opportunities. Upon completion of this certificate program, students will be eligible to obtain employment as laboratory assistants or quality assurance/ quality control (QA/QC) technicians, especially within the food industry.

**Program Courses & Requirements****Biotechnology Laboratory Technician: Food Safety, CA (Total 10 - 11)****Complete the following number of credits: 10-11**

BIOL191 - Biotech A: Basic Lab Skills 4

BIOL196 - Food Safety 2

Select BIOL 190/190L or BIOL 211 0

BIOL190 - Introduction to Biotechnology 3

BIOL190L - Introduction to Biotechnology Lab 1

BIOL211 - Cellular and Molecular Biology 5

**Learning Outcomes**

Demonstrate an understanding of and follow workplace safety guidelines.

Demonstrate proficiency operating within a regulated environment as it pertains to food safety.

[Print Program Info](#)**Biotechnology, AS**

A.S. Degree Major

**Control Number:**

32599

**Curriculum Id:**

SCC.BTECH.AS

The Associate of Science degree in Biotechnology is designed for students who wish to obtain the skills required to gain employment in industries influenced by biotechnology as well as for incumbent workers seeking career opportunities. Upon completion of this program, students will be eligible to obtain employment as laboratory assistants, biomanufacturing technicians, or research and development technicians. This degree can help prepare for

transfer to the Biomanufacturing B.S. degree at Mira Costa or Solano Community Colleges. Additional coursework is required for entry to the B.S. programs at these campuses. Please see a counselor for guidance.

## Program Courses & Requirements

### Biotechnology, AS (Total 34)

Complete all of the following

#### Major Requirements: (Total 29)

Complete the following number of credits: 29

BIOL190 - Introduction to Biotechnology 3

BIOL190L - Introduction to Biotechnology Lab 1

BIOL191 - Biotech A: Basic Lab Skills 4

BIOL192 - Biotech B: Proteins 4

BIOL193 - Biotech C: Nucleic Acids 4

BIOL194 - Quality and Regulatory Compliance in Biosciences 2

BIOL202 - Cell Culture Techniques 2

CHEM200A/200AH are considered the same course. Please select one course. Credit will be awarded for only one course. 0

CHEM200A - General Chemistry A 5

CHEM200AH - Honors General Chemistry A 5

MATH219/219H and 219S are considered the same course. Please select one. Credit will be awarded for only one course. 0

MATH219 - Statistics and Probability 4

MATH219H - Honors Statistics and Probability 4

MATH219S - Statistics and Probability with Support 4.5

Please select one (1) from the following: (Total 5)

Complete the following number of credits: 5

\*If planning to transfer to the Biomanufacturing B.S. programs, students must take BIOL 211 instead of BIOL 229. 0

BIOL211 - Cellular and Molecular Biology 5

BIOL229 - General Microbiology 5

## Learning Outcomes

Demonstrate an understanding of and follow workplace safety guidelines.

Demonstrate proficiency in following standard operating procedures (SOPs).

Properly maintain a laboratory notebook.

Demonstrate an understanding of and correctly operate laboratory equipment.

[Print Program Info](#)

## Business Administration 2.0, AS-T

A.S. Degree for Transfer

Control Number:

42991

Curriculum Id:

SCC.BUS2.AST

The Associate in Science in Business Administration for Transfer degree provides students with a comprehensive business education in the principles and practices of all phases of business. A student graduating with an Associate of Science degree in Business for Transfer will seamlessly transfer to a California State University (CSU) to complete a bachelor's degree. Completion of the requirements guarantees students the ability to transfer to a CSU school. Students will be able to pursue a baccalaureate degree and prepare to pursue a career in the field of business, industry, or government.

## Program Courses & Requirements

### Major Requirements (Total 28 - 29.5)

Complete the following number of credits: 28-29.5

Complete all the following 17

ACCT101 - Financial Accounting 4

ACCT102 - Managerial Accounting 4

BUS105 - Legal Environment of Business 3

ECON101 - Principles/Micro 3

ECON102 - Principles/Macro 3

**Select One (1) Course (Total 4 - 13)**

**Complete at least one of the following rules**

MATH150 - Calculus for Biological, Management, and Social Sciences 5

MATH180 - Single Variable Calculus I 4

MATH180H - Honors Single Variable Calculus I 4

**Select One (1) Course (Total 4 - 12.5)**

**Complete at least one of the following rules**

MATH219 - Statistics and Probability 4

MATH219H - Honors Statistics and Probability 4

MATH219S - Statistics and Probability with Support 4.5

**Select One (1) Course (Total 3 - 6)**

**Complete at least one of the following rules**

BUS100 - Fundamentals of Business 3

BUS222 - Business Writing 3

## Learning Outcomes

Transfer to a four-year institution

Have a broad background in the fundamentals of business leading to a career in management, finance, teaching, or entrepreneurship

[Print Program Info](#)

# Business Administration, AS

A.S. Degree Major

**Control Number:**

11857

**Curriculum Id:**

SCC.BUS.AS

The Associate of Science degree in Business Administration enables students to transfer to a four-year institution leading to a baccalaureate degree. Career opportunities exist in many areas of business administration such as accounting, financial planning and analysis, financial service specialties, management, marketing and sales, production and logistics, and systems and technology development.

## Program Courses & Requirements

**Business Administration, AS (Total 26 - 28)**

**Complete all of the following**

**Major requirements: (Total 23)**

**Complete the following number of credits: 23**

ACCT101 - Financial Accounting 4

ACCT102 - Managerial Accounting 4

BUS105 - Legal Environment of Business 3

BUS150 - Introduction to Information Systems and Applications 3

BUS222 - Business Writing 3

ECON101 - Principles/Micro 3

ECON102 - Principles/Macro 3

**Select one (1) course from the following: (Total 3 - 5)**

**Complete the following number of credits: 3-5**

**(Total 14)**

**Complete all of the following**

BUS100 - Fundamentals of Business 3

MATH150 - Calculus for Biological, Management and Social Sciences 5

MKTG113 - Principles of Marketing 3

ACCT100 - Accounting for Small Business 3

**(Total 3 - 6)**

**Complete at least one of the following rules**

BUS120 - Principles of Management 3

MGMT120 - Principles of Management 3

## Learning Outcomes

Transfer to a four-year institution.

Prepare students for entry-level business occupations.

[Print Program Info](#)

# Business Information Worker, CERT

Certificate of Proficiency

**Control Number:**

**Curriculum Id:**

SCC.BIW.CERT

The certificate of proficiency in Business Information Worker (BIW) is designed to prepare students for entry-level office and administrative support in a variety of job positions, including general office clerks, retail salespersons, customer service representatives, receptionists, and information clerks. With solid foundation in Microsoft Windows and Office, as well as strong digital and web literacy skills, students will be prepared to meet the workforce demands of today's business environment

## Program Courses & Requirements

**Business Information Worker, CERT (Total 12)**

**Complete the following number of credits: 12**

CIS101 - Introduction to Microsoft Office 3

**(Total 3 - 6)**

**Complete at least one of the following rules**

BUS121 - Human Relations and Organizational Behavior 3

MGMT121 - Human Relations and Organizational Behavior 3

**(Total 3 - 6)**

**Complete at least one of the following rules**

BUS150 - Introduction to Information Systems and Applications 3

CMPR100 - The Computer and Society 3

**(Total 3 - 6)**

**Complete at least one of the following rules**

BUS222 - Business Writing 3

MGMT122 - Business Communications 3

## Learning Outcomes

Perform basic computer application skills including beginning Excel, Word and Outlook while exhibiting basic oral and written communication skills for basic office employment.

[Print Program Info](#)

# Business Management, AS

A.S. Degree Major

**Control Number:**

11859

**Curriculum Id:**

SCC.BM.AS

The Associate of Science degree in Business Management is designed to enable students to handle basic problems encountered in managing within a business environment including the managing of a marketing program, the making of decisions and problem solving, the coordinating of activities, the influencing of staff, and the understanding of finance. Entry-level careers include management trainees and assistant managers or supervisors.

## Program Courses & Requirements

**Business Management, AS (Total 21 - 22)**

**Complete all of the following****Major requirements: (Total 15 - 16)****Complete the following number of credits: 15-16****(Total 3 - 7)****Complete at least one of the following rules**

ACCT100 - Accounting for Small Business 3

ACCT101 - Financial Accounting 4

BUS100 - Fundamentals of Business 3

**(Total 3 - 6)****Complete at least one of the following rules**

BUS120 - Principles of Management 3

MGMT120 - Principles of Management 3

**(Total 6)****Complete all of the following**

BUS222 - Business Writing 3

MKTG113 - Principles of Marketing 3

**Select two (2) courses from the following: (Total 6)****Complete the following number of credits: 6****(Total 12)****Complete all of the following**

BUS105 - Legal Environment of Business 3

BUS127 - Introduction to E-Commerce 3

BUS150 - Introduction to Information Systems and Applications 3

MGMT135 - Human Resource Management 3

**(Total 3 - 6)****Complete at least one of the following rules**

BUS121 - Human Relations and Organizational Behavior 3

MGMT121 - Human Relations and Organizational Behavior 3

**Learning Outcomes**[Print Program Info](#)

## Business Management, CERT

Certificate of Proficiency

Control Number:

Curriculum Id:

SCC.BM.CERT

The Certificate of Proficiency in Business Management is designed to enable students to handle basic problems encountered in managing within a business environment. Entry-level careers include management trainees and assistant managers or supervisors.

### Program Courses & Requirements

**Business Management, CERT (Total 12 - 13)****Complete all of the following****Certificate requirements: (Total 9 - 10)****Complete the following number of credits: 9-10****(Total 3 - 7)****Complete at least one of the following rules**

ACCT100 - Accounting for Small Business 3

ACCT101 - Financial Accounting 4

**(Total 3 - 6)****Complete at least one of the following rules**

BUS150 - Introduction to Information Systems and Applications 3

CMPR100 - The Computer and Society 3

**(Total 3 - 6)**



**Complete at least one of the following rules**

BUS222 - Business Writing 3

MGMT122 - Business Communications 3

**Select one (1) course from the following: (Total 3)****Complete the following number of credits: 3**

BUS100 - Fundamentals of Business 3

**(Total 3 - 6)****Complete at least one of the following rules**

BUS120 - Principles of Management 3

MGMT120 - Principles of Management 3

**Learning Outcomes**

Secure entry-level job skills.

[Print Course Info](#)**CDEV107:****Child Growth and Development (DS1)**

Examines the progression of development in the physical, cognitive, social, and emotional domains and identifies developmental milestones for children from conception through adolescence. Emphasis on interactions between biological processes and environmental factors. Students will observe children, evaluate individual differences, and analyze characteristics of development at various stages according to developmental theories. Field-based assignments may be required. No credit for students who have taken Psychology 157.

**Requisites****Anti-Requisite**[PSYC157 - Introduction to Child Psychology](#)**Transferability****Transferable to both UC and CSU****Units & Hours****Minimum Units:**

3.0

**Maximum Units**

3.0

**Total Hours**

54.0

[Print Course Info](#)**CDEV108:****Observation and Assessment for Early Learning and Development (DS3)**

Introduces the appropriate use of assessment and observation tools and strategies to document young children's development and learning. The use of findings to inform and plan learning environments and experiences are emphasized. Recording strategies, rating systems, portfolios, and multiple assessment tools will be discussed, along with strategies for collaboration with families and professionals. Field trips and field-based assignments may be required. A negative TB test result and state-mandated immunizations are required for some fieldwork assignments and certificate completion.

## Requisites

### Prerequisite

[CDEV107 - Child Growth and Development \(DS1\)](#)

or concurrent enrollment

## Transferability

**Transferable to CSU only**

## Units & Hours

### Minimum Units:

3.0

### Maximum Units

3.0

## Total Hours

54.0

[Print Course Info](#)

## CDEV108B:

# Observation and Assessment in Transitional Kindergarten and Kindergarten

This course is designed for those working with students in transitional kindergarten, kindergarten, and early primary classrooms emphasizing the appropriate use of assessment to support school-age child development and learning. Covers various methods of observation and data collection including tools, strategies, time management, and legal and ethical responsibilities. Highlights the use of research to provide the basis for family partnerships and to plan differentiated instruction and classroom environments. Field trips and fieldwork assignments may be required.

## Requisites

### Prerequisite

[CDEV107 - Child Growth and Development \(DS1\)](#)

**AND**

### Prerequisite

[CDEV110 - Child, Family and Community \(DS2\)](#)

## Transferability

**Not transferable**

## Units & Hours

### Minimum Units:

3.0

### Maximum Units

3.0

## Total Hours

54.0

[Print Course Info](#)

### CDEV110:

## Child, Family and Community (DS2)

This course examines processes of socialization focusing on the interrelationship of family, school, and community and the influence of multiple societal contexts. Explores the role of collaboration between family, community, and schools in supporting children's development. Field trips and field-based assignments may be required.

## Requisites

None

## Transferability

**Transferable to both UC and CSU**

## Units & Hours

### Minimum Units:

3.0

### Maximum Units

3.0

## Total Hours

54.0

[Print Course Info](#)

### CDEV111A :

## Principles and Practices of Teaching Young Children

An examination of the historical context and theoretical perspectives of developmentally appropriate practices in early care and education. Examines the role of the early childhood educator, identifying best practices for environmental design, curriculum, and teaching strategies. Explores teacher-child relationships, professional ethics, career pathways, and professional standards. Field trips and field-based assignments may be required. A negative TB test result and state-mandated immunizations are required for some fieldwork assignments and certificate completion.

## Requisites

### Prerequisite

[CDEV107 - Child Growth and Development \(DS1\)](#)**AND**

### Prerequisite

[CDEV108 - Observation and Assessment for Early Learning and Development \(DS3\)](#)

## Transferability

**Transferable to CSU only**

## Units & Hours

### Minimum Units:

3.0

### Maximum Units

3.0

### Total Hours

54.0

[Print Course Info](#)

## CDEV111B:

### Introduction to Curriculum for Young Children

Developmentally appropriate curriculum and environments for children birth through age eight. Students will use knowledge of children's development, theories of learning and development, and examples from various models of developmentally appropriate practice to plan environments and curriculum in all content areas to support children's development and learning integrated throughout indoor and outdoor settings. Field trips and field-based assignments may be required. A negative TB test result and state-mandated immunizations are required for some fieldwork assignments and certificate completion.

## Requisites

### Prerequisite

[CDEV107 - Child Growth and Development \(DS1\)](#)**AND**

### Prerequisite

[CDEV108 - Observation and Assessment for Early Learning and Development \(DS3\)](#)**AND**

### Prerequisite

[CDEV111A - Principles and Practices of Teaching Young Children](#)

Previously or concurrently enrolled

## Transferability

### Transferable to CSU only

## Units & Hours

### Minimum Units:

3.0

### Maximum Units

3.0

### Total Hours

54.0

[Print Course Info](#)

## CDEV112:

# Health, Safety and Nutrition for Children

Laws, regulations, standards, policies, procedures, and best practices related to health, safety, and nutrition in care and education settings for children birth through middle childhood. Includes the teacher's role in prevention strategies, nutrition and meal planning, integrating health, safety, and nutrition experiences into daily routines, and overall risk management. Field trips and field-based assignments may be required. A negative TB test result and state-mandated immunizations are required for some fieldwork assignments and certificate completion.

## Requisites

### Advisory

[CDEV107 - Child Growth and Development \(DS1\)](#)

AND

### Advisory

[CDEV110 - Child, Family and Community \(DS2\)](#)

## Transferability

Transferable to CSU only

## Units & Hours

### Minimum Units:

3.0

### Maximum Units

3.0

### Total Hours

54.0

[Print Course Info](#)

## CDEV116A :

# Infant/Toddler Growth and Development (DS4)

A study of infants and toddlers from pre-conception to age three including physical, cognitive, language, social, and emotional growth and development. Applies theoretical frameworks to interpret behavior and interactions between heredity and environment. Emphasizes the role of family and relationships in development. Partially fulfills the requirements for state licensing. With Child Development 116B, this class fulfills infant/toddler specialization for Child Development Center permits. Field trips and field-based assignments may be required. A negative TB test result and state-mandated immunizations are required for some fieldwork assignments and certificate completion.

## Requisites

### Prerequisite

[CDEV107 - Child Growth and Development \(DS1\)](#)

AND

### Prerequisite

[CDEV108 - Observation and Assessment for Early Learning and Development \(DS3\)](#)

## Transferability

Transferable to both UC and CSU

## Units & Hours

### Minimum Units:

3.0

### Maximum Units

3.0

### Total Hours

54.0

[Print Course Info](#)

## CDEV116B :

### Care and Education for Infants and Toddlers (DS3)

Applies current theory and research to the care and education of infants and toddlers in group settings. Examines essential policies, principles and practices that lead to quality care and developmentally appropriate curriculum for children birth to 36 months. This class partially fulfills the requirements for state licensing. With Child Development 116A, this course fulfills infant/toddler specialization for Child Development Center permit. Field trips and field-based assignments may be required. A negative TB test result and state-mandated immunizations are required for some fieldwork assignments and certificate completion.

## Requisites

Limitations on Enrollment:

### Concurrent enrollment

#### Prerequisite

[CDEV107 - Child Growth and Development \(DS1\)](#)

AND

#### Prerequisite

[CDEV108 - Observation and Assessment for Early Learning and Development \(DS3\)](#)

AND

#### Prerequisite

[CDEV116A - Infant/Toddler Growth and Development \(DS4\)](#)

Previous or concurrent enrollment

## Transferability

Transferable to CSU only

## Units & Hours

## Minimum Units:

3.0

## Maximum Units

3.0

## Total Hours

54.0

[Print Course Info](#)

## CDEV123A:

### Preschool and Early Primary Development (TK) (DS5)

This course examines the theories and developmental processes focusing on children 3-8 emphasizing the interactions between maturational processes and environmental factors influencing development in the physical, cognitive, social, emotional, and language domains. Examines CA Learning Foundations Physical development guidelines including movement skills and concepts and perceptual-motor skills and active physical play. Fulfills partial requirements for the School-Age Child Development Permit. Fieldwork assignments may be included. This course is designed for teaching professionals working in prekindergarten, transitional kindergarten, and early education classrooms. Fieldwork may be required.

## Requisites

### Advisory

[CDEV107 - Child Growth and Development \(DS1\)](#)

### AND

### Advisory

[CDEV110 - Child, Family and Community \(DS2\)](#)

## Transferability

Transferable to both UC and CSU

## Units & Hours

### Minimum Units:

3.0

### Maximum Units

3.0

### Total Hours

54.0

[Print Course Info](#)

## CDEV123B:

### Transitional Kindergarten and Early Primary Teaching, Principle and Practices (DS5)

Examines theories of development and the developmental processes focusing on children ages 3-6. Developmental benchmarks in the physical, cognitive, social, emotional, and language domains are identified as well as the multiple influences that impact children's development. This course is designed for those working with students in transitional kindergarten, kindergarten, and early education classrooms.

## Requisites

Limitations on Enrollment:

### Concurrent enrollment

#### Prerequisite

[CDEV123A - Preschool and Early Primary Development \(TK\) \(DS5\)](#)

Previous or concurrent enrollment

## Transferability

### Transferable to CSU only

## Units & Hours

### Minimum Units:

3.0

### Maximum Units

3.0

## Total Hours

54.0

[Print Course Info](#)

## CDEV201:

### Technology and Media in Early Learning Environments

This course provides students knowledge about and experience with technological tools used in early childhood settings. Students will have the opportunity to evaluate the impact of technology as it relates to growth and development of children and developmentally appropriate practices. Emphasis will be on basic knowledge and practice in a wide variety of current and emerging technologies and how to integrate them into the learning environment. Field trips and fieldwork assignments may be required. By the third week of the semester, verification of the state-mandated Tdap vaccination, MMR immunization, and negative TB test will be required. Former title (2022): Child Development 200, Introduction to Technology in Early Childhood Education

## Requisites

None

## Transferability

### Transferable to CSU only

## Units & Hours

### Minimum Units:

3.0



## Maximum Units

3.0

## Total Hours

54.0

[Print Course Info](#)

## CDEV202:

### Introduction to Children from Special Populations

Introduces the variations in the development of children with special needs ages birth through eight and the resulting impact on families. Includes an overview of historical and societal influences, laws relating to children with special needs and inclusion, and the identification and referral process. Field trips and field-based assignments may be required. Former Title: CDEV 202, Introduction to Children with Special Needs (2022)

## Requisites

### Advisory

[CDEV107 - Child Growth and Development \(DS1\)](#)

## Transferability

Transferable to CSU only

## Units & Hours

### Minimum Units:

3.0

### Maximum Units

3.0

## Total Hours

54.0

[Print Course Info](#)

## CDEV203:

### Curriculum and Intervention Strategies for Special Populations

Covers curriculum and intervention strategies for working with children with special needs in partnership with their families. Focuses on the use of observation and assessment in meeting the individualized needs of children in inclusive and natural environments. Includes the role of the teacher as a professional working with families, as well as collaboration with interdisciplinary teams, and cultural competence. Field trips may be required. Former Title: CDEV 206, Curriculum and Intervention Strategies for Children with Special Needs (2022)

## Requisites

### Prerequisite

[CDEV202 - Introduction to Children from Special Populations](#)

AND

### Advisory

[CDEV107 - Child Growth and Development \(DS1\)](#)

**AND**

**Advisory**

[CDEV110 - Child, Family and Community \(DS2\)](#)

**Transferability**

**Transferable to CSU only**

**Units & Hours**

**Minimum Units:**

3.0

**Maximum Units**

3.0

**Total Hours**

54.0

[Print Course Info](#)

**CDEV204:**

## **Education and Collaboration of Care for Special Populations**

This course will provide teachers, intervention assistants, administrators, and parents the tools necessary to support and empower families of children with disabilities and other special needs in early childhood and school age programs. Techniques, strategies, and resources will be provided to support children in a natural and/or inclusive educational setting and to help guide parents to be advocates of their children. Field trips may be required. Vaccinations as mandated by state statues are required.

**Requisites**

**Prerequisite**

[CDEV202 - Introduction to Children from Special Populations](#)

**Transferability**

**Transferable to CSU only**

**Units & Hours**

**Minimum Units:**

3.0

**Maximum Units**

3.0

**Total Hours**

54.0

[Print Course Info](#)

## CDEV212A:

# Language and Literacy Development in Early Childhood

Introduction to the language and literacy development domain in the California Preschool Learning Foundations and Frameworks including the strands of listening, speaking, reading, and writing. Provides practical considerations for implementing the curriculum frameworks developed for this domain. Applicable to required or professional development units for Child Development Permit holders, preschool, transitional kindergarten, and early-primary teachers.

## Requisites

### Advisory

[CDEV107 - Child Growth and Development \(DS1\)](#)

### AND

### Advisory

[CDEV110 - Child, Family and Community \(DS2\)](#)

## Transferability

### Not transferable

## Units & Hours

### Minimum Units:

3.0

### Maximum Units

3.0

### Total Hours

54.0

[Print Course Info](#)

## CDEV212B:

# Teaching Strategies, Materials, and Assessments for Language Development

A practical course that provides opportunities for students to develop strategies, hands-on materials, curriculum, and assessments for language development. Emphasis on materials, activities, and assessment tools that support language development for children from birth through age 8 using the CA Learning Foundations and Frameworks. Applicable to required or professional development units for Child Development Permit holders, pre-school, transitional kindergarten, and early-primary teachers. CDEV 212A must be completed before 212B. Field trips and fieldwork assignments may be required.

## Requisites

### Advisory

[CDEV212A - Language and Literacy Development in Early Childhood](#)

## Transferability

## Not transferable

### Units & Hours

#### Minimum Units:

3.0

#### Maximum Units

3.0

### Total Hours

54.0

[Print Course Info](#)

## CDEV213:

### English and Multi-Language Learners in Early Childhood Education

Introduction to the English Language Learners domain of the California Preschool Learning Foundations and California Curriculum Framework including the strands of listening, speaking, reading, and writing. Provides practical strategies for implementing the Curriculum Framework for English and Multi-Language Learners. Applicable to required or professional development units for Child Development Permit holders, Preschool Permit holders, Preschool Transitional Kindergarten, and early primary teachers. Field trips and/or fieldwork assignments may be required.

### Requisites

#### Advisory

[CDEV212A - Language and Literacy Development in Early Childhood](#)

#### AND

#### Advisory

[CDEV212B - Teaching Strategies, Materials, and Assessments for Language Development](#)

### Transferability

## Not transferable

### Units & Hours

#### Minimum Units:

3.0

#### Maximum Units

3.0

### Total Hours

54.0

[Print Course Info](#)

## CDEV215:

### Administration I: Programs in Early Childhood Education (DS6)

Introduction to the administration of early childhood programs. Covers program types, budget, management, regulations, laws, development and implementation of policies and procedures. Examines administrative tools, philosophies, and techniques needed to organize, open, and operate an early care and education program. Field trips and field-based assignments may be required. A negative TB test result and state-mandated immunizations are required for certificate completion.

## Requisites

### Advisory

Twelve (12) units in early childhood education

## Transferability

### Transferable to CSU only

## Units & Hours

### Minimum Units:

3.0

### Maximum Units

3.0

## Total Hours

54.0

[Print Course Info](#)

## CDEV216:

### Administration II: Personnel and Leadership in Early Childhood Education (DS6)

This course acquaints students with effective strategies for personnel management and leadership in early care and education settings. Includes legal and ethical responsibilities, supervision techniques, professional development, and reflective practices for a diverse and inclusive early care and education program. Field trips and field-based assignments may be required. A negative TB test result and state-mandated immunizations are required for certificate completion.

## Requisites

### Advisory

[CDEV215 - Administration I: Programs in Early Childhood Education \(DS6\)](#)

### Advisory

Twelve (12) units in early childhood education

## Transferability

### Transferable to CSU only

## Units & Hours

### Minimum Units:

3.0

## Maximum Units

3.0

## Total Hours

54.0

[Print Course Info](#)

## CDEV217:

### Creative Music and Performing Arts for Early Learners

Introduction to the performing arts domain of the California Preschool Learning Foundations and Frameworks including strands of music, drama, and dance. Provides practical strategies for implementing the curriculum frameworks developed for this domain. Explores musical expression through songs and ballads, the elements of music, and diverse types of instruments as used in the early childhood curriculum. Includes the study of musical growth and development in young children and the use of music as a classroom management tool. Applicable to required or professional development units for Child Development Permit holders, pre-school, transitional kindergarten, and early-primary teachers. Field trips and fieldwork assignments may be required. By the third week of the semester, verification of the state-mandated Tdap vaccination, MMR immunization, and negative TB test will be required.

## Requisites

None

## Transferability

Transferable to CSU only

## Units & Hours

### Minimum Units:

3.0

### Maximum Units

3.0

## Total Hours

54.0

[Print Course Info](#)

## CDEV218:

### Visual Art Experiences for Early Learning Environments

Introduction to the visual arts domain of the California Preschool Learning Foundations and Frameworks including artistic expression and response, and skills using various art media. Emphasizes the child's ability (ages 2 through 8 years) to represent and expressively use art mediums and techniques. Includes theoretical, as well as, practical applications and explores the role of adults in fostering creativity. Provides practical strategies for implementing the curriculum frameworks developed for this domain. Applicable to required and/or professional development units for Child Development Permit holders, preschool, transitional kindergarten, and early-primary teachers. Field trips and fieldwork assignments may be required. By the third week of the semester, verification of the state-mandated Tdap vaccination, MMR immunization, and negative TB test will be required.

## Requisites

None

## Transferability

## Transferable to CSU only

### Units & Hours

#### Minimum Units:

3.0

#### Maximum Units

3.0

### Total Hours

54.0

[Print Course Info](#)

## CDEV221:

### Living and Teaching in a Diverse Society

Examines the impact of various societal influences on the development of children's social identity. Covers developmentally appropriate, inclusive, and anti-bias approaches. Self-examination and reflection on issues related to social identity, stereotypes, and bias will be emphasized. Field trips and field-based assignments may be required.

### Requisites

None

### Transferability

## Transferable to both UC and CSU

### Units & Hours

#### Minimum Units:

3.0

#### Maximum Units

3.0

### Total Hours

54.0

[Print Course Info](#)

## CDEV222:

### Trauma-Informed Teaching and Care in Early Childhood Settings

Specific emphasis on the experience of trauma and the effects on life-long development. Develop classroom strategies to promote resilience and well-being, including self-care for professionals. Fieldwork and field trips may be required.

### Requisites

#### Advisory

[CDEV107 - Child Growth and Development \(DS1\)](#)

**AND****Advisory**[CDEV110 - Child, Family and Community \(DS2\)](#)**Transferability****Transferable to CSU only****Units & Hours****Minimum Units:**

3.0

**Maximum Units**

3.0

**Total Hours**

54.0

[Print Course Info](#)**CDEV229:****Brain Development and Learning**

This class explores the development of the brain for children from birth through adolescence, and how behavior and learning are affected. Brain-based learning strategies will be used to teach new ways of approaching learning including how to understand diverse learning styles. This course is designed for educators, parents, and students who are interested in knowing more about how the brain operates and how the environment affects the brain. Field trips and fieldwork assignments may be required. By the third week of the semester, verification of the state-mandated Tdap vaccination, MMR immunization, and negative TB test will be required.

**Requisites**

None

**Transferability****Transferable to CSU only****Units & Hours****Minimum Units:**

2.0

**Maximum Units**

2.0

**Total Hours**

36.0

[Print Course Info](#)**CDEV233:**



# Brain-Compatible Guidance and Behavior Management in Early Learning Environments

Appropriate for classroom teachers in various settings, students will identify developmentally appropriate behaviors, challenging behaviors and the various influences that effect children's behavior. Students will analyze children's behaviors and select strategies to make positive changes. Emphasizes the connection between children's social and emotional development and their success in the classroom, and how the teachers' perceptions, experiences, and behavior influence child behaviors. May require field experience. Former Title: CDEV 230, Child Guidance and Classroom Management (2021)

## Requisites

### Advisory

[CDEV107 - Child Growth and Development \(DS1\)](#)

### AND

### Advisory

[CDEV110 - Child, Family and Community \(DS2\)](#)

### AND

### Advisory

[CDEV202 - Introduction to Children from Special Populations](#)

## Transferability

Transferable to CSU only

## Units & Hours

### Minimum Units:

3.0

### Maximum Units

3.0

## Total Hours

54.0

[Print Course Info](#)

## CDEV234:

# Brain-Compatible Guidance and Classroom Management for Social-Emotional Development through the Primary Years

Introduction to the social and emotional development domain of the California Preschool Learning Foundations and Frameworks including the strands of self, social interaction, and relationships. Using current cognitive research, provide practical strategies for implementing the curriculum frameworks developed for this domain. Applicable to required or professional development units for Child Development Permit holders, pre-school, transitional kindergarten, and early-primary teachers. Field trips and fieldwork assignments may be required. Former Title: CDEV 234, Brain-Compatible Guidance and Classroom Management for Early Learning Setting (2021).

## Requisites

None

### Transferability

Transferable to CSU only

### Units & Hours

#### Minimum Units:

3.0

#### Maximum Units

3.0

### Total Hours

54.0

[Print Course Info](#)

## CDEV236:

### Engineering, Math, and Science Strategies for Primary Learning Environments

This course introduces the science and mathematics domains of the California Preschool Learning Foundations and Frameworks and Engineering concepts. Includes the strands of science, math, and engineering. Provides practical strategies for implementing the curriculum frameworks developed for these domains. Applicable to the required or professional development units for the Child Development Permit holders, pre-school, transitional kindergarten, and, professional development for Early Primary teachers. Field trips and field assignments may be required. Fieldwork may be required.

### Requisites

None

### Transferability

Transferable to CSU only

### Units & Hours

#### Minimum Units:

3.0

#### Maximum Units

3.0

### Total Hours

54.0

[Print Course Info](#)

## CDEV260:

### Adult Supervision and Mentoring in Early Learning and Education Programs

Methods and principles of supervising student teachers, volunteers, staff, and other adults in early learning and education settings. Emphasis is on the roles and development of early learning professionals as mentors and leaders. Field trips and field-based assignments may be required. Former Title: CDEV 250, Adult Supervision and Mentoring in Early Care and Education Programs (Fall 2022)

## Requisites

### Prerequisite

[CDEV111B - Introduction to Curriculum for Young Children](#)

OR

### Prerequisite

[CDEV116B - Care and Education for Infants and Toddlers \(DS3\)](#)

OR

### Prerequisite

[CDEV123B - Transitional Kindergarten and Early Primary Teaching, Principle and Practices \(DS5\)](#)

## Transferability

Transferable to CSU only

## Units & Hours

### Minimum Units:

3.0

### Maximum Units

3.0

## Total Hours

54.0

[Print Course Info](#)

## CDEV297:

# Reflective Practice - Analyzing and Applying Teacher Strategies in the Classroom Reflective Practice

This course is designed for teachers working in early childhood or transitional kindergarten settings. Students will examine their teaching philosophy and engage in the reflective practice cycle process. Students will use a variety of instructional strategies, including purposeful play, to assess and support children's learning and development. This course is intended to be a capstone course. Field trips and fieldwork assignments may be required. By the third week of the semester, verification of the state-mandated Tdap vaccination, MMR immunization, and negative TB test will be required. Former Title: CDEV 297, Analyzing and Applying Teacher Strategies in the Classroom (2022)

## Requisites

### Prerequisite

[CDEV111B - Introduction to Curriculum for Young Children](#)

OR

**Prerequisite**

[CDEV116B - Care and Education for Infants and Toddlers \(DS3\)](#)

OR

**Prerequisite**

[CDEV123B - Transitional Kindergarten and Early Primary Teaching, Principle and Practices \(DS5\)](#)

**Transferability**

Transferable to CSU only

**Units & Hours****Minimum Units:**

3.0

**Maximum Units**

3.0

**Total Hours**

54.0

[Print Course Info](#)

**CDEV298A :****Practicum in Early Childhood Programs**

Under guided supervision in a Rancho Santiago Community College District (RSCCD) Child Development Center or approved mentor site, students will utilize practical classroom experiences to make connections between theory and practice, develop professional behaviors, and build a comprehensive understanding of children and families. Reflective practice will be emphasized as student teachers design, implement and evaluate approaches and strategies, and techniques that promote development and learning. Field trips and field-based assignments required. A negative TB test result and state-mandated immunizations are required for certificate completion.

**Requisites****Prerequisite**

[CDEV110 - Child, Family and Community \(DS2\)](#)

AND

**Prerequisite**

[CDEV111B - Introduction to Curriculum for Young Children](#)

AND

**Prerequisite**

[CDEV112 - Health, Safety and Nutrition for Children](#)

AND

**Prerequisite**[CDEV221 - Living and Teaching in a Diverse Society](#)**Transferability****Transferable to CSU only****Units & Hours****Minimum Units:**

3.5

**Maximum Units**

3.5

**Total Hours**

117.0

[Print Course Info](#)**CDEV298B :****Practicum in Infant/Toddler Programs**

Under guided supervision in a Rancho Santiago Community College District (RSCCD) Child Development Center or approved mentor site, students will demonstrate developmentally appropriate early childhood program planning and teaching competencies under the supervision of ECE/CD faculty and other qualified early education professionals. Students will utilize practical classroom experiences to make connections between theory and practice, develop professional behaviors, and build a comprehensive understanding of children and families. Reflective practice will be emphasized as student teachers design, implement, and evaluate approaches, strategies, and techniques that promote development and learning. Includes exploration of career pathways, professional development, and teacher responsibilities. Fieldwork and state-required immunizations are required.

**Requisites****Prerequisite**[CDEV110 - Child, Family and Community \(DS2\)](#)**Prerequisite**[CDEV112 - Health, Safety and Nutrition for Children](#)**Prerequisite**[CDEV116B - Care and Education for Infants and Toddlers \(DS3\)](#)**Prerequisite**[CDEV221 - Living and Teaching in a Diverse Society](#)**Transferability****Transferable to CSU only****Units & Hours****Minimum Units:**

3.5

## Maximum Units

3.5

## Total Hours

117.0

[Print Course Info](#)

### CDEV298C:

## Practicum in Transitional Kindergarten

Designed for students at the end of their Transitional Kindergarten certificate program, student teachers will participate supervised practice in a Transitional kindergarten classroom demonstrating developmentally appropriate teaching competencies, making connections between theory and practice and professional teaching behaviors, relationships with children and families, play-based approaches to teaching, learning, and assessment, knowledge of curriculum content areas will be emphasized as students design, implement, and evaluate experiences. Field-based assignments are required. Completion of state-mandated immunizations and negative TB test are required for certificate completion.

## Requisites

### Prerequisite

[CDEV108B - Observation and Assessment in Transitional Kindergarten and Kindergarten](#)

AND

### Prerequisite

[CDEV123A - Preschool and Early Primary Development \(TK\).\(DS5\)](#)

AND

### Prerequisite

[CDEV123B - Transitional Kindergarten and Early Primary Teaching, Principle and Practices.\(DS5\)](#)

## Transferability

Transferable to CSU only

## Units & Hours

### Minimum Units:

3.5

### Maximum Units

3.5

## Total Hours

117.0

[Print Course Info](#)

### CDEV299:

## Cooperative Work Experience Education

This work experience course of supervised employment is designed to assist students to acquire career awareness and work habits in early childhood, K-12, and afterschool programs. 75 hours of paid work or 60 hours of unpaid work equals one unit of course credit. Course may be repeated up to the maximum unit allowed per Title 5, Section 55253. Field trips may be required. Open Entry/Open Exit

## Requisites

None

## Transferability

Transferable to CSU only

## Units & Hours

### Minimum Units:

4.0

### Maximum Units

4.0

### Total Hours

300.0

[Print Course Info](#)

## CHEM100:

# Introductory Chemistry

This course prepares students for Biology and Chemistry 200 by exploring the basic concepts of matter such as: atomic structure, formulas, equation writing, nomenclature, gases, and kinetic theory. Properties of solutions and the mole concept in quantitative chemistry will be emphasized.

## Requisites

### Prerequisite

Completion of any mathematics course at the Intermediate Algebra level or above with a grade of "C" or better. OR Qualifying profile from the mathematics placement process.

## Transferability

Transferable to both UC and CSU

## Units & Hours

### Minimum Units:

4.0

### Maximum Units

4.0

### Total Hours

108.0

[Print Course Info](#)

## CHEM200A : General Chemistry A

This is the first semester of a year-long sequence covering the fundamental principles and concepts of chemistry and is intended for students studying physical science, life science, and engineering. The topics are to include, but not limited to, atomic structure, quantum theory, periodic properties, stoichiometry, oxidation-reduction, molecular structure and bonding, gas laws, states of matter, solutions, chemical kinetics and chemical equilibrium. This course is a requirement to earn a degree in the physical science, life science, and engineering majors.

### Requisites

#### Prerequisite

[CHEM100 - Introductory Chemistry](#)

OR

#### Prerequisite

Passing score on the chemistry placement test

OR

#### Prerequisite

Completion of any mathematics course at the Intermediate Algebra level or above with a grade of "C" or better. OR Qualifying profile from the mathematics placement process.

### Transferability

Transferable to both UC and CSU

### Units & Hours

#### Minimum Units:

5.0

#### Maximum Units

5.0

#### Total Hours

162.0

[Print Course Info](#)

## CHEM200AH : Honors General Chemistry A

An in-depth Honors study of the fundamental principles and concepts of chemistry. This course is intended for students studying physical science, life science, and engineering. The topics are to include, but not limited to, atomic structure, quantum theory, periodic properties, stoichiometry, oxidation-reduction, molecular structure and bonding, gas laws, states of matter, solutions, chemical kinetics and chemical equilibrium. This course is a requirement to earn a degree in the physical science, life science, and engineering majors.

### Requisites



**Entrance Skills:**

**A high school or college GPA of 3.0 or above**

**Prerequisite**

[CHEM100 - Introductory Chemistry](#)

**OR**

**Prerequisite**

Passing score on the chemistry placement exam

**OR**

**Prerequisite**

Completion of any mathematics course at the Intermediate Algebra level or above with a grade of "C" or better. OR Qualifying profile from the mathematics placement process.

**Transferability**

**Transferable to both UC and CSU**

**Units & Hours****Minimum Units:**

5.0

**Maximum Units**

5.0

**Total Hours**

162.0

[Print Course Info](#)

**CHEM200B :****General Chemistry B**

Continuation of Chemistry 200A, including but not limited to ionic equilibrium, acid and base equilibrium, thermodynamics, electrochemistry, nuclear chemistry, organic chemistry and descriptive chemistry.

**Requisites****Prerequisite**

[CHEM200A - General Chemistry A](#)

**OR**

**Prerequisite**

[CHEM200AH - Honors General Chemistry A](#)

## Transferability

Transferable to both UC and CSU

## Units & Hours

### Minimum Units:

5.0

### Maximum Units

5.0

## Total Hours

162.0

[Print Course Info](#)

## CHEM280A :

# Organic Chemistry A

This course is the first semester of a year of organic chemistry. This course will cover structure and bonding, nomenclature, descriptive chemistry, reaction mechanisms, synthetic methods and IR spectroscopy for different functional groups including alkanes, alkenes, alkynes, alkyl halides, alcohols, and ethers. Laboratory will include separations/purifications identification, and simple syntheses.

## Requisites

### Prerequisite

[CHEM200B - General Chemistry B](#)

## Transferability

Transferable to both UC and CSU

## Units & Hours

### Minimum Units:

5.0

### Maximum Units

5.0

## Total Hours

162.0

[Print Course Info](#)

## CHEM280B :

# Organic Chemistry B

This course is the second semester of a year of organic chemistry (continuation of Chemistry 280A). It includes units on structure elucidation, aromatic compounds, carbonyl compounds, carboxylic acids and their derivatives, amines, and classes of biologically important compounds. More complex synthetic routes are explored. Laboratory work includes multi-step syntheses and unknown identification. Reaction mechanisms and use of

spectroscopic techniques continue to be emphasized. This course is intended for science majors.

## Requisites

### Prerequisite

[CHEM280A - Organic Chemistry A](#)

## Transferability

Transferable to both UC and CSU

## Units & Hours

### Minimum Units:

5.0

### Maximum Units

5.0

### Total Hours

162.0

[Print Course Info](#)

## CHNS101:

# Elementary Chinese I

Practice and integration of pronunciation, grammar, vocabulary, and common idioms through listening, speaking, reading, and writing to begin to express thoughts orally and in writing. The class will also introduce students to cultural, social, and linguistic items appropriate to Chinese-speaking societies. Chinese 101 is equivalent to two years of high school Chinese.

## Requisites

None

## Transferability

Transferable to both UC and CSU

## Units & Hours

### Minimum Units:

5.0

### Maximum Units

5.0

### Total Hours

108.0

[Print Course Info](#)

## CHNS102:

## Elementary Chinese II

Continuation of Chinese I which furthers training in language skills providing avenues for the expression of ideas in both oral and written forms and provides enhanced study of cultural and socio-linguistic knowledge aspects appropriate to Chinese-speaking societies. Chinese 102 is equivalent to the third year of high school Chinese.

### Requisites

#### Prerequisite

[CHNS101 - Elementary Chinese I](#)

or two years of high school Chinese with a grade of C or better

### Transferability

**Transferable to both UC and CSU**

### Units & Hours

#### Minimum Units:

5.0

#### Maximum Units

5.0

#### Total Hours

108.0

[Print Course Info](#)

### CINE103:

## History of Film to 1945

A survey course exploring film as an art form and developing an appreciation of historical, artistic and technical advances from the 1890s to 1945. Former Title: TV/Video Communications 103, History of Film to 1945 (2018)

### Requisites

None

### Transferability

**Transferable to both UC and CSU**

### Units & Hours

#### Minimum Units:

3.0

#### Maximum Units

3.0

#### Total Hours

54.0

[Print Course Info](#)**CINE104:****History of Film From 1945 to Present**

A lecture/visual aids course exploring film as an art form and developing appreciation of historical, artistic and technical advances. Previous Title: TV/Video Communications 104, History of Film From 1945 to Present (2018)

**Requisites**

None

**Transferability****Transferable to both UC and CSU****Units & Hours****Minimum Units:**

3.0

**Maximum Units**

3.0

**Total Hours**

54.0

[Print Course Info](#)**CINE105:****Mass Media and Society**

Exploration of the history, effects, and role of mass media in U.S. society. Examines major media forms (TV, radio, film, newspapers, magazines, ads, internet) in our information-conscious culture. Field trips may be required. Previous Title: TV/Video Communications 105, Mass Media and Society (2018)

**Requisites**

None

**Transferability****Transferable to both UC and CSU****Units & Hours****Minimum Units:**

3.0

**Maximum Units**

3.0

**Total Hours**

54.0

[Print Course Info](#)**CINE107:****Great Directors**

This class involves a survey and critical analysis of films by various film directors within the Film Industry. The class will deconstruct a film director's work (instructor's choice) throughout the course of the semester, focusing specifically on technical, thematic and socio-cultural similarities that span the director's career. Students will be expected to articulate specific insights into the director's work through essay writing and exams. Emphasis on auteur theory, film style and visionary contributions to film history.

**Requisites**

None

**Transferability****Transferable to both UC and CSU****Units & Hours****Minimum Units:**

3.0

**Maximum Units**

3.0

**Total Hours**

54.0

[Print Course Info](#)**CINE108:****Film Genres**

Critical survey of a variety of film genres, including gangster, musical, comedy, film noir, Westerns, and others. Hollywood, independent and international examples, from different time periods.

**Requisites**

None

**Transferability****Transferable to both UC and CSU****Units & Hours****Minimum Units:**

3.0

**Maximum Units**

3.0

## Total Hours

54.0

[Print Course Info](#)

### CINE122:

## Screenwriting for Digital Media

Writing scripts for digital media. Scriptwriting fundamentals, format, dramatic structure; and applying skills to use in the form of non-narrative and narrative scripts for clients and employers. Previous Title: TV/Video Communications 122, Screenwriting for Digital Media (2018)

### Requisites

None

### Transferability

Transferable to CSU only

### Units & Hours

#### Minimum Units:

3.0

#### Maximum Units

3.0

## Total Hours

54.0

[Print Course Info](#)

### CINE124:

## Introduction to Digital Media Production

This course introduces Digital Single Lens Reflex (DSLR) video acquisition, dual channel audio acquisition, lighting and non-linear digital editing equipment. Students will use professional procedures from pre-production through post-production to develop, produce and execute to completion various commercial and industrial video formats applicable to digital production. Previous Title: TV/Video Communications 124, Introduction to Digital Media Production (2018)

### Requisites

None

### Transferability

Transferable to CSU only

### Units & Hours

#### Minimum Units:

3.0

#### Maximum Units

3.0

## Total Hours

90.0

[Print Course Info](#)

### CINE130:

## Film Appreciation

This course provides a background in understanding the aesthetics used in television, motion pictures, video games, and digital media and explores the development and impact of mediated messages. The interplay and structuring of elements of sight, sound, and motion as message components, and their capacity to generate impressions, stimulate feelings, shape attitudes, and convey information are examined.

### Requisites

None

### Transferability

**Transferable to both UC and CSU**

### Units & Hours

#### Minimum Units:

3.0

#### Maximum Units

3.0

## Total Hours

54.0

[Print Course Info](#)

### CINE150A:

## Film/TV Producing I

Introduction to all aspects of planning the production of film and TV projects. Students are taught the skills to estimate, calculate, negotiate and evaluate all costs, legal concerns, insurance issues, permits, and pitfalls. Project budgets and organization for shorts, music videos, commercials, documentaries, and low-budget narrative films are examined.

### Requisites

None

### Transferability

**Transferable to CSU only**

### Units & Hours

#### Minimum Units:

3.0



## Maximum Units

3.0

## Total Hours

54.0

[Print Course Info](#)

## CINE150B:

### Film/TV Producing II

Continued study of planning the production of feature film and large-scale TV projects. Students are taught the skills to estimate, calculate, negotiate and evaluate all costs, legal concerns, insurance issues, permits, and pitfalls. Project budgets and organization for feature films are examined.

## Requisites

### Advisory

[CINE150A - Film/TV Producing I](#)

## Transferability

Transferable to CSU only

## Units & Hours

### Minimum Units:

3.0

### Maximum Units

3.0

## Total Hours

54.0

[Print Course Info](#)

## CIS098B:

### Introduction to Enterprise Resource Planning

This course introduces students to the fundamentals of Enterprise Resource Planning (ERP). This course focuses on the fundamentals of ERP -- ERP technology, business process re-engineering, ERP life cycle, ERP security, and cloud computing. This course is preparation for employment in the ERP field.

## Requisites

None

## Transferability

Not transferable

## Units & Hours

**Minimum Units:**

3.0

**Maximum Units**

3.0

**Total Hours**

54.0

[Print Course Info](#)**CIS098C:****Enterprise Resource Planning: Business Analyst**

The second course in Enterprise Resource Planning that prepares students for jobs as a Business Analyst in the ERP field. Students will be using Oracle Netsuite.

**Requisites**

None

**Transferability****Not transferable****Units & Hours****Minimum Units:**

3.0

**Maximum Units**

3.0

**Total Hours**

54.0

[Print Course Info](#)**CIS098D:****Industrial and Social Collaborative Robot Programming**

Introduction to the planning, use, and programming of collaborative robots.

**Requisites**

None

**Transferability****Not transferable****Units & Hours****Minimum Units:**

3.0

**Maximum Units**

3.0

**Total Hours**

54.0

[Print Course Info](#)**CIS101:****Introduction to Microsoft Office**

Basics of Microsoft Office, a suite of applications for Windows (Word, Excel, Access, and PowerPoint). Acquire skills for creating, formatting, printing, and editing business documents.

**Requisites**

None

**Transferability****Transferable to CSU only****Units & Hours****Minimum Units:**

3.0

**Maximum Units**

3.0

**Total Hours**

54.0

[Print Course Info](#)**CIS103:****Microsoft Word**

Step-by-step procedures are taught for creating, editing, and printing business documents with Microsoft Word.

**Requisites**

None

**Transferability****Transferable to CSU only****Units & Hours****Minimum Units:**

3.0

## Maximum Units

3.0

## Total Hours

54.0

[Print Course Info](#)

## CIS105:

### Introduction to Microsoft Excel

Introduction to Excel spreadsheets including formatting, graphics, and formulas common to business applications. Prepares student for MS Excel Certification.

## Requisites

None

## Transferability

Transferable to CSU only

## Units & Hours

### Minimum Units:

1.5

### Maximum Units

1.5

## Total Hours

27.0

[Print Course Info](#)

## CIS106:

### Microsoft Excel

Introduction to Microsoft Excel and how it facilitates solving business problems. Covers data management and reporting using spreadsheets, charts, database tools and macros.

## Requisites

None

## Transferability

Transferable to CSU only

## Units & Hours

### Minimum Units:

3.0

## Maximum Units

3.0

## Total Hours

54.0

[Print Course Info](#)

## CIS108:

## Microsoft Access

Relational Database Management using Microsoft Access. Includes design, creation and maintenance of a Relational Database Management System (RDBMS), reports and form generation, queries, importing and exporting data, macros and modules using Access.

## Requisites

None

## Transferability

Transferable to CSU only

## Units & Hours

### Minimum Units:

3.0

### Maximum Units

3.0

## Total Hours

54.0

[Print Course Info](#)

## CIS110:

## Introduction to Microsoft Project

Provides basic knowledge of how to plan a project, identify and create tasks, estimate workloads and duration, setup project schedules, maintain the schedule, assign resources, connect resources to tasks, setup a project budget, track progress utilize reports and close a project using Microsoft Project software.

## Requisites

### Anti-Requisite

[PBLC110 - Introduction to Microsoft Project](#)

## Transferability

Transferable to CSU only

## Units & Hours

**Minimum Units:**

3.0

**Maximum Units**

3.0

**Total Hours**

54.0

[Print Course Info](#)**CIS111:****Python Programming**

This course is an introduction to fundamental concepts and techniques for writing software in the Python programming language. This course covers the syntax and semantics of data types, expressions, exceptions, control structures, input/output, methods, classes, and pragmatics of Python programming.

**Requisites**

None

**Transferability****Transferable to both UC and CSU****Units & Hours****Minimum Units:**

3.0

**Maximum Units**

3.0

**Total Hours**

54.0

[Print Course Info](#)**CIS159:****Introduction to iOS/iPhone Mobile App Development**

Introduction to mobile application development for iPhones and other iOS devices using beginning programming concepts and skills.

**Requisites**

None

**Transferability****Transferable to CSU only****Units & Hours****Minimum Units:**

3.0

## Maximum Units

3.0

## Total Hours

54.0

[Print Course Info](#)

### CIS259:

## Advanced iOS/iPhone Mobile App Development

Advanced techniques for mobile application development for iPhones and other iOS devices using Objective-C programming.

## Requisites

### Advisory

[CIS159 - Introduction to iOS/iPhone Mobile App Development](#)

or similar programming experience

## Transferability

### Transferable to CSU only

## Units & Hours

### Minimum Units:

3.0

### Maximum Units

3.0

## Total Hours

54.0

[Print Course Info](#)

### CJ101:

## Introduction to Criminal Justice

This course introduces students to the characteristics of the criminal justice system in the United States. Focus is placed on examining crime measurement, theoretical explanations of crime, responses to crime, components of the system, and current challenges to the system. The course examines the evolution of the principles and approaches utilized by the justice system and the evolving forces that have shaped those principles and approaches. Although justice structure and process are examined in a cross cultural context, emphasis is placed on the US justice system, particularly the structure and function of US police, courts, and corrections. Students are introduced to the origins and development of criminal law, legal process, and sentencing and incarceration policies.

## Requisites

None

## Transferability

## Transferable to both UC and CSU

### Units & Hours

#### Minimum Units:

3.0

#### Maximum Units

3.0

### Total Hours

54.0

[Print Course Info](#)

## CMPR100:

### The Computer and Society

An introduction to the area of computers and their relationship to today's information society. Examines a broad overview of topics including: hardware, software, networking, information technology, and the internet. The student will explore the implication and effect of technology on society, careers and ethics.

### Requisites

None

### Transferability

## Transferable to both UC and CSU

### Units & Hours

#### Minimum Units:

3.0

#### Maximum Units

3.0

### Total Hours

54.0

[Print Course Info](#)

## CMPR105:

### Visual BASIC Programming

Introduction to programming and Visual BASIC. Emphasis on programming fundamentals and the creation of applications with Visual BASIC. No previous programming experience is required.

### Requisites

None



## Transferability

Transferable to both UC and CSU

## Units & Hours

### Minimum Units:

3.0

### Maximum Units

3.0

## Total Hours

54.0

[Print Course Info](#)

## CMPR112:

# Java Programming

Introduction to object-oriented program design. Overview of the Java programming language, including developing applications for web pages and stand-alone applications.

## Requisites

None

## Transferability

Transferable to both UC and CSU

## Units & Hours

### Minimum Units:

3.0

### Maximum Units

3.0

## Total Hours

54.0

[Print Course Info](#)

## CMPR120:

# Introduction to Programming

Introduction to programming concepts including data types, mathematical operations, elementary input/output, and the basic control structures of sequence, selection, iteration and functions. Program design techniques utilizing structured and object-oriented methodologies will be emphasized.

## Requisites

**Prerequisite**

Completion of any mathematics course at the Intermediate Algebra level or above with a grade of "C" or better. OR Qualifying profile from the mathematics placement process.

### Transferability

**Transferable to both UC and CSU**

### Units & Hours

#### Minimum Units:

3.0

#### Maximum Units

3.0

#### Total Hours

72.0

[Print Course Info](#)

## CMPR121:

### Programming Concepts

Continuing introduction to programming concepts, development of algorithms utilizing functions, classes and the primary control structures. Program I/O; strings and arrays; data types: classes and objects. Documentation techniques.

### Requisites

#### Prerequisite

[CMPR120 - Introduction to Programming](#)

### Transferability

**Transferable to both UC and CSU**

### Units & Hours

#### Minimum Units:

3.0

#### Maximum Units

3.0

#### Total Hours

72.0

[Print Course Info](#)

## CMPR122:

### Programming Concepts and Methodology I

Introduces the discipline of computer science using a high-level language, utilizing programming and practical hands-on problem solving. This is the first course in a sequence of courses that is compliant with the standards of the Association for Computing Machinery (ACM).

## Requisites

### Advisory

[CMPR120 - Introduction to Programming](#)

## Transferability

Transferable to both UC and CSU

## Units & Hours

### Minimum Units:

3.0

### Maximum Units

3.0

### Total Hours

54.0

[Print Course Info](#)

## CMPR129:

# Introduction to Computer Organization

Presents the organization and structure of computers at hardware and software levels: analysis and synthesis of combinatorial and sequential logic, data representation and manipulation, language structures and translation, and process administration and management.

## Requisites

### Advisory

[CMPR120 - Introduction to Programming](#)

or equivalent

## Transferability

Transferable to both UC and CSU

## Units & Hours

### Minimum Units:

4.0

### Maximum Units

4.0

### Total Hours

72.0

[Print Course Info](#)

## CMPR131:

# Data Structures Concepts

Application of simple Data Structures Concepts (ADT's) including linked structures, stacks, queues and trees. Use of pointers, recursion, sorting algorithms, classes and object-oriented programming to implement Data Structures.

## Requisites

### Prerequisite

[CMPR121 - Programming Concepts](#)

## Transferability

Transferable to both UC and CSU

## Units & Hours

### Minimum Units:

3.0

### Maximum Units

3.0

## Total Hours

54.0

[Print Course Info](#)

## CMPR132:

# Programming Concepts and Methodology II

Application of software engineering techniques to the design and development of large programs: data abstraction and structures and associated algorithms. This is the second course in a sequence of courses that is compliant with the standards of the Association of Computing Machinery (ACM).

## Requisites

### Prerequisite

[CMPR122 - Programming Concepts and Methodology I](#)

## Transferability

Transferable to CSU only

## Units & Hours

### Minimum Units:

3.0

### Maximum Units

3.0

## Total Hours

54.0

[Print Course Info](#)**CMPR149:****Discrete Structures for Computer Science**

This course is an introduction to the discrete structures used in Computer Science with an emphasis on their applications. Topics covered include: Functions; Relations and Sets; Basic Logic; Proof Techniques; Basics of Counting; Graphs and Trees; and Discrete Probability. This course is compliant with the standards of the Association for Computing Machinery (ACM).

**Requisites****Advisory**[MATH140 - College Algebra](#)**OR****Advisory**[MATH219 - Statistics and Probability](#)**OR****Advisory**[MATH219H - Honors Statistics and Probability](#)**OR****Advisory**[MATH219S - Statistics and Probability with Support](#)**OR****Advisory**[MATH105 - Mathematics for Liberal Arts Students](#)**AND****Prerequisite**[CMPR122 - Programming Concepts and Methodology I](#)**Transferability****Transferable to CSU only****Units & Hours**

## Minimum Units:

3.0

## Maximum Units

3.0

## Total Hours

54.0

[Print Course Info](#)

## CMPR154:

# Computer Architecture and Organization

The organization and behavior of real computer systems at the assembly language level. Topics include number systems and data representation, addressing techniques, memory management, interrupt handling, recursion, subroutines, arrays, and the implementation of high-level language constructs at the machine-language level. This course is compliant with the standards of the Association for Computing Machinery (ACM).

## Requisites

### Advisory

[CMPR122 - Programming Concepts and Methodology.I](#)

## Transferability

Transferable to both UC and CSU

## Units & Hours

### Minimum Units:

3.0

### Maximum Units

3.0

### Total Hours

54.0

[Print Course Info](#)

## CMPR157:

# Introduction to Robotics

Introduction to Robotics Programming using the LEGO Mindstorms platform. Basic mechanical, electronics, and control issues in Robotics are discussed, including the design and implementation of robotic systems. Students program a robot using several programming languages including the LEGO "NXT-G" programming language, as well as Robot C. Previous Title: Introduction to Robotics Programming (2016)

## Requisites

None

## Transferability

## Transferable to CSU only

### Units & Hours

#### Minimum Units:

3.0

#### Maximum Units

3.0

### Total Hours

54.0

[Print Course Info](#)

## CMPR213:

### C# Programming

Study of C# programming. Topics covered include the .NET environment, object-oriented programming, relational databases, and creation of graphical user interfaces.

### Requisites

#### Advisory

[CMPR121 - Programming Concepts](#)

### Transferability

Transferable to both UC and CSU

### Units & Hours

#### Minimum Units:

3.0

#### Maximum Units

3.0

### Total Hours

54.0

[Print Course Info](#)

## CNG303:

### Education and Career Assessment

Assists students with appropriate educational placement and/or an overview of student services, career guidance, and academic pathways information that is available in Continuing Education as a result of individual and group testing. Open Entry/Open Exit.

### Overview

#### Requisites:

None

**Transferable:**

Not transferable

**Specifications**

**Weekly Lecture Hours:**

3.0

**Learning Outcomes**

**Course Objectives:**

Identify academic strengths and weaknesses in English, math, and reading

Identify reasons for returning to school

Make a follow-up appointment with a counselor

Examine test scores with help from a counselor

Determine courses(s) to register based on test scores and other multiple measures

Identify academic strengths sand weaknesses in English

Determine level of English as a Second Language course

Enroll for ESL courses

Research paths available beyond ESL courses in Continuing Education

Identify various student services and educational programs available at the Orange Education Center.

Explore the role of the Counseling Department in High School Subjects, Adult Basic Education, and ESL.

Develop an educational plan with a counselor's guidance

**SLO:**

Demonstrate knowledge of requirements needed to earn an ESL or Business Skills certificate.

Demonstrate knowledge of requirements needed to earn the Adult High School Diploma.

Demonstrate knowledge of Educational Plan options for Adult High School Diploma, ESL or Career Technical Education certificates

**Units and Hours**

**Default Profile**

**Minimum Credit Units**

0.0

**Total Course In-Class (Contact) Hours**

3.0

**Total Student Learning Hours**

3.0

**Maximum Credit Units**

0.0

**Total Course Out-of-Class Hours**

0.0

**Faculty Load**

**Detail**



**Weekly Student Hours**

	<b>In Class</b>
Lecture Hours	3.0
Lab Hours	0.0
Activity Hours	0.0

**Course Student Hours**

Course Duration (Weeks)	10
Hours per unit/divisor	0.0
Course In-Class (Contact) Hours	0.0
Lecture	0.0
Lab	
Activity	
Total	
Course Out-of-Class Hours	
Lecture	
Lab	
Activity	
Total	

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[Print Course Info](#)

**CNSL101:**

**Educational, Personal, Cultural, and Career Exploration**

Designed to promote academic and career success by exploring student development from an educational, sociological, psychological and physiological perspective. Exploration of higher education opportunities, potential career interests and a focus on educational planning. Recommended for students planning to complete an associate degree and/or transfer to a university. Field trips may be required.

**Requisites**

None

**Transferability**

**Transferable to both UC and CSU**

**Units & Hours**

**Minimum Units:**

3.0

**Maximum Units**

3.0

**Total Hours**

54.0

[Print Course Info](#)

**CNSL106:**

**Inquiries Into Higher Education**

A comprehensive and advanced study of selecting and completing an academic plan, developing goals and objectives, and choosing a college major. Topics include study techniques, assessing interests and skills, and planning a major.

## Requisites

None

## Transferability

Transferable to both UC and CSU

## Units & Hours

### Minimum Units:

1.0

### Maximum Units

1.0

### Total Hours

18.0

[Print Course Info](#)

## CNSL110:

### University Transfer Research

Development and enhancement of decision-making strategies for transfer students. Identification of education/career goals. Analysis, comparison, and evaluation of university admission, major, and post-graduate requirements and student services. On-site research/field study at universities. Field trips required.

## Requisites

None

## Transferability

Transferable to CSU only

## Units & Hours

### Minimum Units:

2.0

### Maximum Units

2.0

### Total Hours

36.0

[Print Course Info](#)

## CNSL111:

### Learning Skills Development

Application of educational/psychological principles in the development of effective learning skills for college courses. Topics also include identifying diversities of cultural influence, learning style, time management, textbook study/comprehension, note-taking, research preparation, and testing.

## Requisites

None

## Transferability

Transferable to both UC and CSU

## Units & Hours

### Minimum Units:

1.0

### Maximum Units

1.0

### Total Hours

18.0

[Print Course Info](#)

## CNSL113:

### Learning Strategies for College Success

This comprehensive course is designed to promote academic success by exploring the students' development from an educational, sociological, psychological and physiological perspective. Students will learn critical thinking strategies and communication techniques for their educational, professional, and interpersonal achievement. Students will also cultivate effective learning strategies that will assist them in developing study habits for college academic success. Students will be introduced to lifestyle techniques that will promote a healthy work/ life balance as it pertains to their current lives as college students and to their future working adult lives.

## Requisites

None

## Transferability

Transferable to CSU only

## Units & Hours

### Minimum Units:

3.0

### Maximum Units

3.0

### Total Hours

54.0

[Print Course Info](#)

## CNSL116:

### Career/Life Planning and Personal Exploration

The course is designed to assist students in successfully establishing and achieving education, career and life goals. Students are guided through a reflective process that focuses on values, interests, personality, skills and learning styles. Career and education options are researched, and students are exposed to college resources and support services. Decision making models and goal setting techniques are examined and will be used to develop short and long term education, career and life plans. Materials fee required.

## Requisites

None

## Transferability

Transferable to both UC and CSU

## Units & Hours

### Minimum Units:

3.0

### Maximum Units

3.0

## Total Hours

54.0

[Print Course Info](#)

## CNSL118:

# Self Exploration and the Teaching Profession

An exploration of "self" through a reflective process that focuses on values, interests, skills and personality as applied to the teaching profession and alternate professional choices. Topics include personal effectiveness, increasing cultural sensitivity, psychological and sociological forces within the workplace, career ladders and options, and academic preparation required for employment. Decision making models and goal setting techniques are examined and will be used to develop short and long term education, career, and life plans. Materials fee required.

## Requisites

None

## Transferability

Transferable to CSU only

## Units & Hours

### Minimum Units:

2.0

### Maximum Units

2.0

## Total Hours

36.0

[Print Course Info](#)

## CNSL150:

# Introduction to Human Services

The history and philosophy of human services including theoretical frameworks, the function and orientation of human services organizations and the roles and qualifications of human services workers. Through a multidisciplinary approach, an examination of the impact of cultural, societal, and ethical issues facing the human services field will frame how target populations are served.

### Requisites

None

### Transferability

Transferable to both UC and CSU

### Units & Hours

#### Minimum Units:

3.0

#### Maximum Units

3.0

### Total Hours

54.0

[Print Course Info](#)

## CNSL152:

# Philosophy of Helping

This course engages foundational concerns of the helping professions such as educators, social workers and other human services from individual, communal, and societal perspectives. Explore ways society provides help that are empowering and authentic for those being helped, and tensions that inevitably arise when we try to formalize the helping relationship. In addition to exploring the skills that lead to caring, competent, and effective practice, students will develop a personal philosophy of helping that is critical and reflective.

### Requisites

None

### Transferability

Transferable to CSU only

### Units & Hours

#### Minimum Units:

3.0

#### Maximum Units

3.0

### Total Hours

54.0

[Print Course Info](#)**CNSL160A:****The Helping Professions Seminar**

The Helping Professions Seminar affords students the opportunity to incorporate the academic knowledge learned in the prerequisite and co-requisite courses while acquiring work experience in a social work/human services setting. Weekly supervision will be provided to foster problem solving, cultural competency, reflection, and self-evaluation as students gain insight into their future role as helping professions practitioners.

**Requisites****Prerequisite**[CNSL150 - Introduction to Human Services](#)**AND****Co-Requisite**

CNSL 160B

**AND****Prerequisite**[PSYC100 - Introduction to Psychology](#)**OR****Prerequisite**[PSYC100H - Honors Introduction to Psychology](#)**OR****Prerequisite**[SOC100 - Introduction to Sociology](#)**OR****Prerequisite**[SOC100H - Honors Introduction to Sociology](#)**Transferability****Transferable to CSU only****Units & Hours****Minimum Units:**

1.0

## Maximum Units

1.0

## Total Hours

18.0

[Print Course Info](#)

## CNSL160B:

# Fieldwork Experience for the Helping Professions

Fieldwork experience provides the opportunity for students to incorporate academic knowledge learned in the prerequisite/corequisite courses and gain life-long skills through supervised training hours in a helping professions setting. This course is designed to assist students with an opportunity to examine, apply, and develop skills that would enable them to gain employment in the human services field. With the approval of the instructor, students will select their fieldwork placement that supports their career goals.

## Requisites

### Prerequisite

[CNSL150 - Introduction to Human Services](#)**AND**

### Co-Requisite

CNSL160A

**AND**

### Prerequisite

[PSYC100 - Introduction to Psychology](#)**OR**

### Prerequisite

[PSYC100H - Honors Introduction to Psychology](#)**OR**

### Prerequisite

[SOC100 - Introduction to Sociology](#)**OR**

### Prerequisite

[SOC100H - Honors Introduction to Sociology](#)

## Transferability

# Transferable to CSU only

## Units & Hours

### Minimum Units:

2.0

### Maximum Units

2.0

### Total Hours

108.0

[Print Course Info](#)

## CNSL165:

### Multiculturalism in Counseling

This introductory course examines multicultural counseling theories through the evaluation of systemic and societal inequities. A historical and comparative analysis of multiculturalism in American society will include the experiences of historically marginalized communities. The intersectionality of race, ethnicity, culture, gender, sexual orientation, identity development, and people with disabilities will be evaluated through the multicultural counseling lens.

### Requisites

None

### Transferability

Transferable to both UC and CSU

## Units & Hours

### Minimum Units:

3.0

### Maximum Units

3.0

### Total Hours

54.0

[Print Course Info](#)

## CNSL198:

### Philosophy of Helping

This course engages foundational concerns of the helping professions such as educators, social workers and other human services from individual, communal, and societal perspectives. Questions explored in this course include, how as a society do we provide help in ways that are empowering and authentic for those being helped and what are the tensions that inevitably arise when we try to formalize the helping relationship? In addition to exploring the skills that lead to caring, competent, and effective practice, students will develop a personal philosophy of helping that is critical and reflective.

### Requisites

None



## Transferability

Transferable to CSU only

## Units & Hours

### Minimum Units:

3.0

### Maximum Units

3.0

## Total Hours

54.0

[Print Course Info](#)

## COMM100:

# Introduction to Interpersonal Communication

Introduction to communication skills of listening, perception, language usage, non-verbal communication, and conflict management; emphasizing methods of overcoming barriers to effective communication in interpersonal relationships.

## Requisites

### Advisory

[ENGL100 - Freshman Composition with Integrated Support](#)

OR

### Advisory

[ENGL101 - Freshman Composition](#)

OR

### Advisory

[ENGL101H - Honors Freshman Composition](#)

## Transferability

Transferable to both UC and CSU

## Units & Hours

### Minimum Units:

3.0

### Maximum Units

3.0

## Total Hours

54.0

[Print Course Info](#)

## COMM100H :

### Honors Introduction to Interpersonal Communication

Enriched approach for honors students. Highly interactive seminar mode of instruction. Stresses the development of analytical thinking, writing, and speaking skills. An introduction to communication skills of listening, perception, language usage, non-verbal communication, and conflict management, emphasizing methods of overcoming barriers to effective communication in interpersonal relationships.

## Requisites

Entrance Skills:

**A high school or college GPA of 3.0 or above**

**Advisory**

[ENGL100 - Freshman Composition with Integrated Support](#)

OR

**Advisory**

[ENGL101 - Freshman Composition](#)

OR

**Advisory**

[ENGL101H - Honors Freshman Composition](#)

## Transferability

**Transferable to both UC and CSU**

## Units & Hours

### Minimum Units:

3.0

### Maximum Units

3.0

## Total Hours

54.0

[Print Course Info](#)

## COMM101:

### Group Dynamics

Principles and methods of communication as applied in the small group setting. Emphasis on communication skills, processes, and operations in the small group. Includes understanding group dynamics and cooperative problem solving.

### Requisites

None

### Transferability

Transferable to both UC and CSU

### Units & Hours

#### Minimum Units:

3.0

#### Maximum Units

3.0

#### Total Hours

54.0

[Print Course Info](#)

## COMM101:

### Group Dynamics

Principles and methods of communication as applied in the small group setting. Emphasis on communication skills, processes, and operations in the small group. Includes understanding group dynamics and cooperative problem solving.

### Requisites

None

### Transferability

Transferable to both UC and CSU

### Units & Hours

#### Minimum Units:

3.0

#### Maximum Units

3.0

#### Total Hours

54.0

[Print Course Info](#)

## COMM110:

### Public Speaking

Teaches critical thinking skills in relation to public speaking. Emphasis on the process, principles and major facets of critical thinking with practice through oral presentations.

## Requisites

None

## Transferability

Transferable to both UC and CSU

## Units & Hours

### Minimum Units:

3.0

### Maximum Units

3.0

## Total Hours

54.0

[Print Course Info](#)

## COMM111:

# Argumentation and Debate

Principles of debate techniques with emphasis on methods of logical analysis and reflective thinking. Practical application through adaptation of material to forms of debate on current issues.

## Requisites

### Advisory

[ENGL100 - Freshman Composition with Integrated Support](#)

OR

### Advisory

[ENGL101 - Freshman Composition](#)

OR

### Advisory

[ENGL101H - Honors Freshman Composition](#)

## Transferability

Transferable to both UC and CSU

## Units & Hours

### Minimum Units:

3.0

### Maximum Units

3.0

### Total Hours

54.0

[Print Course Info](#)

## COMM120:

### Intercultural Communication

A general view of the sociological, psychological, and communication patterns of major cultural groups. Special emphasis on the methods, skills, and techniques necessary for effective intercultural and crosscultural communication.

### Requisites

None

### Transferability

Transferable to both UC and CSU

## Units & Hours

### Minimum Units:

3.0

### Maximum Units

3.0

### Total Hours

54.0

[Print Course Info](#)

## COMM120H :

### Honors Introduction to Intercultural Communication

Enriched for honors students. In-depth, seminar format examination of sociological, psychological, and communication patterns of major cultural groups. Methods, skills, and techniques for effective intercultural communication. Stresses analytical thinking skills.

### Requisites

#### Entrance Skills:

**A high school or college GPA of 3.0 or above**

None

### Transferability

## Transferable to both UC and CSU

### Units & Hours

#### Minimum Units:

3.0

#### Maximum Units

3.0

#### Total Hours

54.0

[Print Course Info](#)

### COMM130:

## Forensics Team

This course is designed to prepare students to participate in intercollegiate speech competition. Instruction and direction for the preparation, creation and performance of interpretation of literature programs, limited preparation speeches, readers' theater, public debate, and general public address. Students are required to participate in off-campus forensics events.

### Requisites

None

### Transferability

## Transferable to CSU only

### Units & Hours

#### Minimum Units:

6.0

#### Maximum Units

6.0

#### Total Hours

216.0

[Print Course Info](#)

### COMM134:

## Oral Interpretation

Performance of prose, poetry, and drama; practice in speaking, interpretation, and analysis of literature, with training in the principles of effective delivery.

### Requisites

None

## Transferability

Transferable to both UC and CSU

## Units & Hours

### Minimum Units:

3.0

### Maximum Units

3.0

## Total Hours

54.0

[Print Course Info](#)

## COMM135:

### Readers' Theatre

Research, construct, rehearse, and perform interpretation of literature in an ensemble theatrical setting. Learn basic elements of choral reading, singing, and movement. Field trips may be required.

## Requisites

None

## Transferability

Transferable to both UC and CSU

## Units & Hours

### Minimum Units:

3.0

### Maximum Units

3.0

## Total Hours

54.0

[Print Course Info](#)

## COMM190:

### Communication and New Media

Introduction to emergent technology and mediated communication, with an emphasis on the impact that new media has on human communication. Examples of new media include--but are not limited to--online dating, gaming, social media, blogging, and podcasts. The course offers an overview of relevant theories and critical issues while providing students with the opportunity to apply communication skills using new media.

## Requisites

None

## Transferability

Transferable to both UC and CSU

## Units & Hours

### Minimum Units:

3.0

### Maximum Units

3.0

## Total Hours

54.0

[Print Course Info](#)

## COMM225:

# Gender Communication

Practical application, techniques, and in-depth analysis of sex and gender communication regarding language usage, biological and social influences, mass media, power abuses, long-term relationships, the workplace, friendships, and education.

## Requisites

### Advisory

[COMM100 – Introduction to Interpersonal Communication](#)

OR

### Advisory

[COMM100H – Honors Introduction to Interpersonal Communication](#)

OR

### Advisory

[COMM101 – Group Dynamics](#)

OR

### Advisory

[COMM110 – Public Speaking](#)

OR

### Advisory



[COMM111 - Argumentation and Debate](#)

## Transferability

Transferable to both UC and CSU

## Units & Hours

### Minimum Units:

3.0

### Maximum Units

3.0

### Total Hours

54.0

[Print Course Info](#)

## COMM225H :

### Honors Gender Communication

Enriched approach in application, techniques and in-depth analysis of male and female communication regarding language usage, biological and social influences, mass media, marriage, organizations, same-sex/cross-sex friendships and education. Students will be required to do individual/group professor-guided research.

## Requisites

### Entrance Skills:

**A high school or college GPA of 3.0 or above**

### Advisory

[COMM100 - Introduction to Interpersonal Communication](#)

OR

### Advisory

[COMM100H - Honors Introduction to Interpersonal Communication](#)

OR

### Advisory

[COMM101 - Group Dynamics](#)

OR

### Advisory

[COMM110 - Public Speaking](#)

OR

**Advisory**

[COMM111 - Argumentation and Debate](#)

**Transferability**

**Transferable to both UC and CSU**

**Units & Hours**

**Minimum Units:**

3.0

**Maximum Units**

3.0

**Total Hours**

54.0

[Print Course Info](#)

**COMM230:**

**Advanced Forensics Team**

This course is designed to prepare students to participate at an advanced level in intercollegiate speech competition. Includes instruction and direction for the junior competition of interpretation of literature programs, limited preparation speeches, readers' theater, public debate, and general public address. Focuses on mentoring and coaching novice members. Students are required to participate in off-campus forensics events.

**Requisites**

**Advisory**

[COMM130 - Forensics Team](#)

**Transferability**

**Transferable to CSU only**

**Units & Hours**

**Minimum Units:**

6.0

**Maximum Units**

6.0

**Total Hours**

216.0

[Print Course Info](#)

## COSM005: Health and Safety

Instruction in the theory and practical applications of health and safety practices for Cosmetology and Esthetician as required by Section 7316 of the Barbering and Cosmetology Act. Must be enrolled in the Cosmetology or Esthetician program. Students are required to purchase a basic supply kit as part of the program. Open Entry/Open Exit

### Requisites

None

### Transferability

**Not transferable**

### Units & Hours

#### Minimum Units:

7.0

#### Maximum Units

7.0

### Total Hours

200.0

[Print Course Info](#)

## COSM040: Cosmetology

Principles and practices in cosmetology. Preparation for Board Examination for licensing by the State of California Board of Barbering and Cosmetology. Laboratory participation includes student demonstration that all performance objectives have been met. Students are required to purchase a basic cosmetology kit. Open Entry/Open Exit

### Requisites

None

### Transferability

**Not transferable**

### Units & Hours

#### Minimum Units:

35.0

#### Maximum Units

35.0

### Total Hours

1000.0

[Print Course Info](#)

## COSM050: Manicuring

Complete instruction of nail care as required by the State Board of Barbering and Cosmetology for licensure preparation. Open Entry/Open Exit

### Requisites

None

### Transferability

**Not transferable**

### Units & Hours

#### Minimum Units:

13.5

#### Maximum Units

13.5

#### Total Hours

400.0

[Print Course Info](#)

## COSM070: Barbering

Principles and practices in barbering. Preparation for Board Examination for licensing by the State of California Board of Barbering and Cosmetology. Laboratory participation includes student demonstration that all performance objectives have been met. Basic cosmetology kit at student's expense. Open Entry/Open Exit

### Requisites

None

### Transferability

**Not transferable**

### Units & Hours

#### Minimum Units:

48.0

#### Maximum Units

48.0

#### Total Hours

1500.0

[Print Course Info](#)

# COSM080: Esthetician

Instruction in the theory and practical applications of all practices of an esthetician as required by Section 7316 of the Barbering and Cosmetology Act. Students are required to purchase a basic esthetician kit. Open Entry/Open Exit

## Requisites

None

## Transferability

Not transferable

## Units & Hours

### Minimum Units:

13.0

### Maximum Units

13.0

## Total Hours

388.8

[Print Program Info](#)

# California State University General Education Breadth (CSU), CA

Certificate of Achievement

## Control Number:

18117

## Curriculum Id:

SCC.CSU.CA

Complete all CSU General Education Breadth Requirements (Plan B) to a minimum of 39 units.

## Program Courses & Requirements

CSU GE Breadth Courses

<b>No value</b>	
Certificate of Achievement	
<b>Certificate requirements:</b>	<b>39.0 Credits</b>
<b>CSU GE Breadth Courses</b>	39.0
<b>Total Credits</b>	39.0

## Learning Outcomes

Demonstrate an ability to create and organize an individualized educational plan.

Demonstrate responsibility for one's own learning and educational goal to the fulfillment of the CSU Certificate of Achievement.

[Print Program Info](#)

## Caregiver / Personal Care Aide, CC

Certificate of Completion

**Control Number:**

36901

**Curriculum Id:**

OEC.CGPCA.CC

This program prepares students to assist the elderly, convalescents, or persons with disabilities with daily living activities at the person's home or in a care facility. In a simulated caregiving environment, students will gain experience performing caregiver duties, which may include nutrition, cleanliness, ambulation, and household activities.

### Program Courses & Requirements

**Caregiver / Personal Care Aide, CC (Total 66)**

**Complete all of the following**

**Certificate Requirements: (Total 66)**

**Complete all of the following**

VMED030 - Introduction to Caregiving 24

VMED031 - Caregiver Training 42

### Learning Outcomes

Demonstrate how to correctly perform the duties of a caregiver.

[Print Program Info](#)

## Carpenter, CC

Certificate of Completion

**Control Number:**

24097

**Curriculum Id:**

OEC.CPNTR.CC

The Certificate of Completion in Carpenter prepares students for entry-level employment in companies that manufacture kitchen and bathroom cabinets, music/media furniture, book shelves, and other furniture items using a variety of finishes.

### Program Courses & Requirements

**Carpenter, CC (Total 360)**

**Complete the following number of credits: 360**

VCNST859 - Introduction to Cabinetry/Furniture Refinishing Pre-Apprentice 180

VCNST953 - Fundamentals of Cabinetry/Furniture Refinishing, Pre-Apprentice 180

### Learning Outcomes

Apply the concepts and skills of safe cabinetry in the design and construction of a project.

## Certificates of Achievement (C.A.)

Certificate of Achievement Programs

A Certificate of Achievement (16 or more units or state-approved as low as 9 units) is a verification of achievement in a particular academic or occupational area, and it will be included on the official transcript. Certificate of Achievement programs normally include only those courses which have a direct bearing upon specialized occupational competency since the certificate has the sole objective of immediate employment in a specialized area. For

this reason, there is no general education requirement in a certificate program. To qualify for a certificate of Achievement, a candidate must meet the following requirements:

**Courses:** Courses are designated for the specific certificate.

**Grades:** At least a C grade in each course required for the certificate, unless otherwise specified. Credit by Examination may also be used to gain credit for required courses.

**Pass/No Pass:** A Pass/No Pass course is acceptable toward the certificate if it is required for the certificate and (a) offered on a Pass/No Pass basis only or (b) if the Pass/No Pass is earned on the basis of credit by examination.

**Residency:** Twelve units completed at Santiago Canyon College. (Six of the twelve units required for the certificate must be earned at Santiago Canyon College.)

**Petition:** A petition for Certificate of Achievement must be filed by the student by deadline (see Instructional Calendar) with the Admissions and Records Office at Santiago Canyon College.

## Programs

### Certificates of Proficiency (CERT)

A Certificate of Proficiency is under 16 units and/or is not a State-approved program. This type of certificate is verification of completion in a particular subject matter. A Certificate of Proficiency will NOT be included on the official or unofficial transcript. Certificate programs include only those courses which focus on vocational skills. The sole objective is employment in a specialized area and for this reason there are no general education requirements for a Certificate of Proficiency.

Santiago Canyon College Certificate of Proficiency programs are described in the catalog section on SCC Academic Programs. To qualify for a Certificate of Proficiency, a candidate must meet the following requirements:

**Courses:** Courses are designated for the specific certificate.

**Grades:** At least a C grade in each course required for the certificate, unless otherwise specified. Credit by Examination may also be used to gain credit for required courses.

**Pass/No Pass:** A Pass/No Pass course is acceptable toward the certificate if it is required for the certificate and (a) offered on a Pass/No Pass basis only or (b) if the Pass/No Pass is earned on the basis of credit by examination.

**Residency:** At least 20% of the total units required for the certificate must be earned at Santiago Canyon College.

**Petition:** A petition for Certificate of Proficiency must be filed by the student by the deadline (see Instructional Calendar) with the Admissions and Records Office at Santiago Canyon College.

## Programs

[Print Program Info](#)

### Chemistry, AS

A.S. Degree Major

**Control Number:**

11933

**Curriculum Id:**

SCC.CHEM.AS

The Associate of Science degree in Chemistry provides basic courses for a wide variety of occupations, or prepares the student to enter a curriculum in a four-year institution leading to a baccalaureate degree. The major fields of chemistry are inorganic and organic chemistry, biochemistry, and chemical engineering. These fields provide career opportunities in industry, research, and teaching, and also entry into graduate or professional programs such as medicine, pharmacy and other related health fields.

## Program Courses & Requirements

### Chemistry, AS (Total 24)

**Complete the following number of credits: 24**

**(Total 5 - 10)**

**Complete at least one of the following rules**

CHEM200A - General Chemistry A 5

CHEM200AH - Honors General Chemistry A 5

**(Total 15)**

**Complete all of the following**

CHEM200B - General Chemistry B 5

CHEM280A - Organic Chemistry A 5

CHEM280B - Organic Chemistry B 5

**(Total 4 - 8)**

**Complete at least one of the following rules**

MATH180 - Single Variable Calculus I 4

MATH180H - Honors Single Variable Calculus I 4

## Learning Outcomes

Solve problems that embody the intellectual principles of Chemistry.

Critically analyze, and interpret data to draw valid scientific conclusions and communicate those conclusions in a clear and articulate manner.

[Print Program Info](#)

## Child and Adolescent Development, AA-T

A.A. Degree for Transfer

**Control Number:**

35593

**Curriculum Id:**

SCC.CDVAD.AAT

The Associate in Arts in Child and Adolescent Development for Transfer (AA-T) prepares a student to enter a California State University (CSU) as a junior to complete a baccalaureate degree in Child Development, Human Development, Child and Adolescent Studies, or Early Childhood Education. Upon completion of the AA-T in Child and Adolescent Development, students will have a general understanding of developmental theories as they pertain to the development, care, and education of young children. Students will demonstrate skill and knowledge in preparing developmentally-appropriate environments, curriculum, and assessments as they work professionally with families and team members and qualify for a Children's Center Permit.

## Program Courses & Requirements

### Child and Adolescent Development, AA-T (Total 19)

**Complete all of the following**

**Major requirements: (Total 13)**

**Complete the following number of credits: 13**

**Major Requirements (Total 6)**

**Complete all of the following**

CDEV107 - Child Growth and Development (DS1) 3

CDEV110 - Child, Family and Community (DS2) 3

**Mathematics Requirement (Total 4 - 12)**

**Complete at least one of the following rules**

MATH219 - Statistics and Probability 4

MATH219H - Honors Statistics and Probability 4

MATH219S - Statistics and Probability with Support 4

**Psychology Requirement (Total 3 - 6)**



**Complete at least one of the following rules**

PSYC100 - Introduction to Psychology 3

PSYC100H - Honors Introduction to Psychology 3

**Select two (2) courses from the following (List A): (Total 6)****Complete the following number of credits: 6**

CDEV108 - Observation and Assessment for Early Learning and Development (DS3) 3

CDEV112 - Health, Safety and Nutrition for Children 3

CDEV116A - Infant/Toddler Growth and Development (DS4) 3

CDEV221 - Living and Teaching in a Diverse Society 3

**Learning Outcomes**

Demonstrate skill and knowledge in child observation, documentation, and effective assessment strategies that positively influence the development of children.

## Chosen Name

Rancho Santiago Community College District recognizes that some students, staff, and faculty wish to identify themselves by a name other than their legal name. For this reason, Santiago Canyon College and the Rancho Santiago Community College District will be switching entirely to "Chosen Name".

In order to continue use of your chosen name, you will need to log in to Self-Service and re-enter the name you prefer to be identified by. It is important to understand that designating your Chosen Name for use at SCC does NOT constitute a legal name change. A student's legal name will continue to be used on certain college documents, such as transcripts. A student's Chosen Name will automatically display in Canvas and will be listed on class rosters and waiting lists for use by instructors and departments.

[Change "Chosen Name" in Self-Service](#)

[Print Program Info](#)

## Code Enforcement Officer, CERT

Certificate of Proficiency

**Control Number:****Curriculum Id:**

SCC.PBLCO.CERT

The Certificate of Proficiency in Code Enforcement provides students with the course work necessary for employment. It also includes the basic information for a successful career in code enforcement. It is designed for individuals seeking a career as a Code Enforcement Officer as well as sworn or non-sworn inspectors, officers, or investigators employed by a city, state, or county agency seeking specialized training in prevention, detection, investigation and enforcement of violations of statutes or ordinances regulating public health, safety, and welfare, public works, business activities and consumer protection, building standards, land-use, or municipal affairs.

### Program Courses & Requirements

**Code Enforcement Officer, CERT (Total 4)****Complete the following number of credits: 4**

PBLC086 - Basic Code Enforcement Officer 1

PBLC087 - Intermediate Code Enforcement Officer 1

PBLC088 - Advanced Code Enforcement Officer 1

PBLC089 - Code Enforcement Officer-Supervision 1

**Learning Outcomes**

Assess the laws and procedures related to code enforcement for Substandard Housing, Zoning, and Vehicle Abatement.  
Formulate the elements for preparation and documentation for Administrative Hearings and prosecution in court.

[Print Program Info](#)

# Code Enforcement and Compliance, AS

A.S. Degree Major

**Control Number:**

37073

**Curriculum Id:**

SCC.PBLCD.AS

This program is designed to provide academic and professional training for code enforcement personnel and/or individuals seeking employment in Public Sector Agencies such Public works, Planning & Building, Community Development, and any municipal agency that provide code compliance dealing directly with the public. If approved by the State, this will be the first associate degree of it's kind within the State of California.

## Program Courses & Requirements

**Code Enforcement and Compliance, AS (Total 18)**

**Complete all of the following**

**Major requirements: (Total 9)**

**Complete the following number of credits: 9**

CJ101 - Introduction to Criminal Justice 3

PBLC085 - Code Enforcement Officer 3

PBLC150 - Introduction to Public Administration 3

**Select nine (9) units from the following: (Total 9)**

**Complete the following number of credits: 9**

PBLC050 - Fundamentals of Public Works 3

PBLC061 - Plan Interpretation and Cost Estimating 3

PBLC151 - Ethics and Professionalism: The High Calling of Public Service 3

PBLC152 - Preparing for Supervision Public Sector 3

PBLC153 - Public Sector Budgeting Fundamentals 3

PBLC154 - Public Sector Human Resources Fundamentals 3

PBLC155 - The Art of Politics and Policymaking 3

## Learning Outcomes

Assess the laws and procedures related to code enforcement for Substandard Housing, Zoning, and Vehicle Abatement.

Formulate the elements for preparation and documentation for Administrative Hearings and prosecution in court.

[Print Program Info](#)

# Code Enforcement and Compliance, CA

Certificate of Achievement

**Control Number:**

37102

**Curriculum Id:**

SCC.PBLCD.CA

The Certificate of Achievement in Code Enforcement and Compliance provides students with the course work necessary for employment. It is designed for individuals seeking a career as a Code Enforcement Officer as well as sworn or non-sworn inspectors, officers, or investigators employed by a city, state, or county agency seeking specialized training in prevention, detection, investigation, and enforcement of violations of statutes or ordinances regulating public health, safety, and welfare, public works, business activities, and consumer protection, building standards, land use, or municipal affairs.

## Program Courses & Requirements

**Code Enforcement and Compliance, CA (Total 18)**

**Complete all of the following**

**Certificate Requirements: (Total 9)**

**Complete the following number of credits: 9**

CIS101 - Introduction to Microsoft Office 3

CJ101 - Introduction to Criminal Justice 3

PBLC085 - Code Enforcement Officer 3

**Select nine (9) units from the following: (Total 9)**

**Complete the following number of credits: 9**

**(Total 3 - 39)**

**Complete at least one of the following rules**

RE103 - Legal Aspects of Real Estate 3

BUS222 - Business Writing 3

MGMT122 - Business Communications 3

COMM100 - Introduction to Interpersonal Communication 3

COMM100H - Honors Introduction to Interpersonal Communication 3

COMM120 - Intercultural Communication 3

COMM120H - Honors Introduction to Intercultural Communication 3

PBLC050 - Fundamentals of Public Works 3

PBLC061 - Plan Interpretation and Cost Estimating 3

PBLC151 - Ethics and Professionalism: The High Calling of Public Service 3

PBLC155 - The Art of Politics and Policymaking 3

POLT101 - American Government and Politics 3

POLT101H - Honors American Government and Politics 3

**(Total 3 - 6)**

**Complete at least one of the following rules**

BUS090 - Principles of Project Management 3

PBLC080 - Principles of Project Management 3

## Learning Outcomes

Assess the laws and procedures related to code enforcement for Substandard Housing, Zoning, and Vehicle Abatement.

Formulate the elements for preparation and documentation for Administrative Hearings and prosecution in court.

[Print Program Info](#)

## College Preparation Mathematics, COM

Certificate of Competency

**Control Number:**

36897

**Curriculum Id:**

OEC.CPM.COM

The Certificate of Competency in Adult Secondary Education, College Preparation Mathematics is designed to prepare students with arithmetic and basic Algebra skills for higher level Algebra and math study skills to transition to College Math Algebra Course.

## Program Courses & Requirements

**College Preparation Mathematics, COM (Total 318)**

**Complete the following number of credits: 318**

HSMTH103 - Math Study Skills Support 1A 15

HSMTH104 - Math Study Skills Support 1B 15

MATHCE206 - College Preparation Essential Mathematics 144

MATHCE255 - College Preparation Algebra 144

## Learning Outcomes

Accurately compute using core arithmetic and elementary algebra concepts.

Demonstrate effective math study skills.

[Print Program Info](#)

## College Readiness, COM

Certificate of Competency

**Control Number:**

36372

**Curriculum Id:**

OEC.CR.COM

This certificate will provide college readiness algebra and composition classes to prepare students to be successful in college and/or university placement and studies.

**Program Courses & Requirements****College Readiness, COM (Total 288)****Complete all of the following**

HSENG086 - College Preparatory Composition 72

HSMTH176 - College Preparation Algebra 1A 72

HSMTH177 - College Preparation Algebra 1B 72

HSOTH040 - Introduction to Academic Pathways and Programs 72

**Learning Outcomes**

Demonstrate college readiness in composition.

Demonstrate college readiness in algebra.

Demonstrate strategies for academic success.

[Print Program Info](#)**Commercial Textile Worker, CC**

Certificate of Completion

**Control Number:**

24146

**Curriculum Id:**

OEC.SEW.CC

The Certificate of Completion in Commercial Textile Worker prepares students for entry-level employment in the commercial textile industry. Students will learn different types of fabrics, seam finishes, garment styles, and garment construction and repair.

**Program Courses & Requirements****Commercial Textile Worker, CC (Total 340)****Complete the following number of credits: 340**

VCLTH477 - Fundamentals of Commercial Sewing 180

VCLTH483 - Introduction to Commercial Sewing 160

**Learning Outcomes**

Apply the concept and skills of sewing to successfully construct a garment.

[Print Program Info](#)**Communication Studies, AA-T**

A.A. Degree for Transfer

**Control Number:**

30558

**Curriculum Id:**

SCC.COMM.AAT

The Associate in Arts in Communication Studies for Transfer degree provides training to build and maintain personal and professional relationships through effective communication. Completion of the transfer degree in Communication prepares students to: (1) Communicate with clarity and accuracy in diverse environments, (2) Act with awareness of self amongst local and global communities, (3) Think critically, creatively and reflectively, and (4)

Learn about the self in professional and interpersonal relationships. Successful completion of the transfer degree in Communication guarantees the student acceptance to a local California State University to pursue a baccalaureate degree, in preparation to pursue a career in the field of business, industry, government, social service, and/or education in such areas as teaching, public speaking, consulting, law, announcing, and public relations.

## Program Courses & Requirements

### Communication Studies, AA-T (Total 18 - 21)

Complete all of the following

Major requirements: (Total 3)

Complete the following number of credits: 3

COMM110 - Public Speaking 3

Select two (2) courses from the following (List A): (Total 6)

Complete the following number of credits: 6

An additional course from List A (may not be a course used to satisfy the requirements in List A) (Total 6)

Complete the following number of credits: 6

When an honors course is available, students can select an honors course or a non-honors course. Credit will be awarded for only one course. 0

COMM100 - Introduction to Interpersonal Communication 3

COMM100H - Honors Introduction to Interpersonal Communication 3

COMM101 - Group Dynamics 3

COMM111 - Argumentation and Debate 3

Select two (2) courses from the following (List B): (Total 6)

Complete the following number of credits: 6

An additional course from List A (may not be a course used to satisfy the requirements in List A) 0

When an honors course is available, students can select an honors course or a non-honors course. Credit will be awarded for only one course. 0

COMM120 - Intercultural Communication 3

COMM120H - Honors Introduction to Intercultural Communication 3

COMM134 - Oral Interpretation 3

0

Select one (1) course from the following (List C): (Total 3 - 6)

Complete the following number of credits: 3-6

An additional course from List A (may not be a course used to satisfy the requirements in List A or B) 0

COMM130 - Forensics Team 4 - 6

COMM135 - Readers' Theatre 3

COMM225 - Gender Communication 3

COMM225H - Honors Gender Communication 3

COMM230 - Advanced Forensics Team 4 - 6

ENGL102 - Literature and Composition 3

ENGL102H - Honors Literature and Composition 3

ENGL103 - Critical Thinking and Writing 4

ENGL103H - Honors Critical Thinking and Writing 4

## Learning Outcomes

Better manage apprehension in communication settings.

Present the self appropriately and effectively through verbal and nonverbal communication.

[Print Program Info](#)

## Communication, AA

A.A. Degree Major

Control Number:

11929

Curriculum Id:

SCC.COMM.AA

The associate degree curriculum in communication provides training for communicating and dealing with people. Completion of the associate in arts degree in communication prepares students to: (1) Communicate with clarity and accuracy, and in diverse environments, (2) Act with awareness of self and both the local and global communities of persons, (3) Think critically, creatively and reflectively, and (4) Learn about self and others, academic and

professional issues. The associate in arts in communication degree prepares the student to move into a curriculum at a four-year institution leading to a baccalaureate degree, and then into careers in the field of business, industry, government, social service, or education in such areas as teaching, public speaking, consulting, law, announcing, public speaking and public relations.

## Program Courses & Requirements

### Communication, AA (Total 18)

Complete all of the following

#### Relationship Emphasis (Total 3)

Complete the following number of credits: 3

(Total 3 - 6)

Complete at least one of the following rules

COMM100 - Introduction to Interpersonal Communication 3

COMM100H - Honors Introduction to Interpersonal Communication 3

COMM101 - Group Dynamics 3

#### Delivery Emphasis (Total 3)

Complete the following number of credits: 3

COMM110 - Public Speaking 3

COMM111 - Argumentation and Debate 3

#### Diversity Emphasis (Total 3)

Complete the following number of credits: 3

(Total 3 - 6)

Complete at least one of the following rules

COMM120 - Intercultural Communication 3

COMM120H - Honors Introduction to Intercultural Communication 3

(Total 3 - 6)

Complete at least one of the following rules

COMM225 - Gender Communication 3

COMM225H - Honors Gender Communication 3

#### Performance Emphasis (Total 3)

Complete the following number of credits: 3

COMM130 - Forensics Team 6

COMM134 - Oral Interpretation 3

COMM135 - Readers' Theatre 3

COMM230 - Advanced Forensics Team 6

#### Required Electives (Total 6)

Complete the following number of credits: 6

Any of the above courses not already completed, but no more than two (2) additional units of Communication 130 or Communication 230 (Total 2)

Complete the following number of credits: 2

LIB103 - Advanced Internet Research 1.5

## Learning Outcomes

Better manage apprehension in communication settings.

Present the self appropriately and effectively through verbal and nonverbal communication.

[Print Program Info](#)

## Computer Information Systems, AS

A.S. Degree Major

Control Number:

11902

Curriculum Id:

SCC.CIS2.AS

The Associate of Science degree in Computer Information Systems is concerned with the development of procedures which are effective and efficient, computer languages suitable for starting these procedures, and systems for executing the procedures. This may include the ability to write programs in Visual BASIC, C++ or Java and applications such as Excel. Graduates of the program are prepared for employment as trainees in information systems, computer programming, and systems analysis. Completion of the degree provides background for curriculum at a four-year institution such as the California State University system at Fullerton or Pomona. Students intending to obtain a bachelor's degree in Computer Information Systems should consult the major requirements for upper-division standing listed under the Business Administration major at the school of their choice.

## Program Courses & Requirements

### Computer Information Systems, AS (Total 22 - 23)

**Complete all of the following**

**Major requirements: (Total 19)**

**Complete the following number of credits: 19**

ACCT101 - Financial Accounting 4

BUS150 - Introduction to Information Systems and Applications 3

BUS105 - Legal Environment of Business 3

CIS106 - Microsoft Excel 3

CMPR105 - Visual BASIC Programming 3

CMPR112 - Java Programming 3

CMPR120 - Introduction to Programming 3

**Select one (1) course from the following: (Total 3 - 4)**

**Complete the following number of credits: 3-4**

**(Total 19)**

**Complete all of the following**

ACCT102 - Managerial Accounting 4

CIS103 - Microsoft Word 3

ACCT100 - Accounting for Small Business 3

CIS108 - Microsoft Access 3

CMPR121 - Programming Concepts 3

CMPR213 - C# Programming 3

**(Total 3 - 6)**

**Complete at least one of the following rules**

CIS110 - Introduction to Microsoft Project 3

PBLC110 - Introduction to Microsoft Project 3

## Learning Outcomes

Demonstrate knowledge and practice of CIS systems and computer science.

Demonstrate knowledge of software applications.

[Print Program Info](#)

## Computer Information Systems, CA

Certificate of Achievement

**Control Number:**

21647

**Curriculum Id:**

SCC.CIS.CA

The Certificate of Achievement in Computer Information Systems is concerned with the development of procedures which are effective and efficient, computer languages suitable for starting these procedures, and systems for executing the procedures. This may include the ability to write programs in Visual BASIC, C++ or Java and applications such as Excel. Graduates of the program are prepared for employment as trainees in information systems, computer programming, and systems analysis. Completion of the degree provides background for curriculum at a four-year institution such as the California State University system a Fullerton or Pomona. Students intending to obtain a bachelor's degree in Computer Information Systems should consult the major requirements for upper-division standing listed under the Business Administration major at the school of their choice.

## Program Courses & Requirements

### Computer Information Systems, CA (Total 22 - 23)

**Complete all of the following****Certificate requirements: (Total 19)****Complete the following number of credits: 19**

ACCT101 - Financial Accounting 4  
 BUS150 - Introduction to Information Systems and Applications 3  
 CIS106 - Microsoft Excel 3  
 CMPR105 - Visual BASIC Programming 3  
 CMPR112 - Java Programming 3  
 CMPR120 - Introduction to Programming 3

**Select one (1) course from the following: (Total 3 - 4)****Complete the following number of credits: 3-4  
(Total 19)****Complete all of the following**

ACCT100 - Accounting for Small Business 3  
 ACCT102 - Managerial Accounting 4  
 CIS103 - Microsoft Word 3  
 CIS108 - Microsoft Access 3  
 CMPR121 - Programming Concepts 3  
 CMPR213 - C# Programming 3

**(Total 3 - 6)****Complete at least one of the following rules**

CIS110 - Introduction to Microsoft Project 3  
 PBLC110 - Introduction to Microsoft Project 3

**Learning Outcomes**

Demonstrate knowledge and practice of CIS systems and computer science.  
 Demonstrate knowledge of software applications.

[Print Program Info](#)

## Computer Retail Sales and Support, CA

Certificate of Achievement

**Control Number:**

36304

**Curriculum Id:**

SCC.CMPRS.CA

The Certificate of Achievement in Computer Retail Sales and Support is the first stage of the statewide IT Technician pathway and prepares students to develop their fundamental IT Technician Skills. While completing coursework in customer service, communication, Microsoft Office, and information systems coursework, along with earning the CompTIA A+ industry certification, students gain practical experience as they learn how to succeed in an IT retail environment.

### Program Courses & Requirements

**Computer Retail Sales and Support, CA (Total 18)****Complete the following number of credits: 18**

BUS100 - Fundamentals of Business 3  
 BUS150 - Introduction to Information Systems and Applications 3

**(Total 3 - 6)****Complete at least one of the following rules**

BUS121 - Human Relations and Organizational Behavior 3  
 MGMT121 - Human Relations and Organizational Behavior 3

**(Total 3 - 6)****Complete at least one of the following rules**

BUS222 - Business Writing 3  
 MGMT122 - Business Communications 3

**(Total 6)**



**Complete all of the following**

CIS101 - Introduction to Microsoft Office 3

CMPR120 - Introduction to Programming 3

**Learning Outcomes**

Qualify for entry level IT positions such as Retail Salespersons, Customer Service Representatives, Retail Sales Workers, and Sales Representatives.

[Print Program Info](#)

## Computer Science, AS

A.S. Degree Major

**Control Number:**

11903

**Curriculum Id:**

SCC.CMPR.AS

The Associate of Science degree in Computer Science leads to entry-level employment in computer science, engineering and other areas where high aptitude in computer programming is recognized. The program prepares students for careers as engineering aides, scientific computing technicians and junior programmers. The program also prepares students to transfer to a university with a major in Computer Science.

### Program Courses & Requirements

**Computer Science, AS (Total 18)****Complete the following number of credits: 18**

CMPR100 - The Computer and Society 3

CMPR105 - Visual BASIC Programming 3

CMPR112 - Java Programming 3

CMPR120 - Introduction to Programming 3

CMPR121 - Programming Concepts 3

CIS111 - Python Programming 3

**Learning Outcomes**

Demonstrate knowledge and practice of computer information systems and computer science.

[Print Program Info](#)

## Computer Science, AS-T

A.S. Degree for Transfer

**Control Number:**

33379

**Curriculum Id:**

SCC.CMPR.AST

The Associate in Science in Computer Science for Transfer prepares students to move into a curriculum at a four-year institution leading to a baccalaureate degree. Employment opportunities are available as programmers in government, business and education. Successful completion of the transfer degree in Computer Science guarantees the student acceptance to a local California State University to pursue a baccalaureate degree in Computer Science or a related field.

### Program Courses & Requirements

**Computer Science, AS-T (Total 30)****Complete the following number of credits: 30****(Total 12)****Complete all of the following**

CMPR122 - Programming Concepts and Methodology I 3

CMPR132 - Programming Concepts and Methodology II 3

CMPR149 - Discrete Structures for Computer Science 3

CMPR154 - Computer Architecture and Organization 3

**(Total 4 - 8)**

**Complete at least one of the following rules**

MATH180 - Single Variable Calculus I 4

MATH180H - Honors Single Variable Calculus I 4

**(Total 14)**

**Complete all of the following**

MATH185 - Single Variable Calculus II 4

PHYS250A - Physics for Scientists and Engineers I 5

PHYS250B - Physics for Scientists and Engineers II 5

## Learning Outcomes

Apply knowledge of mathematics, science, and computer science to identify, formulate, and solve computer science problems.

[Print Program Info](#)

# Computer Science, CA

Certificate of Achievement

**Control Number:**

21649

**Curriculum Id:**

SCC.CMPR.CA

The Certificate of Achievement in Computer Science leads to entry-level employment in computer science, engineering and other areas where high aptitude in computer programming is recognized. The program prepares students for careers as engineering aides, scientific computing technicians and junior programmers. The program also prepares students to transfer to a university with a major in computer science.

## Program Courses & Requirements

**Computer Science, CA (Total 18)**

**Complete the following number of credits: 18**

CMPR100 - The Computer and Society 3

CMPR105 - Visual BASIC Programming 3

CMPR112 - Java Programming 3

CMPR120 - Introduction to Programming 3

CMPR121 - Programming Concepts 3

CMPR213 - C# Programming 3

## Learning Outcomes

Demonstrate knowledge and practice of computer science.

[Print Program Info](#)

# Computerized Accounting, CERT

Certificate of Proficiency

**Control Number:**

**Curriculum Id:**

SCC.ACCTC.CERT

The Computerized Accounting Certificate program is designed to provide students with basic accounting skills and knowledge necessary to obtain entry-level accounting and other accounting support positions in small and medium-sized businesses which use computerized accounting systems.

## Program Courses & Requirements

**Computerized Accounting, CERT (Total 11 - 12)**

**Complete the following number of credits: 11-12**

ACCT035 - QuickBooks 2

CIS106 - Microsoft Excel 3

**(Total 3 - 7)**

**Complete at least one of the following rules**

ACCT101 - Financial Accounting 4

ACCT100 - Accounting for Small Business 3

**(Total 3 - 6)**

**Complete at least one of the following rules**

CIS101 - Introduction to Microsoft Office 3

CMPR100 - The Computer and Society 3

## Learning Outcomes

Be eligible for employment as a bookkeeper, accounting clerk, or other comparable jobs.

[Print Program Info](#)

# Construction Inspection, AS

A.S. Degree Major

**Control Number:**

32319

**Curriculum Id:**

SCC.PBLCC.AS

The Associate of Science degree in Construction Inspection is designed for public works inspectors entering the field or advancing within the field or have a designated course of study to improve their employability. Course content is specifically designed to provide the inspectors with coursework relative to the field of inspection and related responsibilities.

## Program Courses & Requirements

**Construction Inspection, AS (Total 21)**

**Complete all of the following**

**Major Requirement: Please select four (4) courses from the list below. (Total 12)**

**Complete the following number of credits: 12**

PBLC050 - Fundamentals of Public Works 3

PBLC061 - Plan Interpretation and Cost Estimating 3

CIS101 - Introduction to Microsoft Office 3

**(Total 3 - 6)**

**Complete at least one of the following rules**

MGMT122 - Business Communications 3

BUS222 - Business Writing 3

**(Total 3 - 6)**

**Complete at least one of the following rules**

PBLC150 - Introduction to Public Administration 3

PBLC152 - Preparing for Supervision Public Sector 3

**Construction Inspection: Please select three (3) courses from the list below. (Total 9)**

**Complete the following number of credits: 9**

PBLC051 - Infrastructure Construction and Maintenance 3

PBLC063 - Construction Materials and Testing 3

PBLC070 - Construction Inspection 3

WATR060 - Water Utility Maintenance and Construction 3

## Learning Outcomes

Be eligible for employment in high wage, high growth careers as demonstrated by the biennial review process in Construction Inspection.

[Print Program Info](#)

# Construction Inspection, CA

Certificate of Achievement

**Control Number:**

11910

**Curriculum Id:**

SCC.PBLCC.CA

The Certificate of Achievement in Construction Inspection is designed for public works inspectors entering the field or advancing within the field or have a designated course of study to improve their employability. Course content is specifically designed to provide the inspectors with coursework relative to the field of inspection and related responsibilities.

**Program Courses & Requirements****Construction Inspection, CA (Total 21)****Complete all of the following**

**Major Requirement: Please select four (4) courses from the list below. (Total 12)**

**Complete the following number of credits: 12**

PBLC050 - Fundamentals of Public Works 3

PBLC061 - Plan Interpretation and Cost Estimating 3

CIS101 - Introduction to Microsoft Office 3

**(Total 3 - 6)****Complete at least one of the following rules**

MGMT122 - Business Communications 3

BUS222 - Business Writing 3

**(Total 3 - 6)****Complete at least one of the following rules**

PBLC150 - Introduction to Public Administration 3

PBLC152 - Preparing for Supervision Public Sector 3

**Construction Inspection: Please select three (3) courses from the list below. (Total 9)**

**Complete the following number of credits: 9**

PBLC051 - Infrastructure Construction and Maintenance 3

PBLC063 - Construction Materials and Testing 3

PBLC070 - Construction Inspection 3

WATR060 - Water Utility Maintenance and Construction 3

**Learning Outcomes**

Be eligible for employment in high wage, high growth careers as demonstrated by the biennial review process in Construction Inspection.

[Print Program Info](#)

**Construction Laborer, CC**

Certificate of Completion

**Control Number:**

24037

**Curriculum Id:**

OEC.CONST.CC

The Certificate of Completion in Construction Laborer prepares students for entry-level employment in the construction industry by providing basic knowledge and skills in construction with a focus on welding.

**Program Courses & Requirements****Construction Laborer, CC (Total 360)****Complete the following number of credits: 360**

VCNST608 - Introduction to Welding, Pre-Apprentice 180

VCNST611 - Fundamentals of Welding, Pre-Apprentice 180

**Learning Outcomes**

Apply the concepts and skills of safe welding in the design and construction of a project.

[Print Program Info](#)

# Construction Management, AS

A.S. Degree Major

**Control Number:**

11909

**Curriculum Id:**

SCC.PBLCT.AS

This Associate of Science degree in Construction Management is for current, new or future project managers and team members who may seek the Project Management Professional designation as part of their future career plan. The content includes project definition, planning, group dynamics, workplace diversity, team roles and communication techniques, problem solving, evaluation and final reporting on results in both a classroom setting and with opportunities for application.

## Program Courses & Requirements

**Construction Management, AS (Total 21)****Complete all of the following****Major Requirement: Please select four (4) courses from the list below. (Total 12)****Complete the following number of credits: 12**

PBLC050 - Fundamentals of Public Works 3

PBLC061 - Plan Interpretation and Cost Estimating 3

CIS101 - Introduction to Microsoft Office 3

**(Total 3 - 6)****Complete at least one of the following rules**

MGMT122 - Business Communications 3

BUS222 - Business Writing 3

**(Total 3 - 6)****Complete at least one of the following rules**

PBLC150 - Introduction to Public Administration 3

PBLC152 - Preparing for Supervision Public Sector 3

**Construction Management: Please select three (3) courses from the list below. (Total 9)****Complete the following number of credits: 9**

PBLC074 - Contract Administration 3

PBLC080 - Principles of Project Management 3

PBLC110 - Introduction to Microsoft Project 3

**(Total 3 - 6)****Complete at least one of the following rules**

PBLC153 - Public Sector Budgeting Fundamentals 3

PBLC154 - Public Sector Human Resources Fundamentals 3

## Learning Outcomes

Be eligible for employment in high wage, high growth careers as demonstrated by the biennial review process in Construction Management.

[Print Program Info](#)

# Construction Management, AS

A.S. Degree Major

**Control Number:**

11909

**Curriculum Id:**

SCC.PBLCT.AS

This Associate of Science degree in Construction Management is for current, new or future project managers and team members who may seek the Project Management Professional designation as part of their future career plan. The content includes project definition, planning, group dynamics, workplace diversity, team roles and communication techniques, problem solving, evaluation and final reporting on results in both a classroom setting and with opportunities for application.

## Program Courses & Requirements

### Construction Management, AS (Total 21)

**Complete all of the following**

**Major Requirements: (Total 12)**

**Complete the following number of credits: 12**

PBLC050 - Fundamentals of Public Works 3

PBLC061 - Plan Interpretation and Cost Estimating 3

CIS101 - Introduction to Microsoft Office 3

**Select one (1) course from the following: (Total 0)**

**Complete the following number of rules: 0**

BUS222 - Business Writing 3

MGMT122 - Business Communications 3

PBLC150 - Introduction to Public Administration 3

PBLC152 - Preparing for Supervision Public Sector 3

**Select three (3) courses from the following: (Total 9)**

**Complete the following number of credits: 9**

PBLC074 - Contract Administration 3

PBLC080 - Principles of Project Management 3

PBLC110 - Introduction to Microsoft Project 3

Only (1) of the two (2) courses below can be used to substitute any of the above courses on this list. 0

PBLC153 - Public Sector Budgeting Fundamentals 3

PBLC154 - Public Sector Human Resources Fundamentals 3

## Learning Outcomes

Be eligible for employment in high wage, high growth careers as demonstrated by the biennial review process in Construction Management.

[Print Program Info](#)

## Construction Management, CA

Certificate of Achievement

**Control Number:**

21673

**Curriculum Id:**

SCC.PBLCT.CA

This Certificate of Achievement in Construction Management is for current, new or future project managers and team members and those who may seek the PMP (Project Management Professional®) designation as part of their future career plan. The content includes project definition, planning, group dynamics, workplace diversity, team roles and communication techniques, problem solving, evaluation and final reporting on results in both a classroom setting and with opportunities for application.

## Program Courses & Requirements

### Construction Management, CA (Total 21)

**Complete all of the following**

**Major Requirement: Please select four (4) courses from the list below. (Total 12)**

**Complete the following number of credits: 12**

PBLC050 - Fundamentals of Public Works 3

PBLC061 - Plan Interpretation and Cost Estimating 3

CIS101 - Introduction to Microsoft Office 3

**(Total 3 - 6)**

**Complete at least one of the following rules**

MGMT122 - Business Communications 3

BUS222 - Business Writing 3

**(Total 3 - 6)**

**Complete at least one of the following rules**

PBLC150 - Introduction to Public Administration 3

PBLC152 - Preparing for Supervision Public Sector 3

**Construction Management: Please select three (3) courses from the list below. (Total 9)**

**Complete the following number of credits: 9**

PBLC074 - Contract Administration 3

PBLC080 - Principles of Project Management 3

CIS110 - Introduction to Microsoft Project 3

**(Total 3 - 6)**

**Complete at least one of the following rules**

PBLC153 - Public Sector Budgeting Fundamentals 3

PBLC154 - Public Sector Human Resources Fundamentals 3

## Learning Outcomes

Be eligible for employment in high wage, high growth careers as demonstrated by the biennial review process in Construction Management.

## Course Families

*Certain courses are grouped into course families that give students similar educational experiences.*

*Within any given course family, students are only permitted four experiences while enrolled at Santiago Canyon College. An experience is defined as taking a course and receiving any letter grade, including a substandard grade (D, F, NP, or W). Once a student has received four experiences in a given family, they will not be permitted to enroll in any other class within that family, even to alleviate a substandard grade.*

*If a student has already received a grade in three courses within a given family, they will only be permitted one more attempt at a course within that family. If courses in a family are in a sequence, the sequence must be followed.*

*When families have more than four courses, a student can only take four of the courses in the family.*

*When families have less than four courses, a student can only take the number of courses in the family. Students cannot receive credit for the same course more than one time unless it is specifically designated a repeatable course (reference [Course Repeatability and Repetition](#) page).*

The courses included in course families are:

*ART110 - Two-Dimensional Design*

*ART111 - Three-Dimensional Design*

*ART122 - Graphic Design I*

*ART128 - Introduction to Illustration*

*ART129 - Introduction to Web Design*

*ART130 - Introduction to Drawing*

*ART131 - Beginning Life Drawing*

*ART141 - Beginning Painting*

*ART149 - Introduction to Digital Photography*

*ART159 - Introduction to Mobile Application Development and Design*

*ART195 - Introduction to Digital Media Arts*

*ART221 - Graphic Design II*

*ART228 - Intermediate Illustration*

*ART229 - Multimedia Applications for the Web*

*ART230 - Intermediate Drawing*

*ART231 - Intermediate Life Drawing*

*ART232 - Advanced Life Drawing*

*ART233 - Advanced Drawing*

*ART241 - Intermediate Painting*

*ART242 - Advanced Painting*

*ART249 - Intermediate Digital Photography*

*ART250 - Advanced Studio Concepts*

*ART259 - Advanced Mobile Application Development and Design*

*DNCE106A - Modern Dance Fundamentals*

*DNCE106B - Intermediate Modern Dance*

*DNCE108A - Ballet Fundamentals*

*DNCE108B - Intermediate Ballet*

*DNCE115A - Tap Dance Fundamentals*

*DNCE115B - Introduction to Tap Dance*

*DNCE119A - Jazz Dance Fundamentals*

*DNCE119B - Intermediate Jazz Dance*

*DNCE204A - Dance Production*

*DNCE204B - Dance Production*

*DNCE250A - Hip Hop Dance I*

*DNCE250B - Hip-Hop Dance II*

*DNCE251 - Hip Hop Dance III*

*KIN119 - Personal Fitness Evaluation*

*KIN121A - Basic Step Aerobics*

*KIN125A - Basic Cardio Kickboxing*

*KIN125B - Intermediate Cardio Kickboxing*

*KIN126A - Basic Spin*

*KIN126B - Intermediate Spin*



*KIN127A - Basic Yoga*

*KIN127B - Intermediate Yoga*

*KIN127C - Advanced Yoga*

*KIN128A - Basic Tai Chi*

*KIN140A - Basic Circuit Weight Training*

*KIN140B - Intermediate Circuit Weight Training*

*KIN140C - Advanced Circuit Weight Training*

*KIN146B - Intermediate Strength Training*

*KIN146C - Advanced Strength Training*

*KIN160A - Basic Basketball*

*KIN160B - Intermediate Basketball*

*KIN163A - Basic Indoor Soccer*

*KIN168A - Basic Volleyball*

*KIN168B - Intermediate Volleyball*

*KIN185A - Basic Swimming*

*KIN185B - Intermediate Swimming*

*KIN185C - Advanced Swimming*

*KIN189A - Basic Aqua Aerobics*

*KIN200 - Conditioning for Athletes-Men*

*KIN201 - Conditioning for Athletes-Co-Ed*

*KIN202 - Conditioning for Athletes-Women*

*KIN203 - Speed and Agility-Men*

*KIN204 - Speed and Agility-Women*

*KIN240 - Basketball Team- Men*

*KIN241 - Basketball Team- Women*

*KIN242 - Basketball Team Off-Season Men*

*KIN245 - Volleyball Team- Men*

*KIN246 - Volleyball Team- Women*

*KIN247 - Volleyball Team Off-Season - Men*

*KIN248 - Volleyball Team Off-Season - Women*

*KIN255 - Cross Country Team-Men*

*KIN256 - Cross Country Team-Women*

*KIN257 - Cross Country Team-Off Season*

*KIN270 - Soccer Team- Men*

*KIN271 - Soccer Team- Women*

*KIN272 - Soccer Team Off Season-Men*

*KIN273 - Soccer Team Off Season-Women*

*KIN281 - Softball Team-Women*

*KIN283 - Softball Team Off Season-Women*

*MUS061 - Basic Piano Skills*

*MUS121 - Beginning Voice*

*MUS122 - Intermediate Voice*

*MUS123 - Advanced Voice*

*MUS124 - Advanced Vocal Production and Repertoire*

*MUS161 - Class Piano I*

*MUS162 - Class Piano II*

*MUS163 - Class Piano III*

*MUS164A - Intermediate Piano Repertoire I*

*MUS164B - Intermediate Piano Repertoire II*

*MUS185 - Beginning Classical Guitar*

*MUS186 - Intermediate Classical Guitar*

*MUS187 - Advanced Classical Guitar*

*MUS188 - Advanced Classical Guitar Technique and Repertoire*

*PBLC199 - Cooperative Work Experience Education*

*THEA110 - Acting Fundamentals*

*THEA111 - Intermediate Acting*

*THEA118 - Fundamentals of Scene Study*

*THEA180A - Rehearsal and Performance: Drama - Minor/Supporting Role*

*THEA180B - Rehearsal and Performance: Drama - Leading Role*

*THEA181A - Rehearsal and Performance: Comedy - Minor/Supporting Role*

*THEA181B - Rehearsal and Performance: Comedy - Leading Role*

*THEA182A - Rehearsal and Performance: One-Act Plays*

*THEA182B - Rehearsal and Performance: Original One-Act Plays*

*THEA183A - Rehearsal and Performance: Musical - Minor/Supporting Role*

*THEA183B - Rehearsal and Performance: Musical - Leading Role*

*THEA186A - Beginning Technical Theatre Production*

*THEA186B - Intermediate Technical Theatre Production*

*THEA186C - Advanced Technical Theatre Production*

[Print Program Info](#)

## Custodial Technician, CC

Certificate of Completion

**Control Number:**

36900

**Curriculum Id:**

OEC.CUSTT.CC

The Certificate of Completion in Custodial Technician is designed to give students the necessary knowledge and skills to hold a custodial technician position. Students will learn safety standards and basic training of hazard materials (HAZMAT) set by California's Occupational Safety and Health Administration (CAL-OSHA) and Department of Transportation (DOT).

### Program Courses & Requirements

**Custodial Technician, CC (Total 96)****Complete the following number of credits: 96**

VCST101 - Custodial Technician 60

VCST102 - Basic Hazmat Safety Standards 36

### Learning Outcomes

Apply the concepts of safety standards and hazardous materials used for custodial work in a private and public facility.

[Print Program Info](#)

## Customer Service Representative, CC

Certificate of Completion

**Control Number:**

24427

**Curriculum Id:**

OEC.CSTSV.CC

The Certificate of Completion in Customer Service Representative is designed to give students the necessary knowledge and skills to deal directly with customers as the company representative in special problems that may arise. Students will be prepared to work as commercial or residential service representatives in positions in major department stores, collection agencies, credit bureaus, airlines, travel agencies, medical insurance agencies, public utilities, and telephone answering services.

### Program Courses & Requirements

**Customer Service Representative, CC (Total 180)****Complete all of the following****Certificate Requirements: (Total 180)****Complete the following number of hours: 180**

VBUS119 - Keyboarding and Basic Windows 60

VBUS260 - Introduction to Word Processing using MS Word 60

WKPR500 - Workforce Readiness 60

### Learning Outcomes

Demonstrate competence in a variety of Windows-based applications.

Work efficiently with Windows-based applications using common, cross-application keyboard shortcuts; e.g., save, open, print, copy, paste, etc.

[Print Course Info](#)

## DNCE100:

## Dance History and Appreciation

The development of dance in Western Europe and the U.S. from ancient times to the present. Explores dance as an emerging art form from the Renaissance to the 21st century. Emphasizes the contemporary dance heritage of the United States. Field trips may be required.

## Requisites

None

## Transferability

Transferable to both UC and CSU

## Units & Hours

### Minimum Units:

3.0

### Maximum Units

3.0

## Total Hours

54.0

[Print Course Info](#)

## DNCE106A :

# Introduction to Modern Dance I

An introduction to modern dance emphasizing movement technique, dance vocabulary and creative individual expression. Includes an introduction to choreographic principles and the historical/cultural context of American modern dance. For the student with little or no dance experience. Previous Title: Dance 106A, Introduction to Modern Dance (2017)

## Requisites

Limitations on Enrollment:

**Course Family A combination of Dance 106A and 106B may be taken a maximum of four enrollments.**

None

## Transferability

Transferable to both UC and CSU

## Units & Hours

### Minimum Units:

1.0

### Maximum Units

1.0

## Total Hours

36.0

[Print Course Info](#)**DNCE106B :****Introduction to Modern Dance II**

This course further explores the technical and expressive elements of modern dance. Students will practice floor exercises, axial/positional movements, and locomotor patterns at an intermediate level. Deepening an understanding of historical significance, dance vocabulary, and creative individual expression. Strengthening an understanding of choreographic principles and cultural context of American modern dance. Previous Title: Dance 106B, Introduction to Modern Dance (2017)

**Requisites**

Limitations on Enrollment:

**Course Family A combination of Dance 106A and 106B may be taken a maximum of four enrollments.**

**Advisory**[DNCE106A - Introduction to Modern Dance I](#)**Transferability****Transferable to both UC and CSU****Units & Hours****Minimum Units:**

1.0

**Maximum Units**

1.0

**Total Hours**

36.0

[Print Course Info](#)**DNCE108A :****Ballet Fundamentals**

Introduction to basic ballet emphasizing movement technique, dance vocabulary, and creative individual expression. Student learns basic ballet barre exercises, center work, and short dance works. Includes an introduction to choreographic principles and cultural context of ballet. For the student with little or no dance experience. Previous Title: Dance 108A, Introduction to Ballet (2017)

**Requisites**

Limitations on Enrollment:

**Course Family A combination of Dance 108A and 108B may be taken a maximum of four enrollments.**

None

**Transferability**

## Transferable to both UC and CSU

### Units & Hours

#### Minimum Units:

1.0

#### Maximum Units

1.0

#### Total Hours

36.0

[Print Course Info](#)

### DNCE108B :

## Intermediate Ballet

This course further explores the technical and expressive elements of ballet technique, dance vocabulary, and creative individual expression. Students will practice ballet barre exercises, center work, and short dance works at an intermediate level. Strengthening an understanding of historical significance, choreographic principles and cultural context of ballet. Previous Title: Dance 108B, Introduction to Ballet (2017)

### Requisites

Limitations on Enrollment:

**Course Family A combination of Dance 108A and 108B may be taken a maximum of four enrollments.**

### Prerequisite

[DNCE108A - Ballet Fundamentals](#)

### Transferability

## Transferable to both UC and CSU

### Units & Hours

#### Minimum Units:

1.0

#### Maximum Units

1.0

#### Total Hours

36.0

[Print Course Info](#)

### DNCE115A :

## Tap Dance Fundamentals

Introduction to basic tap dance technique. Focuses on the mastery of basic tap steps and simple dance combinations. Recommended for theatre and dance majors. For the student with little or no dance experience. Field trips may be required. Previous Title: Dance 115A, Introduction to Tap Dance (2017)

## Requisites

Limitations on Enrollment:

**Course Family A combination of Dance 115A and 115B may be taken a maximum of four enrollments.**

None

## Transferability

**Transferable to both UC and CSU**

## Units & Hours

### Minimum Units:

1.0

### Maximum Units

1.0

## Total Hours

36.0

[Print Course Info](#)

## DNCE115B :

## Introduction to Tap Dance

This course further explores the technical and expressive elements of tap dance. Students will practice skills necessary for execution of traditional tap dance steps and sequences at an intermediate level. Strengthening intermediate steps leading to combination work in complete dances. Previous Title: Dance 115B, Introduction to Tap Dance (2017)

## Requisites

Limitations on Enrollment:

**Course Family A combination of Dance 115A and 115B may be taken a maximum of four enrollments.**

## Advisory

[DNCE115A - Tap Dance Fundamentals](#)

## Transferability

**Transferable to both UC and CSU**

## Units & Hours

### Minimum Units:

1.0

## Maximum Units

1.0

## Total Hours

36.0

[Print Course Info](#)

## DNCE119A :

### Jazz Dance Fundamentals

Introduction to jazz dance technique emphasizing elementary movement technique, vocabulary and creative expression. Includes an introduction to composition and cultural context of jazz. For students with little or no dance experience. Previous Title: Dance 119A, Introduction to Jazz Dance (2017)

## Requisites

Limitations on Enrollment:

**Course Family A combination of Dance 119A and 119B may be taken a maximum of four enrollments.**

None

## Transferability

Transferable to both UC and CSU

## Units & Hours

### Minimum Units:

1.0

### Maximum Units

1.0

## Total Hours

36.0

[Print Course Info](#)

## DNCE119B :

### Intermediate Jazz Dance

This course further explores the technical and expressive elements of jazz dance. Students will practice body alignment, locomotor movements, hitch kicks and leaps. Deepening an understanding of jazz dance, movement technique, vocabulary and creative expression. Strengthening an understanding of composition and cultural context of traditional and contemporary jazz dance forms. Previous Title: Dance 119B, Introduction to Jazz Dance (2017)

## Requisites

Limitations on Enrollment:

**Course Family A combination of Dance 119A and 119B may be taken a maximum of four enrollments.**

None



## Transferability

Transferable to both UC and CSU

## Units & Hours

### Minimum Units:

1.0

### Maximum Units

1.0

### Total Hours

36.0

[Print Course Info](#)

## DNCE204A:

### Dance Production I

Concert dance production experience culminating in public performances. Includes production basics, with an emphasis on performance techniques and working with faculty/student choreographers to create original dances. By audition only prior to enrollment. Former Title: DNCE 204A, Dance Production (Spring 2024)

## Requisites

Limitations on Enrollment:

### Audition

Course Family A combination of Dance 204A and 204B may be taken a maximum of four enrollments.

None

## Transferability

Transferable to both UC and CSU

## Units & Hours

### Minimum Units:

2.0

### Maximum Units

2.0

### Total Hours

72.0

[Print Course Info](#)

## DNCE204B:

### Dance Production II

Continued study in concert dance production culminating in public performances. Includes a range of production basics and advanced dance production methods, with an emphasis on choreography to create original dance work. Course differs from 204A. Former Title: DNCE 204B, Dance Production (Spring 2024)

## Requisites

Limitations on Enrollment:

**Course Family A combination of Dance 204A and 204B may be taken a maximum of four enrollments.**

## Audition

None

## Transferability

**Transferable to both UC and CSU**

## Units & Hours

### Minimum Units:

2.0

### Maximum Units

2.0

## Total Hours

72.0

[Print Course Info](#)

## DNCE205:

# Performance Ensemble

Pre-professional ensemble to provide performance experience for advanced students. Concert tour/performance field trips may be required. Repertoire and casting vary each semester.

## Requisites

Limitations on Enrollment:

## Audition

None

## Transferability

**Transferable to both UC and CSU**

## Units & Hours

### Minimum Units:

2.0

### Maximum Units

2.0

## Total Hours

72.0

[Print Course Info](#)

### DNCE250A:

## Hip-Hop Dance I

Introduction to hip-hop dance emphasizing movement technique, vocabulary, and creative expression. Includes an introduction to choreographic principles, improvisation, and cultural context of hip-hop.

### Requisites

Limitations on Enrollment:

**Course Family A combination of 250A, 250B, and 251 may be taken a maximum of four enrollments.**

None

### Transferability

**Transferable to both UC and CSU**

### Units & Hours

#### Minimum Units:

2.0

#### Maximum Units

2.0

## Total Hours

72.0

[Print Course Info](#)

### DNCE250B:

## Hip-Hop Dance II

Continued study in hip-hop dance emphasizing movement technique, vocabulary, and creative expression. Includes improvisation, more difficult combinations, student compositions, and the cultural context of hip-hop. Movement repertoire differs from 250A.

### Requisites

Limitations on Enrollment:

**Course Family A combination of Dance 250A, 250B, and 251 may be taken a maximum of four enrollments.**

### Advisory

[DNCE250A - Hip Hop Dance I](#)

successfully complete with a minimum grade of C

### Transferability

**Transferable to both UC and CSU**

### Units & Hours

#### Minimum Units:

2.0

#### Maximum Units

2.0

#### Total Hours

72.0

[Print Course Info](#)

## DNCE251:

### Hip Hop Dance III

Instruction for the continuing dance student in advanced level hip-hop dance technique and further development of performance skills. Emphasis will be placed on combinations, choreography, performance style, and cultural context of hip-hop. Dance 250B is recommended prior to enrollment in this course.

### Requisites

Limitations on Enrollment:

**Course Family A combination of Dance 250A, 250B, and 251 may be taken a maximum of four enrollments.**

### Advisory

[DNCE250B - Hip-Hop Dance II](#)

Successfully complete with a minimum grade of C

### Transferability

**Transferable to both UC and CSU**

### Units & Hours

#### Minimum Units:

2.0

#### Maximum Units

2.0

#### Total Hours

72.0

[Print Program Info](#)

# Data Science, AS

A.S. Degree Major

## Control Number:

43692

## Curriculum Id:

SCC.DS.AS

The Associate of Science degree in Data Science will provide students with a solid foundation in the fields of data science, industry intelligence, and analytics. The program is designed to prepare students for entry-level jobs, or to help them advance into careers, such as Associate Data Scientist, Junior Data Scientist, Modeling and Simulation Specialist, Modeling and Simulation Analyst, Big Data Analyst, and Senior Data Analyst.

## Program Courses & Requirements

### Data Science, AS (Total 16 - 19.5)

#### Complete all of the following

#### Major Requirements: (Total 13 - 15)

#### Complete the following number of credits: 13-15

Please select CIS111 or CMPR120 . Credit will be awarded for only one selection. 0

CIS111 - Python Programming 3

CMPR120 - Introduction to Programming 3

CMPR131 - Data Structures Concepts 3

MATH225 - Introduction to Data Science 4

Please select MATH287 or MATH290. Credit will be awarded for only one selection. 0

MATH287 - Introduction to Linear Algebra and Differential Equations 5

MATH290 - Linear Algebra 3

#### Select one (1) course from the following: (Total 3 - 4.5)

#### Complete the following number of credits: 3-4.5

CMPR121 - Programming Concepts 3

CMPR149 - Discrete Structures for Computer Science 3

MATH219 - Statistics and Probability 4

MATH219H - Honors Statistics and Probability 4

MATH219S - Statistics and Probability with Support 4.5

MATH270 - Discrete Mathematics 3

PSYC220 - Introduction to Research Methods in Psychology 4

SOC120 - Introduction to Sociological Research Methods 3

SOC125 - Introduction to Statistics in Sociology 3

SOC125H - Honors Introduction to Statistics in Sociology 3

## Learning Outcomes

Solve organizational problems by applying the methods, techniques, and tools relevant to systems analysis and design.

Demonstrate prescriptive analytics techniques to common industry scenarios.

[Print Program Info](#)

# Data Science, CA

Certificate of Achievement

## Control Number:

44319

## Curriculum Id:

SCC.DS.CA

The Certificate of Achievement in Data Science will provide students with a solid foundation in the fields of data science, industry intelligence, and analytics. The program is designed to prepare students for entry-level jobs, or to help them advance in careers, such as Associate Data Scientist, Junior Data Scientist, Modeling and Simulation Specialist, Modeling and Simulation Analyst, Big Data Analyst, and Senior Data Analyst.

## Program Courses & Requirements

### Data Science, CA (Total 16 - 19.5)

Complete all of the following

#### Major Requirements (Total 13 - 15)

Complete the following number of credits: 13-15

Please select CIS111 or CMPR120. Credit will be awarded for only one selection. 0

CIS111 - Python Programming 3

CMPR120 - Introduction to Programming 3

CMPR131 - Data Structures Concepts 3

MATH225 - Introduction to Data Science 4

Please select MATH287 or MATH290. Credit will be awarded for only one selection. 0

MATH287 - Introduction to Linear Algebra and Differential Equations 5

MATH290 - Linear Algebra 3

Select one (1) course from the following list: (Total 3 - 4.5)

Complete the following number of credits: 3-4.5

CMPR121 - Programming Concepts 3

CMPR149 - Discrete Structures for Computer Science 3

MATH219 - Statistics and Probability 4

MATH219H - Honors Statistics and Probability 4

MATH219S - Statistics and Probability with Support 4.5

MATH270 - Discrete Mathematics 3

PSYC220 - Introduction to Research Methods in Psychology 4

SOC120 - Introduction to Sociological Research Methods 3

SOC125 - Introduction to Statistics in Sociology 3

SOC125H - Honors Introduction to Statistics in Sociology 3

## Learning Outcomes

Solve organizational problems by applying the methods, techniques, and tools relevant to systems analysis and design.

Demonstrate prescriptive analytics techniques to common industry scenarios.

[Print Program Info](#)

## Digital Marketing Specialist, CC

Certificate of Completion

Control Number:

36585

Curriculum Id:

OEC.DMS.CC

This program is designed to prepare students to determine potential sales of a product or service by researching and analyzing market conditions in local, regional, or national areas. Students will learn methods of digital marketing and distribution, such as gathering information on competitors, prices, and sales. An emphasis is placed on the use of digital marketing technology to create a marketing campaign.

## Program Courses & Requirements

### Digital Marketing Specialist, CC (Total 180)

Complete the following number of credits: 180

VBUS014 - Introduction to Mobile and Social Media Tools 60

VBUS150 - Introduction to Digital Marketing 60

VBUS152 - Introduction to Digital Marketing Analytics 60

## Learning Outcomes

Create a digital marketing campaign.

[Print Program Info](#)

## Digital Media Arts: Graphic Design, CA

Certificate of Achievement

**Control Number:**

21670

**Curriculum Id:**

SCC.ARTDGA.CA

The Certificate of Achievement in Digital Media Arts Graphic Design reflects the industry standard in the field of advertising/graphic design for printed media, the web, and digital imaging. The program is designed with a combination of courses from fine art, digital media, computer science, and marketing to develop technical skills and creativity in digital media. Graduates of this program will find entry into the profession at various levels with employment opportunities in the fields of advertising, graphic design, web design, application design, and digital imaging.

## Program Courses & Requirements

**Digital Media Arts: Graphic Design, CA (Total 21)**

**Complete all of the following**

**Certificate Requirements: (Total 18)**

**Complete the following number of credits: 18**

When an honors course is available, students can select an honors course or a non-honors course. Credit will be awarded for only one course. 0

Select ART100 or ART100H. Credit will be awarded for one or the other. 0

ART100 - Introduction to Art Concepts 3

ART100H - Honors Introduction to Art Concepts 3

ART110 - Two-Dimensional Design 3

ART122 - Graphic Design I 3

ART129 - Introduction to Web Design 3

ART130 - Introduction to Drawing 3

ART195 - Introduction to Digital Media Arts 3

**Select one (1) course from the following: (Total 3)**

**Complete the following number of credits: 3**

ART101 - Survey of Western Art History I: Prehistory Through the Middle Ages 3

ART101H - Honors Survey of Western Art History I: Prehistory Through the Middle Ages 3

ART111 - Three-Dimensional Design 3

ART128 - Introduction to Illustration 3

ART131 - Beginning Life Drawing 3

ART141 - Beginning Painting 3

ART149 - Introduction to Digital Photography 3

ART221 - Graphic Design II 3

ART228 - Intermediate Illustration 3

ART230 - Intermediate Drawing 3

ART231 - Intermediate Life Drawing 3

ART232 - Advanced Life Drawing 3

ART250 - Advanced Studio Concepts 3

CMPR105 - Visual BASIC Programming 3

MKTG112 - Principles of Advertising 3

## Learning Outcomes

Demonstrate the use of a variety of digital media tools and techniques to create graphic design images.

Demonstrate the ability to create graphic design images using visual elements and principles of design.

[Print Program Info](#)

## Diversity in the Workforce, CC

Certificate of Completion

**Control Number:**

43227

**Curriculum Id:**

OEC.DITW.CC

The Certificate of Completion in Diversity in the Workforce is designed to give students the necessary knowledge and skills to be successful in the workforce or for future employment. Students will become familiar with different cultures and their influence as well as demonstrate an ability to communicate with a diverse population.

## Program Courses & Requirements

### Diversity in the Workforce, CC (Total 120)

**Complete all of the following**

WKPR019 - Different Communication Styles in the Workforce 60

WKPR020 - Different Cultures in the Workplace 60

### Recommended Sequence

### New Sequence

Term 1	Hours
<b>Diversity in the Workforce, CC</b>	
<b>Take one of the following:</b>	
WKPR019 - Different Communication Styles in the Workforce	60.0
WKPR020 - Different Cultures in the Workplace	60.0
<b>Total Hours</b>	60.0

## Learning Outcomes

Identify three types of cultural workplace differences.

[Print Program Info](#)

## Drone Operation and Photography, CC

Certificate of Completion

**Control Number:**

43876

**Curriculum Id:**

OEC.DOP.CC

This introductory program equips students with the skills to operate drones effectively and prepare for FAA Part 107 and/or TRUST certification exams. It encompasses hands-on drone flying, fundamental drone photography and videography, emphasizing aircraft and camera settings for safe and smooth flight operations and acquisition of quality imagery. Moreover, it imparts knowledge on digital asset management and editing techniques using Adobe Lightroom, Photoshop, and Premiere. Whether aspiring for commercial drone use or recreational flying, this program offers comprehensive training to master drone operation, capture stunning visuals, and handle post-production tasks efficiently.

## Program Courses & Requirements

### Drone Operation and Photography, CC (Total 120)

**Complete all of the following**

**Certificate Requirements: (Total 120)**

**Complete all of the following**

VFOTO100 - How to Fly a Drone 60

VFOTO101 - Drone Photography and Video 60

### Learning Outcomes

Operate a drone, in compliance with FAA regulations, and use it to take photographs



[Print Course Info](#)

## ECON101: Principles/Micro

Introduction to microeconomics, including basic economic concepts, analysis of markets, efficiency, consumer and firm behavior, industry structures, market failure, and resource markets. For economics, business, and certain engineering and computer science majors.

### Requisites

#### Prerequisite

Completion of any mathematics course at the Intermediate Algebra level or above with a grade of "C" or better. OR Qualifying profile from the mathematics placement process.

### Transferability

**Transferable to both UC and CSU**

### Units & Hours

#### Minimum Units:

3.0

#### Maximum Units

3.0

#### Total Hours

54.0

[Print Course Info](#)

## ECON102: Principles/Macro

Introduction to macroeconomics, including basic economic concepts, analysis of markets, national income accounting, employment, inflation, short-run business cycle fluctuations, long-run growth trends, monetary and fiscal policies, and international economic issues. Intended for economics, business, and certain engineering/computer science majors.

### Requisites

#### Prerequisite

Completion of any mathematics course at the Intermediate Algebra level or above with a grade of "C" or better. OR Qualifying profile from the mathematics placement process.

### Transferability

**Transferable to both UC and CSU**

### Units & Hours

#### Minimum Units:

3.0

## Maximum Units

3.0

## Total Hours

54.0

[Print Course Info](#)

## EDUC101:

### American Schools and Society

Introduction to the historical, sociological and psychological goals of American schools as a social/political institution. Topics include equality of educational opportunity; student diversity and multicultural education; economic, societal and political influences; teacher roles and responsibilities; curriculum standards; and the globalization of education.

## Requisites

### Advisory

[ENGL100 - Freshman Composition with Integrated Support](#)

OR

### Advisory

[ENGL101 - Freshman Composition](#)

OR

### Advisory

[ENGL101H - Honors Freshman Composition](#)

## Transferability

Transferable to both UC and CSU

## Units & Hours

### Minimum Units:

3.0

### Maximum Units

3.0

## Total Hours

54.0

[Print Course Info](#)

## EDUC110:

### The Teaching Experience: Exploration

An exploration of the teaching profession both from academic understanding and from experience gained through 20 hours of classroom observations, assisting in schools and educational centers and designing, preparing and teaching standards based lessons in grades K-12. Topics will include instructional techniques and skills for the teaching profession, exploration of anti-racist teaching strategies and diverse student learning and roles and responsibilities of teachers.

### Requisites

None

### Transferability

Transferable to CSU only

### Units & Hours

#### Minimum Units:

3.0

#### Maximum Units

3.0

### Total Hours

54.0

[Print Course Info](#)

## EDUC113:

### Educational Strategies for Tutors and Instructional Aides

An examination of effective educational support strategies for tutors and instructional paraprofessionals with a focus on the reading, math and writing skills of school- age children. Students are placed in local K-8 classrooms, tutoring centers, and/or after school programs to apply strategies and gain experience tutoring and working with school-age children.

### Requisites

None

### Transferability

Transferable to CSU only

### Units & Hours

#### Minimum Units:

1.0

#### Maximum Units

1.0

### Total Hours

18.0

[Print Course Info](#)

## EDUC200:

# Introduction to Elementary Classroom Teaching

Introduction to educational theory and practice, assessing issues and standards for teaching in California's culturally and linguistically diverse K -12 school settings; explores instructional methods for teaching, historical and philosophical foundations of the American education system, contemporary educational issues, California's curriculum standards and teacher performance standards. Students participate in 45 hours of structured observation in an elementary classroom in cooperation with a certificated classroom teacher.

## Requisites

### Advisory

[EDUC101 - American Schools and Society](#)

### AND

### Advisory

[ENGL100 - Freshman Composition with Integrated Support](#)

### OR

### Advisory

[ENGL101 - Freshman Composition](#)

### OR

### Advisory

[ENGL101H - Honors Freshman Composition](#)

## Transferability

Transferable to both UC and CSU

## Units & Hours

### Minimum Units:

3.0

### Maximum Units

3.0

### Total Hours

54.0

[Print Course Info](#)

## EDUC206:

# Proficiency in Educational Technologies for Teachers

Develop personal proficiency in educational technologies to facilitate teaching process. Develop digital literacy through use of presentation, spreadsheet, word processing and publication software, and interactive online tools; Internet search and retrieval; information literacy; electronic communication and collaboration; awareness of legal and ethical issues in the digital world.

**Requisites**

None

**Transferability****Transferable to CSU only****Units & Hours****Minimum Units:**

3.0

**Maximum Units**

3.0

**Total Hours**

54.0

[Print Course Info](#)**EDUC209:****Roles and Responsibilities of the Special Education Paraprofessional**

This course is designed to train persons who work as classroom paraprofessional/teaching assistants in the public schools. The course provides an overview of paraprofessional roles and responsibilities including legal, instruction, evaluation and behavioral issues. Supports current legislation for paraprofessionals. May require field trips or field experience.

**Requisites**

None

**Transferability****Transferable to CSU only****Units & Hours****Minimum Units:**

3.0

**Maximum Units**

3.0

**Total Hours**

54.0

[Print Course Info](#)**EDUC211:****Classroom Practices for Diverse Learners**

Prepares individuals to assist teachers in various settings to support diverse learners (individuals who have disabilities, are second language learners, are gifted, etc.). Topics will include lesson planning, adapting academics: reading, mathematics, science, art, job coaching, behavioral support, etc.

## Requisites

None

## Transferability

Transferable to CSU only

## Units & Hours

### Minimum Units:

3.0

### Maximum Units

3.0

## Total Hours

54.0

[Print Course Info](#)

## EDUC220:

# Introduction to Secondary Teaching

Introduction to the history, philosophy, and sociology of secondary education. This course will cover the California Teacher Performance Expectations and Assessment; needs of special populations, cultural competency and critical consciousness for educators, English learners, and struggling readers; content standards and major curriculum reform documents. Students participate in 40 hours of structured observation and internship in a local secondary classroom. Former Title: Education 210, The Teaching Experience: Secondary Education (2020)

## Requisites

None

## Transferability

Transferable to both UC and CSU

## Units & Hours

### Minimum Units:

3.0

### Maximum Units

3.0

## Total Hours

54.0

[Print Course Info](#)

## ELCT041:

# General Electrician 1

First semester of a five-year program for certified electrical trainees. Covers tools and fasteners, knot tying, math and materials, building materials and safety, and residential blueprints. Meets the requirement as a state-certified training course. Open Entry/Open Exit

## Requisites

None

## Transferability

**Not transferable**

## Units & Hours

### Minimum Units:

3.0

### Maximum Units

3.0

## Total Hours

80.0

[Print Course Info](#)

## ELCT042:

# General Electrician 2

Second semester of a five-year program for certified electrical trainees. Covers DC theory, series circuits, parallel circuits and combination circuits. Meets the requirement as a state-certified training course. Open Entry/Open Exit

## Requisites

### Prerequisite

[ELCT041 - General Electrician 1](#)

## Transferability

**Not transferable**

## Units & Hours

### Minimum Units:

3.0

### Maximum Units

3.0

## Total Hours

80.0

[Print Course Info](#)

## ELCT043:

## General Electrician 3

Third semester of a five year program for certified electrical trainees. Covers codeology, test instruments and sine waves, three-phase systems, residential and commercial blueprints, mechanical bending. Meets the requirement as a state-certified training course. Open Entry/Open Exit

### Requisites

#### Prerequisite

[ELCT042 - General Electrician 2](#)

### Transferability

**Not transferable**

### Units & Hours

#### Minimum Units:

3.0

#### Maximum Units

3.0

#### Total Hours

80.0

[Print Course Info](#)

## ELCT044:

## General Electrician 4

Fourth semester of a five-year program for certified electrical trainees. Covers electrical theory, transformers, and National Electrical Code application. Meets the requirement as a state-certified training course. Open Entry/Open Exit

### Requisites

#### Prerequisite

[ELCT043 - General Electrician 3](#)

### Transferability

**Not transferable**

### Units & Hours

#### Minimum Units:

3.0

#### Maximum Units

3.0

#### Total Hours



80.0

[Print Course Info](#)**ELCT045:****General Electrician 5**

Fifth semester of a five-year program for certified electrical trainees. Covers the National Electrical Code, grounding, industrial blueprints, and earth testing. Meets the requirement as a state-certified training course. Open Entry/Open Exit

**Requisites****Prerequisite**[ELCT044 - General Electrician 4](#)**Transferability****Not transferable****Units & Hours****Minimum Units:**

3.0

**Maximum Units**

3.0

**Total Hours**

80.0

[Print Course Info](#)**ELCT046:****General Electrician 6**

Sixth semester of a five-year program for certified electrical trainees. Covers advanced motor control and code as applied to motor protection. Meets the requirement as a state-certified training course. Open Entry/Open Exit

**Requisites****Prerequisite**[ELCT045 - General Electrician 5](#)**Transferability****Not transferable****Units & Hours****Minimum Units:**

3.0

## Maximum Units

3.0

## Total Hours

80.0

[Print Course Info](#)

## ELCT047:

### General Electrician 7

Seventh semester of a five-year program for certified electrical trainees. Covers electronics and programmable logic controllers. Meets the requirement as a state-certified training course. Open Entry/Open Exit

## Requisites

### Prerequisite

[ELCT046 - General Electrician 6](#)

## Transferability

**Not transferable**

## Units & Hours

### Minimum Units:

3.0

### Maximum Units

3.0

## Total Hours

80.0

[Print Course Info](#)

## ELCT048:

### General Electrician 8

Eighth semester of a five-year program. Provides related and supplemental instruction in code calculations and electrical grounding and bonding. Meets the requirement as a state-certified training course. Open Entry/Open Exit

## Requisites

### Prerequisite

[ELCT047 - General Electrician 7](#)

## Transferability

**Not transferable**

## Units & Hours

### Minimum Units:

3.0

### Maximum Units

3.0

### Total Hours

80.0

[Print Course Info](#)

## ELCT049:

### General Electrician 9

Ninth semester of a five-year program for certified electrical trainees. A cover-to-cover study of the National Electrical Codebook to prepare for the California State Electrical Examination. Meets the requirement as a state-certified training course. Open Entry/Open Exit

## Requisites

### Prerequisite

[ELCT048 - General Electrician 8](#)

## Transferability

### Not transferable

## Units & Hours

### Minimum Units:

3.0

### Maximum Units

3.0

### Total Hours

80.0

[Print Course Info](#)

## ELCT050:

### General Electrician 10

Final semester of a five-year program. Provides related and supplemental instruction in jobsite management and photovoltaic systems. Meets the requirement as a state-certified training course. Open Entry/Open Exit

## Requisites

### Prerequisite

[ELCT049 - General Electrician 9](#)

**Transferability****Not transferable****Units & Hours****Minimum Units:**

3.0

**Maximum Units**

3.0

**Total Hours**

80.0

[Print Course Info](#)**ELCT051:****Quality Safety Program and First Aid**

OSHA workplace requirements, the identification and use of safe work practices, coping with accidents and emergency situations, and one person CPR for inside wireman apprentices. American Red Cross certificate available upon successful completion. Open Entry/Open Exit

**Requisites**

None

**Transferability****Not transferable****Units & Hours****Minimum Units:**

1.5

**Maximum Units**

1.5

**Total Hours**

30.0

[Print Course Info](#)**ENGL100:****Freshman Composition with Integrated Support**

This course is designed for students who want to develop competence in college-level composition through extended instruction and practice. Students read, analyze, discuss, and think critically using various sources in order to compose in a variety of academic, professional, and civic contexts, including digital environments. Additional hours in the Writing Center are required for practice in refining sentence skills, grammar, research, study habits, and reading strategies.

**Requisites**

**Prerequisite**

[ACE116 - Introduction to Academic Composition](#)

OR

**Prerequisite**

[ENGL099 - Introduction to Composition with Integrated Support](#)

OR

**Prerequisite**

Qualifying profile from the English placement process.

**Transferability**

Transferable to both UC and CSU

**Units & Hours****Minimum Units:**

4.5

**Maximum Units**

4.5

**Total Hours**

108.0

[Print Course Info](#)

**ENGL100:****Freshman Composition with Integrated Support**

This course is designed for students who want to develop competence in college-level composition through extended instruction and practice. Students read, analyze, discuss, and think critically using various sources in order to compose in a variety of academic, professional, and civic contexts, including digital environments. Additional hours in the Writing Center are required for practice in refining sentence skills, grammar, research, study habits, and reading strategies.

**Requisites****Prerequisite**

[ACE116 - Introduction to Academic Composition](#)

OR

**Prerequisite**

Qualifying profile from the English placement process.

## Transferability

Transferable to both UC and CSU

## Units & Hours

### Minimum Units:

4.5

### Maximum Units

4.5

## Total Hours

108.0

[Print Course Info](#)

## ENGL101:

# Freshman Composition

This course emphasizes expository and argumentative essays and the research paper, allowing students to gain familiarity with learning approaches connected to successful writing and to compose in a variety of academic, professional, and civic contexts, including digital environments.

## Requisites

### Prerequisite

[ACE116 - Introduction to Academic Composition](#)

OR

### Prerequisite

[ENGL099 - Introduction to Composition with Integrated Support](#)

OR

### Prerequisite

Qualifying profile from the English placement process.

OR

## Transferability

Transferable to both UC and CSU

## Units & Hours

### Minimum Units:

4.0

## Maximum Units

4.0

## Total Hours

72.0

[Print Course Info](#)

## ENGL101:

### Freshman Composition

This course emphasizes expository and argumentative essays and the research paper, allowing students to gain familiarity with learning approaches connected to successful writing and to compose in a variety of academic, professional, and civic contexts, including digital environments.

## Requisites

### Prerequisite

[ACE116 - Introduction to Academic Composition](#)

OR

### Prerequisite

Qualifying profile from the English placement process.

## Transferability

Transferable to both UC and CSU

## Units & Hours

### Minimum Units:

4.0

### Maximum Units

4.0

## Total Hours

72.0

[Print Course Info](#)

## ENGL101H :

### Honors Freshman Composition

This course provides an enriched exposure to expository and argumentative essays and the research paper, requiring in-depth analysis of issues and substantive treatment of student-selected topics.

## Requisites

### Entrance Skills:

**A high school or college GPA of 3.0 or above**

**Prerequisite**

[ACE116 - Introduction to Academic Composition](#)

OR

**Prerequisite**

[ENGL099 - Introduction to Composition with Integrated Support](#)

OR

**Prerequisite**

Qualifying profile from English placement process.

**Transferability**

Transferable to both UC and CSU

**Units & Hours****Minimum Units:**

4.0

**Maximum Units**

4.0

**Total Hours**

72.0

[Print Course Info](#)

**ENGL101H :****Honors Freshman Composition**

This course provides an enriched exposure to expository and argumentative essays and the research paper, requiring in-depth analysis of issues and substantive treatment of student-selected topics.

**Requisites**

Entrance Skills:

**A high school or college GPA of 3.0 or above**

**Prerequisite**

[ACE116 - Introduction to Academic Composition](#)

OR

**Prerequisite**

Qualifying profile from English placement process.



## Transferability

Transferable to both UC and CSU

## Units & Hours

### Minimum Units:

4.0

### Maximum Units

4.0

## Total Hours

72.0

[Print Course Info](#)

## ENGL102:

# Literature and Composition

A second semester course in composition and literature that uses literature to develop critical thinking skills with extensive readings selected from the four major genres.

## Requisites

### Prerequisite

[ENGL100 - Freshman Composition with Integrated Support](#)

Use the writing process to compose essays—including research papers in MLA format—that contain unity, coherence, development, logic, grammatical precision, and selection of appropriate sources and their correct use. Analyze written and visual texts for content, structure, rhetorical strategies, visual and written techniques, and grammatical precision.

**OR**

### Prerequisite

[ENGL101 - Freshman Composition](#)

Outcomes Use the writing process to compose essays—including research papers in the MLA format—that contain unity, coherence, development, logic, grammatical precision, and selection of appropriate sources and their correct use. Analyze written and visual texts for content, structure, rhetorical strategies, visual and written techniques, and grammatical precision.

**OR**

### Prerequisite

[ENGL101H - Honors Freshman Composition](#)

Outcomes Use the writing process to compose essays—including research papers in the MLA format—that contain unity, coherence, development, logic, grammatical precision, and selection of appropriate sources and their correct use. Analyze written and visual texts for content, structure, rhetorical strategies, visual, and written techniques and grammatical precision.

## Transferability

Transferable to both UC and CSU

## Units & Hours

### Minimum Units:

4.0

### Maximum Units

4.0

### Total Hours

72.0

[Print Course Info](#)

## ENGL102H :

# Honors Literature and Composition

An enriched approach designed for honors students. A second semester course in composition and literature that uses literature to develop critical thinking skills with extensive readings selected from the four major genres.

## Requisites

### Entrance Skills:

**A high school or college GPA of 3.0 or above**

### Prerequisite

[ENGL100 - Freshman Composition with Integrated Support](#)

Use the writing process to compose essays--including research papers in MLA format--that contain unity, coherence, development, logic, grammatical precision, and selection of appropriate sources and their correct use. Analyze written and visual texts for content, structure, rhetorical strategies, visual and written techniques, and grammatical precision.

**OR**

### Prerequisite

[ENGL101 - Freshman Composition](#)

Outcomes Use the writing process to compose essays—including research papers in the MLA format—that contain unity, coherence, development, logic, grammatical precision, and selection of appropriate sources and their correct use. Analyze written and visual texts for content, structure, rhetorical strategies, visual and written techniques, and grammatical precision.

**OR**

### Prerequisite

[ENGL101H - Honors Freshman Composition](#)

Outcomes Use the writing process to compose essays—including research papers in the MLA format—that contain unity, coherence, development, logic, grammatical precision, and selection of appropriate sources and their correct use. Analyze written and visual texts for content, structure, rhetorical strategies, visual, and written techniques and grammatical precision.

## Transferability

**Transferable to both UC and CSU**

## Units & Hours

## Minimum Units:

4.0

## Maximum Units

4.0

## Total Hours

72.0

[Print Course Info](#)

## ENGL103:

# Critical Thinking and Writing

This course focuses on developing critical thinking, reading, and writing skills by studying established argumentative methods and models and applying them to contemporary issues. Emphasis will be on logical reasoning and analytical and argumentative skills necessary for critical writing.

## Requisites

### Prerequisite

[ENGL100 – Freshman Composition with Integrated Support](#)

Use the writing process to compose essays—including research papers in MLA format—that contain unity, coherence, development, logic, grammatical precision, and selection of appropriate sources and their correct use. Analyze written and visual texts for content, structure, rhetorical strategies, visual and written techniques, and grammatical precision.

**OR**

### Prerequisite

[ENGL101 – Freshman Composition](#)

Outcomes Use the writing process to compose essays—including research papers in the MLA format—that contain unity, coherence, development, logic, grammatical precision, and selection of appropriate sources and their correct use. Analyze written and visual texts for content, structure, rhetorical strategies, visual and written techniques, and grammatical precision.

**OR**

### Prerequisite

[ENGL101H – Honors Freshman Composition](#)

Outcomes Use the writing process to compose essays—including research papers in the MLA format—that contain unity, coherence, development, logic, grammatical precision, and selection of appropriate sources and their correct use. Analyze written and visual texts for content, structure, rhetorical strategies, visual, and written techniques and grammatical precision.

## Transferability

### Transferable to both UC and CSU

## Units & Hours

### Minimum Units:

4.0

### Maximum Units

4.0

## Total Hours

72.0

[Print Course Info](#)

## ENGL103H :

# Honors Critical Thinking and Writing

This course will emphasize an enriched and intensive exploration of historical and contemporary issues as well as encourage an application of critical thinking, writing and reading skills to established argumentative methods and models through student-initiated discussion and problem-solving in a seminar setting.

## Requisites

### Entrance Skills:

**A high school or college GPA of 3.0 or above**

### Prerequisite

[ENGL100 - Freshman Composition with Integrated Support](#)

Use the writing process to compose essays--including research papers in MLA format--that contain unity, coherence, development, logic, grammatical precision, and selection of appropriate sources and their correct use. Analyze written and visual texts for content, structure, rhetorical strategies, visual and written techniques, and grammatical precision.

**OR**

### Prerequisite

[ENGL101 - Freshman Composition](#)

Outcomes Use the writing process to compose essays—including research papers in the MLA format—that contain unity, coherence, development, logic, grammatical precision, and selection of appropriate sources and their correct use. Analyze written and visual texts for content, structure, rhetorical strategies, visual and written techniques, and grammatical precision.

**OR**

### Prerequisite

[ENGL101H - Honors Freshman Composition](#)

Outcomes Use the writing process to compose essays—including research papers in the MLA format—that contain unity, coherence, development, logic, grammatical precision, and selection of appropriate sources and their correct use. Analyze written and visual texts for content, structure, rhetorical strategies, visual, and written techniques and grammatical precision.

## Transferability

**Transferable to both UC and CSU**

## Units & Hours

### Minimum Units:

4.0

### Maximum Units

4.0

## Total Hours

72.0

[Print Course Info](#)

## ENGL103H :

# Honors Critical Thinking and Writing

This course will emphasize an enriched and intensive exploration of historical and contemporary issues as well as encourage an application of critical thinking, writing and reading skills to established argumentative methods and models through student-initiated discussion and problem-solving in a seminar setting.

## Requisites

### Entrance Skills:

**A high school or college GPA of 3.0 or above**

### Prerequisite

[ENGL100 - Freshman Composition with Integrated Support](#)

Use the writing process to compose essays—including research papers in MLA format—that contain unity, coherence, development, logic, grammatical precision, and selection of appropriate sources and their correct use. Analyze written and visual texts for content, structure, rhetorical strategies, visual and written techniques, and grammatical precision.

**OR**

### Prerequisite

[ENGL101 - Freshman Composition](#)

Outcomes Use the writing process to compose essays—including research papers in the MLA format—that contain unity, coherence, development, logic, grammatical precision, and selection of appropriate sources and their correct use. Analyze written and visual texts for content, structure, rhetorical strategies, visual and written techniques, and grammatical precision.

**OR**

### Prerequisite

[ENGL101H - Honors Freshman Composition](#)

Outcomes Use the writing process to compose essays—including research papers in the MLA format—that contain unity, coherence, development, logic, grammatical precision, and selection of appropriate sources and their correct use. Analyze written and visual texts for content, structure, rhetorical strategies, visual, and written techniques and grammatical precision.

## Transferability

**Transferable to both UC and CSU**

## Units & Hours

### Minimum Units:

4.0

### Maximum Units

4.0

## Total Hours

72.0

[Print Course Info](#)

## ENGL213:

# Creative Writing

This course offers an introduction to writing techniques focusing on the four literary genres: poetry, drama, short story, and personal memoir. Class will be conducted in a workshop format with an emphasis on writing and critiquing.

## Requisites

### Prerequisite

[ENGL100 - Freshman Composition with Integrated Support](#)

Outcomes Use the writing process to compose essays—including research papers in MLA format—that contain unity, coherence, development, logic, grammatical precision, and selection of appropriate sources and their correct use. Analyze written and visual texts for content, structure, rhetorical strategies, visual and written techniques, and grammatical precision.

**OR**

### Prerequisite

[ENGL101 - Freshman Composition](#)

Outcomes Use the writing process to compose essays—including research papers in the MLA format—that contain unity, coherence, development, logic, grammatical precision, and selection of appropriate sources and their correct use. Analyze written and visual texts for content, structure, rhetorical strategies, visual and written techniques, and grammatical precision.

**OR**

### Prerequisite

[ENGL101H - Honors Freshman Composition](#)

Outcomes Use the writing process to compose essays—including research papers in the MLA format—that contain unity, coherence, development, logic, grammatical precision, and selection of appropriate sources and their correct use. Analyze written and visual texts for content, structure, rhetorical strategies, visual, and written techniques and grammatical precision.

## Transferability

### Transferable to both UC and CSU

## Units & Hours

### Minimum Units:

3.0

### Maximum Units

3.0

## Total Hours

54.0

[Print Course Info](#)

## ENGL231: Survey of English Literature I

Introductory study of representative selections of British literature from the Anglo-Saxon period to the neo-classical period. Emphasis on authors best exemplifying their period, such as Chaucer, Shakespeare, Spenser, Jonson, Milton, Donne, Dryden, Johnson, Behn, Pope, and others.

### Requisites

#### Prerequisite

[ENGL100 - Freshman Composition with Integrated Support](#)

Use the writing process to compose essays—including research papers in MLA format—that contain unity, coherence, development, logic, grammatical precision, and selection of appropriate sources and their correct use. Analyze written and visual texts for content, structure, rhetorical strategies, visual and written techniques, and grammatical precision.

**OR**

#### Prerequisite

[ENGL101 - Freshman Composition](#)

Outcomes Use the writing process to compose essays—including research papers in the MLA format—that contain unity, coherence, development, logic, grammatical precision, and selection of appropriate sources and their correct use. Analyze written and visual texts for content, structure, rhetorical strategies, visual and written techniques, and grammatical precision.

**OR**

#### Prerequisite

[ENGL101H - Honors Freshman Composition](#)

Outcomes Use the writing process to compose essays—including research papers in the MLA format—that contain unity, coherence, development, logic, grammatical precision, and selection of appropriate sources and their correct use. Analyze written and visual texts for content, structure, rhetorical strategies, visual, and written techniques and grammatical precision.

### Transferability

**Transferable to both UC and CSU**

### Units & Hours

#### Minimum Units:

3.0

#### Maximum Units

3.0

#### Total Hours

54.0

[Print Course Info](#)

## ENGL232: Survey of English Literature II

Introductory study of representative selections from the English Romantic Movement to the present. Emphasis on those authors best exemplifying their period, such as Blake, Wordsworth, Coleridge, Byron, the Shelleys, Keats, Tennyson, Arnold, Carlyle, the Brownings, Dickens, the war poets, Yeats, Wilde, Woolf, Joyce, Lawrence, Mansfield, and Larkin.

## Requisites

### Prerequisite

[ENGL100 - Freshman Composition with Integrated Support](#)

Use the writing process to compose essays--including research papers in MLA format--that contain unity, coherence, development, logic, grammatical precision, and selection of appropriate sources and their correct use. Analyze written and visual texts for content, structure, rhetorical strategies, visual and written techniques, and grammatical precision.

**OR**

### Prerequisite

[ENGL101 - Freshman Composition](#)

Outcomes Use the writing process to compose essays—including research papers in the MLA format—that contain unity, coherence, development, logic, grammatical precision, and selection of appropriate sources and their correct use. Analyze written and visual texts for content, structure, rhetorical strategies, visual and written techniques, and grammatical precision.

**OR**

### Prerequisite

[ENGL101H - Honors Freshman Composition](#)

Outcomes Use the writing process to compose essays—including research papers in the MLA format—that contain unity, coherence, development, logic, grammatical precision, and selection of appropriate sources and their correct use. Analyze written and visual texts for content, structure, rhetorical strategies, visual, and written techniques and grammatical precision.

## Transferability

**Transferable to both UC and CSU**

## Units & Hours

### Minimum Units:

3.0

### Maximum Units

3.0

### Total Hours

54.0

[Print Course Info](#)

## ENGL233A :

## Shakespeare's Comedies and Romances

Study of a select number of plays to discover how Shakespeare uses the genres of comedy and romance to explore the human condition as it relates to historical, philosophical, social, political, and aesthetic contexts. Augmented by films and, if available, appropriate field trips. Different selections in English 233A and 233B.



## Requisites

### Prerequisite

[ENGL100 - Freshman Composition with Integrated Support](#)

Use the writing process to compose essays--including research papers in MLA format--that contain unity, coherence, development, logic, grammatical precision, and selection of appropriate sources and their correct use. Analyze written and visual texts for content, structure, rhetorical strategies, visual and written techniques, and grammatical precision.

**OR**

### Prerequisite

[ENGL101 - Freshman Composition](#)

Outcomes Use the writing process to compose essays—including research papers in the MLA format—that contain unity, coherence, development, logic, grammatical precision, and selection of appropriate sources and their correct use. Analyze written and visual texts for content, structure, rhetorical strategies, visual and written techniques, and grammatical precision.

**OR**

### Prerequisite

[ENGL101H - Honors Freshman Composition](#)

Outcomes Use the writing process to compose essays—including research papers in the MLA format—that contain unity, coherence, development, logic, grammatical precision, and selection of appropriate sources and their correct use. Analyze written and visual texts for content, structure, rhetorical strategies, visual, and written techniques and grammatical precision.

## Transferability

**Transferable to both UC and CSU**

## Units & Hours

### Minimum Units:

3.0

### Maximum Units

3.0

### Total Hours

54.0

[Print Course Info](#)

## ENGL233B :

### Shakespeare's Tragedies and History Plays

Study of a select number of plays to discover how Shakespeare uses tragedy and history plays to explore the human condition as it relates to historical, philosophical, social, political, and aesthetic contexts. Augmented by films and, if available, appropriate field trips. Different selections in English 233A and 233B.

## Requisites

### Prerequisite

[ENGL100 - Freshman Composition with Integrated Support](#)

Use the writing process to compose essays—including research papers in MLA format—that contain unity, coherence, development, logic, grammatical precision, and selection of appropriate sources and their correct use. Analyze written and visual texts for content, structure, rhetorical strategies, visual and written techniques, and grammatical precision.

**OR**

**Prerequisite**[ENGL101 - Freshman Composition](#)

Outcomes Use the writing process to compose essays—including research papers in the MLA format—that contain unity, coherence, development, logic, grammatical precision, and selection of appropriate sources and their correct use. Analyze written and visual texts for content, structure, rhetorical strategies, visual and written techniques, and grammatical precision.

**OR**

**Prerequisite**[ENGL101H - Honors Freshman Composition](#)

Outcomes Use the writing process to compose essays—including research papers in the MLA format—that contain unity, coherence, development, logic, grammatical precision, and selection of appropriate sources and their correct use. Analyze written and visual texts for content, structure, rhetorical strategies, visual, and written techniques and grammatical precision.

**Transferability**

**Transferable to both UC and CSU**

**Units & Hours****Minimum Units:**

3.0

**Maximum Units**

3.0

**Total Hours**

54.0

[Print Course Info](#)

**ENGL241:****Survey of American Literature, 1600-1865**

This course provides a survey of America's greatest works of literature from 1600-1865, emphasizing the relationship between various works and general movements in American culture and literary history.

**Requisites****Prerequisite**[ENGL100 - Freshman Composition with Integrated Support](#)

Outcomes Use the writing process to compose essays—including research papers in MLA format—that contain unity, coherence, development, logic, grammatical precision, and selection of appropriate sources and their correct use. Analyze written and visual texts for content, structure, rhetorical strategies, visual and written techniques, and grammatical precision.

**OR****Prerequisite**[ENGL101 - Freshman Composition](#)

Outcomes Use the writing process to compose essays—including research papers in the MLA format—that contain unity, coherence, development, logic, grammatical precision, and selection of appropriate sources and their correct use. Analyze written and visual texts for content, structure, rhetorical strategies, visual and written techniques, and grammatical precision.

**OR****Prerequisite**[ENGL101H - Honors Freshman Composition](#)

Outcomes Use the writing process to compose essays—including research papers in the MLA format—that contain unity, coherence, development, logic, grammatical precision, and selection of appropriate sources and their correct use. Analyze written and visual texts for content, structure, rhetorical strategies, visual, and written techniques and grammatical precision.

**Transferability****Transferable to both UC and CSU****Units & Hours****Minimum Units:**

3.0

**Maximum Units**

3.0

**Total Hours**

54.0

[Print Course Info](#)**ENGL242:****Survey of American Literature, 1865-Present**

The course provides a survey of America's greatest works of literature and their contributions to the American culture from 1865 to present, emphasizing the relationship between literary and intellectual history.

**Requisites****Prerequisite**[ENGL100 - Freshman Composition with Integrated Support](#)

Outcomes Use the writing process to compose essays—including research papers in MLA format—that contain unity, coherence, development, logic, grammatical precision, and selection of appropriate sources and their correct use. Analyze written and visual texts for content, structure, rhetorical strategies, visual and written techniques, and grammatical precision.

**OR****Prerequisite**[ENGL101 - Freshman Composition](#)

Outcomes Use the writing process to compose essays—including research papers in the MLA format—that contain unity, coherence, development, logic, grammatical precision, and selection of appropriate sources and their correct use. Analyze written and visual texts for content, structure, rhetorical strategies, visual and written techniques, and grammatical precision.

**OR**

**Prerequisite**

[ENGL101H - Honors Freshman Composition](#)

Outcomes Use the writing process to compose essays—including research papers in the MLA format—that contain unity, coherence, development, logic, grammatical precision, and selection of appropriate sources and their correct use. Analyze written and visual texts for content, structure, rhetorical strategies, visual, and written techniques and grammatical precision.

**Transferability**

**Transferable to both UC and CSU**

**Units & Hours**

**Minimum Units:**

3.0

**Maximum Units**

3.0

**Total Hours**

54.0

[Print Course Info](#)

**ENGL270:**

**Children's Literature**

This course offers a study of literature for children, emphasizing the history, trends, issues, and evaluation of all major genres: picture books, poetry, drama, traditional literature, non-fiction, and fiction, including full-length works.

**Requisites**

**Prerequisite**

[ENGL101 - Freshman Composition](#)

Outcomes Use the writing process to compose essays—including research papers in the MLA format—that contain unity, coherence, development, logic, grammatical precision, and selection of appropriate sources and their correct use. Analyze written and visual texts for content, structure, rhetorical strategies, visual and written techniques, and grammatical precision.

**OR**

**Prerequisite**

[ENGL101H - Honors Freshman Composition](#)

Outcomes Use the writing process to compose essays—including research papers in the MLA format—that contain unity, coherence, development, logic, grammatical precision, and selection of appropriate sources and their correct use. Analyze written and visual texts for content, structure, rhetorical strategies, visual, and written techniques and grammatical precision.

**OR**

**Prerequisite**[ENGL100 - Freshman Composition with Integrated Support](#)

Outcomes Use the writing process to compose essays—including research papers in MLA format—that contain unity, coherence, development, logic, grammatical precision, and selection of appropriate sources and their correct use. Analyze written and visual texts for content, structure, rhetorical strategies, visual and written techniques, and grammatical precision.

**Transferability****Transferable to both UC and CSU****Units & Hours****Minimum Units:**

3.0

**Maximum Units**

3.0

**Total Hours**

54.0

[Print Course Info](#)**ENGL271:****Survey of World Literature I**

Survey of selections from world masterpieces from the beginnings of writing through the 1600s. Literary works studied in historical context for artistic form, influence on their and others' cultures, and general contribution to understanding human experience.

**Requisites****Prerequisite**[ENGL100 - Freshman Composition with Integrated Support](#)

Use the writing process to compose essays—including research papers in MLA format—that contain unity, coherence, development, logic, grammatical precision, and selection of appropriate sources and their correct use. Analyze written and visual texts for content, structure, rhetorical strategies, visual and written techniques, and grammatical precision.

**OR****Prerequisite**[ENGL101 - Freshman Composition](#)

Outcomes Use the writing process to compose essays—including research papers in the MLA format—that contain unity, coherence, development, logic, grammatical precision, and selection of appropriate sources and their correct use. Analyze written and visual texts for content, structure, rhetorical strategies, visual and written techniques, and grammatical precision.

**OR****Prerequisite**[ENGL101H - Honors Freshman Composition](#)

Outcomes Use the writing process to compose essays—including research papers in the MLA format—that contain unity, coherence, development, logic,

grammatical precision, and selection of appropriate sources and their correct use. Analyze written and visual texts for content, structure, rhetorical strategies, visual, and written techniques and grammatical precision.

## Transferability

Transferable to both UC and CSU

## Units & Hours

### Minimum Units:

3.0

### Maximum Units

3.0

## Total Hours

54.0

[Print Course Info](#)

## ENGL272:

# Survey of World Literature II

Survey of world literary masterworks since the Renaissance studied for artistic form, cultural influence, and contributions to modern and contemporary thought.

## Requisites

### Prerequisite

[ENGL101 – Freshman Composition](#)

Use the writing process to compose essays--including research papers in MLA format--that contain unity, coherence, development, logic, grammatical precision, and selection of appropriate sources and their correct use. Analyze written and visual texts for content, structure, rhetorical strategies, visual and written techniques, and grammatical precision.

**OR**

### Prerequisite

[ENGL101H – Honors Freshman Composition](#)

Use the writing process to compose essays--including research papers in MLA format--that contain unity, coherence, development, logic, grammatical precision, and selection of appropriate sources and their correct use. Analyze written and visual texts for content, structure, rhetorical strategies, visual and written techniques, and grammatical precision.

**OR**

### Prerequisite

[ENGL100 – Freshman Composition with Integrated Support](#)

Use the writing process to compose essays--including research papers in MLA format--that contain unity, coherence, development, logic, grammatical precision, and selection of appropriate sources and their correct use. Analyze written and visual texts for content, structure, rhetorical strategies, visual and written techniques, and grammatical precision.

## Transferability

## Transferable to both UC and CSU

### Units & Hours

#### Minimum Units:

3.0

#### Maximum Units

3.0

### Total Hours

54.0

[Print Course Info](#)

## ENGL272:

### Survey of World Literature II

Survey of world literary masterworks since the Renaissance studied for artistic form, cultural influence, and contributions to modern and contemporary thought.

### Requisites

#### Prerequisite

[ENGL101 – Freshman Composition](#)

Use the writing process to compose essays--including research papers in MLA format--that contain unity, coherence, development, logic, grammatical precision, and selection of appropriate sources and their correct use. Analyze written and visual texts for content, structure, rhetorical strategies, visual and written techniques, and grammatical precision.

**OR**

#### Prerequisite

[ENGL101H – Honors Freshman Composition](#)

Use the writing process to compose essays--including research papers in MLA format--that contain unity, coherence, development, logic, grammatical precision, and selection of appropriate sources and their correct use. Analyze written and visual texts for content, structure, rhetorical strategies, visual and written techniques, and grammatical precision.

**OR**

#### Prerequisite

[ENGL100 – Freshman Composition with Integrated Support](#)

Use the writing process to compose essays--including research papers in MLA format--that contain unity, coherence, development, logic, grammatical precision, and selection of appropriate sources and their correct use. Analyze written and visual texts for content, structure, rhetorical strategies, visual and written techniques, and grammatical precision.

### Transferability

## Transferable to both UC and CSU

### Units & Hours

## Minimum Units:

3.0

## Maximum Units

3.0

## Total Hours

54.0

[Print Course Info](#)

## ENGL278:

# Survey of Literature by Women

An historical survey of literature by women, including short stories, novels, plays, poetry, and non-fiction.

## Requisites

### Prerequisite

[ENGL100 – Freshman Composition with Integrated Support](#)

Use the writing process to compose essays—including research papers in MLA format—that contain unity, coherence, development, logic, grammatical precision, and selection of appropriate sources and their correct use. Analyze written and visual texts for content, structure, rhetorical strategies, visual and written techniques, and grammatical precision.

**OR**

### Prerequisite

[ENGL101 – Freshman Composition](#)

Outcomes Use the writing process to compose essays—including research papers in the MLA format—that contain unity, coherence, development, logic, grammatical precision, and selection of appropriate sources and their correct use. Analyze written and visual texts for content, structure, rhetorical strategies, visual and written techniques, and grammatical precision.

**OR**

### Prerequisite

[ENGL101H - Honors Freshman Composition](#)

Outcomes Use the writing process to compose essays—including research papers in the MLA format—that contain unity, coherence, development, logic, grammatical precision, and selection of appropriate sources and their correct use. Analyze written and visual texts for content, structure, rhetorical strategies, visual, and written techniques and grammatical precision.

## Transferability

**Transferable to both UC and CSU**

## Units & Hours

### Minimum Units:

3.0

### Maximum Units

3.0



## Total Hours

54.0

[Print Course Info](#)

## ENGL279:

# Survey of Latinx Literature

Examines Latinx literary movements of the largest racial-ethnic minority in the United States. Studies the historical, sociopolitical, and cultural concerns of Latinx communities and discusses how these texts continue to shape and inform the ongoing debates surrounding citizenship, belonging, and space-based identities. (Formerly English 246)

## Requisites

### Prerequisite

[ENGL100 - Freshman Composition with Integrated Support](#)

Outcomes Use the writing process to compose essays—including research papers in MLA format—that contain unity, coherence, development, logic, grammatical precision, and selection of appropriate sources and their correct use. Analyze written and visual texts for content, structure, rhetorical strategies, visual and written techniques, and grammatical precision.

**OR**

### Prerequisite

[ENGL101 - Freshman Composition](#)

Outcomes Use the writing process to compose essays—including research papers in the MLA format—that contain unity, coherence, development, logic, grammatical precision, and selection of appropriate sources and their correct use. Analyze written and visual texts for content, structure, rhetorical strategies, visual and written techniques, and grammatical precision.

**OR**

### Prerequisite

[ENGL101H - Honors Freshman Composition](#)

Outcomes Use the writing process to compose essays—including research papers in the MLA format—that contain unity, coherence, development, logic, grammatical precision, and selection of appropriate sources and their correct use. Analyze written and visual texts for content, structure, rhetorical strategies, visual, and written techniques and grammatical precision.

## Transferability

### Transferable to both UC and CSU

## Units & Hours

### Minimum Units:

3.0

### Maximum Units

3.0

## Total Hours

54.0

[Print Course Info](#)

## ENGL280:

# Literature of the African Diaspora

A survey of African, African American, and Afro Caribbean literature from pre-colonialism to the present. Literature, such as autobiographical works, poetry, short stories, drama, folk tales, novellas, and novels, will be included to introduce and explore the qualities of African, African American, and Afro Caribbean writing. This course will examine the historical, sociopolitical, and cultural complexities in African literature and in the literature of the African diaspora.

### Requisites

#### Prerequisite

[ENGL100 - Freshman Composition with Integrated Support](#)

Outcomes Use the writing process to compose essays—including research papers in MLA format—that contain unity, coherence, development, logic, grammatical precision, and selection of appropriate sources and their correct use. Analyze written and visual texts for content, structure, rhetorical strategies, visual and written techniques, and grammatical precision.

**OR**

#### Prerequisite

[ENGL101 - Freshman Composition](#)

Outcomes Use the writing process to compose essays—including research papers in the MLA format—that contain unity, coherence, development, logic, grammatical precision, and selection of appropriate sources and their correct use. Analyze written and visual texts for content, structure, rhetorical strategies, visual and written techniques, and grammatical precision.

**OR**

#### Prerequisite

[ENGL101H - Honors Freshman Composition](#)

Outcomes Use the writing process to compose essays—including research papers in the MLA format—that contain unity, coherence, development, logic, grammatical precision, and selection of appropriate sources and their correct use. Analyze written and visual texts for content, structure, rhetorical strategies, visual, and written techniques and grammatical precision.

### Transferability

**Transferable to both UC and CSU**

### Units & Hours

#### Minimum Units:

3.0

#### Maximum Units

3.0

#### Total Hours

54.0

[Print Course Info](#)

## ENGR220:

# Statics

An introductory course on the analysis of forces acting on objects and structures in equilibrium. Topics include equilibrium of particles, forces and friction, and static equilibrium of rigid bodies.

## Requisites

### Prerequisite

[MATH185 - Single Variable Calculus II](#)

AND

### Prerequisite

[PHYS250A - Physics for Scientists and Engineers I](#)

## Transferability

Transferable to both UC and CSU

## Units & Hours

### Minimum Units:

3.0

### Maximum Units

3.0

## Total Hours

54.0

[Print Course Info](#)

## ENGR225:

## Dynamics

Fundamentals of kinematics and kinetics of particles and rigid bodies. Topics include Newton's laws of motion, kinematics of particles, planar and three dimensional motion of rigid bodies, conservation principles, and an introduction to vibrations.

## Requisites

### Prerequisite

[ENGR220 - Statics](#)

## Transferability

Transferable to both UC and CSU

## Units & Hours

### Minimum Units:

3.0

### Maximum Units

3.0

## Total Hours

54.0

[Print Course Info](#)

## ENGR230:

# Network Analysis

An introductory course on the modeling and analysis of electrical networks. Topics include basic network theorems, steady state analysis, Laplace and Fourier transforms.

## Requisites

### Prerequisite

[PHYS250B - Physics for Scientists and Engineers II](#)

AND

### Co-Requisite

[MATH287 - Introduction to Linear Algebra and Differential Equations](#)

or prior completion

OR

### Co-Requisite

[MATH295 - Differential Equations](#)

or prior completion

## Transferability

Transferable to both UC and CSU

## Units & Hours

### Minimum Units:

5.0

### Maximum Units

5.0

## Total Hours

126.0

[Print Course Info](#)

## ERTH100:

# Physical Geology

Introduction to physical geology with an emphasis on the processes that change and shape Earth both internally and externally. Appropriate for students in any major. Field trips may be required.

## Requisites

### Advisory

[ERTH100L - Physical Geology Laboratory](#)

concurrent enrollment

## Transferability

**Transferable to both UC and CSU**

## Units & Hours

### Minimum Units:

3.0

### Maximum Units

3.0

### Total Hours

54.0

[Print Course Info](#)

## ERTH100L :

# Physical Geology Laboratory

Identification of common minerals and rocks, topographic and geologic map exercises demonstrating the work of water, wind, ice, gravity, and effects of tectonic activity. Content correlates to Earth Science 100 lecture material. Field trips may be required.

## Requisites

### Prerequisite

[ERTH100 - Physical Geology](#)

or concurrent enrollment

## Transferability

**Transferable to both UC and CSU**

## Units & Hours

### Minimum Units:

1.0

### Maximum Units

1.0

### Total Hours

54.0

[Print Course Info](#)

## ERTH111: Historical Geology

Introduction to historical geology, investigating the history of Earth as preserved in the rock record with an emphasis on North America. Appropriate for students in any major. Field trips may be required.

### Requisites

None

### Transferability

Transferable to both UC and CSU

### Units & Hours

#### Minimum Units:

4.0

#### Maximum Units

4.0

### Total Hours

108.0

[Print Course Info](#)

## ERTH120: Earth Sciences

Investigating the processes that shape and form Earth and define its place in the solar system through the sciences of geology, oceanography, meteorology and astronomy. Appropriate for students in any major. Field trips may be required. Not open to students who are enrolled in or have credit in Earth Science 121.

### Requisites

None

### Transferability

Transferable to both UC and CSU

### Units & Hours

#### Minimum Units:

3.0

#### Maximum Units

3.0

### Total Hours

54.0

[Print Course Info](#)**ERTH121:****Earth Sciences for Educators**

Investigating the processes that shape and form Earth and define its place in the solar system through the sciences of geology, oceanography, meteorology and astronomy. This course is appropriate for students in any major, but oriented towards enhancing the Earth sciences knowledge of future teachers. Field trips may be required. Not open to students who are enrolled in or have credit in Earth Sciences 120.

**Requisites**

None

**Transferability****Transferable to both UC and CSU****Units & Hours****Minimum Units:**

4.0

**Maximum Units**

4.0

**Total Hours**

108.0

[Print Course Info](#)**ERTH130:****Environmental Geology**

Introductory geology course emphasizing the fundamentals of environmental geology and the Earth system, including the interaction between, and impacts of, humans with the geological environment. Also emphasized are the interconnections among the geosphere, hydrosphere, atmosphere, and biosphere. Appropriate for students in any major. Field trips may be required.

**Requisites**

None

**Transferability****Transferable to both UC and CSU****Units & Hours****Minimum Units:**

3.0

**Maximum Units**

3.0

**Total Hours**

54.0

[Print Course Info](#)**ERTH160:****Oceanography**

Introduction to oceanography and the processes that form, shape and change Earth's oceans. Appropriate for students in any major. Field trips may be required.

**Requisites**

None

**Transferability****Transferable to both UC and CSU****Units & Hours****Minimum Units:**

3.0

**Maximum Units**

3.0

**Total Hours**

54.0

[Print Course Info](#)**ERTH200:****Geology of California**

Introduction to the geology of California emphasizing tectonic processes, geologic structures, physiographic provinces, landforms, natural resources, geologic history, rocks and minerals, and the natural hazards of our state. Appropriate for students in any major. Field trips may be required.

**Requisites****Advisory**[ERTH100 - Physical Geology](#)

OR

**Advisory**[ERTH120 - Earth Sciences](#)

OR

**Advisory**[ERTH121 - Earth Sciences for Educators](#)



OR

**Advisory**

[GEOG101 - Introduction to the Natural Environment](#)

OR

**Advisory**

[GEOG101H - Honors Introduction to the Natural Environment](#)

**Transferability**

**Transferable to both UC and CSU**

**Units & Hours**

**Minimum Units:**

3.0

**Maximum Units**

3.0

**Total Hours**

54.0

[Print Course Info](#)

**ERTH212:**

**San Andreas Fault System Geology Field Study**

Introductory exploration of the geology and tectonic history of the San Andreas Fault in California. Appropriate for students in any major. Mandatory orientation along with two, one-day field trips.

**Requisites**

None

**Transferability**

**Transferable to CSU only**

**Units & Hours**

**Minimum Units:**

1.0

**Maximum Units**

1.0

## Total Hours

18.0

[Print Course Info](#)

## ERTH214:

### Orange County Geology Field Study

Introductory exploration of the geology of Orange County, California. Included are its geologic history such as mountain building, volcanic activity, faulting, coastal processes, stratigraphy and mineral resources. Appropriate for students in any major. Mandatory orientation along with two, one-day field trips.

## Requisites

None

## Transferability

Transferable to CSU only

## Units & Hours

### Minimum Units:

1.0

### Maximum Units

1.0

## Total Hours

18.0

[Print Program Info](#)

## ESL Advanced, COM

Certificate of Competency

### Control Number:

33137

### Curriculum Id:

OEC.ESLAD.COM

The Certificate of Competency in ESL Advanced improves limited-English speaking students' communication skills in English with an emphasis on grammar and writing in preparation for enhanced job opportunities and the transition to academic studies.

## Program Courses & Requirements

**Certificate Requirements: 192 - 432 hours (credits are in hours) (Total 192 - 432)**

**Complete the following number of credits: 192-432**

ESL305 - Advanced Low 96 - 216

ESL306 - Advanced High 96 - 216

## Learning Outcomes

Demonstrate advanced written communication skills in English.

[Print Program Info](#)

## ESL Beginning Multilevel, COM

Certificate of Competency

**Control Number:**

24233

**Curriculum Id:**

OEC.ESLBM.COM

The Certificate of Competency in ESL Beginning Multilevel is designed to give fundamental reading, writing, listening, speaking, and digital literacy skills to limited-English speaking students, preparing them for enhanced job opportunities, academic studies, and increased community participation.

## Program Courses & Requirements

**Certificate Requirements: 312-432 hours (credits are in hours) (Total 312 - 432)**

**Complete the following number of credits: 312-432**

ESL300 - Literacy 96 - 216

ESL440 - Beginning Multilevel 216

## Learning Outcomes

Demonstrate fundamental, reading, writing, listening, and speaking skills in English.

[Print Program Info](#)

## ESL Beginning, COM

Certificate of Competency

**Control Number:**

30644

**Curriculum Id:**

OEC.ESLBG.COM

The Certificate of Competency in ESL Beginning is designed to give fundamental reading, writing, listening, speaking, and digital literacy skills to limited-English speaking students, preparing them for enhanced job opportunities and academic studies, and increased community participation.

## Program Courses & Requirements

**ESL Beginning, COM (Total 432)**

**Complete the following number of credits: 432**

ESL301 - Beginning Low 216

ESL302 - Beginning High 216

## Learning Outcomes

Demonstrate fundamental reading, writing, listening, and speaking skills in English.

[Print Program Info](#)

## ESL Beginning, COM

Certificate of Competency

**Control Number:**

30644

**Curriculum Id:**

OEC.ESLBG.COM

The Certificate of Competency in ESL Beginning is designed to give fundamental reading, writing, listening, speaking, and digital literacy skills to limited-English speaking students, preparing them for enhanced job opportunities and academic studies, and increased community participation.

## Program Courses & Requirements

**ESL Beginning, COM (credits are in hours) (Total 192 - 432)**

**Complete the following number of hours: 192-432**

ESL301 - Beginning Low 96 - 216

ESL302 - Beginning High 96 - 216

**Learning Outcomes**

Demonstrate fundamental reading, writing, listening, and speaking skills in English.

[Print Program Info](#)

## ESL Communication, COM

Certificate of Competency

**Control Number:**

36665

**Curriculum Id:**

OEC.ESLCO.COM

The Certificate of Competency in ESL Communication improves the English language skills of limited-English speaking students with an emphasis on speaking and pronunciation.

### Program Courses & Requirements

**Certificate Requirements: 192 - 432 hours (credits are in hours) (Total 192 - 432)****Complete the following number of credits: 192-432**

ESL303 - Intermediate Low 96 - 216

ESL530 - American English Pronunciation 96 - 216

**Learning Outcomes**

Demonstrate fundamental communication skills with a focus on pronunciation in English.

[Print Program Info](#)

## ESL Intermediate Communication, COM

Certificate of Competency

**Control Number:**

24195

**Curriculum Id:**

OEC.ESLIC.COM

The Certificate of Competency in ESL Intermediate Communication develops the ability of limited-English speaking students in non-verbal communication skills and the use of formal and colloquial language in preparation for enhanced job opportunities, the transition to academic studies, and increased community participation.

### Program Courses & Requirements

**ESL Intermediate Communication, COM (Total 144 - 288)****Complete the following number of credits: 144-288**

ESL570 - Conversation 1 72 - 144

ESL580 - Conversation 2 72 - 144

**Learning Outcomes**

Demonstrate essential oral communication skills in English.

[Print Program Info](#)

## ESL Intermediate Multilevel, COM

Certificate of Competency

**Control Number:**

24234

**Curriculum Id:**

OEC.ESLIM.COM

The Certificate of Competency in ESL Intermediate Multilevel develops the ability of limited-English speaking students in a variety of advanced written, interpersonal and academic communication tasks in preparation for enhanced job opportunities and the transition to academic studies.

**Program Courses & Requirements****ESL Intermediate Multilevel, COM (Total 432)****Complete the following number of credits: 432**

ESL303 - Intermediate Low 216

ESL500 - Intermediate Multilevel 216

**Learning Outcomes**

Demonstrate essential reading, writing, listening, and speaking skills in English.

[Print Program Info](#)**ESL Intermediate Multilevel, COM**

Certificate of Competency

**Control Number:**

24234

**Curriculum Id:**

OEC.ESLIM.COM

The Certificate of Competency in ESL Intermediate Multilevel develops the ability of limited-English speaking students in a variety of intermediate written, interpersonal and academic communication tasks in preparation for enhanced job opportunities and the transition to academic studies.

**Program Courses & Requirements****ESL Intermediate Multilevel, COM (credits are in hours) (Total 312 - 432)****Complete the following number of hours: 312-432**

ESL303 - Intermediate Low 96 - 216

ESL500 - Intermediate Multilevel 216

**Learning Outcomes**

Demonstrate essential reading, writing, listening, and speaking skills in English.

[Print Program Info](#)**ESL Intermediate Writing, COM**

Certificate of Competency

**Control Number:**

24196

**Curriculum Id:**

OEC.ESLIW.COM

The Certificate of Competency in ESL Intermediate Writing develops the ability of limited-English speaking students in composition and other essential written communication skills in preparation for enhanced job opportunities and the transition to academic studies.

**Program Courses & Requirements****ESL Intermediate Writing, COM (credits are in hours) (Total 168 - 288)****Complete the following number of hours: 168-288**

Credits are in hours. 0

ESL010 - ESL Writing 72

ESL303 - Intermediate Low 96 - 216

## Learning Outcomes

Demonstrate essential written communication skills in English.

[Print Program Info](#)

## ESL Intermediate, COM

Certificate of Competency

### Control Number:

30646

### Curriculum Id:

OEC.ESLIN.COM

The Certificate of Competency in ESL Intermediate is designed to give essential reading, writing, listening, speaking, and digital literacy skills to limited-English speaking students in preparation for enhanced job opportunities, the transition to academic studies, and increased community participation.

## Program Courses & Requirements

### ESL Intermediate, COM (Total 432)

#### Complete the following number of credits: 432

ESL303 - Intermediate Low 216

ESL304 - Intermediate High 216

## Learning Outcomes

Demonstrate essential reading, writing, listening, and speaking skills in English.

[Print Program Info](#)

## ESL Literacy, COM

Certificate of Competency

### Control Number:

24230

### Curriculum Id:

OEC.ESLLI.COM

The Certificate of Competency in ESL Literacy develops the ability of non-English speaking students in basic literacy skills, including letter and number recognition/production, simple personal information, and basic oral communication. The Certificate also develops students' basic computer and digital literacy skills in preparation for enhanced job opportunities.

## Program Courses & Requirements

### ESL Literacy, COM (credits are in hours) (Total 168 - 360)

#### Complete all of the following

#### Certificate Requirements: (Total 168 - 360)

#### Complete all of the following

ESL300 - Literacy 96 - 216

ESL606 - Computer Skills for ESL Students 72 - 144

## Learning Outcomes

Demonstrate basic oral communication and literacy skills in English.

[Print Program Info](#)

## ESL for CNA and Caregiving, COM

Certificate of Competency

### Control Number:

42317

**Curriculum Id:**

OEC.ESLHP.COM

The ESL for CNA and Caregiving Certificate of Competency is designed to enhance the English language, workplace, and digital literacy skills of students with limited English proficiency who are preparing to enter the workforce as Certified Nursing Assistants and Caregivers.

**Program Courses & Requirements****ESL for CNA and Caregiving, COM (Total 96 - 128)****Complete the following number of hours: 96-128****Certificate Requirements: (Total 96 - 128)****Complete the following number of hours: 96-128**

ESL800 - ESL for Medical Occupations 64 - 96

ESL801 - ESL for Patient Care Skills 32

**Learning Outcomes**

Demonstrate effective communication strategies and skills in a vocational context, with a focus on health-related topics.

Demonstrate essential workplace communication skills.

[Print Program Info](#)**ESL for Citizenship, COM**

Certificate of Competency

**Control Number:**

24191

**Curriculum Id:**

OEC.ESLCV.COM

The Certificate of Competency in ESL for Citizenship enhances the English language skills of limited-English speaking students while preparing them for the United States Citizenship Exam and civic preparation.

**Program Courses & Requirements****ESL for Citizenship, COM (Total 168 - 360)****Complete the following number of credits: 168-360**

ESL120 - ESL for Citizenship 72 - 144

ESL303 - Intermediate Low 96 - 216

**Learning Outcomes**

Demonstrate knowledge of citizenship and civic-related issues.

[Print Course Info](#)**ESL010:****ESL Writing**

Introduces non-native English speakers to an overview of the writing process including activities to improve student composition skills. Open Entry/Open Exit.

**Overview****Requisites:****Advisory**[ESL302 - Beginning High](#)

or higher

**Transferable:**

Not transferable

**Specifications**

**Weekly Lecture Hours:**

4.0

**Learning Outcomes**

**Course Objectives:**

Identify the steps of the publishing process.

Apply the writing process.

Employ pre-writing techniques.

Differentiate between various genres of written English.

Recognize different registers.

Consider the reader when choosing a writing focus.

Construct simple paragraphs with basic organization.

Organize ideas logically in a paragraph.

Expand ability to use verb tenses accurately and consistently.

Produce simple and compound sentences.

Use periods and commas correctly.

Identify and correct basic grammar errors.

Observe the conventions of written English.

**SLO:**

Complete pre-writing activities in preparation for creating a well-organized paragraph.

Write an organized, well-supported paragraph using basic writing conventions.

**Units and Hours**

**Default Profile**

**Minimum Credit Units**

0.0

**Total Course In-Class (Contact) Hours**

72.0

**Total Student Learning Hours**

72.0

**Maximum Credit Units**

0.0

**Total Course Out-of-Class Hours**

0.0

**Faculty Load**

**Detail**



**Weekly Student Hours**

	<b>In Class</b>
Lecture Hours	4.0
Lab Hours	0.0
Activity Hours	0.0

**Course Student Hours**

Course Duration (Weeks)	10
Hours per unit/divisor	0.0
Course In-Class (Contact) Hours	0.0
Lecture	0.0
Lab	
Activity	
Total	
Course Out-of-Class Hours	
Lecture	
Lab	
Activity	
Total	

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[Print Course Info](#)

## ESL120: ESL for Citizenship

Provides development in listening, speaking, reading, and writing English within the context of history and government in preparation for the United States Citizenship Examination. Open Entry/Open Exit. Former Title: ESL Civics (Fall 2021)

### Overview

**Requisites:**

**Advisory**

[ESL302 - Beginning High](#)

or equivalent

**Transferable:**

Not transferable

### Specifications

**Weekly Lecture Hours:**

4.0 - 8.0

**Textbooks:**

Voices of Freedom: English and Civics for U.S. Citizenship, 4th edition by Bliss, B., 2011 (\$27.99). ISBN: 978-0132915656

### Learning Outcomes

**Course Objectives:**

Communicate the eligibility requirements and application process as it relates to naturalization.

Apply knowledge of key vocabulary as it relates to the naturalization process.

Complete an N400 form.

Respond to interview questions on practice USCIS and CASAS tests.

Describe the significance of the Oath of Allegiance.

Identify major U.S. historical events.

Describe major U.S. historical documents, symbols, events, holidays, places, and leaders.

Identify and describe geographical locations of the United States (e.g., oceans, longest rivers, neighboring countries, U.S. territories, and the U.S. capital).

Explain the U.S. political system and identify its leaders.

Identify the executive, judicial, and legislative branches of government and their main leaders.

Explain the process and qualifications for voting.

Describe the rights and responsibilities of citizens, including voting, paying taxes, selective service, and serving on a jury.

Explain and report significant personal information (e.g., marital status and employment history).

**SLO:**

Demonstrate oral and written English skills that will prepare students to pass the USCIS citizenship interview.

PSLO Demonstrate knowledge of citizenship and civic-related issues.

ESL for Citizenship,  
COM

Demonstrate knowledge of U.S. history and government that will prepare students to pass the USCIS citizenship interview.

**Units and Hours**

**Default Profile**

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	72.0 - 144.0	72.0 - 144.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0 - 0.0	8.0

**Detail**

<b>Weekly Student Hours</b>		<b>Course Student Hours</b>
	<b>In Class</b>	<b>Course Duration (Weeks)</b>
<b>Lecture Hours</b>	4.0 - 8.0	<b>Hours per unit or</b>
<b>Lab Hours</b>	0.0 - 0.0	<b>Course In-Class (Contact) Hours</b>
<b>Activity Hours</b>	0.0 - 0.0	<b>Lecture</b> 0.0 - 0.0
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>
		<b>Course Out-of-Class Hours</b>
		<b>Lecture</b>
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>

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**ESL250:  
Seminar for Beginning ESL Students**

Provides instruction in English language skills (reading, writing, listening, and speaking) on topics of concern to English as a Second Language students. Students will use teamwork and communication skills to enhance learning. Open Entry/Open Exit.

## Overview

### Requisites:

None

### Transferable:

Not transferable

## Specifications

### Weekly Lecture Hours:

4.0

## Learning Outcomes

### Course Objectives:

Apply oral language skills to topics of interest.

Produce familiar words orally with comprehensible pronunciation.

Use basic listening strategies to interpret simple listening passages on topics of interest.

Employ reading strategies to decode simple texts on topics of interest.

Recall and demonstrate the use of new vocabulary.

Communicate ideas using basic grammar structures.

Create sentences related to topics of interest.

### SLO:

Demonstrate the use of listening and speaking skills at a beginning level of proficiency.

Demonstrate the use of writing skills at a beginning level of proficiency.

## Units and Hours

### Default Profile

Minimum Credit Units

0.0

Total Course In-Class (Contact) Hours

72.0

Total Student Learning Hours

72.0

Maximum Credit Units

0.0

Total Course Out-of-Class Hours

0.0

Faculty Load

### Detail

**Weekly Student Hours**

	In Class
Lecture Hours	4.0
Lab Hours	0.0
Activity Hours	0.0

**Course Student Hours**

Course Duration (Weeks)	Hours per unit	Course In-Class (Contact) Hours
0.0	0.0	0.0
<b>Lecture</b>		
<b>Lab</b>		
<b>Activity</b>		
<b>Total</b>		
<b>Course Out-of-Class Hours</b>		
<b>Lecture</b>		
<b>Lab</b>		
<b>Activity</b>		
<b>Total</b>		

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## ESL260: Seminar for Intermediate ESL Students

Provides instruction in intermediate English language skills (reading, writing, listening, speaking) on topics of concern to English as a Second Language students. Students will use teamwork and communication skills to enhance learning. Open Entry/Open Exit.

### Overview

**Requisites:**

**Advisory**

[ESL302 - Beginning High](#)

or higher

**Transferable:**

Not transferable

### Specifications

**Weekly Lecture Hours:**

4.0

### Learning Outcomes

**Course Objectives:**

Read authentic materials on topics of interest.

Discuss topics of interest.

Express opinions and ideas on topics of interest.

Use listening strategies to check for understanding.

Recall and demonstrate the use of new vocabulary.

Produce simple, compound, and complex sentences.

Construct paragraphs on topics of interest.

**SLO:**

Demonstrate the use of listening and speaking skills at an intermediate level of proficiency.

Demonstrate the use of writing skills at an intermediate level of proficiency.

## Units and Hours

### Default Profile

Minimum Credit Units	Total Course In-Class (Contact) Hours	Total Student Learning Hours
0.0	72.0	72.0
Maximum Credit Units	Total Course Out-of-Class Hours	Faculty Load
0.0	0.0	

### Detail

Weekly Student Hours	In Class	Course Student Hours
		Course Duration (Weeks)
Lecture Hours	4.0	Hours per unit/divisor
Lab Hours	0.0	Course In-Class (Contact) Hours
Activity Hours	0.0	Lecture 0.0
		Lab
		Activity
		Total
		Course Out-of-Class Hours
		Lecture
		Lab
		Activity
		Total

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## ESL270:

## Seminar for Advanced ESL Students

Provides instruction in advanced English language skills (reading, writing, listening, speaking) and related digital literacy skills, on topics of value and importance to Advanced English as a Second Language students. Students will use teamwork, communication, critical thinking and creative thinking skills to enhance learning. Open Entry/Open Exit.

### Overview

**Requisites:**

**Advisory**

[ESL304 - Intermediate High](#)

or equivalent

**Transferable:**

Not transferable

### Specifications

**Weekly Lecture Hours:**

4.0

## Learning Outcomes

### Course Objectives:

Participate in conversations and discussions about a range of topics, texts, and issues.

Interpret reduced and natural speech.

Participate in conversations and discussions about a range of topics, texts, and issues for a variety of purposes.

Express own opinions and ideas and expand on the ideas of others.

Ask questions to clarify ideas and conclusions.

Read authentic materials and answer comprehension questions.

Identify author's point of view, audience, and purpose.

Differentiate fact from opinion in authentic text.

Produce an informational composition with facts, details, and evidence.

Adopt and maintain, as appropriate, a formal and informal style and tone.

### SLO:

Demonstrate an understanding of various forms of communication at an advanced level of proficiency.

Communicate in writing at an advanced level of proficiency.

## Units and Hours

### Default Profile

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	72.0	72.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	

### Detail

<b>Weekly Student Hours</b>		<b>Course Student Hours</b>
	<b>In Class</b>	<b>Course Duration (Weeks)</b>
<b>Lecture Hours</b>	4.0	Hours per unit/divisor
<b>Lab Hours</b>	0.0	<b>Course In-Class (Contact) Hours</b>
<b>Activity Hours</b>	0.0	Lecture 0.0
		Lab
		Activity
		Total
		<b>Course Out-of-Class Hours</b>
		Lecture
		Lab
		Activity
		Total

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[Print Course Info](#)

## ESL300:

# Literacy

This is an ESL class for students who are not yet literate in English. Emphasizes communicative competence and basic functional language skills to meet immediate communication needs, including verbal and nonverbal strategies. Develops the ability of second language learners to recognize and read letters and numbers, and copy and produce the alphabet, numerals, and simple personal information. Open Entry/Open Exit.

## Overview

### Requisites:

None

### Transferable:

Not transferable

## Specifications

### Weekly Lecture Hours:

5.33 - 12.0

## Learning Outcomes

### Course Objectives:

Identify numbers and letters.

State the first 100 numbers and the letters and sounds of the English alphabet.

Match pictures to words.

Copy basic information.

### SLO:

Identify and use numbers and letters to write simple information (e.g., first and last name, dates, address, phone number, signature, etc.).

PSLO Demonstrate basic oral communication and literacy skills in English.

ESL Literacy, COM

PSLO Demonstrate fundamental, reading, writing, listening, and speaking skills in English.

ESL Beginning  
Multilevel, COM

Communicate basic information (e.g., name, phone number, etc.).

PSLO Demonstrate basic oral communication and literacy skills in English.

ESL Literacy, COM

PSLO Demonstrate fundamental, reading, writing, listening, and speaking skills in English.

ESL Beginning  
Multilevel, COM

## Units and Hours

### Default Profile

Minimum Credit Units

0.0

Total Course In-Class (Contact)  
Hours

96.0 - 216.0

Total Student Learning Hours

96.0 - 216.0

<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0 - 0.0	12.0

**Detail**

**Weekly Student Hours**

**Course Student Hours**

	<b>In Class</b>	<b>Course Duration (Weeks)</b>
<b>Lecture Hours</b>	5.33 - 12.0	Hours per unit 0.0 - 0.0
<b>Lab Hours</b>	0.0 - 0.0	<b>Course In-Class (Contact) Hours</b>
<b>Activity Hours</b>	0.0 - 0.0	Lecture 0.0 - 0.0

- Lab
- Activity
- Total
- Course Out-of-Class Hours
- Lecture
- Lab
- Activity
- Total

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[Print Course Info](#)

# ESL301: Beginning Low

For students with some literacy in English. Emphasizes language skills in everyday situations and immediate needs of adult English learners, focusing on listening comprehension and beginning oral production of simple conversations, reading of practiced words and phrases, and completing simple writing tasks in the context of school, work, and community. Open Entry/Open Exit.

## Overview

**Requisites:**

**Advisory**

[ESL300 - Literacy](#)

or equivalent

**Transferable:**

Not transferable

## Specifications

**Weekly Lecture Hours:**

5.33 - 12.0

## Learning Outcomes

**Course Objectives:**

- Identify the general topic and key words and phrases in oral communication.
- Participate in short conversations about familiar topics and in familiar contexts.
- Read familiar words and phrases.
- Write words and short phrases based on learned vocabulary and language structures.



**SLO:**

Ask and answer simple questions to provide personal information.

PSLO Demonstrate fundamental reading, writing, listening, and speaking skills in English.

ESL Beginning, COM

Complete a simple form with personal information.

PSLO Demonstrate fundamental reading, writing, listening, and speaking skills in English.

ESL Beginning, COM

**Units and Hours**

**Default Profile**

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	96.0 - 216.0	96.0 - 216.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0 - 0.0	12.0

**Detail**

<b>Weekly Student Hours</b>		<b>Course Student Hours</b>
	<b>In Class</b>	<b>Course Duration (Weeks)</b>
<b>Lecture Hours</b>	5.33 - 12.0	<b>Hours per unit or division</b>
<b>Lab Hours</b>	0.0 - 0.0	<b>Course In-Class (Contact) Hours</b>
<b>Activity Hours</b>	0.0 - 0.0	<b>Lecture</b> 0.0 - 0.0
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>
		<b>Course Out-of-Class Hours</b>
		<b>Lecture</b>
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>

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[Print Course Info](#)

**ESL302:**

**Beginning High**

Emphasizes comprehending and participating in simple conversations, communicating survival needs, and reading and performing written tasks in the context of college and career readiness and civic participation. Open Entry/Open Exit.

**Overview**

**Requisites:**

**Advisory**

[ESL301 - Beginning Low](#)

or equivalent

**Transferable:**

Not transferable

**Specifications**

**Weekly Lecture Hours:**

5.33 - 12.0

**Learning Outcomes**

**Course Objectives:**

Distinguish between a question and a statement in a simple sentence, based on tone or mood regardless of word order.

Ask and answer simple questions in face-to-face and phone conversations to communicate needs.

Read and demonstrate understanding of short, simplified narrative or informational text on familiar topics using learned vocabulary and sentence patterns.

Write sentences on familiar topics, based on personal experiences.

**SLO:**

Locate specific information and details in a short form, multi-sentence paragraph, or dialogue by writing simple and compound sentences.

Answer comprehension questions based on short listening passages/aural instructions.

**Units and Hours**

**Default Profile**

**Minimum Credit Units**

0.0

**Total Course In-Class (Contact) Hours**

96.0 - 216.0

**Total Student Learning Hours**

96.0 - 216.0

**Maximum Credit Units**

0.0

**Total Course Out-of-Class Hours**

0.0 - 0.0

**Faculty Load**

12.0

**Detail**

**Weekly Student Hours**

**Course Student Hours**

**Lecture Hours**

**In Class**  
5.33 - 12.0

**Course Duration (Weeks)**  
Hours per unit or division

**Lab Hours**

0.0 - 0.0

**Course In-Class (Contact) Hours**

**Activity Hours**

0.0 - 0.0

Lecture 0.0 - 0.0

Lab

Activity

Total

**Course Out-of-Class Hours**

Lecture

Lab

Activity

Total

[Register Now](#) [Contact Us](#)

[Print Course Info](#)

**ESL303:**

# Intermediate Low

Emphasizes comprehending and participating in conversations, communicating needs and opinions, reading from academic and informational text, and performing written tasks. Exposes students to authentic spoken and written content to prepare students for college, the workplace, and civic participation. Five high school elective credits may be granted upon passing the course. Open Entry/Open Exit.

## Overview

### Requisites:

### Advisory

[ESL302 - Beginning High](#)

or equivalent

### Transferable:

Not transferable

## Specifications

### Weekly Lecture Hours:

5.33 - 12.0

## Learning Outcomes

### Course Objectives:

Identify the general topic, sequence of events, characters, or setting in level-appropriate listening passages.

Participate in simple face-to-face or phone conversations and respond to simple questions.

Interpret short informational reading passages on familiar topics.

Perform basic academic, vocational, and civic writing tasks on familiar topics.

### SLO:

Answer comprehension questions to demonstrate understanding of listening passages/aural instructions.

Write a short, loosely-organized paragraph based on personal experiences or familiar materials in response to a reading passage and/or a visual/written prompt.

## Units and Hours

### Default Profile

#### Minimum Credit Units

0.0

#### Total Course In-Class (Contact) Hours

96.0 - 216.0

#### Total Student Learning Hours

96.0 - 216.0

#### Maximum Credit Units

0.0

#### Total Course Out-of-Class Hours

0.0 - 0.0

#### Faculty Load

12.0

## Detail

**Weekly Student Hours**

	<b>In Class</b>
Lecture Hours	5.33 - 12.0
Lab Hours	0.0 - 0.0
Activity Hours	0.0 - 0.0

**Course Student Hours**

Course Duration (Weeks)	10
Hours per unit	0.0
Course In-Class (Contact) Hours	0.0 - 0.0
Lecture	0.0 - 0.0
Lab	
Activity	
Total	
Course Out-of-Class Hours	
Lecture	
Lab	
Activity	
Total	

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[Print Course Info](#)

## ESL304: Intermediate High

Emphasizes expanding oral language, critical and creative thinking skills in English, and reading comprehension of authentic academic and informational text. Written tasks focus on academic and workforce preparation, as well as increased community and civic participation. Five high school elective credits may be granted upon passing the course. Open Entry/Open Exit.

### Overview

**Requisites:**

**Advisory**

[ESL303 - Intermediate Low](#)

or equivalent

**Transferable:**

Not transferable

### Specifications

**Weekly Lecture Hours:**

5.33 - 12.0

### Learning Outcomes

**Course Objectives:**

Interpret phrases, words, sentences, conversations, and podcasts.

Use oral language skills to answer direct questions, participate in a conversation, and talk on a specific topic.

Use reading skills to skim text or graphic organizers for the main idea, and interpret the content and meaning of authentic material.

Develop written tasks with a focus on academic, workplace, and survival skills, on personal and non-personal topics.

**SLO:**

Evaluate verbally the point and purpose of authentic podcasts, read-aloud stories, listening passages, or spoken messages.

Write a well-developed paragraph that includes a topic sentence, three supporting details, and a conclusion, on personal experiences or a familiar topic, based on a visual or written prompt.

## Units and Hours

### Default Profile

Minimum Credit Units 0.0	Total Course In-Class (Contact) Hours 96.0 - 216.0	Total Student Learning Hours 96.0 - 216.0
Maximum Credit Units 0.0	Total Course Out-of-Class Hours 0.0 - 0.0	Faculty Load 12.0

### Detail

Weekly Student Hours	In Class	Course Student Hours
		Course Duration (Weeks)
Lecture Hours	5.33 - 12.0	Hours per unit or division
Lab Hours	0.0 - 0.0	Course In-Class (Contact) Hours
Activity Hours	0.0 - 0.0	Lecture 0.0 - 0.0
		Lab
		Activity
		Total
		Course Out-of-Class Hours
		Lecture
		Lab
		Activity
		Total

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## ESL305:

### Advanced Low

Emphasizes higher-level language skills, reading more complex passages with increased understanding, analysis, and improving academic and informational writing skills. Prepares students for academic and workforce success and civic participation. Five high school elective credits may be granted upon passing the course. Open Entry/Open Exit.

### Overview

#### Requisites:

#### Advisory

[ESL304 - Intermediate High](#)

or equivalent

#### Transferable:

Not transferable

### Specifications

#### Weekly Lecture Hours:

5.33 - 12.0

### Learning Outcomes

#### Course Objectives:

Interpret sentences, conversations, podcasts, videos, and presentations.

Apply aural and oral language skills to formulate, argue, or support arguments, opinions, and points of view.

Appraise and evaluate facts and opinions, analyze multiple definitions, compare and contrast ideas and points of view, and examine supporting and main ideas of authentic texts.

Design, construct, and develop multi-paragraph texts, take notes, and fill out complex forms.

**SLO:**

Identify and summarize the main idea and key points of an authentic academic or informational reading passage.

Write a multi-paragraph essay on a familiar topic related to college, the workplace, or a civic issue.

**Units and Hours**

**Default Profile**

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	96.0 - 216.0	96.0 - 216.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0 - 0.0	12.0

**Detail**

<b>Weekly Student Hours</b>		<b>Course Student Hours</b>
	<b>In Class</b>	<b>Course Duration (Weeks)</b>
<b>Lecture Hours</b>	5.33 - 12.0	<b>Hours per unit or</b>
<b>Lab Hours</b>	0.0 - 0.0	<b>Course In-Class (Contact) Hours</b>
<b>Activity Hours</b>	0.0 - 0.0	<b>Lecture</b> 0.0 - 0.0
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>
		<b>Course Out-of-Class Hours</b>
		<b>Lecture</b>
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>

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**ESL306:**

**Advanced High**

Prepares students for academic and workforce success and civic participation. Emphasizes high-level language skills, conversations that convey complex thought patterns, and reading and writing strategies. This course uses authentic academic, informational, and technical reading materials that expand the use of creative and critical thinking skills. Five high school elective credits may be granted upon passing the course. Open Entry/Open Exit.

**Overview**

**Requisites:**

**Advisory**

[ESL305 - Advanced Low](#)

or equivalent

**Transferable:**

Not transferable

**Specifications**

**Weekly Lecture Hours:**

5.33 - 12.0

**Learning Outcomes**

**Course Objectives:**

Identify a speaker’s purpose, point of view, use of evidence, and points of emphasis.

Actively participate in conversations in complex situations.

Use critical thinking skills in reading comprehension, analysis, and summarization of academic, informational, and technical text.

Apply creative thinking and problem-solving skills in academic, workplace, and civic-related writing.

**SLO:**

Use context to infer the meaning of words or phrases in a listening passage or presentation appropriate for this level, and use speaking skills for developing and presenting team projects with digital support.

Produce a well-developed multi-paragraph essay, a cover letter for a job application, or a letter about a civic issue, with a clear introduction, supporting details, and conclusion.

**Units and Hours**

**Default Profile**

**Minimum Credit Units**

0.0

**Total Course In-Class (Contact) Hours**

96.0 - 216.0

**Total Student Learning Hours**

96.0 - 216.0

**Maximum Credit Units**

0.0

**Total Course Out-of-Class Hours**

0.0 - 0.0

**Faculty Load**

12.0

**Detail**

**Weekly Student Hours**

**Course Student Hours**

	<b>In Class</b>
<b>Lecture Hours</b>	5.33 - 12.0
<b>Lab Hours</b>	0.0 - 0.0
<b>Activity Hours</b>	0.0 - 0.0

<b>Course Duration (Weeks)</b>	<b>Hours per unit or division</b>	<b>Course In-Class (Contact) Hours</b>
0.0 - 0.0	0.0 - 0.0	0.0 - 0.0
		<b>Lecture</b>
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>
		<b>Course Out-of-Class Hours</b>
		<b>Lecture</b>
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>

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**ESL430:**

# Beginning ESL 3

Emphasizes comprehending, participating in, and sustaining simple conversations, reading short passages with understanding, and producing short written passages. This is the fourth course in the Continuing Education ESL continuum. Open Entry/Open Exit.

## Overview

### Requisites:

None

### Transferable:

Not transferable

## Specifications

### Weekly Lecture Hours:

12.0

## Learning Outcomes

### Course Objectives:

Produce: th, v/b, p/f

Produce compound sentences

Interpret print materials

Identify verb tenses: present, past, and future, and present and past progressive

Produce intonation of questions

Recognize words that signal differences between present, past, and future events

Distinguish between similar sounding vowels

Incorporate modals (have to, hope to, must, can, should) in language use

Produce reduced forms: did you, should you, must you

Employ strategies to interpret new words

Produce contrasting sounds: ch/sh, l/r

Read and follow directions for classroom exercises

Articulate stress and intonation of adverbs or adjectives

Review and expand: pronouns, prepositions, wh questions, word order, adjectives, and adverbs

Identify the main topic of conversation in familiar material

Communicate personal information

Recognize and produce regular verbs in the past tense: /t/, /d/, /id/, and final s sounds

Produce present, future, and past statements

Read short passages

Read and demonstrate an understanding of short simplified narratives on familiar topics

formulate questions related to simple directions and meanings of unknown words and expressions

Formulate questions about present and past activities



Develop questions about basic needs

Demonstrate an understanding of non face-to-face speech

**SLO:**

Demonstrate an understanding of written and spoken passages

Describe situations and communicate personal information in writing

**Units and Hours**

**Default Profile**

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	216.0	216.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	

**Detail**

<b>Weekly Student Hours</b>		<b>Course Student Hours</b>
	<b>In Class</b>	<b>Course Duration (Weeks)</b>
<b>Lecture Hours</b>	12.0	<b>Hours per unit/divisor</b>
<b>Lab Hours</b>	0.0	<b>Course In-Class (Contact) Hours</b>
<b>Activity Hours</b>	0.0	<b>Lecture</b> 0.0
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>
		<b>Course Out-of-Class Hours</b>
		<b>Lecture</b>
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>

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**ESL440:  
Beginning Multilevel**

Provides instruction for students in various levels of beginning English proficiency. Emphasizes speaking, listening, reading, and writing English in familiar contexts. Recommended for students in Literacy, Beginning Low, and Beginning High ESL levels. Open Entry/Open Exit.

**Overview**

**Requisites:**

None

**Transferable:**

Not transferable

**Specifications**

**Weekly Lecture Hours:**

12.0

## Learning Outcomes

### Course Objectives:

- Incorporate common irregular verbs in language use.
- Recognize and begin to produce the consonant sounds of American English.
- Recognize words that signal differences between present, past, and future events.
- Ask for and respond to requests for clarification.
- Use skimming and scanning strategies when searching for specific information.
- Write and spell newly learned vocabulary words.
- Communicate state of being (e.g., feelings, ailments, etc.).
- Recognize and begin to produce the vowel sounds of American English.
- Incorporate simple nouns, noun phrases, adjectives, adverbs of frequency, conjunctions, and prepositions into language use.
- Interpret information on simplified forms, charts, and signs.
- Interpret meaning of frequently used idioms and phrasal verbs in context.
- Begin to produce statements and questions using simple present, simple past, simple future, and present progressive verb forms.
- Incorporate there is/there are into language use.
- Use predicting and decoding strategies to interpret vocabulary in context.
- Respond appropriately to classroom directions and short emergency warnings.
- Express an opinion about a familiar topic.
- Create short written exchanges about familiar topics and materials.
- Participate in short conversations about familiar topics and in familiar contexts.
- Communicate personal information, such as introducing oneself.
- Recognize and produce sentences with basic English word order.
- Make statements and ask questions related to basic needs and common activities.
- Interpret simple reading passages.
- Identify the purpose of a statement, such as an announcement or advertisement.
- Use the verb "to be" in the present, past, and future.
- Form simple affirmative and negative statements.
- Identify the main topic of conversation.
- Identify simple present, simple past, simple future, and present progressive verb tenses.
- Pronounce the letters of the alphabet and numbers 1 to 100.
- Recognize and begin to incorporate common modal verbs in language use, such as can, should, might, may, etc.
- Read and follow directions.
- Employ simple contractions in writing and speaking.
- Produce answers to simple questions about short passages.
- Recognize and produce basic intonation patterns of wh- and yes/no questions.

Identify and produce contrasting consonant sounds.

Write simplified information in different writing formats such as short paragraphs, letters, memos, and emails.

Identify words in context of common everyday situations.

Use a picture or English learners' dictionary.

Recognize and produce syllables and word stress in familiar words.

Use short phrases in the imperative to give simple commands and express caution.

Ask for simple directions and the meaning of unknown words and expressions.

Begin to use paragraph format using a model.

Match phonological sounds to letters (sound/symbol correspondence).

Fill out simplified forms requiring personal information.

Use word structures such as high-frequency prefixes and suffixes to infer the meaning of words and phrases.

Recognize and begin to produce subject and object pronouns and possessive determiners.

Begin to use the stages of the writing process.

**SLO:**

Interpret simple conversations about familiar topics.

Describe basic situations and communicate personal information in writing.

**Units and Hours**

**Default Profile**

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	216.0	216.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	

**Detail**

<b>Weekly Student Hours</b>		<b>Course Student Hours</b>
	<b>In Class</b>	<b>Course Duration (Weeks)</b>
<b>Lecture Hours</b>	12.0	<b>Hours per unit/divisor</b>
<b>Lab Hours</b>	0.0	<b>Course In-Class (Contact) Hours</b>
<b>Activity Hours</b>	0.0	<b>Lecture</b> 0.0
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>
		<b>Course Out-of-Class Hours</b>
		<b>Lecture</b>
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>

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## ESL460:

# Intermediate ESL 1

Emphasizes creative oral language activities, initial critical thinking skills in reading comprehension, and written tasks which begin to focus on academic skills. This is the fifth course in the Continuing Education ESL continuum.Open Entry/Open Exit.

## Overview

### Requisites:

None

### Transferable:

Not transferable

## Specifications

### Weekly Lecture Hours:

12.0

## Learning Outcomes

### Course Objectives:

Demonstrate an understanding of conversations in familiar and unfamiliar contexts

Identify the main topic of conversation in familiar material

Correctly utilize various components of language structure and grammar

Skim for general meaning

Apply revision and editing strategies

Recognize prefixes and suffixes

Scan for information

Apply rules of pronunciation

Draw conclusions, make generalizations, and predictions

Interpret narrative and descriptive passages on familiar and some unfamiliar topics

Make present, future, and past statements related to basic needs and common activities using previously learned phrases and simple sentences

Write a short autobiography, take class notes

Identify and correctly utilize sounds that might interfere with communication

Perform communicative and realistic tasks

Use critical thinking skills in reading comprehension activities

Recognize words that signal differences between present, past, and future events

Write short notes, thank you notes, complete forms

### SLO:

Identify information in everyday communications

Write short paragraphs related to everyday life

## Units and Hours

**Default Profile**

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	216.0	216.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	

**Detail**

<b>Weekly Student Hours</b>		<b>Course Student Hours</b>
	<b>In Class</b>	<b>Course Duration (Weeks)</b>
<b>Lecture Hours</b>	12.0	<b>Hours per unit/divisor</b>
<b>Lab Hours</b>	0.0	<b>Course In-Class (Contact) Hours</b>
<b>Activity Hours</b>	0.0	Lecture 0.0
		Lab
		Activity
		Total
		<b>Course Out-of-Class Hours</b>
		Lecture
		Lab
		Activity
		Total

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**ESL470:**  
**Intermediate ESL 2**

Emphasizes understanding higher level language activities, reading passages with increased understanding, and increasing focus on creative and academic writing tasks. This is the sixth course in the Continuing Education ESL continuum. Open Entry/Open Exit.

**Overview**

**Requisites:**

None

**Transferable:**

Not transferable

**Specifications**

**Weekly Lecture Hours:**

12.0

**Learning Outcomes**

**Course Objectives:**

- Recognize rhetorical cues
- Write personal and business letters
- Interpret simple authentic materials
- Produce realistic written assignments

- Write simple paragraphs
- Use critical thinking skills in reading comprehension activities
- Control the use of syllables for meaning
- Correctly utilize various components of language structure and grammar
- Use appropriate intonation with tag questions
- Review and expand
- Draw conclusions and make generalizations about passages presented orally
- Recognize items of comparison when presented orally
- Write a short biography
- Use reduced forms (could have, should have, would have)
- Refine intonation, pitch and stress
- Answer questions based on simple charts
- Demonstrate understanding of face-to-face conversations in familiar and some unfamiliar contexts
- Scan for details
- Participate in simple face to face conversations dealing with both survival needs and some topics beyond survival needs

**SLO:**

- Demonstrate an understanding of everyday communications related to school, work, and home
- Write paragraphs related to everyday life

**Units and Hours**

**Default Profile**

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	216.0	216.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	

**Detail**

**Weekly Student Hours**

	<b>In Class</b>
Lecture Hours	12.0
Lab Hours	0.0
Activity Hours	0.0

**Course Student Hours**

Course Duration (Weeks)	10
Hours per unit/divisor	0.0
Course In-Class (Contact) Hours	0.0
Lecture	0.0
Lab	
Activity	
Total	
Course Out-of-Class Hours	
Lecture	
Lab	
Activity	
Total	

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## ESL480: Intermediate ESL 3

Emphasizes higher level language activities, conversations which convey complex thought patterns, authentic material which expands the use of critical thinking skills, and expanding realistic and creative/academic writing. This is the seventh course in the Continuing Education ESL continuum. Open Entry/Open Exit.

### Overview

**Requisites:**

None

**Transferable:**

Not transferable

### Specifications

**Weekly Lecture Hours:**

12.0

### Learning Outcomes

**Course Objectives:**

Identify main idea of paragraphs

Use context clues to understand vocabulary

Expand use of skimming and scanning

Demonstrate understanding of stories and other passages when vocabulary and structures are in familiar and some unfamiliar contexts

Expand note taking skills

Produce different lengths of syllable and syllable patterns for meaning

Demonstrate understanding of everyday conversations with some repetition or slower speech

Adjust register and tone to express emotion

Produce proper intonation of tag questions

Correctly utilize various components of language structure and grammar

Identify mood, main ideas, and details

Employ stages of the writing process

Incorporate contrastive stress (my car, not your car, etc.)

Participate in conversations

Produce proper intonation, pitch, and stress

Listening

Create letters, resumes, short paragraphs, and essays describing daily activities

Reading

Expand the use of critical thinking skills in reading comprehension

Writing

Ask for and give information and advice

Speaking

Interpret simple materials

**SLO:**

Interpret various types of communication related to work, school, and home

Write complex paragraphs related to everyday life

**Units and Hours**

**Default Profile**

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	216.0	216.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	

**Detail**

<b>Weekly Student Hours</b>		<b>Course Student Hours</b>
	<b>In Class</b>	<b>Course Duration (Weeks)</b>
<b>Lecture Hours</b>	12.0	<b>Hours per unit/divisor</b>
<b>Lab Hours</b>	0.0	<b>Course In-Class (Contact) Hours</b>
<b>Activity Hours</b>	0.0	Lecture 0.0
		Lab
		Activity
		Total
		<b>Course Out-of-Class Hours</b>
		Lecture
		Lab
		Activity
		Total



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## ESL500:

# Intermediate Multilevel

Provides instruction for students in various levels of intermediate English proficiency. Emphasizes creative oral language activities, introductory critical thinking skills, and academic writing tasks. Recommended for students in Intermediate Low and Intermediate High ESL levels. Open Entry/Open Exit.

## Overview

### Requisites:

### Advisory

[ESL302 - Beginning High](#)

or higher

### Transferable:

Not transferable

## Specifications

### Weekly Lecture Hours:

12.0

## Learning Outcomes

### Course Objectives:

Identify stated or implied main ideas and supporting details in oral presentations and spoken text.

Recognize words that signal differences between present, past, and future events.

Identify different opinions, and begin to detect differing moods and tones.

Use context to infer meaning of words or phrases in a listening passage.

Interpret common idiomatic language, such as idiomatic expressions, phrasal verbs, semantic clusters, and other collocations supported by contextual clues.

Distinguish between informal and formal language, and formulate polite requests.

Participate in conversations and discussions.

Use persuasive language.

Share experiences about past events in order.

Respond appropriately to instructions and rules or opinions presented orally.

Ask questions to gain information or clarify understanding.

Use an increasing number of academic and content-specific vocabulary and expressions.

Adapt language choices to task and audience with emerging control in various social and academic contexts.

Pronounce consonant sounds in initial, medial, and final positions.

Recognize and produce the alveolar flap t sound.

Identify and practice vowel sounds that interfere with communication.

Employ intonation, pitch, rhythm, stress, and length of syllables for meaning.

Produce reduced forms, including contractions and the schwa.

Produce features of connected speech when speaking, including linking and elision.

Recognize and produce intonation patterns for wh-, yes/no, and tag questions.

Recognize and employ the future progressive, present perfect, present perfect progressive, past perfect, and past perfect progressive verb tenses.

Incorporate gerunds as subjects and objects and verb + infinitive into language use.

Demonstrate use of comparative and superlative adjectives, adverbs, prepositions, wh-question words, count and noncount nouns, quantifiers, reflexive pronouns, and possessive determiners.

Distinguish between past habitual forms (i.e., used to and would).

Incorporate modal verbs into language use, including past modals and modals of ability, permission, request, advice, and necessity.

Distinguish between definite and indefinite articles.

Recognize and produce relative clauses and real conditionals.

Interpret and employ common phrasal verbs, both separable and inseparable.

Identify and incorporate the passive voice in present tenses into language use.

Produce complex sentences using adverbial clauses of time and reason.

Distinguish between dependent and independent clauses.

Scan for information and skim for general meaning.

Interpret authentic materials of familiar topics (e.g., newspaper articles on current events, public information notices, etc.).

Employ critical thinking skills in order to interpret reading comprehension activities.

Draw conclusions and make generalizations based on evidence from a text.

Apply knowledge of cohesive devices such as pronoun references, adverbs of time, and conjunctions to interpret meaning.

Interpret abbreviations for familiar words and phrases.

Compare, interpret, and evaluate information using price lists, bar graphs, and pie charts.

Identify an author's point of view, audience, purpose, and tone.

Compare and contrast main and supporting ideas in texts.

Identify central ideas, themes, and supporting details in a reading passage.

Answer questions about key details.

Interpret narrative and descriptive passages.

Refer to details and examples in a text to explain explicit and implicit meaning.

Use context, questioning, and/or word structures (affixes and roots) to infer the meaning of a word or phrase in a reading passage.

Define common, unfamiliar words by using an English learners' dictionary.

Write an email for personal and professional needs.

Complete online and paper forms (e.g., medical history, job application, and banking) requiring detailed information on varied topics.

Employ the stages of the writing process: prewriting, writing, revising, editing, and publishing.

Write a summary of a level-appropriate article.

Gather and paraphrase information from multiple sources, avoiding plagiarism.

Write a well-developed paragraph including a topic sentence, supporting details, and conclusion.

Use common transitional words and phrases to connect events, ideas, and opinions.

Edit writing with some degree of accuracy.

Write level-appropriate instructions and descriptions (e.g., recipes, directions, and autobiographical stories).

Write personal letters, resumes, and business letters.

**SLO:**

Interpret everyday communications related to school, work, and home.

Write paragraphs related to everyday life at an intermediate level of proficiency.

**Units and Hours**

**Default Profile**

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	216.0	216.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	

**Detail**

**Weekly Student Hours**

**Course Student Hours**

	<b>In Class</b>	<b>Course Duration (Weeks)</b>
<b>Lecture Hours</b>	12.0	Hours per unit/divisor
<b>Lab Hours</b>	0.0	<b>Course In-Class (Contact) Hours</b>
<b>Activity Hours</b>	0.0	Lecture 0.0
		Lab
		Activity
		Total
		<b>Course Out-of-Class Hours</b>
		Lecture
		Lab
		Activity
		Total

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**ESL510:**

**English for Work 1**

Prepares beginning level, non-native English-speaking students to enter the workforce for general or specific occupations. Focuses on workplace communication, work-related vocabulary skills, job applications and postings, workplace safety and issues, and vocational readings with emphasis on verbal communication through basic language skills instruction. Open Entry/Open Exit.

**Overview**

**Requisites:**

None

**Transferable:**

Not transferable

## Specifications

### Weekly Lecture Hours:

5.33 - 12.0

### Textbooks:

CareerView: Exploring the World of Work by Steven J. Molinsky and Bill Bliss, 2018. ISBN: ISBN-13: 978-0-13-516523-2

## Learning Outcomes

### Course Objectives:

Ask simple questions and participate in basic conversations, interviews, and social situations in the workplace.

Interpret simple words and phrases on workplace topics.

Scan for and interpret work safety signs, charts, schedules, and other workplace information.

Construct simple sentences to communicate through emails, notes, memos, and simple work forms.

Apply soft skills for positive interactions with co-workers, customers, and employers.

Utilize basic digital literacy skills for emailing, searching for jobs, creating accounts, and other areas related to employment.

### SLO:

Use basic communicative skills to ask for clarification and answer simple questions.

Interpret information from basic work-related documents (e.g., schedules, charts, and paychecks).

## Units and Hours

### Default Profile

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	96.0 - 216.0	96.0 - 216.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0 - 0.0	12.0

### Detail

Weekly Student Hours	Course Student Hours	
	In Class	Course Duration (Weeks)
Lecture Hours	5.33 - 12.0	Hours per unit divided by
Lab Hours	0.0 - 0.0	Course In-Class (Contact) Hours
Activity Hours	0.0 - 0.0	Lecture 0.0 - 0.0
		Lab
		Activity
		Total
		Course Out-of-Class Hours
		Lecture
		Lab
		Activity
		Total

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# ESL520: English for Work 2

Prepares intermediate level non-native English speaking students to enter the workforce or a vocational program for general or specific occupations. Focuses on communicating in the workplace, job safety, work-related vocabulary skills, workplace culture/issues, career pathways, and vocational readings with an emphasis on verbal communication through intermediate language skills instruction. Open Entry/Open Exit.

## Overview

### Requisites:

#### Advisory

[ESL510 - English for Work 1](#)

or equivalent

### Transferable:

Not transferable

## Specifications

### Weekly Lecture Hours:

5.33 - 12.0

## Learning Outcomes

### Course Objectives:

Practice communication strategies for job interviews, conversations with co-workers, or for presenting information at the workplace.

Use reading strategies to research information in preparation for the workforce, vocational programs, and/or Career Education programs.

Compose a variety of written communication for work-related purposes.

Select the appropriate grammatical forms for sentence structures.

Apply 21st century skills including critical thinking, communication, and collaboration.

Utilize digital literacy skills using media and technology for employment prospects.

### SLO:

Use appropriate responses to work-related questions and statements.

Interpret and respond to information such as emails, reports, or sequential instructions on work-related topics using appropriate language skills.

## Units and Hours

### Default Profile

#### Minimum Credit Units

0.0

#### Total Course In-Class (Contact) Hours

96.0 - 216.0

#### Total Student Learning Hours

96.0 - 216.0

#### Maximum Credit Units

0.0

#### Total Course Out-of-Class Hours

0.0 - 0.0

#### Faculty Load

12.0

### Detail

**Weekly Student Hours**

	<b>In Class</b>
Lecture Hours	5.33 - 12.0
Lab Hours	0.0 - 0.0
Activity Hours	0.0 - 0.0

**Course Student Hours**

Course Duration (Weeks)	10
Hours per unit or	0.0
Course In-Class (Contact) Hours	0.0 - 0.0
Lecture	0.0 - 0.0
Lab	
Activity	
Total	
Course Out-of-Class Hours	
Lecture	
Lab	
Activity	
Total	

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## ESL530: American English Pronunciation

Develops English language fluency and productive and receptive skills as they relate to sound discrimination, sound inventory, stress, intonation, linking, prominence, and rhythm. The course aims to help students understand English and be understood while functioning within communicative, employment, and academic contexts. Open Entry/Open Exit.

### Overview

**Requisites:**

**Advisory**

[ESL302 - Beginning High](#)

or equivalent

**Transferable:**

Not transferable

### Specifications

**Weekly Lecture Hours:**

5.33 - 12.0

**Textbooks:**

Clear Speech, 4th edition by Gilbert, J., 2017 (\$39.25). ISBN: 9781108659338

### Learning Outcomes

**Course Objectives:**

Recognize and produce the vowel sounds, consonant sounds, and consonant clusters in the American English sound inventory.

Recognize and produce stress, rhythm, intonation, and other suprasegmental features of English.

Identify and employ features of connected speech.

Identify means of articulation and voicing.

Demonstrate aural/oral understanding and expression of grammatical patterns.

Recognize and use spelling conventions as they affect pronunciation.

**SLO:**

Apply knowledge of the sound inventory of American English by producing correct consonant and vowel sounds in a dialogue or presentation (segmentals).

Communicate thoughts and ideas effectively using connected speech, word and sentence stress, and intonation in a discussion or speech (suprasegmentals).

**Units and Hours**

**Default Profile**

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	96.0 - 216.0	96.0 - 216.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0 - 0.0	12.0

**Detail**

<b>Weekly Student Hours</b>	<b>In Class</b>	<b>Course Student Hours</b>
		<b>Course Duration (Weeks)</b>
<b>Lecture Hours</b>	5.33 - 12.0	<b>Hours per unit or</b>
<b>Lab Hours</b>	0.0 - 0.0	<b>Course In-Class (Contact) Hours</b>
<b>Activity Hours</b>	0.0 - 0.0	<b>Lecture</b> 0.0 - 0.0
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>
		<b>Course Out-of-Class Hours</b>
		<b>Lecture</b>
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>

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**ESL570:  
Conversation 1**

Introduces intermediate conversational strategies in listening, language use, and non-verbal communication. Presents oral skills necessary for initiating, maintaining, and closing conversations. Emphasis on oral skills that assist in social encounters and expansion of listening and speaking skills. Open Entry/Open Exit.

**Overview**

**Requisites:**

**Advisory**

[ESL302 - Beginning High](#)

or equivalent

**Transferable:**

Not transferable

## Specifications

### Weekly Lecture Hours:

4.0 - 8.0

## Learning Outcomes

### Course Objectives:

Interpret and use common hand gestures, body language, and facial expressions for nonverbal communication.

Identify main ideas and details in a listening passage.

Demonstrate pacing and use clarifying questions in conversations.

Interpret and use common idiomatic expressions, sayings and proverbs, verbal instructions or directions, and other information presented orally.

Discuss and describe daily activities at home, work, or school as well as leisure time activities and other events.

Respond to questions (e.g., job interview or medical visit).

Initiate or interpret conversations by using openings, closings, and polite expressions.

Use informal and formal introductions, give or make compliments and congratulations, and apply expressions of disagreement and displeasure.

### SLO:

Participate in conversations about recent or current events, leisure time, or student's daily life.

Identify the main idea and specific details in conversations and presentations.

PSLO Demonstrate essential oral communication skills in English.

ESL Intermediate  
Communication, COM

## Units and Hours

### Default Profile

#### Minimum Credit Units

0.0

#### Total Course In-Class (Contact) Hours

72.0 - 144.0

#### Total Student Learning Hours

72.0 - 144.0

#### Maximum Credit Units

0.0

#### Total Course Out-of-Class Hours

0.0 - 0.0

#### Faculty Load

8.0

### Detail



**Weekly Student Hours**

	<b>In Class</b>
Lecture Hours	4.0 - 8.0
Lab Hours	0.0 - 0.0
Activity Hours	0.0 - 0.0

**Course Student Hours**

Course Duration (Weeks)	10
Hours per unit or	0.0
Course In-Class (Contact) Hours	0.0 - 0.0
Lecture	0.0 - 0.0
Lab	
Activity	
Total	
Course Out-of-Class Hours	
Lecture	
Lab	
Activity	
Total	

[Register Now](#) [Contact Us](#)  
[Print Course Info](#)

## ESL580: Conversation 2

Introduces advanced conversational strategies in listening, language use, and nonverbal communication. Presents oral expressions necessary for enhancing conversation and listening skills. Emphasizes differences between formal and informal language based on attitudes and cultures in the United States. Open Entry/Open Exit.

### Overview

**Requisites:**

**Advisory**

[ESL304 - Intermediate High](#)

or equivalent

**Transferable:**

Not transferable

### Specifications

**Weekly Lecture Hours:**

4.0 - 8.0

### Learning Outcomes

**Course Objectives:**

Interpret and use personal space, body language, and facial expressions for nonverbal communication.

Evaluate, paraphrase, and summarize the main idea and details in a listening passage.

Control the pace of a conversation using verbal and non-verbal cues.

Ask clarifying questions to interpret the contents or respond to the contents of conversations orally or in written form.

Describe a series of events in chronological order.

Give a brief presentation on a familiar topic and initiate questions (e.g., job interview or medical visit).

Apply conversational skills to initiate, participate, negotiate, complain, debate, suggest, persuade, and close conversations using formal and informal language.

Express sympathy, condolences, interest or lack of interest, and preference or lack of preference.

Provide directions and instructions.

**SLO:**

Initiate, participate in, and conclude conversations about recent or current events, leisure time, or student's daily life.

Present the main idea and specific details in conversations, presentations, or debates.

PSLO Demonstrate essential oral communication skills in English.

ESL Intermediate  
Communication, COM

**Units and Hours**

**Default Profile**

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	72.0 - 144.0	72.0 - 144.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0 - 0.0	8.0

**Detail**

<b>Weekly Student Hours</b>		<b>Course Student Hours</b>
	<b>In Class</b>	<b>Course Duration (Weeks)</b>
<b>Lecture Hours</b>	4.0 - 8.0	<b>Hours per unit or division</b>
<b>Lab Hours</b>	0.0 - 0.0	<b>Course In-Class (Contact) Hours</b>
<b>Activity Hours</b>	0.0 - 0.0	<b>Lecture</b> 0.0 - 0.0
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>
		<b>Course Out-of-Class Hours</b>
		<b>Lecture</b>
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>

[Register Now](#) [Contact Us](#)  
[Print Course Info](#)

**ESL601:**

**Advanced Grammar and Writing**

Emphasizes control of more advanced grammar structures in writing, with a focus on complex sentences, punctuation, verb tenses and forms, and word order. Writing instruction focuses on pre-collegiate skills: anticipating the needs and questions of readers, creating clear main ideas with strong support and development, using effective transition strategies, and learning to edit. Open Entry/Open Exit.

**Overview**

**Requisites:****Advisory**

[ESL303 - Intermediate Low](#)

or higher

**Transferable:**

Not transferable

**Specifications****Weekly Lecture Hours:**

5.333

**Textbooks:**

Next Generation Grammar 3 by Vittoriro, Pamela and Jennifer Recio Lebedev, 2013 (\$61.95). ISBN: 9780132760553

Next Generation Grammar 4 by Biesenbach-Lucas, Sigrun and Donnette Brantner-Artenie, 2013 (\$61.95). ISBN: 9780132760577

Grammar and Beyond 4 by Bunting, John D, et al, 2014 (\$75.00). ISBN: 9780521143011

**Learning Outcomes****Course Objectives:**

Identify verb phrases.

Assemble the various components of verb phrases.

Identify and correct the most frequent verb phrase errors.

Demonstrate the ability to join sentences appropriately and effectively.

Use a variety of syntactic options to join sentences.

Produce papers in which ideas are presented clearly and logically connected.

Use commas, periods, and semicolons correctly.

Identify complete vs. incomplete ideas.

Identify and correct fragments.

Interpret more advanced punctuation in readings.

Illustrate the typical order of words within English phrases and clauses.

Illustrate the typical order of phrases in English sentences.

Identify and rewrite sentences with incorrect word order.

Consider the reader when choosing a writing focus.

Predict questions the reader might have in response to a writing.

Respond effectively to predicted questions when planning and writing compositions.

Demonstrate greater ability to create a strong and effective piece of writing on various topics.

Employ rhetorical modes appropriate to a topic.

Correct grammar errors and edit a composition accordingly.

Present a composition in a college-accepted format.

**SLO:**

Express a main idea clearly and support it effectively.

Demonstrate increased control over typical grammar problems in their written work.

## Units and Hours

### Default Profile

Minimum Credit Units	Total Course In-Class (Contact) Hours	Total Student Learning Hours
0.0	96.0	96.0
Maximum Credit Units	Total Course Out-of-Class Hours	Faculty Load
0.0	0.0	

### Detail

Weekly Student Hours		Course Student Hours
	In Class	Course Duration (Weeks)
Lecture Hours	5.333	Hours per unit/divisor
Lab Hours	0.0	Course In-Class (Contact) Hours
Activity Hours	0.0	Lecture 0.0
		Lab
		Activity
		Total
		Course Out-of-Class Hours
		Lecture
		Lab
		Activity
		Total

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[Print Course Info](#)

## ESL606:

# Computer Skills for ESL Students

Students will learn basic computer skills to assist their English language learning. Emphasizes vocabulary and terminology related to computers, basic typing and word processing, website navigation, Internet safety, and email. Students will also use various English language software programs to practice their English. The class is open to ESL students of all levels. Open Entry/Open Exit. Former Title: ESL 606, Interactive Language Training (Fall 2023)

### Overview

#### Requisites:

None

#### Transferable:

Not transferable

### Specifications

#### Weekly Lecture Hours:

4.0 - 8.0

### Learning Outcomes

#### Course Objectives:

Define basic computer terminology and describe components of a computer.

Write a simple email and upload attachments.

Type, save, retrieve, and format basic documents using Microsoft Word and/or Google Docs.

Create a basic presentation using Microsoft PowerPoint and/or Google Slides.

Design a simple spreadsheet using Microsoft Excel and/or Google Sheets.

Use a search engine to conduct basic Internet research and find credible sources.

Identify elements of Internet safety and privacy.

Use English language acquisition software programs to practice English language skills.

**SLO:**

Compose a simple email in English using appropriate email etiquette and formatting.

PSLO Demonstrate effective communication strategies and skills in a vocational context, with a focus on health-related topics.

ESL for Healthcare Professionals, COM

Identify key technology vocabulary and demonstrate the ability to use the keyboard at a basic level.

PSLO Demonstrate effective communication strategies and skills in a vocational context, with a focus on health-related topics.

ESL for Healthcare Professionals, COM

**Units and Hours**

**Default Profile**

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	72.0 - 144.0	72.0 - 144.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0 - 0.0	

**Detail**

<b>Weekly Student Hours</b>	<b>In Class</b>	<b>Course Student Hours</b>
		<b>Course Duration (Weeks)</b>
<b>Lecture Hours</b>	4.0 - 8.0	<b>Hours per unit or</b>
<b>Lab Hours</b>	0.0 - 0.0	<b>Course In-Class (Contact) Hours</b>
<b>Activity Hours</b>	0.0 - 0.0	<b>Lecture</b> 0.0 - 0.0
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>
		<b>Course Out-of-Class Hours</b>
		<b>Lecture</b>
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>

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# ESL800: ESL for Healthcare Careers

Prepares intermediate and advanced-level ESL students with the language skills required to explore medical vocational programs in Career Education (such as Behavior Technician, Caregiver/Personal Care Aid, Lactation Educator Specialist, Nursing Assistant, and Medical Billing). Expand vocabulary and communicative ability to inquire about healthcare sector occupations. Comprehensive overview of the various pathways within the allied health field and certificate requirements. Open Entry/Open Exit.

## Overview

### Requisites:

#### Advisory

[ESL303 - Intermediate Low](#)

or equivalent

### Transferable:

Not transferable

## Specifications

### Weekly Lecture Hours:

1.78

## Learning Outcomes

### Course Objectives:

Explore career pathways within the allied health sector, highlighting the duties and responsibilities in: a. Behavior Technician b. Caregiver/Personal Care Aid c. Certified Nursing Assistant (CNA) d. Lactation Educator Specialist e. Medical Billing

Examine educational and certification requirements for allied health careers.

Explain career goals within the healthcare field and develop actionable plans to achieve these goals.

### SLO:

Identify and explain the roles, responsibilities, and educational requirements of specific allied health careers.

Align personal career aspirations with the appropriate vocational pathway by completing a 5-step action plan.

## Units and Hours

### Non-credit profile

#### Minimum Credit Units

0.0

#### Total Course In-Class (Contact) Hours

32.0

#### Total Student Learning Hours

32.0

#### Maximum Credit Units

0.0

#### Total Course Out-of-Class Hours

0.0

#### Faculty Load

1.78

## Detail

**Weekly Student Hours**

	<b>In Class</b>
Lecture Hours	1.78
Lab Hours	0.0
Activity Hours	0.0

**Course Student Hours**

Course Duration (Weeks)	10
Hours per unit/divisor	0.0
Course In-Class (Contact) Hours	0.0
Lecture	0.0
Lab	
Activity	
Total	
Course Out-of-Class Hours	
Lecture	
Lab	
Activity	
Total	

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[Print Course Info](#)

## ESL801: ESL for Patient Care Skills

Provides English language learners the foundation they need to succeed in CNA and Personal Caregiver programs. Covers medical vocabulary and common healthcare terms and concepts in English. Topics include understanding medical instructions, workplace communication, patients' rights, vital signs, body mechanics, patient care procedures, asepsis and sepsis, nutrition, and patient hygiene assistance. Open Entry/Open Exit.

### Overview

**Requisites:**

**Advisory**

[ESL303 - Intermediate Low](#)

or equivalent

**Transferable:**

Not transferable

### Specifications

**Weekly Lecture Hours:**

3.56 - 5.33

### Learning Outcomes

**Course Objectives:**

- Define patients' rights and their importance in healthcare.
- Practice effective communication strategies in the context of a healthcare setting with co-workers and clients/residents/patients.
- Explain the mechanics of the human body relevant to patient care.
- Explain medical asepsis and sepsis to prevent infection transmission.
- Explain various patient care procedures in daily activities of living such as assisting the client with personal hygiene, feeding, and vital signs.
- Compose a variety of written communication for work-related purposes, such as patient reports and documentation.
- Select the appropriate grammatical forms for constructing clear and accurate sentences.

Apply 21st-century skills such as critical thinking, communication, and collaboration in healthcare contexts.

**SLO:**

Demonstrate effective communication skills in a healthcare environment by appropriately responding to work-related questions, communicating with co-workers and residents, and explaining procedures clearly.

Demonstrate comprehension of patient care scenarios, procedures, and regulatory standards (such as HIPAA, OBRA, Title 22) by articulating opinions or providing detailed, step-by-step instructions.

**Units and Hours**

**Noncredit Profile**

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	64.0 - 96.0	64.0 - 96.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0 - 0.0	5.33

**Detail**

<b>Weekly Student Hours</b>		<b>Course Student Hours</b>
	<b>In Class</b>	<b>Course Duration (Weeks)</b>
<b>Lecture Hours</b>	3.56 - 5.33	<b>Hours per unit or divisor</b>
<b>Lab Hours</b>	0.0 - 0.0	<b>Course In-Class (Contact) Hours</b>
<b>Activity Hours</b>	0.0 - 0.0	<b>Lecture</b> 0.0 - 0.0
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>
		<b>Course Out-of-Class Hours</b>
		<b>Lecture</b>
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>

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[Print Course Info](#)

**EETEC110:**

**DC Circuits**

This course is an in-depth study of Direct Current (DC) electronic circuits. Students will learn how to interpret and create electrical schematics. Other topics include Ohm's Law, Kirchhoff's Laws, resistance, capacitance, and inductance. Lab activities will include the use of multimeters, power supplies, and oscilloscopes; building and analyzing common DC Circuits; and validating theoretical calculations by testing circuit performance.

**Requisites**

None

**Transferability**

**Transferable to CSU only**

**Units & Hours**



## Minimum Units:

3.0

## Maximum Units

3.0

## Total Hours

66.0

[Print Course Info](#)

## ETEC120:

### AC Circuits

This course is an in-depth study of Alternating Current (AC) electrical circuits. This course focuses on the math describing AC circuits, specifically the relationships between impedance, resistance, and reactance. Students will use these concepts to anticipate power factors and learn how to mitigate large inductive loads. Students will design, analyze, build, and test resistance/conductance/capacitance (RLC) circuits, inductance motor drivers, and filter circuits for audio signals. Lab work will include validating theoretical calculations by building circuits and testing them for expected performance.

## Requisites

None

## Transferability

### Transferable to CSU only

## Units & Hours

## Minimum Units:

3.0

## Maximum Units

3.0

## Total Hours

66.0

[Print Course Info](#)

## ETEC130:

### Programmable Logic Controllers

Students will learn how to connect Programmable Logic Controllers (PLCs), upload and backup programs, and obtain diagnostic data from operational PLCs. Students will interpret and draw ladder logic diagrams, and document and implement control processes using ladder logic programming on PLCs. Lab activities will include connecting various process sensors to PLC inputs as well as connecting relays to outputs to drive motor contactors, indicators, and handshaking.

## Requisites

None

## Transferability

## Transferable to CSU only

### Units & Hours

#### Minimum Units:

3.0

#### Maximum Units

3.0

#### Total Hours

66.0

[Print Course Info](#)

### ETHN101:

## Introduction to Ethnic Studies

This introductory course will take an intersectional and interdisciplinary approach to the examination of the cultural, economic, educational, and political issues that impact the four historically racialized groups (Native Americans, African Americans, Asian Americans, and Latinx Americans) within the United States. This course will analyze how racial formations have been constructed and contested, as well as, provide theories and tools to understand and combat racism across multiple relations of power.

### Requisites

#### Anti-Requisite

[SOC101 - Introduction to Ethnic Studies](#)

### Transferability

## Transferable to both UC and CSU

### Units & Hours

#### Minimum Units:

3.0

#### Maximum Units

3.0

#### Total Hours

54.0

[Print Course Info](#)

### ETHN110:

## Introduction to Asian Pacific American Studies

This introductory course will take an intersectional and interdisciplinary approach to the examination of the cultural, economic, educational, and political issues that may impact Asian and Pacific Islander Americans. Topics that will be addressed include, but are not limited to, Asian Pacific American history, identity construction, gender, class, sexual orientation, religion, language, stereotypes, sovereignty, anti-Asian violence, generational status, immigration, labor, and social justice, and liberation.

## Requisites

None

## Transferability

Transferable to both UC and CSU

## Units & Hours

### Minimum Units:

3.0

### Maximum Units

3.0

## Total Hours

54.0

[Print Course Info](#)

## ETHN120:

# Introduction to African American Studies

This introductory course will take an intersectional and interdisciplinary approach to the examination of the cultural, economic, educational, and political issues that may impact African Americans. Topics that will be addressed include, but are not limited to, origins of African American/Africana Studies, African American history, gender, class, sexual orientation, religion, family dynamics, educational attainment, labor, empowerment, anti-racism, and liberation.

## Requisites

None

## Transferability

Transferable to both UC and CSU

## Units & Hours

### Minimum Units:

3.0

### Maximum Units

3.0

## Total Hours

54.0

[Print Course Info](#)

## ETHN130:

# Introduction to Chicano Studies

This introductory course will take an intersectional and interdisciplinary approach to the examination of the cultural, economic, educational, and political issues that may impact Chicanas/os/x/e. Topics that will be addressed include, but are not limited to, Chicano history, identity construction, gender, class, sexual orientation, religion, language, educational attainment, generational status, immigration, labor, decolonization, and liberation. Former Title: CHST 101, Introduction To Chicano Studies (2020)

## Requisites

None

## Transferability

Transferable to both UC and CSU

## Units & Hours

### Minimum Units:

3.0

### Maximum Units

3.0

## Total Hours

54.0

[Print Course Info](#)

## ETHN140:

# Introduction to Native American Studies

This introductory course will take an intersectional and interdisciplinary approach to the examination of the cultural, economic, educational, and political issues that may impact Native Americans. Topics that will be addressed include, but are not limited to Native American history, languages, gender, sexual orientation, class, labor, health, land conflicts, sovereignty, stereotypes, anti-Indigenous violence, identity construction, tribal recognition, cultural permanence, decolonization, self-determination, and liberation.

## Requisites

None

## Transferability

Transferable to both UC and CSU

## Units & Hours

### Minimum Units:

3.0

### Maximum Units

3.0

## Total Hours

54.0

[Print Program Info](#)

# Early Childhood Education, AS-T

A.S. Degree for Transfer

## Control Number:

35614

## Curriculum Id:

SCC.CDVEC.AST

The Associate Degree in Science in Early Childhood Education prepares students to transfer into a baccalaureate degree program in Child Development or a related field of study. Students will gain general knowledge and experience in early childhood education topics enabling them to obtain a Child Development Center Permit and meet the standards set forth by the National Association for the Education of Young Children for appropriate teaching practices in early learning settings.

## Program Courses & Requirements

### Early Childhood Education, AS-T (Total 24.5)

**Complete the following number of credits: 24.5**

CDEV107 - Child Growth and Development (DS1) 3

CDEV108 - Observation and Assessment for Early Learning and Development (DS3) 3

CDEV110 - Child, Family and Community (DS2) 3

CDEV111A - Principles and Practices of Teaching Young Children 3

CDEV111B - Introduction to Curriculum for Young Children 3

CDEV112 - Health, Safety and Nutrition for Children 3

CDEV221 - Living and Teaching in a Diverse Society 3

CDEV298A - Practicum in Early Childhood Programs 3.5

## Learning Outcomes

Demonstrate a knowledge of early childhood curriculum, program practices, and the development of young children.

Apply for and receive a Child Development Center permit

[Print Program Info](#)

# Early Childhood Leadership and Administration, CERT

Certificate of Proficiency

## Control Number:

## Curriculum Id:

SCC.CDEVECLA.CERT

The Early Childhood Administrative Certificate provides the educational coursework that prepares directors, supervisors, and managers for early childhood work settings serving children from infancy through age 8. Topics include: communication, curriculum, documentation and interpretation, culturally relevant approaches to teaching and learning that include developmentally appropriate, respectful, supportive relationships with children and families, administration, marketing, and management issues, and self-care and work-life balance related to the operation of center-based early childhood education programs. Fieldwork or field-based assignments may be required. Updated immunizations per state regulations are required. A negative TB test result and state-mandated immunizations are required for certificate completion.

## Program Courses & Requirements

### Early Childhood Leadership and Administration, CERT (Total 16 - 17)

**Complete all of the following**

**Certificate requirements: Select six (6) courses. (Total 14)**

**Complete the following number of credits: 14**

CDEV215 - Administration I: Programs in Early Childhood Education (DS6) 3

CDEV216 - Administration II: Personnel and Leadership in Early Childhood Education (DS6) 3

CDEV250 - Adult Supervision and Mentoring in Early Care and Education 2

COMM100 - Introduction to Interpersonal Communication 3

COMM100H - Honors Introduction to Interpersonal Communication 3

COMM101 - Group Dynamics 3

MKTG113 - Principles of Marketing 3

MKTG172 - Small Business Marketing and Advertising 3

Please select COMM100 or COMM100H. Credit will only be awarded for one course. 0

Please select MKTG113 or MKTG172. Credit will only be awarded for one course. 0

**Electives - Select one (1) course. (Total 2 - 3)**

**Complete the following number of credits: 2-3**

CDEV221 - Living and Teaching in a Diverse Society 3

CDEV230 - Child Guidance and Classroom Management 3

COMM100 - Introduction to Interpersonal Communication 2

COMM100H - Honors Introduction to Interpersonal Communication 2

COMM101 - Group Dynamics 3

MKTG113 - Principles of Marketing 3

MKTG172 - Small Business Marketing and Advertising 3

An additional course not used above (may not be a course used to satisfy the requirements from above) 0

## Learning Outcomes

Demonstrate knowledge of developmentally appropriate curriculum planning, environments, observation and guidance to assess one's own strengths in working with young children in order to implement quality care for young children in group setting.

Demonstrate basic knowledge of staffing, budgets, enrollment, professional development, and program planning for privately and publicly funded early childhood education programs.

[Print Program Info](#)

## Earth Sciences, AS

A.S. Degree Major

**Control Number:**

11934

**Curriculum Id:**

SCC.ERTH.AS

The Associate of Science in Earth Sciences degree is designed to provide students who need or want broad knowledge of the Earth sciences for their profession, but do not necessarily plan on becoming professional geoscientists. In addition to the geosciences, professions where such knowledge could prove to be useful include environmental sciences, urban planning and land use, transportation, travel and tourism, education, park rangers and other recreation professionals.

## Program Courses & Requirements

**Earth Sciences, AS (Total 18 - 21)**

**Complete all of the following**

**Major requirements: (Total 11)**

**Complete the following number of credits: 11**

ERTH100 - Physical Geology 3

ERTH100L - Physical Geology Laboratory 1

ERTH111 - Historical Geology 4

Please select one (1) of the following: 0

ERTH130 - Environmental Geology 3

ERTH160 - Oceanography 3

GEOG130 - Introduction to Weather and Climate 3

**Select a minimum of six (6) units from the following: (Total 6)**

**Complete the following number of credits: 6**

An additional course from above (may not be a course used to satisfy the requirements in above list) 0

GEOG155 and SURV155 are considered the same course and credit will be awarded for only one course. 0

ASTR103 - Introduction to the Solar System 3

ERTH120 - Earth Sciences 3

ERTH121 - Earth Sciences for Educators 3

GEOG150 - Exploring Maps and Geographic Technologies 4

GEOG155 - Introduction to Geographic Information Systems 3

LIBI100 - Library Research Fundamentals 3

LIBI103 - Advanced Internet Research 1

SURV155 - Introduction to Geographic Information Systems 3

**Select a minimum of one (1) unit from the following: (Total 1 - 4)**

**Complete the following number of credits: 1-4**

ERTH200 - Geology of California 3

ERTH212 - San Andreas Fault System Geology Field Study 1

ERTH214 - Orange County Geology Field Study 1

## Learning Outcomes

Demonstrate an understanding of geoscience processes based upon observation of Earth materials and features.

Demonstrate an understanding of the basic principles of the geosciences.

[Print Program Info](#)

## Economics, AA

A.A. Degree Major

**Control Number:**

11943

**Curriculum Id:**

SCC.ECON.AA

The Associate of Arts degree in Economics is a program of basic courses which enable students to move into a curriculum in a four-year institution leading to a baccalaureate degree. Economics prepares the student for a number of career opportunities such as accounting and marketing in the areas of business, government and teaching.

## Program Courses & Requirements

**Economics, AA (Total 21 - 23)**

**Complete the following number of credits: 21-23**

**Major Requirements (Total 14)**

**Complete all of the following**

ACCT101 - Financial Accounting 4

ACCT102 - Managerial Accounting 4

ECON101 - Principles/Micro 3

ECON102 - Principles/Macro 3

**Mathematics and Quantitative Reasoning (Total 3 - 8)**

**Complete at least one of the following rules**

BUS150 - Introduction to Information Systems and Applications 3

MATH150 - Calculus for Biological, Management, and Social Sciences 5

**Statistics and Probability (Total 4 - 12)**

**Complete at least one of the following rules**

MATH219 - Statistics and Probability 4

MATH219H - Honors Statistics and Probability 4

MATH219S - Statistics and Probability with Support 4

## Learning Outcomes

Describe the economic approach to analyzing and explaining human behavior, communicate using basic economic terminology, interpret relevant economic data, and follow and construct fundamental economic arguments using verbal, graphical, and basic mathematical tools.

Apply analytical reasoning and problem solving skills to formulate predictions and deduce cause-and-effect relationships in hypothetical scenarios and actual real world situations.

Identify study skills, methods, and strategies that are effective for the student's learning style and likely to be effective for the student in further study of economics and other fields.

[Print Program Info](#)

## Economics, AA-T

A.A. Degree for Transfer

**Control Number:**

32968

**Curriculum Id:**

SCC.ECON.AAT

The Associate in Arts in Economics for Transfer degree provides students with a program of basic courses which enables students to experience a seamless transition into a curriculum at a CSU leading to a baccalaureate degree with career opportunities in economic research, consulting, accounting, and marketing in the areas of business, teaching, and public policy. Economics is the social science that studies how individuals, businesses, and governments make choices to cope with scarcity and the incentives that influence and reconcile those choices.

## Program Courses & Requirements

**Economics, AA-T (Total 21 - 24)**

**Complete all of the following**

**Major requirements: (Total 14 - 15)**

**Complete the following number of credits: 14-15**

**Major Requirements (Total 6)**

**Complete all of the following**

ECON101 - Principles/Micro 3

ECON102 - Principles/Macro 3

**Statistics and Probability (Total 4 - 12)**

**Complete at least one of the following rules**

MATH219 - Statistics and Probability 4

MATH219H - Honors Statistics and Probability 4

MATH219S - Statistics and Probability with Support 4

**Calculus Requirement (Total 4 - 13)**

**Complete at least one of the following rules**

MATH150 - Calculus for Biological, Management, and Social Sciences 5

MATH180 - Single Variable Calculus I 4

MATH180H - Honors Single Variable Calculus I 4

**Select one (1) course from the following (List A): (Total 4)**

**Complete the following number of credits: 4**

ACCT101 - Financial Accounting 4

MATH185 - Single Variable Calculus II 4

**Select one (1) course from the following (List B): (Total 3 - 5)**

**Complete the following number of credits: 3-5**

ACCT102 - Managerial Accounting 4

BUS150 - Introduction to Information Systems and Applications 4

BUS222 - Business Writing 3

MATH280 - Intermediate Calculus 3

MATH287 - Introduction to Linear Algebra and Differential Equations 4

MATH290 - Linear Algebra 5

## Learning Outcomes

Identify and explain the fundamental economic problem of allocating scarce resources and the role of positive economics in explaining choices.

Communicate using basic economic terminology, interpret relevant economic data, and follow and construct fundamental economic arguments.

[Print Program Info](#)

## Effective Communication Skills, CC

Certificate of Completion

**Control Number:**

36214

**Curriculum Id:**



OEC.ECOMS.CC

The Certificate of Completion in Communication Skills for Adults is designed to develop the foundational communication skills necessary for successful employment and continuing education.

## Program Courses & Requirements

**Effective Communication Skills, CC (Total 240)**

**Complete the following number of credits: 240**

WKPR002 - Self-Advocacy 60

WKPR006 - Communication Skills for Successful Employment 60

WKPR007 - Social Skills and Necessary Etiquette 60

WKPR008 - Building Critical Thinking Skills 60

## Learning Outcomes

Demonstrate foundational communication skills to interact effectively with other people.

[Print Program Info](#)

## Elementary Education, AA

A.A. Degree Major

**Control Number:**

17759

**Curriculum Id:**

SCC.EDUEE.AA

The Associate of Arts degree in Elementary Education is designed to prepare students for transfer to a four-year university traditional or integrated elementary teacher education program. It incorporates elementary teaching subject matter requirements for preparation in subject matter competency as established by the California Teacher Credentialing Commission. The degree program requirements, and the general education recommended electives below, prepare students in content areas for the California Subject Examinations for Teachers (CSET) of Multiple Subjects. Additionally, the degree curriculum may also serve as preparation for paraprofessional positions in the K -12 classroom meeting unit requirements for paraprofessionals as established by the No Child Left Behind Act.

## Program Courses & Requirements

**Elementary Education, AA (Total 25 - 27)**

**Complete the following number of credits: 25-27**

**(Total 2 - 5)**

**Complete at least one of the following rules**

CNSL118 - Self Exploration and the Teaching Profession 2

EDUC110 - The Teaching Experience: Exploration 3

**(Total 16)**

**Complete all of the following**

EDUC101 - American Schools and Society 3

EDUC200 - Introduction to Elementary Classroom Teaching 3

BIOL115 - Concepts in Biology for Educators 4

ENGL270 - Children's Literature 3

CDEV107 - Child Growth and Development (DS1) 3

**(Total 4 - 8)**

**Complete at least one of the following rules**

ERTH121 - Earth Sciences for Educators 4

PSC100 - Survey of Chemistry and Physics 4

**(Total 3 - 7)**

**Complete at least one of the following rules**

MATH105 - Mathematics for Liberal Arts Students 3

MATH203 - Fundamental Concepts of Elementary Mathematics 4

## Learning Outcomes

Identify elements of diversity and diverse learning styles in student populations and discover how teachers and schools can promote learning for all students.

Demonstrate proficiency in academic content areas required for subject matter competency for elementary teachers.

[Print Program Info](#)

## Elementary Teacher Education, AA-T

A.A. Degree for Transfer

### Control Number:

31735

### Curriculum Id:

SCC.EDUET.AAT

The Associate in Arts in Elementary Teacher Education for Transfer degree is designed to prepare students for seamless transfer to a California State University traditional or integrated teacher preparation program, most commonly found in the Liberal Studies major. It incorporates the elementary subject matter competence requirements as established by the California Teacher Credentialing Commission. The AA-T degree program requirements and the recommended electives prepare students in content areas for the California Subject Examinations for Teachers (CSET) of Multiple Subjects. Additionally, the degree curriculum may also serve as preparation for paraprofessional positions in the K-12 classroom, meeting unit requirements for paraprofessionals as established by the No Child Left Behind Act.

## Program Courses & Requirements

### Elementary Teacher Education, AA-T (Total 52 - 57)

#### Complete all of the following

#### Major requirements: (Total 45)

#### Complete the following number of credits: 45

When an honors course is available, students can select an honors course or a non-honors course. Credit will be awarded for only one course. 0

BIOL115 - Concepts in Biology for Educators 4

CDEV107 - Child Growth and Development (DS1) 3

COMM110 - Public Speaking 3

EDUC200 - Introduction to Elementary Classroom Teaching 3

Select ENGL101 or ENGL101H. Credit will be awarded for one or the other. 0

ENGL101 - Freshman Composition 4

ENGL101H - Honors Freshman Composition 4

Select ENGL102 or ENGL102H. Credit will be awarded for one or the other. 0

ENGL102 - Literature and Composition 4

ENGL102H - Honors Literature and Composition 4

ERTH121 - Earth Sciences for Educators 4

Select GEOG100 or GEOG100H. Credit will be awarded for one or the other. 0

GEOG100 - World Regional Geography 3

GEOG100H - Honors World Regional Geography 3

Select HIST101 or HIST101H. Credit will be awarded for one or the other. 0

HIST101 - World Civilizations to the 16th Century 3

HIST101H - Honors World Civilizations to the 16th Century 3

Select HIST120 or HIST120H. Credit will be awarded for one or the other. 0

HIST120 - The United States to 1877 3

HIST120H - Honors The United States to 1877 3

MATH203 - Fundamental Concepts of Elementary Mathematics 4

Select POLT101 or POLT101H. Credit will be awarded for one or the other. 0

POLT101 - American Government and Politics 3

POLT101H - Honors American Government and Politics 3

PSC100 - Survey of Chemistry and Physics 4

#### Select one (1) course from the following (List A): (Total 4)

#### Complete the following number of credits: 4

ENGL103 - Critical Thinking and Writing 4

ENGL103H - Honors Critical Thinking and Writing 4

PHIL110 - Critical Thinking 4

**Select one (1) course from the following (List B): (Total 3)**

**Complete the following number of credits: 3**

ART100 - Introduction to Art Concepts 3

ART100H - Honors Introduction to Art Concepts 3

DNCE100 - Dance History and Appreciation 3

MUS101 - Music Appreciation 3

MUS101H - Honors Music Appreciation 3

THEA100 - Introduction to Theatre 3

**Up to five (5) units from the following (List C): (Total 0 - 5)**

**Complete the following number of credits: 0-5**

ANTH104 - Language and Culture 3

EDUC101 - American Schools and Society 3

EDUC110 - The Teaching Experience: Exploration 3

EDUC206 - Proficiency in Educational Technologies for Teachers 3

ENGL231 - Survey of English Literature I 3

ENGL232 - Survey of English Literature II 3

ENGL241 - Survey of American Literature, 1600-1865 3

ENGL242 - Survey of American Literature, 1865-Present 3

ENGL270 - Children's Literature 3

ENGL271 - Survey of World Literature I 3

ENGL272 - Survey of World Literature II 3

ETHN101 - Introduction to Ethnic Studies 3

FREN102 - Elementary French II 5

HIST133 - History of California 3

MATH105 - Mathematics for Liberal Arts Students 3

MATH219 - Statistics and Probability 4

MATH219H - Honors Statistics and Probability 4

MATH219S - Statistics and Probability with Support 4

PHIL106 - Introduction to Philosophy 3

PHIL106H - Honors Introduction to Philosophy 3

PHIL108 - Ethics 3

PHIL112 - World Religions 3

SPAN102 - Elementary Spanish II 5

## Learning Outcomes

Identify elements of diversity and diverse learning styles in student populations and discover how teachers and schools can promote learning for all students.

Demonstrate proficiency in 14 content areas required for subject matter competency for elementary teachers.

[Print Program Info](#)

## Employment Readiness, CC

Certificate of Completion

**Control Number:**

36215

**Curriculum Id:**

OEC.EMPRD.CC

Provides courses designed to meet specific needs of students with intellectual and learning disabilities focusing on basic education and job skills. Provides certificate programs in educational and employment areas with opportunities to transfer to content courses or directly into the workforce.

## Program Courses & Requirements

**Employment Readiness, CC (Total 180)**

**Complete the following number of credits: 180**

WKPR003 - Getting Around Town 60

WKPR004 - Choosing the Right Employment Path 60

WKPR005 - Safety on the Job 60

## Learning Outcomes

Demonstrate foundational knowledge and comprehension of basic employment skills.

[Print Program Info](#)

# English as a Second Language Program, COM

Certificate of Competency

## Control Number:

24285

## Curriculum Id:

OEC.ESL.COM

The Certificate of Competency in English as a Second Language Program is designed to develop the reading, writing, speaking, and listening skills of limited-English speaking students, through the continuum of ESL classes, in preparation for enhanced job opportunities and transition to academic studies.

## Program Courses & Requirements

**Certificate Requirements: 480 to 1080 hours (credits are in hours) (Total 480 - 1080)**

**Complete the following number of credits: 480-1080**

ESL301 - Beginning Low 96 - 216

ESL302 - Beginning High 96 - 216

ESL303 - Intermediate Low 96 - 216

ESL304 - Intermediate High 96 - 216

ESL305 - Advanced Low 96 - 216

## Learning Outcomes

Demonstrate improved communication skills as they pertain to second language learners.

Demonstrate the ability to complete everyday written tasks.

[Print Program Info](#)

# English, AA

A.A. Degree Major

## Control Number:

11928

## Curriculum Id:

SCC.ENGL.AA

The Associate of Arts degree in English is designed to develop proficiency in written communication and in the understanding of human nature through the study of language and literature. Completion of the degree program prepares students to pursue a major in English leading to a baccalaureate degree.

## Program Courses & Requirements

**English, AA (Total 30)**

**Complete all of the following**

**Major requirements: (Total 12)**

**Complete the following number of credits: 12**

**(Total 4 - 8)**

**Complete at least one of the following rules**

ENGL101 - Freshman Composition 4

ENGL101H - Honors Freshman Composition 4

**(Total 4 - 8)**

**Complete at least one of the following rules**

ENGL102 - Literature and Composition 4

ENGL102H - Honors Literature and Composition 4

**(Total 4 - 8)****Complete at least one of the following rules**

ENGL103 - Critical Thinking and Writing 4

ENGL103H - Honors Critical Thinking and Writing 4

**Select one (1) sequence from the following: (Total 6)****Complete the following number of credits: 6****(Total 6)****Complete all of the following**

ENGL231 - Survey of English Literature I 3

ENGL232 - Survey of English Literature II 3

**(Total 6)****Complete all of the following**

ENGL241 - Survey of American Literature, 1600-1865 3

ENGL242 - Survey of American Literature, 1865-Present 3

**(Total 6)****Complete all of the following**

ENGL271 - Survey of World Literature I 3

ENGL272 - Survey of World Literature II 3

**Select four (4) courses from the following: (Total 12)****Complete the following number of credits: 12**

ENGL213 - Creative Writing 3

ENGL220 - Survey of the Bible As Literature 3

ENGL231 - Survey of English Literature I 3

ENGL232 - Survey of English Literature II 3

ENGL233A - Shakespeare's Comedies and Romances 3

ENGL233B - Shakespeare's Tragedies and History Plays 3

ENGL241 - Survey of American Literature, 1600-1865 3

ENGL242 - Survey of American Literature, 1865-Present 3

ENGL246 - Survey of Chicano Literature 3

ENGL270 - Children's Literature 3

ENGL271 - Survey of World Literature I 3

ENGL272 - Survey of World Literature II 3

ENGL278 - Survey of Literature by Women 3

**Learning Outcomes**

Analyze and evaluate texts, written, visual, and oral, for structure, soundness, and creativity.

Compose texts that focus on specific purposes for specific audiences and that demonstrate effective organization, development, grammatical precision, clarity, originality, and correct use of sources.

[Print Program Info](#)

**English, AA-T**

A.A. Degree for Transfer

**Control Number:**

31366

**Curriculum Id:**

SCC.ENGL.AAT

The Associate in Arts in English for Transfer degree enables students to develop proficiency in written communication and in the understanding of human nature through the study of language and literature. Completion of the transfer degree in English prepares students to (1) communicate effectively, (2) exercise critical thinking and reasoning, (3) read and write to express creativity, and (4) explore the history of significant literary works. Successful completion of the transfer degree in English guarantees the student acceptance to a local California State University to pursue a baccalaureate degree in English or a related field.

## Program Courses & Requirements

### English, AA-T (Total 20)

Complete all of the following

**Major requirements: (Total 8)**

**Complete the following number of credits: 8**

**(Total 4 - 8)**

**Complete at least one of the following rules**

ENGL102 - Literature and Composition 4

ENGL102H - Honors Literature and Composition 4

**(Total 4 - 8)**

**Complete at least one of the following rules**

ENGL103 - Critical Thinking and Writing 4

ENGL103H - Honors Critical Thinking and Writing 4

**Select two (2) courses from the following (List A): (Total 6)**

**Complete the following number of credits: 6**

ENGL231 - Survey of English Literature I 3

ENGL232 - Survey of English Literature II 3

ENGL241 - Survey of American Literature, 1600-1865 3

ENGL242 - Survey of American Literature, 1865-Present 3

ENGL271 - Survey of World Literature I 3

ENGL272 - Survey of World Literature II 3

**Select one (1) course from the following (List B): (Total 3)**

**Complete the following number of credits: 3**

**An additional course from List A (may not be a course used to satisfy the requirements in List A or B) (Total 3)**

**Complete the following number of credits: 3**

ENGL213 - Creative Writing 3

**Select one (1) course from the following (List C): (Total 3)**

**Complete the following number of credits: 3**

**An additional course from List A (may not be a course used to satisfy the requirements in List A or B) (Total 3)**

**Complete the following number of credits: 3**

ENGL220 - Survey of the Bible As Literature 3

ENGL233A - Shakespeare's Comedies and Romances 3

ENGL233B - Shakespeare's Tragedies and History Plays 3

ENGL246 - Survey of Chicano Literature 3

ENGL270 - Children's Literature 3

ENGL278 - Survey of Literature by Women 3

## Learning Outcomes

Analyze and evaluate texts, written, visual, and oral, for structure, soundness, and creativity.

Compose texts that focus on specific purposes for specific audiences and that demonstrate effective organization, development, grammatical precision, clarity, originality, and correct use of sources.

[Print Program Info](#)

## Enhanced Advanced ESL Skills, COM

Certificate of Competency

**Control Number:**

40510

**Curriculum Id:**

OEC.ESLAEN.COM

The Certificate of Competency in Enhanced Advanced ESL Skills is designed to improve the reading, writing, listening, speaking, and digital literacy skills of Advanced English as a Second Language students for effective communication and personal growth.

## Program Courses & Requirements

**Enhanced Advanced ESL Skills, COM (Total 168)****Complete the following number of credits: 168**

ESL270 - Seminar for Advanced ESL Students 72

ESL601 - Advanced Grammar and Writing 96

**Learning Outcomes**

Demonstrate advanced reading, writing, listening, and speaking skills with a focus on writing in English.

[Print Program Info](#)**Enhanced Beginning ESL Skills, COM**

Certificate of Competency

**Control Number:**

30690

**Curriculum Id:**

OEC.ESLEN.COM

The Certificate of Competency in Enhanced Beginning ESL Skills improves the reading, writing, listening, speaking, and employability skills of Beginning ESL students for better communication and personal growth.

**Program Courses & Requirements****Enhanced Beginning ESL Skills, COM (Total 168 - 288)****Complete the following number of hours: 168-288**

ESL250 - Seminar for Beginning ESL Students 72

ESL530 - American English Pronunciation 96 - 216

**Learning Outcomes**

Demonstrate fundamental reading, writing, listening, and speaking skills with a focus on pronunciation in English.

[Print Program Info](#)**Enhanced Intermediate ESL Skills, COM**

Certificate of Competency

**Control Number:**

30647

**Curriculum Id:**

OEC.ESLIEN.COM

The Certificate of Competency in Enhanced Intermediate ESL Skills is designed to improve the reading, writing, listening, speaking, employability, and digital literacy skills of Intermediate English as a Second Language students for better communication and personal growth.

**Program Courses & Requirements****Enhanced Intermediate ESL Skills, COM (Total 144)****Complete the following number of credits: 144**

ESL010 - ESL Writing 72

ESL260 - Seminar for Intermediate ESL Students 72

**Learning Outcomes**

Demonstrate essential reading, writing, listening, and speaking skills with a focus on writing in English.

[Print Program Info](#)**Entrepreneurship, AS**

A.S. Degree Major

**Control Number:**

11860

**Curriculum Id:**

SCC.BMENT.AS

The Associate of Science degree in Entrepreneurship is designed to assist the student in the development of fundamental skills necessary to open and operate a small business and/or to continue the pursuit of a bachelor's degree at a four-year college or university. Students intending to obtain a bachelor's degree in Entrepreneurship should consult the major requirements for upper-division study listed under the Business Administration major.

**Program Courses & Requirements****Entrepreneurship, AS (Total 17 - 19)****Complete all of the following****Major requirements: (Total 15 - 16)****Complete the following number of credits: 15-16****(Total 3 - 7)****Complete at least one of the following rules**

ACCT100 - Accounting for Small Business 3

ACCT101 - Financial Accounting 4

**(Total 12)****Complete all of the following**

BUS170 - Principles of Small Business Management 3

BUS171 - Business Plan for Small Business 3

BUS175 - Online Entrepreneurship 3

MKTG172 - Small Business Marketing and Advertising 3

**Select one (1) course from the following: (Total 2 - 3)****Complete the following number of credits: 2-3**

ACCT035 - QuickBooks 2

BUS127 - Introduction to E-Commerce 3

**Learning Outcomes**

Launch a small business or determine that the potential business would not be successful.

[Print Program Info](#)**Entrepreneurship, CA**

Certificate of Achievement

**Control Number:**

21635

**Curriculum Id:**

SCC.BMENT.CA

The Certificate of Achievement in Entrepreneurship is designed to assist the student in the development of fundamental skills necessary to open and operate a small business and/or to continue the pursuit of a bachelor's degree at a four-year college or university. Students intending to obtain a bachelor's degree in Entrepreneurship should consult the major requirements for upper-division study listed under the Business Administration major.

**Program Courses & Requirements****Entrepreneurship, CA (Total 17 - 19)****Complete all of the following****Certificate requirements: (Total 15 - 16)****Complete the following number of credits: 15-16****(Total 3 - 7)****Complete at least one of the following rules**

ACCT100 - Accounting for Small Business 3

ACCT101 - Financial Accounting 4

**(Total 12)****Complete all of the following**



BUS170 - Principles of Small Business Management 3  
 BUS171 - Business Plan for Small Business 3  
 BUS175 - Online Entrepreneurship 3  
 MKTG172 - Small Business Marketing and Advertising 3

**Select one (1) course from the following: (Total 2 - 3)**

**Complete the following number of credits: 2-3**

ACCT035 - QuickBooks 2  
 BUS127 - Introduction to E-Commerce 3

## Learning Outcomes

Create a small business.

[Print Program Info](#)

# Environmental Management, AS

A.S. Degree Major

**Control Number:**

31847

**Curriculum Id:**

SCC.PBLCE.AS

The Associate of Science degree in Environmental Management is designed for students who have completed either or both of the existing Public Works programs as well as incumbent workers seeking career opportunities. Upon completion of this degree and certificate program students will be eligible for employment as Environmental Compliance Officers, Technicians and Inspectors in city, county and state municipalities.

## Program Courses & Requirements

**Environmental Management, AS (Total 21)**

**Complete all of the following**

**Major Requirements: Please select four (4) courses from the list below. (Total 12)**

**Complete the following number of credits: 12**

PBLC050 - Fundamentals of Public Works 3  
 PBLC061 - Plan Interpretation and Cost Estimating 3  
 CIS101 - Introduction to Microsoft Office 3

**(Total 3 - 6)**

**Complete at least one of the following rules**

MGMT122 - Business Communications 3  
 BUS222 - Business Writing 3

**(Total 3 - 6)**

**Complete at least one of the following rules**

PBLC150 - Introduction to Public Administration 3  
 PBLC152 - Preparing for Supervision Public Sector 3

**Environmental Management: Please select three (3) courses from the list below. (Total 9)**

**Complete the following number of credits: 9**

PBLC067 - Environmental Management 3  
 PBLC068 - Fundamentals of Storm Water Management 3  
 PBLC069 - Green Infrastructure Construction 3  
 WATR052 - Water Conservation Practitioner 3

**(Total 3 - 6)**

**Complete at least one of the following rules**

SURV155 - Introduction to Geographic Information Systems 3  
 GEOG155 - Introduction to Geographic Information Systems 3

## Learning Outcomes

Be eligible for employment in high wage, high growth careers as demonstrated by the biennial review process in Environmental Management.

[Print Program Info](#)

# Environmental Management, CA

Certificate of Achievement

**Control Number:**

31848

**Curriculum Id:**

SCC.PBLCE.CA

This Certificate of Achievement in Environmental Management is designed for students who have completed either or both of the existing Public Works programs as well as incumbent workers seeking career opportunities. Upon completion of this degree and certificate program students will be eligible for employment as Environmental Compliance Officers, Technicians, and Inspectors in city, county, and state municipalities.

## Program Courses & Requirements

**Environmental Management, CA (Total 21)****Complete all of the following****Major Requirements: Please select four (4) courses from the list below. (Total 12)****Complete the following number of credits: 12**

PBLC050 - Fundamentals of Public Works 3

PBLC061 - Plan Interpretation and Cost Estimating 3

CIS101 - Introduction to Microsoft Office 3

**(Total 3 - 6)****Complete at least one of the following rules**

MGMT122 - Business Communications 3

BUS222 - Business Writing 3

**(Total 3 - 6)****Complete at least one of the following rules**

PBLC150 - Introduction to Public Administration 3

PBLC152 - Preparing for Supervision Public Sector 3

**Environmental Management: Please select three (3) courses from the list below. (Total 9)****Complete the following number of credits: 9**

PBLC067 - Environmental Management 3

PBLC068 - Fundamentals of Storm Water Management 3

PBLC069 - Green Infrastructure Construction 3

WATR052 - Water Conservation Practitioner 3

**(Total 3 - 6)****Complete at least one of the following rules**

GEOG150 - Exploring Maps and Geographic Technologies 3

SURV155 - Introduction to Geographic Information Systems 3

## Learning Outcomes

Be eligible for employment in high wage, high growth careers as demonstrated by the biennial review process in Environmental Management.

[Print Program Info](#)

# Essential Mathematics and Math Study Skills Support, COM

Certificate of Competency

**Control Number:**

36898

**Curriculum Id:**

OEC.EMSSS.COM

The Certificate of Competency in Adult Secondary Education, Essential Mathematics and Math Study Skills Support is designed to prepare students with basic math skills and math study skills to make a successful transition to college math courses.

## Program Courses & Requirements

### Essential Mathematics and Math Study Skills Support, COM (Total 244)

**Complete the following number of credits: 244**

MATHCE100 - Math Study Skills and Basic Skills Support 100

MATHCE206 - College Preparation Essential Mathematics 144

### Learning Outcomes

Accurately compute essential arithmetic concepts.

Demonstrate effective math study skills.

[Print Program Info](#)

## Ethnic Studies, AA

A.A. Degree Major

### Control Number:

39808

### Curriculum Id:

SCC.ETHN.AA

The Associate in Arts Degree in Ethnic Studies is designed to provide students with a comparative and interdisciplinary examination of the unique histories, cultures, and experiences of African Americans, Asian and Pacific Islander Americans, Latino/x Americans, and Native Americans in the United States. Students will assess their own individual cultural identity/ies, build consciousness about race and ethnic relations in America, and begin to formulate and implement strategies that will challenge multiple and intersecting forms of oppression. The major prepares students to work collaboratively with diverse populations given its emphasis on group-centered leadership and communication skills, as well as, critical thinking and praxis. Completion of the associates of arts degree facilitates a pathway to move into a four-year institution leading to baccalaureate degree.

## Program Courses & Requirements

### Ethnic Studies, AA (Total 18)

**Complete all of the following**

**Major Requirements: (Total 15)**

**Complete the following number of credits: 15**

Select ETHN101 or SOC101 0

ETHN101 - Introduction to Ethnic Studies 3

SOC101 - Introduction to Ethnic Studies 3

ETHN110 - Introduction to Asian Pacific American Studies 3

ETHN120 - Introduction to African American Studies 3

ETHN130 - Introduction to Chicano Studies 3

ETHN140 - Introduction to Native American Studies 3

**Select one (1) from the following: (Total 3)**

**Complete the following number of credits: 3**

ANTH100 - Introduction to Cultural Anthropology 3

ANTH100H - Honors Introduction to Cultural Anthropology 3

COMM120 - Introduction to Intercultural Communication 3

COMM120H - Honors Introduction to Intercultural Communication 3

ENGL279 - Survey of Latinx Literature 3

ENGL280 - Literature of the African Diaspora 3

HIST118 - Social and Cultural History of the United States 3

HIST124 - Mexican American History in the United States 3

HIST132 - Modern African History 3

HIST142 - History of the Modern Middle East 3

HIST152 - Latin American History 3

HIST162 - Asian Civilizations 3

### Learning Outcomes

Outline the impact power has had on structural systems from an intersectional and social justice perspective.

Demonstrate familiarity with the history, epistemology, theories, concepts, methodologies, and trends within the field of Ethnic Studies.

[Print Program Info](#)

# Executive Secretary/Administrative Assistant, CC

Certificate of Completion

**Control Number:**

24426

**Curriculum Id:**

OEC.EXSEC.CC

The Certificate of Completion in Executive Secretary/Administrative Assistant is designed to give students the necessary knowledge and skills from diversified training, including technology, and background to hold high-level administrative support positions of responsibility in the workplace. Students will be prepared to conduct research, prepare reports, and perform clerical functions such as preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings.

## Program Courses & Requirements

**Executive Secretary/Administrative Assistant, CC (Total 360)****Complete the following number of credits: 360**

VBUS013 - Introduction to Personal Management using Microsoft Outlook 60

WKPR500 - Workforce Readiness 60

VBUS260 - Introduction to Word Processing using MS Word 60

VBUS261 - Introduction to Databases using MS Access 60

VBUS262 - Introduction to Spreadsheets using MS Excel 60

VBUS304 - Introduction to Electronic Presentations using MS PowerPoint 60

## Learning Outcomes

Work efficiently with Windows-based applications using common, cross-application keyboard shortcuts; e.g., save, open, print, copy, paste, etc.

Demonstrate competence in a variety of Windows-based applications.

[Print Course Info](#)

## FREN101:

# Elementary French 1

A college-level French course focusing on fundamentals of pronunciation, grammar, basic vocabulary, idioms, and simple conversation and composition, including supplementary cultural readings. French 101 is equivalent to two years of high school French.

## Requisites

None

## Transferability

**Transferable to both UC and CSU**

## Units & Hours

**Minimum Units:**

5.0

**Maximum Units**

5.0

**Total Hours**

108.0

[Print Course Info](#)

## FREN102:

### Elementary French II

A college-level French course focusing on further training in pronunciation, more extensive vocabulary development, conversation, grammar, reading, and composition. French 102 is equivalent to the third year of high school French. Additional hours in the Modern Language Lab required.

#### Requisites

##### Prerequisite

[FREN101 - Elementary French 1](#)

or two years of high school French with a grade of C or better

#### Transferability

Transferable to both UC and CSU

#### Units & Hours

##### Minimum Units:

5.0

##### Maximum Units

5.0

##### Total Hours

108.0

[Print Course Info](#)

## FREN194:

### Conversation and Composition I

Course emphasizes extensive practice in oral expression and listening comprehension in the context of French culture, daily life, and topics of current interest.

#### Requisites

##### Prerequisite

[FREN101 - Elementary French 1](#)

or two years of high school French with a grade of C or better

#### Transferability

Transferable to CSU only

#### Units & Hours

##### Minimum Units:

3.0

## Maximum Units

3.0

## Total Hours

54.0

[Print Course Info](#)

## FREN201:

### Intermediate French I

A college-level French class focusing on expansive review of usage and grammar, discussion in French of interpretive reading material, and conversation and composition.

## Requisites

### Prerequisite

[FREN102 - Elementary French II](#)

or three years of high school French with a grade of C or better

## Transferability

Transferable to both UC and CSU

## Units & Hours

### Minimum Units:

5.0

### Maximum Units

5.0

## Total Hours

108.0

[Print Course Info](#)

## FREN202:

### Intermediate French II

A college-level French class focusing on a specialized review of grammar and composition; discussion in French of history and culture based on literary materials.

## Requisites

### Prerequisite

[FREN201 - Intermediate French I](#)

or four years of high school French with a grade of C or better

## Transferability

Transferable to both UC and CSU

## Units & Hours

### Minimum Units:

5.0

### Maximum Units

5.0

### Total Hours

108.0

## Fees and Expenses/ Drop for Non-Payment

Drop for Non-payment Policy: Enrollment fees must be paid in full within 3 days of registration (including weekends and holidays) or all classes may be dropped and released to other students. The day you register is counted as day one.

1. All students are required to pay enrollment fees of \$46 per unit within 3 days of registration.

If classes are not paid within that time, the student may be dropped from all classes and will have to re-register.

In addition to the 3-day non-payment drop policy, there is a final outstanding balance drop date. All fees must be paid in full by the Friday before the start of the term. No balance will be carried over into the start of the semester. It is the student's responsibility to drop by the refund deadline to avoid any fees for enrolled classes. The college reserves the right to postpone or suspend nonpayment drops.

2. A health fee of \$23 per semester (\$20 for summer session) is charged to all students whether or not they choose to use health services. Health Fee Exemptions (Education Code 76355): (1) Any student who depends exclusively upon prayer for healing in accordance with the teachings of a bona fide religious sect, denomination, or organization, provided that the student presents documentary evidence of an affiliation with such a bona fide religious sect, denomination, or organization. (2) Any student enrolled in an approved Apprenticeship Program. A request for an exemption may be filed at the Admissions & Records Office.

3. Virtual Parking Permits are \$20 for students with fee waivers and \$30 for all other students during the fall and spring semesters and \$10 during the summer session. No permit is required for intersession. Permits may be purchased online through Self-Service or by using the link found on the Safety & Security websites. A permit is required to park on campus at SAC and SCC. Only one permit is necessary for students who attend both colleges. Motorcycles are exempt from designated parking areas.

4. A Student Life and Leadership fee of \$10 (fall and spring semesters) or \$5.00 (summer session) is payable at registration for classes. The fee includes a free Photo ID for college services: (1) Library, Student and Instructional Services; and (2) \$10 for college activities. Photo ID and term validation is available at Santiago Canyon College. These services and fees are optional.

5. The Santiago Canyon College Student Representation Fee of \$2 is charged per semester. The \$2 mandatory fee (Education Code 76060.5) is used by the Associated Student Government to represent the view of students with governmental agencies.

6. Transportation Fee: All students pay a mandatory fee each fall and spring semester. This fee provides unlimited access to all fixed route buses operated by the Orange County Transit Authority (OCTA). The fee per semester is \$3.20 for full-time students (enrolled in 12 or more units) and \$2.20 for part-time students (enrolled in less than 12 units). Bus access will be available seven days per week for school, work, or any other destinations. In the Partnership agreement between OCTA and RSCCD, 100% of the fee proceeds are remitted to OCTA. No dollars are kept for RSCCD usage or profit for administering this program for our students.

## Non-Resident Tuition

Non-resident Tuition: \$399 per unit in addition to the per enrollment fee for out-of-state residents and for students who are citizens of a foreign country. Refer residency questions to the Admissions and Records Office.

Visa, MasterCard, Discover and American Express are accepted for all fees.

All tuition, fees, and expenses are subject to change with new state legislation.

## Open Educational Resources (OER)

Open Educational Resources (OER) Open Educational Resources refer to free or low-cost class materials, such as a textbook or online resource. Classes listed with an OER symbol use a free textbook unless otherwise noted in the class schedule. Classes using Lumen Learning OER will charge a materials fee for a standard textbook and online resources.

## Refund of Tuition and Enrollment Fees

Students are eligible for full refunds of fees provided they have officially dropped from classes prior to the refund deadline, or their classes have been cancelled by the college. There is no refund for classes added after the refund deadline date. (Check Self-Service section details for refund deadline).

Refunds are based upon the date the student withdraws from the course online.

No refund will be processed until assurance has been given that any check in payment for tuition has been cleared.

Enrollment Fee refunds are granted according to established community college education code provisions. Contact the Cashier's Office or refer to the current class schedule for details of the refund policy and procedures.

There is no refund for variable units not completed.

[Print Program Info](#)

## Financial Advisor Preparation, CC

Certificate of Completion

**Control Number:**

41165

**Curriculum Id:**

OEC.FAP.CC



This program is designed to prepare students for entry-level employment in the financial services sector, on a pathway to potentially become financial advisors. An emphasis is placed on preparation for the Securities Industry Essentials (SIE) exam, which is the first step in the process of becoming registered to engage in securities business. Topics covered include basic securities industry information, and concepts fundamental to working in the industry, such as types of products and their risks; the structure of the securities industry markets, regulatory agencies and their functions; and prohibited practices. Students will also learn the features of digital assets, such as Bitcoin, and how they can be used in an investment plan.

## Program Courses & Requirements

### Financial Advisor Preparation, CC (Total 120)

**Complete the following number of credits: 120**

VBUS160 - Introduction to Financial Services and Investments 60

VBUS161 - Introduction to Bitcoin and Digital Assets 60

## Learning Outcomes

Recall concepts fundamental to working in the securities industry, such as types of products and their risks, the structure of the securities industry markets, regulatory agencies, and prohibited practices.

[Print Program Info](#)

## First-Line Supervisor/Manager, Office & Administrative Support Workers, CC

Certificate of Completion

### Control Number:

24187

### Curriculum Id:

OEC.MGR.CC

The Certificate of Completion in First-Line Supervisor/Manager, Office and Administrative Support Workers is designed for both entry-level and experienced office workers looking for a promotion. Graduates will have expert office skills and in-depth software knowledge. The program provides training in office information systems and communications, work process and organizational performance improvement, business decision-making, project management, and capital and human resource management.

## Program Courses & Requirements

### First-Line Supervisor/Manager, Office & Administrative Support Workers, CC (Total 480)

**Complete the following number of credits: 480**

VBUS014 - Introduction to Mobile and Social Media Tools 60

VBUS097 - Introduction to Personal Commerce on the Internet 60

VBUS103 - Introduction to MS Project 60

VBUS118 - Introduction to Windows 60

VBUS257 - Seminar in Business Applications 60

VBUS260 - Introduction to Word Processing using MS Word 60

VBUS262 - Introduction to Spreadsheets using MS Excel 60

VBUS304 - Introduction to Electronic Presentations using MS PowerPoint 60

## Learning Outcomes

Demonstrate competence in a variety of Windows-based applications.

Work efficiently with Windows-based applications using common, cross-application keyboard shortcuts; e.g., save, open, print, copy, paste, etc.

[Print Program Info](#)

## Food Handler, CC

Certificate of Completion

### Control Number:

38181

### Curriculum Id:

OEC.FOODH.CC

The Certificate of Completion in Food Handler prepares students for employment in commercial and institutional food kitchens and hospitality industry, by providing knowledge and skills in hygiene, sanitation, storage, nutrition, and food service administration.

## Program Courses & Requirements

### Food Handler, CC (Total 96)

**Complete the following number of credits: 96**

VFOOD005 - Food Handler Test Preparation 36

WKPR500 - Workforce Readiness 60

### Learning Outcomes

Apply the concepts of safe food preparation in commercial and institutional kitchens.

[Print Program Info](#)

## Food Service Manager, CC

Certificate of Completion

### Control Number:

24093

### Curriculum Id:

OEC.FOOD.CC

The Certificate of Completion in Food Service Manager prepares students for employment in commercial and institutional food kitchens, especially in the restaurant industry, by providing knowledge and skills in food safety and management, facilities management, and food service administration.

## Program Courses & Requirements

### Food Service Manager, CC (Total 132)

**Complete the following number of hours: 132**

VFOOD010 - Food Service Manager Test Preparation 72

WKPR500 - Workforce Readiness 60

### Learning Outcomes

Apply the concepts of food service administration in commercial and institutional kitchens.

[Print Course Info](#)

## GEM011:

## Introductory Colored Stones

Introduction to identification, appreciation, and evaluation of colored gemstones. Overview of the world colored-stone industry. Experience using gemological testing equipment and procedures to identify the most commonly seen varieties of natural and synthetic-fashioned gemstones.

### Requisites

None

### Transferability

**Not transferable**

### Units & Hours

#### Minimum Units:

4.0

#### Maximum Units

4.0

## Total Hours

108.0

[Print Course Info](#)

### GEM012:

## Advanced Colored Stones

Advanced identification, appreciation, and evaluation of colored gemstones. Overview of the world colored-stone industry. Further experience using gemological testing equipment to identify the most commonly seen varieties of both natural and synthetic-fashioned gemstones.

### Requisites

#### Advisory

[GEM011 - Introductory Colored Stones](#)

Outcomes Evaluate the quality, clarity, origin and value of colored stones using the samples provided in the classroom. Determine if a stone is synthetic or natural by using the refractory information gained in an examination of a stone.

### Transferability

**Not transferable**

### Units & Hours

#### Minimum Units:

4.0

#### Maximum Units

4.0

## Total Hours

108.0

[Print Course Info](#)

### GEM015:

## Colored Stones and Diamond Lab

Laboratory experience in testing and identification of colored gemstones and/or full grading of diamonds for clarity, color, cut and carat weight.

### Requisites

#### Advisory

Previous or concurrent enrollment in another Gemology course

### Transferability

**Not transferable**

### Units & Hours

**Minimum Units:**

1.0

**Maximum Units**

1.0

**Total Hours**

54.0

[Print Course Info](#)**GEM020:****Diamonds**

Full range of diamond grading techniques, history, diamond substitutes, physical and optical properties, all types of synthetic, techniques of valuing/pricing, famous diamonds, detecting enhancements.

**Requisites**

None

**Transferability****Not transferable****Units & Hours****Minimum Units:**

4.0

**Maximum Units**

4.0

**Total Hours**

108.0

[Print Course Info](#)**GEM030:****Antique and Period Jewelry**

The history, techniques, styles, and periods of antique and period jewelry. Identification of period pieces from Georgian to Retro, including authentic vs. reproductions. Includes types of metals and materials, stone cutting, setting techniques, and types of gemstones used.

**Requisites**

None

**Transferability****Not transferable****Units & Hours**

**Minimum Units:**

3.0

**Maximum Units**

3.0

**Total Hours**

54.0

[Print Course Info](#)**GEM050:****Pearls**

Introduction to the history, appreciation, and evaluation of natural and cultured pearls, including an overview of the world pearl industry. Pearl identification and grading techniques covering the physical and optical properties for judging the luster, surface, shape, color, and size of the various types.

**Requisites**

None

**Transferability****Not transferable****Units & Hours****Minimum Units:**

3.0

**Maximum Units**

3.0

**Total Hours**

54.0

[Print Course Info](#)**GEOG100:****World Regional Geography**

The study of major world political and natural regions. The location of the regions on earth, the physical and cultural elements that lend the regions with their identities, and ways in which these elements related to the regions' inhabitants and economies.

**Requisites**

None

**Transferability****Transferable to both UC and CSU**

## Units & Hours

### Minimum Units:

3.0

### Maximum Units

3.0

### Total Hours

54.0

[Print Course Info](#)

## GEOG100:

### World Regional Geography

The study of major world political and natural regions. The location of the regions on earth, the physical and cultural elements that lend the regions with their identities, and ways in which these elements related to the regions' inhabitants and economies.

### Requisites

None

### Transferability

Transferable to both UC and CSU

## Units & Hours

### Minimum Units:

3.0

### Maximum Units

3.0

### Total Hours

54.0

[Print Course Info](#)

## GEOG100H :

### Honors World Regional Geography

Enriched and intensive study, including seminar approach with individual written and oral presentations of major world political and natural regions. The location of the regions on earth, the physical and cultural elements which provide the regions with their identity and ways in which these elements relate to the regions' inhabitants and economies.

### Requisites

#### Entrance Skills:

**A high school or college GPA of 3.0 or above**

None

## Transferability

Transferable to both UC and CSU

## Units & Hours

### Minimum Units:

3.0

### Maximum Units

3.0

## Total Hours

54.0

[Print Course Info](#)

## GEOG101:

# Introduction to the Natural Environment

Introduction to the physical elements of geography: maps, earth/sun relationships, meteorology and climatology, natural vegetation, soils, and geomorphology. Former Title: Physical Geography (2021)

## Requisites

None

## Transferability

Transferable to both UC and CSU

## Units & Hours

### Minimum Units:

3.0

### Maximum Units

3.0

## Total Hours

54.0

[Print Course Info](#)

## GEOG101H :

# Honors Introduction to the Natural Environment

Introduction to the physical elements of geography: maps, earth/sun relationships, meteorology and climatology, natural vegetation, soils, and geomorphology. Former Title: Honors Physical Geography (2021)

## Requisites

Entrance Skills:

**A high school or college GPA of 3.0 or above**

None

### Transferability

**Transferable to both UC and CSU**

### Units & Hours

#### Minimum Units:

3.0

#### Maximum Units

3.0

### Total Hours

54.0

[Print Course Info](#)

## **GEOG101L :**

# **Introduction to the Natural Environment Laboratory**

Laboratory exercises and experiments designed to explore and understand the primary areas of physical geography. Exercises and applications related to map scales and projections, stereoscopic, topographic and aerial photo interpretation, meteorological tools and models and weather prognostication, geomorphologic models and processes, and landform interpretation. Field trips may be required. Former Title: Physical Geography Laboratory (2021)

### Requisites

#### Prerequisite

[GEOG101 - Physical Geography](#)

or concurrent enrollment

**OR**

#### Prerequisite

[GEOG101H - Honors Physical Geography](#)

### Transferability

**Transferable to both UC and CSU**

### Units & Hours

#### Minimum Units:

1.0

#### Maximum Units

1.0

### Total Hours



54.0

[Print Course Info](#)**GEOG102:****Cultural Geography**

An introductory survey of the geography of culture, and the influences of the physical environment on culture, along with the impact of human activity on the environment, and the role of culture within societies and social groups. The course includes global patterns of population, migration, religion, language, agriculture, politics, customs, resources, and urban and rural settlement.

**Requisites**

None

**Transferability****Transferable to both UC and CSU****Units & Hours****Minimum Units:**

3.0

**Maximum Units**

3.0

**Total Hours**

54.0

[Print Course Info](#)**GEOG102H:****Honors Cultural Geography**

An enriched and intensive study, including seminar approach with individual written and oral presentations on the geography of culture, and the influences of the physical environment on culture, along with the impact of human activity on the environment, and the role of culture within societies and social groups. The course includes global patterns of population, migration, religion, language, agriculture, politics, customs, resources, and urban and rural settlement.

**Requisites****Entrance Skills:****A high school or college GPA of 3.0 or above**

None

**Transferability****Transferable to both UC and CSU****Units & Hours****Minimum Units:**

3.0

## Maximum Units

3.0

## Total Hours

54.0

[Print Course Info](#)

### GEOG130:

## Introduction to Weather and Climate

This course examines Earth's weather and climate patterns from a geographic perspective. Students explore the basic principles of weather and climate as well as causes and effects. Emphasis is placed on understanding various elements and controls of weather and climate. Techniques and principles involved in interpreting weather data, weather charts and maps, and weather forecasting will also be introduced. Field trips may be required.

### Requisites

None

### Transferability

**Transferable to both UC and CSU**

### Units & Hours

#### Minimum Units:

3.0

#### Maximum Units

3.0

#### Total Hours

54.0

[Print Course Info](#)

### GEOG130H:

## Honors Introduction to Weather and Climate

Enriched and intensive study, including seminar approach with individual written and oral presentations on Earth's weather and climate patterns from a geographic perspective. Students explore the basic principles of weather and climate as well as causes and effects. Emphasis is placed on understanding various elements and controls of weather and climate. Techniques and principles involved in interpreting weather data, weather charts and maps and weather forecasting will also be introduced. Field trips may be required.

### Requisites

Entrance Skills:

**A high school or college GPA of 3.0 or above**

None

### Transferability

## Transferable to both UC and CSU

### Units & Hours

#### Minimum Units:

3.0

#### Maximum Units

3.0

#### Total Hours

54.0

[Print Course Info](#)

## GEOG140:

### California Geography

A thematic approach to California's geographical issues, processes and topics relevant to geography including climate, landforms, natural vegetation, water resources, cultural landscape, ethnic diversity, urban and agricultural regions, and the economy. This course explores the physical and human landscapes that have evolved as a result of the human-environment interface. Field trips may be required.

### Requisites

#### Advisory

[GEOG100 - World Regional Geography](#)

OR

#### Advisory

[GEOG100H - Honors World Regional Geography](#)

### Transferability

## Transferable to both UC and CSU

### Units & Hours

#### Minimum Units:

3.0

#### Maximum Units

3.0

#### Total Hours

54.0

[Print Course Info](#)

## GEOG150:

## Exploring Maps and Geographic Technologies

This class is an introduction to maps, images, and geospatial techniques and technologies. The technologies covered in this course include map and aerial photograph interpretation, tabular data, spatial statistics, cartography, Global Positioning Systems (GPS), Internet mapping, remote sensing, and Geographic Information Systems (GIS), all of which aid in data collection, analysis, and presentation. Field trips may be required. Previous Title: Map Interpretation and Analysis (2017)

### Requisites

None

### Transferability

Transferable to both UC and CSU

### Units & Hours

#### Minimum Units:

3.0

#### Maximum Units

3.0

### Total Hours

54.0

[Print Course Info](#)

## GEOG155:

## Introduction to Geographic Information Systems

This course introduces basic scientific principles of Geographic Information Systems (GIS) as they relate to working with data that have important spatial orientation and organization. Geographic concepts and theories are used to develop scientific methods for proper communication of the data and the solution of problems that have spatial relationships. The adaptability of GIS to a wide variety of applications useful for many disciplines is presented. The course covers basic concepts in mapping and orientation, the development of map scales and comparison of different coordinate systems and data error analysis.

### Requisites

Entrance Skills:

**Familiarity with PC and Windows operating environment**

### Anti-Requisite

[SURV155 - Introduction to Geographic Information Systems](#)

### Transferability

Transferable to both UC and CSU

### Units & Hours

#### Minimum Units:

3.0

## Maximum Units

3.0

## Total Hours

72.0

[Print Course Info](#)

## GEOG160:

### Regional Field Studies

This field studies course analyzes the cultural and physical geography of a region. Students will observe and interpret the physical and cultural processes of the region. Topographical maps will be utilized to interpret land use and terrain. Specific content will vary by geographic region. Field Trips are required.

## Requisites

None

## Transferability

Transferable to CSU only

## Units & Hours

### Minimum Units:

1.0

### Maximum Units

1.0

## Total Hours

18.0

[Print Course Info](#)

## GSWS101:

### Introduction to Women's Studies

An intersectional analysis of women's experiences drawing upon feminist scholarship, theory, and research to examine women's experiences in the workplace, politics, family, and the media. This class examines the dynamics of power across the race, gender identity, sexuality, class, and national groups. Field trips may be required. Previous Title: Women's Studies 101, Introduction to Women's Studies (2018)

## Requisites

None

## Transferability

Transferable to both UC and CSU

## Units & Hours

## Minimum Units:

3.0

## Maximum Units

3.0

## Total Hours

54.0

[Print Course Info](#)

## GSWS102:

### Money, Sex, and Power

Examination of women's roles in America. Emphasis on employment, family structures, and personal development. Topics include historical patterns, socialization, opportunities, sexism, identity, growth, law, unionization, sexual harassment, media influence, family pressures, child care, guilt, stress. Previous Title: Women's Studies 102, Women in America: Work, Family, Self (2018)

## Requisites

None

## Transferability

Transferable to both UC and CSU

## Units & Hours

### Minimum Units:

3.0

### Maximum Units

3.0

### Total Hours

54.0

[Print Course Info](#)

## GSWS103:

### Men and Masculinities

This interdisciplinary course utilizes an intersectional lens to understand the social construction of masculinity in the context of media, sports, fraternities, families, men's movements, and social and political institutions. This course critically analyzes how male identities are constructed and negotiated through examining theories of gender, sexuality, class, race/ethnicity, and different dimensions of difference.

## Requisites

None

## Transferability

Transferable to both UC and CSU

## Units & Hours

### Minimum Units:

3.0

### Maximum Units

3.0

### Total Hours

54.0

[Print Program Info](#)

## Gemology, AS

A.S. Degree Major

### Control Number:

11874

### Curriculum Id:

SCC.GEM.AS

The Associate of Science degree in Gemology provides technical and practical theory and knowledge in diamonds and colored stones including laboratory grading, identification and evaluation of gems. Employment opportunities upon completion of this program: jewelry appraiser, diamond and colored stones sales, jewelry buyer, jewelry wholesaler and laboratory gemologist.

## Program Courses & Requirements

### Gemology, AS (Total 18)

#### Complete the following number of credits: 18

GEM011 - Introductory Colored Stones 4

GEM012 - Advanced Colored Stones 4

GEM020 - Diamonds 4

GEM030 - Antique and Period Jewelry 3

GEM050 - Pearls 3

## Learning Outcomes

Demonstrate the theory and practice of gemology.

Demonstrate knowledge of the business of gem stones.

[Print Program Info](#)

## Gemology, CA

Certificate of Achievement

### Control Number:

21644

### Curriculum Id:

SCC.GEM.CA

The Certificate of Achievement in Gemology provides technical and practical theory and knowledge in diamonds and colored stones including laboratory grading, identification and evaluation of gems. Employment opportunities upon completion of this program: jewelry appraiser, diamond and colored stones sales, jewelry buyer, jewelry wholesaler and laboratory gemologist.

## Program Courses & Requirements

### Gemology, CA (Total 18)

#### Complete the following number of credits: 18

GEM011 - Introductory Colored Stones 4  
 GEM012 - Advanced Colored Stones 4  
 GEM020 - Diamonds 4  
 GEM030 - Antique and Period Jewelry 3  
 GEM050 - Pearls 3

## Learning Outcomes

Demonstrate the theory and practice of gemology.  
 Demonstrate knowledge of the business of gem stones.

[Print Program Info](#)

# Gender, Sexuality, and Women's Studies, AA

A.A. Degree Major

## Control Number:

11938

## Curriculum Id:

SCC.WMNS.AA

The Associate of Arts degree in Gender, Sexuality, and Women's Studies is a liberal arts major offering interdisciplinary perspectives on the importance of gender and sexualities in relation to issues such as race, class, ethnicity, nationality, religion, age, (dis)ability, labor, multiculturalism, globalization, and the environment. Utilizing a variety of theoretical and methodological approaches in their study of the intersections of gender and sexuality with multiple identities, students are empowered to make theoretically informed personal, social, cultural, and institutional changes. Completion of the associate of arts degree prepares students to move into a curriculum at a four-year institution leading to a baccalaureate degree.

## Program Courses & Requirements

### Gender, Sexuality, and Women's Studies, AA (Total 18 - 19)

#### Complete all of the following

#### Major requirements: (Total 15)

#### Complete all of the following

GSWS101 - Introduction to Women's Studies 3  
 GSWS102 - Money, Sex, and Power 3  
 GSWS103 - Men and Masculinities 3  
 HIST127 - Women in U.S. History 3  
 SOC220 - Introduction to Gender and Sexualities 3

#### Select three (3) to four (4) units from the following: (Total 3 - 4)

#### Complete the following number of credits: 3-4

CNSL116 - Career/Life Planning and Personal Exploration 3  
 COMM225 - Gender Communication 3  
 COMM225H - Honors Gender Communication 3  
 ENGL278 - Survey of Literature by Women 3  
 HIST129 - LGBTQ+ History in the U.S. 3  
 IDS155 - Human Sexuality 3  
 INFO103 - Researching in the Digital Age 1  
 KIN110 - Women's Health Issues 3  
 PHIL108 - Ethics 3  
 POLT221 - Women in American Politics 3  
 PSYC180 - Psychology of Gender 3  
 SOC130 - Relationships, Marriages, and Family Dynamics 3  
 SOC286 - Introduction to LGBTQ Studies 3

## Learning Outcomes

Understand the socio-historic context of gender and its intersection with sexuality, race, class, nationality, ability, and other dimensions of differences.  
 Articulate interdisciplinary perspectives of gender and sexuality through writing, digital, and oral presentations.

[Print Program Info](#)



# General Accounting, CERT

Certificate of Proficiency

**Control Number:**

**Curriculum Id:**

SCC.ACCTG.CERT

## Program Courses & Requirements

**General Accounting, CERT (Total 14)**

**Complete the following number of credits: 14**

**(Total 8)**

**Complete all of the following**

ACCT101 - Financial Accounting 4

ACCT102 - Managerial Accounting 4

**(Total 3 - 6)**

**Complete at least one of the following rules**

BUS150 - Introduction to Information Systems and Applications 3

CIS101 - Introduction to Microsoft Office 3

**(Total 3 - 6)**

**Complete at least one of the following rules**

BUS222 - Business Writing 3

MGMT122 - Business Communications 3

## Learning Outcomes

Be eligible for an entry-level job in accounting.

[Print Program Info](#)

# General Biotechnology Technician, CA

Certificate of Achievement

**Control Number:**

32602

**Curriculum Id:**

SCC.BTGBT.CA

The Certificate of Achievement in Biotechnology Laboratory Technician is designed for students who wish to obtain the skills required to gain employment in industries influenced by biotechnology as well as for incumbent workers seeking career opportunities. Upon completion of this certificate program, students will be eligible to obtain employment as laboratory assistants, biomanufacturing technicians, or research and development technicians.

## Program Courses & Requirements

**General Biotechnology Technician, CA (Total 30 - 35)**

**Complete all of the following**

**Certificate Requirements: (Total 24 - 25)**

**Complete the following number of credits: 24-25**

Please select BIOL190 and 190L (4 units) OR BIOL211 (5 units). 0

BIOL190 - Introduction to Biotechnology 3

BIOL190L - Introduction to Biotechnology Lab 1

BIOL191 - Biotech A: Basic Lab Skills 4

BIOL192 - Biotech B: Proteins 4

BIOL193 - Biotech C: Nucleic Acids 4

BIOL194 - Quality and Regulatory Compliance in Biosciences 2

BIOL202 - Cell Culture Techniques 2

BIOL211 - Cellular and Molecular Biology 5

CHEM200A/200AH are considered the same course. Please select one. Credit will be awarded for only one course. 0

CHEM200A - General Chemistry A 5

CHEM200AH - Honors General Chemistry A 5

**Select a minimum of six (6) units from the following (may not be a course used to satisfy the certificate requirements): (Total 6 - 10)**

**Complete the following number of credits: 6-10**

BIOL139 - Health Microbiology 4

BIOL177 - Human Genetics 3

BIOL197 - Science, Technology, Engineering and Mathematics (STEM) Internship 1 - 4

BIOL211 - Cellular and Molecular Biology 5

BIOL229 - General Microbiology 5

BIOL290 - Biochemistry and Molecular Biology 5

CHEM200B - General Chemistry B 5

## Recommended Sequence

### New Sequence

Term 1	Credits
<b>Certificate Requirements:</b>	
<b>Take one of the following:</b>	
BIOL190 - Introduction to Biotechnology	3.0
BIOL190L - Introduction to Biotechnology Lab	1.0
BIOL211 - Cellular and Molecular Biology	5.0
CHEM200A - General Chemistry A	5.0
<b>Total Credits</b>	1.0 - 5.0
Term 2	Credits
<b>Certificate Requirements:</b>	
<b>Take one of the following:</b>	
BIOL191 - Biotech A: Basic Lab Skills	4.0
BIOL194 - Quality and Regulatory Compliance in Biosciences	2.0
<b>Total Credits</b>	2.0 - 4.0
Term 3	Credits
<b>Certificate Requirements:</b>	
<b>Take one of the following:</b>	
BIOL192 - Biotech B: Proteins	4.0
BIOL193 - Biotech C: Nucleic Acids	4.0
<b>Total Credits</b>	4.0

Term 4	Credits
<b>Select a minimum of six (6) units from the following (may not be a course used to satisfy the certificate requirements):</b>	
<b>Take one of the following:</b>	
BIOL139 - Health Microbiology	4.0
BIOL177 - Human Genetics	3.0
BIOL197 - Science, Technology, Engineering and Mathematics (STEM) Internship	1.0 - 4.0
BIOL211 - Cellular and Molecular Biology	5.0
BIOL229 - General Microbiology	5.0
BIOL290 - Biochemistry and Molecular Biology	5.0
CHEM200B - General Chemistry B	5.0
<b>Certificate Requirements:</b> BIOL202 - Cell Culture Techniques	2.0
<b>Total Credits</b>	3.0 - 7.0

## Learning Outcomes

- Demonstrate an understanding of and follow workplace safety guidelines.
- Demonstrate proficiency in following standard operating procedures (SOPs).
- Properly maintain a laboratory notebook.
- Understand and correctly operate laboratory equipment.

[Print Program Info](#)

## General Electrician, AS

A.S. Degree Major

**Control Number:**

18791

**Curriculum Id:**

SCC.GELCT.AS

The Associate of Science degree in General Electrician provides instruction for those seeking a career as an electrician. This meets the state requirements as an electrician trainee program.

## Program Courses & Requirements

**General Electrician, AS (Total 31.5)**

**Complete the following number of credits: 31.5**

- ELCT041 - General Electrician 1 3
- ELCT042 - General Electrician 2 3
- ELCT043 - General Electrician 3 3
- ELCT044 - General Electrician 4 3
- ELCT046 - General Electrician 6 3
- ELCT045 - General Electrician 5 3
- ELCT047 - General Electrician 7 3
- ELCT048 - General Electrician 8 3
- ELCT049 - General Electrician 9 3

ELCT050 - General Electrician 10 3  
ELCT051 - Quality Safety Program and First Aid 1.5

## Learning Outcomes

Recertify health and safety, first aid and legally mandated electrical training required to maintain journeyworker status.

[Print Program Info](#)

# General Electrician, CA

Certificate of Achievement

### Control Number:

18790

### Curriculum Id:

SCC.GELCT.CA

The Certificate of Achievement in General Electrician provides instruction for those seeking a career as an electrician. This meets the state requirements as an electrician trainee program.

## Program Courses & Requirements

### General Electrician, CA (Total 31.5)

**Complete the following number of credits: 31.5**

ELCT041 - General Electrician 1 3  
ELCT042 - General Electrician 2 3  
ELCT043 - General Electrician 3 3  
ELCT044 - General Electrician 4 3  
ELCT045 - General Electrician 5 3  
ELCT046 - General Electrician 6 3  
ELCT047 - General Electrician 7 3  
ELCT048 - General Electrician 8 3  
ELCT051 - Quality Safety Program and First Aid 1.5  
ELCT050 - General Electrician 10 3  
ELCT049 - General Electrician 9 3

## Learning Outcomes

Recertify health and safety, first aid and legally mandated electrical training required to maintain journeyworker status.

[Print Program Info](#)

# General Management, AS

A.S. Degree Major

### Control Number:

11861

### Curriculum Id:

SCC.MGT.AA

The Associate of Science degree in General Management is designed to prepare students for various management positions in business, government, and public organizations; to aid existing managers in upgrading their skills; and to assist employees for promotion to management/supervision positions.

## Program Courses & Requirements

### General Management, AS (Total 19 - 20)

**Complete all of the following**

**Major requirements: (Total 13)**

**Complete the following number of credits: 13**

ACCT101 - Financial Accounting 4  
BUS100 - Fundamentals of Business 3

Select BUS120 or MGMT120. Credit will be awarded for only one. 0

BUS120 - Principles of Management 3

MGMT120 - Principles of Management 3

Select BUS222 or MGMT122. Credit will be awarded for only one. 0

BUS222 - Business Writing 3

MGMT122 - Business Communications 3

**Select two (2) courses from the following: (Total 6 - 7)**

**Complete the following number of credits: 6-7**

ACCT100 - Accounting for Small Business 3

ACCT102 - Managerial Accounting 4

BUS105 - Legal Environment of Business 3

BUS121 - Human Relations and Organizational Behavior 3

BUS150 - Introduction to Information Systems and Applications 3

MKTG113 - Principles of Marketing 3

MGMT121 - Human Relations and Organizational Behavior 3

BUS121 or MGMT121 are considered the same course. Credit will be awarded for only one. 0

## Learning Outcomes

Qualify for a management position.

[Print Program Info](#)

# General Marketing, AS

A.S. Degree Major

**Control Number:**

11866

**Curriculum Id:**

SCC.MKTG.AS

The Associate of Science degree in General Marketing is designed to prepare students for various marketing, sales, and retail store management positions; to assist existing marketing managers and sales professionals in upgrading their skills; and to open up new career opportunities within the marketing field. Program content includes selection and buying of merchandise, advertising, sales, product distribution, customer relations, and pricing.

## Program Courses & Requirements

**General Marketing, AS (Total 18 - 19)**

**Complete all of the following**

**Major requirements: (Total 15 - 16)**

**Complete the following number of credits: 15-16**

Select ACCT100 or ACCT101. Credit will be awarded for only one. 0

ACCT100 - Accounting for Small Business 3

ACCT101 - Financial Accounting 4

Select BUS222 or MGMT122. Credit will be awarded for only one. 0

BUS222 - Business Writing 3

MGMT122 - Business Communications 3

MKTG112 - Principles of Advertising 3

MKTG113 - Principles of Marketing 3

MKTG115 - Consumer Behavior 3

**Select one (1) course from the following: (Total 3)**

**Complete the following number of credits: 3**

BUS100 - Fundamentals of Business 3

BUS127 - Introduction to E-Commerce 3

MKTG114 - Professional Selling 3

MKTG135 - Web Marketing and Promotion 3

## Learning Outcomes

Have the skills for an entry-level marketing position.

[Print Program Info](#)

## General Marketing, CERT

Certificate of Proficiency

**Control Number:**

**Curriculum Id:**

SCC.MKTG.CERT

The Certificate of Proficiency in General Marketing is designed to prepare students for various marketing, sales, and retail store management positions; to assist existing marketing managers and sales professionals in upgrading their skills; and to open up new career opportunities within the marketing field. Program content includes selection and buying of merchandise, advertising, sales, product distribution, customer relations, and pricing. The student will then specialize in one of the option areas: general marketing, professional selling, advertising, or retailing management. The certificate program provides practical skills for the student within specific areas of marketing.

### Program Courses & Requirements

**General Marketing, CERT (Total 12)**

**Complete the following number of credits: 12**

MKTG112 - Principles of Advertising 3

MKTG113 - Principles of Marketing 3

MKTG114 - Professional Selling 3

MKTG115 - Consumer Behavior 3

### Learning Outcomes

Have enough knowledge of marketing for an entry-level position.

[Print Program Info](#)

## General Medical Office Clerk, CC

Certificate of Completion

**Control Number:**

36208

**Curriculum Id:**

OEC.GMOC.CC

The Certificate of Completion in General Medical Office Clerk is designed to prepare students in acquiring or improving critical thinking, communications skills, and basic clerical skills necessary to work in a variety of hospital departments.

### Program Courses & Requirements

**General Medical Office Clerk, CC (Total 300)**

**Complete the following number of credits: 300**

WKPR007 - Social Skills and Necessary Etiquette 60

WKPR010 - Customer Service for the Medical Field 60

WKPR016 - Long Term Competitive Employment Training 180

### Learning Outcomes

Demonstrate knowledge of providing basic clerical support.

[Print Program Info](#)

## General Office Clerk, CC

Certificate of Completion

**Control Number:**

24095

**Curriculum Id:**

OEC.GOC.CC

The Certificate of Completion in General Office Clerk is designed to give students the skills for entry-level positions in the business world. Clerk typist, credit clerk, file clerk, general clerk, receptionist, or data entry clerk positions require limited knowledge of office management systems and procedures. Clerical duties include skills in answering telephones, bookkeeping, typing or word processing, office machine operation, and filing.

## Program Courses & Requirements

### General Office Clerk, CC (Total 396)

**Complete the following number of credits: 396**

VBUS118 - Introduction to Windows 60

VBUS119 - Introduction to Keyboarding and Basic Windows 60

VBUS140 - Introduction to Google Applications for Work 60

VBUS260 - Introduction to Word Processing using MS Word 60

VBUS262 - Introduction to Spreadsheets using MS Excel 60

WKPR500 - Workforce Readiness 60

VBUS258 - Navigating the Internet 36

## Learning Outcomes

Demonstrate proficiency in computer equipment office skills used including data entry, word processing, spreadsheets, and machine operation.

Work efficiently with Windows-based applications using common, cross-application keyboard shortcuts; e.g., save, open, print, copy, paste, etc

[Print Program Info](#)

## Geography, AA-T

A.A. Degree for Transfer

### Control Number:

32364

### Curriculum Id:

SCC.GEOG.AAT

The Associate in Arts in Geography for Transfer degree provides students with an interdisciplinary background for entry into a curriculum at a four-year institution leading to a baccalaureate degree with career opportunities in a wide range of jobs in government, such as Bureau of Census, Central Intelligence Agency (CIA), Drug Enforcement Administration (DEA), United States Geological Survey (USGS), United States Citizenship and Immigration Services (USCIS), United States Immigration and Customs Enforcement (ICE), United States Department of State, and in private industry, such as planning market research, land use analysis, transportation, travel and tourism, and education.

## Program Courses & Requirements

### Geography, AA-T (Total 19)

**Complete all of the following**

**Major requirements: (Total 7)**

**Complete the following number of credits: 7**

**(Total 3 - 6)**

**Complete at least one of the following rules**

GEOG101 - Physical Geography 3

GEOG101H - Honors Physical Geography 3

GEOG101L - Physical Geography Laboratory 1

**(Total 3 - 6)**

**Complete at least one of the following rules**

GEOG102 - Cultural Geography 3

GEOG102H - Honors Cultural Geography 3

**Select two (2) courses from the following (List A): (Total 6)**

**Complete the following number of credits: 6**

**(Total 3 - 6)**

**Complete at least one of the following rules**

GEOG100 - World Regional Geography 3

GEOG100H - Honors World Regional Geography 3

GEOG160 - Regional Field Studies 1

**(Total 3 - 6)**

**Complete at least one of the following rules**

GEOG130 - Introduction to Weather and Climate 3

GEOG130H - Honors Introduction to Weather and Climate 3

**(Total 6)**

**Complete all of the following**

GEOG140 - California Geography 3

GEOG150 - Exploring Maps and Geographic Technologies 3

**(Total 3 - 6)**

**Complete at least one of the following rules**

GEOG155 - Introduction to Geographic Information Systems 3

SURV155 - Introduction to Geographic Information Systems 3

**Select two (2) courses from the following (List B): (Total 6)**

**Complete the following number of credits: 6**

**(Total 3 - 6)**

**Complete at least one of the following rules**

ANTH100 - Introduction to Cultural Anthropology 3

ANTH100H - Honors Introduction to Cultural Anthropology 3

**An additional course from List A (Total 3)**

**Complete the following number of credits: 3**

**(Total 6)**

**Complete all of the following**

ERTH100 - Physical Geology 3

POLT220 - International Politics 3

**(Total 3 - 6)**

**Complete at least one of the following rules**

BIOL109 - Fundamentals of Biology 3

BIOL109H - Honors Fundamentals of Biology 3

**(Total 6)**

**Complete all of the following**

ERTH160 - Oceanography 3

SOC150 - Introduction to Race and Ethnicity 3

## Learning Outcomes

Communicate using basic terminology, interpret spatial patterns as indicated on maps, graphs and charts, and utilize tabular and textual information as a means to produce basic maps.

Apply knowledge of the fundamentals of global and regional political, economic, social, and cultural systems to academic, professional and everyday endeavors.

Integrate fundamentals of physical and social sciences within a spatial network of human-environment interactions.

[Print Program Info](#)

## Geology, AS-T

A.S. Degree for Transfer

**Control Number:**

32044

**Curriculum Id:**

SCC.GEOL.AST

The Associate in Science in Geology for Transfer degree prepares students for transfer to a four-year college or university to complete a baccalaureate degree in a geoscience major. Geoscientists find employment with environmental companies that clean up and monitor pollution problems. Geotechnical companies also employ geoscientists to evaluate risk from earthquakes, landslides, and other geological hazards. Oil and mining companies employ geoscientists to find new resources. The federal, state, county, and city governments also employ geoscientists for many of the same functions, as well as for geoscience research, and to monitor compliance with environmental regulations. Universities, colleges, and museums offer opportunities for teaching and/or research. Successful completion of the Associate in Science in Geology for Transfer guarantees the student acceptance to a California



State University campus to pursue a baccalaureate degree in geology or a related field. While it does not guarantee the student acceptance to the University of California system, it does provide the major preparation needed by geology students transferring to a University of California campus in geology or related fields.

## Program Courses & Requirements

### Geology, AS-T (Total 26)

**Complete the following number of credits: 26**

**(Total 5 - 10)**

**Complete at least one of the following rules**

CHEM200A - General Chemistry A 5

CHEM200AH - Honors General Chemistry A 5

**(Total 17)**

**Complete all of the following**

CHEM200B - General Chemistry B 5

MATH185 - Single Variable Calculus II 4

ERTH100 - Physical Geology 3

ERTH100L - Physical Geology Laboratory 1

ERTH111 - Historical Geology 4

**(Total 4 - 8)**

**Complete at least one of the following rules**

MATH180 - Single Variable Calculus I 4

MATH180H - Honors Single Variable Calculus I 4

## Learning Outcomes

Demonstrate an understanding of geological processes based upon observation of Earth materials and features.

Demonstrate an understanding of the basic principles of geology.

[Print Program Info](#)

## Global Studies, CA

Certificate of Achievement

**Control Number:**

39807

**Curriculum Id:**

SCC.GLOB.CA

The certificate in Global Studies within the Department of History is intended to prepare a student in the History Department with particular insights into global perspectives and historical experiences such that the student may successfully enter a globally-oriented program of study after transfer to a four-year institution. It provides students access to a concentrated course of study that offers a full scope of knowledge from lower-division survey courses centered on global states and societies. Additionally, it offers exposure to interdisciplinary education, which is central to many programs of study at four-year institutions such as international relations and global studies. Students will complete a total of 12 units, 9 of which will be in the History Department and 3 of which will be in either the Geography Department or Political Science Department. Completion of a History Department Certificate in Global Studies can be completed over one to two years.

## Program Courses & Requirements

### Global Studies, CA (Total 12)

**Complete all of the following**

**Certificate Requirements: (Total 3)**

**Complete the following number of credits: 3**

HIST102 - World Civilizations Since the 16th Century 3

HIST102H - Honors World Civilizations Since the 16th Century 3

**Select two (2) courses from the following: (Total 6)**

**Complete the following number of credits: 6**

HIST132 - Modern African History 3

HIST142 - History of the Modern Middle East 3

HIST152 - Latin American History 3

HIST162 - Asian Civilizations 3

**Select one (1) course from the following: (Total 3)**

**Complete the following number of credits: 3**

GEOG100 - World Regional Geography 3

GEOG100H - Honors World Regional Geography 3

POLT220 - International Politics 3

## Learning Outcomes

**Critical Analysis:** Analyze primary and secondary sources to develop analytical skill skills by evaluating key historical decisions, testing hypotheses, and choosing among contending viewpoints.

**Communication Skills:** Develop communication skills through writing exercises and discussion of critical historical events

**Global Citizenship:** Demonstrate the ability to discuss, analyze, and compare and contrast, diverse world cultural, religious, and political traditions.

Develop analytical skills by evaluating key historical decisions, testing hypotheses, and choosing among contending viewpoints.

Develop communication skills through writing exercises and discussions of critical historical events.

Act as better informed citizens and knowledgeable voters through the study of U.S. political traditions and concepts of citizenship.

Discuss, analyze, compare and contrast, diverse world cultural, religious, and political traditions.

[Print Program Info](#)

## Graphic Design, AS

A.S. Degree Major

**Control Number:**

11921

**Curriculum Id:**

SCC.ARTGDA.AS

The Associate of Science degree in Graphic Design prepares students for entry into the broad field of visual communication, with an emphasis on the development of problem solving in the practical application of graphic design. These applications include design for the print media, advertising, architectural and environmental graphics, packaging, logos, corporate identity, the web and other electronic media, using both digital media tools as well as traditional hand skills. It also enables students to enter a four-year institution leading to a baccalaureate degree or into a professional art school with a graphic design emphasis.

## Program Courses & Requirements

**Graphic Design, AS (Total 30)**

**Complete all of the following**

**Major requirements: (Total 21)**

**Complete the following number of credits: 21**

ART110 - Two-Dimensional Design 3

ART122 - Graphic Design I 3

ART129 - Introduction to Web Design 3

ART130 - Introduction to Drawing 3

ART149 - Introduction to Digital Photography 3

ART195 - Introduction to Digital Media Arts 3

ART221 - Graphic Design II 3

**Art History Requirement (Total 3)**

**Complete the following number of credits: 3**

When an honors course is available, students can select an honors course or a non-honors course. Credit will be awarded for only one course. 0

ART100 - Introduction to Art Concepts 3

ART100H - Honors Introduction to Art Concepts 3

ART101 - Survey of Western Art History I: Prehistory Through the Middle Ages 3

ART101H - Honors Survey of Western Art History I: Prehistory Through the Middle Ages 3

ART102 - Survey of Western Art History II: Renaissance Through the Twentieth Century 3

ART102H - Honors Survey of Western Art History II: Renaissance Through the Twentieth Century 3

**Select one (2) courses from the following: (Total 6)**

**Complete the following number of credits: 6**

When an honors course is available, students can select an honors course or a non-honors course. Credit will be awarded for only one course. 0

ART101 - Survey of Western Art History I: Prehistory Through the Middle Ages 3  
ART101H - Honors Survey of Western Art History I: Prehistory Through the Middle Ages 3  
ART102 - Survey of Western Art History II: Renaissance Through the Twentieth Century 3  
ART102H - Honors Survey of Western Art History II: Renaissance Through the Twentieth Century 3  
ART111 - Three-Dimensional Design 3  
ART128 - Introduction to Illustration 3  
ART131 - Beginning Life Drawing 3  
ART141 - Beginning Painting 3  
ART228 - Intermediate Illustration 3  
ART229 - Multimedia Applications for the Web 3  
ART230 - Intermediate Drawing 3  
ART231 - Intermediate Life Drawing 3  
ART232 - Advanced Life Drawing 3  
ART233 - Advanced Drawing 3  
ART241 - Intermediate Painting 3  
ART242 - Advanced Painting 3  
ART249 - Intermediate Digital Photography 3  
ART250 - Advanced Studio Concepts 3  
CMPR105 - Visual BASIC Programming 3

### Learning Outcomes

Demonstrate the use of tools and techniques to create graphic design images using visual elements and principles of design.  
Demonstrate critical analysis of works of art in historical and cultural context.

[Print Course Info](#)

## HIST099:

### Humanities: What, Why & How to Succeed

An introduction to the general concept of the humanities and its various disciplines: history; philosophy; religion; literature; the arts, as well as how they interrelate. Students will develop critical thinking, speaking, and writing skills through presentations, discussions, and both informal and formal compositions. Students will gain academic support and acquire skills and strategies that apply to disciplines within the Humanities Guided Pathway.

### Requisites

#### Anti-Requisite

[PHIL099 - Humanities: What, Why & How to Succeed](#)

### Transferability

**Not transferable**

### Units & Hours

#### Minimum Units:

1.0

#### Maximum Units

1.0

#### Total Hours

18.0

[Print Course Info](#)

## HIST101:

## World Civilizations to the 16th Century

Examines the development of world civilizations and their interrelationships through analysis of their basic ideas, institutions, personalities, and artistic achievements from the earliest beginnings to the sixteenth century.

### Requisites

None

### Transferability

Transferable to both UC and CSU

### Units & Hours

#### Minimum Units:

3.0

#### Maximum Units

3.0

#### Total Hours

54.0

[Print Course Info](#)

## HIST101H :

## Honors World Civilizations to the 16th Century

An enriched approach designed for honors students that includes individual research as well as small group analysis of historical problems. Examines the development of world civilizations and their interrelationships through analysis of their basic ideas, institutions, personalities, and artistic achievements from the earliest beginnings to the sixteenth century.

### Requisites

#### Entrance Skills:

**A high school or college GPA of 3.0 or above**

None

### Transferability

Transferable to both UC and CSU

### Units & Hours

#### Minimum Units:

3.0

#### Maximum Units

3.0

#### Total Hours

54.0

[Print Course Info](#)**HIST102:****World Civilizations Since the 16th Century**

Broad historical study of world civilizations and their interrelationships from the 16th century to the present. Includes ideas, institutions, personalities, and artistic achievements which have contributed to present day society.

**Requisites**

None

**Transferability****Transferable to both UC and CSU****Units & Hours****Minimum Units:**

3.0

**Maximum Units**

3.0

**Total Hours**

54.0

[Print Course Info](#)**HIST102:****World Civilizations Since the 16th Century**

Broad historical study of world civilizations and their interrelationships from the 16th century to the present. Includes ideas, institutions, personalities, and artistic achievements which have contributed to present day society.

**Requisites**

None

**Transferability****Transferable to both UC and CSU****Units & Hours****Minimum Units:**

3.0

**Maximum Units**

3.0

**Total Hours**

54.0

[Print Course Info](#)**HIST102H :****Honors World Civilizations Since the 16th Century**

An enriched approach designed for honors students with emphasis on individual research as well as small group analysis of historical problems. Broad historical study of world civilizations and their interrelationships from the 16th century to the present. Ideas, institutions, personalities, and artistic achievements which have contributed to present day society.

**Requisites**

Entrance Skills:

**A high school or college GPA of 3.0 or above**

None

**Transferability****Transferable to both UC and CSU****Units & Hours****Minimum Units:**

3.0

**Maximum Units**

3.0

**Total Hours**

54.0

[Print Course Info](#)**HIST102H :****Honors World Civilizations Since the 16th Century**

An enriched approach designed for honors students with emphasis on individual research as well as small group analysis of historical problems. Broad historical study of world civilizations and their interrelationships from the 16th century to the present. Ideas, institutions, personalities, and artistic achievements which have contributed to present day society.

**Requisites**

Entrance Skills:

**A high school or college GPA of 3.0 or above**

None

**Transferability****Transferable to both UC and CSU****Units & Hours**

## Minimum Units:

3.0

## Maximum Units

3.0

## Total Hours

54.0

[Print Course Info](#)

## HIST115:

# African American History

This course surveys African-American history from the 1500s to the present day. It addresses the history of African societies on the eve of the Atlantic slave trade, the Atlantic slave trade, the emergence of racism and the notion of race in colonial America, slavery in the colonies and the U.S., abolitionist movements, African Americans in the Civil War, Reconstruction and its end, the era of Jim Crow, the Civil Rights movement, the persistence of systems of inequality into the present day. The course explores in detail the history of systemic racism while paying particular attention to the actions of African Americans to arrest and overcome it. It emphasizes the history of African American impact on the social, economic, political, and cultural development of the United States.

## Requisites

None

## Transferability

**Transferable to both UC and CSU**

## Units & Hours

## Minimum Units:

3.0

## Maximum Units

3.0

## Total Hours

54.0

[Print Course Info](#)

## HIST118:

# Social and Cultural History of the United States

Examines social and cultural traditions during major historical periods. Focuses on American attitudes and responses to economic and technological changes, aesthetics, politics, music, art, language, architecture, folklore, high and popular culture.

## Requisites

None

## Transferability

## Transferable to both UC and CSU

### Units & Hours

#### Minimum Units:

3.0

#### Maximum Units

3.0

#### Total Hours

54.0

[Print Course Info](#)

### HIST120:

## The United States to 1877

Examines the major political, economic, intellectual, and social forces shaping American life from the colonial period through Reconstruction. Credit will not be given to students who already earned credit for History 122.

### Requisites

None

### Transferability

## Transferable to both UC and CSU

### Units & Hours

#### Minimum Units:

3.0

#### Maximum Units

3.0

#### Total Hours

54.0

[Print Course Info](#)

### HIST120H :

## Honors The United States to 1877

Seminar-style, content-enriched course for honors students that examines major political, economic, intellectual, and social forces shaping American life from the colonial period through Reconstruction. Credit will not be given to students who already earned credit for History 122.

### Requisites

#### Entrance Skills:

**A high school or college GPA of 3.0 or above**



None

### Transferability

Transferable to both UC and CSU

### Units & Hours

#### Minimum Units:

3.0

#### Maximum Units

3.0

### Total Hours

54.0

[Print Course Info](#)

## HIST121:

### The United States Since 1865

A critical analysis of American history. Includes industrial and technological development, the changing nature of society, cultural patterns, domestic politics, artistic attainments, and America's expanded world role. Credit will not be given to students who already earned credit for History 122. Former Title: Honors The United States Since 1865 (2020)

### Requisites

#### Anti-Requisite

[HIST122 - American History-Dynamics of Change](#)

### Transferability

Transferable to both UC and CSU

### Units & Hours

#### Minimum Units:

3.0

#### Maximum Units

3.0

### Total Hours

54.0

[Print Course Info](#)

## HIST121H :

### Honors the United States Since 1865

Seminar-style, content-enriched course for honors students exploring a critical analysis of American history including industrial and technological development, the changing nature of society, cultural patterns, domestic politics, artistic attainments, and America's expanded world role. Credit will not be given to students who already earned credit for History 122. Former Title: Honors the United States Since 1877 (2020)

## Requisites

### Entrance Skills:

**A high school or college GPA of 3.0 or above**

### Anti-Requisite

[HIST122 - American History-Dynamics of Change](#)

## Transferability

**Transferable to both UC and CSU**

## Units & Hours

### Minimum Units:

3.0

### Maximum Units

3.0

## Total Hours

54.0

[Print Course Info](#)

## HIST122:

# American History-Dynamics of Change

Survey of the main cultural, economic, social, and political changes in American history. Fulfills the American institutions requirement for graduation. Credit will not be given to students who already earned credit for History 120/120H or 121/121H.

## Requisites

None

## Transferability

**Transferable to both UC and CSU**

## Units & Hours

### Minimum Units:

3.0

### Maximum Units

3.0

## Total Hours

54.0

[Print Course Info](#)**HIST124:****Mexican American History in the United States**

Survey of Mexican history from the Pre-Columbian period to the present, and history of Mexican-Americans since 1848. Emphasis on Mexican-American contributions to the political, social, economic, and cultural development of the U.S. Examine the relationship of Mexican-Americans to other cultural groups.

**Requisites**

None

**Transferability****Transferable to both UC and CSU****Units & Hours****Minimum Units:**

3.0

**Maximum Units**

3.0

**Total Hours**

54.0

[Print Course Info](#)**HIST125:****Native American History**

An historical and contemporary survey of Native Americans in the United States, examining the diverse and complex cultural, religious, and political systems which governed Indigenous societies before and after European contact and colonization. including the development of tribes and nations, and the cultural practices of Native Americans today.

**Requisites**

None

**Transferability****Transferable to both UC and CSU****Units & Hours****Minimum Units:**

3.0

**Maximum Units**

3.0

## Total Hours

54.0

[Print Course Info](#)

## HIST126:

### United States since 1945

This course covers the history of the United States from the end of World War II to contemporary times, emphasizing developments in politics, society, economics, and culture, including the role of race, sex, gender, and class issues. The politics of government policy and the foreign relations of the United States also receive attention. The history of the American people and the nation will be considered in the larger context of world history.

## Requisites

### Advisory

[HIST121 - The United States Since 1865](#)

## Transferability

Transferable to both UC and CSU

## Units & Hours

### Minimum Units:

3.0

### Maximum Units

3.0

## Total Hours

54.0

[Print Course Info](#)

## HIST127:

### Women in U.S. History

This course introduces students to the history of women's work, family, and political lives in America and the United States since 1620. Secondary and primary source readings emphasize the experiences of women across racial, ethnic, social, and economic identities within the contexts of historical change in the U.S. Women's history is presented as an integral part of American history while also as a unique subject of historical investigation.

## Requisites

None

## Transferability

Transferable to both UC and CSU

## Units & Hours

### Minimum Units:

3.0

## Maximum Units

3.0

## Total Hours

54.0

[Print Course Info](#)

## HIST129:

### LGBTQ+ History in the U.S.

This course explores LGBTQ+ history in the United States from the colonial era to the recent past. Historical development of institutions, ideas, social transformations, cultural movements, liberation politics, and sexual and gender diversity in the U.S. will be studied. Students will work with scholarly texts and a variety of primary documents, honing historical analysis, critical thinking, and writing skills.

## Requisites

None

## Transferability

Transferable to both UC and CSU

## Units & Hours

### Minimum Units:

3.0

### Maximum Units

3.0

## Total Hours

54.0

[Print Course Info](#)

## HIST130:

### Asian American & Pacific Islander History

Introduction to the history of Asian Americans and Pacific Islander focusing on Asian American experiences from the eighteenth century to the present. Includes issues of migration, community formation, racism and resistance, the lives of workers, the experiences of women, imperialism, the influence of the historical narrative, global politics and economics, and struggles for equality and justice. identity and positionality as they relate to race and ethnicity, socioeconomic class and labor, national origin, mixed heritages, religion/spirituality, generation, and ability. Explores Asian American and Pacific Islander experiences via theoretical frameworks and historical, social, cultural, political, legal, and environmental contexts, including colonialism and decolonization, immigration, activism and resistance utilizing primary sources and oral history.

## Requisites

None

## Transferability

Transferable to both UC and CSU

## Units & Hours

### Minimum Units:

3.0

### Maximum Units

3.0

### Total Hours

54.0

[Print Course Info](#)

## HIST132:

### Modern African History

This course surveys sub-Saharan African history from 1850 to the present, addressing such topics as the end of the slave trade; African resistance to conquest; experiences of colonialism; settler colonialism in southern Africa; the rise of national liberation movements and achievement of independence; and the challenges of post-colonial nation building. It examines contemporary Africa through a review of economic, political, social, cultural, and intellectual history.

### Requisites

None

### Transferability

Transferable to both UC and CSU

## Units & Hours

### Minimum Units:

3.0

### Maximum Units

3.0

### Total Hours

54.0

[Print Course Info](#)

## HIST133:

### History of California

An examination of the major social, political, and economic developments that have shaped California history from the indigenous period to the present. Special attention given to regional issues, ethnic or cultural groups, constitutional matters, cultural change, and California's connection with the Pacific Basin.

### Requisites

None

### Transferability

## Transferable to both UC and CSU

### Units & Hours

#### Minimum Units:

3.0

#### Maximum Units

3.0

### Total Hours

54.0

[Print Course Info](#)

## HIST140:

### Islamic History

The History of Islam and basic themes in Muslim societies in the Middle East, Asia, Africa, Europe, and the Americas. Examination of Islam as a religion, and its ritual, legal, mystical, and philosophical traditions. It assesses the historical impact of Islam and Islamic societies with a focus on the period from the time of the Prophet Muhammad (ca. 7th century CE) to the present contextualizing historical and contemporary topics relating to Islam and Muslims including global political and military movements, regional influences, social and economic impact, gender, culture, and the belief systems within the historical lens.

### Requisites

None

### Transferability

## Transferable to both UC and CSU

### Units & Hours

#### Minimum Units:

3.0

#### Maximum Units

3.0

### Total Hours

54.0

[Print Course Info](#)

## HIST142:

### History of the Modern Middle East

Introduction to narratives and debates in the history of the Middle East (Near East) from the mid-eighteenth century to the present. Local, regional, and global events and processes; political, social, cultural, and intellectual realities. Focusing on the major social and intellectual trends of the Arab world, Iran, Turkey, and Israel and their relation to major events and movements of the twentieth century. The influence of colonial, postcolonial, and neo-colonial thought; ways in which such struggles shaped people's social lives and futures; the causes and implications of current affairs.

## Requisites

None

## Transferability

Transferable to both UC and CSU

## Units & Hours

### Minimum Units:

3.0

### Maximum Units

3.0

## Total Hours

54.0

[Print Course Info](#)

## HIST152:

# Latin American History

A survey of Latin American History from the Indian and European origins to the 21st century with a focus on the historical background of the countries studied. Emphasis placed upon the interplay of Iberian, African and Indian influences upon social and cultural evolution. Also stressed are the Latin American relations with the United States in the 19th and 20th centuries.

## Requisites

None

## Transferability

Transferable to both UC and CSU

## Units & Hours

### Minimum Units:

3.0

### Maximum Units

3.0

## Total Hours

54.0

[Print Course Info](#)

## HIST162:

# Asian Civilizations

This course examines South, Central and East Asia, tracing the emergence and rules of foundational religious and philosophical traditions, statecraft, cultural production, and interactions that have connected societies in Asia to each other and to the rest of the world. The course will consider the introduction of external religions and ideas, especially in the ways Asian societies adopted, altered, and rejected them in pursuit of unique political, social,



economic, or religious goals. The dynamics of inter-regional interaction occurring on a global scale is central to the course's areas of focus, and students analyzes the processes by which ideas, people, products, practices, and skills have circulated within and across local, regional and national boundaries. The lasting impact over time of Asian polities, societies, and ideas on the rest of the globe is also examined in this course.

## Requisites

None

## Transferability

**Transferable to both UC and CSU**

## Units & Hours

### Minimum Units:

3.0

### Maximum Units

3.0

### Total Hours

54.0

[Print Course Info](#)

## HIST172:

# Jewish History

This course presents a wide-ranging exploration of the history of Jewish people across global regions from ancient times to the recent past. It provides students a foundation in understanding the key events, transformations, and traditions that have shaped Jewish communities around the world over time. Jewish experiences in the Mediterranean, Middle East and North Africa, Europe, and the Americas are examined, with attention to the diversity of Jewish cultures and to changing temporal contexts. Political, intellectual, cultural, and social history are at the center of the sources and narratives which students interpret as they consider questions on themes that include identity, agency, community, religion, and diaspora.

## Requisites

None

## Transferability

**Transferable to both UC and CSU**

## Units & Hours

### Minimum Units:

3.0

### Maximum Units

3.0

### Total Hours

54.0

[Print Course Info](#)

## HIST240: Introduction to Peace and Conflict Studies

Historical, social and economic development of the world order along with a wide range approach integral to the examination of global studies, peace and conflict resolution. The study of peace and conflict areas to include the war system, war prevention, nonviolence, human rights, social justice, environmental sustainability and the role of the United Nations and other international governing bodies.

### Requisites

#### Prerequisite

[POLT101 - American Government and Politics](#)

OR

#### Prerequisite

[POLT101H - Honors American Government and Politics](#)

OR

#### Advisory

[POLT220 - International Politics](#)

### Transferability

Transferable to both UC and CSU

### Units & Hours

#### Minimum Units:

3.0

#### Maximum Units

3.0

#### Total Hours

54.0

[Print Course Info](#)

## HSART020:

### Literature Brought to Life

Provides students with critical reading, thinking, and writing skills through the study of literature. Literary samples include novels, poetry, short stories, and other selected works of literature. Open Entry/Open Exit. 5 HS credits.

### Overview

#### Requisites:

#### Anti-Requisite

[HSENG020 - Literature Brought to Life](#)

**Transferable:**

Not transferable

**Specifications**

**Textbooks:**

Literature Brought to Life by Samara Silva, 2022 (\$0). ISBN:

**Learning Outcomes**

**Course Objectives:**

Analyze literature from a variety of genres.

Derive meaning of vocabulary words from the context of a text.

Describe characterization in the novel.

Distinguish between different points of view in literature.

Define figurative language terminology.

Identify figurative language in literature.

Analyze plot in a short story.

Identify theme/main idea in a literary work.

Analyze works of non-fiction.

Identify elements of a drama.

Identify poetic devices used in Shakespeare’s writing.

Demonstrate ability to write about or discuss literature using relevant support from the text.

**SLO:**

Analyze literary elements in novels, poetry, short stories, and other selected works of literature.

Plan and compose written responses that analyze and evaluate selected works of literature.

**Units and Hours**

**Default Profile**

**Minimum Credit Units**

0.0

**Total Course In-Class (Contact) Hours**

0.0

**Total Student Learning Hours**

0.0

**Maximum Credit Units**

0.0

**Total Course Out-of-Class Hours**

0.0

**Faculty Load**

0.0

**Detail**

**Weekly Student Hours**

	In Class
Lecture Hours	0.0
Lab Hours	0.0
Activity Hours	0.0

**Course Student Hours**

Course Duration (Weeks)	Hours per unit	Course In-Class (Contact) Hours
0.0	0.0	0.0
<b>Lecture</b>		
<b>Lab</b>		
<b>Activity</b>		
<b>Total</b>		
<b>Course Out-of-Class Hours</b>		
<b>Lecture</b>		
<b>Lab</b>		
<b>Activity</b>		
<b>Total</b>		

**Noncredit**

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	72.0	72.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	

**Detail**

**Weekly Student Hours**

	In Class
Lecture Hours	4.5
Lab Hours	0.0
Activity Hours	0.0

**Course Student Hours**

Course Duration (Weeks)	Hours per unit	Course In-Class (Contact) Hours
0.0	0.0	0.0
<b>Lecture</b>		
<b>Lab</b>		
<b>Activity</b>		
<b>Total</b>		
<b>Course Out-of-Class Hours</b>		
<b>Lecture</b>		
<b>Lab</b>		
<b>Activity</b>		
<b>Total</b>		

[Register Now](#) [Contact Us](#)  
[Print Course Info](#)

## HSART070: Short Stories

Introduces the student to the short story as a literary form so that the student will learn how the individual elements work together to present a theme or effect. The student will study the development of the short story and will read selected short stories from various periods. (No credit if a student has taken HSENG 070.) Open Entry/Open Exit. 5 HS credits.

### Overview

**Requisites:**

None

**Transferable:**

Not transferable

**Specifications**

**Learning Outcomes**

**Course Objectives:**

- Recognize the short story as a literary genre.
- Explain the development of the short story as a literary form.
- Identify the elements of the short story.
- Explain how the literary elements interrelate to present the writer’s theme or effect.
- Analyze selected short stories for theme and critical details
- Demonstrate ability to write about or discuss literature using relevant support from the text.
- Research the life of a prominent author to further develop appreciation of the genre.

**Units and Hours**

**Default Profile**

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	0.0	0.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	0.0

**Detail**

<b>Weekly Student Hours</b>		<b>Course Student Hours</b>
	<b>In Class</b>	<b>Course Duration (Weeks)</b>
<b>Lecture Hours</b>	0.0	<b>Hours per unit/divisor</b>
<b>Lab Hours</b>	0.0	<b>Course In-Class (Contact) Hours</b>
<b>Activity Hours</b>	0.0	<b>Lecture</b> 0.0
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>
		<b>Course Out-of-Class Hours</b>
		<b>Lecture</b>
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>

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[Print Course Info](#)

**HSART828:**  
**Understanding America Through Art**

Provides an overview of American civilization through arts and crafts from the colonial period through the 20th century, interpreting arts and crafts in their historical context. Open Entry/Open Exit. 5 HS credits.

## Overview

### Requisites:

None

### Transferable:

Not transferable

## Specifications

### Learning Outcomes

#### Course Objectives:

Identify art terminology

Explain color dynamics

Analyze portraiture

Examine the historical context of quilts

Identify quilt design concepts

Discuss the role that black and white photography played in bringing realistic portrayal of war and western expansion to the American public in the 1800s

Explain color theory using subjects from frontier life during the 1800s

Analyze portraiture and characterization in art considered to be major milestone from more traditional, structured rules of realism, using subjects from the 1900s

List characterizations of paintings, murals, environmental art, sculpture, commercial art, and abstract art using examples from 1935 to the present

Analyze characterizations of paintings, signage, scrimshaw, and wood carvings

Examine the characterizations of black cloth dolls, face jugs, cowboy leather, and totem poles giving insight into the multicultural blend of civilization across the United States in contemporary times

Analyze the characterizations of monuments, statues, and war memorials infused throughout the country from George Washington's day to present

### SLO:

Identify and explain art terminology, color dynamics, and portraiture.

Demonstrate knowledge of American arts and crafts from the colonial period through the 20th century.

## Units and Hours

### Default Profile

Minimum Credit Units

0.0

Total Course In-Class (Contact) Hours

0.0

Total Student Learning Hours

0.0

Maximum Credit Units

0.0

Total Course Out-of-Class Hours

0.0

Faculty Load

0.0

### Detail

**Weekly Student Hours**

	<b>In Class</b>
Lecture Hours	0.0
Lab Hours	0.0
Activity Hours	0.0

**Course Student Hours**

Course Duration (Weeks)	0.0
Hours per unit/divisor	0.0
Course In-Class (Contact) Hours	0.0
Lecture	0.0
Lab	
Activity	
Total	
Course Out-of-Class Hours	
Lecture	
Lab	
Activity	
Total	

**Noncredit**

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	72.0	72.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	

**Detail**

**Weekly Student Hours**

	<b>In Class</b>
Lecture Hours	4.5
Lab Hours	0.0
Activity Hours	0.0

**Course Student Hours**

Course Duration (Weeks)	0.0
Hours per unit/divisor	0.0
Course In-Class (Contact) Hours	0.0
Lecture	0.0
Lab	
Activity	
Total	
Course Out-of-Class Hours	
Lecture	
Lab	
Activity	
Total	

[Register Now](#) [Contact Us](#)  
[Print Course Info](#)

**HSART837:  
The Film As Art**

Traces the history of film from the recording of a single event through the silent film era to current classic films, and identifies the ways films reflect the values of American culture. Culminates in the use of classic and contemporary elements as a basis for modern film. Open Entry/Open Exit.

**Overview**

**Requisites:**

None

**Transferable:**

Not transferable

**Specifications**

**Learning Outcomes**

**Course Objectives:**

Examine famous American films, silent to present

Identify the technology that helped create the motion picture industry

Analyze the role of women and immigrants in the motion picture industry

Appraise the marriage between business and art in the motion picture industry

Describe the significance of theaters or movie houses to American society

Describe American values as depicted in various films

Analyze the historical context of various films

Differentiate the characteristics of certain genres

Classify films by genre: Melodrama, Musical, Comedy, War and Cinema, Film Noir, Westerns, Horror and Science Fiction

Describe how classic and contemporary elements are used as a basis for modern film.

**SLO:**

Identify the ways films reflect the values of American culture.

Examine the history of film from the recording of a single event through the silent film era to current classic films.

**Units and Hours**

**Default Profile**

**Minimum Credit Units**

0.0

**Total Course In-Class (Contact) Hours**

0.0

**Total Student Learning Hours**

0.0

**Maximum Credit Units**

0.0

**Total Course Out-of-Class Hours**

0.0

**Faculty Load**

0.0

**Detail**



**Weekly Student Hours**

	<b>In Class</b>
Lecture Hours	0.0
Lab Hours	0.0
Activity Hours	0.0

**Course Student Hours**

Course Duration (Weeks)	0.0
Hours per unit/divisor	0.0
Course In-Class (Contact) Hours	0.0
Lecture	0.0
Lab	
Activity	
Total	
Course Out-of-Class Hours	
Lecture	
Lab	
Activity	
Total	

**Noncredit**

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	72.0	72.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	

**Detail**

**Weekly Student Hours**

	<b>In Class</b>
Lecture Hours	4.5
Lab Hours	0.0
Activity Hours	0.0

**Course Student Hours**

Course Duration (Weeks)	0.0
Hours per unit/divisor	0.0
Course In-Class (Contact) Hours	0.0
Lecture	0.0
Lab	
Activity	
Total	
Course Out-of-Class Hours	
Lecture	
Lab	
Activity	
Total	

[Register Now](#) [Contact Us](#)  
[Print Course Info](#)

## HSART845: Drawing and Painting 1

Provides a beginning level studio course which introduces students to the world of visual art. Students will learn to draw and use a variety of materials and techniques to explore the elements of art and principles of design. Primary emphasis will be on drawing and creating works of art. Open Entry/Open Exit. 5 HS credits.

**Overview**

**Requisites:**

None

**Transferable:**

Not transferable

**Specifications****Learning Outcomes****Course Objectives:**

Use graphic materials

Demonstrate an understanding of the line, its properties, and possibilities

Illustrate how the human brain works as it pertains to the "doing" of art

Recognize line and space as elements of art

Recognize line, rhythm, and repetition as elements of art

Recognize space, shape, form, value and contrast as elements of art

Recognize shape and form as elements of art

Recognize value and contrast as elements of art

Develop the ability to make informed aesthetic judgments about works of art

Identify the vocabulary and terminology associated with drawing and painting

Use tools, materials, and equipment in a safe and proper manner

**SLO:**

Apply elements of art and principles of design to original works of art.

ISLO A2: Act as a responsible community member who treats others with respect, civility, empathy, honesty and dignity.

Core ISLOs

ISLO C1: Communicate ideas in a clear and articulate manner.

Core ISLOs

PSLO Demonstrate foundational knowledge and comprehension of the natural sciences, social and behavioral sciences, and humanities.

Secondary Education,  
COM

Demonstrate feelings and ideas using drawing and painting techniques.

ISLO A3: Act to increase the wellbeing of the global community by maintaining cultural literacy, lifelong learning, ethical consideration of each other, and the environment we all share.

Core ISLOs

ISLO C2: Communicate accurately to diverse audiences.

Core ISLOs

PSLO Demonstrate foundational knowledge and comprehension of the natural sciences, social and behavioral sciences, and humanities.

Secondary Education,  
COM

ISLO L1: Take responsibility for one's own learning and wellbeing.

Core ISLOs

ISLO T3: Reflectively assess one's values, assumptions, and attitudes.

Core ISLOs

### Units and Hours

#### Default Profile

Minimum Credit Units	Total Course In-Class (Contact) Hours	Total Student Learning Hours
0.0	0.0	0.0
Maximum Credit Units	Total Course Out-of-Class Hours	Faculty Load
0.0	0.0	0.0

#### Detail

<b>Weekly Student Hours</b>	<b>In Class</b>	<b>Course Student Hours</b>
		Course Duration (Weeks)
Lecture Hours	0.0	Hours per unit/divisor
Lab Hours	0.0	Course In-Class (Contact) Hours
Activity Hours	0.0	Lecture 0.0
		Lab
		Activity
		Total
		Course Out-of-Class Hours
		Lecture
		Lab
		Activity
		Total

#### Noncredit

Minimum Credit Units	Total Course In-Class (Contact) Hours	Total Student Learning Hours
0.0	72.0	72.0
Maximum Credit Units	Total Course Out-of-Class Hours	Faculty Load
0.0	0.0	

#### Detail

**Weekly Student Hours**

	<b>In Class</b>
Lecture Hours	4.5
Lab Hours	0.0
Activity Hours	0.0

**Course Student Hours**

Course Duration (Weeks)	10
Hours per unit/divisor	0.0
Course In-Class (Contact) Hours	0.0
Lecture	0.0
Lab	
Activity	
Total	
Course Out-of-Class Hours	
Lecture	
Lab	
Activity	
Total	

[Register Now](#) [Contact Us](#)  
[Print Course Info](#)

**HSART846:**

**Drawing and Painting 2**

Introduces students to visual arts with an emphasis on learning to paint and create original art works. Students will employ a wide variety of materials and techniques as they explore the elements of arts and principles of design. Open Entry/Open Exit. 5 HS credits.

**Overview**

**Requisites:**

**Advisory**

[HSART845 - Drawing and Painting 1](#)

**Transferable:**

Not transferable

**Specifications**

**Learning Outcomes**

**Course Objectives:**

Examine color theory and how to use art materials

Identify the elements and principles of art that will help in composing and judging a successful work of art

Identify the elements of art and principles of design as they apply to the painting process

Use drawing and painting techniques to express ideas, feelings, and moods

Develop a historical perspective in drawing and painting by recognizing a variety of individual and cultural themes and styles

Identify the vocabulary and terminology associated with drawing and painting

Apply learned techniques to individual goals and objectives

Use media-related problem-solving techniques

**SLO:**

Analyze visual arts with an emphasis on learning to paint and create original art works.

ISLO A3: Act to increase the wellbeing of the global community by maintaining cultural literacy, lifelong learning, ethical consideration of each other, and the environment we all share.

Core ISLOs

ISLO C2: Communicate accurately to diverse audiences.

Core ISLOs

PSLO Demonstrate foundational knowledge and comprehension of the natural sciences, social and behavioral sciences, and humanities.

Secondary Education,  
COM

ISLO L1: Take responsibility for one's own learning and wellbeing.

Core ISLOs

ISLO T3: Reflectively assess one's values, assumptions, and attitudes.

Core ISLOs

Examine the elements of arts and principles of design.

ISLO A3: Act to increase the wellbeing of the global community by maintaining cultural literacy, lifelong learning, ethical consideration of each other, and the environment we all share.

Core ISLOs

ISLO C2: Communicate accurately to diverse audiences.

Core ISLOs

PSLO Demonstrate foundational knowledge and comprehension of the natural sciences, social and behavioral sciences, and humanities.

Secondary Education,  
COM

ISLO L1: Take responsibility for one's own learning and wellbeing.

Core ISLOs

ISLO T3: Reflectively assess one's values, assumptions, and attitudes.

Core ISLOs

## Units and Hours

### Default Profile

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	0.0	0.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	0.0

### Detail

**Weekly Student Hours**

	<b>In Class</b>
Lecture Hours	0.0
Lab Hours	0.0
Activity Hours	0.0

**Course Student Hours**

Course Duration (Weeks)	0.0
Hours per unit/divisor	0.0
Course In-Class (Contact) Hours	0.0
Lecture	0.0
Lab	
Activity	
Total	
Course Out-of-Class Hours	
Lecture	
Lab	
Activity	
Total	

**Noncredit**

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	72.0	72.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	

**Detail**

**Weekly Student Hours**

	<b>In Class</b>
Lecture Hours	4.5
Lab Hours	0.0
Activity Hours	0.0

**Course Student Hours**

Course Duration (Weeks)	0.0
Hours per unit/divisor	0.0
Course In-Class (Contact) Hours	0.0
Lecture	0.0
Lab	
Activity	
Total	
Course Out-of-Class Hours	
Lecture	
Lab	
Activity	
Total	

[Register Now](#) [Contact Us](#)  
[Print Course Info](#)

## HSENG020: Literature Brought to Life

Provides students with critical reading, thinking, and writing skills through the study of literature. Literary samples include novels, poetry, short stories, and other selected works of literature. Open Entry/Open Exit. 5 HS credits.

### Overview

#### Requisites:

**Anti-Requisite**

[HSART020 - Literature Brought to Life](#)

**Transferable:**

Not transferable

**Specifications**

**Textbooks:**

Literature Brought to Life by Samara Silva, 2022 (\$0). ISBN:

**Learning Outcomes**

**Course Objectives:**

Analyze literature from a variety of genres.

Derive meaning of vocabulary words from the context of a text.

Describe characterization in the novel.

Distinguish between different points of view in literature.

Define figurative language terminology.

Identify figurative language in literature.

Analyze plot in a short story.

Identify theme/main idea in a literary work.

Analyze works of non-fiction.

Identify elements of a drama.

Identify poetic devices used in Shakespeare’s writing.

Demonstrate ability to write about or discuss literature using relevant support from the text.

**SLO:**

Analyze literary elements in novels, poetry, short stories, and other selected works of literature.

Plan and compose written responses that analyze and evaluate selected works of literature.

**Units and Hours**

**Default Profile**

**Minimum Credit Units**

0.0

**Total Course In-Class (Contact) Hours**

0.0

**Total Student Learning Hours**

0.0

**Maximum Credit Units**

0.0

**Total Course Out-of-Class Hours**

0.0

**Faculty Load**

0.0

**Detail**

**Weekly Student Hours**

	<b>In Class</b>
Lecture Hours	0.0
Lab Hours	0.0
Activity Hours	0.0

**Course Student Hours**

Course Duration (Weeks)	0.0
Hours per unit/divisor	0.0
Course In-Class (Contact) Hours	0.0
Lecture	0.0
Lab	
Activity	
Total	
Course Out-of-Class Hours	
Lecture	
Lab	
Activity	
Total	

**Noncredit**

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	72.0	72.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	

**Detail**

**Weekly Student Hours**

	<b>In Class</b>
Lecture Hours	4.5
Lab Hours	0.0
Activity Hours	0.0

**Course Student Hours**

Course Duration (Weeks)	0.0
Hours per unit/divisor	0.0
Course In-Class (Contact) Hours	0.0
Lecture	0.0
Lab	
Activity	
Total	
Course Out-of-Class Hours	
Lecture	
Lab	
Activity	
Total	

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## HSENG030: AP English 1A

Prepares students to take the Advanced Placement Examination. Colleges and universities give advanced placement and/or college credit based on the results of the AP examination. Areas of study include critical analysis of literature and writing assignments requiring focused practice in exposition, argument, personal narrative, and fictional or poetic forms. Open Entry/Open Exit. 5 HS credits.

### Overview



**Requisites:**

None

**Transferable:**

Not transferable

**Specifications****Textbooks:**

Perrine's Sound and Sense by Arp, T., Johnson G., 2002 (\$20). ISBN: 9781413030815

Perrine's Story and Structure by Arp, T., Johnson G., 2014 (\$80). ISBN: 9781285052069

**Learning Outcomes****Course Objectives:**

Analyze diagnostic testing

Evaluate holistic scoring/AP rubrics

Identify literary forms

Read and respond to historically or culturally significant works of American and world literature.

Conduct in-depth analyses of recurrent patterns and themes.

Ensure comprehension and experience a variety of poetry

Appreciate techniques of effective expression

Apply structure components such as meter, verse, forms, stanza form, and devices of sound and sense

Focus on biographical and socio-historic contexts, universal themes and thematic elements, interpretation, and composition strategies and techniques

Experience a variety of literary genres

Study techniques of effective expression and learn about characterization, point of view, and literary styles as studied through the various authors

Write an expository composition that introduces a complex central idea, and develop it with appropriate, specific evidence, cogent explanations, and clear transitions.

Write an argumentative composition that introduces a complex central idea, and develop it with appropriate, specific evidence, cogent explanations, and clear transitions.

Analyze test format

Practice test strategies

Practice test pacing

Prepare with test simulations

Identify vocabulary

**SLO:**

Produce expository and argumentative compositions that introduce a complex central idea and develop it with appropriate, specific evidence, cogent explanations, and clear transitions.

Analyze characteristics of sub-genres (e.g., satire, parody, allegory, and pastoral) that are used in poetry, prose, drama, novel, short story, essay, and other basic genres.

**Units and Hours****Default Profile**

Minimum Credit Units	Total Course In-Class (Contact) Hours	Total Student Learning Hours
0.0	0.0	0.0
Maximum Credit Units	Total Course Out-of-Class Hours	Faculty Load
0.0	0.0	0.0

Detail

Weekly Student Hours	In Class	Course Student Hours
		Course Duration (Weeks)
Lecture Hours	0.0	Hours per unit/divisor
Lab Hours	0.0	Course In-Class (Contact) Hours
Activity Hours	0.0	Lecture 0.0
		Lab
		Activity
		Total
		Course Out-of-Class Hours
		Lecture
		Lab
		Activity
		Total

Noncredit

Minimum Credit Units	Total Course In-Class (Contact) Hours	Total Student Learning Hours
0.0	72.0	72.0
Maximum Credit Units	Total Course Out-of-Class Hours	Faculty Load
0.0	0.0	

Detail

Weekly Student Hours	In Class	Course Student Hours
		Course Duration (Weeks)
Lecture Hours	4.5	Hours per unit/divisor
Lab Hours	0.0	Course In-Class (Contact) Hours
Activity Hours	0.0	Lecture 0.0
		Lab
		Activity
		Total
		Course Out-of-Class Hours
		Lecture
		Lab
		Activity
		Total

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**HSENG050:**

# English Through Literature 11B

Provides students with the opportunity to study the literature of the United States from 1850-present. Language arts skills of reading, analysis, interpretation and writing are emphasized. Open Entry/Open Exit. 5 HS credits.

## Overview

**Requisites:**

**Advisory**

[HSENG063 - English Through Literature 11A](#)

**Transferable:**

Not transferable

## Specifications

**Textbooks:**

American Literature by Elliott, E., 2005 (\$80). ISBN: 0131804367

## Learning Outcomes

**Course Objectives:**

Recognize vocabulary terms.

Analyze structural elements in literature.

Interpret historical/social context of literary works.

Examine and compose various types of writing including, literary analysis, synthesis, and narrative.

Examine the background of authors and how their backgrounds influenced their works.

Write with clarity responses that investigate the relationship between texts and their historical, intellectual, cultural, and literary contexts.

**SLO:**

Demonstrate familiarity with a variety of themes, genres, and literary periods.

Demonstrate knowledge of literature analysis and interpretation.

## Units and Hours

**Default Profile**

**Minimum Credit Units**

0.0

**Total Course In-Class (Contact) Hours**

0.0

**Total Student Learning Hours**

0.0

**Maximum Credit Units**

0.0

**Total Course Out-of-Class Hours**

0.0

**Faculty Load**

0.0

**Detail**

**Weekly Student Hours**

	<b>In Class</b>
Lecture Hours	0.0
Lab Hours	0.0
Activity Hours	0.0

**Course Student Hours**

Course Duration (Weeks)	0.0
Hours per unit/divisor	0.0
Course In-Class (Contact) Hours	0.0
Lecture	0.0
Lab	
Activity	
Total	
Course Out-of-Class Hours	
Lecture	
Lab	
Activity	
Total	

**Noncredit**

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	72.0	72.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	

**Detail**

**Weekly Student Hours**

	<b>In Class</b>
Lecture Hours	4.5
Lab Hours	0.0
Activity Hours	0.0

**Course Student Hours**

Course Duration (Weeks)	0.0
Hours per unit/divisor	0.0
Course In-Class (Contact) Hours	0.0
Lecture	0.0
Lab	
Activity	
Total	
Course Out-of-Class Hours	
Lecture	
Lab	
Activity	
Total	

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## HSENG051: English Through Literature 12B

Provides students with the opportunity to study some of the central works/authors in British and world literature. Language arts skills of reading, analysis, interpretation and writing are emphasized. Mu/Open Entry/Open Exit. 5 HS credits.

**Overview**

**Requisites:**

**Advisory**

[HSENG064 - English Through Literature 12A](#)

**Transferable:**

Not transferable

**Specifications**

**Textbooks:**

Elements of Literature, Sixth Course by Marshall, S., 2005 (\$60). ISBN: 0030382823

**Learning Outcomes**

**Course Objectives:**

Analyze representative works from various movements including Romanticism, Realisms, Modern and Post-Modern periods.

Differentiate between the types of poetry.

Analyze plot, characterization and setting in various literary movements.

Examine the background of authors and how their backgrounds influenced their works.

Write with clarity responses that investigate the relationship between texts and their historical, intellectual, cultural, and literary contexts.

Write essays comparing and contrasting different literary periods.

**SLO:**

Analyze the central works and authors in British and world literature.

Demonstrate familiarity with various literary periods and structural elements through discussion and written analysis.

**Units and Hours**

**Default Profile**

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	0.0	0.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	0.0

**Detail**

<b>Weekly Student Hours</b>		<b>Course Student Hours</b>
	<b>In Class</b>	<b>Course Duration (Weeks)</b>
<b>Lecture Hours</b>	0.0	<b>Hours per unit/divisor</b>
<b>Lab Hours</b>	0.0	<b>Course In-Class (Contact) Hours</b>
<b>Activity Hours</b>	0.0	Lecture 0.0
		Lab
		Activity
		Total
		<b>Course Out-of-Class Hours</b>
		Lecture
		Lab
		Activity
		Total

**Noncredit**

Minimum Credit Units

0.0

Total Course In-Class (Contact) Hours

72.0

Total Student Learning Hours

72.0

Maximum Credit Units

0.0

Total Course Out-of-Class Hours

0.0

Faculty Load

**Detail**

Weekly Student Hours

Course Student Hours

In Class

Course Duration (Weeks)

Lecture Hours

4.5

Hours per unit/divisor

Lab Hours

0.0

Course In-Class (Contact) Hours

Activity Hours

0.0

Lecture 0.0

Lab

Activity

Total

Course Out-of-Class Hours

Lecture

Lab

Activity

Total

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**HSENG052:**

**English Language Arts 1**

Provides students with a basic introduction to composition writing. Emphasis is on improving sentence writing skills, including recognizing subject and predicate, proper writing mechanics, avoiding fragments and run-ons, and composing simple, compound, and complex sentences. Open Entry/Open Exit. 5 HS credits.

**Overview**

**Requisites:**

None

**Transferable:**

Not transferable

**Specifications**

**Textbooks:**

English Language Arts and Introduction to Composition by Tony Trapolino, 2022. ISBN:

**Learning Outcomes**

**Course Objectives:**

Define and recognize the elements of a complete sentence.

Identify subjects, predicates, and complete thoughts

Compose simple, compound and complex sentences

- Discriminate fragments and run-ons from complete sentences
- Distinguish prepositions, conjunctions, adjectives, adverbs, and other parts of speech
- Employ standard mechanics, capitalization and punctuation in composition
- Write error-free sentences using proper construction and mechanics.

**SLO:**

- Effectively identify and use essential sentence components, accurate grammar, and written mechanics.
- Develop clearly written, properly constructed simple, compound, and complex sentences.

**Units and Hours**

**Default Profile**

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	0.0	0.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	0.0

**Detail**

<b>Weekly Student Hours</b>		<b>Course Student Hours</b>
	<b>In Class</b>	<b>Course Duration (Weeks)</b>
<b>Lecture Hours</b>	0.0	<b>Hours per unit/divisor</b>
<b>Lab Hours</b>	0.0	<b>Course In-Class (Contact) Hours</b>
<b>Activity Hours</b>	0.0	<b>Lecture</b> 0.0
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>
		<b>Course Out-of-Class Hours</b>
		<b>Lecture</b>
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>

**Noncredit**

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	72.0	72.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	

**Detail**

**Weekly Student Hours**

	In Class
Lecture Hours	4.5
Lab Hours	0.0
Activity Hours	0.0

**Course Student Hours**

Course Duration (Weeks)	Hours per unit	Course In-Class (Contact) Hours
0.0	0.0	0.0
<b>Lecture</b>		
<b>Lab</b>		
<b>Activity</b>		
<b>Total</b>		
<b>Course Out-of-Class Hours</b>		
<b>Lecture</b>		
<b>Lab</b>		
<b>Activity</b>		
<b>Total</b>		

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## HSENG053: English Language Arts 2

Expands the development of language arts skills through reading and actively responding to various works of literature. Presents concepts of English grammar, mechanics, and punctuation through a primary text and technology-enhanced instruction. Open Entry/Open Exit. 5 HS credits.

### Overview

**Requisites:**

None

**Transferable:**

Not transferable

### Specifications

**Textbooks:**

The Essential Guide to Language, Writing and Literature by Russell-Dempsey, G., 2007 (\$30). ISBN: 078917037X  
 Usage, and Mechanics Skillbook, Level J by Russell-Dempsey, G., 2007 (\$30). ISBN: 0789170582

### Learning Outcomes

**Course Objectives:**

Identify and critique literary tools and terminology, including plotline elements, character traits, behavior, and theme.

Use critical thinking skills to comprehend and analyze the text.

Write well-developed responses to questions and prompts drawn from assigned literature.

Support ideas and viewpoints through logical and detailed references to the text.

Apply selected English concepts by writing responses to literature and composition exercises.

**SLO:**

Critically evaluate works of literature.

Effectively identify and use grammatical concepts.

### Units and Hours



**Default Profile**

Minimum Credit Units	Total Course In-Class (Contact) Hours	Total Student Learning Hours
0.0	0.0	0.0
Maximum Credit Units	Total Course Out-of-Class Hours	Faculty Load
0.0	0.0	0.0

**Detail**

<b>Weekly Student Hours</b>	<b>In Class</b>	<b>Course Student Hours</b>
		Course Duration (Weeks)
Lecture Hours	0.0	Hours per unit/divisor
Lab Hours	0.0	Course In-Class (Contact) Hours
Activity Hours	0.0	Lecture 0.0
		Lab
		Activity
		Total
		Course Out-of-Class Hours
		Lecture
		Lab
		Activity
		Total

**Noncredit**

Minimum Credit Units	Total Course In-Class (Contact) Hours	Total Student Learning Hours
0.0	72.0	72.0
Maximum Credit Units	Total Course Out-of-Class Hours	Faculty Load
0.0	0.0	

**Detail**

<b>Weekly Student Hours</b>	<b>In Class</b>	<b>Course Student Hours</b>
		Course Duration (Weeks)
Lecture Hours	4.5	Hours per unit/divisor
Lab Hours	0.0	Course In-Class (Contact) Hours
Activity Hours	0.0	Lecture 0.0
		Lab
		Activity
		Total
		Course Out-of-Class Hours
		Lecture
		Lab
		Activity
		Total

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**HSENG063:****English Through Literature 11A**

Integrates language arts skills and reading analysis interpretation and writing through a literature-based curriculum. Survey course which allows the student an opportunity to study some of the central works in American literature. Open Entry/Open Exit. 5 HS credits.

**Overview****Requisites:**

None

**Transferable:**

Not transferable

**Specifications****Entrance Skills:**

Tenth-grade English or equivalent

**Textbooks:**

The Essential Guide to Language, Writing and Literatur by Russell-Dempsey, G., 2007 (\$30). ISBN: 078917037X

**Learning Outcomes****Course Objectives:**

Analyze the nuances as well as the larger meaning of the novel

Analyze a variety of poetry

Recognize techniques of effective expression

Identify structure components such as meter, verse form, stanza form, and devices of sound and sense

Identify characterization, point of view, and literary styles in a variety of literary genres

Identify characterization, point of view, and literary style

Review the mechanics of grammar and writing

Identify and properly use MLA format

**SLO:**

Demonstrate knowledge of reading analysis and interpretation.

ISLO A3: Act to increase the wellbeing of the global community by maintaining cultural literacy, lifelong learning, ethical consideration of each other, and the environment we all share.

Core ISLOs

ISLO C1: Communicate ideas in a clear and articulate manner.

Core ISLOs

PSLO Demonstrate foundational knowledge and comprehension of the natural sciences, social and behavioral sciences, and humanities.

Secondary Education,  
COM

ISLO L1: Take responsibility for one's own learning and wellbeing.

Core ISLOs

ISLO T3: Reflectively assess one's values, assumptions, and attitudes.

Core ISLOs

Analyze and interpret some of the central works in American literature.

ISLO A2: Act as a responsible community member who treats others with respect, civility, empathy, honesty and dignity.

Core ISLOs

ISLO C1: Communicate ideas in a clear and articulate manner.

Core ISLOs

PSLO Demonstrate foundational knowledge and comprehension of the natural sciences, social and behavioral sciences, and humanities.

Secondary Education,  
COM

ISLO L1: Take responsibility for one's own learning and wellbeing.

Core ISLOs

ISLO T3: Reflectively assess one's values, assumptions, and attitudes.

Core ISLOs

## Units and Hours

### Default Profile

Minimum Credit Units	Total Course In-Class (Contact) Hours	Total Student Learning Hours
0.0	0.0	0.0
Maximum Credit Units	Total Course Out-of-Class Hours	Faculty Load
0.0	0.0	0.0

### Detail

Weekly Student Hours	In Class	Course Student Hours
Lecture Hours	0.0	Course Duration (Weeks) Hours per unit/divisor
Lab Hours	0.0	Course In-Class (Contact) Hours
Activity Hours	0.0	Lecture 0.0 Lab Activity Total
		Course Out-of-Class Hours
		Lecture Lab Activity Total

### Noncredit

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	72.0	72.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	

**Detail**

<b>Weekly Student Hours</b>		<b>Course Student Hours</b>
	<b>In Class</b>	<b>Course Duration (Weeks)</b>
<b>Lecture Hours</b>	4.5	<b>Hours per unit/divisor</b>
<b>Lab Hours</b>	0.0	<b>Course In-Class (Contact) Hours</b>
<b>Activity Hours</b>	0.0	<b>Lecture</b> 0.0
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>
		<b>Course Out-of-Class Hours</b>
		<b>Lecture</b>
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>

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**HSENG064:**

**English Through Literature 12A**

Integrates language arts skills and reading analysis interpretation and writing through world literature. This course allows the student to study some central works in world literature. Open Entry/Open Exit. 5 HS credits.

**Overview**

**Requisites:**

None

**Transferable:**

Not transferable

**Specifications**

**Entrance Skills:**

Eleventh-grade English or equivalent

**Textbooks:**

- The Canterbury Tales by Chaucer, G., 2000 (\$50). ISBN: 0395978238
- African Stories by Lessing, D., 1965 (\$15). ISBN: 0445084375
- English and Western Literature, Macmillan Literature Series by Kearns, G., 1984 (\$70). ISBN: 9780021927005
- Lord of the Flies by Golding, W., 2009 (\$12). ISBN: 0399501487

**Learning Outcomes**

**Course Objectives:**

Analyze the nuances as well as the larger meaning of the novel

Comprehend and experience a variety of poetry

Recognize techniques of effective expression

Identify structural components such as meter, verse form, stanza form, and devices of sound and sense

Experience a variety of literary genres

Study techniques of effective expression and identify characterization, point of view, and literary style as studied through the various authors

Identify characterization, point of view, and literary style

Review the mechanics of grammar and writing

Identify and properly use MLA format

**SLO:**

Demonstrate knowledge of reading analysis and interpretation.

Analyze and interpret central works in world literature.

**Units and Hours**

**Default Profile**

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	0.0	0.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	0.0

**Detail**

<b>Weekly Student Hours</b>	<b>In Class</b>	<b>Course Student Hours</b>
		<b>Course Duration (Weeks)</b>
<b>Lecture Hours</b>	0.0	<b>Hours per unit/divisor</b>
<b>Lab Hours</b>	0.0	<b>Course In-Class (Contact) Hours</b>
<b>Activity Hours</b>	0.0	<b>Lecture</b> 0.0
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>
		<b>Course Out-of-Class Hours</b>
		<b>Lecture</b>
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>

**Noncredit**

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	72.0	72.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	

**Detail**

**Weekly Student Hours**

	<b>In Class</b>
Lecture Hours	4.5
Lab Hours	0.0
Activity Hours	0.0

**Course Student Hours**

Course Duration (Weeks)	10
Hours per unit/divisor	0.0
Course In-Class (Contact) Hours	0.0
Lecture	0.0
Lab	
Activity	
Total	
Course Out-of-Class Hours	
Lecture	
Lab	
Activity	
Total	

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## HSENG066: English Fundamentals 2

Introduces and reinforces the basic concepts of sentence structure, punctuation, grammar, parts of speech, and sentence writing skills. Open Entry/Open Exit

### Overview

**Requisites:**

None

**Transferable:**

Not transferable

### Specifications

**Textbooks:**

English 2200, 5 Ed. by Blumenthal, J., 1994 (\$80). ISBN: 9780155008595

### Learning Outcomes

**Course Objectives:**

Identify parts of speech.

Identify elements of a sentence.

Recognize correct simple verb forms.

Identify and correct errors in subject and verb agreement.

Apply the correct modifier in a sentence.

Make the correct pronoun choice.

Identify phrases and clauses.

Eliminate fragments and run-ons.

Utilize correct punctuation.

Correctly use apostrophes and quotation marks.

Explain the rules of capitalization and identify capitalization errors.

**SLO:**

Demonstrate knowledge of basic grammar and mechanics.

Evaluate sentences for correct structure.

**Units and Hours**

**Default Profile**

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	0.0	0.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	0.0

**Detail**

<b>Weekly Student Hours</b>		<b>Course Student Hours</b>
	<b>In Class</b>	<b>Course Duration (Weeks)</b>
<b>Lecture Hours</b>	0.0	<b>Hours per unit/divisor</b>
<b>Lab Hours</b>	0.0	<b>Course In-Class (Contact) Hours</b>
<b>Activity Hours</b>	0.0	<b>Lecture</b> 0.0
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>
		<b>Course Out-of-Class Hours</b>
		<b>Lecture</b>
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>

**Noncredit**

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	72.0	72.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	

**Detail**

**Weekly Student Hours**

	In Class
Lecture Hours	4.5
Lab Hours	0.0
Activity Hours	0.0

**Course Student Hours**

Course Duration (Weeks)	Hours per unit	Course In-Class (Contact) Hours
10	0.0	Lecture 0.0
		Lab
		Activity
		Total
		Course Out-of-Class Hours
		Lecture
		Lab
		Activity
		Total

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## HSENG067: English Fundamentals 3

An intermediate English course that expands on parts of speech, grammar, punctuation, sentence patterns, and sentence skills to develop a student's writing ability. Open Entry/Open Exit

### Overview

**Requisites:**

None

**Transferable:**

Not transferable

### Specifications

**Textbooks:**

English 2600, 6 Ed. by Blumenthal, J., 1994 (\$80). ISBN: 9780155008625

### Learning Outcomes

**Course Objectives:**

Identify parts of speech

Identify parts of a sentence

Recognize basic sentence patterns

Differentiate between direct object, indirect object, and subject complement

Identify and differentiate between adjectives and adverbs

Recognize prepositions and prepositional phrases

Use prepositional phrases as modifiers

Identify adjective and adverb clauses

Recognize compound and complex sentences

Use appositives to combine ideas



- Recognize and correct sentence fragments and run-ons
- Identify and correct errors in subject/verb agreement
- Correctly use challenging verb forms
- Identify the correct verb form in a sentence
- Choose the correct modifier in a sentence
- Use comparatives superlatives correctly
- Avoid the use of double negatives
- Identify subject and object pronouns
- Use possessive and reflexive pronouns correctly
- Demonstrate correct use of punctuation
- Correctly use and apply the rules of capitalization
- Apply rules of comma usage
- Correctly use apostrophes and quotation marks

**SLO:**

- Demonstrate proficiency in identifying sentence patterns.
- Employ the basic conventions of English grammar, syntax, mechanics, and punctuation at the sentence level.

**Units and Hours**

**Default Profile**

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	0.0	0.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	0.0

**Detail**

<b>Weekly Student Hours</b>	<b>In Class</b>	<b>Course Student Hours</b>
		<b>Course Duration (Weeks)</b>
<b>Lecture Hours</b>	0.0	<b>Hours per unit/divisor</b>
<b>Lab Hours</b>	0.0	<b>Course In-Class (Contact) Hours</b>
<b>Activity Hours</b>	0.0	Lecture 0.0
		Lab
		Activity
		Total
		<b>Course Out-of-Class Hours</b>
		Lecture
		Lab
		Activity
		Total

**Noncredit**

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	72.0	72.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	

**Detail**

<b>Weekly Student Hours</b>		<b>Course Student Hours</b>
	<b>In Class</b>	<b>Course Duration (Weeks)</b>
<b>Lecture Hours</b>	4.5	<b>Hours per unit/divisor</b>
<b>Lab Hours</b>	0.0	<b>Course In-Class (Contact) Hours</b>
<b>Activity Hours</b>	0.0	<b>Lecture</b> 0.0
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>
		<b>Course Out-of-Class Hours</b>
		<b>Lecture</b>
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>

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## HSENG068: English Fundamentals 4

An advanced course in English grammar, parts of speech, punctuation, sentence patterns, and sentence skills to further develop a student's writing ability. Open Entry/Open Exit

### Overview

**Requisites:**

None

**Transferable:**

Not transferable

### Specifications

**Textbooks:**

English 3200, 4 Ed. by Blumenthal, J., 1994 (\$80). ISBN: 015500865X

### Learning Outcomes

**Course Objectives:**

Recognize basic sentence patterns

Identify parts of speech

Recognize compound sentence parts and compound sentences

Recognize complex sentences

Recognize and differentiate between clauses in sentences

- Use subordination in sentence construction
- Utilize devices to increase sentence variety
- Identify and correct sentence fragments
- Identify and correct run-on sentences
- Demonstrate correct placement of modifiers in a sentence
- Recognize and repair dangling modifiers
- Recognize parallel construction in sentences
- Correct problems with sentence construction
- Identify correct use of subject/verb agreement
- Correctly use difficult verb forms
- Demonstrate correct use of verb tenses
- Express ideas using active verbs
- Correctly use adjectives and adverbs
- Correctly identify modifiers after sense verbs
- Classify pronouns as nominative or objective
- Differentiate between reflexive, intensive, demonstrative, and possessive pronouns
- Identify correct pronoun agreement
- Demonstrate correct use of punctuation marks
- Apply rules for capitalization

**SLO:**

Recognize and correct grammatical mistakes in sentence construction, including non-parallel construction, dangling modifiers, and incorrect pronoun agreement.

Compose correct complex sentences using appositives, linking verbs, noun clauses, adjective clauses, and adverb clauses.

**Units and Hours**

**Default Profile**

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	0.0	0.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	0.0

**Detail**

**Weekly Student Hours**

	<b>In Class</b>
Lecture Hours	0.0
Lab Hours	0.0
Activity Hours	0.0

**Course Student Hours**

Course Duration (Weeks)	0.0
Hours per unit/divisor	0.0
Course In-Class (Contact) Hours	0.0
Lecture	0.0
Lab	
Activity	
Total	
Course Out-of-Class Hours	
Lecture	
Lab	
Activity	
Total	

**Noncredit**

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	72.0	72.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	

**Detail**

**Weekly Student Hours**

	<b>In Class</b>
Lecture Hours	4.5
Lab Hours	0.0
Activity Hours	0.0

**Course Student Hours**

Course Duration (Weeks)	0.0
Hours per unit/divisor	0.0
Course In-Class (Contact) Hours	0.0
Lecture	0.0
Lab	
Activity	
Total	
Course Out-of-Class Hours	
Lecture	
Lab	
Activity	
Total	

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## HSENG070: The Short Story

Introduces the student to the short story as a literary form so that the student will learn how the individual elements work together to present a theme or effect. The student will study the development of the short story as a genre and will read selected short stories from various periods authors and cultures. (No credit if a student has taken HSART 070.) Open Entry/Open Exit. 5 HS credits.

### Overview

**Requisites:**

None

**Transferable:**

Not transferable

**Specifications**

**Learning Outcomes**

**Course Objectives:**

- Recognize the short story as a literary genre.
- Explain the development of the short story as a literary form.
- Identify the elements of the short story.
- Explain how the literary elements interrelate to present the writer's theme or effect.
- Analyze selected short stories for theme and critical details
- Demonstrate ability to write about or discuss literature using relevant support from the text.
- Research the life of a prominent author to further develop appreciation of the genre.

**Units and Hours**

**Default Profile**

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	0.0	0.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	0.0

**Detail**

<b>Weekly Student Hours</b>	<b>In Class</b>	<b>Course Student Hours</b>
		<b>Course Duration (Weeks)</b>
<b>Lecture Hours</b>	0.0	<b>Hours per unit/divisor</b>
<b>Lab Hours</b>	0.0	<b>Course In-Class (Contact) Hours</b>
<b>Activity Hours</b>	0.0	Lecture 0.0
		Lab
		Activity
		Total
		<b>Course Out-of-Class Hours</b>
		Lecture
		Lab
		Activity
		Total

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**HSENG072:**

**Poetry**

Introduces poetry as a literary form. Examines the fundamentals of poetry through the reading of poetry from a variety of authors and periods. Open Entry/Open Exit. 5 HS credits.

## Overview

### Requisites:

None

### Transferable:

Not transferable

## Specifications

### Textbooks:

Favorite Poems: A Quotable Anthology by Logan,, 2007 (\$12). ISBN: 9780756980146

## Learning Outcomes

### Course Objectives:

Recognize poetry as a literary form

Define and explain vocabulary related to poetry

Identify the elements of poetry.

Identify various rhyme schemes and metrical patterns

Identify different types of verse

Recognize sound devices and figurative language devices in selected poems

Analyze components of selected poems

Write an analysis and reaction to a selected poems

Compose an original poem

Recite a poem from memory

### SLO:

Analyze and interpret works of poetry.

Compose an original poem with a minimum of ten lines.

## Units and Hours

### Default Profile

Minimum Credit Units

0.0

Total Course In-Class (Contact) Hours

0.0

Total Student Learning Hours

0.0

Maximum Credit Units

0.0

Total Course Out-of-Class Hours

0.0

Faculty Load

0.0

### Detail

**Weekly Student Hours**

	<b>In Class</b>
Lecture Hours	0.0
Lab Hours	0.0
Activity Hours	0.0

**Course Student Hours**

Course Duration (Weeks)	0.0
Hours per unit/divisor	0.0
Course In-Class (Contact) Hours	0.0
Lecture	0.0
Lab	
Activity	
Total	
Course Out-of-Class Hours	
Lecture	
Lab	
Activity	
Total	

**Noncredit**

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	72.0	72.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	

**Detail**

**Weekly Student Hours**

	<b>In Class</b>
Lecture Hours	4.5
Lab Hours	0.0
Activity Hours	0.0

**Course Student Hours**

Course Duration (Weeks)	0.0
Hours per unit/divisor	0.0
Course In-Class (Contact) Hours	0.0
Lecture	0.0
Lab	
Activity	
Total	
Course Out-of-Class Hours	
Lecture	
Lab	
Activity	
Total	

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## HSENG076: The Novel

Introduces the student to the novel as a genre and how the individual literary elements work together to present a central purpose. The student will study the elements of the novel and will utilize critical reading, thinking, and writing skills to analyze assigned readings. Open Entry/Open Exit. 5 HS credits.

### Overview

#### Requisites:

None

**Transferable:**

Not transferable

**Specifications**

**Learning Outcomes**

**Course Objectives:**

Recognize the novel as a literary genre

Identify literary elements of the novel

Define literary devices used in novels

Interpret and analyze literary devices in the selected novels

Explain how literary devices enhance the major elements of the novel

Analyze story content and recognize elements in selected novels

Write about the novels using relevant support from the text

**SLO:**

Demonstrate understanding of the elements of the novel and how the elements interrelate.

Analyze and interpret works of literature.

**Units and Hours**

**Default Profile**

**Minimum Credit Units**

0.0

**Total Course In-Class (Contact) Hours**

0.0

**Total Student Learning Hours**

0.0

**Maximum Credit Units**

0.0

**Total Course Out-of-Class Hours**

0.0

**Faculty Load**

0.0

**Detail**

**Weekly Student Hours**

**Course Student Hours**

**Lecture Hours**

**In Class**

0.0

**Course Duration (Weeks)**

**Hours per unit/divisor**

**Course In-Class (Contact) Hours**

**Lab Hours**

0.0

**Lecture 0.0**

**Activity Hours**

0.0

**Lab**

**Activity**

**Total**

**Course Out-of-Class Hours**

**Lecture**

**Lab**

**Activity**

**Total**

**Noncredit**



<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	72.0	72.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	

**Detail**

<b>Weekly Student Hours</b>		<b>Course Student Hours</b>
	<b>In Class</b>	<b>Course Duration (Weeks)</b>
<b>Lecture Hours</b>	4.5	Hours per unit/divisor
<b>Lab Hours</b>	0.0	<b>Course In-Class (Contact) Hours</b>
<b>Activity Hours</b>	0.0	Lecture 0.0
		Lab
		Activity
		Total
		<b>Course Out-of-Class Hours</b>
		Lecture
		Lab
		Activity
		Total

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## HSENG083: Composition 1

Provides instruction and practice in the communication of ideas in written form. Emphasis on mastery of sentence, paragraph, and essay skills including organization in terms of unity, support, and coherence. Open Entry/Open Exit. 5 HS credits.

### Overview

**Requisites:**

None

**Transferable:**

Not transferable

### Specifications

**Textbooks:**

English Skills, 9 Ed. by Langan, J, 2008 (\$60). ISBN: 0073384100

### Learning Outcomes

**Course Objectives:**

Define and recognize plagiarism.

Identify correct use of grammar and punctuation in writing.

Write effective sentences with correct use of grammar and punctuation.

Use the steps of the writing process to plan, write, and revise paragraphs and essays.

Write freely and expressively in journals on self-selected topics.

Write expository, descriptive, narrative, and argumentative paragraphs

Write effective topic and thesis statements.

Write five paragraph essays that are organized, supported, and coherent.

**SLO:**

Demonstrate knowledge of proper grammar, mechanics, punctuation, and word usage.

Develop a clearly written expository paragraph with a clear topic sentence, sufficient support, and accurate sentence skills.

**Units and Hours**

**Default Profile**

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	0.0	0.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	0.0

**Detail**

<b>Weekly Student Hours</b>		<b>Course Student Hours</b>
	<b>In Class</b>	<b>Course Duration (Weeks)</b>
<b>Lecture Hours</b>	0.0	<b>Hours per unit/divisor</b>
<b>Lab Hours</b>	0.0	<b>Course In-Class (Contact) Hours</b>
<b>Activity Hours</b>	0.0	<b>Lecture</b> 0.0
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>
		<b>Course Out-of-Class Hours</b>
		<b>Lecture</b>
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>

**Noncredit**

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	72.0	72.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	

**Detail**

**Weekly Student Hours**

	<b>In Class</b>
Lecture Hours	4.5
Lab Hours	0.0
Activity Hours	0.0

**Course Student Hours**

Course Duration (Weeks)	10
Hours per unit/divisor	0.0
Course In-Class (Contact) Hours	0.0
Lecture	0.0
Lab	
Activity	
Total	
Course Out-of-Class Hours	
Lecture	
Lab	
Activity	
Total	

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## HSENG084: Composition 2

Provides instruction in writing a well-developed unified essay. Introduces students to practical writing skills and research methods. Meets the composition proficiency requirement. Open Entry/Open Exit. 5 HS credits.

### Overview

**Requisites:**

**Advisory**

[HSENG083 - Composition 1](#)

or equivalent

**Transferable:**

Not transferable

### Specifications

**Textbooks:**

English Skills by Langan, J, 2008 (\$60). ISBN: 0073384100

### Learning Outcomes

**Course Objectives:**

Define and recognize plagiarism.

Identify correct use of grammar and punctuation in writing.

Write effective sentences with correct use of grammar and punctuation.

Write freely and expressively on self-selected topics

Use the steps of the writing process to plan, write, and revise essays and other writing assignments.

Write effective thesis statements.

Write essays that are organized, supported, and coherent.

Write a summary, report, resume, and cover letter.

Develop basic library research skills including searching for sources and creating citations.

**SLO:**

Write a well-developed five-paragraph essay unified by a central theme including an introductory paragraph, three supporting paragraphs, and a concluding paragraph.

Write a proficient resume and cover letter.

**Units and Hours**

**Default Profile**

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	0.0	0.0

<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	0.0

**Detail**

**Weekly Student Hours**

**Course Student Hours**

	<b>In Class</b>	<b>Course Duration (Weeks)</b>
<b>Lecture Hours</b>	0.0	<b>Hours per unit/divisor</b>
<b>Lab Hours</b>	0.0	<b>Course In-Class (Contact) Hours</b>
<b>Activity Hours</b>	0.0	<b>Lecture 0.0</b>
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>
		<b>Course Out-of-Class Hours</b>
		<b>Lecture</b>
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>

**Noncredit**

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	72.0	72.0

<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	

**Detail**

**Weekly Student Hours**

	<b>In Class</b>
Lecture Hours	4.5
Lab Hours	0.0
Activity Hours	0.0

**Course Student Hours**

Course Duration (Weeks)	10
Hours per unit/divisor	0.0
Course In-Class (Contact) Hours	0.0
Lecture	0.0
Lab	
Activity	
Total	
Course Out-of-Class Hours	
Lecture	
Lab	
Activity	
Total	

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## HSENG085: Composition 3

Prepares college bound students with advanced writing assignments that require in-depth research culminating in the production of expository and argumentative essays and a 1500 word-final argumentative research paper. Open Entry/Open Exit.

### Overview

**Requisites:**

**Advisory**

[HSENG084 - Composition 2](#)

or equivalent

**Transferable:**

Not transferable

### Specifications

**Textbooks:**

English Skills, 9 Ed. by Langan, J, 2008 (\$60). ISBN: 0073384100

### Learning Outcomes

**Course Objectives:**

- Define and recognize plagiarism
- Conduct library research for the selected topic using library resources and the internet
- Create outlines for papers
- Correctly cite sources using in-text citation
- Organize and write an expository essay
- Organize and write a argumentative essay
- Organize and write an argumentative research paper
- Use in-text citations to attribute information to proper sources

Create a works-cited page

**SLO:**

Cite sources using in-text citations and a bibliography.

Organize and write a 1500 word argumentative research paper.

**Units and Hours**

**Default Profile**

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	0.0	0.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	0.0

**Detail**

**Weekly Student Hours**

**Course Student Hours**

	<b>In Class</b>	<b>Course Duration (Weeks)</b>
<b>Lecture Hours</b>	0.0	<b>Hours per unit/divisor</b>
<b>Lab Hours</b>	0.0	<b>Course In-Class (Contact) Hours</b>
<b>Activity Hours</b>	0.0	<b>Lecture 0.0</b>
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>
		<b>Course Out-of-Class Hours</b>
		<b>Lecture</b>
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>

**Noncredit**

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	72.0	72.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	

**Detail**

**Weekly Student Hours**

	In Class
Lecture Hours	4.5
Lab Hours	0.0
Activity Hours	0.0

**Course Student Hours**

Course Duration (Weeks)	Hours per unit	Course In-Class (Contact) Hours
0.0	0.0	0.0
<b>Lecture</b>		
<b>Lab</b>		
<b>Activity</b>		
<b>Total</b>		
<b>Course Out-of-Class Hours</b>		
<b>Lecture</b>		
<b>Lab</b>		
<b>Activity</b>		
<b>Total</b>		

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## HSENG086: College Preparatory Composition

Provides development of critical reading, academic writing, and academic research skills to prepare students for transfer level associate degree courses. Students will utilize the writing process in extended practice with expository and argumentative essays, will respond to academic reading, and will develop academic research skills and documentation techniques. Emphasis will be placed on refining writing in terms of grammar and sentence skills. Open Entry/Open Exit. 5 HS credits.

### Overview

**Requisites:**

**Advisory**

[HSENG083 - Composition 1](#)

**Transferable:**

Not transferable

### Specifications

**Textbooks:**

Exploring Writing by Langan, J., 2013 (\$102). ISBN: 9780073533339

### Learning Outcomes

**Course Objectives:**

- Apply active reading strategies for pre-reading and vocabulary development.
- Distinguish between fact and opinion.
- Determine author’s purpose and point-of-view in a work.
- Differentiate between main idea and supporting details.
- Read materials for understanding at the literal level and interpret the text for deeper meaning.
- Apply critical reading strategies to evaluate ideas in a work and to formulate opinions and conclusions.
- Apply pre-writing techniques to identify purpose and audience.

- Develop effective thesis statements.
- Establish a clear method of organization using ordering strategies.
- Provide sufficient supporting evidence in writing.
- Demonstrate the ability to write an effective introduction and conclusion paragraph for an essay.
- Utilize the writing process to develop unified, well-supported, organized, coherent paragraphs and essays.
- Demonstrate proficiency writing paragraphs and essays with an emphasis on expository and argumentative writing.
- Create written responses to assigned readings.
- Conduct library research and obtain appropriate sources.
- Select an appropriate, limited topic.
- Prepare research notes on readings.
- Demonstrate ability to summarize, paraphrase, and use direct quotations.
- Properly use citations in a written work.
- Distinguish between a bibliography and a works cited page.
- Write a research paper on a limited topic with MLA formatting and a works cited page.
- Construct effective sentences using proper English grammar and punctuation.
- Utilize a variety of sentence patterns in writing.
- Demonstrate ability to edit and proofread writing.

**SLO:**

- Utilize the writing process to compose grammatically correct sentences, paragraphs, and essays that are unified, supported, organized, and coherent.
- Apply critical reading strategies to written works for meaning, rhetorical strategies, and evaluation of ideas.
- Conduct library research and write a paper in MLA format with proper documentation.

**Units and Hours**

**Default Profile**

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	0.0	0.0
 <b>Maximum Credit Units</b>	 <b>Total Course Out-of-Class Hours</b>	 <b>Faculty Load</b>
0.0	0.0	0.0

**Detail**



**Weekly Student Hours**

	<b>In Class</b>
Lecture Hours	0.0
Lab Hours	0.0
Activity Hours	0.0

**Course Student Hours**

Course Duration (Weeks)	0.0
Hours per unit/divisor	0.0
Course In-Class (Contact) Hours	0.0
Lecture	0.0
Lab	
Activity	
Total	
Course Out-of-Class Hours	
Lecture	
Lab	
Activity	
Total	

**Noncredit**

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	72.0	72.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	

**Detail**

**Weekly Student Hours**

	<b>In Class</b>
Lecture Hours	4.5
Lab Hours	0.0
Activity Hours	0.0

**Course Student Hours**

Course Duration (Weeks)	0.0
Hours per unit/divisor	0.0
Course In-Class (Contact) Hours	0.0
Lecture	0.0
Lab	
Activity	
Total	
Course Out-of-Class Hours	
Lecture	
Lab	
Activity	
Total	

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## HSENG098: Building Vocabulary 3

Provides practice in using context clues to develop vocabulary, including practice with synonyms, antonyms, and analogies. Builds reading comprehension skills and creates a strong vocabulary foundation that enables students to be better readers, writers, thinkers, and test-takers. Open Entry/Open Exit. 5 HS credits.

### Overview

**Requisites:**

None

**Transferable:**

Not transferable

**Specifications**

**Textbooks:**

Vocabulary for the High School Student by Levine, H. Levine, N, 2004 (\$60). ISBN: 1567651157

**Learning Outcomes**

**Course Objectives:**

Derive the meaning of words from context clues.

Define groups of words which pertain to central ideas such as fear, courage, weakness, strength.

Identify the meanings of Anglo-Saxon and Latin prefixes.

Recognize the meaning of a variety of root words and use this awareness to determine the meaning of words.

Identify the meaning of a variety of Greek word elements.

Recognize word derivatives and form derivatives through the use of prefixes and suffixes.

Identify homonyms, homographs, synonyms, and antonyms for a variety of vocabulary words.

Recognize relationships between words.

**SLO:**

Derive meaning of unfamiliar words from the context.

Demonstrate understanding of the meaning of words by identifying prefixes, roots, and derivatives.

**Units and Hours**

**Default Profile**

**Minimum Credit Units**

0.0

**Total Course In-Class (Contact) Hours**

0.0

**Total Student Learning Hours**

0.0

**Maximum Credit Units**

0.0

**Total Course Out-of-Class Hours**

0.0

**Faculty Load**

0.0

**Detail**

**Weekly Student Hours**

	<b>In Class</b>
Lecture Hours	0.0
Lab Hours	0.0
Activity Hours	0.0

**Course Student Hours**

Course Duration (Weeks)	0.0
Hours per unit/divisor	0.0
Course In-Class (Contact) Hours	0.0
Lecture	0.0
Lab	
Activity	
Total	
Course Out-of-Class Hours	
Lecture	
Lab	
Activity	
Total	

**Noncredit**

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	72.0	72.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	

**Detail**

**Weekly Student Hours**

	<b>In Class</b>
Lecture Hours	4.5
Lab Hours	0.0
Activity Hours	0.0

**Course Student Hours**

Course Duration (Weeks)	0.0
Hours per unit/divisor	0.0
Course In-Class (Contact) Hours	0.0
Lecture	0.0
Lab	
Activity	
Total	
Course Out-of-Class Hours	
Lecture	
Lab	
Activity	
Total	

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## HSENG201: Survey of English Level 1

Introduces students to the development of language arts skills through reading and active response to works of literature. Multi-media approaches are utilized. Open Entry/Open Exit. 5 HS credits.

**Overview**

**Requisites:**

None

**Transferable:**

Not transferable

**Specifications**

**Learning Outcomes**

**Course Objectives:**

Comprehend the significant ideas and vocabulary of each assigned literary work.

Actively respond to the assigned literary works through the use of written, oral, and listening activities.

Develop reading comprehension and critical thinking skills in order to master state-mandated high school graduation tests and college entrance exams.

**SLO:**

Analyze and interpret works of literature.

Use core literary concepts in assigned works.

**Units and Hours**

**Default Profile**

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	0.0	0.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	0.0

**Detail**

<b>Weekly Student Hours</b>		<b>Course Student Hours</b>
	<b>In Class</b>	<b>Course Duration (Weeks)</b>
<b>Lecture Hours</b>	0.0	<b>Hours per unit/divisor</b>
<b>Lab Hours</b>	0.0	<b>Course In-Class (Contact) Hours</b>
<b>Activity Hours</b>	0.0	<b>Lecture</b> 0.0
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>
		<b>Course Out-of-Class Hours</b>
		<b>Lecture</b>
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>

**Noncredit**

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	72.0	72.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	

**Detail**

**Weekly Student Hours**

	<b>In Class</b>
Lecture Hours	4.5
Lab Hours	0.0
Activity Hours	0.0

**Course Student Hours**

Course Duration (Weeks)	0.0
Hours per unit/divisor	0.0
Course In-Class (Contact) Hours	0.0
Lecture	0.0
Lab	
Activity	
Total	
Course Out-of-Class Hours	
Lecture	
Lab	
Activity	
Total	

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## HSENG202: Survey of English Level 2

Expands the development of language arts skills through reading and active response to works of literature. Multi-media approaches are utilized. Open Entry/Open Exit. 5 HS credits.

### Overview

**Requisites:**

None

**Transferable:**

Not transferable

### Specifications

#### Learning Outcomes

**Course Objectives:**

Comprehend the significant ideas and vocabulary of each assigned literary work.

Actively respond to the assigned literary works through the use of written, oral, and listening activities.

Develop reading comprehension and critical thinking skills in order to master state-mandated high school graduation tests and college entrance exams.

**SLO:**

Analyze and interpret works of literature.

Demonstrate proficiency of core literary concepts in assigned works.

### Units and Hours

**Default Profile**

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	0.0	0.0

Maximum Credit Units	Total Course Out-of-Class Hours	Faculty Load
0.0	0.0	0.0

Detail

Weekly Student Hours

Course Student Hours

	In Class	Course Duration (Weeks)
Lecture Hours	0.0	Hours per unit/divisor
Lab Hours	0.0	Course In-Class (Contact) Hours
Activity Hours	0.0	Lecture 0.0
		Lab
		Activity
		Total
		Course Out-of-Class Hours
		Lecture
		Lab
		Activity
		Total

Noncredit

Minimum Credit Units	Total Course In-Class (Contact) Hours	Total Student Learning Hours
0.0	72.0	72.0
Maximum Credit Units	Total Course Out-of-Class Hours	Faculty Load
0.0	0.0	

Detail

Weekly Student Hours

Course Student Hours

	In Class	Course Duration (Weeks)
Lecture Hours	4.5	Hours per unit/divisor
Lab Hours	0.0	Course In-Class (Contact) Hours
Activity Hours	0.0	Lecture 0.0
		Lab
		Activity
		Total
		Course Out-of-Class Hours
		Lecture
		Lab
		Activity
		Total

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## HSENG203: Survey of English Level 3

Explores the literature of the United States from the earliest English settlers to the present. Examines genres and characteristics of various literary movements. Open Entry/Open Exit. 5 HS credits.

## Overview

### Requisites:

None

### Transferable:

Not transferable

## Specifications

### Textbooks:

Literature: Timeless Voices, Timeless Themes, The American Experience by Ellis, L, 2002 (\$80). ISBN: 9780130502896

## Learning Outcomes

### Course Objectives:

Comprehend the significant ideas and vocabulary of each assigned literary work.

Actively respond to the assigned literary works through the use of written, oral, and listening activities.

Develop the reading comprehension and critical thinking skills in order to master state-mandated high school graduation tests and college entrance exams.

### SLO:

Analyze and interpret works of literature.

Demonstrate proficiency of core literary concepts in assigned works.

## Units and Hours

### Default Profile

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	0.0	0.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	0.0

### Detail

Weekly Student Hours	Course Student Hours	
	In Class	Out of Class
Lecture Hours	0.0	0.0
Lab Hours	0.0	0.0
Activity Hours	0.0	0.0
	<b>Total</b>	<b>Total</b>
	<b>Course In-Class (Contact) Hours</b>	<b>Course Out-of-Class Hours</b>
	Lecture 0.0	Lecture
	Lab	Lab
	Activity	Activity
	<b>Total</b>	<b>Total</b>

### Noncredit

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	72.0	72.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	

**Detail**

<b>Weekly Student Hours</b>		<b>Course Student Hours</b>
	<b>In Class</b>	<b>Course Duration (Weeks)</b>
<b>Lecture Hours</b>	4.5	Hours per unit/divisor
<b>Lab Hours</b>	0.0	<b>Course In-Class (Contact) Hours</b>
<b>Activity Hours</b>	0.0	Lecture 0.0
		Lab
		Activity
		Total
		<b>Course Out-of-Class Hours</b>
		Lecture
		Lab
		Activity
		Total

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## HSENG204: Survey of English Level 4

Integrates the language arts skills of reading, analysis, interpretation, and writing through literature. Examines central works in world and British literature. Open Entry/Open Exit. 5 HS credits.

### Overview

**Requisites:**

None

**Transferable:**

Not transferable

### Specifications

**Textbooks:**

English and Western Literature by Kearns,G, 1987 (\$80). ISBN: 0021927006

### Learning Outcomes

**Course Objectives:**

Comprehend the significant ideas and vocabulary of each assigned literary work.

Actively respond to the assigned literary works through the use of written, oral, and listening activities.

Develop reading comprehension and critical thinking skills in order to master state-mandated high school graduation tests and college entrance exams.

**SLO:**

Analyze and interpret works of literature.



Use core literary concepts in assigned works.

### Units and Hours

#### Default Profile

Minimum Credit Units	Total Course In-Class (Contact) Hours	Total Student Learning Hours
0.0	0.0	0.0
Maximum Credit Units	Total Course Out-of-Class Hours	Faculty Load
0.0	0.0	0.0

#### Detail

Weekly Student Hours		Course Student Hours
	In Class	Course Duration (Weeks)
Lecture Hours	0.0	Hours per unit/divisor
Lab Hours	0.0	Course In-Class (Contact) Hours
Activity Hours	0.0	Lecture 0.0
		Lab
		Activity
		Total
		Course Out-of-Class Hours
		Lecture
		Lab
		Activity
		Total

#### Noncredit

Minimum Credit Units	Total Course In-Class (Contact) Hours	Total Student Learning Hours
0.0	72.0	72.0
Maximum Credit Units	Total Course Out-of-Class Hours	Faculty Load
0.0	0.0	

#### Detail

Weekly Student Hours		Course Student Hours
	In Class	Course Duration (Weeks)
Lecture Hours	4.5	Hours per unit/divisor
Lab Hours	0.0	Course In-Class (Contact) Hours
Activity Hours	0.0	Lecture 0.0
		Lab
		Activity
		Total
		Course Out-of-Class Hours
		Lecture
		Lab
		Activity
		Total

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## HSGED031:

# GED Test Preparation

Provides pre and post testing and individualized prescriptive instruction in preparation for the GED test. Covers test-taking strategies and the fundamentals of social studies, mathematics, science, writing, and reading. Open Entry/Open Exit.

## Overview

### Requisites:

None

### Transferable:

Not transferable

## Specifications

### Textbooks:

New GED Test and Review by Ahn, A., Alexeff, G., Crane, Margaret, 2014 (\$20). ISBN: 9781609780906

## Learning Outcomes

### Course Objectives:

Comprehend, apply, analyze, and synthesize the following: Literary texts (poetry, drama, and prose fiction) Nonfiction texts (nonfiction prose, critical review of visual and performing arts, and workplace and community documents)

Comprehend, apply, analyze, and synthesize informational texts

Comprehend, understand, interpret, apply, analyze, and evaluate key concepts and principles in History, Geography, Economics, Civics and government

Interpret and apply concepts in Physical science, Life science, Earth and space science

Select and apply appropriate process for solving problems in number operations and number sense, measurement and geometry, data analysis, statistics, and probability, Algebra, functions, and patterns

Use the Texas Instruments TI-30XS calculator to solve problems

### SLO:

Demonstrate knowledge of problem solving in quantitative and Algebra problems.

ISLO A2: Act as a responsible community member who treats others with respect, civility, empathy, honesty and dignity.

Core ISLOs

ISLO C1: Communicate ideas in a clear and articulate manner.

Core ISLOs

PSLO Demonstrate proficiency in the core math concepts from arithmetic through geometry.

Secondary  
Education/GED  
Preparation, CC

ISLO L1: Take responsibility for one's own learning and wellbeing.

Core ISLOs

ISLO T1: Critically analyze, evaluate, organize and use quantitative and qualitative data to solve problems and develop logical models, hypotheses and beliefs.

Core ISLOs

Demonstrate knowledge of life science, physical science, earth and space science.

ISLO A2: Act as a responsible community member who treats others with respect, civility, empathy, honesty and dignity.

Core ISLOs

ISLO C1: Communicate ideas in a clear and articulate manner.

Core ISLOs

PSLO Demonstrate foundational knowledge and comprehension of the natural sciences, social and behavioral sciences, and humanities.

Secondary  
Education/GED  
Preparation, CC

ISLO L1: Take responsibility for one's own learning and wellbeing.

Core ISLOs

ISLO T2: Creatively use concepts to make learning relevant.

Core ISLOs

Demonstrate knowledge of civics and government, U.S. history, economics, and geography.

ISLO A2: Act as a responsible community member who treats others with respect, civility, empathy, honesty and dignity.

Core ISLOs

ISLO C1: Communicate ideas in a clear and articulate manner.

Core ISLOs

PSLO Demonstrate foundational knowledge and comprehension of the natural sciences, social and behavioral sciences, and humanities.

Secondary  
Education/GED  
Preparation, CC

ISLO L1: Take responsibility for one's own learning and wellbeing.

Core ISLOs

ISLO T3: Reflectively assess one's values, assumptions, and attitudes.

Core ISLOs

Analyze fiction and nonfiction literature.

ISLO A3: Act to increase the wellbeing of the global community by maintaining cultural literacy, lifelong learning, ethical consideration of each other, and the environment we all share.

Core ISLOs

ISLO C1: Communicate ideas in a clear and articulate manner.

Core ISLOs

PSLO Demonstrate foundational knowledge and comprehension of the natural sciences, social and behavioral sciences, and humanities.

Secondary Education/GED Preparation, CC

ISLO L1: Take responsibility for one's own learning and wellbeing.

Core ISLOs

ISLO T3: Reflectively assess one's values, assumptions, and attitudes.

Core ISLOs

## Units and Hours

### Default Profile

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	0.0	0.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	0.0

### Detail

<b>Weekly Student Hours</b>	<b>In Class</b>	<b>Course Student Hours</b>
		<b>Course Duration (Weeks)</b>
<b>Lecture Hours</b>	0.0	<b>Hours per unit/divisor</b>
<b>Lab Hours</b>	0.0	<b>Course In-Class (Contact) Hours</b>
<b>Activity Hours</b>	0.0	<b>Lecture</b> 0.0
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>
		<b>Course Out-of-Class Hours</b>
		<b>Lecture</b>
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>

### Noncredit

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	360.0	360.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	0.0

### Detail

**Weekly Student Hours**

	<b>In Class</b>
Lecture Hours	22.5
Lab Hours	0.0
Activity Hours	0.0

**Course Student Hours**

Course Duration (Weeks)	10
Hours per unit/divisor	0.0
Course In-Class (Contact) Hours	0.0
Lecture	0.0
Lab	
Activity	
Total	
Course Out-of-Class Hours	
Lecture	
Lab	
Activity	
Total	

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**HSMTH101:**

**Introduction to Calculus 1A**

Prepares students to take the Mathematics Advanced Placement Examination. Colleges and universities may give advanced placement and/or college credit based on the results of the AP examination. Areas of study include: functions, limits, continuity, and derivative. The graphing calculator is used extensively in the course and on the AP examinations. Open Entry/Open Exit. 5 HS credits.

**Overview**

**Requisites:**

None

**Transferable:**

Not transferable

**Specifications**

**Textbooks:**

Calculus: Graphical, Numerical, Algebraic, 5th Edition by Finney, Demana, Waits, Kennedy, & Bressoud, 2016 (\$203). ISBN: 9780133314533

**Learning Outcomes**

**Course Objectives:**

Analyze graphs

Estimate and calculate limits using numerical, graphical and algebraic approaches

Demonstrate an understanding of asymptotes in terms of graphical behavior

Describe asymptotic and unbounded behavior in terms of limits involving infinity

Comparing relative magnitudes of functions and their rates of change – exponential growth, polynomial growth and logarithmic growth

Compare relative magnitudes of functions and their rates of change

Demonstrate understanding of continuity in terms of limits

Show geometric understanding of graphs of continuous functions (Intermediate Value Theorem and Extreme Value Theorem)

Demonstrate understanding the relationship between differentiability and continuity

Find a derivative presented graphically, numerically and analytically

Find a derivative interpreted as an instantaneous rate of change

Find a derivative defined as the limit of the difference quotient

Demonstrate understanding the limit definition of derivative at a point as the slope, the slope of a tangent to a curve and rate of change of a function

Show derivative as a function

Graph functions and their derivatives

Apply the Mean Value Theorem

Show equations involving derivatives; verbal descriptions are translated into equations involving derivatives and vice-versa

Calculate second derivative

Show relationship between  $f$  and the graphs of  $f_1$  and  $f_2$

Apply L'Hospital's rule to evaluate limits

Show relationship between the concavity of  $f$  and the sign of  $f_1$

Explain applications of derivatives

Demonstrate point of inflection as place where concavity changes

Analyze curves, including the notions of monotonicity and concavity

Calculate optimization, both absolute and relative extrema

Show modeling rates of change, including related rates problems

Use implicit differentiation to find the derivative of an inverse function

Use interpretation of the derivative as a rate of change in varied applied contexts

Analyze planar curves given in parametric form, polar form, and vector form

Show geometric interpretation of differential equations via slope fields and the relationship between slope fields and derivative of implicit functions

Calculate numerical solutions of differential equations using Euler's method

Apply basic rules for the derivative of sums, products, and quotients of functions

Apply chain rule and implicit differentiation

Use eliminating answers test taking strategy

Use answers to determine the correct choice test taking strategy

Use working backwards test taking strategy

### SLO:

Interpret the derivative as an instantaneous rate of change through graphical, numerical, and symbolic representations

Compute the derivative of basic functions, including exponential, logarithmic, trigonometric, and inverse trigonometric functions.

## Units and Hours

### Default Profile

Minimum Credit Units

0.0

Total Course In-Class (Contact)  
Hours

0.0

Total Student Learning Hours

0.0

Maximum Credit Units	Total Course Out-of-Class Hours	Faculty Load
0.0	0.0	0.0

Detail

Weekly Student Hours		Course Student Hours
	In Class	Course Duration (Weeks)
Lecture Hours	0.0	Hours per unit/divisor
Lab Hours	0.0	Course In-Class (Contact) Hours
Activity Hours	0.0	Lecture 0.0
		Lab
		Activity
		Total
		Course Out-of-Class Hours
		Lecture
		Lab
		Activity
		Total

Noncredit

Minimum Credit Units	Total Course In-Class (Contact) Hours	Total Student Learning Hours
0.0	72.0	72.0
Maximum Credit Units	Total Course Out-of-Class Hours	Faculty Load
0.0	0.0	

Detail

Weekly Student Hours		Course Student Hours
	In Class	Course Duration (Weeks)
Lecture Hours	4.5	Hours per unit/divisor
Lab Hours	0.0	Course In-Class (Contact) Hours
Activity Hours	0.0	Lecture 0.0
		Lab
		Activity
		Total
		Course Out-of-Class Hours
		Lecture
		Lab
		Activity
		Total

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## HSMTH102: Introduction to Calculus 1B

Prepares students to take the Mathematics Advanced Placement Examination-BC level. Colleges and universities may give advanced placement and/or college credit based on the results of the AP examination. Areas of study include integrals and polynomial approximations. The graphing calculator is used extensively in the course and on the AP examinations. Open Entry/Open Exit. 5 HS credits.

## Overview

### Requisites:

None

### Transferable:

Not transferable

## Specifications

### Textbooks:

Calculus: Graphical, Numerical, Algebraic, 5th Edition by Finney, Demana, Waits, Kennedy, & Bressoud, 2016 (\$203). ISBN: 9780133314533

## Learning Outcomes

### Course Objectives:

Demonstrate understanding the concept of a Riemann sum over equal subdivisions

Compute of Riemann sums using left, right, and midpoint evaluation points

Interpret definite integral as a limit of Riemann sums

Calculate definite integral of the rate of change of a quantity over an interval

Evaluate definite integrals

Calculate area of region under a curve

Find the volume of a solid with known cross sections

Find the average value of a function

Find specific antiderivatives using initial conditions, including applications to motion along a line and total distance traveled

Calculate the length of a curve

Calculate the area of a region bounded by polar curve

Use of the Fundamental Theorem to evaluate definite integrals

Use of the Fundamental Theorem to evaluate definite integrals, antiderivatives, and the analytical and graphical analysis of functions so defined

Evaluate antiderivatives by substitution of variables (including change of limits for definite integrals)

Calculate the antiderivative

Perform integration by parts and simple partial fractions

Evaluate an improper integral or show that an improper integral diverges

Find specific antiderivative using initial conditions, including applications to motion along a line

Solve separable differential equations and use them in modeling

Solve logistical differential equations and use them in modeling

Apply numerical approximations to indefinite integrals

Determine whether a series converges or diverges

Determine or estimate the sum of a series



Determine the radius and interval of convergence of a power series

Write a power series representing a given function

Construct and use Taylor polynomials

Recognize and create Taylor/Maclaurin series of certain functions

Perform Taylor polynomial approximation with graphical demonstration of convergence

Calculate Taylor and Maclaurin series representations of common functions, such as exponential, trigonometric, and binomial functions

Use Lagrange error bound to find the maximum error when using Taylor polynomials approximations and to find the number of terms a Taylor polynomial

Use eliminating answers test taking strategy

Use the answers to determine the correct choice testing take strategy

Use working backwards test taking strategy

Read and interpret exam questions

**SLO:**

Demonstrate the connection between the derivative and the definite integral in the Fundamental Theorem of Calculus

Integrate elementary polynomial, composite, exponential, and logarithmic functions

**Units and Hours**

**Default Profile**

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	0.0	0.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	0.0

**Detail**

<b>Weekly Student Hours</b>	<b>In Class</b>	<b>Course Student Hours</b>
		<b>Course Duration (Weeks)</b>
<b>Lecture Hours</b>	0.0	<b>Hours per unit/divisor</b>
<b>Lab Hours</b>	0.0	<b>Course In-Class (Contact) Hours</b>
<b>Activity Hours</b>	0.0	<b>Lecture</b> 0.0
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>
		<b>Course Out-of-Class Hours</b>
		<b>Lecture</b>
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>

**Noncredit**

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	72.0	72.0

<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	

**Detail**

**Weekly Student Hours**

**Course Student Hours**

	<b>In Class</b>	<b>Course Duration (Weeks)</b>
<b>Lecture Hours</b>	4.5	<b>Hours per unit/divisor</b>
<b>Lab Hours</b>	0.0	<b>Course In-Class (Contact) Hours</b>
<b>Activity Hours</b>	0.0	<b>Lecture 0.0</b>
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>
		<b>Course Out-of-Class Hours</b>
		<b>Lecture</b>
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>

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**HSMTH103:**

**Math Study Skills Support 1A**

This course is designed to assist math students in developing positive attitudes, habits, and techniques in the areas of solving word problems, test-taking strategies, note taking, time management, study skills, strategies for utilizing math textbooks and coping with math anxiety. Open Entry/Open Exit. 1HS credit.

**Overview**

**Requisites:**

None

**Transferable:**

Not transferable

**Specifications**

**Learning Outcomes**

**Course Objectives:**

Develop daily and weekly schedules

Establish short-term and long-term goals

Compare and contrast fixed mindset and growth mindset characteristics

Apply short-term and long-term memory techniques to strengthen math skills

Classify thinking according to six cognitive levels of complexity

Utilize proper math conventions such as mathematical terminology and symbolic notations

Discuss mathematical thinking orally using math vocabulary with precision

Express mathematical ideas and strategies precisely and coherently in written form

- Develop note-taking skills techniques during lectures
- Develop note-taking skills from textbooks
- Identify and practice problem solving strategies
- Assess available resources to access when unable to solve a problem
- Prepare exam study plans
- Create test questions for review
- Develop test review techniques
- Utilize anxiety reduction techniques
- Evaluate attitudes towards math and the effect they have on test performance
- Assess test performance, learning from mistakes and developing strategies for growth and improvement in math
- Recognize and interpret symptoms of math anxiety
- Identify and evaluate belief systems regarding math

**SLO:**

- Develop time management skills, organizational skills, textbook study techniques, and note-taking skills for success in their math courses.
- Develop study strategies when approaching math homework and exams.

**Units and Hours**

**Default Profile**

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	0.0	0.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	0.0

**Detail**

<b>Weekly Student Hours</b>	<b>In Class</b>	<b>Course Student Hours</b>
		<b>Course Duration (Weeks)</b>
<b>Lecture Hours</b>	0.0	<b>Hours per unit/divisor</b>
<b>Lab Hours</b>	0.0	<b>Course In-Class (Contact) Hours</b>
<b>Activity Hours</b>	0.0	<b>Lecture</b> 0.0
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>
		<b>Course Out-of-Class Hours</b>
		<b>Lecture</b>
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>

**Noncredit**

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	72.0	72.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	

**Detail**

<b>Weekly Student Hours</b>		<b>Course Student Hours</b>
	<b>In Class</b>	<b>Course Duration (Weeks)</b>
<b>Lecture Hours</b>	4.5	<b>Hours per unit/divisor</b>
<b>Lab Hours</b>	0.0	<b>Course In-Class (Contact) Hours</b>
<b>Activity Hours</b>	0.0	<b>Lecture</b> 0.0
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>
		<b>Course Out-of-Class Hours</b>
		<b>Lecture</b>
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>

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**HSMTH104:**

**Math Study Skills Support 1B**

This course is designed to assist math students in applying positive attitudes, habits, and techniques in the areas of solving word problems, test-taking strategies, note taking, time management, study skills, strategies for utilizing math textbooks and coping with math anxiety. Open Entry/Open Exit. 1 HS credit.

**Overview**

**Requisites:**

None

**Transferable:**

Not transferable

**Specifications**

**Learning Outcomes**

**Course Objectives:**

Apply daily and weekly schedules

Evaluate short-term and long-term goals

Recognize fixed mindset thoughts and apply growth mindset techniques

Reinforce short-term and long-term memory techniques to strengthen math skills

Evaluate activities based on the six cognitive levels of complexity

Use math conventions such as mathematical terminologies and symbolic notations

- Communicate mathematical thinking orally using math vocabulary with precision
- Compose mathematical ideas and strategies precisely and coherently in written form
- Apply note-taking skills techniques during lectures
- Utilize note-taking skills from textbooks
- Implement problem solving strategies
- Utilize available resources to access when unable to solve a problem
- Employ exam study plans
- Create test questions for review
- Execute test review techniques
- Practice anxiety reduction techniques
- Evaluate attitudes towards math and the effect they have on test performance
- Assess test performance, learning from mistakes and developing strategies for growth and improvement in math
- Analyze belief systems regarding math and math anxiety
- Apply strategies to reduce math anxiety

**SLO:**  
 Apply time management skills, organizational skills, textbook study techniques, note-taking skills for success in their math courses.  
 Apply study strategies when approaching math homework and exams.

**Units and Hours**

**Default Profile**

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	0.0	0.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	0.0

**Detail**

<b>Weekly Student Hours</b>	<b>In Class</b>	<b>Course Student Hours</b>
		<b>Course Duration (Weeks)</b>
<b>Lecture Hours</b>	0.0	<b>Hours per unit/divisor</b>
<b>Lab Hours</b>	0.0	<b>Course In-Class (Contact) Hours</b>
<b>Activity Hours</b>	0.0	Lecture 0.0
		Lab
		Activity
		Total
		<b>Course Out-of-Class Hours</b>
		Lecture
		Lab
		Activity
		Total

**Noncredit**

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	15.0	15.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	

**Detail**

<b>Weekly Student Hours</b>		<b>Course Student Hours</b>
	<b>In Class</b>	<b>Course Duration (Weeks)</b>
<b>Lecture Hours</b>	0.937	<b>Hours per unit/divisor</b>
<b>Lab Hours</b>	0.0	<b>Course In-Class (Contact) Hours</b>
<b>Activity Hours</b>	0.0	<b>Lecture</b> 0.0
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>
		<b>Course Out-of-Class Hours</b>
		<b>Lecture</b>
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>

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**HSMTH120:**

**Integrated Math 1A**

Provides instruction in expressions and problem solving, solving linear equations, linear equations and inequalities, introduction to functions, exponential equations and functions, and sequences and modeling with functions. Open Entry/Open Exit.

**Overview**

**Requisites:**

None

**Transferable:**

Not transferable

**Specifications**

**Textbooks:**

HMH Integrated Math 1 by Burger E., Dixon, J., Kanold, T., Larson, M, 2015 (\$95). ISBN: 9780544389779

**Learning Outcomes**

**Course Objectives:**

Translate real-world situations into mathematical expressions and equations Identify variables, measurements, and units Identify the structure of a mathematical expression and their relationships to real-world models

Solve equations and inequalities Solve equations inequalities and real-world applications

Graph linear equations in two variables Use graphs to solve real-world problems Graph linear inequalities in two variables Use inequalities to model constraints in real-world contexts

Identify mathematical relations, functions, and function notation Identify function equations, intercepts, and average rate of change for functions Express how the domain and range of a function can relate to the situation the function models

Solve exponential equations Graph exponential functions

Identify geometric, and other types of sequences Describe functions as models for real-world situations

**SLO:**

Identify mathematical expressions and problem solving, solving linear equations, linear equations and inequalities.

Identify functions, exponential equations and functions, and sequences and modeling with functions.

**Units and Hours**

**Default Profile**

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	0.0	0.0

<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	0.0

**Detail**

<b>Weekly Student Hours</b>		<b>Course Student Hours</b>
	<b>In Class</b>	<b>Course Duration (Weeks)</b>
<b>Lecture Hours</b>	0.0	<b>Hours per unit/divisor</b>
<b>Lab Hours</b>	0.0	<b>Course In-Class (Contact) Hours</b>
<b>Activity Hours</b>	0.0	<b>Lecture</b> 0.0
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>
		<b>Course Out-of-Class Hours</b>
		<b>Lecture</b>
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>

**Noncredit**

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	72.0	72.0

<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	

**Detail**

**Weekly Student Hours**

	<b>In Class</b>
Lecture Hours	4.5
Lab Hours	0.0
Activity Hours	0.0

**Course Student Hours**

Course Duration (Weeks)	10
Hours per unit/divisor	0.0
Course In-Class (Contact) Hours	0.0
Lecture	0.0
Lab	
Activity	
Total	
Course Out-of-Class Hours	
Lecture	
Lab	
Activity	
Total	

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## HSMTH121: Integrated Math 1B

Provides instruction in systems of equations, describing data, linear models for data, transformations, constructions and congruence, and analytic geometry. Open Entry/Open Exit.

### Overview

**Requisites:**

**Advisory**

[HSMTH120 - Integrated Math 1A](#)

**Transferable:**

Not transferable

### Specifications

**Textbooks:**

HMH Integrated Math 1 by Burger E., Dixon, J., Kanold, T., Larson, M, 2015 (\$95). ISBN: 9780544389779

### Learning Outcomes

**Course Objectives:**

Solve systems of equations Use systems to solve real-world problems.

Calculate measures of center (mean, media, and mode) and variability (variance and standard deviation) Use graphs and tables to make sense of data

Graph two dimensional data and describe how the input values (the x-values) are related to the output values (the y-values) Use correlation and linear regression to describe the relationship between the values

Identify geometric terms such as point, line, plane, and angle Identify polygons, transformations, and symmetry Use coordinates for transformations

Identify congruence, with a focus on reasoning about the congruence of polygons and triangles Perform geometric constructions including segment bisectors and simple regular polygons Describe how congruence and transformations are related to each other

Apply the tools of algebra to analytic geometry Use coordinates and algebra to solve geometric problems, prove theorems, and describe geometric relationships



**SLO:**

Solve systems of equations, describing data, and linear models for data.

Identify transformations, constructions and congruence, and analytic geometry.

**Units and Hours**

**Default Profile**

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	0.0	0.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	0.0

**Detail**

<b>Weekly Student Hours</b>		<b>Course Student Hours</b>
	<b>In Class</b>	<b>Course Duration (Weeks)</b>
<b>Lecture Hours</b>	0.0	<b>Hours per unit/divisor</b>
<b>Lab Hours</b>	0.0	<b>Course In-Class (Contact) Hours</b>
<b>Activity Hours</b>	0.0	<b>Lecture</b> 0.0
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>
		<b>Course Out-of-Class Hours</b>
		<b>Lecture</b>
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>

**Noncredit**

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	72.0	72.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	

**Detail**

**Weekly Student Hours**

	<b>In Class</b>
Lecture Hours	4.5
Lab Hours	0.0
Activity Hours	0.0

**Course Student Hours**

Course Duration (Weeks)	0.0
Hours per unit/divisor	0.0
Course In-Class (Contact) Hours	0.0
Lecture	0.0
Lab	
Activity	
Total	
Course Out-of-Class Hours	
Lecture	
Lab	
Activity	
Total	

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## HSMTH122: Integrated Math 2A

Provides instruction in the number system, quadratic polynomials, factoring and solving quadratic equations, functions, quadratic functions and models, and conditional probability. Open Entry/Open Exit.

### Overview

**Requisites:**

**Advisory**

[HSMTH121 - Integrated Math 1B](#)

**Transferable:**

Not transferable

### Specifications

**Textbooks:**

HMH Integrated Math 2 by Burger E., Dixon, J., Kanold, T., Larson, M, 2015 (\$95). ISBN: 9780544389854

### Learning Outcomes

**Course Objectives:**

Identify radicals Simplify radical expressions Identify the relationship between radical expressions, rational exponents, and complex numbers

Add, subtract, multiply and divide polynomials

Manipulate polynomial equations to find solutions

Identify functional relationship in the real world Represent functions Use function notation Find absolute value functions, piecewise functions, step functions, and function inverses

Graph, analyze, and apply quadratic functions Solve systems of equations that include one linear and one quadratic equation

Explore conditional probability Interpret two-way tables Solve real-world problems, including independent events and conditional probability

**SLO:**

Identify number system; quadratic polynomials; and factoring and solving quadratic equations.

Identify functions, quadratic functions and models, and conditional probability.

### Units and Hours

#### Default Profile

Minimum Credit Units	Total Course In-Class (Contact) Hours	Total Student Learning Hours
0.0	0.0	0.0
Maximum Credit Units	Total Course Out-of-Class Hours	Faculty Load
0.0	0.0	0.0

#### Detail

Weekly Student Hours		Course Student Hours
	In Class	Course Duration (Weeks)
Lecture Hours	0.0	Hours per unit/divisor
Lab Hours	0.0	Course In-Class (Contact) Hours
Activity Hours	0.0	Lecture 0.0
		Lab
		Activity
		Total
		Course Out-of-Class Hours
		Lecture
		Lab
		Activity
		Total

#### Noncredit

Minimum Credit Units	Total Course In-Class (Contact) Hours	Total Student Learning Hours
0.0	72.0	72.0
Maximum Credit Units	Total Course Out-of-Class Hours	Faculty Load
0.0	0.0	

#### Detail

Weekly Student Hours		Course Student Hours
	In Class	Course Duration (Weeks)
Lecture Hours	4.5	Hours per unit/divisor
Lab Hours	0.0	Course In-Class (Contact) Hours
Activity Hours	0.0	Lecture 0.0
		Lab
		Activity
		Total
		Course Out-of-Class Hours
		Lecture
		Lab
		Activity
		Total

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## HSMTH123:

# Integrated Math 2B

Provides instruction in geometric reasoning, area and volume, circles, right triangle trigonometry, and conic sections. Open Entry/Open Exit.

### Overview

#### Requisites:

#### Advisory

[HSMTH122 - Integrated Math 2A](#)

#### Transferable:

Not transferable

### Specifications

#### Textbooks:

HMH Integrated Math 2 by Burger E., Dixon, J., Kanold, T., Larson, M, 2015 (\$95). ISBN: 9780544389854

### Learning Outcomes

#### Course Objectives:

Prove and use many geometric theoremsDescribe geometric reasoning

Find the circumference and area of circlesApply the volume formulas for pyramids, cylinders, cones, and spheres

Find lengths of chords and arcsIdentify radian measureDescribe the results of combining angles, triangles, and segments with circlesFind inscribed and circumscribed trianglesIdentify circle similarity

Identify sine, cosine, and tangent trigonometric ratiosSolve applied problems using right triangle trigonometry

Write the equation of a circle or parabola when given its graphGraph a circle or parabola when given its equationUse the distance formula to derive the equation of a circle or parabola

#### SLO:

Describe geometric reasoning, area and volume, and circles.

Identify right triangle trigonometry, and conic sections.

### Units and Hours

#### Default Profile

Minimum Credit Units

0.0

Total Course In-Class (Contact) Hours

0.0

Total Student Learning Hours

0.0

Maximum Credit Units

0.0

Total Course Out-of-Class Hours

0.0

Faculty Load

0.0

#### Detail

**Weekly Student Hours**

	<b>In Class</b>
Lecture Hours	0.0
Lab Hours	0.0
Activity Hours	0.0

**Course Student Hours**

Course Duration (Weeks)	0.0
Hours per unit/divisor	0.0
Course In-Class (Contact) Hours	0.0
Lecture	0.0
Lab	
Activity	
Total	
Course Out-of-Class Hours	
Lecture	
Lab	
Activity	
Total	

**Noncredit**

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	72.0	72.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	

**Detail**

**Weekly Student Hours**

	<b>In Class</b>
Lecture Hours	4.5
Lab Hours	0.0
Activity Hours	0.0

**Course Student Hours**

Course Duration (Weeks)	0.0
Hours per unit/divisor	0.0
Course In-Class (Contact) Hours	0.0
Lecture	0.0
Lab	
Activity	
Total	
Course Out-of-Class Hours	
Lecture	
Lab	
Activity	
Total	

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## HSMTH124: Integrated Math 3A

Provides instruction in polynomials beyond quadratics to graphing, problem solving, working with rational expressions, and statistical and probability tools, such as the standard normal distribution, to understand data. Open Entry/Open Exit.

**Overview**

**Requisites:**

**Advisory**

[HSMTH123 - Integrated Math 2B](#)

**Transferable:**

Not transferable

**Specifications**

**Textbooks:**

HMH Integrated Math 3 by Burger E., Dixon, J., Kanold, T., Larson, M, 2015 (\$95). ISBN: 9780544389908

**Learning Outcomes**

**Course Objectives:**

- Explore different kinds of random variables
- Analyze and compare data in discrete binomial distributions as well as the continuous normal distribution
- Identify ways the sampling process is improved by random selection, and ways samples can be used to make estimations and predictions
- Apply the Central Limit Theorem to samples for evaluating statistical claims
- Identify polynomials, polynomial operations, and factoring patterns
- Identify the connections between polynomials and series
- Describe applying operations with rational expressions as well as solving rational equations
- Identify square roots in more depth as well as higher roots and rational exponent expressions
- Solve radical equations
- Divide polynomials including by factoring
- Identify functions such as absolute value functions, power functions, reciprocal power functions, rational functions, and radical functions, and their graphs
- Identify characteristics of their graphs

**SLO:**

- Find polynomials beyond quadratics to graphing, problem solving, and working with rational expressions.
- Identify statistical and probability tools, such as the standard normal distribution, to understand data.

**Units and Hours**

**Default Profile**

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	0.0	0.0
 <b>Maximum Credit Units</b>	 <b>Total Course Out-of-Class Hours</b>	 <b>Faculty Load</b>
0.0	0.0	0.0

**Detail**

**Weekly Student Hours**

	<b>In Class</b>
Lecture Hours	0.0
Lab Hours	0.0
Activity Hours	0.0

**Course Student Hours**

Course Duration (Weeks)	0.0
Hours per unit/divisor	0.0
Course In-Class (Contact) Hours	0.0
Lecture	0.0
Lab	
Activity	
Total	
Course Out-of-Class Hours	
Lecture	
Lab	
Activity	
Total	

**Noncredit**

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	72.0	72.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	

**Detail**

**Weekly Student Hours**

	<b>In Class</b>
Lecture Hours	4.5
Lab Hours	0.0
Activity Hours	0.0

**Course Student Hours**

Course Duration (Weeks)	0.0
Hours per unit/divisor	0.0
Course In-Class (Contact) Hours	0.0
Lecture	0.0
Lab	
Activity	
Total	
Course Out-of-Class Hours	
Lecture	
Lab	
Activity	
Total	

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## HSMTH125: Integrated Math 3B

Provides instruction in making inferences using simulations, experiments, and surveys. In geometry, students extend trigonometric concepts to general triangles, use trigonometric functions to model periodic processes, and use mathematical modeling by making use of well-developed skills with various mathematical tools. Open Entry/Open Exit.

**Overview**

**Requisites:**

**Advisory**

[HSMTH124 - Integrated Math 3A](#)

**Transferable:**

Not transferable

**Specifications**

**Textbooks:**

HMH Integrated Math 3 by Burger E., Dixon, J., Kanold, T., Larson, M, 2015 (\$85). ISBN: 9780544389908

**Learning Outcomes**

**Course Objectives:**

Identify exponents in exponential equations

Identify that logarithms arise naturally as inverses of exponential functions

Use logarithms to solve many mathematical and real-world problems, including problems involving growth

Use the unit circle to identify trigonometric ratios

Use radian measure to define trigonometric functions that are no longer bound by angles in a triangle

Find how the graphs of sine and cosine are waves that can be shifted, amplified, and compressed to model many periodic phenomena

Identify ways that functions can be used to model many different real-world situations and phenomena

Evaluate, combine, compare, and adjust functions that model a situation

Identify the ways to use equations and inequalities for solving several real-world optimization problems

Use angles, distances, surface area, volume, and density to solve many kinds of problems

**SLO:**

Make inferences using simulations, experiments, and surveys.

Identify trigonometric concepts to general triangles, use trigonometric functions to model periodic processes, and use mathematical modeling by making use of well-developed skills with various mathematical tools.

**Units and Hours**

**Default Profile**

**Minimum Credit Units**

0.0

**Total Course In-Class (Contact) Hours**

0.0

**Total Student Learning Hours**

0.0

**Maximum Credit Units**

0.0

**Total Course Out-of-Class Hours**

0.0

**Faculty Load**

0.0

**Detail**



**Weekly Student Hours**

	<b>In Class</b>
Lecture Hours	0.0
Lab Hours	0.0
Activity Hours	0.0

**Course Student Hours**

Course Duration (Weeks)	0.0
Hours per unit/divisor	0.0
Course In-Class (Contact) Hours	0.0
Lecture	0.0
Lab	
Activity	
Total	
Course Out-of-Class Hours	
Lecture	
Lab	
Activity	
Total	

**Noncredit**

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	72.0	72.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	

**Detail**

**Weekly Student Hours**

	<b>In Class</b>
Lecture Hours	4.5
Lab Hours	0.0
Activity Hours	0.0

**Course Student Hours**

Course Duration (Weeks)	0.0
Hours per unit/divisor	0.0
Course In-Class (Contact) Hours	0.0
Lecture	0.0
Lab	
Activity	
Total	
Course Out-of-Class Hours	
Lecture	
Lab	
Activity	
Total	

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## HSMTH154: Pre-Algebra A

Covers language, symbolism, and fundamental operations skills required to prepare students for success in Algebra 1. Number and operation sense, estimation skills, and the ability to judge reasonableness of results will be strengthened in the context of practical applications and problem solving. Open Entry/Open Exit. 5 HS credits.

### Overview

**Requisites:****Advisory**

[HSMTH159 - Math Fundamentals 2](#)

or equivalent

**Transferable:**

Not transferable

**Specifications****Textbooks:**

Pre-Algebra by Davidson, Landau, Mccracken, Thompson, 2003 (\$30). ISBN: 0130504866

**Learning Outcomes****Course Objectives:**

Identify equivalent fractions and write fractions in simplest form

Perform operations with fractions and mixed numbers

Find greatest common factors, least common multiples and prime factorizations

Use rules of exponents and scientific notation

Find powers of products and quotients

Interpret different meanings of variables

Write and evaluate variable expressions

Perform operations with integers

Perform the order of operations including with absolute value

Plot points in a coordinate plane

Write fractions as decimals and decimals as fractions

Make and test conjectures using inductive reasoning

Give counterexamples

Identify properties of algebra: commutative, associative, identity, inverse, distributive

Use mathematical properties to simplify variable expressions

Write and solve one-step and multi-step equations including with rational numbers

Write, graph and solve multi-step inequalities

Round, compare and order decimals

Multiply and divide decimals with powers of ten

Estimate sums, differences, products and quotients with decimals

Identify appropriate metric and customary measures

Convert metric and customary units

Use divisibility test

Write and compare ratios and rates

Use proportions to solve problems

Use equations to solve percent problems

**SLO:**

Apply order of operations to evaluate algebraic expressions involving rational numbers and integers.

Solve applied problems involving ratios, proportions, rates, percentages

**Units and Hours**

**Default Profile**

Minimum Credit Units	Total Course In-Class (Contact) Hours	Total Student Learning Hours
0.0	0.0	0.0
Maximum Credit Units	Total Course Out-of-Class Hours	Faculty Load
0.0	0.0	0.0

**Detail**

<b>Weekly Student Hours</b>	<b>In Class</b>	<b>Course Student Hours</b>
		Course Duration (Weeks)
Lecture Hours	0.0	Hours per unit/divisor
Lab Hours	0.0	Course In-Class (Contact) Hours
Activity Hours	0.0	Lecture 0.0
		Lab
		Activity
		Total
		Course Out-of-Class Hours
		Lecture
		Lab
		Activity
		Total

**Noncredit**

Minimum Credit Units	Total Course In-Class (Contact) Hours	Total Student Learning Hours
0.0	72.0	72.0
Maximum Credit Units	Total Course Out-of-Class Hours	Faculty Load
0.0	0.0	

**Detail**

**Weekly Student Hours**

	<b>In Class</b>
Lecture Hours	4.5
Lab Hours	0.0
Activity Hours	0.0

**Course Student Hours**

Course Duration (Weeks)	10
Hours per unit/divisor	0.0
Course In-Class (Contact) Hours	0.0
Lecture	0.0
Lab	
Activity	
Total	
Course Out-of-Class Hours	
Lecture	
Lab	
Activity	
Total	

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## HSMTH155: Pre-Algebra B

Covers language, symbolism, and fundamental operations skills required to prepare students for success in Algebra 1 and Geometry. Data analysis, spatial thinking, and the ability to judge reasonableness of results will be strengthened in the context of practical applications and problem solving. Open Entry/Open Exit. 5 HS credits.

### Overview

**Requisites:**

**Advisory**

[HSMTH154 - Pre-Algebra A](#)

or equivalent

**Transferable:**

Not transferable

### Specifications

**Textbooks:**

Pre-Algebra by Davidson, Landau, Mccracken, Thompson, 2003 (\$30). ISBN: 0130504866

### Learning Outcomes

**Course Objectives:**

Solve multi-step equations including with fractions and decimals

Solve multi-step problems by writing equations

Write and solve multi-step equations involving rate, time and distance

Solve two-step inequalities

Find simple and compound interest

Represent quantitative relationships graphically

Identify the slope and y-intercept of a line

Graph linear equations

Write function rule

Solve systems of equations with different techniques

Solve, graph and write linear inequalities

Identify points, lines, and planes

Identify intersecting, parallel and skew lines

Classify triangles and quadrilaterals

Demonstrate an understanding of congruent segments, angles and triangles

Describe and graph translations, reflections and rotations

Identify lines of symmetry and rotational symmetry

Calculate the perimeter and area of common geometric figures such as squares, rectangles, parallelograms, trapezoids

Find the radius, diameter, circumference and area of a circle

Identify common space figures

Calculate surface area and volume of prisms, cylinders, pyramids, cones, and spheres

Classify real numbers

Find square roots

Use the Pythagorean theorem and its converse

Use the Pythagorean theorem to find distance and midpoint

Use the relationships in 45-45-90 degree and 30-60-90 degree triangles

Find trigonometric ratios in right triangles

Use trigonometry for finding angles of elevation and depression

Collect and organize data

Use box-and-whisker plots to display data

Compute minimum, median, maximum and quartiles of a data set

Use a tree diagram and the Counting Principle to find the number of possible outcomes

Find the theoretical probability by counting outcomes

Calculate probabilities of independent and dependent events

Use permutations and combinations

Find experimental probability and use simulation

Choose a sample for a survey of a population and make estimates about populations

Solve a problem by using a simulation

Describe number patterns with arithmetic sequence and geometric sequence

Graph quadratic functions and absolute value functions

Use tables, rules, and graphs with functions modeling growth and decay

Identify and evaluate polynomials

Add, subtract and multiply polynomials

**SLO:**

Use variables and appropriate operations to write an equation that represents a real-life application

Apply basic algebra and arithmetic concepts to solve real-life problems involving geometry, coordinate geometry and graphing.

**Units and Hours**

**Default Profile**

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	0.0	0.0

<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	0.0

**Detail**

**Weekly Student Hours**

**Course Student Hours**

	<b>In Class</b>	<b>Course Duration (Weeks)</b>
<b>Lecture Hours</b>	0.0	<b>Hours per unit/divisor</b>
<b>Lab Hours</b>	0.0	<b>Course In-Class (Contact) Hours</b>
<b>Activity Hours</b>	0.0	<b>Lecture 0.0</b>
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>
		<b>Course Out-of-Class Hours</b>
		<b>Lecture</b>
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>

**Noncredit**

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	72.0	72.0

<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	

**Detail**

**Weekly Student Hours**

	In Class
Lecture Hours	4.5
Lab Hours	0.0
Activity Hours	0.0

**Course Student Hours**

Course Duration (Weeks)	Hours per unit	Course In-Class (Contact) Hours
0.0	0.0	0.0
<b>Lecture</b>		
<b>Lab</b>		
<b>Activity</b>		
<b>Total</b>		
<b>Course Out-of-Class Hours</b>		
<b>Lecture</b>		
<b>Lab</b>		
<b>Activity</b>		
<b>Total</b>		

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## HSMTH156: Essential Mathematics 1

Provides the student with practice in math skills that are applicable to everyday situations. Percents, graphs, proportions, and units of measurement are included. Open Entry/Open Exit. 5 HS credits.

### Overview

**Requisites:**

**Advisory**

[ABE009 - Academic Skills](#)

(Math Unit)

**AND**

**Advisory**

[HSMTH159 - Math Fundamentals 2](#)

**Transferable:**

Not transferable

### Specifications

**Textbooks:**

- Essential of Mathematics for Life: Percents and Proportions Book 3 by Charuhas, M, S., McMurty, D, 1996 (\$30). ISBN: 0-02-802610-1
- Essential of Mathematics for Life: Graphs, Measurements and Statistics, Book 4 by Charuhas, M, S., McMurty, D, 1996 (\$30). ISBN: 0-02-802611-X

### Learning Outcomes

**Course Objectives:**

- Add, subtract, multiply, and divide decimals and fractions
- Write and compare equivalent and different amounts of decimals and fractions
- Compare energy savings
- Write and interchange decimals, fractions, and percents

- Compare fractions, decimals, and percents
- Read nutritional information from labels
- Compare energy savings using actual or simulated home gas and electric bills
- Recognize percent problems and calculate sale prices
- Use percents in home budgeting and in business situations
- Compare using percents
- Calculate property tax, buy at a discount, and interpret voting results
- Calculate simple interest problems
- Show installment plan buying
- Calculate percent of increase/decrease
- Calculate compound interest and finance charges
- Show about mark-ups
- Write and solve problems using ratio and proportions
- Calculate prices using proportion
- Ratio and proportion word problems
- Read pie, picture, bar, and line graphs
- Read tables and double bar graphs
- Recognize misleading graphs
- Work with standard measurement when reading a time card, remodeling a house, and scheduling workers
- Convert metric measurements
- Compare costs of medicines and health aids using actual or simulated medical receipts

**SLO:**

- Apply arithmetic principles to solve real world problems.
- Demonstrate skills in setting up and solving percents, graphs, proportions, and units of measurement problems.

**Units and Hours**

**Default Profile**

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	0.0	0.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	0.0

**Detail**



**Weekly Student Hours**

	<b>In Class</b>
Lecture Hours	0.0
Lab Hours	0.0
Activity Hours	0.0

**Course Student Hours**

Course Duration (Weeks)	0.0
Hours per unit/divisor	0.0
Course In-Class (Contact) Hours	0.0
Lecture	0.0
Lab	
Activity	
Total	
Course Out-of-Class Hours	
Lecture	
Lab	
Activity	
Total	

**Noncredit**

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	72.0	72.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	

**Detail**

**Weekly Student Hours**

	<b>In Class</b>
Lecture Hours	4.5
Lab Hours	0.0
Activity Hours	0.0

**Course Student Hours**

Course Duration (Weeks)	0.0
Hours per unit/divisor	0.0
Course In-Class (Contact) Hours	0.0
Lecture	0.0
Lab	
Activity	
Total	
Course Out-of-Class Hours	
Lecture	
Lab	
Activity	
Total	

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## HSMTH157: Essential Mathematics 2

Provides the student with practice in basic computational skills of mathematics, algebra, and geometry. Practical applications are included. Open Entry/Open Exit. 5 HS credits.

**Overview**

**Requisites:**

**Advisory**

[HSMTH156 - Essential Mathematics 1](#)

or equivalent

**Transferable:**

Not transferable

**Specifications****Textbooks:**

Essential of Mathematics for Life: Basic Review, Geometry and Algebra by Charuhas, M, S., McMurty, D, McLenighan, 1989 (\$30). ISBN: 9780673240262

**Learning Outcomes****Course Objectives:**

Summarize basic mathematical principles

Graph points, lines, and planes

Calculate the angle measure of straight lines and interior angles of triangles

Evaluate expressions containing exponents and roots

Solve multi-step problems

Calculate perimeters and areas of polygons

Calculate the lowest rental cost

Similar triangle and right triangle word problems

Determine amount of paneling needed to panel a room

Show radius, diameter, and circumference of a circle

Calculate area of a circle and rectangle

Calculate volumes of solids

Use a calculator

Write and order positive and negative numbers

Add, subtract, multiply, and divide both positive and negative numbers

Calculate depreciation

Write and evaluate algebraic expressions

Combine like terms

Compute problems

Calculate profit

Convert to metric

Solve basic equations

Solve word problems using equations

Solve real-world math problems

Locate points on the plane

- Find distance between points
- Make, and solve, and graph equations
- Show graphing skills

**SLO:**

Demonstrate skills in basic computational skills of arithmetic, algebra, and geometry.  
 Apply arithmetic, algebraic, and geometric principles to solve simple real world problems.

**Units and Hours**

**Default Profile**

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	0.0	0.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	0.0

**Detail**

<b>Weekly Student Hours</b>		<b>Course Student Hours</b>
	<b>In Class</b>	<b>Course Duration (Weeks)</b>
<b>Lecture Hours</b>	0.0	<b>Hours per unit/divisor</b>
<b>Lab Hours</b>	0.0	<b>Course In-Class (Contact) Hours</b>
<b>Activity Hours</b>	0.0	<b>Lecture</b> 0.0
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>
		<b>Course Out-of-Class Hours</b>
		<b>Lecture</b>
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>

**Noncredit**

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	72.0	72.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	

**Detail**

**Weekly Student Hours**

	In Class
Lecture Hours	4.5
Lab Hours	0.0
Activity Hours	0.0

**Course Student Hours**

Course Duration (Weeks)	Hours per unit	Course In-Class (Contact) Hours
0.0	0.0	0.0
<b>Lecture</b>		
<b>Lab</b>		
<b>Activity</b>		
<b>Total</b>		
<b>Course Out-of-Class Hours</b>		
<b>Lecture</b>		
<b>Lab</b>		
<b>Activity</b>		
<b>Total</b>		

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## HSMTH158: Math Fundamentals 1

Introduces students to basic math skills including whole numbers, fractions, and decimals. Open Entry/Open Exit. 5 HS credits.

### Overview

**Requisites:**

None

**Transferable:**

Not transferable

### Specifications

**Textbooks:**

- Math Skills for the Workforce, Fractions by Lassiter, K, 1996 (\$20). ISBN: 0817263764
- Math Skills for the Workforce, Decimals and Percents by Lassiter, K, 1996 (\$20). ISBN: 0817263772
- Math Skills for the Workforce, Whole Numbers by Lassiter, K, 1996 (\$20). ISBN: 0817263756

### Learning Outcomes

**Course Objectives:**

- Apply number concepts including place value and rounding.
- Apply the commutative and associative property to whole numbers.
- Simplify expressions involving whole numbers by applying arithmetic operations.
- Solve real-world word problems involving whole numbers.
- Apply the multiplicative inverse property.
- Define fractions.
- Simplify expressions involving fractions by applying arithmetic operations.
- Demonstrate mixed-number notation properly.
- Solve real-world word problems involving fractions.

- Recognize common fraction-decimal conversions.
- Simplify expressions involving decimals by applying arithmetic operations.
- Convert decimals to fractions and fractions to decimals.
- Solve real-world word problems involving decimals.
- Demonstrate improper fraction notation accurately.

**SLO:**

- Read, define, and apply basic arithmetic vocabulary and symbols.
- Simplify basic expressions with whole numbers, fractions, and decimals by applying arithmetic operations.

**Units and Hours**

**Default Profile**

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	0.0	0.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	0.0

**Detail**

<b>Weekly Student Hours</b>	<b>In Class</b>	<b>Course Student Hours</b>
		<b>Course Duration (Weeks)</b>
<b>Lecture Hours</b>	0.0	<b>Hours per unit/divisor</b>
<b>Lab Hours</b>	0.0	<b>Course In-Class (Contact) Hours</b>
<b>Activity Hours</b>	0.0	<b>Lecture</b> 0.0
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>
		<b>Course Out-of-Class Hours</b>
		<b>Lecture</b>
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>

**Noncredit**

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	72.0	72.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	

**Detail**

**Weekly Student Hours**

	<b>In Class</b>
Lecture Hours	4.5
Lab Hours	0.0
Activity Hours	0.0

**Course Student Hours**

Course Duration (Weeks)	10
Hours per unit/divisor	0.0
Course In-Class (Contact) Hours	0.0
Lecture	0.0
Lab	
Activity	
Total	
Course Out-of-Class Hours	
Lecture	
Lab	
Activity	
Total	

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## HSMTH159: Math Fundamentals 2

Provides instruction in the areas of decimals, percents, measurements, formulas, equations, ratios, and proportions. Provides learning activities that allow for remediation of difficulties and mastery of necessary skills. Open Entry/Open Exit. 5 HS credits.

### Overview

**Requisites:**

**Prerequisite**

[HSMTH158 - Math Fundamentals 1](#)

**Transferable:**

Not transferable

### Specifications

**Textbooks:**

Working with Numbers: Refresher Computation, Algebra, Geometry by O'Reily, M, 2002 (\$25). ISBN: 0739835459

### Learning Outcomes

**Course Objectives:**

Read, write, and compare decimals

Place decimals in least to greatest order

Change decimals to fractions

Subtract decimals with proper decimal placement and the terms related to these operations

Change common fractions and decimals to percents

Solve word problems involving percents, finding commissions, finding net amounts, finding percent of decrease, finding percent of increase

Solve word problems finding the original price

Apply the order of operations

Identify squares, cubes, and exponents

Graph ordered pairs, solutions and linear equations

Solve inequalities, using addition, subtraction, multiplication, and division

Identify terminology in drawing to scale and using scales on maps

Solve problems using formulas for area, perimeter, and volume of rectangles, triangles, prisms; area and circumference of a circle; and volume of a cylinder

Solve algebraic equations by combining like terms, simplifying, and solving for the unknown

Solve word problems dealing with situations which require the student to set up equations to find the unknown

Solve proportion problems and understand the terminology

### SLO:

Demonstrate proficiency in the areas of decimals, percents, measurements, formulas, equations, ratios, and proportions.

PSLO Demonstrate proficiency in pre algebraic concepts

Adult Secondary  
Education  
Mathematics, COM

PSLO Demonstrate proficiency in pre algebraic concepts.

Adult Basic  
Education/Adult  
Secondary Education  
Mathematics, COM

PSLO Demonstrate proficiency in the core concepts from the student's selected mathematics courses.

Secondary Education,  
COM

PSLO Demonstrate proficiency in the core concepts from the student's selected mathematics courses.

Adult High School  
Diploma, DIPL

Model and solve real-world applications involving math principles, operations, and strategies.

PSLO Demonstrate proficiency in pre algebraic concepts

Adult Secondary  
Education  
Mathematics, COM

PSLO Demonstrate proficiency in pre algebraic concepts.

Adult Basic  
Education/Adult  
Secondary Education  
Mathematics, COM

PSLO Demonstrate proficiency in the core concepts from the student's selected mathematics courses.

Secondary Education,  
COM

PSLO Demonstrate proficiency in the core concepts from the student's selected mathematics courses.

Adult High School  
Diploma, DIPL

### Units and Hours

#### Default Profile

Minimum Credit Units	Total Course In-Class (Contact) Hours	Total Student Learning Hours
0.0	0.0	0.0
Maximum Credit Units	Total Course Out-of-Class Hours	Faculty Load
0.0	0.0	0.0

#### Detail

##### Weekly Student Hours

##### Course Student Hours

	In Class	Course Duration (Weeks)
Lecture Hours	0.0	Hours per unit/divisor
Lab Hours	0.0	Course In-Class (Contact) Hours
Activity Hours	0.0	Lecture 0.0
		Lab
		Activity
		Total
		Course Out-of-Class Hours
		Lecture
		Lab
		Activity
		Total

#### Noncredit

Minimum Credit Units	Total Course In-Class (Contact) Hours	Total Student Learning Hours
0.0	72.0	72.0
Maximum Credit Units	Total Course Out-of-Class Hours	Faculty Load
0.0	0.0	

#### Detail



**Weekly Student Hours**

	<b>In Class</b>
Lecture Hours	4.5
Lab Hours	0.0
Activity Hours	0.0

**Course Student Hours**

Course Duration (Weeks)	10
Hours per unit/divisor	0.0
Course In-Class (Contact) Hours	0.0
Lecture	0.0
Lab	
Activity	
Total	
Course Out-of-Class Hours	
Lecture	
Lab	
Activity	
Total	

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## HSMTH161: Introduction to Trigonometry 1A

Study of the trigonometric functions, angles and the unit circle, equations and identities, graphs and applications. The graphing calculator is used extensively throughout the course. Open Entry/Open Exit. 5 HS credits.

### Overview

**Requisites:**

None

**Transferable:**

Not transferable

### Specifications

**Textbooks:**

Trigonometry, 11th edition by Lial, Hornsby, Schneider, Daniels, 2016 (\$260). ISBN: 0134217438

### Learning Outcomes

**Course Objectives:**

Define radian measure

Convert between radians and degrees

Express the trigonometric functions as ratios of  $x$ ,  $y$ , and  $r$ , where  $(x,y)$  is a point on the terminal position of an angle and  $r$  is the distance of  $(x,y)$  from the origin

Simplify trigonometric expressions using the reciprocal, Pythagorean, and quotient identities

Identify the sign of each trigonometric function in each quadrant of the Cartesian plane

Identify the exact trigonometric function values for quadrantal angles

Define the trigonometric functions for acute angles of a right triangle

Define the trigonometric functions for non-acute angles using reference angles

Simplify trigonometric expressions using the co-function identities

Compute trigonometric function values using a calculator

Solve right triangle problems, including angle of elevation/depression and bearing problems, using the trigonometric relationships

Identify the corresponding radian measure and the exact trigonometric function for quadrantal angles and 30, 45, and 60-degree reference angles in each quadrant

Identify the exact trigonometric function values for special angles given in radian measure

Compute the arc length of a portion of a circle using the radian measure of an angle

Compute the area of a sector of a circle using the radian measure of an angle

Extend the domain of the trigonometric functions from angles to the real numbers

Define the trigonometric functions in terms of arc lengths on the unit circle

Solve problems involving the relationship between linear and angular speed

Identify the basic graphs of the six trigonometric functions

Identify the key features of a periodic function from its equation, including amplitude, period, phase shift and vertical translation

Graph trigonometric functions by using the key features and transformations of the basic graphs of the six trigonometric functions

Model the simple harmonic motion of periodic phenomena using trigonometric expressions

Identify the reciprocal, quotient, co-function, Pythagorean, and negative angle identities

Identify the sum and difference identities for cosine, sine, and tangent

Identify the double- and half-angle identities for cosine, sine, and tangent

Identify the power-reducing, product-to-sum and sum-to-product identities for sine and cosine

Simplify trigonometric expressions using the above identities

Verify trigonometric identities using the above identities and algebraic and graphical techniques

Identify appropriate domain restrictions to define the inverse trigonometric functions

Identify the basic graphs of the inverse trigonometric functions including their domain and range

Solve trigonometric equations using identities, factoring, and linear and quadratic methods

Solve trigonometric equations with half-angles and multiple angles

Solve equations involving inverse trigonometric functions

Solve SAA and ASA triangles using the law of sines

Solve SSA triangles, including the ambiguous case, using the law of sines

Solve SAS and SSS triangles using the law of cosines

Compute the area of an oblique triangle

Perform vector operations both graphically and algebraically

Compute the angle between two vectors using the dot product

Solve angle of incline and navigation applications using vectors

Convert between the trigonometric (polar) form of a complex number and its rectangular form

Multiply complex numbers in polar form using the product theorem

Divide complex numbers in polar form using the quotient theorem

Find powers and roots of complex numbers using DeMoivre's Theorem

Contrast the polar coordinate system with the rectangular system

Graph polar equations

Convert between polar and rectangular equations

Describe a plane curve using parametric equations

Graph plane curves defined parametrically

Find the rectangular equivalent to a parametric graph

Solve applied problems modeled using parametric equations

**SLO:**

Simplify trigonometric expressions using both degree and radian measure, exact trigonometric function values for special angles, and trigonometric identities.

Solve analytic and applied problems involving trigonometric equations, right and oblique triangles, vectors, complex numbers, and polar and parametric equations.

**Units and Hours**

**Default Profile**

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	0.0	0.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	0.0

**Detail**

<b>Weekly Student Hours</b>	<b>In Class</b>	<b>Course Student Hours</b>
		<b>Course Duration (Weeks)</b>
<b>Lecture Hours</b>	0.0	<b>Hours per unit/divisor</b>
<b>Lab Hours</b>	0.0	<b>Course In-Class (Contact) Hours</b>
<b>Activity Hours</b>	0.0	<b>Lecture</b> 0.0
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>
		<b>Course Out-of-Class Hours</b>
		<b>Lecture</b>
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>

**Noncredit**

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	72.0	72.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	

**Detail**

**Weekly Student Hours**

	In Class
Lecture Hours	4.5
Lab Hours	0.0
Activity Hours	0.0

**Course Student Hours**

Course Duration (Weeks)	Hours per unit/divisor	Course In-Class (Contact) Hours
0.0	0.0	0.0
<b>Lecture</b>		
0.0		
<b>Lab</b>		
0.0		
<b>Activity</b>		
0.0		
<b>Total</b>		
0.0		
<b>Course Out-of-Class Hours</b>		
<b>Lecture</b>		
0.0		
<b>Lab</b>		
0.0		
<b>Activity</b>		
0.0		
<b>Total</b>		
0.0		

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# HSMTH163: Algebra 1A

Provides instruction in sets, numbers, formulas, monomials, exponents, square roots, the laws of the sign, binomials, and simultaneous equations. Open Entry/Open Exit. 5 HS credits.

## Overview

**Requisites:**

**Advisory**

[HSMTH159 - Math Fundamentals 2](#)

or equivalent

**Transferable:**

Not transferable

## Specifications

**Textbooks:**

Working with Numbers: Algebra by Shea, J.T., 2002 (\$25). ISBN: 0739835432

## Learning Outcomes

**Course Objectives:**

Explain the use of sets in numbers

Solve equations related to the application of formulas for area, volume, distance, interest, and temperature

Solve addition, subtraction, multiplication, and division problems of monomials

Identify the steps in factoring

Apply the commutative, associative, and distribution laws

Solve multiplication and division problems involving monomials with exponents

Identify the operation of square roots

Apply the positive and negative laws of sign

Solve addition, subtraction, multiplication, and division problems with binomials and rational numbers

Solve equations including simultaneous equations involving coefficients

**SLO:**

Apply commutative, associative and distributive laws, laws of the sign, and exponent rules.

PSLO Demonstrate proficiency in the core concepts from the student's selected mathematics courses.

Secondary Education,  
COM

PSLO Demonstrate proficiency in the core concepts from the student's selected mathematics courses.

Adult High School  
Diploma, DIPL

Solve simultaneous equations including formulas.

PSLO Demonstrate proficiency in the core concepts from the student's selected mathematics courses.

Secondary Education,  
COM

PSLO Demonstrate proficiency in the core concepts from the student's selected mathematics courses.

Adult High School  
Diploma, DIPL

**Units and Hours**

**Default Profile**

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	0.0	0.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	0.0

**Detail**

<b>Weekly Student Hours</b>	<b>In Class</b>	<b>Course Student Hours</b>
		<b>Course Duration (Weeks)</b>
<b>Lecture Hours</b>	0.0	<b>Hours per unit/divisor</b>
<b>Lab Hours</b>	0.0	<b>Course In-Class (Contact) Hours</b>
<b>Activity Hours</b>	0.0	<b>Lecture 0.0</b>
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>
		<b>Course Out-of-Class Hours</b>
		<b>Lecture</b>
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>

**Noncredit**

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	72.0	72.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	

**Detail**

<b>Weekly Student Hours</b>		<b>Course Student Hours</b>
	<b>In Class</b>	<b>Course Duration (Weeks)</b>
<b>Lecture Hours</b>	4.5	<b>Hours per unit/divisor</b>
<b>Lab Hours</b>	0.0	<b>Course In-Class (Contact) Hours</b>
<b>Activity Hours</b>	0.0	Lecture 0.0
		Lab
		Activity
		Total
		<b>Course Out-of-Class Hours</b>
		Lecture
		Lab
		Activity
		Total

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# HSMTH164: Algebra 1B

Provides instruction in coordinate systems; graphing of linear equations; simultaneous equations with fractions; ratios; proportions; factoring; formulas; inequalities and square roots. Open Entry/Open Exit. 5 HS credits.

## Overview

**Requisites:**

**Advisory**

[HSMTH163 - Algebra 1A](#)

or equivalent

**Transferable:**

Not transferable

## Specifications

**Textbooks:**

Working with Numbers: Algebra by Shea, J,T, 2002 (\$25). ISBN: 0739835432

## Learning Outcomes

**Course Objectives:**

Solve problems using laws of exponents

Reduce, multiply, and divide algebraic fractions

Solve multiplication and division problems involving monomials, binomials, and polynomials

Plot ordered pairs on the Cartesian coordinate plane

Graph and solve linear equations

Solve systems of equations

Solve inequalities using addition, subtraction, multiplication, and division

Solve problems involving square and cube roots

Solve problems involving ratios and proportions

Multiply binomials

Factor polynomials

Solve quadratic equations by factoring, formulas, or completing the square

**SLO:**

Graph linear equations and simultaneous equations with fractions using coordinate systems.

PSLO Demonstrate proficiency in the core concepts from the student's selected mathematics courses.

Secondary Education,  
COM

PSLO Demonstrate proficiency in the core concepts from the student's selected mathematics courses.

Adult High School  
Diploma, DIPL

Simplify, reduce and apply arithmetic operations on ratios, proportions, polynomials, formulas, inequalities and square roots.

PSLO Demonstrate proficiency in the core concepts from the student's selected mathematics courses.

Secondary Education,  
COM

PSLO Demonstrate proficiency in the core concepts from the student's selected mathematics courses.

Adult High School  
Diploma, DIPL

**Units and Hours**

**Default Profile**

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	0.0	0.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	0.0

**Detail**

**Weekly Student Hours**

	In Class
Lecture Hours	0.0
Lab Hours	0.0
Activity Hours	0.0

**Course Student Hours**

Course Duration (Weeks)	Hours per unit	Course In-Class (Contact) Hours
0.0	0.0	0.0
<b>Lecture</b>		
0.0		
<b>Lab</b>		
0.0		
<b>Activity</b>		
0.0		
<b>Total</b>		
0.0		
<b>Course Out-of-Class Hours</b>		
<b>Lecture</b>		
0.0		
<b>Lab</b>		
0.0		
<b>Activity</b>		
0.0		
<b>Total</b>		
0.0		

**Noncredit**

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	72.0	72.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	

**Detail**

**Weekly Student Hours**

	In Class
Lecture Hours	4.5
Lab Hours	0.0
Activity Hours	0.0

**Course Student Hours**

Course Duration (Weeks)	Hours per unit	Course In-Class (Contact) Hours
0.0	0.0	0.0
<b>Lecture</b>		
0.0		
<b>Lab</b>		
0.0		
<b>Activity</b>		
0.0		
<b>Total</b>		
0.0		
<b>Course Out-of-Class Hours</b>		
<b>Lecture</b>		
0.0		
<b>Lab</b>		
0.0		
<b>Activity</b>		
0.0		
<b>Total</b>		
0.0		

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# HSMTH165: Algebra 2A

Provides students with a course of study in: equations and inequalities; linear equations and functions; systems of linear equations and inequalities; matrices and determinants; quadratic functions; polynomials and polynomial functions; and powers, roots and radicals. Open Entry/Open Exit. 5 HS credits.

**Overview**



**Requisites:****Advisory**

[HSMTH164 - Algebra 1B](#)

**Transferable:**

Not transferable

**Specifications****Textbooks:**

Algebra 2 by Larson, B., Kanold, S., Smith, C, 2004 (\$30). ISBN: 9780618250202

**Learning Outcomes****Course Objectives:**

Evaluate and simplify algebraic expressions

Solve linear equations

Rewrite equations with more than one variable, including formulas

Set up and solve real-life application

Solve simple and compound inequalities

Solve absolute value equations and inequalities

Identify and represent relations and functions

Graph and evaluate linear functions

Find the slope of a line and identify parallel and perpendicular lines from their slopes

Graph linear equations using both slope-intercept and standard forms; identify and graph horizontal and vertical lines

Write an equation of a line with the slope and y-intercept given

Write an equation of a line with a point and the slope given

Write an equation of a line given two points

Write direct variation equations

Explore positive and negative correlations using scatter plots and approximate best-fitting lines

Graph a two variable linear inequality

Graph a piece-wise function

Graph an absolute value function

Write a system of linear equations algebraically

Graph a system of linear equations

Solve and graph systems of two linear equations in two variables, including those with one solution, no solution, or many solutions

Graph linear equations in three variables and consider the related functions of two variables.

Solve systems of linear equations in three variables

Add, subtract, and multiply matrices by a scalar and another matrix

Find determinants of 2x2 and 3x3 matrices and then use Cramer's rule to solve systems

Find the inverses of matrices

Use matrices to solve systems of equations

Solve system using augmented matrices

Graph quadratic equations

Write a quadratic function in standard, vertex, and intercept forms

Factor quadratic expressions

Solve quadratic equations using factoring

Solve a quadratic equation by finding the square root

Solve a quadratic equation by completing the square

Solve a quadratic equation by using the quadratic formula

Use factoring to find the zeros of a quadratic equation

Write quadratic models using graphs or quadratic regression

Solve quadratic equations with complex solutions and perform operations with complex numbers

Use the discriminant to determine the number and nature of the solutions to a quadratic equation

Apply complex numbers to fractal geometry

Graph quadratic inequalities in two variables

Use the graphs of quadratic functions to solve quadratic inequalities in one variable

Use properties of exponents and scientific notation to simplify algebraic expressions

Use synthetic substitution to evaluate polynomial expressions

Graph polynomial functions and investigate their end behavior

Add, subtract, multiply, and divide polynomial functions

Use factoring, synthetic division, and the rational zeros theorem to find zeros of polynomial functions

Apply the Fundamental Theorem of Algebra to determine the number of solutions of a polynomial function

Use zeros to write polynomial function; use x-intercepts and turning points to graph polynomial functions

Use finite differences to determine the degree of a polynomial that will fit a set of data

Evaluate the nth roots of real numbers using both radical and exponential notations

Use properties of rational exponents to evaluate and simplify expressions

Evaluate power functions

Perform arithmetic operations with basic functions and composite functions

Find inverses of functions and graph square root and cube root functions

Solve equations that have radical or rational exponents

Use measures of central tendency and dispersion to describe a data set and use box-and-whisker plots on histograms to represent data

### **SLO:**

Develop and demonstrate knowledge of equations and inequalities; linear equations and functions; and systems of linear equations and inequalities.

Develop and demonstrate knowledge of matrices and determinants; quadratic functions; polynomials and polynomial functions; and powers, roots and radicals.

**Units and Hours**

**Default Profile**

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	0.0	0.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	0.0

**Detail**

<b>Weekly Student Hours</b>		<b>Course Student Hours</b>
	<b>In Class</b>	<b>Course Duration (Weeks)</b>
<b>Lecture Hours</b>	0.0	<b>Hours per unit/divisor</b>
<b>Lab Hours</b>	0.0	<b>Course In-Class (Contact) Hours</b>
<b>Activity Hours</b>	0.0	<b>Lecture</b> 0.0
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>
		<b>Course Out-of-Class Hours</b>
		<b>Lecture</b>
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>

**Noncredit**

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	72.0	72.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	

**Detail**

**Weekly Student Hours**

	<b>In Class</b>
Lecture Hours	4.5
Lab Hours	0.0
Activity Hours	0.0

**Course Student Hours**

Course Duration (Weeks)	10
Hours per unit/divisor	0.0
Course In-Class (Contact) Hours	0.0
Lecture	0.0
Lab	
Activity	
Total	
Course Out-of-Class Hours	
Lecture	
Lab	
Activity	
Total	

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## HSMTH166: Algebra 2B

Provides students with a course of study that includes: exponential and logarithmic functions; rational equations and functions; quadratic relations and conic sections; sequences and series; probability and statistics; trigonometric ratios and functions; trigonometric graphs. Open Entry/Open Exit. 5 HS credits.

### Overview

**Requisites:**

**Advisory**

[HSMTH165 - Algebra 2A](#)

or equivalent

**Transferable:**

Not transferable

### Specifications

**Textbooks:**

Algebra 2 by Larson, B., Kanold, S., Smith, C, 2004 (\$30). ISBN: 9780618250202

### Learning Outcomes

**Course Objectives:**

Graph general exponential functions

Identify and graph exponential growth and exponential decay functions, and use them to model real-life situations such as compounding interest and depreciating the value of goods

Simplify and evaluate expressions involving the irrational number e

Identify the definition of logarithm with base "b", and evaluate logarithmic expressions and functions, including those involving common logarithms and natural logarithms

Examine the invest relationship between logarithmic and exponential functions and graph logarithmic functions to solve problems

Use the change-of-base formula and properties of logarithm to expand and condense logarithmic functions

Solve exponential and logarithmic equations

Write exponential and power functions

Evaluate and graph logistic functions; solve logistic equations

Write and use inverse variation and joint variation models

Graph rational functions, simplify complex fractions and rational expressions, and solve questions that contain rational expressions

Graph data, fit the model to the data, and compare the model to other models

Use the Distance and Midpoint Formulas for line segments

Draw graphs for the four conic sections: parabolas, circles, ellipses, and hyperbolas

Explore quadratic relations and graphs

Solve quadratic systems by using the algebraic techniques used for systems of linear equations

Use and write sequences, including arithmetic and geometric sequences

Graph sequences

Use summation notation to write a series

Write a rule for the  $n$ th term of arithmetic and geometric sequences

Find the  $n$ th term given either a term and the common difference or common ratio or two terms

Find the sum of arithmetic and geometric sequences and series

Find common ratios and write repeating decimals as fractions

Evaluate and write recursive rules for arithmetic and geometric sequences

Use the mathematical induction for proving statements about the set of positive integers

Identify the counting techniques that are later used to calculate probabilities.

Use fundamental counting principle permutations and combinations to count the number of ways an event can happen

Use combinations and the binomial theorem to expand a binomial that is raised to a power

Find theoretical and experimental probabilities of events including those events involving the unions and intersections of events

Find probabilities of independent and dependent events

Use complements to find the probability of an event

Analyze geometric probabilities

Identify binomial and normal distributions

Construct and interpret binomial distributions and use them to test hypotheses

Use normal distributions to calculate probabilities and approximate binomial distributions

Evaluate trigonometric functions of acute angles in right triangles

Consider general angles in standard position using both degree and radian measure; find arc lengths and areas of sectors

Use knowledge of general angles to evaluate trigonometric functions of any angle

Calculate projectile distance

Evaluate and apply inverse trigonometric functions

Use the law of sines and the law of cosines to solve general triangles

Explore parametric equations and use them to model straight-line and projectile motion

Graph sine, cosine, and tangent functions by identifying the amplitude and period

Explore translations and reflections of sine, cosine, and tangent graphs

Use trigonometric functions to model real-life situations in which the frequency and amplitude are known

Use trigonometric identities to simplify trigonometric expressions and to verify other identities.

Examine techniques for solving trigonometric equations such as solving a linear equation, graphing, factoring, and the quadratic formula

Evaluate trigonometric functions using the formula for the sum and differences of two angles, the formula for double angles, or the formula for half-angles

**SLO:**

Demonstrate knowledge of exponential and logarithmic functions; rational equations and functions; quadratic relations and conic sections; sequences and series.

Demonstrate knowledge of probability and statistics; trigonometric ratios and functions; trigonometric graphs.

**Units and Hours**

**Default Profile**

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	0.0	0.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	0.0

**Detail**

<b>Weekly Student Hours</b>	<b>In Class</b>	<b>Course Student Hours</b>
		<b>Course Duration (Weeks)</b>
<b>Lecture Hours</b>	0.0	<b>Hours per unit/divisor</b>
<b>Lab Hours</b>	0.0	<b>Course In-Class (Contact) Hours</b>
<b>Activity Hours</b>	0.0	<b>Lecture</b> 0.0
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>
		<b>Course Out-of-Class Hours</b>
		<b>Lecture</b>
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>

**Noncredit**

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	72.0	72.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	

**Detail**

**Weekly Student Hours**

	In Class
Lecture Hours	4.5
Lab Hours	0.0
Activity Hours	0.0

**Course Student Hours**

Course Duration (Weeks)	Hours per unit	Course In-Class (Contact) Hours
10	0.0	0.0
<b>Lecture</b>		
0.0		
<b>Lab</b>		
0.0		
<b>Activity</b>		
0.0		
<b>Total</b>		
0.0		
<b>Course Out-of-Class Hours</b>		
<b>Lecture</b>		
0.0		
<b>Lab</b>		
0.0		
<b>Activity</b>		
0.0		
<b>Total</b>		
0.0		

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**HSMTH167:  
 Geometry A**

This course covers topics in basic geometry, reasoning and proofs, perpendicular and parallel lines, congruent triangles, properties of triangles, and quadrilaterals. Open Entry/Open Exit. 5 HS credits.

**Overview**

**Requisites:**

None

**Transferable:**

Not transferable

**Specifications**

**Entrance Skills:**

Completion of ten (10) credits in algebra

**Textbooks:**

McDougal Littell, Geometry, Reasoning, Measuring and Applying by Larson, R., Boswell, L., Stiff, L, 2004 (\$60). ISBN: 978-0-618-250

**Learning Outcomes**

**Course Objectives:**

- Identify basic ideas and terms in geometry
- Sketch intersections of lines and planes
- Use a straightedge and compass to construct segment and angle bisectors
- Use a general problem-solving plan to solve problems involving perimeter, area, and circumference
- Recognize, analyze, and write conditional statements
- Write postulates using conditional statements
- Recognize and use definitional and biconditional statements

Use properties from algebra and geometry to measure and justify segment and angle relationships and congruence

Prove statements about segments and angles using congruence

Investigate the relationships between lines and angles on a plane and in space

Identify the angles formed when two lines are cut by a transversal

Write flow proofs and use these proofs along with two-column and paragraph proofs to prove theorems about perpendicular and parallel lines

Apply properties of parallel lines to solve real-life problems

Use a straightedge and a compass to construct parallel lines

Find the slopes of lines

Use slope to identify parallel and perpendicular lines in a coordinate plane

Write equations of parallel and perpendicular lines in a coordinate plane

Prove triangles are congruent and use congruent triangles in real-life problems

Classify triangles and find angle measure

Identify congruent figures and corresponding parts of figures, and learn to correctly name angles and triangles

Prove triangles and congruent angles SSS, SAS, ASA, and AAS

Use properties of isosceles, equilateral, and right triangles

Place geometric figures in a coordinate plane to prove statements about the figures

Analyze perpendicular bisectors and angle bisectors in general and relate these to triangles in particular

Recognize that the perpendicular and angle bisectors of a triangle are concurrent

Find medians and altitudes; recognize that these three segments associated with a triangle are also concurrent

Analyze the Midsegment Theorem and recognize various triangle inequalities

Identify indirect proofs

Identify quadrilaterals and their properties

Identify convex, concave, and regular polygons; examine properties of interior angles of quadrilaterals

Use the properties of parallelograms and algebra to solve problems involving side lengths and angle measures; prove properties of parallelograms

Use the distance and slope formulas with coordinate geometry to show figures are parallelograms

Examine properties of the sides, angles and diagonals of special parallelograms such as rhombuses, rectangles, and squares

Use properties of trapezoids and kites

Identify special quadrilaterals based on limited information and use both formal proof and coordinate geometry to prove that a quadrilateral is a special quadrilateral

Identify and apply formulas for the areas of squares, rectangles, parallelograms, triangles, trapezoids, kites, and rhombuses

### **SLO:**

Demonstrate knowledge of basic geometry, reasoning and proofs, and perpendicular and parallel lines.

Demonstrate knowledge of congruent triangles, properties of triangles, and quadrilaterals.

## **Units and Hours**

### **Default Profile**



Minimum Credit Units	Total Course In-Class (Contact) Hours	Total Student Learning Hours
0.0	0.0	0.0
Maximum Credit Units	Total Course Out-of-Class Hours	Faculty Load
0.0	0.0	0.0

Detail

Weekly Student Hours	In Class	Course Student Hours
		Course Duration (Weeks)
Lecture Hours	0.0	Hours per unit/divisor
Lab Hours	0.0	Course In-Class (Contact) Hours
Activity Hours	0.0	Lecture 0.0
		Lab
		Activity
		Total
		Course Out-of-Class Hours
		Lecture
		Lab
		Activity
		Total

Noncredit

Minimum Credit Units	Total Course In-Class (Contact) Hours	Total Student Learning Hours
0.0	72.0	72.0
Maximum Credit Units	Total Course Out-of-Class Hours	Faculty Load
0.0	0.0	

Detail

Weekly Student Hours	In Class	Course Student Hours
		Course Duration (Weeks)
Lecture Hours	4.5	Hours per unit/divisor
Lab Hours	0.0	Course In-Class (Contact) Hours
Activity Hours	0.0	Lecture 0.0
		Lab
		Activity
		Total
		Course Out-of-Class Hours
		Lecture
		Lab
		Activity
		Total

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**HSMTH168:**

# Geometry B

This course covers topics in transformations, similarity, right triangles, trigonometry, circles, areas of polygons and circles, surface area and volume. Open Entry/Open Exit. 5 HS credits.

## Overview

### Requisites:

### Advisory

[HSMTH167 - Geometry A](#)

### Transferable:

Not transferable

## Specifications

### Textbooks:

McDougal Littell, Geometry, Reasoning, Measuring and Applying by Larson, R., Boswell, L., Stiff, L, 2004 (\$60). ISBN: 9780618250

## Learning Outcomes

### Course Objectives:

Identify reflections, rotations, translations, and characteristics of an isometric triangle

Solve problems involving rigid transformations in the coordinate plane and prove theorems about reflections, rotations, and translations

Describe translations using vectors and identify vector components

Recognize how two or more translations produce a composition and identify glide reflections in a plane

Use transformations to classify, identify, and draw frieze patterns

Examine how to use frieze patterns to create decorative borders for real-life objects

Explore the concept of similarity

Simplify ratios; solve proportions using the cross product property

Use polygons and their properties to solve real-life problems

Explore similar triangles in greater depth

Prove that two triangles are similar using the AA Similarity Postulate, the SSS Similarity Theorem, and the SAS Similarity Theorem

Use similar triangles to solve indirect measurement problems

Examine and use proportional theorems involving parallel lines, angle bisectors, and transversals to calculate segment lengths

Identify dilations

Solve problems involving similar right triangles using the geometric mean and indirect measurements

Prove the Pythagorean Theorem and use it and its converse to solve problems

Find lengths of sides of special right triangles and use them to solve real-life problems

Use the sine, cosine, and tangent ratios to solve real-life problems

Find the magnitude and direction of a vector and add vectors

Identify segments and lines related to circles

Solve problems related to circles by using properties of a tangent lines, arcs, chords and inscribed angles

- Solve problems with inscribed polygons in circles
- Find angle and arc measures related to circles
- Find the lengths of the segments of chords, tangents, and secants
- Find the equation of a circle given the center and radius or diameter
- Graph a circle using the equation of a circle
- Draw loci that satisfy given conditions
- Find the measures of the interior and exterior angles of polygons
- Use these angle measures to find the area of an equilateral triangle and other polygons
- Investigate perimeters and areas of similar triangles
- Identify and calculate the circumference of a circle and arc length
- Find the area of a circle and the area of a sector of a circle
- Find a basic probability
- Calculate the surface area and volume of solids
- Distinguish polyhedra from other solids and classify polyhedra
- Identify the Platonic solids and use Euler’s Theorem
- Use the Pythagorean Theorem to find the surface area of pyramids and use proportions involving circles to find the surface area of cones
- Develop methods for finding the volume of pyramids and cones
- Analyze similar solids, including scale factors and how surface area and volume relate to the dimensions of similar solids

**SLO:**

- Demonstrate knowledge of transformations, similarity, right triangles, trigonometry, and circles.
- Demonstrate knowledge of areas of polygons and circles, surface area and volume.

**Units and Hours**

**Default Profile**

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	0.0	0.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	0.0

**Detail**

**Weekly Student Hours**

	<b>In Class</b>
Lecture Hours	0.0
Lab Hours	0.0
Activity Hours	0.0

**Course Student Hours**

Course Duration (Weeks)	0.0
Hours per unit/divisor	0.0
Course In-Class (Contact) Hours	0.0
Lecture	0.0
Lab	
Activity	
Total	
Course Out-of-Class Hours	
Lecture	
Lab	
Activity	
Total	

**Noncredit**

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	72.0	72.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	

**Detail**

**Weekly Student Hours**

	<b>In Class</b>
Lecture Hours	4.5
Lab Hours	0.0
Activity Hours	0.0

**Course Student Hours**

Course Duration (Weeks)	0.0
Hours per unit/divisor	0.0
Course In-Class (Contact) Hours	0.0
Lecture	0.0
Lab	
Activity	
Total	
Course Out-of-Class Hours	
Lecture	
Lab	
Activity	
Total	

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## HSMTH176: College Preparation Algebra 1A

This course offers an introduction to basic algebra concepts, math vocabulary, and algebraic operations, linear equations, inequalities, system of linear equations, exponents and polynomials . Open Entry/Open Exit. 5 HS credits.

**Overview**

**Requisites:**

**Advisory**

[HSMTH159 - Math Fundamentals 2](#)

**Transferable:**

Not transferable

**Specifications**

**Learning Outcomes**

**Course Objectives:**

- Apply basic vocabulary, operations with signed numbers, basic properties of exponents to integers and rational numbers
- Simplify algebraic expressions using order of operations
- Translate expressions from English to algebraic expressions
- Solve linear equations and inequalities by simplifying, distributing, using properties
- Apply methods of solving linear equations to appropriate applications
- Define and utilize basic vocabulary of the Cartesian Coordinate System
- Graph a line using a table and the slope-intercept form
- Determine the slope of a line given a graph, equation or two points
- Find intercepts given a graph or equation
- Graph linear equations with different methods
- Apply basic properties and definitions to simplify polynomial expressions with exponents
- Add, subtract, multiply and divide polynomial expressions using exponent properties
- Solve a system of two linear equations in two variables by applying the graphing, elimination by addition, and substitution methods
- Apply solving strategies to appropriate applications with two linear equations in two variables

**SLO:**

- Perform algebraic operations on polynomials.
- Solve linear equations and apply the relationship between solutions of linear equations in two variables and their graphs.

**Units and Hours**

**Default Profile**

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	0.0	0.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	0.0

**Detail**

**Weekly Student Hours**

	<b>In Class</b>
Lecture Hours	0.0
Lab Hours	0.0
Activity Hours	0.0

**Course Student Hours**

Course Duration (Weeks)	0.0
Hours per unit/divisor	0.0
Course In-Class (Contact) Hours	0.0
Lecture	0.0
Lab	
Activity	
Total	
Course Out-of-Class Hours	
Lecture	
Lab	
Activity	
Total	

**Noncredit**

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	72.0	72.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	

**Detail**

**Weekly Student Hours**

	<b>In Class</b>
Lecture Hours	4.5
Lab Hours	0.0
Activity Hours	0.0

**Course Student Hours**

Course Duration (Weeks)	0.0
Hours per unit/divisor	0.0
Course In-Class (Contact) Hours	0.0
Lecture	0.0
Lab	
Activity	
Total	
Course Out-of-Class Hours	
Lecture	
Lab	
Activity	
Total	

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## HSMTH177: College Preparation Algebra 1B

This course offers an introduction to basic algebra concepts, math vocabulary, algebraic operations, solutions and applications of first and second-degree equations, geometric concepts, graphs, rational expressions, and equations. Open Entry/Open Exit. 5 HS credits.

**Overview**

**Requisites:**

**Advisory**

[HSMTH176 - College Preparation Algebra 1A](#)

**Transferable:**

Not transferable

**Specifications**

**Learning Outcomes**

**Course Objectives:**

Solve quadratic equations by factoring, square root property and completing the square

Apply the quadratic formula to solve quadratic equations

Apply solving strategies to solve appropriate applications with quadratic equations

Simplify rational expressions

Perform basic operations involving rational expressions

Obtain undefined value(s) of rational expressions

Apply factoring techniques to simplify rational expressions

Determine the lowest common denominator of rational expressions and equations

Simplify, add, subtract and multiply radicals

Divide by using the quotient rule of radicals

Rationalize the denominator

Represent a given scenario using an appropriate algebraic equation(s)

Solve and interpret results in context of a given scenario

Review algebra concepts and algebraic operations and be advised about options for further study of mathematics

Factor polynomials with two, three and four terms by applying the appropriate methods

Recognize and factor out the greatest common factor from a polynomial expression

Factor by grouping

Factor the difference of two squares, sum and difference of cubes, perfect-square trinomials and general trinomials

Apply factoring strategies to solve polynomial equations and appropriate applications

**SLO:**

Evaluate and perform algebraic operations on rational and radical expressions.

Solve word problems and equations involving quadratic and rational expressions using appropriate algebraic techniques.

**Units and Hours**

**Default Profile**

Minimum Credit Units

0.0

Total Course In-Class (Contact) Hours

0.0

Total Student Learning Hours

0.0

Maximum Credit Units

0.0

Total Course Out-of-Class Hours

0.0

Faculty Load

0.0

Detail

Weekly Student Hours

	In Class
Lecture Hours	0.0
Lab Hours	0.0
Activity Hours	0.0

Course Student Hours

Course Duration (Weeks)	Hours per unit/divisor	Course In-Class (Contact) Hours
0.0	0.0	0.0
Lecture		
Lab		
Activity		
Total		
Course Out-of-Class Hours		
Lecture		
Lab		
Activity		
Total		

Noncredit

Minimum Credit Units	Total Course In-Class (Contact) Hours	Total Student Learning Hours
0.0	72.0	72.0
Maximum Credit Units	Total Course Out-of-Class Hours	Faculty Load
0.0	0.0	

Detail

Weekly Student Hours

	In Class
Lecture Hours	4.5
Lab Hours	0.0
Activity Hours	0.0

Course Student Hours

Course Duration (Weeks)	Hours per unit/divisor	Course In-Class (Contact) Hours
0.0	0.0	0.0
Lecture		
Lab		
Activity		
Total		
Course Out-of-Class Hours		
Lecture		
Lab		
Activity		
Total		

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## HSMTH180: Introduction to Trigonometry 1B

Extends the study of trigonometry, analytical geometry, functional analysis, and algebraic techniques needed in preparation for the study of calculus. The graphing calculator is used extensively throughout the course. Open Entry/Open Exit. 5 HS credits.

Overview



**Requisites:**

**Advisory**

[HSMTH161 - Introduction to Trigonometry 1A](#)

or equivalent

**Transferable:**

Not transferable

**Specifications**

**Textbooks:**

Pre-Calculus by Sullivan, M., 2002 (\$80). ISBN: 9780024184214

**Learning Outcomes**

**Course Objectives:**

Demonstrate proficiency in double-angle and half-angle formulas, product-to-sum and sum-to-product formulas, and trigonometric equations.

Demonstrate proficiency in right triangle trigonometry, The Law of Sines, and The Law of Cosines. Compute the area of a triangle.

Demonstrate proficiency in Polar coordinates, equations and graphs, the complex plane; DeMoivre's Theorem, and vectors.

Demonstrate proficiency in conics, parabolas, ellipses, hyperbolas, rotation of axes and general form of a conic, and plane curves and parametric equations.

Demonstrate proficiency in solving systems of linear equations using row reduction method, and solving systems of linear equations using inverse method (2-by-2 only).

Demonstrate proficiency in sequences, arithmetic series, geometric sequences and geometric series, mathematical induction, and the Binomial Theorem.

Demonstrate proficiency in algebra techniques for finding limits, tangents, derivatives and integrals.

Demonstrate proficiency in sets and counting, permutations and combinations, probability of equally likely outcomes, and probabilities from data.

**SLO:**

Demonstrate proficiency in trigonometry, analytical geometry, functional analysis, and algebraic techniques needed in preparation for the study of calculus.

Proficiently use the graphing calculator.

**Units and Hours**

**Default Profile**

Minimum Credit Units

0.0

Total Course In-Class (Contact) Hours

0.0

Total Student Learning Hours

0.0

Maximum Credit Units

0.0

Total Course Out-of-Class Hours

0.0

Faculty Load

0.0

**Detail**

**Weekly Student Hours**

	<b>In Class</b>
Lecture Hours	0.0
Lab Hours	0.0
Activity Hours	0.0

**Course Student Hours**

Course Duration (Weeks)	0.0
Hours per unit/divisor	0.0
Course In-Class (Contact) Hours	0.0
Lecture	0.0
Lab	
Activity	
Total	
Course Out-of-Class Hours	
Lecture	
Lab	
Activity	
Total	

**Noncredit**

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	72.0	72.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	

**Detail**

**Weekly Student Hours**

	<b>In Class</b>
Lecture Hours	4.5
Lab Hours	0.0
Activity Hours	0.0

**Course Student Hours**

Course Duration (Weeks)	0.0
Hours per unit/divisor	0.0
Course In-Class (Contact) Hours	0.0
Lecture	0.0
Lab	
Activity	
Total	
Course Out-of-Class Hours	
Lecture	
Lab	
Activity	
Total	

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**HSOTH040:**

**Introduction to Academic Pathways and Programs**

Exploration of educational pathways with exposure to college resources and support services as students develop strategies for academic success. Information will be presented in academic format, and students will be required to demonstrate mastery through participation in student-centered, hands-on activities. Open Entry/Open Exit. 5 HS credits.

**Overview**

**Requisites:**

None

**Transferable:**

Not transferable

**Specifications****Learning Outcomes****Course Objectives:**

Identify and explain RSCCD/SCC policies and procedures as it relates to standards of academic success.

Plan activities and strategies for attaining an identifiable educational goal.

Identify the academic program options available through the SCC Division of Continuing Education.

Recall the free and low cost career technical pathways that are available through the SCC Division of Continuing Education.

Identify and utilize continuing education support services as needed.

Compare and contrast SCC degree and certificate program requirements.

Describe the available SCC pathways.

Identify and utilize tools for career planning and preparation.

Identify and locate campus services, programs, facilities, and other related resources.

Examine the different higher education institutions in California.

Describe self-development skills.

Identify techniques to enhance a positive self-esteem.

Use effective communication skills.

Evaluate team building.

Demonstrate techniques to effectively manage time inside and outside of school.

Identify stressors and utilize techniques to positively enhance overall well-being.

**SLO:**

Differentiate between academic and career technical pathways in credit and noncredit programs.

ISLO A3: Act to increase the wellbeing of the global community by maintaining cultural literacy, lifelong learning, ethical consideration of each other, and the environment we all share.

Core ISLOs

ISLO C1: Communicate ideas in a clear and articulate manner.

Core ISLOs

ISLO L1: Take responsibility for one's own learning and wellbeing.

Core ISLOs

ISLO T2: Creatively use concepts to make learning relevant.

Core ISLOs

Define educational options and available student support services.

ISLO A3: Act to increase the wellbeing of the global community by maintaining cultural literacy, lifelong learning, ethical consideration of each other, and the environment we all share.

Core ISLOs

ISLO C1: Communicate ideas in a clear and articulate manner.

Core ISLOs

ISLO L1: Take responsibility for one's own learning and wellbeing.

Core ISLOs

ISLO T2: Creatively use concepts to make learning relevant.

Core ISLOs

Assess goals and interests within the academic and career technical pathways.

ISLO A3: Act to increase the wellbeing of the global community by maintaining cultural literacy, lifelong learning, ethical consideration of each other, and the environment we all share.

Core ISLOs

ISLO C1: Communicate ideas in a clear and articulate manner.

Core ISLOs

ISLO L1: Take responsibility for one's own learning and wellbeing.

Core ISLOs

ISLO T2: Creatively use concepts to make learning relevant.

Core ISLOs

Demonstrate successful techniques for adapting to an educational or workplace setting.

ISLO A3: Act to increase the wellbeing of the global community by maintaining cultural literacy, lifelong learning, ethical consideration of each other, and the environment we all share.

Core ISLOs

ISLO C1: Communicate ideas in a clear and articulate manner.

Core ISLOs

ISLO L1: Take responsibility for one's own learning and wellbeing.

Core ISLOs

ISLO T2: Creatively use concepts to make learning relevant.

Core ISLOs

## Units and Hours

### Default Profile

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	0.0	0.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	0.0

### Detail

**Weekly Student Hours**

	<b>In Class</b>
Lecture Hours	0.0
Lab Hours	0.0
Activity Hours	0.0

**Course Student Hours**

Course Duration (Weeks)	0.0
Hours per unit/divisor	0.0
Course In-Class (Contact) Hours	0.0
Lecture	0.0
Lab	
Activity	
Total	
Course Out-of-Class Hours	
Lecture	
Lab	
Activity	
Total	

**Noncredit**

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	72.0	72.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	

**Detail**

**Weekly Student Hours**

	<b>In Class</b>
Lecture Hours	4.5
Lab Hours	0.0
Activity Hours	0.0

**Course Student Hours**

Course Duration (Weeks)	0.0
Hours per unit/divisor	0.0
Course In-Class (Contact) Hours	0.0
Lecture	0.0
Lab	
Activity	
Total	
Course Out-of-Class Hours	
Lecture	
Lab	
Activity	
Total	

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## HSOTH050: Basics of Leadership Part 1

Introduces applied leadership and self-development skills. Information will be presented in academic format, and students will be required to demonstrate mastery through participation in student-centered, hands-on activities. Open Entry/Open Exit. 2.5 HS credits.

### Overview

#### Requisites:

None

**Transferable:**

Not transferable

**Specifications**

**Learning Outcomes**

**Course Objectives:**

Demonstrate an understanding of self-development skills.

Demonstrate techniques designed to enhance a positive self-esteem.

Demonstrate understanding of the following group dynamics: how groups exclude, peer pressure, how groups create separate realities, how groups motivate

Demonstrate an understanding of the following communication skills: body language, knowing your audience, conversation styles, pre-planning a presentation, dressing for success, listening skills

Gain a working understanding of parliamentary procedures through interactive practice sessions.

Resolve conflicts between and among working groups while participating in small group activities.

Demonstrate an understanding of how people move either up or down within a hierarchy of a large bureaucracy by participating in an interactive game.

Demonstrate effective techniques most commonly used by successful people to manage their time more effectively and efficiently.

Demonstrate an understanding and importance of conducting an effective meeting.

**SLO:**

Demonstrate applied leadership skills.

Demonstrate applied self-development skills.

**Units and Hours**

**Default Profile**

**Minimum Credit Units**

0.0

**Total Course In-Class (Contact) Hours**

0.0

**Total Student Learning Hours**

0.0

**Maximum Credit Units**

0.0

**Total Course Out-of-Class Hours**

0.0

**Faculty Load**

0.0

**Detail**

**Weekly Student Hours**

	<b>In Class</b>
Lecture Hours	0.0
Lab Hours	0.0
Activity Hours	0.0

**Course Student Hours**

Course Duration (Weeks)	0.0
Hours per unit/divisor	0.0
Course In-Class (Contact) Hours	0.0
Lecture	0.0
Lab	
Activity	
Total	
Course Out-of-Class Hours	
Lecture	
Lab	
Activity	
Total	

**Noncredit**

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	36.0	36.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	

**Detail**

**Weekly Student Hours**

	<b>In Class</b>
Lecture Hours	2.25
Lab Hours	0.0
Activity Hours	0.0

**Course Student Hours**

Course Duration (Weeks)	0.0
Hours per unit/divisor	0.0
Course In-Class (Contact) Hours	0.0
Lecture	0.0
Lab	
Activity	
Total	
Course Out-of-Class Hours	
Lecture	
Lab	
Activity	
Total	

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## HSOTH153: Supervised Tutoring

Supervised one-to-one and small group tutoring in academic subject, for students enrolled at Rancho Santiago Community College District in courses(s) for which tutoring is requested. Exam review sessions offered in some areas. Open Entry/Open Exit.

### Overview

#### Requisites:

None

**Transferable:**

Not transferable

**Specifications**

**Learning Outcomes**

**Course Objectives:**

Show increased performance in the class or classes in which they are being tutored

Read actively, reflect on ideas and concepts, and summarize material

Use critical thinking skills to ask higher-level questions

Identify concepts learned in one subject and apply those concepts other subjects

Apply study skills to all of their coursework

**SLO:**

Increase performance in classroom assignments in the class or classes in which the student is being tutored.

ISLO A2: Act as a responsible community member who treats others with respect, civility, empathy, honesty and dignity.

Core ISLOs

ISLO C1: Communicate ideas in a clear and articulate manner.

Core ISLOs

ISLO L1: Take responsibility for one's own learning and wellbeing.

Core ISLOs

ISLO T3: Reflectively assess one's values, assumptions, and attitudes.

Core ISLOs

Increase test scores in the class or classes in which the student is being tutored.

ISLO A3: Act to increase the wellbeing of the global community by maintaining cultural literacy, lifelong learning, ethical consideration of each other, and the environment we all share.

Core ISLOs

ISLO C1: Communicate ideas in a clear and articulate manner.

Core ISLOs

ISLO L1: Take responsibility for one's own learning and wellbeing.

Core ISLOs

ISLO T3: Reflectively assess one's values, assumptions, and attitudes.

Core ISLOs

**Units and Hours**

**Default Profile**

**Minimum Credit Units**

0.0

**Total Course In-Class (Contact) Hours**

0.0

**Total Student Learning Hours**

0.0



Maximum Credit Units	Total Course Out-of-Class Hours	Faculty Load
0.0	0.0	0.0

Detail

Weekly Student Hours

Course Student Hours

	In Class	Course Duration (Weeks)
Lecture Hours	0.0	Hours per unit/divisor
Lab Hours	0.0	Course In-Class (Contact) Hours
Activity Hours	0.0	Lecture 0.0

- Lab
- Activity
- Total
- Course Out-of-Class Hours
- Lecture
- Lab
- Activity
- Total

Noncredit

Minimum Credit Units	Total Course In-Class (Contact) Hours	Total Student Learning Hours
0.0	72.0	72.0

Maximum Credit Units	Total Course Out-of-Class Hours	Faculty Load
0.0	0.0	

Detail

Weekly Student Hours

Course Student Hours

	In Class	Course Duration (Weeks)
Lecture Hours	4.5	Hours per unit/divisor
Lab Hours	0.0	Course In-Class (Contact) Hours
Activity Hours	0.0	Lecture 0.0

- Lab
- Activity
- Total
- Course Out-of-Class Hours
- Lecture
- Lab
- Activity
- Total

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**HSOTH202:**

**Basics of Leadership Part 2**

Introduces applied leadership and self-development skills. Information will be presented in academic format, and students will be required to demonstrate mastery through participation in student-centered, hands-on activities. Open Entry/Open Exit. 2.5 HS credits.

## Overview

### Requisites:

None

### Transferable:

Not transferable

## Specifications

## Learning Outcomes

### Course Objectives:

Demonstrate an understanding of group dynamics.

Demonstrate an understanding of interpersonal communication.

Demonstrate a working understanding of the basics of parliamentary procedures through interactive practice sessions.

Demonstrate resolving conflicts between and among working groups while participating in small group activities.

Demonstrate brainstorming techniques.

Demonstrate knowledge of personal awareness.

Identify the basic purpose and role of lobbying

Demonstrate through active participation the five steps to successful lobbying to include a needs assessment and plan, targeting those with potential resources, requesting buy-in, and realizing partnerships

Identify the underlying causes of stress, its symptoms, and negative effects

Identify those specific areas of stress within each student's personal life

Identify coping strategies to effectively deal with stress

Identify the five basic criteria of an effective public speech

Analyze and critique the speech of another speaker

Plan and write a two-minute speech

Give a speech before a live audience

Demonstrate an understanding of setting goals

Identify individual goals for school, family, and work both for the short term and for the long term

Demonstrate an understanding of effective techniques for goal realization

### SLO:

Demonstrate an understanding of applied leadership skills.

ISLO A2: Act as a responsible community member who treats others with respect, civility, empathy, honesty and dignity.

Core ISLOs

ISLO C1: Communicate ideas in a clear and articulate manner.

Core ISLOs

PSLO Demonstrate foundational knowledge and comprehension of the natural sciences, social and behavioral sciences, and humanities.

Adult High School  
Diploma, DIPL

PSLO	Demonstrate foundational knowledge and comprehension of the natural sciences, social and behavioral sciences, and humanities.
Secondary Education, COM	
PSLO	Identify team building strategies and the effect that interpersonal awareness and communication have on group dynamics.
Student Leadership, COM	
ISLO	L1: Take responsibility for one's own learning and wellbeing.
Core ISLOs	
ISLO	T2: Creatively use concepts to make learning relevant.
Core ISLOs	
Demonstrate an understanding of self-development skills.	
ISLO	A2: Act as a responsible community member who treats others with respect, civility, empathy, honesty and dignity.
Core ISLOs	
ISLO	C1: Communicate ideas in a clear and articulate manner.
Core ISLOs	
PSLO	Demonstrate foundational knowledge and comprehension of the natural sciences, social and behavioral sciences, and humanities.
Secondary Education, COM	
PSLO	Demonstrate foundational knowledge and comprehension of the natural sciences, social and behavioral sciences, and humanities.
Adult High School Diploma, DIPL	
PSLO	Develop and demonstrate leadership skills.
Student Leadership, COM	
ISLO	L1: Take responsibility for one's own learning and wellbeing.
Core ISLOs	
ISLO	T3: Reflectively assess one's values, assumptions, and attitudes.
Core ISLOs	

## Units and Hours

### Default Profile

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	0.0	0.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	0.0

### Detail

**Weekly Student Hours**

	<b>In Class</b>
Lecture Hours	0.0
Lab Hours	0.0
Activity Hours	0.0

**Course Student Hours**

Course Duration (Weeks)	0.0
Hours per unit/divisor	0.0
Course In-Class (Contact) Hours	0.0
Lecture	0.0
Lab	
Activity	
Total	
Course Out-of-Class Hours	
Lecture	
Lab	
Activity	
Total	

**Noncredit**

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	36.0	36.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	

**Detail**

**Weekly Student Hours**

	<b>In Class</b>
Lecture Hours	2.25
Lab Hours	0.0
Activity Hours	0.0

**Course Student Hours**

Course Duration (Weeks)	0.0
Hours per unit/divisor	0.0
Course In-Class (Contact) Hours	0.0
Lecture	0.0
Lab	
Activity	
Total	
Course Out-of-Class Hours	
Lecture	
Lab	
Activity	
Total	

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## HSOTH505: Spanish 2A

Further develops the student’s control of the Spanish language through listening, speaking, reading, and writing activities with emphasis being placed upon listening and speaking. Develops the student’s knowledge of cultural topics. Open Entry/Open Exit. 5 HS credits.

**Overview**

**Requisites:**

None

**Transferable:**

Not transferable

**Specifications**

**Textbooks:**

Realidades,Level 2 by Boyles, P., Met, M., Sayers, R., Wargin, C, 2004 (\$40). ISBN: 9780130359513

**Learning Outcomes**

**Course Objectives:**

Reply to a series of statements/questions spoken at normal classroom speed

State appropriate answer/response

Respond to a given cue

Speak with correct pronunciation, intonation, and rhythm

Form and answer questions

Participate in dialogue

Give oral descriptions of pictures

Write with accuracy from dictated materials

Form and answer questions

Write descriptions of pictures

Complete controlled sentence patterns

Use necessary vocabulary to complete language skills activities

Describe cultural items

Read, write, listen, and speak Spanish

Past preterite of irregular verbs (future tenses, regular and irregular verbs)

Imperfect tense of regular and irregular verbs

**SLO:**

Identify Spanish language grammar, vocabulary, idiomatic expressions in written and oral communication.

Analyze Spanish speakers' culture in written and oral communication.

**Units and Hours**

**Default Profile**

**Minimum Credit Units**

0.0

**Total Course In-Class (Contact) Hours**

0.0

**Total Student Learning Hours**

0.0

**Maximum Credit Units**

0.0

**Total Course Out-of-Class Hours**

0.0

**Faculty Load**

0.0

**Detail**

**Weekly Student Hours**

	<b>In Class</b>
Lecture Hours	0.0
Lab Hours	0.0
Activity Hours	0.0

**Course Student Hours**

Course Duration (Weeks)	0.0
Hours per unit/divisor	0.0
Course In-Class (Contact) Hours	0.0
Lecture	0.0
Lab	
Activity	
Total	
Course Out-of-Class Hours	
Lecture	
Lab	
Activity	
Total	

**Noncredit**

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	72.0	72.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	

**Detail**

**Weekly Student Hours**

	<b>In Class</b>
Lecture Hours	4.5
Lab Hours	0.0
Activity Hours	0.0

**Course Student Hours**

Course Duration (Weeks)	0.0
Hours per unit/divisor	0.0
Course In-Class (Contact) Hours	0.0
Lecture	0.0
Lab	
Activity	
Total	
Course Out-of-Class Hours	
Lecture	
Lab	
Activity	
Total	

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## HSOTH510: Spanish 2B

Further develops the student’s control of the Spanish language through listening, speaking, reading, and writing activities with emphasis being placed upon listening and speaking. Develops the student’s knowledge of cultural topics. Open Entry/Open Exit. 5 HS credits.

**Overview**

**Requisites:**

None

**Transferable:**

Not transferable

**Specifications**

**Textbooks:**

Realidades,Level 2 by Boyles, P., Met, M., Sayers, R., Wargin, C, 2004 (\$40). ISBN: 9780130359513

**Learning Outcomes**

**Course Objectives:**

Reply to a series of statements/questions spoken at normal classroom speed

Give appropriate answer/response

Respond to a given cue

Speak with correct pronunciation, intonation, and rhythm

Form and answer questions

Participate in dialogue

Give oral descriptions of pictures

Read passages and give appropriate response to a series of questions

Write with accuracy from dictated materials

Form and answer questions

Write descriptions of pictures

Complete controlled sentence patterns

Use necessary vocabulary to complete language skills activities

Identify cultural items

**SLO:**

Demonstrate understanding of Spanish language grammar, vocabulary, idiomatic expressions in written and oral communication.

Demonstrate understanding of Spanish speakers 'culture in written and oral communication.

**Units and Hours**

**Default Profile**

**Minimum Credit Units**

0.0

**Total Course In-Class (Contact) Hours**

0.0

**Total Student Learning Hours**

0.0

**Maximum Credit Units**

0.0

**Total Course Out-of-Class Hours**

0.0

**Faculty Load**

0.0

**Detail**

**Weekly Student Hours**

	<b>In Class</b>
Lecture Hours	0.0
Lab Hours	0.0
Activity Hours	0.0

**Course Student Hours**

Course Duration (Weeks)	0.0
Hours per unit/divisor	0.0
Course In-Class (Contact) Hours	0.0
Lecture	0.0
Lab	
Activity	
Total	
Course Out-of-Class Hours	
Lecture	
Lab	
Activity	
Total	

**Noncredit**

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	72.0	72.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	

**Detail**

**Weekly Student Hours**

	<b>In Class</b>
Lecture Hours	4.5
Lab Hours	0.0
Activity Hours	0.0

**Course Student Hours**

Course Duration (Weeks)	0.0
Hours per unit/divisor	0.0
Course In-Class (Contact) Hours	0.0
Lecture	0.0
Lab	
Activity	
Total	
Course Out-of-Class Hours	
Lecture	
Lab	
Activity	
Total	

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## HSOTH513: Spanish 4A

Provides instruction in listening, speaking, reading, and writing skills. Students will express themselves using an ever-increasing vocabulary, present- and past-tense verbs, articles, and adjectives. Grammar is practiced with a variety of learning styles in mind. Throughout the course, students experience the culture, people, geographical locations, and histories of the Spanish-speaking world. Open Entry/Open Exit.

### Overview



**Requisites:**

None

**Transferable:**

Not transferable

**Specifications**

**Textbooks:**

Avancemos! Level 4 by Hamilton-Carlon, P, 2012 (\$60). ISBN: 978-055402530

**Learning Outcomes**

**Course Objectives:**

Use grammatical structures

Formulate oral questions and answers on familiar topics.

Communicate with sufficient clarity.

Describe various textual patterns and formats.

Identify stated and implied meaning in textual assignments by drawing conclusions, detecting cause and effect, highlighting comparisons and contrasts, and judging soundness of ideas.

Improve reading, listening, and oral skills by direct emersion in the music, art, literature and food of the Hispanic culture.

Identify common rules of etiquette and other cultural practices of the Hispanic Community

Apply this knowledge to the context of travel, work, or study in a Spanish speaking country through the use of Spanish language videos and/or language dealing with such topics.

**SLO:**

Use Spanish language grammar, vocabulary, idiomatic expressions in written and oral communication.

ISLO A2: Act as a responsible community member who treats others with respect, civility, empathy, honesty and dignity.

Core ISLOs

ISLO C3: Communicate in various formats using diverse technologies.

Core ISLOs

PSLO Demonstrate foundational knowledge and comprehension of the natural sciences, social and behavioral sciences, and humanities.

Secondary Education,  
COM

ISLO L1: Take responsibility for one's own learning and wellbeing.

Core ISLOs

ISLO T3: Reflectively assess one's values, assumptions, and attitudes.

Core ISLOs

Describe Spanish speakers' culture in written and oral communication.

ISLO A2: Act as a responsible community member who treats others with respect, civility, empathy, honesty and dignity.

Core ISLOs

ISLO C3: Communicate in various formats using diverse technologies.

Core ISLOs

PSLO Demonstrate foundational knowledge and comprehension of the natural sciences, social and behavioral sciences, and humanities.

Secondary Education,  
COM

ISLO L1: Take responsibility for one's own learning and wellbeing.

Core ISLOs

ISLO T3: Reflectively assess one's values, assumptions, and attitudes.

Core ISLOs

## Units and Hours

### Default Profile

Minimum Credit Units	Total Course In-Class (Contact) Hours	Total Student Learning Hours
0.0	0.0	0.0
Maximum Credit Units	Total Course Out-of-Class Hours	Faculty Load
0.0	0.0	0.0

### Detail

Weekly Student Hours	In Class	Course Student Hours
		Course Duration (Weeks)
Lecture Hours	0.0	Hours per unit/divisor
Lab Hours	0.0	Course In-Class (Contact) Hours
Activity Hours	0.0	Lecture 0.0
		Lab
		Activity
		Total
		Course Out-of-Class Hours
		Lecture
		Lab
		Activity
		Total

### Noncredit

Minimum Credit Units	Total Course In-Class (Contact) Hours	Total Student Learning Hours
0.0	72.0	72.0
Maximum Credit Units	Total Course Out-of-Class Hours	Faculty Load
0.0	0.0	

### Detail

**Weekly Student Hours**

	<b>In Class</b>
<b>Lecture Hours</b>	4.5
<b>Lab Hours</b>	0.0
<b>Activity Hours</b>	0.0

**Course Student Hours**

<b>Course Duration (Weeks)</b>	10
<b>Hours per unit/divisor</b>	0.0
<b>Course In-Class (Contact) Hours</b>	0.0
<b>Lecture</b>	0.0
<b>Lab</b>	
<b>Activity</b>	
<b>Total</b>	
<b>Course Out-of-Class Hours</b>	
<b>Lecture</b>	
<b>Lab</b>	
<b>Activity</b>	
<b>Total</b>	

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## HSOTH514: Spanish 4B

Provides instruction in listening, speaking, reading, and writing skills. Students will express themselves using an ever-increasing vocabulary, present- and past-tense verbs, articles, and adjectives. Grammar is practiced with a variety of learning styles in mind. Throughout the course, students experience the culture, people, geographical locations, and histories of the Spanish-speaking world. Open Entry/Open Exit.

### Overview

**Requisites:**

None

**Transferable:**

Not transferable

### Specifications

**Textbooks:**

Avancemos! Level 4 by Hamilton-Carlon, P., 2012 (\$60). ISBN: 978-055402530

### Learning Outcomes

**Course Objectives:**

Use grammatical structures.

Formulate oral questions and answers on familiar topics.

Communicate with sufficient clarity.

Describe various textual patterns and formats.

Identify stated and implied meaning in textual assignments by drawing conclusions, detecting cause and effect, highlighting comparisons and contrasts, and judging soundness of ideas.

Improve reading, listening, and oral skills by direct emersion in the music, art, literature and food of the Hispanic culture.

Identify common rules of etiquette and other cultural practices of the Hispanic Community

Apply this knowledge to the context of travel, work, or study in a Spanish speaking country through the use of Spanish language videos and/or language dealing with such topics.

**SLO:**

Use Spanish language grammar, vocabulary, idiomatic expressions in written and oral communication.

ISLO A3: Act to increase the wellbeing of the global community by maintaining cultural literacy, lifelong learning, ethical consideration of each other, and the environment we all share.  
Core ISLOs

ISLO C3: Communicate in various formats using diverse technologies.  
Core ISLOs

PSLO Demonstrate foundational knowledge and comprehension of the natural sciences, social and behavioral sciences, and humanities.  
Secondary Education, COM

ISLO L1: Take responsibility for one's own learning and wellbeing.  
Core ISLOs

ISLO T3: Reflectively assess one's values, assumptions, and attitudes.  
Core ISLOs

Describe Spanish speakers' culture in written and oral communication.

ISLO A2: Act as a responsible community member who treats others with respect, civility, empathy, honesty and dignity.  
Core ISLOs

ISLO C3: Communicate in various formats using diverse technologies.  
Core ISLOs

PSLO Demonstrate foundational knowledge and comprehension of the natural sciences, social and behavioral sciences, and humanities.  
Secondary Education, COM

ISLO L1: Take responsibility for one's own learning and wellbeing.  
Core ISLOs

ISLO T3: Reflectively assess one's values, assumptions, and attitudes.  
Core ISLOs

**Units and Hours**

**Default Profile**

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	72.0	0.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	0.0

**Detail**

**Weekly Student Hours**

	<b>In Class</b>
Lecture Hours	0.0
Lab Hours	0.0
Activity Hours	0.0

**Course Student Hours**

Course Duration (Weeks)	0.0
Hours per unit/divisor	0.0
Course In-Class (Contact) Hours	0.0
Lecture	0.0
Lab	
Activity	
Total	
Course Out-of-Class Hours	
Lecture	
Lab	
Activity	
Total	

**Noncredit**

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	72.0	72.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	

**Detail**

**Weekly Student Hours**

	<b>In Class</b>
Lecture Hours	4.5
Lab Hours	0.0
Activity Hours	0.0

**Course Student Hours**

Course Duration (Weeks)	0.0
Hours per unit/divisor	0.0
Course In-Class (Contact) Hours	0.0
Lecture	0.0
Lab	
Activity	
Total	
Course Out-of-Class Hours	
Lecture	
Lab	
Activity	
Total	

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## HSRDG089: Reading Proficiency Development

Enables students to become proficient in practical, content, and reference skills as well as improve general comprehension and vocabulary skills. This course provides preparation for the reading proficiency examination. Open Entry/Open Exit. 5 HS credits.

**Overview**

**Requisites:**

None

**Transferable:**

Not transferable

**Specifications**

**Textbooks:**

Be a Better Reader by Banton Smith, N., 2003 (\$20). ISBN: 0-130-23860-0

Timed Reading by Spargo, E, 1998 (\$20). ISBN: 0-89061-903-4

Reading Drills by Fry, E., 2000 (\$30). ISBN: 0-8092-0361-8

**Learning Outcomes**

**Course Objectives:**

Explain how vocabulary is the basic foundation for reading

Develop word attack skills in phonics, vocabulary in context, word parts, compound words, and syllabication for vocabulary improvement

Utilize dictionary as a source for word knowledge

Develop comprehension skills (details, main idea, fact and opinion, sequence of events) for more efficient reading

Interpret information from charts, tables, and schedules

Develop skills for studying and strategies for test taking

Analyze literary elements such as tone, character, and figurative language

**SLO:**

Improve reading comprehension skills.

Improve vocabulary and learn new words.

**Units and Hours**

**Default Profile**

**Minimum Credit Units**

0.0

**Total Course In-Class (Contact) Hours**

0.0

**Total Student Learning Hours**

0.0

**Maximum Credit Units**

0.0

**Total Course Out-of-Class Hours**

0.0

**Faculty Load**

0.0

**Detail**

**Weekly Student Hours**

	<b>In Class</b>
Lecture Hours	0.0
Lab Hours	0.0
Activity Hours	0.0

**Course Student Hours**

Course Duration (Weeks)	0.0
Hours per unit/divisor	0.0
Course In-Class (Contact) Hours	0.0
Lecture	0.0
Lab	
Activity	
Total	
Course Out-of-Class Hours	
Lecture	
Lab	
Activity	
Total	

**Noncredit**

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	72.0	72.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	

**Detail**

**Weekly Student Hours**

	<b>In Class</b>
Lecture Hours	4.5
Lab Hours	0.0
Activity Hours	0.0

**Course Student Hours**

Course Duration (Weeks)	0.0
Hours per unit/divisor	0.0
Course In-Class (Contact) Hours	0.0
Lecture	0.0
Lab	
Activity	
Total	
Course Out-of-Class Hours	
Lecture	
Lab	
Activity	
Total	

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## HSRDG090: Reading Improvement

This course concentrates on two main approaches to improve reading skills: speed reading, which increases the number of words that can be read in a minute, and use of reading strategies to extract information from a text in the most effective way possible. Students will advance and adjust their individual reading rates appropriate to purpose. Open Entry/Open Exit. 5 HS credits.

### Overview

**Requisites:**

None

**Transferable:**

Not transferable

**Specifications**

**Textbooks:**

- Goodman's Five Star Stories by Goodman, B., 1993 (\$20). ISBN: 0-89061-501-2
- Reading Drills by Fry, E., 2000 (\$20). ISBN: 0-8092-0361-8
- Building Vocabulary Skills by Nist, S. L., and Mohr, C, 2002 (\$20). ISBN: 0-944210-12-0
- Making Inferences by Smith, L., 2002 (\$20). ISBN: 0-8092-0237-9

**Learning Outcomes**

**Course Objectives:**

Apply strategies for reading rate improvement and apply them to a variety of texts and materials

Apply strategies for vocabulary attack and acquisition

Apply specific methods for understanding and organizing information in selected readings

Discuss and evaluate reading materials, as well as their approaches to a reading task.

**SLO:**

Increase their reading speed.

Use reading strategies to extract information from a text.

**Units and Hours**

**Default Profile**

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	0.0	0.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	0.0

**Detail**

<b>Weekly Student Hours</b>	<b>In Class</b>	<b>Course Student Hours</b>
		<b>Course Duration (Weeks)</b>
<b>Lecture Hours</b>	0.0	<b>Hours per unit/divisor</b>
<b>Lab Hours</b>	0.0	<b>Course In-Class (Contact) Hours</b>
<b>Activity Hours</b>	0.0	<b>Lecture</b> 0.0
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>
		<b>Course Out-of-Class Hours</b>
		<b>Lecture</b>
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>

**Noncredit**



<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	72.0	72.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	

**Detail**

<b>Weekly Student Hours</b>		<b>Course Student Hours</b>
	<b>In Class</b>	<b>Course Duration (Weeks)</b>
<b>Lecture Hours</b>	4.5	<b>Hours per unit/divisor</b>
<b>Lab Hours</b>	0.0	<b>Course In-Class (Contact) Hours</b>
<b>Activity Hours</b>	0.0	<b>Lecture</b> 0.0
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>
		<b>Course Out-of-Class Hours</b>
		<b>Lecture</b>
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>

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**HSRDG093:**

**Building Reading Skills 1**

Provides an opportunity for skill development in word recognition, comprehension, study and content reading skills which are necessary for success in the High School Subjects program. Computer-aided instruction is included. Open Entry/Open Exit. 5 HS credits.

**Overview**

**Requisites:**

None

**Transferable:**

Not transferable

**Specifications**

**Textbooks:**

- Goodman’s Five Star Stories by Goodman, Burton, 1993 (\$30). ISBN: 0-89061-675-2
- Single Skills, A Concentration and Comprehension by Pauk, W, 1985 (\$20). ISBN: 0-89061-343-5
- Making Inferences by Walker, M, 2000 (\$20). ISBN: 0-8092-0237-9
- Vocabulary Basics by Nabell, J., Johnson, B., Langan, P, 1998 (\$30). ISBN: Budget
- Groundwork for a Better Vocabulary by Johnson, B., Mohr, C., Goldstein, J, 2004 (\$30). ISBN: 1-59194-014-1

**Learning Outcomes**

**Course Objectives:**

Demonstrate an understanding of the reading process, the course objectives and requirements, and individual reading needs

Analyze how reading ability is measured on standardized tests and the purpose of such tests

Demonstrate an understanding of standardized reading scores and how they relate to the exercises necessary for reading improvement

Utilize contextual analysis as an effective word attack skill

Use a dictionary efficiently for word identification and meaning

Increase vocabulary, improve phonic analysis, and improve structural analysis skills as a means to decode unknown words

Improve general reading skills through practice with reading comprehension exercises at the appropriate level; improve a specific literal reading comprehension skill through practice with skill lessons at the appropriate level

Improve interpretative inferential comprehension skills through practice with lessons focusing on inferential comprehensive skills

Demonstrate an understanding of critical comprehension skills and apply that knowledge to the assigned exercises

Apply basic study techniques and textbook skills

**SLO:**

Effectively apply reading skills in the comprehension and critical analysis of basic level readings.

Effectively apply active reading strategies to basic level readings.

**Units and Hours**

**Default Profile**

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	0.0	0.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	0.0

**Detail**

<b>Weekly Student Hours</b>	<b>In Class</b>	<b>Course Student Hours</b>
		<b>Course Duration (Weeks)</b>
<b>Lecture Hours</b>	0.0	<b>Hours per unit/divisor</b>
<b>Lab Hours</b>	0.0	<b>Course In-Class (Contact) Hours</b>
<b>Activity Hours</b>	0.0	<b>Lecture</b> 0.0
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>
		<b>Course Out-of-Class Hours</b>
		<b>Lecture</b>
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>

**Noncredit**

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	72.0	72.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	

**Detail**

**Weekly Student Hours**

	<b>In Class</b>
<b>Lecture Hours</b>	4.5
<b>Lab Hours</b>	0.0
<b>Activity Hours</b>	0.0

**Course Student Hours**

<b>Course Duration (Weeks)</b>	10
<b>Hours per unit/divisor</b>	0.0
<b>Course In-Class (Contact) Hours</b>	0.0
<b>Lecture</b>	0.0
<b>Lab</b>	
<b>Activity</b>	
<b>Total</b>	
<b>Course Out-of-Class Hours</b>	
<b>Lecture</b>	
<b>Lab</b>	
<b>Activity</b>	
<b>Total</b>	

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**HSRDG094:**

**Building Reading Skills 2**

Provides an opportunity for skill development in word recognition, general and inferential comprehension, critical thinking and content reading skills which are necessary for success in the High School Subjects program. Computer-aided instruction is included. Open Entry/Open Exit. 5 HS credits.

**Overview**

**Requisites:**

None

**Transferable:**

Not transferable

**Specifications**

**Textbooks:**

- Single Skills, Concentration and Comprehension by Pauk, W., 1985 (\$20). ISBN: 0-89061-343-5
- Making Inferences by Walker, M, 2000 (\$20). ISBN: 0-8092-0237-9
- Reading & Critical Thinking Book 1 by Barnes, D.,Burgdorf, 1996 (\$20). ISBN: 0-87694-237-0
- Groundwork for a Better Vocabulary, by Johnson, B., Mohr, C., Goldstein, J,, 2004 (\$30). ISBN: 1-59194-014-1
- Building Vocabulary Skills by Nist, S., and Mohr, C,, 2002 (\$30). ISBN: 0-944210-12-0

**Learning Outcomes**

**Course Objectives:**

- Demonstrate an understanding of the course objectives and requirements and individual reading needs
- Analyze how reading ability is measured on a standardized test and the purpose of such a test
- Demonstrate an understanding of standardized reading scores and how they relate to the exercises necessary for reading improvement
- Utilize contextual analysis as an effective word attack skill
- Efficiently use a dictionary for word identification and meaning
- Improve specific skill area(s) by participating in assigned activities
- Improve general reading skills through practice with reading comprehension exercises at the appropriate level; improve a specific literal reading comprehension skill through practice with skill lessons at the appropriate level

Improve interpretative/inferential comprehension skills through practice with lessons focusing on inferential comprehension

Demonstrate an understanding of critical comprehension skills and apply that knowledge to the assigned exercises

Demonstrate an understanding of basic study techniques

Improve content reading skills through practice with appropriate content area comprehension exercises and pre-selected software

**SLO:**

Identify the meaning of new words by using contextual analysis skills.

Demonstrate knowledge of the deeper meanings of reading passages by using interpretative, inferential, and critical reading and thinking skills.

**Units and Hours**

**Default Profile**

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	0.0	0.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	0.0

**Detail**

<b>Weekly Student Hours</b>		<b>Course Student Hours</b>
	<b>In Class</b>	<b>Course Duration (Weeks)</b>
<b>Lecture Hours</b>	0.0	<b>Hours per unit/divisor</b>
<b>Lab Hours</b>	0.0	<b>Course In-Class (Contact) Hours</b>
<b>Activity Hours</b>	0.0	<b>Lecture</b> 0.0
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>
		<b>Course Out-of-Class Hours</b>
		<b>Lecture</b>
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>

**Noncredit**

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	72.0	72.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	

**Detail**

**Weekly Student Hours**

	In Class
Lecture Hours	4.5
Lab Hours	0.0
Activity Hours	0.0

**Course Student Hours**

Course Duration (Weeks)	Hours per unit/divisor	Course In-Class (Contact) Hours
0.0	0.0	0.0
<b>Lecture</b>		
<b>Lab</b>		
<b>Activity</b>		
<b>Total</b>		
<b>Course Out-of-Class Hours</b>		
<b>Lecture</b>		
<b>Lab</b>		
<b>Activity</b>		
<b>Total</b>		

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## HSS338: Workforce Preparation

Provides instruction, exposure to career assessment tools, demonstration, identification, and discussion of topics that are critical for success in the 21st century workplace. Open Entry/Open Exit. 1 HS credit.

### Overview

**Requisites:**

None

**Transferable:**

Not transferable

### Specifications

#### Learning Outcomes

**Course Objectives:**

- Identify individual specific and transferable employment skills
- Write goal statements that are realistic, honest and specific
- Identify people who can help them find a job
- Identify possible job opportunities in local businesses
- Describe different employment services they could use in their job search
- Identify the jobs that best match their skills
- List the steps in completing an application
- Compile a pocket resume with all pertinent data for instant use in application and resume completions
- Identify and use action verbs in resume
- Write a resume
- Utilize data of the pocket resume to complete an employment application

- Identify and use action verbs in application
- Compose application, cover letter, and thank you letter
- Identify common types of interview questions
- Give sample responses to common interview questions
- Prepare questions to ask an interviewer
- Identify proper interview etiquette including appropriate dress
- Participate in face-to-face interview simulations
- Identify positive work habits that lead to job success
- Compare the roles of supervisor and employee
- Practice presenting information to a supervisor using verbal and written forms.
- Analyze how to solve problems with co-workers

**SLO:**

- Construct a resume with clear job objectives and evidence of personal knowledge, skills, and accomplishments.
- Articulate career choices based on assessment of interests, values, skills and abilities.

**Units and Hours**

**Default Profile**

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	0.0	0.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	0.0

**Detail**

**Weekly Student Hours**

**Course Student Hours**

	<b>In Class</b>	<b>Course Duration (Weeks)</b>
<b>Lecture Hours</b>	0.0	<b>Hours per unit/divisor</b>
<b>Lab Hours</b>	0.0	<b>Course In-Class (Contact) Hours</b>
<b>Activity Hours</b>	0.0	<b>Lecture</b> 0.0
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>
		<b>Course Out-of-Class Hours</b>
		<b>Lecture</b>
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>

**Noncredit**

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	15.0	15.0

<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	

**Detail**

<b>Weekly Student Hours</b>		<b>Course Student Hours</b>
	<b>In Class</b>	<b>Course Duration (Weeks)</b>
<b>Lecture Hours</b>	0.94	<b>Hours per unit/divisor</b>
<b>Lab Hours</b>	0.0	<b>Course In-Class (Contact) Hours</b>
<b>Activity Hours</b>	0.0	<b>Lecture</b> 0.0
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>
		<b>Course Out-of-Class Hours</b>
		<b>Lecture</b>
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>

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## HSS400: High School Equivalency Test Preparation

Provides pre- and post-testing and individualized prescriptive instruction in preparation for a High School equivalency exam. Covers test-taking strategies and the essentials of reading, writing, mathematics, science, and social studies. Open Entry/Open Exit. 5 HS credits.

### Overview

**Requisites:**

None

**Transferable:**

Not transferable

### Specifications

**Textbooks:**

The Official Guide to the HiSET® Exam by Educational Testing Service, 2015 (\$15). ISBN: 9780071845847

### Learning Outcomes

**Course Objectives:**

- Demonstrate an understanding of restatements of information
- Determine the meaning of words and phrases as used in the text
- Analyze the impact of specific word choices on meaning and tone
- Make inferences from the text
- Draw conclusions or deduce meanings not explicitly in the text
- Infer the traits, feelings, and motives of characters or individuals
- Apply information

Interpret nonliteral language

Analyze multiple interpretations of a text

Determine the main idea, topic, or theme of a text

Identify the author's or speaker's purpose or viewpoint

Distinguish among opinions, facts, assumptions, observations, and conclusions

Recognize aspects of an author's style, structure, mood, or tone

Recognize literary or argumentative techniques

Draw conclusions and make generalizations

Make predictions

Compare and contrast

Synthesize information across multiple sources

Select logical or effective opening, transitional, and closing sentences

Evaluate relevance of content

Analyze and evaluate paragraph structure

Recognize logical transitions and related words and phrases

Recognize appropriate subordination and coordination, parallelism, and modifier placement

Maintain consistent verb tense

Recognize effective sentence combining

Recognize verb, pronoun, and modifier forms

Maintain grammatical agreement

Recognize idiomatic usage

Recognize correct capitalization, punctuation, and spelling

Focus on central and supporting ideas

Explain supporting ideas

Compose introduction and conclusion

Sequence ideas

Organize thoughts into paragraphs

Use transitions effectively

Interpret and apply, analyze, evaluate and generalize social studies and science readings.

Interpretation of maps and other visual and technological tools used in social studies and science readings.

Analysis of case studies

**SLO:**

Demonstrate High School Equivalency level knowledge in reading, writing, mathematics, science, and social studies.

Demonstrate proficiency in writing by recognizing and producing effective standard American written English both by editing and revising written text and generating and organizing ideas in writing.



## Units and Hours

### Default Profile

Minimum Credit Units	Total Course In-Class (Contact) Hours	Total Student Learning Hours
0.0	0.0	0.0
Maximum Credit Units	Total Course Out-of-Class Hours	Faculty Load
0.0	0.0	0.0

### Detail

Weekly Student Hours	In Class	Course Student Hours
		Course Duration (Weeks)
Lecture Hours	0.0	Hours per unit/divisor
Lab Hours	0.0	Course In-Class (Contact) Hours
Activity Hours	0.0	Lecture 0.0
		Lab
		Activity
		Total
		Course Out-of-Class Hours
		Lecture
		Lab
		Activity
		Total

### Noncredit

Minimum Credit Units	Total Course In-Class (Contact) Hours	Total Student Learning Hours
0.0	180.0	180.0
Maximum Credit Units	Total Course Out-of-Class Hours	Faculty Load
0.0	0.0	

### Detail

Weekly Student Hours	In Class	Course Student Hours
		Course Duration (Weeks)
Lecture Hours	11.25	Hours per unit/divisor
Lab Hours	0.0	Course In-Class (Contact) Hours
Activity Hours	0.0	Lecture 0.0
		Lab
		Activity
		Total
		Course Out-of-Class Hours
		Lecture
		Lab
		Activity
		Total

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## HSS401:

# High School Equivalency Test Preparation - Mathematics

Provides pre- and post-testing and individualized prescriptive instruction in preparation for a High School equivalency exam. Covers test-taking strategies and the essentials of mathematics. Open Entry/Open Exit. 5 HS credits.

### Overview

#### Requisites:

None

#### Transferable:

Not transferable

### Specifications

#### Textbooks:

The Official Guide to the HiSET Exam by Education Testing Service, 2016. ISBN: 978-1-259-64079-7

### Learning Outcomes

#### Course Objectives:

Apply mathematical calculations in the areas of numbers, operations on numbers, geometry, data analysis, probability, statistics, and algebraic concepts.

Interpret data from a variety of sources.

#### SLO:

Solve multi-step mathematical problems involving rational numbers and irrational numbers.

Implement and apply the Pythagorean Theorem.

### Units and Hours

#### Default Profile

##### Minimum Credit Units

0.0

##### Total Course In-Class (Contact) Hours

0.0

##### Total Student Learning Hours

0.0

##### Maximum Credit Units

0.0

##### Total Course Out-of-Class Hours

0.0

##### Faculty Load

0.0

#### Detail

**Weekly Student Hours**

	<b>In Class</b>
Lecture Hours	0.0
Lab Hours	0.0
Activity Hours	0.0

**Course Student Hours**

Course Duration (Weeks)	0.0
Hours per unit/divisor	0.0
Course In-Class (Contact) Hours	0.0
Lecture	0.0
Lab	
Activity	
Total	
Course Out-of-Class Hours	
Lecture	
Lab	
Activity	
Total	

**Noncredit**

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	72.0	72.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	4.0

**Detail**

**Weekly Student Hours**

	<b>In Class</b>
Lecture Hours	4.5
Lab Hours	0.0
Activity Hours	0.0

**Course Student Hours**

Course Duration (Weeks)	0.0
Hours per unit/divisor	0.0
Course In-Class (Contact) Hours	0.0
Lecture	0.0
Lab	
Activity	
Total	
Course Out-of-Class Hours	
Lecture	
Lab	
Activity	
Total	

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**HSS402:**

**High School Equivalency Test Preparation - Writing**

Provides pre- and post-testing and individualized prescriptive instruction in preparation for a High School equivalency exam. Covers test-taking strategies and the essentials of writing. Open Entry/Open Exit. 5 HS credits.

**Overview**

**Requisites:**

None

Transferable:

### Specifications

Textbooks:

The Official Guide to the HiSET Exam by Educational Testing Service, 2016. ISBN: 978-1-259-64079-7

### Learning Outcomes

Course Objectives:

Apply revision choices concerning organization, diction, and clarity, sentence structure, usage, and mechanics.

Compose a well-organized essay that follows effective American written English conventions.

SLO:

Illustrate logical or effective opening, transitional, and closing sentences.

Identify appropriate use of phrases and clauses, parallel structure, and modifier placement.

Compose an essay that follows standard American written English conventions.

### Units and Hours

Default Profile

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	0.0	0.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	0.0

Detail

<b>Weekly Student Hours</b>		<b>Course Student Hours</b>
	<b>In Class</b>	<b>Course Duration (Weeks)</b>
<b>Lecture Hours</b>	0.0	<b>Hours per unit/divisor</b>
<b>Lab Hours</b>	0.0	<b>Course In-Class (Contact) Hours</b>
<b>Activity Hours</b>	0.0	<b>Lecture</b> 0.0
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>
		<b>Course Out-of-Class Hours</b>
		<b>Lecture</b>
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>

Noncredit

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	72.0	72.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	0.0

**Detail**

**Weekly Student Hours**

	In Class
Lecture Hours	4.5
Lab Hours	0.0
Activity Hours	0.0

**Course Student Hours**

Course Duration (Weeks)	Hours per unit/divisor	Course In-Class (Contact) Hours
10	0.0	Lecture 0.0
		Lab
		Activity
		Total
		Course Out-of-Class Hours
		Lecture
		Lab
		Activity
		Total

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**HSS403:**

**High School Equivalency Test Preparation - Reading**

Provides pre- and post-testing and individualized prescriptive instruction in preparation for a High School equivalency exam. Covers test-taking strategies and the essentials of reading. Open Entry/Open Exit. 5 HS credits.

**Overview**

**Requisites:**

None

**Transferable:**

Not transferable

**Specifications**

**Textbooks:**

The Official Guide to the HiSET Exam by Education Testing Service, 2016. ISBN: The Official Guide to the HiSET Exam

**Learning Outcomes**

**Course Objectives:**

Analyze fiction, non-fiction, and poetry pieces and effectively identify the main idea, details, inferences, amongst other literary devices.

Evaluate conclusions and make generalizations based on textual evidence.

**SLO:**

Identify the main idea and details of the text.

Examine text and make inferences to exhibit an understanding of the material read.

**Units and Hours**

**Default Profile**

Minimum Credit Units	Total Course In-Class (Contact) Hours	Total Student Learning Hours
0.0	0.0	0.0
Maximum Credit Units	Total Course Out-of-Class Hours	Faculty Load
0.0	0.0	0.0

Detail

Weekly Student Hours	In Class	Course Student Hours
Lecture Hours	0.0	Course Duration (Weeks)
Lab Hours	0.0	Hours per unit/divisor
Activity Hours	0.0	Course In-Class (Contact) Hours
		Lecture 0.0
		Lab
		Activity
		Total
		Course Out-of-Class Hours
		Lecture
		Lab
		Activity
		Total

Noncredit

Minimum Credit Units	Total Course In-Class (Contact) Hours	Total Student Learning Hours
0.0	72.0	72.0
Maximum Credit Units	Total Course Out-of-Class Hours	Faculty Load
0.0	0.0	0.0

Detail

Weekly Student Hours	In Class	Course Student Hours
Lecture Hours	4.5	Course Duration (Weeks)
Lab Hours	0.0	Hours per unit/divisor
Activity Hours	0.0	Course In-Class (Contact) Hours
		Lecture 0.0
		Lab
		Activity
		Total
		Course Out-of-Class Hours
		Lecture
		Lab
		Activity
		Total

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**HSS404:**

# High School Equivalency Test Preparation - Science

Provides pre- and post-testing and individualized prescriptive instruction in preparation for a High School equivalency exam. Covers test-taking strategies and the essentials of science. Open Entry/Open Exit. 5 HS credits.

## Overview

### Requisites:

None

### Transferable:

## Specifications

### Textbooks:

The Official Guide to the HiSET Exam by Education Testing Service, 2016. ISBN: 978-1-259-64079-7

## Learning Outcomes

### Course Objectives:

Interpret and apply scientific procedures in the areas of Earth Science, Life Science, and Physical Science.

Distinguish among hypotheses, assumptions, data, and conclusions.

### SLO:

Examine the interdependence of organisms (e.g, predation and competition)

Assess how to balance chemical reactions

## Units and Hours

### Default Profile

Minimum Credit Units	Total Course In-Class (Contact) Hours	Total Student Learning Hours
0.0	0.0	0.0
Maximum Credit Units	Total Course Out-of-Class Hours	Faculty Load
0.0	0.0	0.0

### Detail

Weekly Student Hours	Course Student Hours	
	In Class	Out of Class
Lecture Hours	0.0	0.0
Lab Hours	0.0	0.0
Activity Hours	0.0	0.0
		<b>Total</b>
		<b>Course Out-of-Class Hours</b>
		Lecture
		Lab
		Activity
		<b>Total</b>

### Noncredit

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	72.0	72.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	0.0

**Detail**

<b>Weekly Student Hours</b>		<b>Course Student Hours</b>
	<b>In Class</b>	<b>Course Duration (Weeks)</b>
<b>Lecture Hours</b>	4.5	Hours per unit/divisor
<b>Lab Hours</b>	0.0	<b>Course In-Class (Contact) Hours</b>
<b>Activity Hours</b>	0.0	Lecture 0.0
		Lab
		Activity
		<b>Total</b>
		<b>Course Out-of-Class Hours</b>
		Lecture
		Lab
		Activity
		<b>Total</b>

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**HSS405:**

**High School Equivalency Test Preparation - Social Science**

Provides pre- and post-testing and individualized prescriptive instruction in preparation for a High School equivalency exam. Covers test-taking strategies and the essentials of social studies. Open Entry/Open Exit. 5 HS credits.

**Overview**

**Requisites:**

None

**Transferable:**

**Specifications**

**Textbooks:**

The Official Guide to the HiSET Exam by Education Testing Service, 2016. ISBN: 978-1-259-64079-7

**Learning Outcomes**

**Course Objectives:**

Analyze and understand social studies concepts in the areas of History, Civics and Government, Economics, and Geography.

Distinguish among facts, opinions, and values.

**SLO:**

Examine the structure and functions of different levels of government in the United States, namely the three branches of government.

Assess fundamental economic concepts, including principles of supply and demand.



### Units and Hours

#### Default Profile

Minimum Credit Units	Total Course In-Class (Contact) Hours	Total Student Learning Hours
0.0	0.0	0.0
Maximum Credit Units	Total Course Out-of-Class Hours	Faculty Load
0.0	0.0	0.0

#### Detail

<b>Weekly Student Hours</b>		<b>Course Student Hours</b>
	<b>In Class</b>	<b>Course Duration (Weeks)</b>
Lecture Hours	0.0	Hours per unit/divisor
Lab Hours	0.0	Course In-Class (Contact) Hours
Activity Hours	0.0	Lecture 0.0
		Lab
		Activity
		Total
		Course Out-of-Class Hours
		Lecture
		Lab
		Activity
		Total

#### Noncredit

Minimum Credit Units	Total Course In-Class (Contact) Hours	Total Student Learning Hours
0.0	72.0	72.0
Maximum Credit Units	Total Course Out-of-Class Hours	Faculty Load
0.0	0.0	0.0

#### Detail

<b>Weekly Student Hours</b>		<b>Course Student Hours</b>
	<b>In Class</b>	<b>Course Duration (Weeks)</b>
Lecture Hours	4.5	Hours per unit/divisor
Lab Hours	0.0	Course In-Class (Contact) Hours
Activity Hours	0.0	Lecture 0.0
		Lab
		Activity
		Total
		Course Out-of-Class Hours
		Lecture
		Lab
		Activity
		Total

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## HSS500:

# Orientation to High School and Online Learning

This course will transition students into our High School Program by familiarizing them with department and division resources. Also students will be introduced to online learning and testing. Open Entry/Open Exit. 2.0 HS credits.

### Overview

#### Requisites:

None

#### Transferable:

Not transferable

### Specifications

#### Learning Outcomes

##### Course Objectives:

Navigate the Canvas shell

Navigate the Canvas student app

Upload a photo into Canvas

Show online etiquette

Explain high school and division resources

Explain importance of meeting with a counselor

Obtain an education plan

Use a camera and microphone, Zoom and Canvas to take a test

Show online integrity

Display proper online test preparation

Display proper online testing skills

#### SLO:

Demonstrate an understanding of student support services that help students develop their individual educational goals.

Show competency in an online learning environment.

### Units and Hours

#### Default Profile

Minimum Credit Units

0.0

Total Course In-Class (Contact) Hours

0.0

Total Student Learning Hours

0.0

Maximum Credit Units

0.0

Total Course Out-of-Class Hours

0.0

Faculty Load

0.0

#### Detail

**Weekly Student Hours**

	<b>In Class</b>
Lecture Hours	0.0
Lab Hours	0.0
Activity Hours	0.0

**Course Student Hours**

Course Duration (Weeks)	0.0
Hours per unit/divisor	0.0
Course In-Class (Contact) Hours	0.0
Lecture	0.0
Lab	
Activity	
Total	
Course Out-of-Class Hours	
Lecture	
Lab	
Activity	
Total	

**Noncredit**

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	30.0	30.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	1.88

**Detail**

**Weekly Student Hours**

	<b>In Class</b>
Lecture Hours	1.88
Lab Hours	0.0
Activity Hours	0.0

**Course Student Hours**

Course Duration (Weeks)	0.0
Hours per unit/divisor	0.0
Course In-Class (Contact) Hours	0.0
Lecture	0.0
Lab	
Activity	
Total	
Course Out-of-Class Hours	
Lecture	
Lab	
Activity	
Total	

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## HSS770: Orientation to College

Introduces college services and programs. Identifies and explores programs and services designed to assist students entering college credit courses. Open Entry/Open Exit. 1.5 HS credits.

**Overview**

**Requisites:**

None

**Transferable:**

Not transferable

**Specifications**

**Learning Outcomes**

**Course Objectives:**

Find online and computer-assisted resources available to explore educational options

Explain the need for higher education

Describe how units work within the pyramid of education

Identify the difference among the following: Community College, California State University, University of California, private college and university, and independent vocational school

Analyze a current college catalog and become familiar with degree and certificate program opportunities

Interpret a college class schedule

Prepare a first semester college class schedule

Discuss the differences between AA/AS and BA/BS degrees

Describe certificate programs

Distinguish the differences between transferable and nontransferable units, general education requirements and majors for a program

Review checklist of college campus resources and locations

Identify location of college programs and support services

Identify various college campus online resources

Use library resources

Use Career Resource Center

Use WebAdvisor to register online

Complete college application and placement testing

Research financial resources: BOGW (Board of Governors' Fee Waiver), FAFSA, Scholarships

Review online software and financial resources

Recognize how the college assessment and placement process assists students in educational planning

Identify which programs and services are beneficial upon college enrollment

**SLO:**

Develop and complete a first semester course plan utilizing computer software to register for first semester coursework.

Demonstrate understanding of student support services that help students develop their individual educational goals.

**Units and Hours**

**Default Profile**

**Minimum Credit Units**

0.0

**Total Course In-Class (Contact) Hours**

0.0

**Total Student Learning Hours**

0.0

Maximum Credit Units	Total Course Out-of-Class Hours	Faculty Load
0.0	0.0	0.0

Detail

Weekly Student Hours

Course Student Hours

	In Class	Course Duration (Weeks)
Lecture Hours	0.0	Hours per unit/divisor
Lab Hours	0.0	Course In-Class (Contact) Hours
Activity Hours	0.0	Lecture 0.0

- Lab
- Activity
- Total
- Course Out-of-Class Hours
- Lecture
- Lab
- Activity
- Total

Noncredit

Minimum Credit Units	Total Course In-Class (Contact) Hours	Total Student Learning Hours
0.0	8.0	8.0

Maximum Credit Units	Total Course Out-of-Class Hours	Faculty Load
0.0	0.0	

Detail

Weekly Student Hours

Course Student Hours

	In Class	Course Duration (Weeks)
Lecture Hours	0.5	Hours per unit/divisor
Lab Hours	0.0	Course In-Class (Contact) Hours
Activity Hours	0.0	Lecture 0.0

- Lab
- Activity
- Total
- Course Out-of-Class Hours
- Lecture
- Lab
- Activity
- Total

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## HSSCI100: Chemistry 1B

Extends the study of properties that can be used to identify matter and the techniques to measure those properties. Core topics include thermochemistry, gases, liquids and solids, solutions, chemical equilibrium, acids and bases, and organic chemistry. Open Entry/Open Exit. 5 HS credits.

## Overview

### Requisites:

### Advisory

[HSSCI184 - Chemistry 1A](#)

or equivalent

### Transferable:

Not transferable

## Specifications

### Textbooks:

World of Chemistry by Decoste, D., Zumdahl, S., Zumdahl, S, 2006 (\$40). ISBN: 9780618562763

## Learning Outcomes

### Course Objectives:

Explain and apply the concepts of thermochemistry.

Explain and apply the concepts of gases.

Explain and apply the concepts of liquids and solids.

Explain and apply the concepts of solutions.

Recognize and be able to apply the concepts of chemical equilibrium.

Identify and apply the concepts of acids and bases.

Explain and apply the concepts of organic chemistry.

### SLO:

Explain the process and concepts of thermochemistry, gases, liquids and solids, and solutions.

ISLO A3: Act to increase the wellbeing of the global community by maintaining cultural literacy, lifelong learning, ethical consideration of each other, and the environment we all share.

Core ISLOs

ISLO C1: Communicate ideas in a clear and articulate manner.

Core ISLOs

PSLO Demonstrate foundational knowledge and comprehension of the natural sciences, social and behavioral sciences, and humanities.

Secondary Education,  
COM

ISLO L1: Take responsibility for one's own learning and wellbeing.

Core ISLOs

ISLO T2: Creatively use concepts to make learning relevant.

Core ISLOs

Explain the process and concepts of chemical equilibrium, acids and bases, and organic chemistry.

ISLO A3: Act to increase the wellbeing of the global community by maintaining cultural literacy, lifelong learning, ethical consideration of each other, and the environment we all share.

Core ISLOs

ISLO C1: Communicate ideas in a clear and articulate manner.

Core ISLOs

PSLO Demonstrate foundational knowledge and comprehension of the natural sciences, social and behavioral sciences, and humanities.

Secondary Education,  
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ISLO L1: Take responsibility for one's own learning and wellbeing.

Core ISLOs

ISLO T2: Creatively use concepts to make learning relevant.

Core ISLOs

## Units and Hours

### Default Profile

Minimum Credit Units	Total Course In-Class (Contact) Hours	Total Student Learning Hours
0.0	0.0	0.0
Maximum Credit Units	Total Course Out-of-Class Hours	Faculty Load
0.0	0.0	0.0

### Detail

<b>Weekly Student Hours</b>	<b>In Class</b>	<b>Course Student Hours</b>
		Course Duration (Weeks)
Lecture Hours	0.0	Hours per unit/divisor
Lab Hours	0.0	Course In-Class (Contact) Hours
Activity Hours	0.0	Lecture 0.0
		Lab
		Activity
		Total
		Course Out-of-Class Hours
		Lecture
		Lab
		Activity
		Total

### Noncredit

Minimum Credit Units	Total Course In-Class (Contact) Hours	Total Student Learning Hours
0.0	72.0	0.0
Maximum Credit Units	Total Course Out-of-Class Hours	Faculty Load
0.0	72.0	

### Detail

**Weekly Student Hours**

	In Class
Lecture Hours	4.5
Lab Hours	0.0
Activity Hours	0.0

**Course Student Hours**

Course Duration (Weeks)	Hours per unit/divisor	Course In-Class (Contact) Hours
0.0	0.0	0.0
<b>Lecture</b>		
<b>Lab</b>		
<b>Activity</b>		
<b>Total</b>		
<b>Course Out-of-Class Hours</b>		
<b>Lecture</b>		
<b>Lab</b>		
<b>Activity</b>		
<b>Total</b>		

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**HSSCI168:  
 Life Science 1**

Surveys the principles and concepts of life science, including the study of organisms and their environment. Cells, plants, protists, heredity, and diversity of life will be examined. Open Entry/Open Exit. 5 HS credits.

**Overview**

**Requisites:**

None

**Transferable:**

Not transferable

**Specifications**

**Textbooks:**

Life Science by Anderson, M, 2012 (\$60). ISBN: 97800788880025

**Learning Outcomes**

**Course Objectives:**

Demonstrate understanding of the features of living organisms and non-living things

List the steps in the scientific method

Identify parts of the cell and explain the function of each part

Identify the basic principles of heredity in plants, animals, and people

Identify the features of the protists

Identify the structure of viruses, bacteria and protozoa

Describe the major characteristics of algae and fungi

Explain how microbes cause disease

Describe how plants are classified

Identify each part of a plant and explain the function of each part



Demonstrate understanding of how plants reproduce

**SLO:**

Demonstrate knowledge of the structure and function of life.

Demonstrate knowledge of the diversity of life including plants.

**Units and Hours**

**Default Profile**

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	0.0	0.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	0.0

**Detail**

<b>Weekly Student Hours</b>		<b>Course Student Hours</b>
	<b>In Class</b>	<b>Course Duration (Weeks)</b>
<b>Lecture Hours</b>	0.0	<b>Hours per unit/divisor</b>
<b>Lab Hours</b>	0.0	<b>Course In-Class (Contact) Hours</b>
<b>Activity Hours</b>	0.0	<b>Lecture</b> 0.0
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>
		<b>Course Out-of-Class Hours</b>
		<b>Lecture</b>
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>

**Noncredit**

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	72.0	72.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	

**Detail**

**Weekly Student Hours**

	In Class
Lecture Hours	4.5
Lab Hours	0.0
Activity Hours	0.0

**Course Student Hours**

Course Duration (Weeks)	Hours per unit	Course In-Class (Contact) Hours
10	0.0	Lecture 0.0
		Lab
		Activity
		Total
		Course Out-of-Class Hours
		Lecture
		Lab
		Activity
		Total

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## HSSCI169: Life Science 2

Surveys the principles and concepts of life science, including the study of animals, ecology, and the human body. Open Entry/Open Exit. 5 HS credits.

### Overview

**Requisites:**

**Advisory**

[HSSCI168 - Life Science 1](#)

**Transferable:**

Not transferable

### Specifications

**Textbooks:**

Life Science by Anderson, M, 2012 (\$60). ISBN: 9780078880025

### Learning Outcomes

**Course Objectives:**

Describe animal characteristics and classifications

Explain animal reproduction and development

Identify animal adaptations

Explain how ecosystems change

Identify factors that determine climate

Demonstrate knowledge of land and water biomes

Analyze major functions of the various systems in the human body

Explain reproduction and growth

Discuss the immune system

**SLO:**

Describe animal characteristics, classification, reproduction, development and adaptations.

Demonstrate knowledge of the human body systems.

Demonstrate knowledge of ecosystems and biomes.

**Units and Hours**

**Default Profile**

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	0.0	0.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	0.0

**Detail**

<b>Weekly Student Hours</b>		<b>Course Student Hours</b>
	<b>In Class</b>	<b>Course Duration (Weeks)</b>
<b>Lecture Hours</b>	0.0	<b>Hours per unit/divisor</b>
<b>Lab Hours</b>	0.0	<b>Course In-Class (Contact) Hours</b>
<b>Activity Hours</b>	0.0	<b>Lecture</b> 0.0
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>
		<b>Course Out-of-Class Hours</b>
		<b>Lecture</b>
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>

**Noncredit**

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	72.0	72.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	

**Detail**

**Weekly Student Hours**

	<b>In Class</b>
Lecture Hours	4.5
Lab Hours	0.0
Activity Hours	0.0

**Course Student Hours**

Course Duration (Weeks)	10
Hours per unit/divisor	0.0
Course In-Class (Contact) Hours	0.0
Lecture	0.0
Lab	
Activity	
Total	
Course Out-of-Class Hours	
Lecture	
Lab	
Activity	
Total	

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## HSSCI182: Physiology 1A

Develops an understanding of the structure and functions of the systems of the body and their relationships. Fundamental topics include structural and functional organization of the human body, cell physiology, integration of skeletal, muscular and nervous systems. Study of other organisms is included to complement an understanding of the human body. Open Entry/Open Exit. 5 HS credits.

### Overview

**Requisites:**

None

**Transferable:**

Not transferable

### Specifications

**Textbooks:**

Anthony's Textbook of Anatomy & Physiology, by Patton, K., G. Thibodeau, 2007 (\$89). ISBN: 9780323039826

### Learning Outcomes

**Course Objectives:**

Evaluate the orientation of the human body.

Distinguish between the principles types of tissue and understand the basic function of each tissue.

Recognize the generalized functions of the membranes and glands.

Recognize the four types of bones, give examples of each, and understand the structure and function of bones, joints and ligaments.

Explain and apply the concepts of the physiology of muscles.

Analyze the nervous system.

**SLO:**

Identify the structure and functions of the systems of the body and their relationships.

ISLO A2: Act as a responsible community member who treats others with respect, civility, empathy, honesty and dignity.

Core ISLOs

ISLO C1: Communicate ideas in a clear and articulate manner.

Core ISLOs

PSLO Demonstrate foundational knowledge and comprehension of the natural sciences, social and behavioral sciences, and humanities.

Secondary Education,  
COM

ISLO L1: Take responsibility for one's own learning and wellbeing.

Core ISLOs

ISLO T2: Creatively use concepts to make learning relevant.

Core ISLOs

Explain the concepts of cell physiology, integration of skeletal, muscular and nervous systems.

ISLO A2: Act as a responsible community member who treats others with respect, civility, empathy, honesty and dignity.

Core ISLOs

ISLO C1: Communicate ideas in a clear and articulate manner.

Core ISLOs

PSLO Demonstrate foundational knowledge and comprehension of the natural sciences, social and behavioral sciences, and humanities.

Secondary Education,  
COM

ISLO L1: Take responsibility for one's own learning and wellbeing.

Core ISLOs

ISLO T2: Creatively use concepts to make learning relevant.

Core ISLOs

## Units and Hours

### Default Profile

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	0.0	0.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	0.0

### Detail

**Weekly Student Hours**

	<b>In Class</b>
Lecture Hours	0.0
Lab Hours	0.0
Activity Hours	0.0

**Course Student Hours**

Course Duration (Weeks)	0.0
Hours per unit/divisor	0.0
Course In-Class (Contact) Hours	0.0
Lecture	0.0
Lab	
Activity	
Total	
Course Out-of-Class Hours	
Lecture	
Lab	
Activity	
Total	

**Noncredit**

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	72.0	72.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	

**Detail**

**Weekly Student Hours**

	<b>In Class</b>
Lecture Hours	4.5
Lab Hours	0.0
Activity Hours	0.0

**Course Student Hours**

Course Duration (Weeks)	0.0
Hours per unit/divisor	0.0
Course In-Class (Contact) Hours	0.0
Lecture	0.0
Lab	
Activity	
Total	
Course Out-of-Class Hours	
Lecture	
Lab	
Activity	
Total	

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# HSSCI183: Physiology 1B

Develops an understanding of the structure and function of the systems of the body and their relationships. Fundamental topics include structural and functional organization of the human circulatory, respiratory, digestive, excretory, endocrine, and reproductive systems. Open Entry/Open Exit. 5 HS credits.

## Overview

**Requisites:****Advisory**[HSSCI182 - Physiology 1A](#)

or equivalent

**Transferable:**

Not transferable

**Specifications****Textbooks:**

Anthony's Textbook of Anatomy &amp; Physiology by Patton, K, G. Thibodeau, 2007 (\$40). ISBN: 9780323039826

**Learning Outcomes****Course Objectives:**

Identify the structure, function, and location of the various parts of the endocrine system.

Explain and apply the concepts of the various parts of the circulatory system.

Describe the anatomy and physiology of respiration system.

Describe the various components of the digestive system and understand the steps involved in digestion.

Describe the role of the components of the excretory system.

Explain the structure, function, and transmission of genes.

List interactions among genes.

Show the relationship between genes and the environment.

Describe the location, structure, and function of the male and female reproductive organs.

Apply dissection techniques using a sheep heart.

**SLO:**

Explain and apply the concepts of the systems of the body.

ISLO A1: Act to maintain one's dignity and self-respect.

Core ISLOs

ISLO C1: Communicate ideas in a clear and articulate manner.

Core ISLOs

PSLO Demonstrate foundational knowledge and comprehension of the natural sciences, social and behavioral sciences, and humanities.

Secondary Education,  
COM

ISLO L1: Take responsibility for one's own learning and wellbeing.

Core ISLOs

ISLO T2: Creatively use concepts to make learning relevant.

Core ISLOs

Analyze the relationships between the various systems of the body.

ISLO A3: Act to increase the wellbeing of the global community by maintaining cultural literacy, lifelong learning, ethical consideration of each other, and the environment we all share.

Core ISLOs

ISLO C1: Communicate ideas in a clear and articulate manner.

Core ISLOs

PSLO Demonstrate foundational knowledge and comprehension of the natural sciences, social and behavioral sciences, and humanities.

Secondary Education,  
COM

ISLO L1: Take responsibility for one's own learning and wellbeing.

Core ISLOs

ISLO T3: Reflectively assess one's values, assumptions, and attitudes.

Core ISLOs

### Units and Hours

#### Default Profile

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	72.0	0.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	0.0

#### Detail

<b>Weekly Student Hours</b>	<b>In Class</b>	<b>Course Student Hours</b>
		<b>Course Duration (Weeks)</b>
<b>Lecture Hours</b>	0.0	<b>Hours per unit/divisor</b>
<b>Lab Hours</b>	0.0	<b>Course In-Class (Contact) Hours</b>
<b>Activity Hours</b>	0.0	<b>Lecture</b> 0.0
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>
		<b>Course Out-of-Class Hours</b>
		<b>Lecture</b>
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>

#### Noncredit

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	72.0	72.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	

#### Detail



**Weekly Student Hours**

	In Class
Lecture Hours	4.5
Lab Hours	0.0
Activity Hours	0.0

**Course Student Hours**

Course Duration (Weeks)	Hours per unit	Course In-Class (Contact) Hours
10	0.0	Lecture 0.0
		Lab
		Activity
		Total
		Course Out-of-Class Hours
		Lecture
		Lab
		Activity
		Total

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## HSSCI184: Chemistry 1A

Presents the introduction to the study of properties that can be used to identify matter and the techniques to measure those properties. The process of science for obtaining and analyzing information will be stressed. Measurement and mathematics will be emphasized. Open Entry/Open Exit. 5 HS credits.

**Overview****Requisites:**

None

**Transferable:**

Not transferable

**Specifications****Textbooks:**

World of Chemistry by Decoste, D., Zumdahl, S., Zumdahl, S, 2006 (\$40). ISBN: 9780618562763

**Learning Outcomes****Course Objectives:**

Identify class standards, materials and equipment in the chemistry classroom, procedures for lab reports, safety in the chemistry classroom.

Explain and apply the concepts of measurement and problem solving skills.

Explain and apply the concepts of energy and matter.

Apply the concepts of atomic structure.

Describe nuclear reactions.

Explain and apply the concepts of electron configurations and periodicity.

Identify and apply the concepts of bonding and chemical formulas.

Solve problems successfully involving equations, mole concept, and stoichiometry.

**SLO:**

Explain the properties that can be used to identify matter and the techniques to measure those properties.

ISLO A3: Act to increase the wellbeing of the global community by maintaining cultural literacy, lifelong learning, ethical consideration of each other, and the environment we all share.

Core ISLOs

ISLO C1: Communicate ideas in a clear and articulate manner.

Core ISLOs

PSLO Demonstrate foundational knowledge and comprehension of the natural sciences, social and behavioral sciences, and humanities.

Secondary Education,  
COM

ISLO L1: Take responsibility for one's own learning and wellbeing.

Core ISLOs

ISLO T3: Reflectively assess one's values, assumptions, and attitudes.

Core ISLOs

Analyze the process of science for obtaining and analyzing information.

ISLO A3: Act to increase the wellbeing of the global community by maintaining cultural literacy, lifelong learning, ethical consideration of each other, and the environment we all share.

Core ISLOs

ISLO C1: Communicate ideas in a clear and articulate manner.

Core ISLOs

PSLO Demonstrate foundational knowledge and comprehension of the natural sciences, social and behavioral sciences, and humanities.

Secondary Education,  
COM

ISLO L1: Take responsibility for one's own learning and wellbeing.

Core ISLOs

ISLO T2: Creatively use concepts to make learning relevant.

Core ISLOs

## Units and Hours

### Default Profile

Minimum Credit Units

0.0

Total Course In-Class (Contact)  
Hours

72.0

Total Student Learning Hours

0.0

Maximum Credit Units

0.0

Total Course Out-of-Class Hours

0.0

Faculty Load

0.0

### Detail

**Weekly Student Hours**

	<b>In Class</b>
Lecture Hours	0.0
Lab Hours	0.0
Activity Hours	0.0

**Course Student Hours**

Course Duration (Weeks)	0.0
Hours per unit/divisor	0.0
Course In-Class (Contact) Hours	0.0
Lecture	0.0
Lab	
Activity	
Total	
Course Out-of-Class Hours	
Lecture	
Lab	
Activity	
Total	

**Noncredit**

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	72.0	72.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	

**Detail**

**Weekly Student Hours**

	<b>In Class</b>
Lecture Hours	4.5
Lab Hours	0.0
Activity Hours	0.0

**Course Student Hours**

Course Duration (Weeks)	0.0
Hours per unit/divisor	0.0
Course In-Class (Contact) Hours	0.0
Lecture	0.0
Lab	
Activity	
Total	
Course Out-of-Class Hours	
Lecture	
Lab	
Activity	
Total	

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# HSSCI190: Physical Science 1

Surveys the principles and concepts of physical science, including matter, atoms, chemical bonds and reactions, solutions, acids and bases, and carbon chemistry. Open Entry/Open Exit. 5 HS credits.

**Overview**

**Requisites:**

None

**Transferable:**

Not transferable

**Specifications****Textbooks:**

Physical Science by Berwald, J, 2012 (\$60). ISBN: 9780078880049

**Learning Outcomes****Course Objectives:**

Identify the steps in the scientific method

Identify the units used to measure length, volume, mass and temperature (using the International System of Units or SI)

Define matter and its four states

Distinguish between a physical change and a chemical change

Distinguish between a mixture and a reaction

Recognize the structure of an atom

Identify the important elements and provide their symbols, and determine the number of protons and electrons

Describe the format of the periodic table

Explain how elements combine to form compounds

Analyze the different characteristics of metals and nonmetals

Identify the properties of acids and bases

Demonstrate knowledge of the properties of carbon and the importance of carbon for life

**SLO:**

Demonstrate knowledge of the nature and properties of matter.

Demonstrate knowledge of the interactions of matter.

**Units and Hours****Default Profile****Minimum Credit Units**

0.0

**Total Course In-Class (Contact)  
Hours**

0.0

**Total Student Learning Hours**

0.0

**Maximum Credit Units**

0.0

**Total Course Out-of-Class Hours**

0.0

**Faculty Load**

0.0

**Detail**

**Weekly Student Hours**

	<b>In Class</b>
Lecture Hours	0.0
Lab Hours	0.0
Activity Hours	0.0

**Course Student Hours**

Course Duration (Weeks)	0.0
Hours per unit/divisor	0.0
Course In-Class (Contact) Hours	0.0
Lecture	0.0
Lab	
Activity	
Total	
Course Out-of-Class Hours	
Lecture	
Lab	
Activity	
Total	

**Noncredit**

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	72.0	72.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	

**Detail**

**Weekly Student Hours**

	<b>In Class</b>
Lecture Hours	4.5
Lab Hours	0.0
Activity Hours	0.0

**Course Student Hours**

Course Duration (Weeks)	0.0
Hours per unit/divisor	0.0
Course In-Class (Contact) Hours	0.0
Lecture	0.0
Lab	
Activity	
Total	
Course Out-of-Class Hours	
Lecture	
Lab	
Activity	
Total	

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## HSSCI191: Physical Science 2

Surveys the principles and concepts of physical science including motion, force, work, energy, waves, light, and sound, electricity, and magnetism. Open Entry/Open Exit. 5 HS credits.

**Overview**

**Requisites:**

**Advisory**

[HSSCI190 - Physical Science 1](#)

**Transferable:**

Not transferable

**Specifications**

**Textbooks:**

Physical Science by Berwald, J, 2012 (\$60). ISBN: 9780078880049

**Learning Outcomes**

**Course Objectives:**

- Analyze the relationship between force, mass and acceleration
- Apply Newton’s laws of motion
- Explain how simple machines reduce the energy needed for work
- Describe the different types of energy
- Apply the laws of conservation of energy
- Describe the different types of waves
- Identify the properties of sound
- Analyze light and explain reflection and refraction
- Examine the electromagnetic spectrum
- Describe the difference between electricity and magnetism

**SLO:**

- Demonstrate knowledge of energy and motion.
- Demonstrate knowledge of waves, electricity, and magnetism.

**Units and Hours**

**Default Profile**

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	0.0	0.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	0.0

**Detail**

**Weekly Student Hours**

	<b>In Class</b>
Lecture Hours	0.0
Lab Hours	0.0
Activity Hours	0.0

**Course Student Hours**

Course Duration (Weeks)	0.0
Hours per unit/divisor	0.0
Course In-Class (Contact) Hours	0.0
Lecture	0.0
Lab	
Activity	
Total	
Course Out-of-Class Hours	
Lecture	
Lab	
Activity	
Total	

**Noncredit**

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	72.0	72.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	

**Detail**

**Weekly Student Hours**

	<b>In Class</b>
Lecture Hours	4.5
Lab Hours	0.0
Activity Hours	0.0

**Course Student Hours**

Course Duration (Weeks)	0.0
Hours per unit/divisor	0.0
Course In-Class (Contact) Hours	0.0
Lecture	0.0
Lab	
Activity	
Total	
Course Out-of-Class Hours	
Lecture	
Lab	
Activity	
Total	

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## HSSCI192: Basic Science 1

Surveys basic principles and concepts of general science including Earth, space, and physical science. Examines minerals, rocks, the atmosphere, weather, climate, and the earth in space. Discusses properties and classes of matter, Newton's Laws of Motion, energy and energy resources. Open Entry/Open Exit. 5 HS credits.

### Overview

**Requisites:**

None

**Transferable:**

Not transferable

**Specifications**

**Textbooks:**

Science, Level Green by Biggs, Daniel, Feather, Ortleb, Riler, Snyder, Zike,, 2005 (\$25). ISBN: 0078600472

**Learning Outcomes**

**Course Objectives:**

Explain scientific problem solving

Identify and describe minerals

Identify and describe rocks

Explain the Earth's atmosphere

Analyze weather patterns

Examine the Earth's climate

Analyze the Earth's relationship in space

Identify physical and chemical properties of matter

Identify examples of physical and chemical changes

Distinguish between substances and mixtures

Evaluate matter

Analyze Newton's Laws of Motion

Explain energy

**SLO:**

Describe basic principles and concepts of general science including earth, space, and physical science.

ISLO                      A3: Act to increase the wellbeing of the global community by maintaining cultural literacy, lifelong learning, ethical consideration of each other, and the environment we all share.

Core ISLOs

ISLO                      C1: Communicate ideas in a clear and articulate manner.

Core ISLOs

PSLO                      Demonstrate foundational knowledge and comprehension of the natural sciences, social and behavioral sciences, and humanities.

Secondary Education,  
COM

PSLO                      Demonstrate foundational knowledge and comprehension of the natural sciences, social and behavioral sciences, and humanities.

Adult High School  
Diploma, DIPL

ISLO                      L1: Take responsibility for one's own learning and wellbeing.

Core ISLOs



ISLO T2: Creatively use concepts to make learning relevant.

Core ISLOs

Classify the Earth's energy resources.

ISLO A3: Act to increase the wellbeing of the global community by maintaining cultural literacy, lifelong learning, ethical consideration of each other, and the environment we all share.

Core ISLOs

ISLO C1: Communicate ideas in a clear and articulate manner.

Core ISLOs

PSLO Demonstrate foundational knowledge and comprehension of the natural sciences, social and behavioral sciences, and humanities.

Secondary Education, COM

PSLO Demonstrate foundational knowledge and comprehension of the natural sciences, social and behavioral sciences, and humanities.

Adult High School Diploma, DIPL

ISLO L1: Take responsibility for one's own learning and wellbeing.

Core ISLOs

ISLO T3: Reflectively assess one's values, assumptions, and attitudes.

Core ISLOs

## Units and Hours

### Default Profile

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	72.0	0.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	0.0

### Detail

<b>Weekly Student Hours</b>	<b>In Class</b>	<b>Course Student Hours</b>
		<b>Course Duration (Weeks)</b>
<b>Lecture Hours</b>	0.0	<b>Hours per unit/divisor</b>
<b>Lab Hours</b>	0.0	<b>Course In-Class (Contact) Hours</b>
<b>Activity Hours</b>	0.0	<b>Lecture 0.0</b>
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>
		<b>Course Out-of-Class Hours</b>
		<b>Lecture</b>
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>

**Noncredit**

Minimum Credit Units

0.0

Total Course In-Class (Contact) Hours

72.0

Total Student Learning Hours

72.0

Maximum Credit Units

0.0

Total Course Out-of-Class Hours

0.0

Faculty Load

**Detail**

Weekly Student Hours

Course Student Hours

In Class

Course Duration (Weeks)

Lecture Hours

4.5

Hours per unit/divisor

Lab Hours

0.0

Course In-Class (Contact) Hours

Activity Hours

0.0

Lecture 0.0

Lab

Activity

Total

Course Out-of-Class Hours

Lecture

Lab

Activity

Total

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**HSSCI193:**

**Basic Science 2**

Surveys principles and concepts of life and ecological science. Examines life structure and classification, cellular processes, heredity, evolution, body systems, plants, ecology, and conserving resources.Open Entry/Open Exit. 5 HS credits.

**Overview**

**Requisites:**

None

**Transferable:**

Not transferable

**Specifications**

**Textbooks:**

Science, Level Green by Biggs, Daniel, Feather, Ortleb, Riler, Snyder, Zike, 2005 (\$25). ISBN: 0078600472

**Learning Outcomes**

**Course Objectives:**

Distinguish between living and nonliving things

Identify what living things need to survive

Describe how early scientists classified living things

Explain the system of binomial nomenclature

Demonstrate how to use a dichotomous key

Describe the development of the cell theory

Identify names and functions of each part of a cell

Explain how important a nucleus is in a cell

Compare tissues, organs, and organ systems

Explain how a virus makes copies of itself

Identify the benefits of vaccines

Investigate some uses of viruses

List the differences among atoms, elements, molecules, and compounds

Explain the relationship between chemistry and life science

Discuss how organic compounds are different from inorganic compounds.

Describe the function of a selectively permeable membrane

Explain how the processes of diffusion and osmosis move molecules in living cells

Explain how passive transport and active transport differ

List the differences between producers and consumers

Explain how the processes of photosynthesis and respiration store and release energy

Describe how cells get energy from glucose through fermentation

Explain why mitosis is important

Examine the steps of mitosis

Compare mitosis in plant and animal cells

List two examples of asexual reproduction

Describe the stages of meiosis and how sex cells are produced

Explain why meiosis is needed for sexual reproduction

Name the cells that are involved in fertilization

Explain how fertilization occurs in sexual reproduction

Identify the parts of a DNA molecule and its structure

Explain how DNA copies itself

Describe the structure and function of each kind of RNA

Explain how traits are inherited

Identify Mendel's role in the history of genetics

Use a Punnett square to predict the results of crosses

Compare and contrast the difference between an individual's genotype and phenotype

Explain how traits are inherited by incomplete dominance

Compare multiple alleles and polygenic inheritance and give examples of each

Describe two human genetic disorders and how they are inherited

Explain how sex-linked traits are passed to offspring

Evaluate the importance of advances in genetics

Sequence the steps in making genetically engineered organisms

Describe Lamarck's hypothesis of acquired characteristics and Darwin's theory of natural selection

Identify why variations in organisms are important

Compare and contrast gradualism and punctuated equilibrium

Identify the importance of fossils as evidence of evolution

Explain how relative and radiometric dating are used to estimate the age of fossils

List examples of five types of evidence for evolution

Describe the difference among living primates

Identify the adaptations of primates

Discuss the evolutionary history of modern primates

Identify the parts and functions of blood

Explain why blood types are checked before a transfusion

Give examples of diseases of blood

Compare and contrast arteries, veins, and capillaries

Explain how blood moves through the heart

Identify the functions of the pulmonary and systemic circulation systems

Describe functions of the lymphatic system

Explain the difference between an antigen and an antibody

Compare and contrast active and passive immunity

Describe the work of Pasteur, Koch, and Lister in the discovery and prevention of disease

Identify diseases caused by viruses and bacteria

Explain how HIV affects the immune system

Define noninfectious diseases and list their causes

Distinguish the difference between mechanical digestion and chemical digestion

Identify the organs of the digestive system and what takes place in each

Explain how homeostasis is maintained in digestion

Distinguish among the six classes of nutrients

Identify the importance of each type of nutrient

Explain the relationship between diet and health

Describe the function of the respiratory system

Explain how oxygen and carbon dioxide are exchanged in the lungs and in tissues

Identify the pathway of air in and out of the lungs

Explain the effects of smoking on the respiratory system

Distinguish between the excretory and urinary systems

Describe how the kidneys work

Distinguish between the epidermis and dermis of the skin

Identify the function of the skin

Explain how skin protects the body from disease and how it heals itself

Identify the major function of the muscular system

Compare and contrast the three types of muscles

Explain how muscle action results in the movement of body parts

Identify five functions of the skeletal system

Compare and contrast movable and immovable joints

Describe the basic structure of a neuron and how an impulse moves across a synapse

Compare and contrast the central and peripheral nervous systems

List the sensory receptors in each sense organ

Explain what type of stimulus each sense organ responds to and how

Explain how drugs affect the body

Define how hormones function

Identify different endocrine glands and the effects of the hormones they produce

Describe how a feedback system works in your body

Identify the function of the reproductive system

Compare and contrast the major structures of the male and female reproductive systems

Sequence the stages of the menstrual cycle

Describe the fertilization of a human egg

List the major events in the development of an embryo and fetus

Identify characteristics common to all plants

Explain which plant adaptations make it possible for plants to survive on land

Compare and contrast vascular and nonvascular plants

Distinguish between characteristics of seedless nonvascular plants and seedless vascular plants

Identify the importance of some nonvascular and vascular plants

Identify the characteristics of seed plants

Explain the structure and function of roots, stems, and leaves

Describe the main characteristics and importance of gymnosperms and angiosperms

Compare similarities and differences between monocots and dicots

Identify biotic and abiotic factors in an ecosystem

Describe the different levels of biological organizations

Explain how ecology and the environment are related

Identify the characteristics that describe populations

Examine the different types of relationships that occur among populations in a community

Determine the habitat and niche of a species in a community

Explain the difference between a food chain and a food web

Describe how energy flows through ecosystems

Examine how materials such as water, carbon, and nitrogen are used repeatedly

Compare renewable and nonrenewable resources

List uses of fossil fuels

Identify alternatives to fossil fuel use

Describe types of air pollution

Identify causes of water pollution

Explain methods that can be used to prevent erosion

Recognize ways to reduce the use of natural resources

Explain how to reuse resources to promote conservation

Describe how many materials can be recycled

**SLO:**

Describe principles and concepts of life and ecological science.

ISLO                      A2: Act as a responsible community member who treats others with respect, civility, empathy, honesty and dignity.

Core ISLOs

ISLO                      C1: Communicate ideas in a clear and articulate manner.

Core ISLOs

PSLO                      Demonstrate foundational knowledge and comprehension of the natural sciences, social and behavioral sciences, and humanities.

Adult High School  
Diploma, DIPL

PSLO                      Demonstrate foundational knowledge and comprehension of the natural sciences, social and behavioral sciences, and humanities.

Secondary Education,  
COM

ISLO                      L1: Take responsibility for one's own learning and wellbeing.

Core ISLOs

ISLO                      T2: Creatively use concepts to make learning relevant.

Core ISLOs

Analyze the interactions of living organisms.

ISLO A1: Act to maintain one's dignity and self-respect.

Core ISLOs

ISLO C1: Communicate ideas in a clear and articulate manner.

Core ISLOs

PSLO Demonstrate foundational knowledge and comprehension of the natural sciences, social and behavioral sciences, and humanities.

Adult High School Diploma, DIPL

PSLO Demonstrate foundational knowledge and comprehension of the natural sciences, social and behavioral sciences, and humanities.

Secondary Education, COM

ISLO L1: Take responsibility for one's own learning and wellbeing.

Core ISLOs

ISLO T3: Reflectively assess one's values, assumptions, and attitudes.

Core ISLOs

## Units and Hours

### Default Profile

Minimum Credit Units	Total Course In-Class (Contact) Hours	Total Student Learning Hours
0.0	72.0	0.0
Maximum Credit Units	Total Course Out-of-Class Hours	Faculty Load
0.0	0.0	0.0

### Detail

Weekly Student Hours	Course Student Hours	
	In Class	Course Duration (Weeks)
Lecture Hours	0.0	Hours per unit/divisor
Lab Hours	0.0	Course In-Class (Contact) Hours
Activity Hours	0.0	Lecture 0.0
		Lab
		Activity
		Total
		Course Out-of-Class Hours
		Lecture
		Lab
		Activity
		Total

### Noncredit

Minimum Credit Units	Total Course In-Class (Contact) Hours	Total Student Learning Hours
0.0	72.0	72.0

<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	

**Detail**

<b>Weekly Student Hours</b>		<b>Course Student Hours</b>
	<b>In Class</b>	<b>Course Duration (Weeks)</b>
<b>Lecture Hours</b>	4.5	Hours per unit/divisor
<b>Lab Hours</b>	0.0	<b>Course In-Class (Contact) Hours</b>
<b>Activity Hours</b>	0.0	Lecture 0.0
		Lab
		Activity
		<b>Total</b>
		<b>Course Out-of-Class Hours</b>
		Lecture
		Lab
		Activity
		<b>Total</b>

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# HSSCI196: Health Science

Provides a basic foundation in personal health, nutrition, body functions, first aid and community health. Open Entry/Open Exit. 5 HS credits.

## Overview

**Requisites:**

None

**Transferable:**

Not transferable

## Specifications

**Textbooks:**

Health by Merki, D., Merki, M, 1996 (\$25). ISBN: 0026514761

## Learning Outcomes

**Course Objectives:**

Explain that one's health is a personal responsibility

List steps for improving self-esteem

Explain how health and well-being are affected by one's decisions

Identify the integumentary, skeletal and muscular systems

Analyze the nervous and endocrine systems

Explain the cardiovascular, lymphatic, and respiratory systems

Diagram the reproductive systems

Describe personal hygiene and health



- List the benefits of exercise and physical fitness
- Explain how to avoid injuries while pursuing a fitness program
- Identify responsible food choices
- Report how one can avoid problems with food
- List ways of being a wise consumer
- Analyze food safety
- Assess global environmental issues
- Identify ways to reduce waste and protect the environment
- Explain how your personal health is related to environment health
- Define consumer health
- Explain fraud in the marketplace
- Identify ways to handle consumer problems
- Describe health services
- Analyze personal safety and well-being
- Demonstrate first aid
- Analyze procedures to handle various emergencies

**SLO:**

Recognize human body systems, personal hygiene, fitness, and nutrition.

ISLO                      A3: Act to increase the wellbeing of the global community by maintaining cultural literacy, lifelong learning, ethical consideration of each other, and the environment we all share.

Core ISLOs

ISLO                      C1: Communicate ideas in a clear and articulate manner.

Core ISLOs

PSLO                      Demonstrate foundational knowledge and comprehension of the natural sciences, social and behavioral sciences, and humanities.

Secondary Education,  
COM

ISLO                      L1: Take responsibility for one's own learning and wellbeing.

Core ISLOs

ISLO                      T2: Creatively use concepts to make learning relevant.

Core ISLOs

Assess the following issues: environmental protection, health services, safety, first aid, and emergency preparedness.

ISLO                      A3: Act to increase the wellbeing of the global community by maintaining cultural literacy, lifelong learning, ethical consideration of each other, and the environment we all share.

Core ISLOs

ISLO                      C1: Communicate ideas in a clear and articulate manner.

Core ISLOs

PSLO Demonstrate foundational knowledge and comprehension of the natural sciences, social and behavioral sciences, and humanities.

Secondary Education,  
COM

ISLO L1: Take responsibility for one's own learning and wellbeing.

Core ISLOs

ISLO T3: Reflectively assess one's values, assumptions, and attitudes.

Core ISLOs

## Units and Hours

### Default Profile

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	72.0	0.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	0.0

### Detail

<b>Weekly Student Hours</b>		<b>Course Student Hours</b>
	<b>In Class</b>	<b>Course Duration (Weeks)</b>
<b>Lecture Hours</b>	0.0	<b>Hours per unit/divisor</b>
<b>Lab Hours</b>	0.0	<b>Course In-Class (Contact) Hours</b>
<b>Activity Hours</b>	0.0	<b>Lecture</b> 0.0
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>
		<b>Course Out-of-Class Hours</b>
		<b>Lecture</b>
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>

### Noncredit

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	72.0	72.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	

### Detail

**Weekly Student Hours**

	<b>In Class</b>
Lecture Hours	4.5
Lab Hours	0.0
Activity Hours	0.0

**Course Student Hours**

Course Duration (Weeks)	10
Hours per unit/divisor	0.0
Course In-Class (Contact) Hours	0.0
Lecture	0.0
Lab	
Activity	
Total	
Course Out-of-Class Hours	
Lecture	
Lab	
Activity	
Total	

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**HSSOC215:**

**Introduction to Economics**

Introduces the basic concepts of economics. Explores the basic questions of every economic system. Examines money, the role of consumers, workers, businesses, and governments. Open Entry/Open Exit. 5 HS credits.

**Overview**

**Requisites:**

None

**Transferable:**

Not transferable

**Specifications**

**Textbooks:**

Economics, Principles, and Practices by Clayton, G. E., 2008 (\$50). ISBN: 9780078747649

**Learning Outcomes**

**Course Objectives:**

Describe basic economic concepts

Explain economic systems and decision making

Identify forms of business organizations

Define supply and demand

Evaluate factors affecting demand

Explain the theory of production

Analyze prices and decision making

Evaluate employment, labor, and wages

Identify sources of government revenue

Analyze government spending

- Examine financial markets
- Analyze macroeconomic performance
- Describe economic instability
- Explain money, banking and the Federal Reserve System
- Identify economic stabilization policies
- Assess international trade
- Analyze the economies of developing countries
- Describe global and economic changes

**SLO:**

- Examine microeconomics decision-making pertaining to prices and the market forces of supply and demand.
- Analyze macroeconomics decision-making pertaining to national economic performance and governmental stabilization policies.

**Units and Hours**

**Default Profile**

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	0.0	0.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	0.0

**Detail**

<b>Weekly Student Hours</b>		<b>Course Student Hours</b>
	<b>In Class</b>	<b>Course Duration (Weeks)</b>
<b>Lecture Hours</b>	0.0	<b>Hours per unit/divisor</b>
<b>Lab Hours</b>	0.0	<b>Course In-Class (Contact) Hours</b>
<b>Activity Hours</b>	0.0	Lecture 0.0
		Lab
		Activity
		<b>Total</b>
		<b>Course Out-of-Class Hours</b>
		Lecture
		Lab
		Activity
		<b>Total</b>

**Noncredit**

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	72.0	72.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	

**Detail**

**Weekly Student Hours**

	<b>In Class</b>
Lecture Hours	4.5
Lab Hours	0.0
Activity Hours	0.0

**Course Student Hours**

Course Duration (Weeks)	10
Hours per unit/divisor	0.0
Course In-Class (Contact) Hours	0.0
Lecture	0.0
Lab	
Activity	
Total	
Course Out-of-Class Hours	
Lecture	
Lab	
Activity	
Total	

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## HSSOC216: World Cultures 1A

A general survey of world history and culture from the fourteenth century Italian Renaissance to the nineteenth century and the Industrial Age. Open Entry/Open Exit. 5 HS credits.

### Overview

**Requisites:**

None

**Transferable:**

Not transferable

### Specifications

**Textbooks:**

World History: Patterns of Interaction by Beck, R., Black, L., Krieger, P, 2005 (\$25). ISBN: 978061818774

### Learning Outcomes

**Course Objectives:**

Analyze how the Renaissance shaped European art, thought, and religion

Explain how European voyages of exploration lead to European empires in the Eastern Hemisphere

Describe how European colonization of the Americas shaped global economies and societies

Analyze the events that led to the rise of absolute monarchies and the development of centralized nation-states in Europe

Explain how the Enlightenment thinkers inspired revolutionaries to push for radical changes in government and society

Analyze the causes and effects of the French Revolution, and how the revolution lead to the Napoleonic era

Identify the technological, social, economic, and cultural changes that occurred as the Industrial Revolution took hold

Outline how the revolutionary ideal in Europe and Latin America ignited uprisings in the first half of the nineteenth century

Describe the technological, social, and economic effects of the Industrial Revolution

Explain the effects that nationalism and the demand for reform had in Europe

Outline the growth of western democracies

Evaluate how Western industrial powers gained global empires

Analyze how political and economic imperialism influenced nations around the world

**SLO:**

Illustrate how enlightenment thinkers inspired revolutionaries to advocate for radical changes in government and society.

ISLO A1: Act to maintain one’s dignity and self-respect.

Core ISLOs

ISLO C1: Communicate ideas in a clear and articulate manner.

Core ISLOs

PSLO Demonstrate foundational knowledge and comprehension of the natural sciences, social and behavioral sciences, and humanities.

Secondary Education,  
COM

ISLO L1: Take responsibility for one’s own learning and wellbeing.

Core ISLOs

ISLO T2: Creatively use concepts to make learning relevant.

Core ISLOs

Describe the technological, social, and economic effects of the Industrial Revolution.

ISLO A1: Act to maintain one’s dignity and self-respect.

Core ISLOs

ISLO C1: Communicate ideas in a clear and articulate manner.

Core ISLOs

PSLO Demonstrate foundational knowledge and comprehension of the natural sciences, social and behavioral sciences, and humanities.

Secondary Education,  
COM

ISLO L1: Take responsibility for one’s own learning and wellbeing.

Core ISLOs

ISLO T3: Reflectively assess one's values, assumptions, and attitudes.

Core ISLOs

**Units and Hours**

**Default Profile**

Minimum Credit Units

0.0

Total Course In-Class (Contact)  
Hours

0.0

Total Student Learning Hours

0.0

Maximum Credit Units

0.0

Total Course Out-of-Class Hours

0.0

Faculty Load

0.0

**Detail**

**Weekly Student Hours**

	<b>In Class</b>
Lecture Hours	0.0
Lab Hours	0.0
Activity Hours	0.0

**Course Student Hours**

<b>Course Duration (Weeks)</b>	0.0
<b>Hours per unit/divisor</b>	72.0
<b>Course In-Class (Contact) Hours</b>	0.0
Lecture	0.0
Lab	
Activity	
<b>Total</b>	
<b>Course Out-of-Class Hours</b>	
Lecture	
Lab	
Activity	
<b>Total</b>	

**Noncredit**

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	72.0	72.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	

**Detail**

**Weekly Student Hours**

	<b>In Class</b>
Lecture Hours	4.5
Lab Hours	0.0
Activity Hours	0.0

**Course Student Hours**

<b>Course Duration (Weeks)</b>	0.0
<b>Hours per unit/divisor</b>	72.0
<b>Course In-Class (Contact) Hours</b>	0.0
Lecture	0.0
Lab	
Activity	
<b>Total</b>	
<b>Course Out-of-Class Hours</b>	
Lecture	
Lab	
Activity	
<b>Total</b>	

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## HSSOC217: World Cultures 1B

A general survey of world history and culture from World War I to the present including modern industrialization and globalization. Open Entry/Open Exit. 5 HS credits.

**Overview**

**Requisites:**

None

**Transferable:**

Not transferable

**Specifications**

**Textbooks:**

World History: Patterns of Interaction by Beck, R., Black,L., Krieger, P, 2005 (\$25). ISBN: 9780618187744

**Learning Outcomes**

**Course Objectives:**

Explain what caused World War I and the Russian Revolution, and what effect did they have on world events

Outline how nationalism and the desire for change shaped world events in the early 1900s

Evaluate the political and economic challenges that the Western world faced in the 1920s and 1930s, and how various countries reacted to those challenges

Analyze how aggressive world powers emerged, and the cost it took to defeat those powers in World War II

Explain how the Cold War developed, and how it shaped political and economic life in individual nations and how it ended

Describe how former European colonies gained independence, and the challenges they faced after independence

Explain why deadly conflicts plagued some regions of the world

Identify the challenges nations of the developing world have faced, and what steps they have taken to meet those challenges

Outline the major issues facing the world today

**SLO:**

Illustrate how the effects and outcomes of World War I (WWI) led to World War II (WWII).

ISLO A1: Act to maintain one’s dignity and self-respect.

Core ISLOs

ISLO C1: Communicate ideas in a clear and articulate manner.

Core ISLOs

PSLO Demonstrate foundational knowledge and comprehension of the natural sciences, social and behavioral sciences, and humanities.

Secondary Education,  
COM

ISLO L1: Take responsibility for one’s own learning and wellbeing.

Core ISLOs

ISLO T2: Creatively use concepts to make learning relevant.

Core ISLOs

Recognize and describe various worldviews pertaining to regional conflicts and the developing world from 1945 until present times.

ISLO A1: Act to maintain one’s dignity and self-respect.

Core ISLOs

ISLO C1: Communicate ideas in a clear and articulate manner.

Core ISLOs



PSLO Demonstrate foundational knowledge and comprehension of the natural sciences, social and behavioral sciences, and humanities.

Secondary Education,  
COM

ISLO L1: Take responsibility for one's own learning and wellbeing.

Core ISLOs

ISLO T2: Creatively use concepts to make learning relevant.

Core ISLOs

## Units and Hours

### Default Profile

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	0.0	0.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	0.0

### Detail

<b>Weekly Student Hours</b>		<b>Course Student Hours</b>
	<b>In Class</b>	<b>Course Duration (Weeks)</b>
<b>Lecture Hours</b>	0.0	<b>Hours per unit/divisor</b>
<b>Lab Hours</b>	0.0	<b>Course In-Class (Contact) Hours</b>
<b>Activity Hours</b>	0.0	<b>Lecture</b> 0.0
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>
		<b>Course Out-of-Class Hours</b>
		<b>Lecture</b>
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>

### Noncredit

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	72.0	72.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	

### Detail

**Weekly Student Hours**

	In Class
Lecture Hours	4.5
Lab Hours	0.0
Activity Hours	0.0

**Course Student Hours**

Course Duration (Weeks)	Hours per unit	Course In-Class (Contact) Hours
0.0	0.0	0.0
<b>Lecture</b>		
<b>Lab</b>		
<b>Activity</b>		
<b>Total</b>		
<b>Course Out-of-Class Hours</b>		
<b>Lecture</b>		
<b>Lab</b>		
<b>Activity</b>		
<b>Total</b>		

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**HSSOC218:**

**U.S. History 1: Colonization to Industrialization**

Surveys events, movements, and personalities in United States history from the colonial period through reconstruction, westward expansion, and industrialization. Includes immigration, plight of Native and African Americans, reform movements, and geographical influences in the history of the United States. Open Entry/Open Exit. 5 HS credits.

**Overview**

**Requisites:**

None

**Transferable:**

Not transferable

**Specifications**

**Textbooks:**

American Journey by Appleby, Brinkley, McPherson, 2000 (\$25). ISBN: 0028216857

**Learning Outcomes**

**Course Objectives:**

- Analyze the contributions made by the native people living in the Americas
- Describe the impact made by the first Europeans who explored the Americas
- Identify why the Europeans established colonies in North America
- Recognize geographical influences on the exploration of the Americas by Europeans
- Describe the American Revolution, its causes, and aftermath
- Explain the challenges faced by the new American government
- Survey the growth and change of the United States from 1820-1860
- Examine the causes and effects of the Civil War
- Examine Reconstruction

**SLO:**

Identify causes and outcomes of the Revolutionary War.

Identify causes and outcomes of the Civil War.

**Units and Hours**

**Default Profile**

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	0.0	0.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	0.0

**Detail**

<b>Weekly Student Hours</b>		<b>Course Student Hours</b>
	<b>In Class</b>	<b>Course Duration (Weeks)</b>
<b>Lecture Hours</b>	0.0	<b>Hours per unit/divisor</b>
<b>Lab Hours</b>	0.0	<b>Course In-Class (Contact) Hours</b>
<b>Activity Hours</b>	0.0	<b>Lecture</b> 0.0
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>
		<b>Course Out-of-Class Hours</b>
		<b>Lecture</b>
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>

**Noncredit**

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	72.0	72.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	

**Detail**

**Weekly Student Hours**

	In Class
Lecture Hours	4.5
Lab Hours	0.0
Activity Hours	0.0

**Course Student Hours**

Course Duration (Weeks)	Hours per unit	Course In-Class (Contact) Hours
10	0.0	0.0
<b>Lecture</b>		
<b>Lab</b>		
<b>Activity</b>		
<b>Total</b>		
<b>Course Out-of-Class Hours</b>		
<b>Lecture</b>		
<b>Lab</b>		
<b>Activity</b>		
<b>Total</b>		

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**HSSOC219:**

**U.S. History 2: The Shaping of Modern America**

Examines United States history from the beginning of industrialization to present. Emphasizes the emergence of America on the international, economic, geographical, social, and political scene. Open Entry/Open Exit. 5 HS credits.

**Overview**

**Requisites:**

**Advisory**

[HSSOC218 - U.S. History 1: Colonization to Industrialization](#)

**Transferable:**

Not transferable

**Specifications**

**Textbooks:**

American Journey by Appleby, Brinkley, McPherson, 2000 (\$25). ISBN: 0028216857

**Learning Outcomes**

**Course Objectives:**

Analyze the growth that took place in the late 1800's and early 1900's in the United States

Describe the developments on the western frontier

Evaluate the growth of industry

Examine immigration and the growth of cities

Identify the changes brought to the United States by WWI, progressive reform, and geographical expansion

Explain the progressive movement, imperialism, and overseas expansion

Analyze the causes of WWI and the United States' role in the war

Identify the challenges and changes of the early 1900's

- Describe society in the 1920's
- List the causes and effects of the Great Depression
- Explain the causes of WWII
- Examine the changes made to the United States after WWII
- Evaluate the Cold War
- Describe the administration of Dwight Eisenhower
- Analyze the Kennedy administration and the Vietnam War
- Describe the Civil Rights Era
- Examine the last three decades of the twentieth century
- Address the issues that surfaced during the presidential terms of Richard Nixon
- Analyze the administrations of Ronald Reagan, George H.W. Bush, and Bill Clinton
- Describe the early months of the George W. Bush administration and examine the war on terrorism

**SLO:**

- Examine United States history from the beginning of industrialization to present.
- Analyze the emergence of America on the international, economic, geographical, social, and political scene.

**Units and Hours**

**Default Profile**

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	0.0	0.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	0.0

**Detail**

<b>Weekly Student Hours</b>	<b>In Class</b>	<b>Course Student Hours</b>
		<b>Course Duration (Weeks)</b>
<b>Lecture Hours</b>	0.0	<b>Hours per unit/divisor</b>
<b>Lab Hours</b>	0.0	<b>Course In-Class (Contact) Hours</b>
<b>Activity Hours</b>	0.0	<b>Lecture</b> 0.0
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>
		<b>Course Out-of-Class Hours</b>
		<b>Lecture</b>
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>

**Noncredit**

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	72.0	72.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	

**Detail**

<b>Weekly Student Hours</b>		<b>Course Student Hours</b>
	<b>In Class</b>	<b>Course Duration (Weeks)</b>
<b>Lecture Hours</b>	4.5	Hours per unit/divisor
<b>Lab Hours</b>	0.0	<b>Course In-Class (Contact) Hours</b>
<b>Activity Hours</b>	0.0	Lecture 0.0
		Lab
		Activity
		Total
		<b>Course Out-of-Class Hours</b>
		Lecture
		Lab
		Activity
		Total

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**HSSOC222:**

**Government 1: United States Federal Government and Politics**

Examines the development of the federal government from colonial times and the structure of contemporary government. Explores the economic, social, and political influence on American citizens and their civic duties and responsibilities. Open Entry/Open Exit. 5 HS credits.

**Overview**

**Requisites:**

None

**Transferable:**

Not transferable

**Specifications**

**Textbooks:**

American Government, A Complete Coursebook by Wood, E., Sansone, S., 2000 (\$20). ISBN: 9780669467956

**Learning Outcomes**

**Course Objectives:**

Survey principles of government

Analyze the beginnings of American government

Evaluate The Constitution

Describe Federalism

Compare political parties

- Describe elections and campaigns
- Analyze political participation and voter behavior
- Evaluate public opinion and mass media
- Analyze congress and the legislative branch
- Describe the office of the Presidency
- Evaluate the executive branch and bureaucracy
- Examine the courts and the judicial branch
- List 1st amendment freedoms
- Describe rights of due process
- Examine civil rights
- Describe public policy
- Compare economic and political systems
- Examine structure of state and local government
- Analyze policies and finances of state and local government

**SLO:**

- Examine the development of the federal government from colonial times and the structure of contemporary government.
- Analyze the economic, social, and political influence on American citizens and their civic duties and responsibilities.

**Units and Hours**

**Default Profile**

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	0.0	0.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	0.0

**Detail**

<b>Weekly Student Hours</b>	<b>In Class</b>	<b>Course Student Hours</b>
		<b>Course Duration (Weeks)</b>
<b>Lecture Hours</b>	0.0	<b>Hours per unit/divisor</b>
<b>Lab Hours</b>	0.0	<b>Course In-Class (Contact) Hours</b>
<b>Activity Hours</b>	0.0	Lecture 0.0
		Lab
		Activity
		Total
		<b>Course Out-of-Class Hours</b>
		Lecture
		Lab
		Activity
		Total

**Noncredit**

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	72.0	72.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	

**Detail**

<b>Weekly Student Hours</b>		<b>Course Student Hours</b>
	<b>In Class</b>	<b>Course Duration (Weeks)</b>
<b>Lecture Hours</b>	4.5	<b>Hours per unit/divisor</b>
<b>Lab Hours</b>	0.0	<b>Course In-Class (Contact) Hours</b>
<b>Activity Hours</b>	0.0	Lecture 0.0
		Lab
		Activity
		Total
		<b>Course Out-of-Class Hours</b>
		Lecture
		Lab
		Activity
		Total

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# HSSOC229: World History, Geography, and Culture 1

Presents various historical time periods that shape the world events. Begins with the foundations of civilization and continues on to the Industrial Age. Open Entry/Open Exit. 5 HS credits.

## Overview

**Requisites:**

None

**Transferable:**

Not transferable

## Specifications

**Textbooks:**

OER World History Textbook by Jenny Ge, 2022 (\$0). ISBN:

## Learning Outcomes

**Course Objectives:**

Identify both Paleolithic and Neolithic ways of life

Explain the reasons for human migration

Describe the characteristics of the ancient civilizations

Discuss the impacts of the environment and geography on human development



- Compare similarity and difference between civilizations and empires
- Recognize the emergence and collapse of large-scale empires
- Explore characteristics of the classical civilization
- Analyze how trade influenced different kingdoms of Africa
- Summarize the characteristics of civilizations of the Americas
- Evaluate factors that contributed to the rise and fall of the Mongol Empire
- Explain who were the Turkic people and how did the Islam spread in Central Asia
- Describe the characteristics of the Byzantine Empire
- Analyze how the western Europe reacted to the invasions by the Vikings
- Identify the motives for exploration
- Describe the impact of European Exploration globally
- Explain how Columbian Exchange illustrated diffusion
- Recognize the effect of slave trade on the lives of African slaves
- Analyze the causes, conflicts, and consequences of the American Revolution
- Explore how the social inequalities contributed to the French Revolution
- Evaluate the political and economic impacts of the Industrial Revolution
- Explain how did the Industrial Revolution shape the distribution of global powder

**SLO:**

- Compare the major Eras from Prehistory to Modern History
- Analyze significant events that transform society, culture, and economy

**Units and Hours**

**Default Profile**

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	0.0	0.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	0.0

**Detail**

**Weekly Student Hours**

	<b>In Class</b>
Lecture Hours	0.0
Lab Hours	0.0
Activity Hours	0.0

**Course Student Hours**

Course Duration (Weeks)	0.0
Hours per unit/divisor	0.0
Course In-Class (Contact) Hours	0.0
Lecture	0.0
Lab	
Activity	
Total	
Course Out-of-Class Hours	
Lecture	
Lab	
Activity	
Total	

**Noncredit**

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	72.0	72.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	

**Detail**

**Weekly Student Hours**

	<b>In Class</b>
Lecture Hours	4.5
Lab Hours	0.0
Activity Hours	0.0

**Course Student Hours**

Course Duration (Weeks)	0.0
Hours per unit/divisor	0.0
Course In-Class (Contact) Hours	0.0
Lecture	0.0
Lab	
Activity	
Total	
Course Out-of-Class Hours	
Lecture	
Lab	
Activity	
Total	

[Register Now](#) [Contact Us](#)  
[Print Course Info](#)

## HSSOC230: World History, Geography, and Culture 2

Relates the human story by reviewing perspectives on specific historical events in the context of a broad world view. The historical time frame begins with World War I and continues through to the present including modern industrialization and globalization. Open Entry/Open Exit. 5 HS credits.

**Overview**

**Requisites:**

None

**Transferable:**

Not transferable

**Specifications****Textbooks:**

World History The Modern Era by Ellis, E.; Elser, A, 2009 (\$50). ISBN: 9780133651928

**Learning Outcomes****Course Objectives:**

Describe how international rivalries and nationalism pushed Europe toward World War I.

Summarize events that led to the end of World War I.

Explain how many people were dissatisfied with the treaty of Versailles and other peace settlements.

Explain the cause and effects of the Mexican revolution.

Analyze the effects of nationalism in Latin America.

Analyze how Mohandas Gandhi influenced the independence movement.

Analyze how western society changed after WWI.

Describe how conditions in Italy favored the rise of Mussolini.

Describe the effects of Stalin's five-year plan.

Describe the Nazi party's political, social, economic, and cultural policies.

Summarize the ways in which continuing Nazi aggression led Europe to war.

Explain how Allied victories began to push back the Axis power.

Understand how two sides faced off during the Cold War.

Explain how independence grew in South Asia, India, Pakistan Africa.

Analyze the diversity of the Middle East and the political challenges it has faced.

Explain the complex causes of ethnic and religious conflicts in Eastern Europe.

Understand South Africa's struggle for freedom.

Understand conflicts in the Middle East.

Understand the paths that nations in Asia, Africa, and Latin America have taken in developing strong economies.

Analyze how China has reformed its economy but limited freedom.

Understand how India faced poverty, but built a stronger economy.

Describe Latin America's difficult road to democracy.

**SLO:**

Illustrate the effects and outcomes of World War I that led to World War II.

Recognize and describe various world views pertaining to regional conflicts and the developing world from 1945 until present times.

**Units and Hours****Default Profile**

Minimum Credit Units	Total Course In-Class (Contact) Hours	Total Student Learning Hours
0.0		
Maximum Credit Units	Total Course Out-of-Class Hours	Faculty Load
0.0	0.0	0.0

Detail

Weekly Student Hours	In Class	Course Student Hours
		Course Duration (Weeks)
Lecture Hours	0.0	Hours per unit/divisor
Lab Hours	0.0	Course In-Class (Contact) Hours
Activity Hours	0.0	Lecture 0.0
		Lab
		Activity
		Total
		Course Out-of-Class Hours
		Lecture
		Lab
		Activity
		Total

Noncredit

Minimum Credit Units	Total Course In-Class (Contact) Hours	Total Student Learning Hours
0.0	72.0	72.0
Maximum Credit Units	Total Course Out-of-Class Hours	Faculty Load
0.0	0.0	

Detail

Weekly Student Hours	In Class	Course Student Hours
		Course Duration (Weeks)
Lecture Hours	4.5	Hours per unit/divisor
Lab Hours	0.0	Course In-Class (Contact) Hours
Activity Hours	0.0	Lecture 0.0
		Lab
		Activity
		Total
		Course Out-of-Class Hours
		Lecture
		Lab
		Activity
		Total

[Register Now](#) [Contact Us](#)  
[Print Program Info](#)

## Healthcare Support Worker, CC

Certificate of Completion

**Control Number:**

37807

**Curriculum Id:**

SCC.HSW.CC

This program provides students with the basic foundation of knowledge and skills to become a healthcare support worker. Designed for students who want to pursue a career in the healthcare field, this program will provide a comprehensive overview of the many types of healthcare occupations as well as the academic and clinical requirements necessary to successfully enter those occupations.

**Program Courses & Requirements****Healthcare Support Worker, CC (Total 80)****Complete the following number of credits: 80**

VMED050 - Introduction to Healthcare Occupations 60

VMED051 - Healthcare Support Worker Pathways 20

**Learning Outcomes**

Identify the academic and clinical requirements to become a healthcare support worker

[Print Program Info](#)**High School Equivalency Test (HiSET), COM**

Certificate of Competency

**Control Number:**

33941

**Curriculum Id:**

OEC.HISET.COM

The Certificate of Competency in High School Equivalency Test (HiSet) provides individualized prescriptive instruction in preparation for a High School equivalency exam. Covers test taking strategies and the essentials of reading, writing, mathematics, science, and social studies.

**Program Courses & Requirements****High School Equivalency Test (HiSET), COM (Total 252 - 468)****Complete the following number of credits: 252-468**

ABE009 - Academic Skills 72 - 468

HSS400 - High School Equivalency Test Preparation 180

**Learning Outcomes**

Demonstrate foundational knowledge and comprehension of the natural sciences, social and behavioral sciences, and humanities.

Demonstrate proficiency in the core math concepts from arithmetic through geometry.

Demonstrate effective written communication skills.

[Print Program Info](#)**High School Equivalency Test Preparation in All Subject Areas, COM**

Certificate of Competency

**Control Number:**

42027

**Curriculum Id:**

OEC.HSALL.COM

The Certificate of Competency in High School Equivalency Test (HiSet) provides individualized prescriptive instruction in preparation for a High School equivalency exam. Covers test taking strategies and the essentials of reading, writing, mathematics, science, and social studies.

**Program Courses & Requirements**

**Certificate Requirements: 144 (credits are in hours) (Total 144)****Complete the following number of credits: 144**

HSS401 - High School Equivalency Test Preparation - Mathematics 72  
 HSS402 - High School Equivalency Test Preparation - Writing 72  
 HSS403 - High School Equivalency Test Preparation - Reading 72  
 HSS404 - High School Equivalency Test Preparation - Science 72  
 HSS405 - High School Equivalency Test Preparation - Social Science 72

**Learning Outcomes**

Demonstrate foundational knowledge and comprehension of the natural sciences, social and behavioral sciences, and humanities  
 Demonstrate proficiency in the core math concepts from arithmetic through geometry.  
 Demonstrate effective written communication skills.

[Print Program Info](#)

**History, AA-T**

A.A. Degree for Transfer

**Control Number:**

31720

**Curriculum Id:**

SCC.HIST.AAT

The Associate in Arts in History for Transfer degree provides a basic program to aid a student in thinking critically about one's self, one's cultural heritage, social and economic processes, and national and international affairs. Successful completion of the transfer degree in History guarantees the student acceptance to the California State University system to pursue a baccalaureate degree in History or a related field to pursue careers in a variety of government agencies, nongovernmental organizations (NGO), nonprofit organizations (NPO), international government organization (IGO), libraries or museums, and research programs.

**Program Courses & Requirements****History, AA-T (Total 18)****Complete all of the following****Major requirements: (Total 12)****Complete the following number of credits: 12****(Total 3 - 6)****Complete at least one of the following rules**

HIST101 - World Civilizations to the 16th Century 3  
 HIST101H - Honors World Civilizations to the 16th Century 3

**(Total 3 - 6)****Complete at least one of the following rules**

HIST102 - World Civilizations Since the 16th Century 3  
 HIST102H - Honors World Civilizations Since the 16th Century 3

**(Total 3 - 6)****Complete at least one of the following rules**

HIST120 - The United States to 1877 3  
 HIST120H - Honors: The United States to 1877 3

**(Total 3 - 6)****Complete at least one of the following rules**

HIST121 - The United States Since 1877 3  
 HIST121H - Honors the United States Since 1877 3

**Select one (1) course from Area 1: (Total 3)****Complete the following number of credits: 3**

HIST118 - Social and Cultural History of the United States 3  
 HIST124 - Mexican-American History in the United States 3  
 HIST127 - Women in U.S. History 3  
 HIST152 - Latin American History 3  
 HIST162 - Asian Civilizations 3

**Select one (1) course from Area 2: (Total 3)****Complete the following number of credits: 3**

ECON102 - Principles/Macro 3

**(Total 3 - 6)****Complete at least one of the following rules**

GEOG100 - World Regional Geography 3

GEOG100H - Honors World Regional Geography 3

**(Total 12)****Complete all of the following**

HIST126 - United States since 1945 3

HIST133 - History of California 3

HIST240 - Introduction to Peace and Conflict Studies 3

PHIL118 - History of Philosophy 3

**(Total 3 - 6)****Complete at least one of the following rules**

POLT101 - American Government and Politics 3

POLT101H - Honors American Government and Politics 3

**(Total 15)****Complete all of the following**

POLT200 - American Political Thought 3

POLT201 - Introduction to Comparative Politics 3

POLT220 - International Politics 3

POLT221 - Women in American Politics 3

POLT230 - Political Theory 3

**Learning Outcomes**

Develop analytical skills by evaluating key historical decisions, testing hypotheses, and choosing among contending viewpoints.

Develop communication skills through writing exercises and discussions of critical historical events.

Act as better informed citizens and knowledgeable voters through the study of U.S. political traditions and concepts of citizenship.

Discuss, analyze, compare and contrast, diverse world cultural, religious, and political traditions.

[Print Program Info](#)

## Home Health Aide, CC

Certificate of Completion

**Control Number:**

37806

**Curriculum Id:**

SCC.HHA.CC

The home health aide (HHA) program prepares individuals who already hold their Certified Nurse Assistant (CNA) to become Certified Home Health Aides. This course provides an overview of the requirements to transition from CNA to HHA. Instruction builds and expands on the CNA training with increased focus and experience in the areas of patient needs, personal care services, nutrition, cleaning and care in the home. Successful students will be eligible to complete their California Home Health Aide (HHA) Certification.

### Program Courses & Requirements

**Home Health Aide, CC (Total 62)****Complete the following number of credits: 62**

VMED060 - Overview of the Home Health Aide Training Program 10

VMED061 - Home Health Aide (HHA) Training 52

**Learning Outcomes**

Demonstrate how to perform administrative and patient care duties.

[Print Program Info](#)

## Home-Based Business, CC

Certificate of Completion

**Control Number:**

36371

**Curriculum Id:**

OEC.HMBB.CC

The Certificate of Completion in Home-Based Business is designed to give students the necessary knowledge and skills to plan, develop, and operate a home-based business. The business operator utilizes the understanding of business concepts, strategies, and technology to shape ideas into opportunities supported by research, data, and business models. Effectively utilizing web and business applications is essential to sustaining the long-term growth of the business.

## Program Courses & Requirements

**Home-Based Business, CC (Total 240)****Complete the following number of credits: 240**

VBUS014 - Introduction to Mobile and Social Media Tools 60

VBUS030 - How to Build a Home-Based Business 60

VBUS040 - Accounting for Non-Accountants 60

VBUS097 - Introduction to Personal Commerce on the Internet 60

## Learning Outcomes

Develop a home-based business.

Demonstrate proficiency in using business and web applications.

[Print Program Info](#)

# Human Resource Management, CERT

Certificate of Proficiency

**Control Number:****Curriculum Id:**

SCC.MGTHR.CERT

The Certificate of Proficiency in Human Resource Management is designed to prepare students for various management positions in business, government, and public organizations; to aid existing managers in upgrading their skills; and to assist employees for promotion to management/supervision positions.

## Program Courses & Requirements

**Human Resource Management, CERT (Total 12)****Complete the following number of credits: 12**

**(Total 3 - 6)**

**Complete at least one of the following rules**

MGMT120 - Principles of Management 3

BUS120 - Principles of Management 3

**(Total 3 - 6)**

**Complete at least one of the following rules**

MGMT121 - Human Relations and Organizational Behavior 3

BUS121 - Human Relations and Organizational Behavior 3

**(Total 6)**

**Complete all of the following**

MGMT135 - Human Resource Management 3

BUS105 - Legal Environment of Business 3

## Learning Outcomes

Prepare for employment in the human resources field.

[Print Course Info](#)



## IDS155: Human Sexuality

An interdisciplinary review of the biological, historical, social, and psychological influences on human sexuality across the lifespan. This course will more closely focus on the gender spectrum, anatomy, sexual orientations, attraction, love, reproduction, conception, contraception, sexually transmitted infections, sexual coercion, and overall sexual health.

### Requisites

None

### Transferability

Transferable to both UC and CSU

### Units & Hours

#### Minimum Units:

3.0

#### Maximum Units

3.0

### Total Hours

54.0

[Print Course Info](#)

## INFO100: Library Research Fundamentals

This course is an introduction to academic level research skills for effective use of traditional and electronic library resources. Instruction includes print and non-print information sources such as reference books, scholarly material, online subscription databases, and the Internet. Former Title: LIBI 100, Library Research Fundamentals (Fall 2020)

### Requisites

None

### Transferability

Transferable to both UC and CSU

### Units & Hours

#### Minimum Units:

1.0

#### Maximum Units

1.0

### Total Hours

18.0

[Print Course Info](#)**INFO100H:****Honors Library Research Fundamentals**

This course is an introduction to academic level research skills for effective use of traditional and electronic library resources. Instruction includes print and non-print information sources such as reference books, scholarly material, online subscription databases and the Internet.

**Requisites**

Entrance Skills:

**A high school or college GPA of 3.0 or above**

None

**Transferability****Transferable to both UC and CSU****Units & Hours****Minimum Units:**

1.0

**Maximum Units**

1.0

**Total Hours**

18.0

[Print Course Info](#)**INFO103:****Researching in the Digital Age**

Learn essential library research strategies for effectively locating and evaluating online information on the Internet. Core topics are designing and performing successful search strategies, evaluating online information using critical thinking skills, identifying the ethical and legal aspects of using online sources, and citing web sources using a standard documentation style. Former Title: LIBI 103, Advanced Internet Research (Fall 2020)

**Requisites**

None

**Transferability****Transferable to both UC and CSU****Units & Hours****Minimum Units:**

1.0

**Maximum Units**

1.0

## Total Hours

18.0

[Print Course Info](#)

## ITAL101:

### Elementary Italian I

A college-level Italian course focusing on fundamentals of pronunciation, grammar, basic vocabulary, idioms, and simple conversation and composition, including supplementary cultural readings. Italian 101 is equivalent to two years of high-school Italian.

## Requisites

None

## Transferability

Transferable to both UC and CSU

## Units & Hours

### Minimum Units:

5.0

### Maximum Units

5.0

## Total Hours

108.0

[Print Course Info](#)

## ITAL102:

### Elementary Italian II

A college-level Italian course focusing on further training in pronunciation, more extensive vocabulary development, conversation, grammar, reading and composition. Italian 102 is equivalent to the third year of high school Italian.

## Requisites

### Prerequisite

[ITAL101 - Elementary Italian I](#)

or two years of high school Italian

## Transferability

Transferable to both UC and CSU

## Units & Hours

### Minimum Units:

5.0

## Maximum Units

5.0

## Total Hours

108.0

[Print Course Info](#)

## ITAL194:

### Conversation and Composition

Reinforcement of conversational and composition skills. Implementation of language structure through conversation, reading and composition. Discussions of Italian culture.

## Requisites

### Prerequisite

[ITAL101 - Elementary Italian I](#)

or two years high school Italian with grade of C or better

## Transferability

Transferable to CSU only

## Units & Hours

### Minimum Units:

3.0

### Maximum Units

3.0

## Total Hours

54.0

[Print Course Info](#)

## ITAL195:

### Advanced Conversational Italian

Further development of conversational skills. Review of language structures as well as reinforcement of new vocabulary and idioms through conversation, reading, and composition. Discussions of Italian culture.

## Requisites

### Prerequisite

[ITAL102 - Elementary Italian II](#)

## Transferability

Transferable to both UC and CSU

## Units & Hours

### Minimum Units:

3.0

### Maximum Units

3.0

### Total Hours

54.0

[Print Course Info](#)

## ITAL201:

### Intermediate Italian I

A college-level Italian class focusing on an expansive review of usage and grammar, discussions of interpretive readings, conversation, and composition.

## Requisites

### Prerequisite

[ITAL102 - Elementary Italian II](#)

or three years of high school Italian

## Transferability

### Transferable to both UC and CSU

## Units & Hours

### Minimum Units:

5.0

### Maximum Units

5.0

### Total Hours

108.0

[Print Course Info](#)

## ITAL202:

### Intermediate Italian II

A college-level Italian class focusing on a specialized review of grammar and composition along with discussions in Italian of history and culture based on literary materials.

## Requisites

### Prerequisite

[ITAL201 - Intermediate Italian I](#)

or four years of high school Italian

## Transferability

Transferable to both UC and CSU

## Units & Hours

### Minimum Units:

5.0

### Maximum Units

5.0

### Total Hours

108.0

[Print Program Info](#)

## Infant/Toddler, CERT

Certificate of Proficiency

### Control Number:

### Curriculum Id:

SCC.CDVIT.CERT

The Certificate of Proficiency in Infant/Toddler meets the minimum requirements for beginning early learning professionals employed or seeking employment as teachers and/or aides in privately owned and church affiliated (Title 22) or publicly funded (Title 5) programs serving infants and toddlers. This certificate is also recommended for licensed Family Day Care Providers or Nannies.

## Program Courses & Requirements

### Infant/Toddler, CERT (Total 15)

#### Complete the following number of credits: 15

CDEV107 - Child Growth and Development (DS1) 3

CDEV108 - Observation and Assessment for Early Learning and Development (DS3) 3

CDEV110 - Child, Family and Community (DS2) 3

CDEV116A - Infant/Toddler Growth and Development (DS4) 3

CDEV116B - Care and Education for Infants and Toddlers (DS3) 3

### Learning Outcomes

- Demonstrate skill and mastery of child development theories and proficiency in application in a simulated/real infant/toddler setting or scenario.
- Develop a portfolio of developmentally appropriate activities, programming, and assessment strategies for infants and toddlers in the cognitive, psychosocial, and biosocial domains.

## International Student Admissions

### International Student Admissions

SCC is a SEVP approved institution to host international students who enter the country on F-1 student visas. This school is authorized under Federal law to enroll nonimmigrant alien students. Foreign students should contact the International Student Office or visit [www.sccollege.edu/international](http://www.sccollege.edu/international) for application forms and instructions. The deadline is 45 days prior to the term's start date; for exceptions, please contact the International Student Office. A \$65 application fee is required along with the application form. For more information, call 714-628-5050.

### Admission Policy of International Students on F-1 Visa Status:

International students must submit transcripts with their applications. For transcripts in a language other than English, translation may be required. Applicants applying within the U.S. who had previously attended a U.S. high school or U.S. college/university must submit transcripts from all previous educational institutions.

International students must have sufficient knowledge of English to enable them to profit from instruction at the college level. English proficiency is determined by a satisfactory score as listed on the International Student Program website.

The minimum age requirement to attend SCC is 16 years old. Students under 18 years of age must provide proof of high school completion. The student must be 16 years old by the first day of classes of the entering semester as listed in the college schedule.

Students on the F-1 Visa must present evidence that they have financial resources to defray costs during the period of attendance at the college. The annual tuition for a student enrolled in 12 units each semester is \$10,680 US dollars. The 2024-2025 cost per unit for international students is \$445 (\$352 non-resident tuition + \$46 enrollment fee + 47 capital outlay). The health insurance premium is \$1,702.56 per year. For living expenses and other costs, such as books, visit the college website at [www.sccollege.edu/international](http://www.sccollege.edu/international). All tuition, fees, and expenses are subject to change with new state legislation.

Although SCC does not require proof of immunizations, it is strongly recommended that all students planning on coming to the U.S. to study receive all necessary vaccinations and are free of tuberculosis. Students should assure that they are healthy when they come to study in the United States. It is suggested for students to check with the Consulate or Embassy for recommended immunizations.

Admitted students are required to purchase the health insurance plan approved by the District. Other outside health care plans are not accepted, except students sponsored by a governmental agency or program or covered by a U.S.-based health plan of a family member. Proof of health insurance is required prior to registration. The college accepts no responsibility for medical expenses incurred by international students.

Santiago Canyon College does not provide housing for students; however, our offices offer information resources to help students find housing options. Students can participate in a homestay program arranged through private companies. SCC does not monitor or administer these programs. For housing, information visit [www.sccollege.edu/international](http://www.sccollege.edu/international).

[Print Program Info](#)

## Intersegmental General Education Transfer Curriculum (IGETC), CA

Certificate of Achievement

**Control Number:**

18118

**Curriculum Id:**

SCC.IGETC.CA

Complete all Intersegmental General Education Transfer Curriculum Requirements (Plan C) to a minimum of 34 units.

### Program Courses & Requirements

IGETC Courses

**No value**

Certificate of Achievement

<b>Certificate Requirements:</b>	<b>34.0 Credits</b>
<b>IGETC Courses</b>	34.0
<b>Total Credits</b>	34.0

### Learning Outcomes

- Demonstrate an ability to create and organize an individualized educational plan.
- Demonstrate responsibility for one's own learning and educational goal to the fulfillment of the IGETC Certificate of Achievement.

[Print Program Info](#)

## Introduction to Artificial Intelligence (AI) in the Workforce, CC

Certificate of Completion

**Control Number:**

44233

**Curriculum Id:**

OEC.AIWF.CC

The Certificate of Completion in Introduction to Artificial Intelligence (AI) in the Workforce is designed to give students the basic knowledge and skills to be successful in the workforce or for future employment. Students will become familiar with AI and the applications that can support success in the workforce.

**Program Courses & Requirements****Introduction to Artificial Intelligence (AI) in the Workforce, COM (Total 80)****Complete all of the following****Certificate Requirements: (Total 80)****Complete all of the following**

WKPR023 - Introduction to AI in the Workforce 40

WKPR024 - Introduction to Applications of AI in the Workforce 40

**Learning Outcomes**

Demonstrate two ways to use AI in the customer service field

[Print Course Info](#)**KIN100:****Introduction to Kinesiology**

This course is an introduction to the interdisciplinary approach to the study of human movement. An overview of the importance of the sub-disciplines in kinesiology will be discussed along with career opportunities in the areas of teaching, coaching, allied health, and fitness professions.

**Requisites**

None

**Transferability****Transferable to both UC and CSU****Units & Hours****Minimum Units:**

3.0

**Maximum Units**

3.0

**Total Hours**

54.0

[Print Course Info](#)**KIN101:****First Aid and CPR**

The theory and detailed demonstration of first aid care for the injured, centered on assessing a victim's condition and incorporating proper treatment. Standard first aid, CPR, and automated external defibrillator (AED) certification(s) will be granted upon successful completion of the requirements.



## Requisites

None

## Transferability

Transferable to both UC and CSU

## Units & Hours

### Minimum Units:

3.0

### Maximum Units

3.0

### Total Hours

54.0

[Print Course Info](#)

## KIN102:

# Nutrition and Fitness

An applied nutrition course designed to help improve the nutrition and health of active individuals. The course focuses on the prevention of disease, weight control, and improved physical and mental performance.

## Requisites

None

## Transferability

Transferable to both UC and CSU

## Units & Hours

### Minimum Units:

2.0

### Maximum Units

2.0

### Total Hours

36.0

[Print Course Info](#)

## KIN104:

# Healthful Living

A comprehensive look at factors that impact people's health, longevity, and lifetime wellness. Areas covered will be personal fitness, nutrition, drugs, alcohol and tobacco, AIDS and sexually transmitted diseases, and degenerative diseases including cancer, heart disease, strokes, and diabetes.

## Requisites

None

## Transferability

Transferable to both UC and CSU

## Units & Hours

### Minimum Units:

3.0

### Maximum Units

3.0

## Total Hours

54.0

[Print Course Info](#)

## KIN109:

# Sport in US Society

A comprehensive look at sport in US society and how various, ethnic and minority groups have influenced sport at the local, state and national levels. The influences of other cultures outside of the US will be reviewed and analyzed. A review of sport history will be conducted with communication and media influences also examined.

## Requisites

None

## Transferability

Transferable to both UC and CSU

## Units & Hours

### Minimum Units:

3.0

### Maximum Units

3.0

## Total Hours

54.0

[Print Course Info](#)

## KIN110:

# Women's Health Issues

This course is designed to address health concepts as they apply to women. The topics range from personal fitness and nutrition habits to substance abuse; female reproductive structure and function; intimate and abusive relationships; disease transmission, prevention and aging.

## Requisites

None

## Transferability

Transferable to both UC and CSU

## Units & Hours

### Minimum Units:

3.0

### Maximum Units

3.0

## Total Hours

54.0

[Print Course Info](#)

## KIN111:

# Sports Psychology

An academic and practical examination of the psychological aspects of sport. Specific methods will be taught to enhance athletic performance through mental preparation and practice.

## Requisites

None

## Transferability

Transferable to CSU only

## Units & Hours

### Minimum Units:

3.0

### Maximum Units

3.0

## Total Hours

54.0

[Print Course Info](#)

## KIN119:

# Personal Fitness Evaluation

Personal evaluation of your fitness level. Each student completes appointments that evaluate flexibility, strength, blood pressure, body composition, pulmonary function, resting electrocardiogram, and a graded exercise test. Students are required to record 24 hours of instructor supervised exercise. Designed for healthy individuals with no heart problems.

## Requisites

### Limitations on Enrollment:

**Course Family A combination of Kinesiology 119, 140A, 140B and 140C may be taken a maximum of four enrollments.**

None

## Transferability

**Transferable to both UC and CSU**

## Units & Hours

### Minimum Units:

1.0

### Maximum Units

1.0

### Total Hours

54.0

[Print Course Info](#)

## KIN121A :

# Basic Step Aerobics

An aerobic exercise program that improves flexibility, aerobic conditioning, muscular strength and endurance by utilizing a platform for stepping up and down. Includes a variety of stepping routines and upper body strength training exercises in controlled rhythmic patterns set to music.

## Requisites

### Limitations on Enrollment:

**Course Family A combination of Kinesiology 120A, 120B, 121A, 126A and 126B may be taken a maximum of four enrollments.**

None

## Transferability

**Transferable to both UC and CSU**

## Units & Hours

### Minimum Units:

1.0

### Maximum Units

1.0

### Total Hours

54.0

[Print Course Info](#)**KIN125A :**

## Basic Cardio Kickboxing

A series of combative boxing and kickboxing maneuvers designed to improve muscle tone, cardiovascular endurance, and self defense.

### Requisites

Limitations on Enrollment:

**Course Family A combination of Kinesiology 125A, 125B, and 125C may be taken a maximum of four enrollments.**

None

### Transferability

**Transferable to both UC and CSU**

### Units & Hours

#### Minimum Units:

1.0

#### Maximum Units

1.0

### Total Hours

54.0

[Print Course Info](#)**KIN125B :**

## Intermediate Cardio Kickboxing

This intermediate level Cardio Boxing class will emphasize combative maneuvers that will enhance the cardiovascular fitness level as well as the personal safety of the students at an enhanced level of instruction.

### Requisites

Limitations on Enrollment:

**Course Family A combination of Kinesiology 125A, 125B, 125C may be taken a maximum of four enrollments.**

None

### Transferability

**Transferable to both UC and CSU**

### Units & Hours

**Minimum Units:**

1.0

**Maximum Units**

1.0

**Total Hours**

54.0

[Print Course Info](#)**KIN125C:****Advanced Cardio Kickboxing**

The advanced level Cardio Kickboxing class will emphasize high intensity cardiovascular endurance and martial arts skills through dynamic techniques.

**Requisites**

Limitations on Enrollment:

**Course Family** <p>A combination of Kinesiology 125A, 125B, and 125C may be taken a maximum of four enrollments.&nbsp;</p>

None

**Transferability****Transferable to both UC and CSU****Units & Hours****Minimum Units:**

1.0

**Maximum Units**

1.0

**Total Hours**

54.0

[Print Course Info](#)**KIN126A :****Basic Spin**

Students will be guided through workout phases on the bike with a basic introduction to warm ups, up-tempo cadences, sprints, climbs and cool downs.

**Requisites**

Limitations on Enrollment:

**Course Family A** combination of Kinesiology 120A, 120B, 121A, 126A and 126B may be taken a maximum of four enrollments.

None

### Transferability

Transferable to both UC and CSU

### Units & Hours

#### Minimum Units:

1.0

#### Maximum Units

1.0

#### Total Hours

54.0

[Print Course Info](#)

## KIN126B :

### Intermediate Spin

Students will be guided through intermediate level spin routines that challenge the cardiovascular and muscular endurance through varying cadence, resistance, and revolutions per minute (RPMs) set to up-tempo music.

### Requisites

Limitations on Enrollment:

**Course Family A combination of Kinesiology 120A, 120B, 121A, 126A and 126B may be taken a maximum of four enrollments.**

None

### Transferability

Transferable to both UC and CSU

### Units & Hours

#### Minimum Units:

1.0

#### Maximum Units

1.0

#### Total Hours

54.0

[Print Course Info](#)

## KIN127A :

### Basic Yoga

This basic yoga class is an exercise program that emphasizes the practice of postures that strengthen the body, improve flexibility and create a feeling of

well-being.

## Requisites

Limitations on Enrollment:

**Course Family A combination of Kinesiology 123A, 123B, 127A, 127B, and 127C may be taken a maximum of four enrollments.**

None

## Transferability

**Transferable to both UC and CSU**

## Units & Hours

### Minimum Units:

1.0

### Maximum Units

1.0

## Total Hours

54.0

[Print Course Info](#)

## KIN127B :

# Intermediate Yoga

This intermediate level yoga class is an exercise program that emphasizes the practice of postures that strengthen the body, improve flexibility and create a feeling of well-being.

## Requisites

Limitations on Enrollment:

**Course Family A combination of Kinesiology 123A, 123B, 127A, 127B and 127C may be taken a maximum of four enrollments.**

None

## Transferability

**Transferable to both UC and CSU**

## Units & Hours

### Minimum Units:

1.0

### Maximum Units

1.0



## Total Hours

54.0

[Print Course Info](#)

**KIN127C :**

## Advanced Yoga

This advanced yoga class is an exercise program that emphasizes the practice of postures that strengthen the body, improve flexibility and create a feeling of well-being.

### Requisites

Limitations on Enrollment:

**Course Family A combination of Kinesiology 123A, 123B, 127A, 127B and 127C may be taken a maximum of four enrollments.**

None

### Transferability

**Transferable to both UC and CSU**

### Units & Hours

#### Minimum Units:

1.0

#### Maximum Units

1.0

## Total Hours

54.0

[Print Course Info](#)

**KIN128A :**

## Basic Tai Chi

This course is designed to give instruction in the ancient Chinese art of Tai Chi. Students will learn movement patterns designed to generate, circulate and harmonize internal energy flows for mental and physical health enhancement.

### Requisites

Limitations on Enrollment:

**Course Family A combination of Kinesiology 123A, 123B, 127A, 127B, 127C and 128A may be taken a maximum of four enrollments.**

None

### Transferability

**Transferable to both UC and CSU**

## Units & Hours

### Minimum Units:

1.0

### Maximum Units

1.0

### Total Hours

54.0

[Print Course Info](#)

## KIN140A :

### Basic Circuit Weight Training

This course introduces the basic principles related to the acquisition of muscular strength and endurance. Students will explore training techniques through the use of body weight and light weight equipment. Instruction is provided in the areas of functional fitness and the physiological adaptation process that occurs as a result of circuit training.

## Requisites

Limitations on Enrollment:

**Course Family A combination of Kinesiology 119, 140A, 140B and 140C may be taken a maximum of four enrollments.**

None

## Transferability

Transferable to both UC and CSU

## Units & Hours

### Minimum Units:

1.0

### Maximum Units

1.0

### Total Hours

54.0

[Print Course Info](#)

## KIN140B :

### Intermediate Circuit Weight Training

This course is designed for students with prior resistance training experience. Principles and training techniques for the development of muscle tone, muscle strength, and muscular endurance will be taught, as well as the use of weightbearing exercises to promote cardiovascular health benefits. Students will utilize weights, variable resistance machines, and other resistance equipment to advance their total body fitness.

## Requisites

### Limitations on Enrollment:

**Course Family A combination of Kinesiology 119, 140A, 140B and 140C may be taken a maximum of four enrollments.**

None

## Transferability

**Transferable to both UC and CSU**

## Units & Hours

### Minimum Units:

1.0

### Maximum Units

1.0

## Total Hours

54.0

[Print Course Info](#)

## KIN140C :

### Advanced Circuit Weight Training

This course is designed for students possessing advanced knowledge and experience with resistance training exercises. Students will utilize weights, variable resistance machines, and a wide variety of weight-bearing activities and equipment to perform high intensity exercise. Muscular development will be achieved through implementation of a resistance training program built upon advanced modes of training and the principles of exercise physiology.

## Requisites

### Limitations on Enrollment:

**Course Family A combination of Kinesiology 119, 140A, 140B and 140C may be taken a maximum of four enrollments.**

None

## Transferability

**Transferable to both UC and CSU**

## Units & Hours

### Minimum Units:

1.0

### Maximum Units

1.0

## Total Hours

54.0

[Print Course Info](#)

### KIN146B :

## Intermediate Strength Training

This high intensity strength training course is designed for students who possess significant experience in the use of free weight equipment. Students will apply proper weight lifting techniques and training periodization to develop muscular strength and power through the use of dumbbells and Olympic bar weights. Instruction is provided in advanced strength training theory.

### Requisites

Limitations on Enrollment:

**Course Family A combination of Kinesiology 146A, 146B, 146C and 147 may be taken a maximum of four enrollments.**

None

### Transferability

Transferable to both UC and CSU

### Units & Hours

#### Minimum Units:

1.0

#### Maximum Units

1.0

## Total Hours

54.0

[Print Course Info](#)

### KIN146C :

## Advanced Strength Training

This course is designed for students with advanced knowledge and extensive experience in free weight strength training. Instruction will focus on training methods applicable to multi-joint powerlifting, Olympic lifting, and sport strength and conditioning. Students will develop individualized workout programs that emphasize the development of muscular strength, power, agility, and explosiveness.

### Requisites

Limitations on Enrollment:

**Course Family A combination of Kinesiology 146A, 146B, 146C and 147 may be taken a maximum of four enrollments.**

None

### Transferability

## Transferable to both UC and CSU

### Units & Hours

#### Minimum Units:

1.0

#### Maximum Units

1.0

#### Total Hours

54.0

[Print Course Info](#)

### KIN160A :

## Basic Basketball

To introduce and establish basketball fundamentals with a view to encouraging life-time fitness.

### Requisites

Limitations on Enrollment:

**Course Family A combination of Kinesiology 160A, 160B, 163A, 166A, 168A and 168B may be taken a maximum of four enrollments.**

None

### Transferability

## Transferable to both UC and CSU

### Units & Hours

#### Minimum Units:

1.0

#### Maximum Units

1.0

#### Total Hours

54.0

[Print Course Info](#)

### KIN160B :

## Intermediate Basketball

Intermediate level course to further develop passing, dribbling and various types of shooting. Emphasis will be placed on small group defense, small group offense, rules, special situations and strategies.

### Requisites

**Limitations on Enrollment:**

**Course Family A combination of Kinesiology 160A, 160B, 163A, 166A, 168A and 168B may be taken a maximum of four enrollments.**

None

**Transferability**

**Transferable to both UC and CSU**

**Units & Hours****Minimum Units:**

1.0

**Maximum Units**

1.0

**Total Hours**

54.0

[Print Course Info](#)

**KIN163A :****Basic Indoor Soccer**

A basic level soccer course to develop fundamental soccer skills in an indoor facility.

**Requisites****Limitations on Enrollment:**

**Course Family A combination of Kinesiology 160A, 160B, 163A, 166A, 168A and 168B may be taken a maximum of four enrollments.**

None

**Transferability**

**Transferable to both UC and CSU**

**Units & Hours****Minimum Units:**

1.0

**Maximum Units**

1.0

**Total Hours**

54.0

[Print Course Info](#)

## KIN166A: Basic Flag Football

An introductory course to establish basic flag football fundamentals and rules with a view to encouraging life-time fitness.

### Requisites

Limitations on Enrollment:

**Course Family A combination of Kinesiology 160A, 160B, 163A, 166A, 168A, and 168B may be taken a maximum of four enrollments.**

None

### Transferability

**Transferable to both UC and CSU**

### Units & Hours

#### Minimum Units:

1.0

#### Maximum Units

1.0

#### Total Hours

54.0

[Print Course Info](#)

## KIN168A : Basic Volleyball

This course introduces the fundamental strategies and skills of volleyball, including setting, passing, spiking, blocking and serving, as well as the beginning concepts of team and tournament play.

### Requisites

Limitations on Enrollment:

**Course Family A combination of Kinesiology 160A, 160B, 163A, 166A, 168A and 168B may be taken a maximum of four enrollments.**

None

### Transferability

**Transferable to both UC and CSU**

### Units & Hours

#### Minimum Units:

1.0

## Maximum Units

1.0

## Total Hours

54.0

[Print Course Info](#)

## KIN168B :

### Intermediate Volleyball

An intermediate volleyball class to improve volleyball skills, in the areas of passing, setting, hitting, serving and blocking, as well as basic offensive and defensive systems of play. The course includes discussions of rules and strategy.

## Requisites

Limitations on Enrollment:

**Course Family A combination of Kinesiology 160A, 160B, 163A, 166A, 168A and 168B may be taken a maximum of four enrollments.**

None

## Transferability

**Transferable to both UC and CSU**

## Units & Hours

### Minimum Units:

1.0

### Maximum Units

1.0

## Total Hours

54.0

[Print Course Info](#)

## KIN170A:

### Basic Golf

This course provides golf instruction and practice. Emphasis is placed on the fundamentals of the grip, stance, alignment, and the techniques and practice of the short game strokes of pitching, chipping and putting. Topics include the rules, terminology, safety procedures, values, etiquette, equipment, and history of golf. This course is designed for all students interested in playing golf as part of a fitness lifestyle or kinesiology majors.

## Requisites

None

## Transferability

**Transferable to both UC and CSU**



## Units & Hours

### Minimum Units:

1.0

### Maximum Units

1.0

### Total Hours

54.0

[Print Course Info](#)

## KIN185A :

### Basic Swimming

Introductory basic swimming skills, with an emphasis on water safety.

## Requisites

Limitations on Enrollment:

**Course Family A combination of Kinesiology&nbsp;185A, 185B, and 185C may be taken a maximum of four enrollments**

None

## Transferability

**Transferable to both UC and CSU**

## Units & Hours

### Minimum Units:

1.0

### Maximum Units

1.0

### Total Hours

54.0

[Print Course Info](#)

## KIN185B :

### Intermediate Swimming

Intermediate swim skills, emphasizing the four competitive swim strokes. Speed and endurance swimming will also be emphasized in a training environment.

## Requisites

Limitations on Enrollment:

**Course Family A combination of Kinesiology&nbsp;185A, 185B, 185C and 189A may be taken a maximum of four enrollments.**

None

### Transferability

**Transferable to both UC and CSU**

### Units & Hours

#### Minimum Units:

1.0

#### Maximum Units

1.0

#### Total Hours

54.0

[Print Course Info](#)

### KIN185C :

## Advanced Swimming

Advanced swim skills developed with emphasis on the five competitive swim strokes. Advanced speed and endurance training will be emphasized in a training environment.

### Requisites

Limitations on Enrollment:

**Course Family A combination of Kinesiology&nbsp;185A, 185B, and 185C may be taken a maximum of four enrollments.**

None

### Transferability

**Transferable to both UC and CSU**

### Units & Hours

#### Minimum Units:

1.0

#### Maximum Units

1.0

#### Total Hours

54.0

[Print Course Info](#)

### KIN189A :

## Basic Aqua Aerobics

A class designed to improve muscle tone, flexibility and cardiovascular endurance through exercises using water as a means of resistance.

### Requisites

Limitations on Enrollment:

**Course Family A combination of Kinesiology&nbsp;185A, 185B, 185C and 189A may be taken a maximum of four enrollments.**

None

### Transferability

**Transferable to both UC and CSU**

### Units & Hours

#### Minimum Units:

1.0

#### Maximum Units

1.0

### Total Hours

54.0

[Print Course Info](#)

## KIN200:

## Conditioning for Athletes-Men

An instructor supervised exercise program designed for athletes who participate in men's sports. Emphasis will be on the development of speed, endurance, flexibility, and strength.

### Requisites

Limitations on Enrollment:

**Course Family Students may take a maximum of 350 hours of any team sport, team off-season course or conditioning course per academic year.**

None

### Transferability

**Transferable to both UC and CSU**

### Units & Hours

#### Minimum Units:

1.0

#### Maximum Units

1.0

## Total Hours

54.0

[Print Course Info](#)

### KIN201:

## Conditioning for Athletes-Co-Ed

An instructor supervised exercise program designed for athletes who participate in sports. Emphasis will be on the development of speed, endurance, flexibility, and strength.

### Requisites

Limitations on Enrollment:

**Course Family Students may take a maximum of 350 hours of any team sport, team off-season course or conditioning course per academic year.**

None

### Transferability

Transferable to both UC and CSU

### Units & Hours

#### Minimum Units:

1.0

#### Maximum Units

1.0

## Total Hours

54.0

[Print Course Info](#)

### KIN202:

## Conditioning for Athletes-Women

An instructor supervised exercise program designed for athletes who participate in women's sports. Emphasis will be on the development of speed, endurance, flexibility, and strength.

### Requisites

Limitations on Enrollment:

**Course Family Students may take a maximum of 350 hours of any team sport, team off-season course or conditioning course per academic year.**

None

### Transferability

## Transferable to both UC and CSU

### Units & Hours

#### Minimum Units:

1.0

#### Maximum Units

1.0

#### Total Hours

54.0

[Print Course Info](#)

### KIN203:

## Speed and Agility-Men

This class is designed for male athletes to increase running speed. This class includes instruction on linear speed, non-linear speed, and jumping ability using state of the art plyometric training and speed specific training tools.

### Requisites

Limitations on Enrollment:

**Course Family Students may take a maximum of 350 hours of any team sport, team off-season course or conditioning course per academic year.**

None

### Transferability

## Transferable to both UC and CSU

### Units & Hours

#### Minimum Units:

1.0

#### Maximum Units

1.0

#### Total Hours

54.0

[Print Course Info](#)

### KIN204:

## Speed and Agility-Women

This class is designed for female athletes to increase running speed. This class includes instruction on linear speed, non-linear speed, and jumping ability using state of the art plyometric training and speed specific training tools.

**Requisites**

Limitations on Enrollment:

**Course Family Students may take a maximum of 350 hours of any team sport, team off-season course or conditioning course per academic year.**

None

**Transferability****Transferable to both UC and CSU****Units & Hours****Minimum Units:**

1.0

**Maximum Units**

1.0

**Total Hours**

54.0

[Print Course Info](#)**KIN240:****Basketball Team- Men**

A high-level competitive program in Basketball for male athletes with exceptional athletic talent. Students must meet California Community College Athletic Association (CCCAA) eligibility requirements and pass a health screening prior to competing.

**Requisites**

Limitations on Enrollment:

**Course Family Students may take a maximum of 350 hours of any team sport, team off-season course or conditioning course per academic year.**

None

**Transferability****Transferable to both UC and CSU****Units & Hours****Minimum Units:**

3.0

**Maximum Units**

3.0

**Total Hours**

162.0

[Print Course Info](#)**KIN241:****Basketball Team- Women**

A high-level competitive program in Basketball for female athletes with exceptional athletic talent. Students must meet California Community College Athletic Association (CCCAA) eligibility requirements and pass a health screening prior to competing.

**Requisites**

Limitations on Enrollment:

**Course Family Students may take a maximum of 350 hours of any team sport, team off-season course or conditioning course per academic year.**

None

**Transferability**

**Transferable to both UC and CSU**

**Units & Hours****Minimum Units:**

3.0

**Maximum Units**

3.0

**Total Hours**

162.0

[Print Course Info](#)**KIN241:****Basketball Team- Women**

A high-level competitive program in Basketball for female athletes with exceptional athletic talent. Students must meet California Community College Athletic Association (CCCAA) eligibility requirements and pass a health screening prior to competing.

**Requisites**

Limitations on Enrollment:

**Course Family Students may take a maximum of 350 hours of any team sport, team off-season course or conditioning course per academic year.**

None

**Transferability**

**Transferable to both UC and CSU**

**Units & Hours**

**Minimum Units:**

3.0

**Maximum Units**

3.0

**Total Hours**

162.0

[Print Course Info](#)**KIN242:****Basketball Team Off-Season Men**

A high-level, competitive practice and skills program in basketball for male students with exceptional athletic talent.

**Requisites**

Limitations on Enrollment:

**Course Family Students may take a maximum of 350 hours of any team sport, team off-season course or conditioning course per academic year.**

None

**Transferability**

**Transferable to both UC and CSU**

**Units & Hours****Minimum Units:**

1.0

**Maximum Units**

1.0

**Total Hours**

54.0

[Print Course Info](#)**KIN244:****Theory of Basketball**

A general overview of rules, regulations, strategies, techniques, skill evaluation, mental preparation, conditioning, and history of the game in order to understand, play, and enjoy basketball.

**Requisites**

None

**Transferability**

**Transferable to both UC and CSU**



## Units & Hours

### Minimum Units:

2.0

### Maximum Units

2.0

### Total Hours

36.0

[Print Course Info](#)

## KIN245:

### Volleyball Team- Men

A high-level competitive program in Volleyball for male athletes with exceptional athletic talent. Students must meet California Community College Athletic Association (CCCAA) eligibility requirements and pass a health screening prior to competing.

## Requisites

### Limitations on Enrollment:

**Course Family Students may take a maximum of 350 hours of any team sport, team off-season course or conditioning course per academic year.**

None

## Transferability

Transferable to both UC and CSU

## Units & Hours

### Minimum Units:

3.0

### Maximum Units

3.0

### Total Hours

162.0

[Print Course Info](#)

## KIN246:

### Volleyball Team- Women

A high-level competitive program in Volleyball for female athletes with exceptional athletic talent. Students must meet California Community College Athletic Association (CCCAA) eligibility requirements and pass a health screening prior to competing.

## Requisites

**Limitations on Enrollment:**

**Course Family Students may take a maximum of 350 hours of any team sport, team off-season course or conditioning course per academic year.**

None

**Transferability**

**Transferable to both UC and CSU**

**Units & Hours****Minimum Units:**

3.0

**Maximum Units**

3.0

**Total Hours**

162.0

[Print Course Info](#)

**KIN247:****Volleyball Team Off-Season - Men**

A high-level, competitive practice and skills program in volleyball for male students with exceptional athletic talent.

**Requisites****Limitations on Enrollment:**

**Course Family Students may take a maximum of 350 hours of any team sport, team off-season course or conditioning course per academic year.**

None

**Transferability**

**Transferable to both UC and CSU**

**Units & Hours****Minimum Units:**

1.0

**Maximum Units**

1.0

**Total Hours**

54.0

[Print Course Info](#)

## KIN248: Volleyball Team Off-Season - Women

A high-level, competitive practice and skills program in volleyball for female students with exceptional athletic talent.

### Requisites

Limitations on Enrollment:

**Course Family Students may take a maximum of 350 hours of any team sport, team off-season course or conditioning course per academic year.**

None

### Transferability

**Transferable to both UC and CSU**

### Units & Hours

#### Minimum Units:

1.0

#### Maximum Units

1.0

#### Total Hours

54.0

[Print Course Info](#)

## KIN249: Beach Volleyball Team - Women

A high-level competitive intercollegiate Beach Volleyball program for female athletes with exceptional talent. Students must meet California Community College Athletic Association (CCCAA) eligibility requirements and pass a health screening prior to competing.

### Requisites

Limitations on Enrollment:

**Course Family Students may take a maximum of 350 hours of any team sport, team off-season, or conditioning course per academic year.**

None

### Transferability

**Transferable to both UC and CSU**

### Units & Hours

#### Minimum Units:

3.0

## Maximum Units

3.0

## Total Hours

162.0

[Print Course Info](#)

## KIN255:

### Cross Country Team-Men

A high-level, competitive program for male students with exceptional cross country talent. Students must meet California Community College Athletic Association (CCCAA) eligibility requirements and pass a health screening prior to participation.

#### Requisites

Limitations on Enrollment:

**Course Family Students may take a maximum of 350 hours of any team sport, team off-season course or conditioning course per academic year.**

None

#### Transferability

Transferable to both UC and CSU

#### Units & Hours

##### Minimum Units:

3.0

##### Maximum Units

3.0

##### Total Hours

162.0

[Print Course Info](#)

## KIN256:

### Cross Country Team-Women

A high-level, competitive program for female students with exceptional cross country talent. Students must meet California Community College Athletic Association (CCCAA) eligibility requirements and pass a health screening prior to participation.

#### Requisites

Limitations on Enrollment:

**Course Family Students may take a maximum of 350 hours of any team sport, team off-season course or conditioning course per academic year.**

None

## Transferability

Transferable to both UC and CSU

## Units & Hours

### Minimum Units:

3.0

### Maximum Units

3.0

## Total Hours

162.0

[Print Course Info](#)

## KIN257:

### Cross Country Team-Off Season

This course teaches the fundamental principles and techniques of efficient, high intensity distance running. The course helps develop and improve physical fitness and performance in terms of both running endurance and running speed. Optional field trips may be offered.

## Requisites

Limitations on Enrollment:

**Course Family Students may take a maximum of 350 hours of any team sport, team off-season course or conditioning course per academic year.**

None

## Transferability

Transferable to both UC and CSU

## Units & Hours

### Minimum Units:

1.0

### Maximum Units

1.0

## Total Hours

54.0

[Print Course Info](#)

## KIN270:

### Soccer Team- Men

A high-level, competitive program in soccer for male athletes with exceptional athletic talent. Students must meet California Community College Athletic Association (CCCAA) eligibility requirements and pass a health screening prior to participation.

## Requisites

### Limitations on Enrollment:

**Course Family Students may take a maximum of 350 hours of any team sport, team off-season course or conditioning course per academic year.**

None

## Transferability

**Transferable to both UC and CSU**

## Units & Hours

### Minimum Units:

3.0

### Maximum Units

3.0

## Total Hours

162.0

[Print Course Info](#)

## KIN271:

# Soccer Team- Women

A high-level, competitive program in soccer for female athletes with exceptional athletic talent. Students must meet California Community College Athletic Association (CCCCAA) eligibility requirements and pass a health screening prior to participation.

## Requisites

### Limitations on Enrollment:

**Course Family Students may take a maximum of 350 hours of any team sport, team off-season course or conditioning course per academic year.**

None

## Transferability

**Transferable to both UC and CSU**

## Units & Hours

### Minimum Units:

3.0

### Maximum Units

3.0

## Total Hours

162.0

[Print Course Info](#)**KIN272:****Soccer Team Off Season-Men**

A high-level, competitive practice and skills program in soccer for male students with exceptional athletic talent.

**Requisites**

Limitations on Enrollment:

**Course Family Students may take a maximum of 350 hours of any team sport, team off-season course or conditioning course per academic year.**

None

**Transferability**

**Transferable to both UC and CSU**

**Units & Hours****Minimum Units:**

1.0

**Maximum Units**

1.0

**Total Hours**

54.0

[Print Course Info](#)**KIN273:****Soccer Team Off Season-Women**

A high-level, competitive practice and skills program in soccer for female students with exceptional athletic talent.

**Requisites**

Limitations on Enrollment:

**Course Family Students may take a maximum of 350 hours of any team sport, team off-season course or conditioning course per academic year.**

None

**Transferability**

**Transferable to both UC and CSU**

**Units & Hours****Minimum Units:**

1.0

## Maximum Units

1.0

## Total Hours

54.0

[Print Course Info](#)

### KIN274:

## Theory of Soccer

A general overview of the history of the game, its rules, tactics, techniques, conditioning and overall preparation to understand, play and enjoy soccer.

### Requisites

None

### Transferability

Transferable to both UC and CSU

### Units & Hours

#### Minimum Units:

2.0

#### Maximum Units

2.0

#### Total Hours

36.0

[Print Course Info](#)

### KIN281:

## Softball Team-Women

A high-level, competitive program in softball for female student athletes with exceptional athletic talent. Students must meet California Community College Athletic Association (CCCAA) eligibility requirements and pass a health screening prior to participation.

### Requisites

Limitations on Enrollment:

**Course Family Students may take a maximum of 350 hours of any team sport, team off-season course or conditioning course per academic year.**

None

### Transferability

Transferable to both UC and CSU



## Units & Hours

### Minimum Units:

3.0

### Maximum Units

3.0

### Total Hours

162.0

[Print Course Info](#)

## KIN283:

### Softball Team Off Season-Women

Basic skills and fundamentals of catching, throwing, pitching, hitting and base running will be covered. Offensive and defensive techniques and strategies will be practiced.

### Requisites

Limitations on Enrollment:

**Course Family Students may take a maximum of 350 hours of any team sport, team off-season course or conditioning course per academic year.**

None

### Transferability

Transferable to both UC and CSU

## Units & Hours

### Minimum Units:

1.0

### Maximum Units

1.0

### Total Hours

54.0

[Print Course Info](#)

## KIN284:

### Theory of Softball

A general overview of rules, regulations, strategies, mental preparation, skill evaluation and the history of the sport of softball.

### Requisites

None

### Transferability

## Transferable to both UC and CSU

### Units & Hours

#### Minimum Units:

2.0

#### Maximum Units

2.0

#### Total Hours

36.0

[Print Program Info](#)

## Kinesiology - Fitness and Active Lifestyle, AS

A.S. Degree Major

#### Control Number:

39916

#### Curriculum Id:

SCC.KINF.AS

The Associate in Science degree in Kinesiology - Fitness and Active Lifestyle provides students with a qualification in Kinesiology, and may also be used in transferring to a CSU or private institution for completion of a 4-year degree. Please consult a counselor regarding specific course requirements for transfer. Upon completion of the Associate in Science degree in Kinesiology - Fitness and Active Lifestyle, students will have a general understanding and appreciation of human movement for personal expression and wellness, and be able to apply fitness-based concepts.

### Program Courses & Requirements

#### **Kinesiology - Fitness and Active Lifestyle, AS (Total 20 - 24)**

##### **Complete all of the following**

##### **Major Requirements: (Total 9)**

##### **Complete the following number of credits: 9**

KIN100 - Introduction to Kinesiology 3

NUTR115 - Nutrition 3

Select one (1) of the following PSYC courses: 0

PSYC100 - Introduction to Psychology 3

PSYC100H - Honors Introduction to Psychology 3

Select five (5) units from the following. Must select one (1) unit course(s) from three (3) different areas: Aquatics, Combatives, Dance, Fitness, or Team Sports. 0

##### **AQUATICS - Select one (1) unit from the following: (Total 1)**

##### **Complete the following number of credits: 1**

KIN185A - Basic Swimming 1

KIN185B - Intermediate Swimming 1

KIN185C - Advanced Swimming 1

##### **COMBATIVES - Select one (1) unit from the following: (Total 1)**

##### **Complete the following number of credits: 1**

KIN125A - Basic Cardio Kickboxing 1

KIN125B - Intermediate Cardio Kickboxing 1

KIN128A - Basic Tai Chi 1

##### **DANCE - Select one (1) unit from the following: (Total 1)**

##### **Complete the following number of credits: 1**

DNCE106A - Introduction to Modern Dance I 1

DNCE106B - Introduction to Modern Dance II 1

DNCE108A - Introduction to Ballet 1  
 DNCE108B - Introduction to Ballet 1  
 DNCE115A - Introduction to Tap Dance 1  
 DNCE115B - Introduction to Tap Dance 1  
 DNCE119A - Introduction to Jazz Dance 1  
 DNCE119B - Introduction to Jazz Dance 1

**FITNESS - Select one (1) unit from the following: (Total 1)**

**Complete the following number of credits: 1**

KIN119 - Personal Fitness Evaluation 1  
 KIN126A - Basic Spin 1  
 KIN126B - Intermediate Spin 1  
 KIN127A - Basic Yoga 1  
 KIN127B - Intermediate Yoga 1  
 KIN127C - Advanced Yoga 1  
 KIN128A - Basic Tai Chi 1  
 KIN140A - Basic Circuit Weight Training 1  
 KIN140B - Intermediate Circuit Weight Training 1  
 KIN140C - Advanced Circuit Weight Training 1  
 KIN146B - Intermediate Strength Training 1  
 KIN146C - Advanced Strength Training 1  
 KIN200 - Conditioning for Athletes-Men 1  
 KIN201 - Conditioning for Athletes-Co-Ed 1  
 KIN202 - Conditioning for Athletes-Women 1  
 KIN203 - Speed and Agility-Men 1  
 KIN204 - Speed and Agility-Women 1

**TEAM SPORTS - Select one (1) unit from the following: (Total 1)**

**Complete the following number of credits: 1**

KIN160A - Basic Basketball 1  
 KIN160B - Intermediate Basketball 1  
 KIN163A - Basic Indoor Soccer 1  
 KIN168A - Basic Volleyball 1  
 KIN168B - Intermediate Volleyball 1

**Select a minimum of six (6) units from the following: (Total 6 - 10)**

**Complete the following number of credits: 6-10**

BIOL109 - Fundamentals of Biology 3  
 BIOL109H - Honors Fundamentals of Biology 3  
 BIOL109HL - Honors Fundamentals of Biology Laboratory 1  
 BIOL109L - Fundamentals of Biology Laboratory 1  
 BIOL139 - Health Microbiology 4  
 BIOL149 - Human Anatomy and Physiology 4  
 BIOL229 - General Microbiology 5  
 BIOL239 - General Human Anatomy 4  
 BIOL249 - Human Physiology 4  
 BIOL259 - Environmental Biology 4  
 KIN101 - First Aid and CPR 3  
 KIN102 - Nutrition and Fitness 2  
 KIN104 - Healthful Living 3  
 KIN109 - Sport in US Society 3  
 KIN110 - Women's Health Issues 3  
 KIN111 - Sports Psychology 3  
 MATH219 - Statistics and Probability 4  
 MATH219H - Honors Statistics and Probability 4  
 MATH219S - Statistics and Probability with Support 4

## Learning Outcomes

Demonstrate knowledge of an integrated kinesiological approach to encourage the adoption of healthy and physically active lifestyles across diverse populations.

Demonstrate practical application of fitness concepts.

[Print Program Info](#)

## Kinesiology - Fitness and Active Lifestyle, CA

Certificate of Achievement

**Control Number:**

39917

**Curriculum Id:**

SCC.KINF.CA

The Certificate of Achievement in Kinesiology - Fitness and Active Lifestyle provides students with a qualification in Kinesiology, and may also be used in transferring to a CSU or private institution for completion of a 4-year degree. Please consult a counselor regarding specific course requirements for transfer. Upon completion of the Certificate of Achievement in Kinesiology - Fitness and Active Lifestyle, students will have a general understanding and appreciation of human movement for personal expression and wellness, and be able to apply fitness-based concepts.

### Program Courses & Requirements

**Kinesiology - Fitness and Active Lifestyle, CA (Total 20 - 24)**

**Complete all of the following**

**Certificate Requirements: (Total 9)**

**Complete the following number of credits: 9**

KIN100 - Introduction to Kinesiology 3

NUTR115 - Nutrition 3

Select one (1) PSYC course from the following: 0

PSYC100 - Introduction to Psychology 3

PSYC100H - Honors Introduction to Psychology 3

Select five (5) units from the following. Must select one (1) unit course(s) from three (3) different areas: Aquatics, Combatives, Dance, Fitness, or Team Sports. 0

**AQUATICS - Select one (1) unit from the following: (Total 1)**

**Complete the following number of credits: 1**

KIN185A - Basic Swimming 1

KIN185B - Intermediate Swimming 1

KIN185C - Advanced Swimming 1

**COMBATIVES - Select one (1) unit from the following: (Total 1)**

**Complete the following number of credits: 1**

KIN125A - Basic Cardio Kickboxing 1

KIN125B - Intermediate Cardio Kickboxing 1

KIN128A - Basic Tai Chi 1

**DANCE - Select one (1) unit from the following: (Total 1)**

**Complete the following number of credits: 1**

DNCE106A - Introduction to Modern Dance I 1

DNCE106B - Introduction to Modern Dance II 1

DNCE108A - Introduction to Ballet 1

DNCE108B - Introduction to Ballet 1

DNCE115A - Introduction to Tap Dance 1

DNCE115B - Introduction to Tap Dance 1

DNCE119A - Introduction to Jazz Dance 1

DNCE119B - Introduction to Jazz Dance 1

**FITNESS - Select one (1) unit from the following: (Total 1)**

**Complete the following number of credits: 1**

KIN119 - Personal Fitness Evaluation 1

KIN126A - Basic Spin 1

KIN126B - Intermediate Spin 1

KIN127A - Basic Yoga 1

KIN127B - Intermediate Yoga 1

KIN127C - Advanced Yoga 1  
 KIN128A - Basic Tai Chi 1  
 KIN140A - Basic Circuit Weight Training 1  
 KIN140B - Intermediate Circuit Weight Training 1  
 KIN140C - Advanced Circuit Weight Training 1  
 KIN146B - Intermediate Strength Training 1  
 KIN146C - Advanced Strength Training 1  
 KIN200 - Conditioning for Athletes-Men 1  
 KIN201 - Conditioning for Athletes-Co-Ed 1  
 KIN202 - Conditioning for Athletes-Women 1  
 KIN203 - Speed and Agility-Men 1  
 KIN204 - Speed and Agility-Women 1

**TEAM SPORTS - Select one (1) unit from the following: (Total 1)**

**Complete the following number of credits: 1**

KIN160A - Basic Basketball 1  
 KIN160B - Intermediate Basketball 1  
 KIN163A - Basic Indoor Soccer 1  
 KIN168A - Basic Volleyball 1  
 KIN168B - Intermediate Volleyball 1

**ELECTIVES: Select a minimum of six (6) units from the following: (Total 6 - 10)**

**Complete the following number of credits: 6-10**

BIOL109 - Fundamentals of Biology 3  
 BIOL109H - Honors Fundamentals of Biology 3  
 BIOL109HL - Honors Fundamentals of Biology Laboratory 1  
 BIOL109L - Fundamentals of Biology Laboratory 1  
 BIOL149 - Human Anatomy and Physiology 4  
 BIOL229 - General Microbiology 5  
 BIOL239 - General Human Anatomy 4  
 BIOL249 - Human Physiology 4  
 BIOL259 - Environmental Biology 4  
 KIN101 - First Aid and CPR 3  
 KIN102 - Nutrition and Fitness 2  
 KIN104 - Healthful Living 3  
 KIN109 - Sport in US Society 3  
 KIN110 - Women's Health Issues 3  
 KIN111 - Sports Psychology 3  
 MATH219 - Statistics and Probability 4  
 MATH219H - Honors Statistics and Probability 4  
 MATH219S - Statistics and Probability with Support 4

## Learning Outcomes

Demonstrate knowledge of an integrated kinesiological approach to encourage the adoption of healthy and physically active lifestyles across diverse populations.

Demonstrate practical application of fitness concepts.

[Print Program Info](#)

# Kinesiology - Health Promotion, AS

A.S. Degree Major

**Control Number:**

39918

**Curriculum Id:**

SCC.KINH.AS

The Associate in Science degree in Kinesiology - Health Promotion provides students with a qualification in Kinesiology, and may also be used in transferring to a CSU or private institution for completion of a 4-year degree. Please consult a counselor regarding specific course requirements for transfer. Upon completion of the Associate in Science degree in Kinesiology - Health Promotion, students will have a general understanding of Kinesiology and Health Promotion and be able to apply fitness-based concepts.

## Program Courses & Requirements

### **Kinesiology - Health Promotion, AS (Total 22 - 26)**

**Complete all of the following**

**Major Requirements: (Total 12)**

**Complete the following number of credits: 12**

KIN100 - Introduction to Kinesiology 3

KIN101 - First Aid and CPR 3

KIN104 - Healthful Living 3

Select one (1) PSYC course from the following: 0

PSYC100 - Introduction to Psychology 3

PSYC100H - Honors Introduction to Psychology 3

Select four (4) units from the following areas. Must select one (1) unit course(s) from at least three (3) different areas: Aquatics, Combatives, Dance, Fitness, or Team Sports. 4

#### **AQUATICS (Total 0)**

**Complete the following number of credits: 0**

KIN185A - Basic Swimming 1

KIN185B - Intermediate Swimming 1

KIN185C - Advanced Swimming 1

#### **COMBATIVES (Total 0)**

**Complete the following number of credits: 0**

KIN125A - Basic Cardio Kickboxing 1

KIN125B - Intermediate Cardio Kickboxing 1

KIN128A - Basic Tai Chi 1

#### **DANCE (Total 0)**

**Complete the following number of credits: 0**

DNCE106A - Introduction to Modern Dance I 1

DNCE106B - Introduction to Modern Dance II 1

DNCE108A - Introduction to Ballet 1

DNCE108B - Introduction to Ballet 1

DNCE115A - Introduction to Tap Dance 1

DNCE115B - Introduction to Tap Dance 1

DNCE119A - Introduction to Jazz Dance 1

DNCE119B - Introduction to Jazz Dance 1

#### **FITNESS (Total 0)**

**Complete the following number of credits: 0**

KIN119 - Personal Fitness Evaluation 1

KIN126A - Basic Spin 1

KIN126B - Intermediate Spin 1

KIN127A - Basic Yoga 1

KIN127B - Intermediate Yoga 1

KIN127C - Advanced Yoga 1

KIN128A - Basic Tai Chi 1

KIN140A - Basic Circuit Weight Training 1

KIN140B - Intermediate Circuit Weight Training 1

KIN140C - Advanced Circuit Weight Training 1

KIN146B - Intermediate Strength Training 1

KIN146C - Advanced Strength Training 1

KIN200 - Conditioning for Athletes-Men 1

KIN201 - Conditioning for Athletes-Co-Ed 1

KIN202 - Conditioning for Athletes-Women 1

KIN203 - Speed and Agility-Men 1

KIN204 - Speed and Agility-Women 1

**TEAM SPORTS (Total 0)****Complete the following number of credits: 0**

KIN160A - Basic Basketball 1

KIN160B - Intermediate Basketball 1

KIN163A - Basic Indoor Soccer 1

KIN168A - Basic Volleyball 1

KIN168B - Intermediate Volleyball 1

**ELECTIVES - Select a minimum of six (6) units from the following: (Total 6 - 10)****Complete the following number of credits: 6-10**

ACCT101 - Financial Accounting 4

BIOL109 - Fundamentals of Biology 3

BIOL109H - Honors Fundamentals of Biology 3

BIOL109HL - Honors Fundamentals of Biology Laboratory 1

BIOL109L - Fundamentals of Biology Laboratory 1

BIOL139 - Health Microbiology 4

BIOL149 - Human Anatomy and Physiology 4

BIOL229 - General Microbiology 5

BIOL239 - General Human Anatomy 4

BIOL249 - Human Physiology 4

BIOL259 - Environmental Biology 4

ETHN101 - Introduction to Ethnic Studies 3

KIN102 - Nutrition and Fitness 2

KIN109 - Sport in US Society 3

KIN110 - Women's Health Issues 3

KIN111 - Sports Psychology 3

MATH219 - Statistics and Probability 4

MATH219H - Honors Statistics and Probability 4

MATH219S - Statistics and Probability with Support 4

NUTR115 - Nutrition 3

PSYC200 - Introduction to Biological Psychology 3

**Learning Outcomes**

Demonstrate knowledge of the broad content within the disciplines of kinesiology and health promotion, and develop skills to enable the synthesis of concepts within and across those disciplines.

Demonstrate practical application of fitness concepts.

[Print Program Info](#)

## Kinesiology - Health Promotion, CA

Certificate of Achievement

**Control Number:**

39919

**Curriculum Id:**

SCC.KINH.CA

The Certificate of Achievement in Kinesiology - Health Promotion provides students with a qualification in Kinesiology, and may also be used in transferring to a CSU or private institution for completion of a 4-year degree. Please consult a counselor regarding specific course requirements for transfer. Upon completion of the Certificate of Achievement in Kinesiology - Health Promotion, students will have a general understanding of Kinesiology and Health Promotion and be able to apply fitness-based concepts.

### Program Courses & Requirements

**Kinesiology - Health Promotion, CA (Total 22 - 26)****Complete all of the following****Certificate Requirements: (Total 12)****Complete the following number of credits: 12**

KIN100 - Introduction to Kinesiology 3

KIN101 - First Aid and CPR 3

KIN104 - Healthful Living 3

Select one (1) PSYC course from the following: 0

PSYC100 - Introduction to Psychology 3

PSYC100H - Honors Introduction to Psychology 3

Select four (4) units from the following. Must select one (1) unit course(s) from at least three (3) different areas: Aquatics, Combatives, Dance, Fitness, or Team Sports. 4

**AQUATICS (Total 0)**

**Complete the following number of credits: 0**

KIN185A - Basic Swimming 1

KIN185B - Intermediate Swimming 1

KIN185C - Advanced Swimming 1

**COMBATIVES (Total 0)**

**Complete the following number of credits: 0**

KIN125A - Basic Cardio Kickboxing 1

KIN125B - Intermediate Cardio Kickboxing 1

KIN185A - Basic Swimming 1

**DANCE (Total 0)**

**Complete the following number of credits: 0**

DNCE106A - Introduction to Modern Dance I 1

DNCE106B - Introduction to Modern Dance II 1

DNCE108A - Introduction to Ballet 1

DNCE108B - Introduction to Ballet 1

DNCE115A - Introduction to Tap Dance 1

DNCE115B - Introduction to Tap Dance 1

DNCE119A - Introduction to Jazz Dance 1

DNCE119B - Introduction to Jazz Dance 1

**FITNESS (Total 0)**

**Complete the following number of credits: 0**

KIN119 - Personal Fitness Evaluation 1

KIN126A - Basic Spin 1

KIN126B - Intermediate Spin 1

KIN127A - Basic Yoga 1

KIN127B - Intermediate Yoga 1

KIN127C - Advanced Yoga 1

KIN128A - Basic Tai Chi 1

KIN140A - Basic Circuit Weight Training 1

KIN140B - Intermediate Circuit Weight Training 1

KIN140C - Advanced Circuit Weight Training 1

KIN146B - Intermediate Strength Training 1

KIN146C - Advanced Strength Training 1

KIN200 - Conditioning for Athletes-Men 1

KIN201 - Conditioning for Athletes-Co-Ed 1

KIN202 - Conditioning for Athletes-Women 1

KIN203 - Speed and Agility-Men 1

KIN204 - Speed and Agility-Women 1

**TEAM SPORTS (Total 0)**

**Complete the following number of credits: 0**

KIN160A - Basic Basketball 1

KIN160B - Intermediate Basketball 1

KIN163A - Basic Indoor Soccer 1

KIN168A - Basic Volleyball 1

KIN168B - Intermediate Volleyball 1

**ELECTIVES - Select a minimum of six (6) units from the following: (Total 6 - 10)**

**Complete the following number of credits: 6-10**

ACCT101 - Financial Accounting 4

BIOL109 - Fundamentals of Biology 3



BIOL109H - Honors Fundamentals of Biology 3  
 BIOL109HL - Honors Fundamentals of Biology Laboratory 1  
 BIOL109L - Fundamentals of Biology Laboratory 1  
 BIOL139 - Health Microbiology 4  
 BIOL149 - Human Anatomy and Physiology 4  
 BIOL229 - General Microbiology 5  
 BIOL239 - General Human Anatomy 4  
 BIOL249 - Human Physiology 4  
 BIOL259 - Environmental Biology 4  
 ETHN101 - Introduction to Ethnic Studies 3  
 KIN102 - Nutrition and Fitness 2  
 KIN109 - Sport in US Society 3  
 KIN110 - Women's Health Issues 3  
 KIN111 - Sports Psychology 3  
 MATH219 - Statistics and Probability 4  
 MATH219H - Honors Statistics and Probability 4  
 MATH219S - Statistics and Probability with Support 4  
 NUTR115 - Nutrition 3  
 PSYC200 - Introduction to Biological Psychology 3

## Learning Outcomes

Demonstrate knowledge of the broad content within the disciplines of kinesiology and health promotion, and develop skills to enable the synthesis of concepts within and across those disciplines.

Demonstrate practical application of fitness concepts.

[Print Program Info](#)

# Kinesiology - Sport Studies, AS

A.S. Degree Major

## Control Number:

39920

## Curriculum Id:

SCC.KINS.AS

The Associate in Science degree in Kinesiology - Sport Studies provides students with a qualification in Kinesiology and may also be used in transferring to a CSU or private institution for completion of a 4-year degree. Please consult a counselor regarding specific course requirements for transfer. Upon completion of the Associate in Science degree in Kinesiology - Sport Studies, students will have a general understanding of kinesthetic forms, processes, and structures as they apply to the personal expression and culture of human movement, and be able to apply fitness-based concepts.

## Program Courses & Requirements

### Kinesiology - Sport Studies, AS (Total 20 - 24)

#### Complete all of the following

#### Major Requirements (Total 14)

#### Complete the following number of credits: 14

KIN100 - Introduction to Kinesiology 3  
 KIN109 - Sport in US Society 3  
 Select BIOL109 or BIOL109H 0  
 BIOL109 - Fundamentals of Biology 3  
 BIOL109H - Honors Fundamentals of Biology 3  
 Select BIOL109L or BIOL109HL 0  
 BIOL109L - Fundamentals of Biology Laboratory 1  
 BIOL109HL - Honors Fundamentals of Biology Laboratory 1  
 Select one from MATH219, MATH219H, or MATH219S. 0  
 MATH219 - Statistics and Probability 4  
 MATH219H - Honors Statistics and Probability 4  
 MATH219S - Statistics and Probability with Support 4

Select three (3) units from the following. Must select one (1) unit course from three (3) different areas: Aquatics, Combatives, Dance, Fitness, or Team Sports. 3

**AQUATICS (Total 0)**

**Complete the following number of credits: 0**

KIN185A - Basic Swimming 1

KIN185B - Intermediate Swimming 1

KIN185C - Advanced Swimming 1

**COMBATIVES (Total 0)**

**Complete the following number of credits: 0**

KIN125A - Basic Cardio Kickboxing 1

KIN125B - Intermediate Cardio Kickboxing 1

KIN128A - Basic Tai Chi 1

**DANCE (Total 0)**

**Complete the following number of credits: 0**

DNCE106A - Introduction to Modern Dance I 1

DNCE106B - Introduction to Modern Dance II 1

DNCE108A - Introduction to Ballet 1

DNCE108B - Introduction to Ballet 1

DNCE115A - Introduction to Tap Dance 1

DNCE115B - Introduction to Tap Dance 1

DNCE119A - Introduction to Jazz Dance 1

DNCE119B - Introduction to Jazz Dance 1

**FITNESS (Total 0)**

**Complete the following number of credits: 0**

KIN119 - Personal Fitness Evaluation 1

KIN126A - Basic Spin 1

KIN126B - Intermediate Spin 1

KIN127A - Basic Yoga 1

KIN127B - Intermediate Yoga 1

KIN127C - Advanced Yoga 1

KIN128A - Basic Tai Chi 1

KIN140A - Basic Circuit Weight Training 1

KIN140B - Intermediate Circuit Weight Training 1

KIN140C - Advanced Circuit Weight Training 1

KIN146B - Intermediate Strength Training 1

KIN146C - Advanced Strength Training 1

KIN200 - Conditioning for Athletes-Men 1

KIN201 - Conditioning for Athletes-Co-Ed 1

KIN202 - Conditioning for Athletes-Women 1

KIN203 - Speed and Agility-Men 1

KIN204 - Speed and Agility-Women 1

**TEAM SPORTS (Total 0)**

**Complete the following number of credits: 0**

KIN160A - Basic Basketball 1

KIN160B - Intermediate Basketball 1

KIN163A - Basic Indoor Soccer 1

KIN168A - Basic Volleyball 1

KIN168B - Intermediate Volleyball 1

**ELECTIVES - Select a minimum of three (3) units from the following: (Total 3 - 7)**

**Complete the following number of credits: 3-7**

ACCT101 - Financial Accounting 4

BIOL109 - Fundamentals of Biology 3

BIOL109H - Honors Fundamentals of Biology 3

BIOL139 - Health Microbiology 4

BIOL149 - Human Anatomy and Physiology 4

BIOL229 - General Microbiology 5

BIOL239 - General Human Anatomy 4

BIOL249 - Human Physiology 4  
 BIOL259 - Environmental Biology 4  
 KIN101 - First Aid and CPR 3  
 KIN102 - Nutrition and Fitness 2  
 KIN104 - Healthful Living 3  
 KIN110 - Women's Health Issues 3  
 KIN111 - Sports Psychology 3  
 NUTR115 - Nutrition 3  
 PSYC100 - Introduction to Psychology 3  
 PSYC100H - Honors Introduction to Psychology 3

## Learning Outcomes

Demonstrate knowledge of kinesthetic forms, processes and structures as they apply to the personal expression and culture of human movement.  
 Demonstrate practical application of fitness concepts.

[Print Program Info](#)

# Kinesiology - Sport Studies, CA

Certificate of Achievement

## Control Number:

39921

## Curriculum Id:

SCC.KINS.CA

The Certificate of Achievement in Kinesiology - Sport Studies provides students with a qualification in Kinesiology and may also be used in transferring to a CSU or private institution for completion of a 4-year degree. Please consult a counselor regarding specific course requirements for transfer. Upon completion of the Certificate of Achievement of Kinesiology - Sport Studies, students will have a general understanding of kinesthetic forms, processes and structures as they apply to the personal expression and culture of human movement, and be able to apply fitness-based concepts.

## Program Courses & Requirements

### Kinesiology - Sport Studies, CA (Total 20 - 24)

#### Complete all of the following

#### Certificate Requirements: (Total 14)

#### Complete the following number of credits: 14

KIN100 - Introduction to Kinesiology 3

KIN109 - Sport in US Society 3

Select BIOL109 or BIOL109H 0

BIOL109 - Fundamentals of Biology 3

BIOL109H - Honors Fundamentals of Biology 3

Select BIOL109L or BIOL109HL 0

BIOL109HL - Honors Fundamentals of Biology Laboratory 1

BIOL109L - Fundamentals of Biology Laboratory 1

Select one from MATH219 or MATH219H or MATH219S 0

MATH219 - Statistics and Probability 4

MATH219H - Honors Statistics and Probability 4

MATH219S - Statistics and Probability with Support 4

Select three (3) units from the following. Must select one (1) unit course from three (3) different areas: Aquatics, Combatives, Dance, Fitness, or Team Sports 0

#### AQUATICS (Total 3)

#### Complete the following number of credits: 3

KIN185A - Basic Swimming 1

KIN185B - Intermediate Swimming 1

KIN185C - Advanced Swimming 1

#### COMBATIVES (Total 0)

#### Complete the following number of credits: 0

KIN125A - Basic Cardio Kickboxing 1

KIN125B - Intermediate Cardio Kickboxing 1

KIN128A - Basic Tai Chi 1

**DANCE (Total 0)**

**Complete the following number of credits: 0**

DNCE106A - Introduction to Modern Dance I 1

DNCE106B - Introduction to Modern Dance II 1

DNCE108A - Introduction to Ballet 1

DNCE108B - Introduction to Ballet 1

DNCE115A - Introduction to Tap Dance 1

DNCE115B - Introduction to Tap Dance 1

DNCE119A - Introduction to Jazz Dance 1

DNCE119B - Introduction to Jazz Dance 1

**FITNESS (Total 0)**

**Complete the following number of credits: 0**

KIN119 - Personal Fitness Evaluation 1

KIN126A - Basic Spin 1

KIN126B - Intermediate Spin 1

KIN127A - Basic Yoga 1

KIN127B - Intermediate Yoga 1

KIN127C - Advanced Yoga 1

KIN128A - Basic Tai Chi 1

KIN140A - Basic Circuit Weight Training 1

KIN140B - Intermediate Circuit Weight Training 1

KIN140C - Advanced Circuit Weight Training 1

KIN146B - Intermediate Strength Training 1

KIN146C - Advanced Strength Training 1

KIN200 - Conditioning for Athletes-Men 1

KIN201 - Conditioning for Athletes-Co-Ed 1

KIN202 - Conditioning for Athletes-Women 1

KIN203 - Speed and Agility-Men 1

KIN204 - Speed and Agility-Women 1

**TEAM SPORTS (Total 0)**

**Complete the following number of credits: 0**

KIN160A - Basic Basketball 1

KIN160B - Intermediate Basketball 1

KIN163A - Basic Indoor Soccer 1

KIN168A - Basic Volleyball 1

KIN168B - Intermediate Volleyball 1

**ELECTIVES - Select a minimum of three (3) units from the following: (Total 3 - 7)**

**Complete the following number of credits: 3-7**

ACCT101 - Financial Accounting 4

BIOL139 - Health Microbiology 4

BIOL149 - Human Anatomy and Physiology 4

BIOL229 - General Microbiology 5

BIOL239 - General Human Anatomy 4

BIOL249 - Human Physiology 4

BIOL259 - Environmental Biology 4

KIN101 - First Aid and CPR 3

KIN102 - Nutrition and Fitness 2

KIN104 - Healthful Living 3

KIN110 - Women's Health Issues 3

KIN111 - Sports Psychology 3

NUTR115 - Nutrition 3

PSYC100 - Introduction to Psychology 3

PSYC100H - Honors Introduction to Psychology 3

**Learning Outcomes**

Demonstrate knowledge of kinesthetic forms, processes and structures as they apply to the personal expression and culture of human movement.  
 Demonstrate practical application of fitness concepts.

[Print Program Info](#)

## Kinesiology, AA-T

A.A. Degree for Transfer

### Control Number:

32434

### Curriculum Id:

SCC.KIN.AAT

The Associate in Arts in Kinesiology for Transfer degree prepares students to transfer to a four-year institution leading to a baccalaureate degree in Kinesiology. Completion of the degree also provides guaranteed admission with junior status to the CSU system in the Kinesiology major. Consult with a counselor regarding specific course requirements for your transfer institution. Upon completion of the Associate in Arts in Kinesiology for Transfer, students will have a general understanding of the human anatomy, human physiology, and mechanics of human movement, and be able to apply fitness-based concepts.

## Program Courses & Requirements

### Kinesiology, AA-T (Total 20 - 24)

#### Complete all of the following

#### Major requirements: (Total 11)

#### Complete the following number of credits: 11

KIN100 - Introduction to Kinesiology 3

BIOL249 - Human Physiology 4

BIOL239 - General Human Anatomy 4

Select three (3) units from the following. Must select one (1) unit course from three different areas- Aquatics, Combatives, Dance, Fitness, or Team Sports. 3

#### AQUATICS (Total 0)

#### Complete the following number of credits: 0

KIN185A - Basic Swimming 1

KIN185B - Intermediate Swimming 1

KIN185C - Advanced Swimming 1

#### COMBATIVES (Total 0)

#### Complete the following number of credits: 0

KIN125A - Basic Cardio Kickboxing 1

KIN125B - Intermediate Cardio Kickboxing 1

KIN128A - Basic Tai Chi 1

#### DANCE (Total 0)

#### Complete the following number of credits: 0

DNCE106A - Introduction to Modern Dance I 1

DNCE106B - Introduction to Modern Dance II 1

DNCE108A - Introduction to Ballet 1

DNCE108B - Introduction to Ballet 1

DNCE115A - Introduction to Tap Dance 1

DNCE115B - Introduction to Tap Dance 1

DNCE119A - Introduction to Jazz Dance 1

DNCE119B - Introduction to Jazz Dance 1

#### FITNESS (Total 0)

#### Complete the following number of credits: 0

KIN119 - Personal Fitness Evaluation 1

KIN126A - Basic Spin 1

KIN126B - Intermediate Spin 1

KIN127A - Basic Yoga 1

KIN127B - Intermediate Yoga 1

KIN127C - Advanced Yoga 1  
 KIN128A - Basic Tai Chi 1  
 KIN140A - Basic Circuit Weight Training 1  
 KIN140B - Intermediate Circuit Weight Training 1  
 KIN140C - Advanced Circuit Weight Training 1  
 KIN146B - Intermediate Strength Training 1  
 KIN146C - Advanced Strength Training 1  
 KIN200 - Conditioning for Athletes-Men 1  
 KIN201 - Conditioning for Athletes-Co-Ed 1  
 KIN202 - Conditioning for Athletes-Women 1  
 KIN203 - Speed and Agility-Men 1  
 KIN204 - Speed and Agility-Women 1

#### **TEAM SPORTS (Total 0)**

**Complete the following number of credits: 0**

KIN160A - Basic Basketball 1  
 KIN160B - Intermediate Basketball 1  
 KIN163A - Basic Indoor Soccer 1  
 KIN168A - Basic Volleyball 1  
 KIN168B - Intermediate Volleyball 1

**Select two (2) courses from the following (List A): (Total 6 - 10)**

**Complete the following number of credits: 6-10**

When an honors course is available, students can select an honors course or a non-honors course. Credit will be awarded for only one course. 0

Students may select CHEM200A or CHEM200AH. Credit will be awarded for only one. 0

Students may select MATH219, or MATH219H, or MATH219S. Credit will be awarded for only one. 0

Students may select PHYS150A or PHYS250A. Credit will be awarded for only one. 0

Students may select PSYC100 or PSYC100H. Credit will be awarded for only one. 0

Students may select SOC100 or SOC100H. Credit will be awarded for only one. 0

CHEM200A - General Chemistry A 5

CHEM200AH - Honors General Chemistry A 5

KIN101 - First Aid and CPR 3

KIN104 - Healthful Living 3

MATH219 - Statistics and Probability 4

MATH219H - Honors Statistics and Probability 4

MATH219S - Statistics and Probability with Support 4

PHYS150A - Introductory Physics I 4

PHYS250A - Physics for Scientists and Engineers I 5

PSYC100 - Introduction to Psychology 3

PSYC100H - Honors Introduction to Psychology 3

SOC100 - Introduction to Sociology 3

SOC100H - Honors Introduction to Sociology 3

### **Learning Outcomes**

Demonstrate a general understanding of human anatomy, human physiology, and the mechanics of human movement.

Demonstrate practical application of fitness concepts.

[Print Program Info](#)

## **Lactation Educator Specialist, CC**

Certificate of Completion

**Control Number:**

42387

**Curriculum Id:**

OEC.LES.CC

The Lactation Education Specialist Program prepares individuals interested in working to promote health and wellness for families to become lactation educators. This is an entry level program that meets the standards of the Lactation Education Accreditation and Approval Committee (LEAARC). Courses in this certificate will cover basic breastfeeding management such as basic anatomy and physiology of lactation, positioning and latch, common breastfeeding challenges, counseling skills, early postpartum management, alternative feeding methods, creating a prenatal breastfeeding class, local and global public health considerations and more.

## Program Courses & Requirements

**Certificate Requirements: 50 hours (credits are in hours) (Total 50)**

**Complete all of the following**

VMED100 - Introduction to Lactation Educator Specialist 25

VMED101 - Lactation Educator Specialist 25

## Learning Outcomes

Recall basic breastfeeding management principles, such as basic anatomy and physiology of lactation, positioning and latch, and common breastfeeding methods

[Print Program Info](#)

# Land Surveying, AS

A.S. Degree Major

**Control Number:**

11906

**Curriculum Id:**

SCC.SURV.AS

The Associate of Science degree in Land Surveying provides the student a thorough background in land surveying and mapping in addition to an introduction to collection, manipulation, formatting and mapping of geospatial data. The successful graduate of this program will have the technical expertise necessary for an entry level position in the fields of Geographic Information Systems, Land Surveying, and Digital Photogrammetry. The program also assists those students preparing for the State Land Surveyor-In-Training and Land Surveyor's Exams. The State Board of Registration for Professional Engineers and Land Surveyors will grant one year of experience credit for students completing an Associate Degree in Survey/Mapping Sciences.

## Program Courses & Requirements

**Land Surveying, AS (Total 23)**

**Complete the following number of credits: 23**

SURV118 - Plane Surveying 4

SURV119 - Advanced Plane Surveying 4

SURV205 - Computer Aided Drafting Fundamentals For Surveyors 3

SURV221 - Advanced Problems in Surveying I 3

SURV222 - Advanced Problems in Surveying II 3

SURV229 - Legal Aspects of Land Surveying I 3

SURV230 - Legal Aspects of Land Surveying II 3

## Learning Outcomes

Be prepared for careers in Geographical Information Systems, Land Surveying, and Digital Photogrammetry.

[Print Program Info](#)

# Land Surveying, CA

Certificate of Achievement

**Control Number:**

21668

**Curriculum Id:**

SCC.SURV.CA

The Certificate of Achievement in Land Surveying provides the student a thorough background in land surveying and mapping in addition to an introduction to collection, manipulation, formatting and mapping of geospatial data. The successful graduate of this program will have the technical expertise necessary for an entry level position in the fields of Geographic Information Systems, Land Surveying, and Digital Photogrammetry. The program also assists those students preparing for the State Land Surveyor-In-Training and Land Surveyor's Exams. The State Board of Registration for Professional Engineers and Land Surveyors will grant one year of experience credit for students completing an Associate Degree in Survey/Mapping Sciences.

## Program Courses & Requirements

### Land Surveying, CA (Total 23)

**Complete the following number of credits: 23**

SURV118 - Plane Surveying 4

SURV119 - Advanced Plane Surveying 4

SURV205 - Computer Aided Drafting Fundamentals For Surveyors 3

SURV221 - Advanced Problems in Surveying I 3

SURV222 - Advanced Problems in Surveying II 3

SURV229 - Legal Aspects of Land Surveying I 3

SURV230 - Legal Aspects of Land Surveying II 3

## Learning Outcomes

Be prepared for careers in Geographical Information Systems (GIS), Land Surveying, and Digital Photogrammetry.

[Print Program Info](#)

## Level I - Early Childhood Exceptional Needs, CERT

Certificate of Proficiency

**Control Number:**

**Curriculum Id:**

SCC.CDEVE.CERT

The Level I - Early Childhood Exceptional Needs Certificate of Proficiency is an introductory professional development certificate for students working with children with disabilities and exceptional needs in public (Title.5) and private(Title.22) early intervention, special education, and educational settings that serve children with typical and atypical development and their families. This certificate will focus on defining typical and atypical development, the historical and societal influences, regulations, and the identification and referral processes leading to appropriate intervention. Field trips may be required. All state-mandated vaccinations must be completed.

## Program Courses & Requirements

### Level I - Early Childhood Exceptional Needs, CERT (Total 7 - 10)

**Complete the following number of credits: 7-10**

CDEV107 - Child Growth and Development (DS1) 3

CDEV205 - Introduction to Children with Special Needs 3

CDEV299 - Cooperative Work Experience Education 1 - 4

## Learning Outcomes

Examine the field of special education, relevant philosophies, principles and theories, laws, and policies as they relate to educating learners with exceptional needs.

Explore the exceptional learning conditions and their effects on an individual's learning in school and life to establish the foundation for designing empathetic individualized and meaningful learning environments.

[Print Program Info](#)

## Level I - Early Childhood Exceptional Needs, CERT

Certificate of Proficiency

**Control Number:**

**Curriculum Id:**

SCC.CDEVE.CERT



The Level I - Early Childhood Exceptional Needs Certificate of Proficiency is an introductory professional development certificate for students working with children with disabilities and exceptional needs in public (Title.5) and private(Title.22) early intervention, special education, and educational settings that serve children with typical and atypical development and their families. This certificate will focus on defining typical and atypical development, the historical and societal influences, regulations, and the identification and referral processes leading to appropriate intervention. Field trips may be required. All state-mandated vaccinations must be completed.

## Program Courses & Requirements

### Level I - Early Childhood Exceptional Needs, CERT (Total 7 - 10)

**Complete the following number of credits: 7-10**

CDEV107 - Child Growth and Development (DS1) 3

CDEV202 - Introduction to Children from Special Populations 3

CDEV299 - Cooperative Work Experience Education 1 - 4

### Learning Outcomes

Examine the field of special education, relevant philosophies, principles and theories, laws, and policies as they relate to educating learners with exceptional needs.

Explore the exceptional learning conditions and their effects on an individual's learning in school and life to establish the foundation for designing empathetic individualized and meaningful learning environments.

[Print Program Info](#)

## Level II - Early Childhood Exceptional Needs, CERT

Certificate of Proficiency

**Control Number:**

**Curriculum Id:**

SCC.CDEVEC.CERT

The Level II - Early Childhood Exceptional Needs Certificate of Proficiency is an intermediate professional development certificate for students working with children with disabilities and special needs in public and private early intervention, special education, and educational settings that serve children with typical and atypical development and their families. This certificate will focus on the role of the teacher in designing and implementing curriculum and strategies that support young children's development. Typical and atypical development, the historical and societal influences, regulations, and the identification and referral processes leading to appropriate intervention and strategies will be addressed. Field trips may be required. All state-mandated vaccinations must be completed.

## Program Courses & Requirements

### Level II - Early Childhood Exceptional Needs, CERT (Total 10 - 13)

**Complete the following number of credits: 10-13**

CDEV107 - Child Growth and Development (DS1) 3

CDEV205 - Introduction to Children with Special Needs 3

CDEV206 - Curriculum and Intervention Strategies for Children with Special Needs 3

CDEV299 - Cooperative Work Experience Education 1 - 4

### Learning Outcomes

Examine the learning environment of children with special needs that support emotional well-being limiting classroom induced trauma and promoting positive and prosocial interactions. Students will examine research-based strategies to create motivational and instructional interventions for exceptional learners augmenting their efforts to learn and respond effectively.

Examine the role that effective and culturally responsive collaboration with families, other educators and providers, ancillary services, and personnel from community agencies have on families and children with exceptional learning abilities.

[Print Program Info](#)

## Level II - Early Childhood Exceptional Needs, CERT

Certificate of Proficiency

**Control Number:**

**Curriculum Id:**

## SCC.CDEVEC.CERT

The Level II - Early Childhood Exceptional Needs Certificate of Proficiency is an intermediate professional development certificate for students working with children with disabilities and special needs in public and private early intervention, special education, and educational settings that serve children with typical and atypical development and their families. This certificate will focus on the role of the teacher in designing and implementing curriculum and strategies that support young children's development. Typical and atypical development, the historical and societal influences, regulations, and the identification and referral processes leading to appropriate intervention and strategies will be addressed. Field trips may be required. All state-mandated vaccinations must be completed.

## Program Courses & Requirements

### Level II - Early Childhood Exceptional Needs, CERT (Total 10 - 13)

#### Complete the following number of credits: 10-13

CDEV107 - Child Growth and Development (DS1) 3

CDEV202 - Introduction to Children from Special Populations 3

CDEV203 - Curriculum and Intervention Strategies for Special Populations 3

CDEV299 - Cooperative Work Experience Education 1 - 4

## Learning Outcomes

Examine the learning environment of children with special needs that support emotional well-being limiting classroom induced trauma and promoting positive and prosocial interactions. Students will examine research-based strategies to create motivational and instructional interventions for exceptional learners augmenting their efforts to learn and respond effectively.

Examine the role that effective and culturally responsive collaboration with families, other educators and providers, ancillary services, and personnel from community agencies have on families and children with exceptional learning abilities.

[Print Program Info](#)

## Liberal Arts: Arts, Humanities, and Communication, AA

A.A. Degree Major

### Control Number:

18317

### Curriculum Id:

SCC.LAAHC.AA

The integrated curriculum of the Liberal Arts degree provides a broad exposure to the arts, humanities, sciences, and social sciences, while offering the opportunity for depth of knowledge within an area of emphasis. The program will enable students to develop an appreciation and understanding of the logic, aesthetic, and ethical values that have shaped and enriched our culture and to develop intellectual maturity, a deeper understanding of themselves, others, and the world. The curriculum provides a basic framework for lifelong individual study as well as preparation for university study. These courses emphasize the study of cultural literacy, 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 themselves and the world around them in artistic and cultural creation. Students will also learn to value aesthetic understanding and incorporate these concepts when constructing value judgments. This area of emphasis will prepare students for a variety of majors within the Humanities discipline including Creative Writing, English, Foreign Language, Humanities and Art, and Philosophy. It will also provide lower-division preparation for a wide range of majors within the Communications discipline. Complete general education Plan A (associate degree only, non-transfer), Plan B (CSU-GE Breadth, CSU transfer) or Plan C (IGETC, UC or CSU transfer). Students are advised to meet with a counselor to select a general education pattern most appropriate to their educational goals. Units used to satisfy an area of emphasis may be used to satisfy general education requirements.

## Program Courses & Requirements

### Liberal Arts: Arts, Humanities, and Communication, AA (Total 18)

#### Complete the following number of credits: 18

ASL110 - American Sign Language I 4

ASL111 - American Sign Language II 4

ASL116 - Introduction to Deaf Studies 3

ASL210 - American Sign Language III 4

ART100 - Introduction to Art Concepts 3

ART100H - Honors Introduction to Art Concepts 3

ART102 - Survey of Western Art History II: Renaissance Through the Twentieth Century 3

ART102H - Honors Survey of Western Art History II: Renaissance Through the Twentieth Century 3  
CINE103 - History of Film to 1945 3  
CINE104 - History of Film From 1945 to Present 3  
CINE107 - Great Directors 3  
CINE108 - Film Genres 3  
COMM100 - Introduction to Interpersonal Communication 3  
COMM100H - Honors Introduction to Interpersonal Communication 3  
COMM101 - Group Dynamics 3  
COMM110 - Public Speaking 3  
COMM111 - Argumentation and Debate 3  
DNCE100 - Dance History and Appreciation 3  
ENGL100 - Freshman Composition with Integrated Support 4.5  
ENGL101 - Freshman Composition 4  
ENGL101H - Honors Freshman Composition 4  
ENGL102 - Literature and Composition 4  
ENGL102H - Honors Literature and Composition 4  
ENGL103 - Critical Thinking and Writing 4  
ENGL103H - Honors Critical Thinking and Writing 4  
ENGL231 - Survey of English Literature I 3  
ENGL232 - Survey of English Literature II 3  
ENGL233A - Shakespeare's Comedies and Romances 3  
ENGL233B - Shakespeare's Tragedies and History Plays 3  
ENGL241 - Survey of American Literature, 1600-1865 3  
ENGL242 - Survey of American Literature, 1865-Present 3  
ENGL270 - Children's Literature 3  
ENGL271 - Survey of World Literature I 3  
ENGL272 - Survey of World Literature II 3  
ENGL278 - Survey of Literature by Women 3  
ENGL279 - Survey of Latinx Literature 3  
ENGL280 - Literature of the African Diaspora 3  
FREN101 - Elementary French I 5  
FREN102 - Elementary French II 5  
FREN194 - Conversation and Composition I 3  
FREN201 - Intermediate French I 5  
FREN202 - Intermediate French II 5  
HIST101 - World Civilizations to the 16th Century 3  
HIST101H - Honors World Civilizations to the 16th Century 3  
HIST102 - World Civilizations Since the 16th Century 3  
HIST102H - Honors World Civilizations Since the 16th Century 3  
HIST115 - African American History 3  
HIST132 - Modern African History 3  
HIST142 - History of the Modern Middle East 3  
HIST152 - Latin American History 3  
HIST162 - Asian Civilizations 3  
ITAL101 - Elementary Italian I 5  
ITAL102 - Elementary Italian II 5  
ITAL194 - Conversation and Composition 3  
ITAL195 - Advanced Conversational Italian 3  
ITAL201 - Intermediate Italian I 5  
ITAL202 - Intermediate Italian II 5  
MUS101 - Music Appreciation 3  
MUS101H - Honors Music Appreciation 3  
MUS102 - World Music 3  
MUS103 - Jazz in America 3  
MUS104 - Rock Music History and Appreciation 3  
PHIL106 - Introduction to Philosophy 3  
PHIL106H - Honors Introduction to Philosophy 3

PHIL108 - Ethics 3  
PHIL110 - Critical Thinking 4  
PHIL111 - Introductory Logic 4  
PHIL112 - World Religions 3  
PHIL115 - Philosophy of Religion 3  
PHIL118 - History of Philosophy 3  
PHIL120 - Introduction to Social and Political Philosophy 3  
READ150 - Critical Reading 3  
READ151 - Critical Reading and Analysis 3  
SPAN101 - Elementary Spanish I 5  
SPAN101H - Honors Elementary Spanish I 5  
SPAN101A - Elementary Spanish IA 2.5  
SPAN101B - Elementary Spanish IB 2.5  
SPAN102 - Elementary Spanish II 5  
SPAN110 - Spanish for Spanish Speakers 1 5  
SPAN111 - Spanish for Spanish Speakers 2 5  
SPAN194 - Beginning Conversational Spanish 3  
SPAN195A - Advanced Conversational Spanish 3  
SPAN195B - Advanced Conversational Spanish 3  
SPAN201 - Intermediate Spanish I 5  
SPAN202 - Intermediate Spanish II 5  
THEA100 - Introduction to Theatre 3

## Learning Outcomes

Think critically in terms of constructing arguments and presenting evidence to support their views through oral, artistic and written communication.  
Demonstrate an understanding and articulate how culture, society, and diversity shape the role of the individual within society and human relations across cultures and disciplines.

[Print Program Info](#)

## Liberal Arts: Mathematics and Sciences, AS

A.S. Degree Major

### Control Number:

18318

### Curriculum Id:

SCC.LAMS.AS

The integrated curriculum of the Liberal Arts degree provides a broad exposure to the arts, humanities, sciences, and social sciences, while offering the opportunity for depth of knowledge within an area of emphasis. The program will enable students to develop an appreciation and understanding of the logic, aesthetic, and ethical values that have shaped and enriched our culture and to develop intellectual maturity, a deeper understanding of themselves, others, and the world. The curriculum provides a basic framework for lifelong individual study as well as preparation for university study. The science courses in this category examine the physical universe, its life forms and its natural phenomena. These courses will assist the student in developing an appreciation of the scientific method and encourage an understanding of the relationships between science and other human activities. The mathematics courses will encourage the understanding of mathematical concepts through the development of quantitative reasoning skills. Students are required to complete at least one mathematics course within this area of emphasis. This area of emphasis will provide students with lower-division preparation for a variety of majors within the scientific disciplines, including Astronomy, Biology, Chemistry, Earth Sciences, Geology and Physics and will provide preparation for Mathematics majors. Additionally, students may undertake preparation for Nursing, Kinesiology, Public Health and other Health Science majors. Many of the courses will also assist students in prerequisite preparation for graduate programs within Health Sciences. In addition to the area of emphasis, students are required to complete a general education pattern (Plan A, B, or C). Students are advised to meet with a counselor to select the general education pattern most appropriate to their educational goals. Units used to satisfy an area of emphasis may be used to satisfy general education requirements.

## Program Courses & Requirements

**Liberal Arts: Mathematics and Sciences, AA (Total 18)**

**Complete the following number of credits: 18**

ANTH101L - Physical Anthropology Laboratory 1

ANTH101 - Introduction to Physical Anthropology 3  
ASTR100L - Astronomy Laboratory 1  
ASTR102 - Introduction to Stars and Galaxies 3  
ASTR103 - Introduction to the Solar System 3  
ASTR104 - Introduction to Cosmology 3  
BIOL109 - Fundamentals of Biology 3  
BIOL109H - Honors Fundamentals of Biology 3  
BIOL109HL - Honors Fundamentals of Biology Laboratory 1  
BIOL109L - Fundamentals of Biology Laboratory 1  
BIOL115 - Concepts in Biology for Educators 4  
BIOL139 - Health Microbiology 4  
BIOL149 - Human Anatomy and Physiology 4  
BIOL190 - Introduction to Biotechnology 3  
BIOL190L - Introduction to Biotechnology Lab 1  
BIOL211 - Cellular and Molecular Biology 5  
BIOL221 - Animal Diversity and Evolution 5  
BIOL229 - General Microbiology 5  
BIOL231 - Plant Diversity and Ecology 5  
BIOL239 - General Human Anatomy 4  
BIOL249 - Human Physiology 4  
BIOL259 - Environmental Biology 4  
CHEM100 - Introductory Chemistry 4  
CHEM200A - General Chemistry A 5  
CHEM200AH - Honors General Chemistry A 5  
CHEM200B - General Chemistry B 5  
CHEM280A - Organic Chemistry A 5  
CHEM280B - Organic Chemistry B 5  
ENGR220 - Statics 3  
ENGR225 - Dynamics 3  
ENGR230 - Network Analysis 5  
ERTH100 - Physical Geology 3  
ERTH100L - Physical Geology Laboratory 1  
ERTH111 - Historical Geology 4  
ERTH120 - Earth Sciences 3  
ERTH121 - Earth Sciences for Educators 4  
ERTH130 - Environmental Geology 3  
ERTH160 - Oceanography 3  
ERTH200 - Geology of California 3  
GEOG101 - Introduction to the Natural Environment 3  
GEOG101H - Honors Introduction to the Natural Environment 3  
GEOG101L - Introduction to the Natural Environment Laboratory 1  
GEOG130 - Introduction to Weather and Climate 3  
GEOG130H - Honors Introduction to Weather and Climate 3  
MATH080 - Intermediate Algebra 5  
MATH085 - Intermediate Algebra with Integrated Support 5.5  
MATH086 - Intermediate Algebra for Statistics and Liberal Arts 4  
MATH105 - Mathematics for Liberal Arts Students 3  
MATH140 - College Algebra 4  
MATH150 - Calculus for Biological, Management, and Social Sciences 5  
MATH170 - Pre-Calculus Mathematics 4  
MATH171 - Precalculus and Trigonometry 5  
MATH180 - Single Variable Calculus I 4  
MATH180H - Honors Single Variable Calculus I 4  
MATH185 - Single Variable Calculus II 4  
MATH219 - Statistics and Probability 4  
MATH219H - Honors Statistics and Probability 4  
MATH220 - Statistics and Probability with Integrated Review 4

MATH225 - Introduction to Data Science 4  
 MATH280 - Intermediate Calculus 4  
 MATH287 - Introduction to Linear Algebra and Differential Equations 5  
 MATH290 - Linear Algebra 3  
 MATH295 - Differential Equations 3  
 PHYS100 - Conceptual Physics 4  
 PHYS150A - Introductory Physics I 4  
 PHYS150AC - Introductory Physics I - Calculus 1  
 PHYS150B - Introductory Physics II 4  
 PHYS150BC - Introductory Physics II - Calculus 1  
 PHYS250A - Physics for Scientists and Engineers I 5  
 PHYS250B - Physics for Scientists and Engineers II 5  
 PHYS250C - Physics for Scientists and Engineers III 5  
 PSC100 - Survey of Chemistry and Physics 4  
 PSYC200 - Introduction to Biological Psychology 3  
 WATR107 - California Water Resources 3

## Learning Outcomes

Analyze and evaluate scientific and mathematical topics.

Clearly communicate scientific and mathematical reasoning and qualitative problem solving skills using appropriate vocabulary, methodologies and diverse technologies.

[Print Program Info](#)

## Liberal Arts: Multi-Cultural Studies, AA

A.A. Degree Major

### Control Number:

18319

### Curriculum Id:

SCC.MCS.AA

The integrated curriculum of the Liberal Arts degree provides a broad exposure to the arts, humanities, sciences, and social sciences, while offering the opportunity for depth of knowledge within an area of emphasis. The program will enable students to develop an appreciation and understanding of the logic, aesthetic, and ethical values that have shaped and enriched our culture and to develop intellectual maturity, a deeper understanding of themselves, others, and the world. The curriculum provides a basic framework for lifelong individual study as well as preparation for university study. These interdisciplinary courses promote an appreciation of multi-cultural influences in contemporary society. Courses in this category encourage students to acquire the knowledge, skills and attitude needed to function effectively in a pluralistic democratic society and to interact, negotiate and communicate with peoples from diverse groups in order to create a civic and moral community that works for the common good. This emphasis will provide students with lower-division major preparation for disciplines within the area of study devoted to culture and society. These majors include Chicano Studies, Ethnic Studies, Foreign Language, Global Studies, International Development and Women's Studies. Complete general education Plan A (associate degree only, non-transfer), Plan B (CSU-GE Breadth, CSU transfer) or Plan C (IGETC, UC or CSU transfer). Students are advised to meet with a counselor to select a general education pattern most appropriate to their educational goals. Units used to satisfy an area of emphasis may be used to satisfy general education requirements.

## Program Courses & Requirements

### Liberal Arts: Multi-Cultural Studies, AA (Total 18)

#### Complete the following number of credits: 18

ANTH100 - Introduction to Cultural Anthropology 3  
 ANTH100H - Honors Introduction to Cultural Anthropology 3  
 ANTH104 - Language and Culture 3  
 ART101 - Survey of Western Art History I: Prehistory Through the Middle Ages 3  
 ART101H - Honors Survey of Western Art History I: Prehistory Through the Middle Ages 3  
 ART102 - Survey of Western Art History II: Renaissance Through the Twentieth Century 3  
 ART102H - Honors Survey of Western Art History II: Renaissance Through the Twentieth Century 3  
 ASL110 - American Sign Language I 4  
 ASL111 - American Sign Language II 4

ASL116 - Introduction to Deaf Studies 3  
ASL210 - American Sign Language III 4  
CNSL101 - Educational, Personal, Cultural, and Career Exploration 3  
CNSL116 - Career/Life Planning and Personal Exploration 3  
CNSL118 - Self Exploration and the Teaching Profession 2  
CNSL150 - Introduction to Human Services 3  
COMM120 - Introduction to Intercultural Communication 3  
COMM120H - Honors Introduction to Intercultural Communication 3  
COMM225 - Gender Communication 3  
COMM225H - Honors Gender Communication 3  
EDUC101 - American Schools and Society 3  
ENGL271 - Survey of World Literature I 3  
ENGL272 - Survey of World Literature II 3  
ENGL278 - Survey of Literature by Women 3  
ENGL279 - Survey of Latinx Literature 3  
ENGL280 - Literature of the African Diaspora 3  
ETHN101 - Introduction to Ethnic Studies 3  
ETHN110 - Introduction to Asian Pacific American Studies 3  
ETHN120 - Introduction to African American Studies 3  
ETHN130 - Introduction to Chicano Studies 3  
ETHN140 - Introduction to Native American Studies 3  
FREN101 - Elementary French I 5  
FREN102 - Elementary French II 5  
FREN194 - Conversation and Composition I 3  
FREN201 - Intermediate French I 5  
FREN202 - Intermediate French II 5  
GSWS101 - Introduction to Women's Studies 3  
GSWS102 - Money, Sex, and Power 3  
GSWS103 - Men and Masculinities 3  
HIST115 - African American History 3  
HIST124 - Mexican American History in the United States 3  
HIST127 - Women in U.S. History 3  
HIST132 - Modern African History 3  
HIST142 - History of the Modern Middle East 3  
HIST152 - Latin American History 3  
HIST162 - Asian Civilizations 3  
ITAL101 - Elementary Italian I 5  
ITAL102 - Elementary Italian II 5  
ITAL194 - Conversation and Composition 3  
ITAL195 - Advanced Conversational Italian 3  
ITAL201 - Intermediate Italian I 5  
ITAL202 - Intermediate Italian II 5  
KIN110 - Women's Health Issues 3  
MUS103 - Jazz in America 3  
NUTR120 - Food and Culture 3  
PHIL112 - World Religions 3  
POLT221 - Women in American Politics 3  
PSYC170 - Multicultural Psychology 3  
PSYC180 - Psychology of Gender 3  
SOC150 - Introduction to Race and Ethnicity 3  
SOC220 - Introduction to Gender and Sexualities 3  
SPAN101 - Elementary Spanish I 5  
SPAN101H - Honors Elementary Spanish I 5  
SPAN101A - Elementary Spanish IA 2.5  
SPAN101B - Elementary Spanish IB 2.5  
SPAN102 - Elementary Spanish II 5  
SPAN110 - Spanish for Spanish Speakers 1 5

SPAN111 - Spanish for Spanish Speakers 2 5  
 SPAN194 - Beginning Conversational Spanish 3  
 SPAN195A - Advanced Conversational Spanish 3  
 SPAN195B - Advanced Conversational Spanish 3  
 SPAN201 - Intermediate Spanish I 5  
 SPAN202 - Intermediate Spanish II 5

## Learning Outcomes

Demonstrate knowledge, skills, and attitudes to function positively and productively within a diverse society and in upper division coursework.  
 Communicate effectively with individuals and groups from diverse populations.  
 Appreciate the multi-cultural influences on our contemporary culture and society.

[Print Program Info](#)

# Liberal Arts: Social and Behavioral Sciences, AA

A.A. Degree Major

## Control Number:

18320

## Curriculum Id:

SCC.SBS.AA

The integrated curriculum of the Liberal Arts degree provides a broad exposure to the arts, humanities, sciences, and social sciences, while offering the opportunity for depth of knowledge within an area of emphasis. The program will enable students to develop an appreciation and understanding of the logic, aesthetic, and ethical values that have shaped and enriched our culture and to develop intellectual maturity, a deeper understanding of themselves, others, and the world. The curriculum provides a basic framework for lifelong individual study as well as preparation for university study. Courses in this category emphasize the connection between human behavior and social, political and economic institutions and promote an understanding of how societies and social subgroups operate. Students will be encouraged to apply critical thinking techniques as they evaluate the way individuals act and have acted in response to their societies. The courses will ensure opportunities for students to develop an understanding of the perspectives and methods of inquiry used in the social and behavioral sciences. This area of emphasis will provide students with lower-division major preparation for many disciplines within the social sciences including Criminal Justice, Economics, Political Science, Psychology, Sociology and History. Complete general education Plan A (associate degree only, non-transfer), Plan B (CSU-GE Breadth, CSU transfer) or Plan C (IGETC, UC or CSU transfer). Students are advised to meet with a counselor to select a general education pattern most appropriate to their educational goals. Units used to satisfy an area of emphasis may be used to satisfy general education requirements.

## Program Courses & Requirements

### Liberal Arts: Social and Behavioral Sciences, AA (Total 18)

#### Complete the following number of credits: 18

ANTH100 - Introduction to Cultural Anthropology 3  
 ANTH100H - Honors Introduction to Cultural Anthropology 3  
 ANTH103 - Introduction to Archaeology 3  
 ANTH104 - Language and Culture 3  
 CDEV107 - Child Growth and Development (DS1) 3  
 CDEV110 - Child, Family and Community (DS2) 3  
 CDEV202 - Introduction to Children from Special Populations 3  
 CDEV203 - Curriculum and Intervention Strategies for Special Populations 3  
 CDEV221 - Living and Teaching in a Diverse Society 3  
 CINE105 - Mass Media and Society 3  
 CJ101 - Introduction to Criminal Justice 3  
 CMPR100 - The Computer and Society 3  
 CNSL150 - Introduction to Human Services 3  
 COMM120 - Intercultural Communication 3  
 COMM120H - Honors Introduction to Intercultural Communication 3  
 COMM225 - Gender Communication 3  
 COMM225H - Honors Gender Communication 3  
 ECON101 - Principles/Micro 3  
 ECON102 - Principles/Macro 3



ENGL278 - Survey of Literature by Women 3  
ETHN101 - Introduction to Ethnic Studies 3  
ETHN110 - Introduction to Asian Pacific American Studies 3  
ETHN120 - Introduction to African American Studies 3  
ETHN130 - Introduction to Chicano Studies 3  
ETHN140 - Introduction to Native American Studies 3  
GEOG100 - World Regional Geography 3  
GEOG100H - Honors World Regional Geography 3  
GEOG102 - Cultural Geography 3  
GEOG102H - Honors Cultural Geography 3  
GSWS101 - Introduction to Women's Studies 3  
GSWS102 - Money, Sex, and Power 3  
GSWS103 - Men and Masculinities 3  
HIST101 - World Civilizations to the 16th Century 3  
HIST101H - Honors World Civilizations to the 16th Century 3  
HIST102 - World Civilizations Since the 16th Century 3  
HIST102H - Honors World Civilizations Since the 16th Century 3  
HIST115 - African American History 3  
HIST118 - Social and Cultural History of the United States 3  
HIST120 - The United States to 1877 3  
HIST120H - Honors The United States to 1877 3  
HIST121 - The United States Since 1865 3  
HIST121H - Honors the United States Since 1865 3  
HIST124 - Mexican American History in the United States 3  
HIST126 - United States since 1945 3  
HIST127 - Women in U.S. History 3  
HIST132 - Modern African History 3  
HIST133 - History of California 3  
HIST142 - History of the Modern Middle East 3  
HIST152 - Latin American History 3  
HIST162 - Asian Civilizations 3  
HIST240 - Introduction to Peace and Conflict Studies 3  
IDS155 - Human Sexuality 3  
KIN109 - Sport in US Society 3  
MATH219 - Statistics and Probability 4  
MATH219H - Honors Statistics and Probability 4  
MATH219S - Statistics and Probability with Support 4  
POLT101 - American Government and Politics 3  
POLT101H - Honors American Government and Politics 3  
POLT110 - Introduction to Political Science 3  
POLT201 - Introduction to Comparative Politics 3  
POLT220 - International Politics 3  
POLT221 - Women in American Politics 3  
POLT230 - Political Theory 3  
PSYC100 - Introduction to Psychology 3  
PSYC100H - Honors Introduction to Psychology 3  
PSYC157 - Introduction to Child Psychology 3  
PSYC160 - Introduction to Lifespan Psychology 3  
PSYC170 - Multicultural Psychology 3  
PSYC180 - Psychology of Gender 3  
PSYC190 - Psychology of Human Sexuality 3  
PSYC220 - Introduction to Research Methods in Psychology 4  
PSYC230 - Psychology of Adjustment 3  
PSYC240 - Introduction to Social Psychology 3  
PSYC250 - Introduction to Abnormal Psychology 3  
SOC100 - Introduction to Sociology 3  
SOC100H - Honors Introduction to Sociology 3

SOC101 - Introduction to Ethnic Studies 3  
SOC115 - Death and Dying 3  
SOC116 - Social Problems 3  
SOC120 - Introduction to Sociological Research Methods 3  
SOC125 - Introduction to Statistics in Sociology 3  
SOC125H - Honors Introduction to Statistics in Sociology 3  
SOC130 - Relationships, Marriages, and Family Dynamics 3  
SOC220 - Introduction to Gender and Sexualities 3  
SOC240 - Introduction to Social Psychology 3  
SOC240H - Honors Introduction to Social Psychology 3  
SOC286 - Introduction to LGBTQ Studies 3

## Learning Outcomes

Think critically about how individuals are influenced by political, economic, cultural and family institutions in various cultural settings.

Experience using social science methods of data collection and analysis in order to draw logical conclusions about individuals and society.

Discuss, compare and contrast, and analyze U.S. and world political systems in various historical periods.

[Print Course Info](#)

## MATH080A:

### Integrated Mathematics I

The fundamental purpose of Integrated Math I is to formalize and extend the mathematics that students learned in prior mathematics courses. The critical areas, organized into units, deepen and extend understanding of linear relationships, in part by contrasting them with exponential phenomena, and in part by applying linear models to data that exhibit a linear trend. Integrated Math I uses properties and theorems involving congruent figures to deepen and extend understanding of geometric knowledge from prior grades. The final unit in the course ties together the algebraic and geometric ideas studied. The Mathematical Practice Standards apply throughout each course and, together with the content standards, prescribe that students experience mathematics as a coherent, useful, and logical subject that makes use of their ability to make sense of problem situations. This course is intended for dual enrollment students seeking to enhance their preparation for college mathematics.

## Requisites

### Prerequisite

Recommendation from qualifying profile from the Mathematics placement process

## Transferability

### Not transferable

## Units & Hours

### Minimum Units:

3.0

### Maximum Units

3.0

## Total Hours

54.0

[Print Course Info](#)

## MATH080B:

### Integrated Mathematics II

Integrated Mathematics II focuses on quadratic expressions, equations, and functions, comparing them to linear and exponential relationships from Mathematics I across six critical areas. The extension of rational numbers is needed, introducing real and complex numbers for solving all quadratic equations. The course explores the connection between probability and data through conditional probability and counting methods. The study of similarity leads to understanding right triangle trigonometry, connecting to quadratics through Pythagorean relationships. Circles, with quadratic algebraic representations, complete the course, emphasizing the application of Mathematical Practice Standards for a coherent and logical understanding of mathematics. This course is intended for dual enrollment students seeking to enhance their preparation for college mathematics.

## Requisites

### Prerequisite

[MATH080A - Integrated Mathematics I](#)

OR

### Prerequisite

Recommendation from qualifying profile from the Mathematics placement process

## Transferability

**Not transferable**

## Units & Hours

### Minimum Units:

3.0

### Maximum Units

3.0

## Total Hours

54.0

[Print Course Info](#)

## MATH080C:

# Integrated Mathematics III

In Integrated Math III, students integrate and apply the mathematics they have learned from their earlier courses. This course includes standards from the conceptual categories of Number and Quantity, Algebra, Functions, Geometry, and Statistics and Probability. The Standards for Mathematical Practice complement the content standards so that students increasingly engage with the subject matter as they grow in mathematical maturity and expertise. This course is intended for dual enrollment students seeking to enhance their preparation for college mathematics.

## Requisites

### Prerequisite

[MATH080B - Integrated Mathematics II](#)

OR

### Prerequisite

Recommendation from qualifying profile from the Mathematics placement process

### Transferability

**Not transferable**

### Units & Hours

#### Minimum Units:

5.0

#### Maximum Units

5.0

### Total Hours

90.0

[Print Course Info](#)

## MATH105:

# Mathematics for Liberal Arts Students

An overview of mathematics for the liberal arts student. Topics include problem-solving, financial management, probability, statistics, and selected other topics such as set theory, geometry, logic, mathematical modeling, and the history of mathematics. Includes integrated review.

### Requisites

#### Prerequisite

Completion of any mathematics course at the Intermediate Algebra level or above with a grade of "C" or better. OR Qualifying profile from the mathematics placement process.

### Transferability

**Transferable to both UC and CSU**

### Units & Hours

#### Minimum Units:

4.0

#### Maximum Units

4.0

### Total Hours

72.0

[Print Course Info](#)

## MATH140:

# College Algebra

Survey of advanced topics in algebra: equations, inequalities and functions involving polynomials, rationals, exponentials, and logarithms with applications and graphing; sequences and series.

## Requisites

### Prerequisite

Completion of any mathematics course at the Intermediate Algebra level or above with a grade of "C" or better. OR Qualifying profile from the mathematics placement process.

## Transferability

Transferable to both UC and CSU

## Units & Hours

### Minimum Units:

4.0

### Maximum Units

4.0

### Total Hours

72.0

[Print Course Info](#)

## MATH150:

# Calculus for Biological, Management, and Social Sciences

Single and multi-variable calculus including limits, derivatives, integrals, exponentials and logarithmic functions, and partial derivatives. Applications are drawn from Biology, Social Science, and Business.

## Requisites

### Prerequisite

[MATH140 - College Algebra](#)

OR

### Prerequisite

qualifying profile from the Mathematics placement process

## Transferability

Transferable to both UC and CSU

## Units & Hours

### Minimum Units:

5.0

### Maximum Units

5.0

## Total Hours

90.0

[Print Course Info](#)

### MATH150S:

## Calculus for Biological, Management, and Social Sciences with Support

Single and multivariable calculus, including limits, derivatives, integrals, exponentials and logarithmic functions, and partial derivatives. Applications are drawn from Biology, Social Science, and Business. This course includes support for the concepts and skills introduced in Calculus for Biological, Management, and Social Sciences.

## Requisites

### Prerequisite

[MATH140 - College Algebra](#)

OR

### Prerequisite

qualifying profile from the Mathematics placement process

## Transferability

Transferable to both UC and CSU

## Units & Hours

### Minimum Units:

5.5

### Maximum Units

5.5

## Total Hours

126.0

[Print Course Info](#)

### MATH171:

## Precalculus and Trigonometry

Study of polynomial, rational, absolute value, exponential, logarithmic, and trigonometric functions, their graphs and applications. Use of trigonometric identities. An introduction to polar coordinates, sequences, series, and analytic geometry. Preparation for the Calculus sequence.

## Requisites

### Prerequisite

Completion of any mathematics course at the Intermediate Algebra level or above with a grade of "C" or better. OR Qualifying profile from the mathematics placement process.

## Transferability

Transferable to both UC and CSU

## Units & Hours

### Minimum Units:

5.0

### Maximum Units

5.0

## Total Hours

90.0

[Print Course Info](#)

## MATH172:

### Algebra and Trigonometry for Calculus

This course provides students with the foundational mathematical concepts and skills necessary for success in first-semester calculus. Topics covered include algebraic manipulations, functions and their graphs, trigonometric functions, exponential and logarithmic functions, and basic analytical geometry.

## Requisites

### Prerequisite

Completion of any mathematics course at the Intermediate Algebra level or above with a grade of "C" or better. OR Qualifying profile from the mathematics placement process.

## Transferability

Transferable to both UC and CSU

## Units & Hours

### Minimum Units:

3.0

### Maximum Units

3.0

## Total Hours

54.0

[Print Course Info](#)

## MATH180:

### Single Variable Calculus I

Limits and continuity, derivatives and integrals of algebraic, trigonometric, and other transcendental functions. Applications including extrema tests, related rates and areas.

## Requisites

### Prerequisite

[MATH170 - Pre-Calculus Mathematics](#)

OR

### Prerequisite

[MATH171 - Precalculus and Trigonometry](#)

OR

### Prerequisite

Qualifying profile from the mathematics placement process

## Transferability

Transferable to both UC and CSU

## Units & Hours

### Minimum Units:

4.0

### Maximum Units

4.0

### Total Hours

72.0

[Print Course Info](#)

## MATH180H :

### Honors Single Variable Calculus I

An in-depth honors level study of limits and continuity, derivatives and integrals of algebraic, trigonometric, and transcendental functions with the emphasis on theory and challenging problems. Applications include extrema tests, related rates and areas.

## Requisites

### Entrance Skills:

**A high school or college GPA of 3.0 or above**

### Prerequisite

[MATH170 - Pre-Calculus Mathematics](#)

OR

### Prerequisite



[MATH171 - Precalculus and Trigonometry](#)

**OR**

**Prerequisite**

Equivalent course from the mathematics placement process.

**Transferability**

**Transferable to both UC and CSU**

**Units & Hours**

**Minimum Units:**

4.0

**Maximum Units**

4.0

**Total Hours**

72.0

[Print Course Info](#)

**MATH185:**

**Single Variable Calculus II**

Applications of integrals, including volumes, work, arc length, and surface area. Integration techniques, differential equations, conics, parametric equations, polar coordinates, improper integrals, sequences and infinite series.

**Requisites**

**Prerequisite**

[MATH180 - Single Variable Calculus I](#)

**OR**

**Prerequisite**

[MATH180H - Honors Single Variable Calculus I](#)

**Transferability**

**Transferable to both UC and CSU**

**Units & Hours**

**Minimum Units:**

4.0

## Maximum Units

4.0

## Total Hours

72.0

[Print Course Info](#)

## MATH199:

## Mathematics Independent Study

Students can increase their knowledge in particular areas of mathematics through individual study and/or in small groups under the direction of a mathematics professor. Science, Technology, Engineering and Mathematics (STEM) majors and future teachers are encouraged to enroll in independent study for mathematics. Divisional approval required.

### Requisites

Limitations on Enrollment:

**Enrollment in at least one other class at either Santa Ana College or Santiago Canyon College and must show evidence of competence in their academic major and the area in which they propose to do independent study.**

#### Prerequisite

[MATH080 - Intermediate Algebra](#)

Outcomes Identify different types of equations and solve them by applying the appropriate algebraic methods. Solve applications involving different types of functions and/or equations by applying the appropriate solving techniques.

**OR**

#### Prerequisite

[MATH085 - Intermediate Algebra with Integrated Support](#)

Outcomes Identify different types of equations and solve by applying appropriate algebraic methods. Solve a variety of real-world applications using different types of functions and/or equations. Graph equations, functions, and conics using a variety of graphing techniques, including transformations.

**OR**

#### Prerequisite

Qualifying profile from the Mathematics placement process.

### Transferability

## Transferable to CSU only

### Units & Hours

## Minimum Units:

1.0

## Maximum Units

1.0

## Total Hours

18.0

[Print Course Info](#)

## MATH203:

# Fundamental Concepts of Elementary Mathematics

This course emphasizes problem solving techniques and mathematical structure associated with numeration, set theory, elementary number theory, the real number system, ratio, proportion and patterns. Designed for prospective elementary teachers, this course includes activity-based explorations implementing the common core state curriculum standards.

## Requisites

### Prerequisite

Completion of any mathematics course at the Intermediate Algebra level or above with a grade of "C" or better. OR Qualifying profile from the mathematics placement process.

## Transferability

Transferable to both UC and CSU

## Units & Hours

### Minimum Units:

4.0

### Maximum Units

4.0

## Total Hours

90.0

[Print Course Info](#)

## MATH219:

# Statistics and Probability

Introduction course in statistical reasoning. Includes descriptive statistics, graphical displays of data, probability and sampling distributions, confidence intervals, hypothesis testing, regression, contingency tables, ANOVA, and non-parametric statistics. Includes the use of technology.

## Requisites

### Prerequisite

Completion of any mathematics course at the Intermediate Algebra level or above with a grade of "C" or better. OR Qualifying profile from the mathematics placement process.

## Transferability

Transferable to both UC and CSU

## Units & Hours

## Minimum Units:

4.0

## Maximum Units

4.0

## Total Hours

72.0

[Print Course Info](#)

## MATH219H :

### Honors Statistics and Probability

This honors course is an enhanced format for an introduction course in statistics and probability by using a seminar approach, applying statistical software and presenting individual research. This course includes descriptive statistics, graphical displays of data, probability and sampling distributions, confidence intervals, hypothesis testing, regression, contingency tables, ANOVA and non-parametric statistics, with applications designed around the individual interests of students. Includes the use of technology.

## Requisites

Entrance Skills:

**A high school or college GPA of 3.0 or above**

### Prerequisite

Completion of any mathematics course at the Intermediate Algebra level or above with a grade of "C" or better. OR Qualifying profile from the mathematics placement process.

## Transferability

**Transferable to both UC and CSU**

## Units & Hours

### Minimum Units:

4.0

### Maximum Units

4.0

### Total Hours

72.0

[Print Course Info](#)

## MATH219S:

### Statistics and Probability with Support

First course in statistical reasoning. Includes descriptive statistics, graphical displays of data, probability and sampling distributions, confidence intervals, hypothesis testing, regression, contingency tables, ANOVA, and non-parametric statistics, and the use of technology. Includes integrated review of core mathematical skills needed to be successful in statistics and probability. Intended for students who prefer to supplement learning with prerequisite skills for statistics and probability. Previous Title: Math 220- Statistics and Probability with Integrated Review (Fall 2024)

## Requisites

### Prerequisite

Completion of any mathematics course at the Intermediate Algebra level or above with a grade of "C" or better. OR Qualifying profile from the mathematics placement process.

## Transferability

Transferable to both UC and CSU

## Units & Hours

### Minimum Units:

4.5

### Maximum Units

4.5

## Total Hours

108.0

[Print Course Info](#)

## MATH230:

# Statistical Computing and Exploratory Data Analysis

Introduces key concepts in statistical computing. Techniques such as exploratory data analysis, data visualization, simulation, and optimization methods, are presented in the context of data analysis within a statistical computing environment.

## Requisites

### Prerequisite

[MATH225 - Introduction to Data Science](#)

## Transferability

Transferable to both UC and CSU

## Units & Hours

### Minimum Units:

4.0

### Maximum Units

4.0

## Total Hours

72.0

[Print Course Info](#)

## MATH270:

# Discrete Mathematics

This course is an introduction to the discrete structures used in Computer Science with an emphasis on their applications. Topics include: Functions, Relations and Sets; Basic Logic; Proof Techniques; Basics of Counting, Graphs and Trees; and Discrete Probability. This course is compliant with the standards of the Association for Computing Machinery (ACM).

## Requisites

### Prerequisite

[CMPR122 - Programming Concepts and Methodology I](#)

Required by CID: COMP 152

**AND**

### Anti-Requisite

[CMPR149 - Discrete Structures for Computer Science](#)

Same C-ID number

## Transferability

**Transferable to both UC and CSU**

## Units & Hours

### Minimum Units:

3.0

### Maximum Units

3.0

## Total Hours

54.0

[Print Course Info](#)

## MATH280:

# Intermediate Calculus

Vectors and three-dimensional space, functions of several variables, partial derivatives and multiple integrals. Vector calculus, Green's Theorem, Stoke's Theorem, and the Divergence Theorem.

## Requisites

### Prerequisite

[MATH185 - Single Variable Calculus II](#)

## Transferability

**Transferable to both UC and CSU**

## Units & Hours

## Minimum Units:

4.0

## Maximum Units

4.0

## Total Hours

72.0

[Print Course Info](#)

## MATH287:

# Introduction to Linear Algebra and Differential Equations

Topics include matrices, determinants, vector spaces, linear systems of equations, linear product spaces, first and second-order differential equations, systems of differential equations, and the Laplace transform.

## Requisites

### Prerequisite

[MATH185 - Single Variable Calculus II](#)

## Transferability

Transferable to both UC and CSU

## Units & Hours

### Minimum Units:

5.0

### Maximum Units

5.0

### Total Hours

90.0

[Print Course Info](#)

## MATH290:

# Linear Algebra

Systems of linear equations, matrix algebra, matrix theory, determinants, vector spaces, inner products, orthogonality, eigenvalues, eigenvectors, linear transformations, applications, and proofs of elementary properties of linear algebra.

## Requisites

### Prerequisite

[MATH185 - Single Variable Calculus II](#)**AND**

### Advisory

[MATH280 - Intermediate Calculus](#)

or concurrent enrollment

### Transferability

Transferable to both UC and CSU

### Units & Hours

#### Minimum Units:

3.0

#### Maximum Units

3.0

### Total Hours

54.0

[Print Course Info](#)

## MATH295:

### Differential Equations

Introduction to ordinary differential equations including both quantitative and qualitative methods as well as applications from a variety of disciplines. Discusses both theoretical and practical aspects of solution techniques, including nth order linear equations, series solutions, Laplace Transform, and systems of first order linear equations.

### Requisites

#### Prerequisite

[MATH185 - Single Variable Calculus II](#)

Outcomes Evaluate and approximate integrals using a variety of techniques and apply integration to solve problems involving area, volume, work, and differential equations. Represent functions using parametric equations, polar equations, and Taylor series and apply calculus techniques to these representations

### Transferability

Transferable to both UC and CSU

### Units & Hours

#### Minimum Units:

3.0

#### Maximum Units

3.0

### Total Hours

54.0

[Print Course Info](#)

## MATHCE100:



# Math Study Skills and Basic Skills Support

This course is designed to assist math students in developing positive attitudes, habits, and techniques including areas of problem-solving, test-taking strategies, study skills, time management, mindset, coping with math anxiety, and basic skills needed to be successful in a math course. This course is designed to assist math students to develop positive attitudes, habits, and techniques in application to their current credit math course. Includes areas of problem-solving, test-taking strategies, study skills, time management, mindset, coping with math anxiety, and basic skills needed to be successful in a math course. Open Entry/Open Exit.

## Overview

### Requisites:

None

### Transferable:

Not transferable

## Specifications

### Learning Outcomes

#### Course Objectives:

Develop daily and weekly schedules

Establish short-term and long-term goals

Evaluate progress of goals and make adjustments to be successful

Prioritize tasks according to desired goals

Compare and contrast fixed mindset and growth mindset characteristics

Apply short-term and long-term memory techniques to strengthen math skills

Classify thinking according to six cognitive levels of complexity

Explore methods to focus and develop self-discipline

Analyze responsibility and choice

Utilize proper math conventions such as mathematical terminology and symbolic notations

Discuss mathematical thinking orally using math vocabulary with precision

Express mathematical ideas and strategies precisely and coherently in written form

Develop note-taking skills techniques during lectures

Develop note-taking skills from textbooks

Develop active listening skills and techniques during lectures

Identify and practice problem-solving strategies

Assess available resources to access when unable to solve a problem

Prepare exam study plans

Create test questions for review

Develop test review techniques

Utilize mind maps to organize information

Utilize anxiety reduction techniques

- Evaluate attitudes towards math and the effect they have on test performance
- Assess test performance, learning from mistakes and developing strategies for growth and improvement in math
- Develop test taking strategies
- Utilize support resources such as office hours, study groups, private tutors, and supplemental instruction
- Recognize and interpret symptoms of math anxiety
- Identify and evaluate belief systems regarding math
- Reframe thoughts about learning that hinders academic growth
- Develop strategies to grow and improve math skills
- Identify individual learning styles and intelligences
- Identify areas that need improvement
- Identify and utilize various math study skills
- Adjust study skill techniques throughout semester to maintain proficiency in math topics
- Perform mathematical operations in a geometric context
- Perform basic operations with integers
- Translate from English to math; devise and solve appropriate equations/formulas
- Demonstrate an understanding of basic vocabulary of the real-number system
- Solve appropriate applications
- Demonstrate an understanding of basic vocabulary, properties, and definitions
- Present work on an exam while maintaining a calm, confident and ethical approach to problem solving
- Apply reason when making decisions or judgments about a problem
- Apply a rule or definition with assessing relevance
- Choose an appropriate way to represent a mathematical situation
- Connect mathematics with personal lives and the world
- Analyze responses and reactions to mathematical problems

**SLO:**

- Develop and apply time-management, organizational, and note-taking skills for success in mathematics courses.
- Apply growth mindset characteristics to situations that can create mathematics anxiety.

**Units and Hours**

**Default Profile**

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	0.0	0.0
 <b>Maximum Credit Units</b>	 <b>Total Course Out-of-Class Hours</b>	 <b>Faculty Load</b>
0.0	0.0	0.0

**Detail**

**Weekly Student Hours**

	<b>In Class</b>
Lecture Hours	0.0
Lab Hours	0.0
Activity Hours	0.0

**Course Student Hours**

Course Duration (Weeks)	0.0
Hours per unit/divisor	0.0
Course In-Class (Contact) Hours	0.0
Lecture	0.0
Lab	
Activity	
Total	
Course Out-of-Class Hours	
Lecture	
Lab	
Activity	
Total	

**Noncredit**

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	100.0	100.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	

**Detail**

**Weekly Student Hours**

	<b>In Class</b>
Lecture Hours	6.25
Lab Hours	0.0
Activity Hours	0.0

**Course Student Hours**

Course Duration (Weeks)	0.0
Hours per unit/divisor	0.0
Course In-Class (Contact) Hours	0.0
Lecture	0.0
Lab	
Activity	
Total	
Course Out-of-Class Hours	
Lecture	
Lab	
Activity	
Total	

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[Print Course Info](#)

## MATHCE206: College Preparation Essential Mathematics

This course includes operations of whole numbers, fractions, decimals, integers and working with percentages, ratio, proportion, measurement, mensuration geometry, basic algebra and applied word problems.Open Entry/Open Exit.

**Overview**

**Requisites:**

None

**Transferable:**

Not transferable

**Specifications****Textbooks:**

Working with Numbers: Refresher Computation, Algebra, Geometry by O'Reily, M, 2003 (\$25). ISBN: ISBN:07398354

**Learning Outcomes****Course Objectives:**

Identify number concepts including place value and rounding

Identify properties of real numbers

Calculate basic exponents

Solve word problems involving whole numbers

Identify prime factors and apply divisibility rules

Evaluate numerical expressions using the order of operations

Represent fractions and mixed numbers

Convert between improper fractions and mixed numbers

Identify types of fractions and reciprocals

Compare fractions

Perform arithmetic operations with fractions and mixed numbers

Solve word problems involving fractions

Read, writing, and round decimals

Perform arithmetic operations with decimals

Solve word problems involving decimals

Convert fractions to decimals and decimals to fractions

Order fractions and decimals

Represent ratios in multiple ways

Solve proportion involving decimals or fractions

Find rates and unit rates that correspond to a contextual problem

Use unit rates to solve proportional problems

Verify that two figures are similar by finding scale factors

Use scale factors to determine missing sides in similar figures

Use similarity to solve proportional application problems

Perform fraction, decimal, percent conversion

Solve three main types of percent problems

Solve percent application word problems involving percents such as sales tax, commission, discounts, percent increase or decrease

Identify basic vocabulary in geometry such as point, line, segment, ray, angle, etc.

Recognize common plane geometric shape

Find the perimeter and area for common shape polygons

Calculate the circumference and area of a circle

Find surface area of common prism

Solve area, perimeter, and volume application word problems

Apply the Pythagorean Theorem to find a missing side of a right triangle or solve application problems

Identify terms used in measurement in both metric and U.S customary systems

Distinguish between 1, 2, and 3 dimensional measures

Convert U.S customary unit measurements

Convert metric unit measurements

Convert between U.S. and metric systems

Solve applications of unit measurements

Identify different types of numbers with the real number system

Represent application problems using integers

Perform basic operations with integers

Apply order of operations with integers

Solve word problems involving integers

Intepret different meaning of variables

Evaluate algebraic expressions

Identify properties of algebra: commutative, associative, identity, inverse and distributive

Solve multi-step equations

Identify functions

Graph ordered pairs, solutions and linear equations

Find the slope of a line

Solve inequalities

**SLO:**

Evaluate basic arithmetic expressions with whole numbers, fractions, and decimals by applying the order of operations.

ISLO                      A1: Act to maintain one's dignity and self-respect.

Core ISLOs

PSLO                      Accurately compute essential arithmetic concepts.

Essential  
Mathematics and  
Math Study Skills  
Support, COM

PSLO Accurately compute using core arithmetic and elementary algebra concepts.

College Preparation  
Mathematics, COM

ISLO C1: Communicate ideas in a clear and articulate manner.

Core ISLOs

PSLO Demonstrate proficiency in the core concepts from the student's selected mathematics courses.

Secondary Education,  
COM

ISLO L1: Take responsibility for one's own learning and wellbeing.

Core ISLOs

ISLO T1: Critically analyze, evaluate, organize and use quantitative and qualitative data to solve problems and develop logical models, hypotheses and beliefs.

Core ISLOs

Perform operations with percentage, ratio, proportions and mensuration geometry.

ISLO A3: Act to increase the wellbeing of the global community by maintaining cultural literacy, lifelong learning, ethical consideration of each other, and the environment we all share.

Core ISLOs

PSLO Accurately compute essential arithmetic concepts.

Essential  
Mathematics and  
Math Study Skills  
Support, COM

PSLO Accurately compute using core arithmetic and elementary algebra concepts.

College Preparation  
Mathematics, COM

ISLO C1: Communicate ideas in a clear and articulate manner.

Core ISLOs

PSLO Demonstrate proficiency in the core concepts from the student's selected mathematics courses.

Secondary Education,  
COM

ISLO L1: Take responsibility for one's own learning and wellbeing.

Core ISLOs

ISLO T1: Critically analyze, evaluate, organize and use quantitative and qualitative data to solve problems and develop logical models, hypotheses and beliefs.

Core ISLOs

## Units and Hours

### Default Profile

Minimum Credit Units

0.0

Total Course In-Class (Contact)  
Hours

144.0

Total Student Learning Hours

0.0

Maximum Credit Units	Total Course Out-of-Class Hours	Faculty Load
0.0	0.0	0.0

Detail

Weekly Student Hours		Course Student Hours
	In Class	Course Duration (Weeks)
Lecture Hours	0.0	Hours per unit/divisor
Lab Hours	0.0	Course In-Class (Contact) Hours
Activity Hours	0.0	Lecture 0.0
		Lab
		Activity
		Total
		Course Out-of-Class Hours
		Lecture
		Lab
		Activity
		Total

Noncredit

Minimum Credit Units	Total Course In-Class (Contact) Hours	Total Student Learning Hours
0.0	144.0	144.0

Maximum Credit Units	Total Course Out-of-Class Hours	Faculty Load
0.0	0.0	

Detail

Weekly Student Hours		Course Student Hours
	In Class	Course Duration (Weeks)
Lecture Hours	9.0	Hours per unit/divisor
Lab Hours	0.0	Course In-Class (Contact) Hours
Activity Hours	0.0	Lecture 0.0
		Lab
		Activity
		Total
		Course Out-of-Class Hours
		Lecture
		Lab
		Activity
		Total

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[Print Course Info](#)

## MATHCE255: College Preparation Algebra

This course includes an introduction to basic algebra concepts, properties of real numbers, factoring, exponents and radicals, solving and graphing linear equations, polynomials and rational algebraic expressions, and linear systems of equations, solving quadratic equations and applications. Open Entry/Open Exit. 10 HS credits.

## Overview

### Requisites:

### Advisory

[HSMTH159 - Math Fundamentals 2](#)

### Transferable:

Not transferable

## Specifications

### Learning Outcomes

#### Course Objectives:

Apply basic vocabulary, operations with signed numbers, basic properties of exponents to integers and rational numbers

Simplify algebraic expressions using order of operations

Translate expressions from English to algebraic expressions

Solve linear equations and inequalities

Apply methods of solving linear equations to appropriate applications

Define and utilize basic vocabulary of the Cartesian Coordinate System

Plot (x,y) coordinates

Graph a line using a table and the slope-intercept form,  $y = mx + b$

Determine the slope of a line given a graph, equation or two points

Find intercepts given a graph or equation

Graph linear equations using different methods

Apply basic properties and definitions to simplify polynomial expressions with exponents

Add, subtract, multiply, and divide polynomial expressions using exponent properties

Factor polynomials with two, three and four terms by applying the appropriate methods

Recognize and factor out the greatest common factor from a polynomial expression

Factor by grouping

Factor the difference of two squares, sum and difference of cubes, perfect-square trinomials and general trinomials

Apply factoring strategies to solve polynomial equations and appropriate applications

Solve quadratic equations by factoring, square root property and completing the square

Apply the quadratic formula to solve quadratic equations

Apply solving strategies to solve appropriate applications with quadratic equations

Simplify rational expressions

Perform basic operations involving rational expressions



Obtain undefined value(s) of rational expressions

Apply factoring techniques to simplify rational expressions

Determine the lowest common denominator of rational expressions and equations

Solve rational equations and appropriate applications using the methods of solving rational equations

Solve a system of two linear equations in two variables by applying the graphing, elimination by addition, and substitution methods

Apply solving strategies to appropriate applications with two linear equations in two variables

Simplify, add, subtract and multiply radicals

Divide by using the quotient rule of radicals

Rationalize the denominator

Solve and interpret results in context of a given scenario

Review algebra concepts and algebraic operations and be advised about options for further study of mathematics

### SLO:

Identify an equation as linear, quadratic or rational and solve the equation using an appropriate method.

ISLO A3: Act to increase the wellbeing of the global community by maintaining cultural literacy, lifelong learning, ethical consideration of each other, and the environment we all share.

Core ISLOs

PSLO Accurately compute using core arithmetic and elementary algebra concepts.

College Preparation  
Mathematics, COM

ISLO C1: Communicate ideas in a clear and articulate manner.

Core ISLOs

PSLO Demonstrate proficiency in the core concepts from the student's selected mathematics courses.

Secondary Education,  
COM

ISLO L1: Take responsibility for one's own learning and wellbeing.

Core ISLOs

ISLO T1: Critically analyze, evaluate, organize and use quantitative and qualitative data to solve problems and develop logical models, hypotheses and beliefs.

Core ISLOs

Simplify and perform operations on polynomials, rational expressions, or radical expressions at an introductory level.

ISLO A1: Act to maintain one's dignity and self-respect.

Core ISLOs

PSLO Accurately compute using core arithmetic and elementary algebra concepts.

College Preparation  
Mathematics, COM

ISLO C1: Communicate ideas in a clear and articulate manner.

Core ISLOs

PSLO Demonstrate proficiency in the core concepts from the student's selected mathematics courses.

Secondary Education,  
COM

ISLO L1: Take responsibility for one's own learning and wellbeing.

Core ISLOs

ISLO T1: Critically analyze, evaluate, organize and use quantitative and qualitative data to solve problems and develop logical models, hypotheses and beliefs.

Core ISLOs

## Units and Hours

### Default Profile

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	144.0	0.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	0.0

### Detail

<b>Weekly Student Hours</b>		<b>Course Student Hours</b>
	<b>In Class</b>	<b>Course Duration (Weeks)</b>
<b>Lecture Hours</b>	0.0	<b>Hours per unit/divisor</b>
<b>Lab Hours</b>	0.0	<b>Course In-Class (Contact) Hours</b>
<b>Activity Hours</b>	0.0	<b>Lecture</b> 0.0
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>
		<b>Course Out-of-Class Hours</b>
		<b>Lecture</b>
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>

### Noncredit

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	144.0	144.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	

### Detail

**Weekly Student Hours**

	In Class
Lecture Hours	9.0
Lab Hours	0.0
Activity Hours	0.0

**Course Student Hours**

Course Duration (Weeks)	Hours per unit	Course In-Class (Contact) Hours
0.0	0.0	0.0
<b>Lecture</b>		
<b>Lab</b>		
<b>Activity</b>		
<b>Total</b>		
<b>Course Out-of-Class Hours</b>		
<b>Lecture</b>		
<b>Lab</b>		
<b>Activity</b>		
<b>Total</b>		

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[Print Course Info](#)

## MATHN40: College Algebra Support Course

Review of algebraic and arithmetic techniques required in Math 140. Practice reading and identifying important information for solving application problems, and implementing study skills to promote success in Math 140. This course is designed to provide just-in-time remediation for students who did not place directly into Math 140, or for students that would like to supplement their learning with prerequisite skills needed for Math 140.

### Requisites

**Co-Requisite**

[MATH140 - College Algebra](#)

### Transferability

**Not transferable**

### Units & Hours

**Minimum Units:**

0.5

**Maximum Units**

0.5

**Total Hours**

36.0

[Print Course Info](#)

## MATHN41: Precalculus Support Course

A review of mathematics needed to be successful in Precalculus. Topics are drawn from Algebra and Trigonometry. Intended for students who did not directly place into Math 170, Math 171, or for students who would like to supplement their learning with prerequisite skills.

## Requisites

### Co-Requisite

[MATH170 - Pre-Calculus Mathematics](#)

OR

### Co-Requisite

[MATH171 - Precalculus and Trigonometry](#)

OR

### Co-Requisite

[MATH180 - Single Variable Calculus I](#)

OR

### Co-Requisite

[MATH180H - Honors Single Variable Calculus I](#)

## Transferability

**Not transferable**

## Units & Hours

### Minimum Units:

0.5

### Maximum Units

0.5

## Total Hours

36.0

[Print Course Info](#)

## MATHN42:

# Single Variable Calculus I Support Course

This course offers support for the concepts and skills introduced in first-semester calculus. The course provides additional instruction in the algebra and trigonometry necessary to complete calculus problems, in addition to providing support for calculus topics like calculating limits, finding derivatives, and understanding antiderivatives.

## Requisites

### Co-Requisite

[MATH180 - Single Variable Calculus I](#)

OR

**Co-Requisite**

[MATH180H - Honors Single Variable Calculus I](#)

**Transferability**

**Not transferable**

**Units & Hours**

**Minimum Units:**

0.5

**Maximum Units**

0.5

**Total Hours**

36.0

[Print Course Info](#)

**MATHN44:**

## Calculus for Biological, Management, and Social Sciences Support Course

This course offers support for the concepts and skills introduced in Calculus for Biological, Management, and Social Sciences. The course provides additional instruction in algebra topics necessary to complete calculus problems in addition to providing support for calculus topics like calculating limits, finding derivatives, and understanding antiderivatives.

**Requisites**

**Co-Requisite**

[MATH150 - Calculus for Biological, Management, and Social Sciences](#)

**Transferability**

**Not transferable**

**Units & Hours**

**Minimum Units:**

0.5

**Maximum Units**

0.5

**Total Hours**

36.0

[Print Course Info](#)**MGMT120:****Principles of Management**

Principles, methods, and procedures essential to the successful management of human and financial resources. Planning, decision making, staffing, directing, motivating, leading, communicating, controlling, and the application of managerial skills.

**Requisites****Anti-Requisite**[BUS120 - Principles of Management](#)**Transferability****Transferable to CSU only****Units & Hours****Minimum Units:**

3.0

**Maximum Units**

3.0

**Total Hours**

54.0

[Print Course Info](#)**MGMT121:****Human Relations and Organizational Behavior**

The role of the manager and management's relationship to employees. Includes the application of motivational theories, communications, leadership, and organizational structure.

**Requisites****Anti-Requisite**[BUS121 - Human Relations and Organizational Behavior](#)**Transferability****Transferable to CSU only****Units & Hours****Minimum Units:**

3.0

**Maximum Units**

3.0

## Total Hours

54.0

[Print Course Info](#)

### MGMT122:

## Business Communications

Professional and conversational oral and written communication skills used in business. Emphasis on writing and speaking skills, solutions to communication problems, ethical issues, and techniques for communicating successfully in today's business environment. Designed for professionals seeking career advancement. Not intended for students seeking an AST in Business Administration.

### Requisites

None

### Transferability

**Transferable to CSU only**

### Units & Hours

#### Minimum Units:

3.0

#### Maximum Units

3.0

## Total Hours

54.0

[Print Course Info](#)

### MGMT123:

## Supervision

A practical, skill-building approach to learning and understanding first-line management and supervision. Designed to provide beginning and experienced supervisors with a hands-on situational approach using supervisory skills.

### Requisites

None

### Transferability

**Transferable to CSU only**

### Units & Hours

#### Minimum Units:

3.0

## Maximum Units

3.0

## Total Hours

54.0

[Print Course Info](#)

## MGMT135:

# Human Resource Management

Introductory course covers the goals, activities, and challenges of human resources. Includes equal employment opportunity and diversity, recruitment and selection, leadership and motivation, training and development, compensation, employee and labor/management relations.

## Requisites

None

## Transferability

Transferable to CSU only

## Units & Hours

### Minimum Units:

3.0

### Maximum Units

3.0

## Total Hours

54.0

[Print Course Info](#)

## MKTG112:

# Principles of Advertising

A study of the impact of advertising on the American economy and how it fits within the broader disciplines of business and marketing and how it relates to journalism and the field of communication and the use of persuasive techniques with products, services, or ideas. Discover what advertising people do and how they do it, the artistic creativity and technical expertise required and career opportunities within the field.

## Requisites

None

## Transferability

Transferable to CSU only

## Units & Hours

### Minimum Units:

3.0



## Maximum Units

3.0

## Total Hours

54.0

[Print Course Info](#)

## MKTG113:

### Principles of Marketing

An introduction to modern marketing concepts and issues in an organization as well as the effects of marketing on society. Content includes an overview of marketing in the global business environment, buyer behavior, target marketing, and the marketing mix.

## Requisites

None

## Transferability

Transferable to CSU only

## Units & Hours

### Minimum Units:

3.0

### Maximum Units

3.0

## Total Hours

54.0

[Print Course Info](#)

## MKTG114:

### Professional Selling

An introductory course covering sales presentations, communication styles, techniques, and practices. Includes using sales techniques during job interviews and other aspects of "Selling Yourself" for career enhancement. Covers objectives in selling from the perspective of the consumer, business, and society.

## Requisites

None

## Transferability

Transferable to CSU only

## Units & Hours

### Minimum Units:

3.0

## Maximum Units

3.0

## Total Hours

54.0

[Print Course Info](#)

## MKTG115:

## Consumer Behavior

The investigation and analysis of why consumers select, purchase, use, and dispose of goods and services to satisfy their personal and business needs.

## Requisites

None

## Transferability

Transferable to CSU only

## Units & Hours

### Minimum Units:

3.0

### Maximum Units

3.0

### Total Hours

54.0

[Print Course Info](#)

## MKTG135:

## Web Marketing and Promotion

How to include the Internet in a business marketing plan. Covers advertising and promoting products, services, or ideas on the Internet, audience identification, search engine strategies, and other basics of increasing business effectiveness with Internet usage.

## Requisites

None

## Transferability

Transferable to CSU only

## Units & Hours

### Minimum Units:

3.0

### Maximum Units

3.0

**Total Hours**

54.0

[Print Course Info](#)**MKTG150:****Introduction to Social Media**

An introduction to social media history, marketing, and channels. Students will study, plan, organize, and create digital content.

**Requisites**

None

**Transferability****Transferable to CSU only****Units & Hours****Minimum Units:**

3.0

**Maximum Units**

3.0

**Total Hours**

54.0

[Print Course Info](#)**MKTG151:****Social Media Marketing**

Evaluate the main social platforms used for digital marketing. Demonstrate an understanding of user needs, goals, and success metrics. Examine how marketers incorporate effective social media content generated by the brand, influencers, or users. Assess the role of social media agencies to decide when to outsource media campaigns.

**Requisites**

None

**Transferability****Transferable to CSU only****Units & Hours****Minimum Units:**

3.0

**Maximum Units**

3.0

**Total Hours**

54.0

[Print Course Info](#)**MKTG172:****Small Business Marketing and Advertising**

Techniques for small business marketing including planning, customer research, advertising, media selection, budgeting and scheduling, and the evaluation of marketing effectiveness.

**Requisites**

None

**Transferability****Transferable to CSU only****Units & Hours****Minimum Units:**

3.0

**Maximum Units**

3.0

**Total Hours**

54.0

[Print Course Info](#)**MUS061:****Basic Piano Skills 1**

Group instruction for beginners emphasizing note reading, basic keyboard skills, and sight reading. Practice outside of class required. Practice pianos available on campus.

**Requisites**

Limitations on Enrollment:

**Course Family A combination of Music 061, 161, 162, 163, 164A and 164B may be taken a maximum of four enrollments.**

None

**Transferability****Not transferable****Units & Hours**

## Minimum Units:

1.0

## Maximum Units

1.0

## Total Hours

36.0

[Print Course Info](#)

## MUS101:

### Music Appreciation

Designed to increase awareness and appreciation of music from the European classical tradition in relation to general culture and history. Develops basic understanding of musical elements and deepens students' experience of music. Recommended for non music majors. Field trips may be required.

## Requisites

None

## Transferability

Transferable to both UC and CSU

## Units & Hours

### Minimum Units:

3.0

### Maximum Units

3.0

### Total Hours

54.0

[Print Course Info](#)

## MUS101H :

### Honors Music Appreciation

An enriched approach designed for honors students. The European classical music tradition through study of musical elements, stylistic features, culture, and history. Readings, guided listening assignments, required concert attendance, and special projects. Recommended for non-music majors. Field trips may be required.

## Requisites

### Entrance Skills:

**A high school or college GPA of 3.0 or above**

None

## Transferability

## Transferable to both UC and CSU

### Units & Hours

#### Minimum Units:

3.0

#### Maximum Units

3.0

### Total Hours

54.0

[Print Course Info](#)

## MUS102:

### World Music

Music from the Far East, Southeast Asia, Africa, the Middle East, Europe, and the Americas. Students are guided to enjoy and to understand music from diverse cultures. Investigation of the interconnections of cultural aesthetics and musical styles. Concert attendance and assigned listening required. Field trips may be required.

### Requisites

None

### Transferability

## Transferable to both UC and CSU

### Units & Hours

#### Minimum Units:

3.0

#### Maximum Units

3.0

### Total Hours

54.0

[Print Course Info](#)

## MUS103:

### Jazz in America

A historical survey of the development and evolution of jazz in America from its earliest roots in African and European music. The study will also include the social and economic conditions which influenced this art form. Field trips may be required.

### Requisites

None

## Transferability

Transferable to both UC and CSU

## Units & Hours

### Minimum Units:

3.0

### Maximum Units

3.0

## Total Hours

54.0

[Print Course Info](#)

## MUS104:

# Rock Music History and Appreciation

Historical survey of rock music from its beginning in the '50s to the present. All Rock and Pop styles will be discussed. Personalities and musical styles will be related to the sociology of the time period being studied. Field trips are required.

## Requisites

None

## Transferability

Transferable to both UC and CSU

## Units & Hours

### Minimum Units:

3.0

### Maximum Units

3.0

## Total Hours

54.0

[Print Course Info](#)

## MUS121:

# Beginning Voice

Group instruction designed to develop basic principles of solo and choral voice production, diction, breath control, and posture. Practice outside of class required. Recommended for non-music majors and music majors not studying privately. Field trips are required.

## Requisites

Limitations on Enrollment:

**Course Family A combination of Music 121, 122, 123 and 124 may be taken a maximum of four enrollments.**

None

### Transferability

**Transferable to both UC and CSU**

### Units & Hours

#### Minimum Units:

1.0

#### Maximum Units

1.0

#### Total Hours

36.0

[Print Course Info](#)

## MUS122:

### Intermediate Voice

Group instruction designed to develop intermediate principles of solo and choral voice production, diction, breath control and posture. Vocal analysis of each student emphasized. Practice outside of class required. Song literature matched to student level II. Designed for both music majors and non music majors. Field trips are required.

### Requisites

Limitations on Enrollment:

**Course Family A combination of Music 121, 122, 123 and 124 may be taken a maximum of four enrollments.**

#### Prerequisite

[MUS121 - Beginning Voice](#)

### Transferability

**Transferable to both UC and CSU**

### Units & Hours

#### Minimum Units:

1.0

#### Maximum Units

1.0

#### Total Hours



36.0

[Print Course Info](#)**MUS123:****Advanced Voice**

Advanced principles of solo and choral vocal production. Vocal exercises and song literature in English and other languages included. Practice outside of class required. Recommended for non music majors and for music majors not studying privately. Field trips are required.

**Requisites**

Limitations on Enrollment:

**Course Family A combination of Music 121, 122, 123 and 124 may be taken a maximum of four enrollments.**

**Prerequisite**[MUS122 - Intermediate Voice](#)**Transferability**

**Transferable to both UC and CSU**

**Units & Hours****Minimum Units:**

1.0

**Maximum Units**

1.0

**Total Hours**

36.0

[Print Course Info](#)**MUS124:****Advanced Vocal Production and Repertoire**

Continuation of group instruction for students who have completed three semesters of voice and can perform at an advanced level. Further develops advanced vocal and choral production in a variety of styles and techniques. Instruction includes advanced English and foreign language song literature. Practice outside of class required. Designed for both music majors and non music majors. Field trips are required.

**Requisites**

Limitations on Enrollment:

**Course Family A combination of Music 121, 122, 123 and 124 may be taken a maximum of four enrollments.**

**Prerequisite**[MUS123 - Advanced Voice](#)

## Transferability

Transferable to both UC and CSU

## Units & Hours

### Minimum Units:

1.0

### Maximum Units

1.0

## Total Hours

36.0

[Print Course Info](#)

## MUS126:

# Collegiate Choir

Mixed chorus for general interest singers. Rehearses and performs a variety of music, including classical, folk tunes, and songs from Broadway musicals. Each semester requires performance of a variety of new repertoire. Field trips are required.

## Requisites

### Entrance Skills:

**Students should be able to repeat musical phrases given to him/her from musical instrument or from vocal singing**

None

## Transferability

Transferable to both UC and CSU

## Units & Hours

### Minimum Units:

1.0

### Maximum Units

1.0

## Total Hours

54.0

[Print Course Info](#)

## MUS127:

# Concert Chorale

Rehearsal and performance of standard and current choral classic repertoire (Renaissance, Baroque, Classical, Romantic and Contemporary). Designed to train students in mixed ensemble singing. Public performance emphasized. Each semester requires performance of a variety of new and different

repertoire. Designed for students who have basic singing skills. Field trips required.

## Requisites

### Entrance Skills:

**Some music-reading ability is recommended and students should have one or two semesters of vocal technique class (Music 121, 122 or 123).**

None

## Transferability

**Transferable to both UC and CSU**

## Units & Hours

### Minimum Units:

1.0

### Maximum Units

1.0

### Total Hours

54.0

[Print Course Info](#)

## MUS128:

# Masterworks Chorale

Rehearsal and performance of standard and current masterworks repertoire. Designed to train students in oratorio ensemble singing. Public performance emphasized. Each semester requires performance of a variety of new and different repertoire. Designed for students who have basic singing skills. Field trips are required.

## Requisites

### Entrance Skills:

**Some music-reading ability is recommended and students should have one or two semesters of vocal technique class (Music 121, 122 or 123).**

None

## Transferability

**Transferable to both UC and CSU**

## Units & Hours

### Minimum Units:

1.0

### Maximum Units

1.0

## Total Hours

54.0

[Print Course Info](#)

## MUS129: Chamber Choir

Rehearsal and performance of chamber choir repertoire from various historical periods. Course designed for festival and concert performance. Each semester requires the performance of new repertoire. Field trips are required.

### Requisites

Entrance Skills:

**Some music-reading ability is recommended and students should have one or two semesters of vocal technique class (Music 121, 122 or 123).**

None

### Transferability

Transferable to both UC and CSU

### Units & Hours

#### Minimum Units:

1.0

#### Maximum Units

1.0

## Total Hours

72.0

[Print Course Info](#)

## MUS161: Class Piano I

Group instruction for beginners emphasizing note reading, basic keyboard skills, chord patterns, and sight-reading. Practice outside of class required. Practice pianos available on campus. Required for music majors whose principal instrument is not piano.

### Requisites

Entrance Skills:

**Students should have access to a piano or a keyboard to practice his/her assignments outside of class**

Limitations on Enrollment:

**Course Family A combination of Music 061, 161, 162, 163, 164A and 164B may be taken a maximum of four enrollments.**

None

## Transferability

Transferable to both UC and CSU

## Units & Hours

### Minimum Units:

1.0

### Maximum Units

1.0

## Total Hours

36.0

[Print Course Info](#)

## MUS162:

## Class Piano II

Group instruction for those possessing basic piano skills but still classified as beginners. Emphasizes note reading, keyboard technique, chord patterns, sight-reading. Daily practice required. Practice pianos available on campus. Required for music majors whose principal instrument is not piano.

## Requisites

Limitations on Enrollment:

**Course Family A combination of Music 061, 161, 162, 163, 164A and 164B may be taken a maximum of four enrollments.**

### Advisory

[MUS061 - Basic Piano Skills](#)

OR

### Advisory

[MUS161 - Class Piano I](#)

## Transferability

Transferable to both UC and CSU

## Units & Hours

### Minimum Units:

1.0

### Maximum Units

1.0

## Total Hours

36.0

[Print Course Info](#)

## MUS163:

### Class Piano III

Instruction for students who have completed two semesters of piano and are ready for the intermediate level. Emphasizes building technique, sight-reading, and performance. Daily practice required. Practice pianos available on campus.

## Requisites

Entrance Skills:

**Students should have access to a piano or a keyboard to practice his/her assignments outside of class**

Limitations on Enrollment:

**Course Family A combination of Music 061, 161, 162, 163, 164A and 164B may be taken a maximum of four enrollments.**

Advisory

[MUS162 - Class Piano II](#)

## Transferability

**Transferable to both UC and CSU**

## Units & Hours

### Minimum Units:

1.0

### Maximum Units

1.0

## Total Hours

36.0

[Print Course Info](#)

## MUS164A :

### Intermediate Piano Repertoire I

Instruction for intermediate level students. Emphasizes solo material, technique, sight-reading, interpretation, and performance. Daily practice required. Practice pianos available on campus.

## Requisites

Limitations on Enrollment:

**Course Family A combination of Music 061, 161, 162, 163, 164A and 164B may be taken a maximum of four enrollments.**

**Advisory**

[MUS163 - Class Piano III](#)

**Transferability**

**Transferable to both UC and CSU**

**Units & Hours**

**Minimum Units:**

1.0

**Maximum Units**

1.0

**Total Hours**

36.0

[Print Course Info](#)

**MUS164B :**

**Intermediate Piano Repertoire II**

Continuation of instruction for advanced intermediate level students. Emphasizes solo material, technique, sight-reading, and performance. Daily practice required. Practice pianos available on campus.

**Requisites**

**Entrance Skills:**

**Students should have access to a piano or a keyboard to practice his/her assignments outside of class**

**Limitations on Enrollment:**

**Course Family A combination of Music 061, 161, 162, 163, 164A and 164B may be taken a maximum of four enrollments.**

**Advisory**

[MUS164A - Intermediate Piano Repertoire I](#)

**Transferability**

**Transferable to both UC and CSU**

**Units & Hours**

**Minimum Units:**

1.0

## Maximum Units

1.0

## Total Hours

36.0

[Print Course Info](#)

## MUS182:

### Musical Ensemble

Study and performance of standard and contemporary music literature. Public concerts on campus and in community each semester. Concert tour/performance field trips may be required.

## Requisites

Limitations on Enrollment:

**Audition Admission by audition only.**

**This class may be taken a maximum of four enrollments.**

None

## Transferability

Transferable to both UC and CSU

## Units & Hours

### Minimum Units:

1.0

### Maximum Units

1.0

### Total Hours

54.0

[Print Course Info](#)

## MUS185:

### Beginning Classical Guitar

Basic instruction in guitar technique and music nomenclature as related to performance of entry level solo and ensemble repertoire. Student must furnish nylon string guitar.

## Requisites

Limitations on Enrollment:

**Course Family A combination of Music 185, 186, 187 and 188 may be taken a maximum of four enrollments.**

None



## Transferability

Transferable to both UC and CSU

## Units & Hours

### Minimum Units:

1.0

### Maximum Units

1.0

## Total Hours

36.0

[Print Course Info](#)

## MUS186:

### Intermediate Classical Guitar

Intermediate instruction in solo, duo and trio repertoire. Emphasizes technique studies and performance styles of 18th century music. Student must provide nylon string guitar.

## Requisites

Limitations on Enrollment:

Course Family A combination of Music 185, 186, 187 and 188 may be taken a maximum of four enrollments.

## Advisory

[MUS185 - Beginning Classical Guitar](#)

## Transferability

Transferable to both UC and CSU

## Units & Hours

### Minimum Units:

1.0

### Maximum Units

1.0

## Total Hours

36.0

[Print Course Info](#)

## MUS187:

### Advanced Classical Guitar

Instruction at the advanced level in solo, duo and trio repertoire. Emphasizes advanced technical studies and etudes and performance styles of 16th through 20th century music. Student must provide nylon string guitar.

## Requisites

Limitations on Enrollment:

**Course Family A combination of Music 185, 186, 187 and 188 may be taken a maximum of four enrollments.**

**Advisory**

[MUS186 - Intermediate Classical Guitar](#)

## Transferability

**Transferable to both UC and CSU**

## Units & Hours

### Minimum Units:

1.0

### Maximum Units

1.0

## Total Hours

36.0

[Print Course Info](#)

## MUS188:

### Advanced Classical Guitar Technique and Repertoire

Further develops advanced technique and solo performance through study of Renaissance, Baroque, and Classic ornamentation and various performance styles of 16th through 20th century music. Student must provide nylon string guitar.

## Requisites

Limitations on Enrollment:

**Course Family A combination of Music 185, 186, 187 and 188 may be taken a maximum of four enrollments.**

**Advisory**

[MUS187 - Advanced Classical Guitar](#)

## Transferability

**Transferable to both UC and CSU**

## Units & Hours

### Minimum Units:

1.0

## Maximum Units

1.0

## Total Hours

36.0

[Print Course Info](#)

## MUSCE126:

## Chorale Music

Provides a beginning level studio course which introduces students to the world of chorale singing. Students will learn to rehearse and perform a variety of music, including classical, folk tunes, and songs from Broadway musicals. Each semester requires performance of a variety of new repertoire. Field trips are required. Open Entry/Open Exit. 5 HS credits.

### Overview

#### Requisites:

None

#### Transferable:

Not transferable

### Specifications

### Learning Outcomes

#### Course Objectives:

Perform vocal techniques, i.e. breathing, diction, tone production, intonation, rhythm, vibrato, tempo, balance, blend and sight singing, of various musical genre and style including popular music

Practice beginning sight singing skills of music from different era through ensemble singing

Identify the role of the individual with the ensemble

Demonstrate good vocal techniques including breath support, diction, tone, dynamics, tempo, balance and blend

Build necessary skills for successful technical and aesthetic performances

Perceive greater awareness of other ensemble members and parts

Explain the emphasis shift from proper technical execution to a musically ideal group sound

Grow and develop a larger chamber choral repertoire with emphasis placed on mental aspect of live performance

Fine tune and analyze performances from audio and video review

Demonstrate proper preparation, stage presence and demeanor

Recognize personal growth techniques through review of individual and group performance(s)

Perform choral techniques

#### SLO:

Show artistic, rehearsal, and performance practices commonly associated with a wide range of folk, classical, and Broadway/music theater choral music styles.

Demonstrate correct pronunciation and diction of English, German and Spanish while singing.

### Units and Hours

**Default Profile**

Minimum Credit Units	Total Course In-Class (Contact) Hours	Total Student Learning Hours
0.0	0.0	0.0
Maximum Credit Units	Total Course Out-of-Class Hours	Faculty Load
0.0	0.0	0.0

**Detail**

<b>Weekly Student Hours</b>	<b>In Class</b>	<b>Course Student Hours</b>
		Course Duration (Weeks)
Lecture Hours	0.0	Hours per unit/divisor
Lab Hours	0.0	Course In-Class (Contact) Hours
Activity Hours	0.0	Lecture 0.0
		Lab
		Activity
		Total
		Course Out-of-Class Hours
		Lecture
		Lab
		Activity
		Total

**Noncredit**

Minimum Credit Units	Total Course In-Class (Contact) Hours	Total Student Learning Hours
0.0	72.0	72.0
Maximum Credit Units	Total Course Out-of-Class Hours	Faculty Load
0.0	0.0	0.0

**Detail**

<b>Weekly Student Hours</b>	<b>In Class</b>	<b>Course Student Hours</b>
		Course Duration (Weeks)
Lecture Hours	4.0	Hours per unit/divisor
Lab Hours	0.0	Course In-Class (Contact) Hours
Activity Hours	0.0	Lecture 0.0
		Lab
		Activity
		Total
		Course Out-of-Class Hours
		Lecture
		Lab
		Activity
		Total

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# Maintenance Electrician, AS

A.S. Degree Major

**Control Number:**

11982

**Curriculum Id:**

SCC.AMME.AS

The Associate of Science degree in Maintenance Electrician provides the related and supplemental instruction required for the Metropolitan Water District (MWD) Maintenance Electrician apprentices who have been selected by the apprenticeship committee. Those interested should contact the Maintenance Electrician apprenticeship committee or the Apprenticeship Office at Santiago Canyon College.

## Program Courses & Requirements

**Maintenance Electrician, AS (Total 36)****Complete the following number of credits: 36**

AME021 - Period 1 4.5

AME052 - Period 2 4.5

AME053 - Period 3 4.5

AME054 - Period 4 4.5

AME055 - Period 5 4.5

AME056 - Period 6 4.5

AME057 - Period 7 4.5

AME058 - Period 8 4.5

## Learning Outcomes

Begin a career as a journeyworker maintenance electrician.

Have a basis for further college education.

[Print Program Info](#)

# Maintenance Electrician, CA

Certificate of Achievement

**Control Number:**

21653

**Curriculum Id:**

SCC.AME.CA

The Certificate of Achievement in Maintenance Electrician provides the related and supplemental instruction required for the Metropolitan Water District (MWD) Maintenance Electrician apprentices who have been selected by the apprenticeship committee. Those interested should contact the Maintenance Electrician apprenticeship committee or the Apprenticeship Office at Santiago Canyon College.

## Program Courses & Requirements

**Maintenance Electrician, CA (Total 36)****Complete the following number of credits: 36**

AME021 - Period 1 4.5

AME052 - Period 2 4.5

AME053 - Period 3 4.5

AME054 - Period 4 4.5

AME055 - Period 5 4.5

AME056 - Period 6 4.5

AME057 - Period 7 4.5

AME058 - Period 8 4.5

## Learning Outcomes

Begin a career as a journeyworker maintenance electrician.

Have a basis for further college education.

[Print Program Info](#)

## Maintenance Mechanic, AS

A.S. Degree Major

**Control Number:**

16839

**Curriculum Id:**

SCC.AMMM.AS

The Associate of Science degree in Maintenance Mechanic provides the related and supplemental instruction required for the Metropolitan Water District (MWD) Maintenance Mechanic apprentices who have been selected by the apprenticeship committee. Those interested should contact the Maintenance Mechanic apprenticeship committee or the Apprenticeship Office at Santiago Canyon College.

### Program Courses & Requirements

**Maintenance Mechanic, AS (Total 36)**

**Complete the following number of credits: 36**

AMM021 - Period 1 4.5

AMM022 - Period 2 4.5

AMM023 - Period 3 4.5

AMM024 - Period 4 4.5

AMM025 - Period 5 4.5

AMM026 - Period 6 4.5

AMM027 - Period 7 4.5

AMM028 - Period 8 4.5

### Learning Outcomes

Begin a career as a journeyworker maintenance mechanic.

Have a basis for further college education.

[Print Program Info](#)

## Maintenance Mechanic, CA

Certificate of Achievement

**Control Number:**

21651

**Curriculum Id:**

SCC.AMM.CA

The Certificate of Achievement in Maintenance Mechanic provides the related and supplemental instruction required for the Metropolitan Water District (MWD) Maintenance Mechanic apprentices who have been selected by the apprenticeship committee. Those interested should contact the Maintenance Mechanic apprenticeship committee or the Apprenticeship Office at Santiago Canyon College.

### Program Courses & Requirements

**Maintenance Mechanic, CA (Total 36)**

**Complete the following number of credits: 36**

AMM021 - Period 1 4.5

AMM022 - Period 2 4.5

AMM023 - Period 3 4.5

AMM024 - Period 4 4.5

AMM025 - Period 5 4.5

AMM026 - Period 6 4.5

AMM027 - Period 7 4.5

AMM028 - Period 8 4.5

## Learning Outcomes

- Begin a career as a journeyworker maintenance mechanic.
- Have a basis for further college education.

[Print Program Info](#)

# Making Remote Employment Work for You, CC

Certificate of Completion

## Control Number:

43259

## Curriculum Id:

OEC.MREW.CC

The Certificate of Completion in Making Remote Employment Work for You is designed to prepare students in acquiring or improving their soft skills and technology skills necessary for employment.

## Program Courses & Requirements

### Making Remote Employment Work for You, CC (Total 80)

#### Complete all of the following

- WKPR021 - Introduction to Working Remotely 40
- WKPR022 - Soft Skills Necessary for Employees Who Work Remotely 40

## Learning Outcomes

- Employ soft skills using the basic principals to effectively work remotely.

[Print Program Info](#)

# Mathematics, AS-T

A.S. Degree for Transfer

## Control Number:

31040

## Curriculum Id:

SCC.MATH.AST

The Associate in Science in Mathematics for Transfer degree prepares students to transfer to a four-year institution leading to a baccalaureate degree. Employment opportunities are available as mathematicians in government, health, industry and education. Successful completion of the transfer degree in Mathematics guarantees the student acceptance to a local California State University to pursue a baccalaureate degree in Mathematics or a related field.

## Program Courses & Requirements

### Mathematics, AS-T (Total 18 - 22)

#### Complete all of the following

#### Major requirements: (Total 12)

#### Complete the following number of credits: 12

Select MATH180 or MATH180H. Credit not given for both. 0

MATH180H - Honors Single Variable Calculus I 4

MATH180 - Single Variable Calculus I 4

MATH185 - Single Variable Calculus II 4

MATH280 - Intermediate Calculus 4

#### Select one (1) course from the following (List A): (Total 3 - 5)

#### Complete the following number of credits: 3-5

MATH287 - Introduction to Linear Algebra and Differential Equations 5

MATH290 - Linear Algebra 3

MATH295 - Differential Equations 3

**Select one (1) course from the following (List B): (Total 3 - 5)**

**Complete the following number of credits: 3-5**

CMPR112 - Java Programming 3

CMPR120 - Introduction to Programming 3

CMPR213 - C# Programming 3

MATH219 - Statistics and Probability 4

MATH219H - Honors Statistics and Probability 4

MATH219S - Statistics and Probability with Support 4

PHYS250A - Physics for Scientists and Engineers I 5

## Learning Outcomes

Create mathematical models of real world phenomena, apply those models to make predictions about the behavior of the phenomena, apply appropriate problem solving techniques and critically evaluate the veracity of the obtained results.

Clearly communicate mathematical reasoning and problem solving skills using a variety of formats, diverse technologies, and appropriate mathematical vocabulary and notation.

Integrate into educational and professional conduct a calm, confident, and ethical approach to mathematical reasoning and problem solving while taking personal responsibility for mathematical success.

[Print Program Info](#)

## Medical Assistant, CC

Certificate of Completion

**Control Number:**

36212

**Curriculum Id:**

OEC.MDAST.CC

The Medical Assistant Certificate is designed to provide the hands-on training, practical experience, and industry support it takes to pursue a professional healthcare career. The program includes practical, real-world experience working with knowledgeable medical professionals and making important industry connections. An emphasis is placed on preparing the student to pass the examination to become a Registered Medical Assistant (RMA).

## Program Courses & Requirements

**Medical Assistant, CC (Total 730)**

**Complete the following number of credits: 730**

VMED020 - Overview of the Medical Assistant Training Program 10

VMED021 - Medical Terminology for Medical Assistants 60

VMED022 - Business Procedures for Medical Assistants 180

VMED023 - Body Systems for Medical Assistants 60

VMED024 - Human Diseases and Disorders for Medical Assistants 60

VMED025 - Clinical Procedures for Medical Assistants 120

VMED026 - Surgical Assisting for Medical Assistants 90

VMED027 - Externship for Medical Assistants 150

## Learning Outcomes

Demonstrate how to perform administrative and patient care duties.

[Print Program Info](#)

## Medical Billing, CC

Certificate of Completion

**Control Number:**

24052

**Curriculum Id:**



OEC.MEDBL.CC

The Certificate of Completion in Medical Billing is designed to give students the necessary knowledge and skills to hold a medical billing position. Students will have practical experience using computers, medical coding, and patient billing software, be familiar with the rules and guidelines of health care plans in order to submit proper documentation for appropriate reimbursement of services rendered, and have the necessary customer service skills to succeed in this field.

## Program Courses & Requirements

**Certificate Requirements: 240 hours (credits are in hours) (Total 240)**

**Complete the following number of hours: 240**

VBUS119 - Introduction to Keyboarding and Basic Windows 60

VMED090 - Introduction to Medical Coding 60

VMED091 - Introduction to Medical Billing 60

WKPR500 - Workforce Readiness 60

## Learning Outcomes

Apply the concepts and skills of medical billing using industry-standard software; e.g., using TotalMD software.

Demonstrate effective workforce skills, including oral and written communication, and resume and interview preparation.

[Print Program Info](#)

## Modern Languages, AA

A.A. Degree Major

**Control Number:**

11925

**Curriculum Id:**

SCC.MOLA.AA

The Associate of Arts degree in Modern Languages is designed to meet the needs of both the student who wishes to transfer to a four-year institution and the student who wishes to achieve basic conversational ability in the language. Completion of the associate in arts degree prepares students to transfer to a four-year institution leading to a baccalaureate degree and to possible careers requiring proficiency in multiple languages. The associate degree in modern languages requires the following: Completion of a minimum of 21 units total. Completion of a minimum of 13 units in any one language including courses numbered 201 and 202. Completion of 5 units in a second language. Completion of a minimum of 3 units of restricted electives.

## Program Courses & Requirements

**Modern Languages, AA (Total 21 - 23)**

**Complete all of the following**

Completion of a minimum of thirteen (13) units in any ONE language including the courses numbered 201 and 202. 0

Completion of five (5) units in a SECOND language 0

Completion of a minimum of three (3) units of restricted electives 0

**Major Requirements: (Total 18)**

**Complete the following number of credits: 18**

FREN101 - Elementary French I 5

FREN102 - Elementary French II 5

FREN194 - Conversation and Composition I 3

FREN201 - Intermediate French I 5

FREN202 - Intermediate French II 5

ITAL101 - Elementary Italian I 5

ITAL102 - Elementary Italian II 5

ITAL194 - Conversation and Composition 3

ITAL195 - Advanced Conversational Italian 3

ITAL201 - Intermediate Italian I 5

ITAL202 - Intermediate Italian II 5

SPAN101 - Elementary Spanish I 5

SPAN101H - Honors Elementary Spanish I 5

SPAN101A - Elementary Spanish IA 2.5

SPAN101B - Elementary Spanish IB 2.5

SPAN102 - Elementary Spanish II 5

SPAN110 - Spanish for Spanish Speakers 1 5

SPAN111 - Spanish for Spanish Speakers 2 5

SPAN194 - Beginning Conversational Spanish 3

SPAN195A - Advanced Conversational Spanish 3

SPAN195B - Advanced Conversational Spanish 3

SPAN201 - Intermediate Spanish I 5

SPAN202 - Intermediate Spanish II 5

SPAN213 - College Spanish Composition 3

SPAN 201 and SPAN 110 are equivalent. SPAN 202 and SPAN 111 are equivalent Please select only one of each course to receive credit. 0

### **Restricted Electives (Total 3 - 5)**

#### **Complete the following number of credits: 3-5**

Any course listed above in a THIRD language 0

ANTH100 - Introduction to Cultural Anthropology 3

ANTH100H - Honors Introduction to Cultural Anthropology 3

ART101 - Survey of Western Art History I: Prehistory Through the Middle Ages 3

ART102 - Survey of Western Art History II: Renaissance Through the Twentieth Century 3

CHNS101 - Elementary Chinese I 5

CHNS102 - Elementary Chinese II 5

COMM100 - Introduction to Interpersonal Communication 3

COMM100H - Honors Introduction to Interpersonal Communication 3

ENGL102 - Literature and Composition 4

ENGL102H - Honors Literature and Composition 4

ENGL271 - Survey of World Literature I 3

ENGL272 - Survey of World Literature II 3

GEOG100 - World Regional Geography 3

GEOG100H - Honors World Regional Geography 3

HIST101 - World Civilizations to the 16th Century 3

HIST101H - Honors World Civilizations to the 16th Century 3

HIST102 - World Civilizations Since the 16th Century 3

HIST102H - Honors World Civilizations Since the 16th Century 3

HIST124 - Mexican-American History in the United States 3

POLT101 - American Government and Politics 3

POLT101H - Honors American Government and Politics 3

POLT220 - International Politics 3

## **Learning Outcomes**

Comprehension and application of grammatical structures, appropriate vocabulary, idiomatic expressions, cultural perspectives and mores of the target language to communicate orally and in writing in the target language in culturally appropriate ways.

Synthesize, analyze and evaluate target language to derive meaning of implicit and explicit written material and spoken messages in authentic cultural context.

[Print Program Info](#)

# **Multi-Media Artists and Animators, CC**

Certificate of Completion

### **Control Number:**

33161

### **Curriculum Id:**

OEC.MMAA.CC

The Certificate of Completion in Multi-Media Artists and Animators is designed to develop the technical and creative knowledge and skills necessary for employment in the entertainment industry.

## **Program Courses & Requirements**

**Multi-Media Artists and Animators, CC (Total 300)****Complete the following number of credits: 300**

VBUS096 - Introduction to Use of Digital Cameras 60

VBUS101 - Introduction to 3D Modeling using Blender 60

VBUS105 - Introduction to 3D Animation using Blender 60

VBUS109 - Introduction to Desktop Video Editing using Adobe Premiere 60

VBUS120 - Introduction to Animations using Adobe Animate 60

**Learning Outcomes**

Demonstrate proficiency in Digital Cameras, Video, 2D and 3D Animation applications.

Work efficiently with Windows-based applications that operate in multiple platforms.

[Print Course Info](#)**NUTR115:****Nutrition**

A study of scientific concepts of nutrition relating to the functioning of nutrients in the basic life process. Emphasis is on individual needs, food sources of nutrients, current nutrition issues and diet analysis.

**Requisites****Advisory**[ENGL100 - Freshman Composition with Integrated Support](#)**OR****Advisory**[ENGL101 - Freshman Composition](#)**OR****Advisory**[ENGL101H - Honors Freshman Composition](#)**Transferability****Transferable to both UC and CSU****Units & Hours****Minimum Units:**

3.0

**Maximum Units**

3.0

**Total Hours**

54.0

[Print Course Info](#)

## NUTR120: Food and Culture

This course examines the regional, ethnic, cultural, religious, historical, and social influences on food patterns, cuisines, and health and the perspective of traditional and contemporary food customs within cultures. Major emphasis on United States cultures, including Native American, Hispanic American, African American, and Asian American. Opportunities to explore personal cultural food experiences.

### Requisites

None

### Transferability

Transferable to both UC and CSU

### Units & Hours

#### Minimum Units:

3.0

#### Maximum Units

3.0

### Total Hours

54.0

[Print Program Info](#)

## Nurse Assistant Acute Care, CC

Certificate of Completion

### Control Number:

37805

### Curriculum Id:

OEC.RNAAC.CC

The Nurse Assistant Acute Care program is designed to train nurse assistants for employment in the acute care facility. Integrated throughout the program are essential employability skills for the healthcare industry. Content area skills focus on direct patient care of the chronically ill patient. Safety practices in the acute care setting will be emphasized. Students will learn skills associated with neonatal and postpartum care, elimination, and surgery, as well as patient admissions, transfers, and discharges. Students may complete the first course, VMED 070, prior to becoming nurse assistants.

### Program Courses & Requirements

#### Nurse Assistant Acute Care, CC (Total 180)

#### Complete the following number of credits: 180

VMED070 - Acute Care Theory for Nurse Assistants 90

VMED071 - Acute Care Practice for Nurse Assistants 90

### Learning Outcomes

Demonstrate proper patient care skills in the acute care setting

[Print Program Info](#)

## Nursing Assistant, CC

Certificate of Completion

**Control Number:**

36213

**Curriculum Id:**

OEC.RNAST.CC

The Certificate of Completion in Nursing Assistant is designed to provide students with the clinical and theoretical knowledge to prepare for the Certified Nursing Assistant (CNA) designation. Students will learn to be part of a healthcare team under the supervision of a nurse. The curriculum is based on the professional standards established by regulatory agencies, and it covers essential topics included in the Nurse Assistant Certification Exam. Due to Health Department regulations, a physical exam, CPR certification, and background check must be completed at the start of the program.

**Program Courses & Requirements****Nursing Assistant, CC (Total 250)****Complete the following number of credits: 250**

VMED010 - Overview of the Nursing Assistant Training Program 10

VMED011 - Certified Nursing Assistant (CNA) Training 240

**Learning Outcomes**

Demonstrate the clinical skills required to become a Nursing Assistant.

[Print Program Info](#)

**Nutrition and Dietetics, AS-T**

A.S. Degree for Transfer

**Control Number:**

35735

**Curriculum Id:**

SCC.NUTR.AST

The Associate in Science in Nutrition and Dietetics for Transfer degree prepares students to transfer to a four-year institution leading to a baccalaureate degree in Nutrition and Dietetics or similar major. Completion of the degree also provides guaranteed admission with junior status to the CSU system in Nutrition and Dietetics or similar major. Please consult a counselor regarding specific course requirements for your transfer institution.

**Program Courses & Requirements****Nutrition and Dietetics, AS-T (Total 27 - 30)****Complete all of the following**

When an honors course is available, students can select an honors course or a non-honors course. Credit will be awarded for only one course. 0

**Major requirements: (Total 16)****Complete the following number of credits: 16**

BIOL229 - General Microbiology 5

Select CHEM200A or CHEM 200AH. Credit will be awarded for only one. 0

CHEM200A - General Chemistry A 5

CHEM200AH - Honors General Chemistry A 5

NUTR115 - Nutrition 3

Select PSYC100 or PSYC100H. Credit will be awarded for only one. 0

PSYC100 - Introduction to Psychology 3

PSYC100H - Honors Introduction to Psychology 3

**Select two (2) courses from the following (List A): (Total 8 - 10)****Complete the following number of credits: 8-10**

BIOL239 - General Human Anatomy 4

BIOL249 - Human Physiology 4

CHEM200B - General Chemistry B 5

CHEM280A - Organic Chemistry A 5

MATH219 - Statistics and Probability 4

MATH219H - Honors Statistics and Probability 4

MATH219S - Statistics and Probability with Support 4

MATH 219 or MATH219H or MATH219S are considered the same course and credit will be awarded for only one. 0

**Select one (1) course from the following (List B): (Total 3 - 4)**

**Complete the following number of credits: 3-4**

An additional course from List A (4-5 units) not used to fulfill List A requirement. 0

NUTR120 - Food and Culture 3

### Learning Outcomes

Effectively demonstrate knowledge of nutrition science including an analysis of information sources, and an examination of the scientific method in relation to current nutrition research.

Analyze and explain the relationship between diet, lifestyle, and health outcomes, within the framework of cultural and social influences.

[Print Course Info](#)

## OAP200:

### Health and Wellness

Provides information and discussion related to current and relevant health and wellness topics. Students will research techniques, decision making, and communication skills to enhance learning. Open Entry/Open Exit.

#### Overview

**Requisites:**

None

**Transferable:**

Not transferable

#### Specifications

**Weekly Lecture Hours:**

4.0

#### Learning Outcomes

**Course Objectives:**

Identify the role of ethical behavior and learn responsibilities as related to health and wellness.

Describe self-awareness, become informed, research and information processing skills as they relate to current health and wellness topics, issues and/or concerns.

Apply appropriate problem-solving strategies and critical thinking skills to assist with decision making in health-related topics.

**SLO:**

Demonstrate an increased awareness for health and wellness.

Apply concepts related to staying mentally sharp and physically well.

#### Units and Hours

##### Default Profile

**Minimum Credit Units**

0.0

**Total Course In-Class (Contact) Hours**

72.0

**Total Student Learning Hours**

216.0

**Maximum Credit Units**

0.0

**Total Course Out-of-Class Hours**

144.0

**Faculty Load**

4.0

##### Detail

**Weekly Student Hours**

	<b>In Class</b>
Lecture Hours	4.0
Lab Hours	0.0
Activity Hours	0.0

**Course Student Hours**

Course Duration (Weeks)	10
Hours per unit/divisor	6.0
Course In-Class (Contact) Hours	0.0
Lecture	0.0
Lab	
Activity	
Total	
Course Out-of-Class Hours	
Lecture	
Lab	
Activity	
Total	

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## OAP457: Music Arts for Older Adults

Provides a positive framework for developing and enhancing music appreciation, vocal and instrumental skills. Emphasis will be on activities designed to encourage creative expression. Open Entry/Open Exit.

### Overview

**Requisites:**

None

**Transferable:**

Not transferable

### Specifications

**Weekly Lecture Hours:**

4.0

### Learning Outcomes

**Course Objectives:**

- Develop an appreciation for music and its related art fields
- Enhance listening skills
- Improve memory through utilization of songs, poems, melody recognition and discussion
- Develop individual and group vocal skills
- Increase participation in group experiences
- Play simple rhythm instruments
- Increase motor coordination
- Appreciate varied forms of music
- Develop an understanding of music as related to history
- Develop self-confidence

Increase creative skills

Utilize music as a relaxation technique

Understand the therapeutic value of music

**SLO:**

Demonstrate an understanding of the elements of music such as rhythm, melody, harmony, and tempo.

Demonstrate an ability to perform music at a level appropriate to the class.

**Units and Hours**

**Default Profile**

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	72.0	72.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	

**Detail**

<b>Weekly Student Hours</b>		<b>Course Student Hours</b>
	<b>In Class</b>	<b>Course Duration (Weeks)</b>
<b>Lecture Hours</b>	4.0	<b>Hours per unit/divisor</b>
<b>Lab Hours</b>	0.0	<b>Course In-Class (Contact) Hours</b>
<b>Activity Hours</b>	0.0	<b>Lecture</b> 0.0
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>
		<b>Course Out-of-Class Hours</b>
		<b>Lecture</b>
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>

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**OAP518:**

**Creative Cooking for Older Adults**

Enhances awareness of current cooking techniques, basic nutrition, and consumer awareness. A variety of cooking appliances and methods are utilized. Open Entry/Open Exit.

**Overview**

**Requisites:**

None

**Transferable:**

Not transferable

**Specifications**

**Weekly Lecture Hours:**



4.0

## Learning Outcomes

### Course Objectives:

Explain the use of a food guide and the importance of balanced meals

Demonstrate an understanding of information on food packages and labels

Summarize the importance of protein in the diet

Describe the nutritional contributions of fruits and vegetables to the diet

Describe the use of baking powder and soda in combination with other ingredients to create biscuits, muffins and breads

Demonstrate knowledge of advertised specials and seasonal buys

Recognize meat substitutes

Demonstrate knowledge of the following:

Explain the use of water (steam), eggs, and leavening agents when making bread

Develop a grocery shopping list based on a planned menu

Tell how to prepare wholesome snacks and appetizers

Explain how to substitute inexpensive ingredients for more expensive ones

Discuss skills for eating away from home

Identify complete and incomplete proteins and their sources

List methods of international food preparation

Select cooking products and methods that conserve energy

Soup by itself can be a meal

Select the proper foods to meet the needs of older adults

Compare the pros and cons of using fresh, frozen, and canned fruits and vegetables

Demonstrate knowledge of safe food handling and storage

Give examples of recipes for nutritious desserts including simple, fancy, traditional, and exotic choices

Give examples of quick and convenient preparation methods

Leftovers may be used to advantage in soups

Identify wholesome snacks and appetizers

Cost of soup ingredients can vary greatly

Explain how to buy, store, and prepare fruits and vegetables in order to maintain nutritional value and taste appeal

Demonstrate understanding of the purpose of breads in the diet and the history of ethnic breads

### SLO:

Identify the components of a balanced diet and develop a healthy menu plan.

Explain various cooking techniques and the basic elements of nutrition.

## Units and Hours

### Default Profile

Minimum Credit Units	Total Course In-Class (Contact) Hours	Total Student Learning Hours
0.0	72.0	72.0

Maximum Credit Units	Total Course Out-of-Class Hours	Faculty Load
0.0		

Detail

Weekly Student Hours	In Class	Course Student Hours
		Course Duration (Weeks)
Lecture Hours	4.0	Hours per unit/divisor
Lab Hours	0.0	Course In-Class (Contact) Hours
Activity Hours	0.0	Lecture 0.0
		Lab
		Activity
		Total
		Course Out-of-Class Hours
		Lecture
		Lab
		Activity
		Total

Profile Name

Minimum Credit Units	Total Course In-Class (Contact) Hours	Total Student Learning Hours
0.0	0.0	0.0

Maximum Credit Units	Total Course Out-of-Class Hours	Faculty Load
0.0	0.0	0.0

Detail

Weekly Student Hours	In Class	Course Student Hours
		Course Duration (Weeks)
Lecture Hours	0.0	Hours per unit/divisor
Lab Hours	0.0	Course In-Class (Contact) Hours
Activity Hours	0.0	Lecture 0.0
		Lab
		Activity
		Total
		Course Out-of-Class Hours
		Lecture
		Lab
		Activity
		Total

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**OAP800:**

# Introduction to Keyboarding, Basic Windows and Navigating the Internet

Provides introductory instruction for keyboarding by touch and learning MS Windows. Introduces students to Windows: navigation, views, commands, file management, desktop customization and simple Accessory programs. Introduces students to the Internet. Topics include types of Internet connections, research and data retrieval techniques, and e-mail. Open Entry/Open Exit.

## Overview

### Requisites:

None

### Transferable:

Not transferable

## Specifications

### Weekly Lecture Hours:

4.0

## Learning Outcomes

### Course Objectives:

Explore Windows, navigation, views, commands, desktop customization, and simple programs.

Learn Keyboarding by touch and Learn MS Windows

Use mobile device technology

### SLO:

Demonstrate basic touch-typing proficiency

Demonstrate basic MS Windows, OS navigation and organizational skills.

Utilize mobile technology and social media tools

## Units and Hours

### Default Profile

Minimum Credit Units

0.0

Total Course In-Class (Contact) Hours

72.0

Total Student Learning Hours

72.0

Maximum Credit Units

0.0

Total Course Out-of-Class Hours

0.0

Faculty Load

4.0

### Detail

**Weekly Student Hours**

	<b>In Class</b>
Lecture Hours	4.0
Lab Hours	0.0
Activity Hours	0.0

**Course Student Hours**

Course Duration (Weeks)	0.0
Hours per unit/divisor	0.0
Course In-Class (Contact) Hours	0.0
Lecture	0.0
Lab	
Activity	
Total	
Course Out-of-Class Hours	
Lecture	
Lab	
Activity	
Total	

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## OAP802: Seminar for Older Adults

Provides information and a discussion forum related to the examination of concerns common to older adults. Discovers specific needs and interests and examines current news events as interpreted through historical background and current political/regional developments and changes. Open Entry/Open Exit.

### Overview

**Requisites:**

None

**Transferable:**

Not transferable

### Specifications

**Weekly Lecture Hours:**

4.0

### Learning Outcomes

**Course Objectives:**

Apply methods for increasing positive communication

Identify problems and establish priorities

Explore and identify problem-solving techniques

Appreciate each person's uniqueness and similarities

Explore issues/interests for the older adult, including but not limited to the following: retirement living, budget, health, volunteer work, obtaining new skills, recreational options (travel, arts, and crafts, etc.), and brain fitness

Explore and discuss: global, national, state, and local issues

Discuss impact of current events on older adults

**SLO:**

Communicate how the ideas and topics discussed in class relate to their personal lives.

Demonstrate maintenance or improvement of effective verbal and nonverbal communication skills.

## Units and Hours

### Default Profile

Minimum Credit Units	Total Course In-Class (Contact) Hours	Total Student Learning Hours
0.0	72.0	72.0
Maximum Credit Units	Total Course Out-of-Class Hours	Faculty Load
0.0	0.0	

### Detail

Weekly Student Hours	In Class	Course Student Hours
		Course Duration (Weeks)
Lecture Hours	4.0	Hours per unit/divisor
Lab Hours	0.0	Course In-Class (Contact) Hours
Activity Hours	0.0	Lecture 0.0
		Lab
		Activity
		Total
		Course Out-of-Class Hours
		Lecture
		Lab
		Activity
		Total

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## OAP823:

# Manipulative Skills for Older Adults

Concentrates on improvement of motor skills and decision making through utilization of a variety of art media and techniques. Provides opportunities for analysis and decision making skills while exercising basic manipulative skills. Open Entry/Open Exit.

### Overview

#### Requisites:

None

#### Transferable:

Not transferable

### Specifications

#### Weekly Lecture Hours:

4.0

### Learning Outcomes

#### Course Objectives:

Identify line in two-dimensional and three-dimensional work

Explain the methods for achieving variation of line

- Recognize line as an eye-mind concept, formed by following visual stimuli in an attempt to organize them into an order
- Demonstrate the ability to visually and manually follow actual and implied line
- Explain the concepts of repetition, opposition, transition and variation
- Recognize value as the contrast between light and dark
- Identify the many different associations in response to a change in value
- Recognize value in a variety of media to achieve a desired mood
- Describe and apply color theory
- Identify the physical and psychological properties of color
- Recognize the tactile quality of surface
- Demonstrate an understanding of the use and types of design motif
- Recognize simple and complex patterns which are natural and man made
- Demonstrate an understanding of the concept of mass as the inner structure as well as the visible shape of objects
- Recognize the underlying structures of art
- Examine a sense of space in his/her work through overlapping shapes, graying of colors, size variation, converging lines and vertical positioning
- Explore materials based on an understanding of their inherent characteristics

**SLO:**

- Demonstrate creative expression through art.
- Describe the maintenance or improvement of motor skills through the creation of art projects.

**Units and Hours**

**Default Profile**

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	72.0	72.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	

**Detail**

**Weekly Student Hours**

	<b>In Class</b>
Lecture Hours	4.0
Lab Hours	0.0
Activity Hours	0.0

**Course Student Hours**

Course Duration (Weeks)	10
Hours per unit/divisor	0.0
Course In-Class (Contact) Hours	0.0
Lecture	0.0
Lab	
Activity	
Total	
Course Out-of-Class Hours	
Lecture	
Lab	
Activity	
Total	

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## OAP824: Beginning Crochet for Older Adults

Concentrates on improvement of motor skills and decision making through utilization of crochet techniques. Provides opportunities for analysis and decision-making skills while learning about materials, terminology, and history associated with beginning crochet.

### Overview

**Requisites:**

None

**Transferable:**

**Fees:**

**\$Not Applicable** (Materials fee)

### Specifications

**Weekly Lecture Hours:**

2.0 - 4.0

**Fees:**

**\$Not Applicable** (Materials fee)

**Textbooks:**

Complete Crochet Course: The Ultimate Reference Guide by Shannon Mullett-Bowlsby (Author), Jason Mullett-Bowlsby (Author), 2018 (\$15.89). ISBN: 1454710527

### Learning Outcomes

**Course Objectives:**

- Identify and utilize basic crochet materials, terminology, and techniques.
- Demonstrate basic crochet stitches.
- Read and follow instructions of beginner crochet patterns
- Create crochet projects and discuss and/or present the outcomes.

**SLO:**

Demonstrate creative expression through crochet.

Describe the maintenance or improvement of motor skills through the creation of crochet projects.

**Units and Hours**

**Default Profile**

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	36.0 - 72.0	36.0 - 72.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0 - 0.0	4.0

**Detail**

<b>Weekly Student Hours</b>		<b>Course Student Hours</b>
	<b>In Class</b>	<b>Course Duration (Weeks)</b>
<b>Lecture Hours</b>	2.0 - 4.0	<b>Hours per unit or section</b>
<b>Lab Hours</b>	0.0 - 0.0	<b>Course In-Class (Contact) Hours</b>
<b>Activity Hours</b>	0.0 - 0.0	<b>Lecture</b> 0.0 - 0.0
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>
		<b>Course Out-of-Class Hours</b>
		<b>Lecture</b>
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>

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**OAP825:**  
**Beginning Acrylic Painting for Older Adults**

Concentrates on improvement of motor skills and decision making through utilization of acrylic painting techniques. Provides opportunities for analysis and decision-making skills while learning about materials, terminology, and history associated with beginning acrylic painting .

**Overview**

**Requisites:**

None

**Transferable:**

**Fees:**

**\$Not Applicable** (Materials fee)

**Specifications**

**Weekly Lecture Hours:**

2.0 - 4.0

**Fees:**



**\$Not Applicable** (Materials fee)

**Textbooks:**

Acrylics: Techniques and Tutorials for the Complete Beginner by Adrian Burrows, 2018 (\$14.95). ISBN: 1784944068

**Learning Outcomes**

**Course Objectives:**

- Identify and utilize basic materials commonly used in acrylic painting
- Explore different mediums and additives often used in acrylic painting
- Demonstrate techniques used in acrylic painting
- Describe and apply color theory
- Explore and create artwork and discuss and/or present the outcomes
- Describe elements and principles of art
- Demonstrate the ability to visually and manually follow actual and implied line
- Examine a sense of space in his/her work through overlapping shapes, graying of colors, size variation, converging lines and vertical positioning
- Explore materials based on an understanding of their inherent characteristics

**SLO:**

- Demonstrate creative expression through acrylic painting.
- Describe the maintenance or improvement of motor skills through the creation of acrylic paint projects.

**Units and Hours**

**Default Profile**

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	36.0 - 72.0	36.0 - 72.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0 - 0.0	4.0

**Detail**

<b>Weekly Student Hours</b>	<b>In Class</b>	<b>Course Student Hours</b>
		<b>Course Duration (Weeks)</b>
<b>Lecture Hours</b>	2.0 - 4.0	<b>Hours per unit or division</b>
<b>Lab Hours</b>	0.0 - 0.0	<b>Course In-Class (Contact) Hours</b>
<b>Activity Hours</b>	0.0 - 0.0	<b>Lecture</b> 0.0 - 0.0
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>
		<b>Course Out-of-Class Hours</b>
		<b>Lecture</b>
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>

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## OAP826:

# Beginning Watercolor Painting for Older Adults

Concentrates on improvement of motor skills and decision making through utilization of watercolor painting techniques. Provides opportunities for analysis and decision-making skills while learning about materials, terminology, and history associated with beginning watercolor painting .

## Overview

### Requisites:

None

### Transferable:

### Fees:

**\$Not Applicable** (Materials fee)

## Specifications

### Weekly Lecture Hours:

2.0 - 4.0

### Fees:

**\$Not Applicable** (Materials fee)

### Textbooks:

For Beginners: A Fun and Comprehensive Guide to Watercolor Painting Using a Simple Set of Supplies (Studio) by Emma Witte, 2021 (\$14.95).  
ISBN: 1441334653

## Learning Outcomes

### Course Objectives:

Identify and utilize basic materials commonly used in watercolor painting

Demonstrate techniques used in watercolor painting

Describe and apply color theory

Explore and create artwork and discuss and/or present the outcomes

Describe elements and principles of art

Explore content, subject matter and composition in artwork

Examine a sense of space in his/her work through overlapping shapes, graying of colors, size variation, converging lines and vertical positioning

Demonstrate the ability to visually and manually follow actual and implied line

### SLO:

Demonstrate creative expression through watercolor painting.

Describe the maintenance or improvement of motor skills through the creation of watercolor paint projects.

## Units and Hours

### Default Profile

#### Minimum Credit Units

0.0

#### Total Course In-Class (Contact) Hours

36.0 - 72.0

#### Total Student Learning Hours

36.0 - 72.0

<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0 - 0.0	4.0

**Detail**

**Weekly Student Hours**

**Course Student Hours**

	<b>In Class</b>	<b>Course Duration (Weeks)</b>
<b>Lecture Hours</b>	2.0 - 4.0	Hours per unit or
<b>Lab Hours</b>	0.0 - 0.0	<b>Course In-Class (Contact) Hours</b>
<b>Activity Hours</b>	0.0 - 0.0	Lecture 0.0 - 0.0

- Lab
- Activity
- Total
- Course Out-of-Class Hours
- Lecture
- Lab
- Activity
- Total

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**OAP827:**

**Introduction to Arts and Crafts for Older Adults**

Concentrates on improvement of motor skills and decision making through utilization of craft techniques. Provides opportunities for analysis and decision-making skills while learning about materials, terminology, and history associated with crafts.

**Overview**

**Requisites:**

None

**Transferable:**

**Fees:**

**\$Not Applicable** (Materials fee)

**Specifications**

**Weekly Lecture Hours:**

2.0 - 4.0

**Fees:**

**\$Not Applicable** (Materials fee)

**Textbooks:**

Thinking Through Craft by Glenn Adamson, 2019 (\$30.95). ISBN: 1350092630

**Learning Outcomes**

**Course Objectives:**

- Identify and utilize some common materials used in crafting.
- Demonstrate techniques used in crafting

- Describe and apply color theory
- Describe elements and principles of art
- Explore one or more types of crafts in depth
- Explore and create crafted products and discuss and/or present the outcomes
- Demonstrate the ability to visually and manually follow actual and implied line
- Recognize the tactile quality of surface
- Recognize the underlying structures of art
- Explore materials based on an understanding of their inherent characteristics

**SLO:**

- Demonstrate creative expression through crafting.
- Describe the maintenance or improvement of motor skills through the creation of craft projects.

**Units and Hours**

**Default Profile**

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	36.0 - 72.0	36.0 - 72.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0 - 0.0	4.0

**Detail**

<b>Weekly Student Hours</b>	<b>In Class</b>	<b>Course Student Hours</b>
		<b>Course Duration (Weeks)</b>
<b>Lecture Hours</b>	2.0 - 4.0	<b>Hours per unit or division</b>
<b>Lab Hours</b>	0.0 - 0.0	<b>Course In-Class (Contact) Hours</b>
<b>Activity Hours</b>	0.0 - 0.0	<b>Lecture</b> 0.0 - 0.0
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>
		<b>Course Out-of-Class Hours</b>
		<b>Lecture</b>
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>

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**OAP828:**  
**Beginning Quilting for Older Adults**

Concentrates on improvement of motor skills and decision making through utilization of quilting techniques. Provides opportunities for analysis and decision-making skills while learning about materials, terminology, and history associated with beginning quilting.

## Overview

### Requisites:

None

### Transferable:

### Fees:

**\$Not Applicable** (Materials fee)

## Specifications

### Weekly Lecture Hours:

2.0 - 4.0

### Fees:

**\$Not Applicable** (Materials fee)

### Textbooks:

New Patchwork & Quilting Basics: A Handbook for Beginners - 12 Projects to Get You Started by Jo Avery, 2020 (\$20.99). ISBN: 1617458481 and 9781617458484

## Learning Outcomes

### Course Objectives:

Identify and utilize basic quilting materials, terminology, and techniques.

Read and follow instructions of beginner quilting pattern(s).

Explore patchwork, sewing, and fabric.

Create one or more quilting projects and discuss and/or present the outcomes.

Choose fabrics in artistic combinations or with a particular theme

Cut patches and templates

### SLO:

Demonstrate creative expression through quilting.

Describe the maintenance or improvement of motor skills through the creation of quilting projects.

## Units and Hours

### Default Profile

#### Minimum Credit Units

0.0

#### Total Course In-Class (Contact) Hours

36.0 - 72.0

#### Total Student Learning Hours

36.0 - 72.0

#### Maximum Credit Units

0.0

#### Total Course Out-of-Class Hours

0.0 - 0.0

#### Faculty Load

4.0

### Detail

**Weekly Student Hours**

	<b>In Class</b>
<b>Lecture Hours</b>	2.0 - 4.0
<b>Lab Hours</b>	0.0 - 0.0
<b>Activity Hours</b>	0.0 - 0.0

**Course Student Hours**

<b>Course Duration (Weeks)</b>	0.0 - 0.0
<b>Hours per unit</b>	0.0 - 0.0
<b>Course In-Class (Contact) Hours</b>	
<b>Lecture</b>	0.0 - 0.0
<b>Lab</b>	
<b>Activity</b>	
<b>Total</b>	
<b>Course Out-of-Class Hours</b>	
<b>Lecture</b>	
<b>Lab</b>	
<b>Activity</b>	
<b>Total</b>	

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**OAP829:  
Hand Embroidery**

Concentrates on improvement of motor skills and decision making through utilization of a variety of hand embroidery and art media techniques. Provides opportunities for analysis and decision-making skills while exercising basic manipulative skills.

**Overview**

**Requisites:**

None

**Transferable:**

Not transferable

**Specifications**

**Weekly Lecture Hours:**

2.0 - 4.0

**Textbooks:**

Mary Thomas's Dictionary of Embroidery Stitches by Mary Thomas, 2019 (\$29.95). ISBN: 1570769214

**Learning Outcomes**

**Course Objectives:**

Identify various Hand Embroidery techniques.

Encourage creative decision making.

Maintain or improve motor skills

**SLO:**

Increase creative expression through the art form of Hand Embroidery.

Describe the maintenance or improvement of motor skills.

**Units and Hours**

**Default Profile**

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	36.0 - 72.0	36.0 - 72.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0 - 0.0	4.0

**Detail**

<b>Weekly Student Hours</b>		<b>Course Student Hours</b>
	<b>In Class</b>	<b>Course Duration (Weeks)</b>
<b>Lecture Hours</b>	2.0 - 4.0	<b>Hours per unit or</b>
<b>Lab Hours</b>	0.0 - 0.0	<b>Course In-Class (Contact) Hours</b>
<b>Activity Hours</b>	0.0 - 0.0	<b>Lecture</b> 0.0 - 0.0
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>
		<b>Course Out-of-Class Hours</b>
		<b>Lecture</b>
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>

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## Office Leadership Skills, CC

Certificate of Completion

**Control Number:**

37803

**Curriculum Id:**

OEC.OLS.CC

The Certificate of Completion in Office Leadership Skills is designed to give students the necessary knowledge and skills to support entry-level front office workers looking for a promotion. The program provides training in public speaking and beginning budgeting skills necessary for payroll services.

### Program Courses & Requirements

**Office Leadership Skills, CC (Total 184)**

**Complete the following number of credits: 184**

WKPR002 - Self-Advocacy 60

WKPR007 - Social Skills and Necessary Etiquette 60

WKPR014 - Basic Finances in the Workforce 32

WKPR015 - Public Communications 32

### Learning Outcomes

Employ office leadership skills using clear and concise communication and basic budgeting knowledge.

[Print Program Info](#)

## Office Technology, CC

Certificate of Completion

**Control Number:**

38399

**Curriculum Id:**

OEC.OT.CC

The Certificate of Completion in Office Technology is designed to prepare students in acquiring or improving critical thinking, communication skills, and basic online safety awareness necessary for employment.

**Program Courses & Requirements****Office Technology, CC (Total 120)****Complete the following number of credits: 120**

WKPR009 - Beginning Computers 60

WKPR018 - Social Media and Online Safety in the Workplace 60

**Learning Outcomes**

Employ office technology skills using effective communication skills via social media networking and other online media forms.

**Online Drop Policy**

Students are expected to complete regular and substantive coursework in online classes. In the context of distance education, coursework will be used to determine student attendance. Simply logging into an online class is not sufficient to demonstrate academic attendance by the student. Examples of coursework for online classes might include, but are not limited to, class discussions, completed assignments, completed quizzes or exams, group work, etc. Students who fail to submit substantive coursework by the due date may be dropped from the class. Failure to communicate with the professor may also be considered non-attendance. Students submitting assignments or other work that is generated by artificial intelligence (AI) when AI is not permitted, work that is submitted in a language other than the language required for the class, or documents that are unreadable due to a technical error may also be considered an absence. Completing an assignment on the first day of the class may also be required in order to avoid being dropped from the class. Students may be dropped when the lack of substantive coursework exceeds 10% of the total, as estimated by the professor. Please refer to the class syllabus and the class section information, found in the class schedule, for specific attendance (regular and substantive coursework) requirements.

[Print Course Info](#)**PBLC050:****Fundamentals of Public Works**

Provides basic knowledge of Public Works, including history and development, department functions, careers opportunities and future trends. Emphasis is placed on math problems, communication and computer application. Field trips may be required.

**Requisites**

None

**Transferability****Not transferable****Units & Hours****Minimum Units:**

3.0

**Maximum Units**

3.0

**Total Hours**

54.0



[Print Course Info](#)**PBLC051:****Infrastructure Construction and Maintenance**

Focuses on the infrastructure construction and maintenance processes of public facilities including equipment and material procurement, scheduling, financing, project management, and permitting. Field trips may be required.

**Requisites**

None

**Transferability****Not transferable****Units & Hours****Minimum Units:**

3.0

**Maximum Units**

3.0

**Total Hours**

54.0

[Print Course Info](#)**PBLC061:****Plan Interpretation and Cost Estimating**

Reading and interpreting construction plans related to public works infrastructure projects, including roadway, water, sewer, storm drain and traffic improvements. Related concepts include basic mathematical formulas and conversions, construction materials and equipment, surveying, project management, contract documents, costing, quantifying and computer applications.

**Requisites**

None

**Transferability****Not transferable****Units & Hours****Minimum Units:**

3.0

**Maximum Units**

3.0

**Total Hours**

54.0

[Print Course Info](#)**PBLC063:****Construction Materials and Testing**

Provides basic knowledge properties of methods of use and testing procedures of construction materials used in Public Works. Common materials of construction include portland cement concrete, masonry, timber, iron, steel, plastic, soil and bituminous materials. Optional field trip may be offered. Field trips may be required.

**Requisites**

None

**Transferability****Not transferable****Units & Hours****Minimum Units:**

3.0

**Maximum Units**

3.0

**Total Hours**

54.0

[Print Course Info](#)**PBLC067:****Environmental Management**

Provides an overview of the processes and requirements to obtain environmental clearance for Public Works construction projects, including other non-environmental related permits. Emphasis is placed on studies as they relate to impacts and mitigations. Field trips may be required.

**Requisites**

None

**Transferability****Not transferable****Units & Hours****Minimum Units:**

3.0

**Maximum Units**

3.0

**Total Hours**

54.0

[Print Course Info](#)**PBLC068:****Fundamentals of Storm Water Management**

Provides basic knowledge of regulatory storm water discharge permits administered by Regional Water Quality Control Board. Emphasis is placed on permit compliance requirements for contractors, business owners, residents and government agencies. Field trips may be required.

**Requisites**

None

**Transferability****Not transferable****Units & Hours****Minimum Units:**

3.0

**Maximum Units**

3.0

**Total Hours**

54.0

[Print Course Info](#)**PBLC069:****Green Infrastructure Construction**

Presents practice of alternative methods for stormwater management. Practices to maintain healthy waters, provide environmental benefits and support sustainable communities while providing flood mitigation, energy use reduction and air quality management. Field trips may be required.

**Requisites**

None

**Transferability****Not transferable****Units & Hours****Minimum Units:**

3.0

**Maximum Units**

3.0

**Total Hours**

54.0

[Print Course Info](#)**PBLC070:****Construction Inspection**

Certification focuses on inspection techniques and procedures for examining materials and evaluating methods used in Public Works construction projects. Emphasis is placed on evasive compliance with contract documents. Field trips may be required.

**Requisites**

None

**Transferability****Not transferable****Units & Hours****Minimum Units:**

3.0

**Maximum Units**

3.0

**Total Hours**

54.0

[Print Course Info](#)**PBLC074:****Contract Administration**

Presents techniques, methods and processes used to manage Public Works construction projects. Emphasis placed on planning, scheduling, execution, controlling and closure, and evaluation of extra work, claims, disputed work and project documentation. Field trips may be required.

**Requisites**

None

**Transferability****Not transferable****Units & Hours****Minimum Units:**

3.0

**Maximum Units**

3.0

**Total Hours**

54.0

[Print Course Info](#)**PBLC080:****Principles of Project Management**

Utilizing project planning tools and techniques, learn how to define, plan, execute, and deliver projects of all types and sizes. Emphasizes practical application using case studies to organize, schedule, and manage projects effectively. Industry guest speakers included.

**Requisites****Anti-Requisite**[BUS090 - Principles of Project Management](#)**Transferability****Not transferable****Units & Hours****Minimum Units:**

3.0

**Maximum Units**

3.0

**Total Hours**

54.0

[Print Course Info](#)**PBLC084:****Code Enforcement Officer Safety**

This 40-hour certification course is designed to provide a minimal level of training in municipality officer safety. The course has been developed for anyone who has enforcement authority in land-use, zoning, law, health, building and safety regulations and inspections. Course topics include, a review of, Code Enforcement Officer Senate Bill 296, Code Enforcement Officer Safety and identifying and recommendations in developing appropriate safety standards for the profession. Students will be able to identifying threats and risk, hazardous situations, discussion of case law, dangerous verbal and non-verbal behaviors.

**Requisites**

None

**Transferability****Not transferable****Units & Hours****Minimum Units:**

1.0

**Maximum Units**

1.0

## Total Hours

40.0

[Print Course Info](#)

### PBLC085:

## Code Enforcement Officer

This course is designed to provide academic and professional training for code enforcement personnel and/or individuals seeking employment in Public Sector Agencies such as Public works, Planning & Building, Community Development, and any municipal agency that provide code compliance dealing directly with the public. Course topics will include, Role of a Public Service employee, interdepartmental functions; Code Enforcement Officer training and inspection protocols; Understanding Public Safety Standards; Ethics and Legal Aspects; and a complete review of compliance enforcement tools used currently used in municipal government. An overview of the Health and Safety Code, International Code Council Property Maintenance and Zoning will be covered in this course.

### Requisites

None

### Transferability

**Not transferable**

### Units & Hours

#### Minimum Units:

3.0

#### Maximum Units

3.0

## Total Hours

54.0

[Print Course Info](#)

### PBLC086:

## Basic Code Enforcement Officer Module 1

This basic code enforcement class is designed to provide standardized academic and professional training for current California code enforcement officers or individuals seeking employment as a code enforcement officer. Course topics include enforcement ethics, inspection best-practices, planning and zoning, basic construction concepts, vehicle abatement, right of entry, inspection warrants, documenting investigations, and legal aspects of criminal, civil, and administrative case preparation. The Health and Safety Code 17920.3 will be covered in this course.

### Requisites

None

### Transferability

**Not transferable**

### Units & Hours

**Minimum Units:**

1.0

**Maximum Units**

1.0

**Total Hours**

40.0

[Print Course Info](#)**PBLC087:****Intermediate Code Enforcement Officer Module 2**

The intermediate code enforcement class is designed to provide standardized academic and professional training for current California code enforcement officers or individuals seeking employment as a code enforcement officer. Course topics include the abatement of sub-standard or hazardous buildings, hazardous materials, residential construction, use of force, self-defense and chemical agents, criminal law, and methods to collaborate with the community. The International Property Maintenance Code and National Pollutant Discharge Elimination System enforcement will be reviewed.

**Requisites**

None

**Transferability****Not transferable****Units & Hours****Minimum Units:**

1.0

**Maximum Units**

1.0

**Total Hours**

40.0

[Print Course Info](#)**PBLC088:****Advanced Code Enforcement Officer Module 3**

The advanced code enforcement course is designed to provide standardized academic and professional training for current California code enforcement officers or individuals seeking employment as a code enforcement officer. Course topics include effective communications, vectors and animal safety, hoarding, developing staff reports and new ordinances, building, residential, mechanical, plumbing, and fire codes, and gang and drug awareness and officer safety. The International Property Maintenance Code will be reviewed. Field trips may be required.

**Requisites**

None

**Transferability**

## Not transferable

### Units & Hours

#### Minimum Units:

1.0

#### Maximum Units

1.0

### Total Hours

40.0

[Print Course Info](#)

## PBLC089:

### Code Enforcement Officer-Supervision Module 4

The supervisory code enforcement class is designed to provide standardized academic and professional training for current California code enforcement officers or individuals seeking promotion to a senior or supervising code enforcement officer. Course topics include diversity, ethics, and communication for supervisors; performance management best-practices, employment law, assertive leadership, budgets, finance, and grant administration; promoting an agency, critical incident management, strategic planning, and internal investigations.

### Requisites

None

### Transferability

## Not transferable

### Units & Hours

#### Minimum Units:

1.0

#### Maximum Units

1.0

### Total Hours

40.0

[Print Course Info](#)

## PBLC110:

### Introduction to Microsoft Project

Provides basic knowledge of how to plan a project, identify and create tasks, estimate workloads and duration, setup project schedules, maintain the schedule, assign resources, connect resources to tasks, setup a project budget, track progress utilize reports and close a project using Microsoft Project software. Field trips may be required.

### Requisites

#### Anti-Requisite



[CIS110 - Introduction to Microsoft Project](#)

### Transferability

Transferable to CSU only

### Units & Hours

#### Minimum Units:

3.0

#### Maximum Units

3.0

#### Total Hours

54.0

[Print Course Info](#)

## PBLC150:

### Introduction to Public Administration

This course is designed to provide a general overview of public organizations, the bureaucratic process, and public service for those interested in pursuing/enhancing a career in government. Field trips may be required.

### Requisites

None

### Transferability

Transferable to CSU only

### Units & Hours

#### Minimum Units:

3.0

#### Maximum Units

3.0

#### Total Hours

54.0

[Print Course Info](#)

## PBLC151:

### Ethics and Professionalism: The High Calling of Public Service

Presents service in the public sector as worthy profession; a trust to be carried out with the highest degree of ethics, professionalism, and personal integrity. Along with the foundations of ethics, emphasis is placed on the practical application of ethical principles in the public service workplace. Various ethical decision-making models are presented with a view to resolving ethical dilemmas before they adversely affect stakeholders. Finally, the consequences of ethical misconduct are examined, including effects on individuals, organizations, and the public as a whole. Ethical conduct in the public sector is presented not only as the "right" way to work, but as the "smart" way to work.

**Requisites**

None

**Transferability****Transferable to CSU only****Units & Hours****Minimum Units:**

3.0

**Maximum Units**

3.0

**Total Hours**

54.0

[Print Course Info](#)**PBLC152:****Preparing for Supervision Public Sector**

The purpose of this course is to provide those employed in or seeking a career in public service a firm foundation in supervision. The fundamental philosophy of supervision, management will be covered in detail. Practical application mechanisms, when dealing with employees, changing organizational culture and helping provide goals and mission statements will help ensure career success.

**Requisites**

None

**Transferability****Transferable to CSU only****Units & Hours****Minimum Units:**

3.0

**Maximum Units**

3.0

**Total Hours**

54.0

[Print Course Info](#)**PBLC153:****Public Sector Budgeting Fundamentals**

This course is intended to explain the local budgetary process and to familiarize students with the following topics: budget document and budget process; the budget cycle; operating and capital budget; evolution of budget; the balanced budget; functions of the budget office; planning, adopting, implementing and controlling the budget; performance measures for public budgeting and budgeting for capital improvements.

## Requisites

None

## Transferability

Transferable to CSU only

## Units & Hours

### Minimum Units:

3.0

### Maximum Units

3.0

### Total Hours

54.0

[Print Course Info](#)

## PBLC154:

# Public Sector Human Resources Fundamentals

The purpose of is course is to provide those employed or seeking a career in public service an overview of public sector Human Resources. The course will cover all of the major areas within a full-functioning Human Resources operation. The information presented is intended to provide a working understanding of each of the following disciplines: Public Sector HR Basics, Recruitment and Selection, Job Classification and Compensation, Employee Benefits, Labor and Employee Relations, EEO and Diversity, Risk Management, and Organizational Development.

## Requisites

None

## Transferability

Transferable to CSU only

## Units & Hours

### Minimum Units:

3.0

### Maximum Units

3.0

### Total Hours

54.0

[Print Course Info](#)

## PBLC155:

# The Art of Politics and Policymaking

The purpose of this course is to provide students with a hands-on practical learning experience of public policy and politics in the context of an overall process of government and the transactional influences of politics.

## Requisites

None

## Transferability

Transferable to CSU only

## Units & Hours

### Minimum Units:

3.0

### Maximum Units

3.0

## Total Hours

54.0

[Print Course Info](#)

## PBLC199:

# Cooperative Work Experience Education

This course will provide students majoring in the Public Works the opportunity to apply knowledge and skills gained from college courses in a professional work setting. Students must be enrolled in a minimum of six Public Works units. Job site experience will train the student in additional job skills that will transfer classroom learning to the workplace. Credit may be accrued at the rate of one (1) to four (4) units per semester for a maximum of sixteen (16) units. Additionally, students must work 75 paid hours or 60 non-paid hours per unit earned. Open Entry/Open Exit

## Requisites

Limitations on Enrollment:

**Course Family Students may repeat a work experience course four (4) times per Title 5, &sect;55253, Cooperative Work Experience Education guidelines for a maximum of 16 units. &nbsp;A maximum of four (4) units may be earned during one (1) semester in occupation work experience education.**

## Co-Requisite

Six (6) units in Public Works courses.

## Transferability

Transferable to CSU only

## Units & Hours

### Minimum Units:

4.0

## Maximum Units

4.0

## Total Hours

300.0

[Print Course Info](#)

### PHIL099:

## Humanities: What, Why & How to Succeed

An introduction to the general concept of the humanities and its various disciplines: history; philosophy; religion; literature; the arts, as well as how they interrelate. Students will develop critical thinking, speaking, and writing skills through presentations, discussions, and both informal and formal compositions. Students will gain academic support and acquire skills and strategies that apply to disciplines within the Humanities Guided Pathway.

### Requisites

#### Anti-Requisite

[HIST099 - Humanities: What, Why & How to Succeed](#)

### Transferability

**Not transferable**

### Units & Hours

#### Minimum Units:

1.0

#### Maximum Units

1.0

#### Total Hours

18.0

[Print Course Info](#)

### PHIL106:

## Introduction to Philosophy

A survey of historical and contemporary ideas on ways to have to live the good life.

### Requisites

None

### Transferability

**Transferable to both UC and CSU**

### Units & Hours

**Minimum Units:**

3.0

**Maximum Units**

3.0

**Total Hours**

54.0

[Print Course Info](#)**PHIL106H :****Honors Introduction to Philosophy**

An enriched approach designed for honors students in a seminar setting. A survey of historical and contemporary ideas on how to live the good life.

**Requisites**

Entrance Skills:

**A high school or college GPA of 3.0 or above**

None

**Transferability****Transferable to both UC and CSU****Units & Hours****Minimum Units:**

3.0

**Maximum Units**

3.0

**Total Hours**

54.0

[Print Course Info](#)**PHIL108:****Ethics**

Introduction to key historical and modern theories of philosophical ethics and the application of these theories to ethical issues facing society today. Assists in clarifying our thinking about morality/ethics. The course increases awareness of values in personal and contemporary issues.

**Requisites**

None

**Transferability****Transferable to both UC and CSU**

## Units & Hours

### Minimum Units:

3.0

### Maximum Units

3.0

### Total Hours

54.0

[Print Course Info](#)

## PHIL110:

### Critical Thinking

College level critical thinking, reading and composition. Promotes rational self awareness, independent thinking, and improved academic expression. Examines philosophical methods of reasoning and composition, and the uses of informal logic and criticism in personal life, college, work, and democratic society.

## Requisites

### Prerequisite

[ENGL100 – Freshman Composition with Integrated Support](#)

Outcomes Use the writing process to compose essays—including research papers in MLA format—that contain unity, coherence, development, logic, grammatical precision, and selection of appropriate sources and their correct use. Analyze written and visual texts for content, structure, rhetorical strategies, visual and written techniques, and grammatical precision.

**OR**

### Prerequisite

[ENGL101 – Freshman Composition](#)

Outcomes Use the writing process to compose essays—including research papers in the MLA format—that contain unity, coherence, development, logic, grammatical precision, and selection of appropriate sources and their correct use. Analyze written and visual texts for content, structure, rhetorical strategies, visual and written techniques, and grammatical precision.

**OR**

### Prerequisite

[ENGL101H – Honors Freshman Composition](#)

Outcomes Use the writing process to compose essays—including research papers in the MLA format—that contain unity, coherence, development, logic, grammatical precision, and selection of appropriate sources and their correct use. Analyze written and visual texts for content, structure, rhetorical strategies, visual, and written techniques and grammatical precision.

## Transferability

**Transferable to both UC and CSU**

## Units & Hours

### Minimum Units:

4.0

## Maximum Units

4.0

## Total Hours

72.0

[Print Course Info](#)

### PHIL111:

## Introductory Logic

Beginning course in formal and applied logic. Covers cognitive language, formal argument, proof, basic propositional and predicate logic, and philosophy of logic. Emphasizes active student involvement and practical application to college life.

### Requisites

None

### Transferability

**Transferable to both UC and CSU**

### Units & Hours

#### Minimum Units:

4.0

#### Maximum Units

4.0

#### Total Hours

72.0

[Print Course Info](#)

### PHIL112:

## World Religions

A philosophical overview of the world's great religions. Includes historical origin and growth of each religion, major doctrines, and influence. Religions dealt with include Primitive, Hinduism, Jainism, Buddhism, Taoism, Confucianism, Judaism, Christianity and Islam.

### Requisites

None

### Transferability

**Transferable to both UC and CSU**

### Units & Hours

#### Minimum Units:



3.0

**Maximum Units**

3.0

**Total Hours**

54.0

[Print Course Info](#)**PHIL115:****Philosophy of Religion**

An introduction to the philosophical analysis of religious beliefs and concepts, including the nature of religion, the nature and existence of some kind of ultimate reality, the problem of evil, the meaning of religious language, the authenticity of religious experiences, the relation between religion and ethics, the relation between religion and science, and religious diversity.

**Requisites**

None

**Transferability****Transferable to both UC and CSU****Units & Hours****Minimum Units:**

3.0

**Maximum Units**

3.0

**Total Hours**

54.0

[Print Course Info](#)**PHIL118:****History of Philosophy**

An introduction to philosophy from a historical perspective: getting acquainted with the thoughts of the world's great philosophers. Provides a survey of the dominant philosophies of the ancient, medieval, and modern worlds.

**Requisites**

None

**Transferability****Transferable to both UC and CSU****Units & Hours**

**Minimum Units:**

3.0

**Maximum Units**

3.0

**Total Hours**

54.0

[Print Course Info](#)**PHIL120:****Introduction to Social and Political Philosophy**

A critical examination of rights theory, liberty, justice, individualism, community, state power, political authority, natural law, property, social contract theory, ideology, obedience, alienation, and various forms of social order (e.g., democracy, totalitarianism, theocracy, socialism) from the perspective of social and political philosophy, including multi-cultural and feminist viewpoints and critiques.

**Requisites**

None

**Transferability****Transferable to both UC and CSU****Units & Hours****Minimum Units:**

3.0

**Maximum Units**

3.0

**Total Hours**

54.0

[Print Course Info](#)**PHYS100:****Conceptual Physics**

A conceptual introduction to physics. Topics include: mechanics, fluids, thermodynamics, sound, light, electricity, magnetism, and modern physics. Recommended for all students interested in a conceptual approach to physics or students planning to take more advanced courses in physics.

**Requisites**

None

**Transferability****Transferable to both UC and CSU**

## Units & Hours

### Minimum Units:

4.0

### Maximum Units

4.0

### Total Hours

108.0

[Print Course Info](#)

## PHYS150A :

### Introductory Physics I

A trigonometry-based physics course. Topics include: mechanics, thermodynamics, fluids, oscillatory motion, and sound. Students that have successfully completed Physics 210 or Physics 279 may not enroll in Physics 150A.

## Requisites

### Prerequisite

[MATH171 - Precalculus and Trigonometry](#)

## Transferability

Transferable to both UC and CSU

## Units & Hours

### Minimum Units:

4.0

### Maximum Units

4.0

### Total Hours

108.0

[Print Course Info](#)

## PHYS150AC :

### Introductory Physics I - Calculus

This course expands on the topics covered in Physics 150A by adding the application of calculus to problems in physics. Topics will include motion graphs, motion with non-constant acceleration, variable forces, wave motion, and thermodynamics.

## Requisites

### Prerequisite

[MATH180 - Single Variable Calculus I](#)

OR

**Prerequisite**

[MATH180H - Honors Single Variable Calculus I](#)

AND

**Co-Requisite**

[PHYS150A - Introductory Physics I](#)

**Transferability**

Transferable to both UC and CSU

**Units & Hours**

**Minimum Units:**

1.0

**Maximum Units**

1.0

**Total Hours**

18.0

[Print Course Info](#)

**PHYS150B :**

**Introductory Physics II**

A trigonometry-based physics course. Topics include: light, electricity, magnetism and modern physics. Students that have successfully completed Physics 211 at Santa Ana College may not enroll in Physics 150B.

**Requisites**

**Prerequisite**

[PHYS150A - Introductory Physics I](#)

**Transferability**

Transferable to both UC and CSU

**Units & Hours**

**Minimum Units:**

4.0

**Maximum Units**

4.0

**Total Hours**

108.0

[Print Course Info](#)**PHYS150BC :****Introductory Physics II - Calculus**

This course expands on the topics covered in Physics 150B by adding the application of calculus to problems in physics. Topics will include electric fields, Gauss' Law, Ampere's Law, Faraday's Law, light, and quantum mechanics.

**Requisites****Prerequisite**[PHYS150A - Introductory Physics I](#)**AND****Prerequisite**[PHYS150AC - Introductory Physics I - Calculus](#)**AND****Co-Requisite**[PHYS150B - Introductory Physics II](#)**Transferability****Transferable to both UC and CSU****Units & Hours****Minimum Units:**

1.0

**Maximum Units**

1.0

**Total Hours**

18.0

[Print Course Info](#)**PHYS250A :****Physics for Scientists and Engineers I**

Principles of classical mechanics including particle dynamics, forces, work, energy, momentum, rotational motion, equilibrium, harmonic motion, gravity and fluid dynamics. This course is designed for students majoring in physical sciences and engineering.

**Requisites****Prerequisite**[MATH180 - Single Variable Calculus I](#)

Objectives Define continuity Apply the definition of continuity to determine if a function is continuous at a real number Graph functions and piecewise

functions Define the derivative as a limit Apply the definition of the derivative as a limit to obtain the derivative of a function Identify where a function is differentiable Compute the derivatives of transcendental functions including trigonometric, exponential or logarithmic functions and inverse functions Apply implicit and logarithmic differentiation to obtain the derivative Apply differentiation formulas including constants, power rule, product rule, quotient rule and chain rule to compute derivatives Interpret the derivative as slope of a tangent line and as a rate of change Compute the tangent line Apply the derivative to application problems for rates of change and related rates Compute higher-order derivatives Use differentiation to solve optimization problems Apply differentiation to compute absolute and relative extrema, intervals of increasing and decreasing, point(s) of inflections and intervals of concavity Graph functions using the methods of calculus Compute antiderivatives Calculate net area under a curve Apply the Fundamental Theorem of Calculus Part I to obtain the derivative Apply the Fundamental Theorem of Calculus Part II to evaluate definite integrals Apply integration to obtain net change or the area Apply the integral properties to evaluate definite and indefinite integrals Evaluate integrals using the method of substitution Outcomes Analyze functions and their graphs using limits, derivatives, definite and indefinite integrals. Apply basic definitions, properties and theorems of first semester Calculus to formulate elementary proofs and model and solve problems.

**OR**

### Prerequisite

[MATH180H - Honors Single Variable Calculus I](#)

Objectives Define continuity Apply the definition of continuity to determine if a function is continuous at a real number Define the derivative as a limit Apply the definition of the derivative as a limit to obtain the derivative of a function Identify where a function is differentiable Compute the derivatives of transcendental functions including trigonometric, exponential or logarithmic functions and inverse functions Apply implicit and logarithmic differentiation to obtain the derivative Apply differentiation formulas including constants, power rule, product rule, quotient rule and chain rule to compute derivatives Interpret the derivative as slope of a tangent line and as a rate of change Compute the tangent line Apply the derivative to application problems for rates of change and related rates Compute higher-order derivatives Derive the differential and linear approximation formulas Use the linear approximation and differential formula to estimate errors Use differentiation to solve optimization problems Apply differentiation to compute absolute and relative extrema, intervals of increasing and decreasing, point(s) of inflections and intervals of concavity Compute antiderivatives Calculate net area under a curve Evaluate a definite integral as a limit Apply the Fundamental Theorem of Calculus Part I to obtain the derivative Apply the Fundamental Theorem of Calculus Part II to evaluate definite integrals Apply integration to obtain net change or the area Apply the integral properties to evaluate definite and indefinite integrals Evaluate integrals using the method of substitution Outcomes Analyze functions and their graphs using limits, derivatives, definite and indefinite integrals. Apply basic definitions, properties and theorems of first semester Calculus to formulate elementary proofs and model and solve problems.

### Advisory

[PHYS100 - Conceptual Physics](#)

or high school Physics Objectives Develop the foundation necessary to solve problems in physics. Explain the motion of particles with constant acceleration. Explain the motion of object based upon forces acting on the object. Apply conservation of energy and momentum to various physical systems. Predict the behavior of rigid bodies using the principles of classical mechanics. Solve various problems involving systems exhibiting harmonic motion and wave motion. Outcomes Correctly analyze natural phenomena using the concepts of physics. Investigate physical phenomena using appropriate equipment and methods, make valid comparisons with theoretical predictions, and communicate those results.

## Transferability

**Transferable to both UC and CSU**

## Units & Hours

### Minimum Units:

5.0

### Maximum Units

5.0

## Total Hours

126.0

[Print Course Info](#)

## PHYS250B :

# Physics for Scientists and Engineers II

Introduces the basic principles of thermodynamics, electricity and magnetism. The main topics are the laws of thermodynamics, kinetic theory of gases, electrostatics, circuits, magnetism, electro-magnetic induction, and Maxwell's equations. This course is designed for students majoring in physical sciences and engineering.

### Requisites

#### Prerequisite

[MATH185 - Single Variable Calculus II](#)

Objectives Apply integration to application problems for work Compute the average value of a function Apply integration by parts, u-substitution, trigonometric substitution, and partial fraction expansion to evaluate integrals Use differential equations in mathematical models Solve separable first-order differential equations Compute the slope of a tangent line Apply definitions to convert between Cartesian coordinates and polar coordinates Differentiate and integrate functions in polar form Compute the slope of a tangent line, arc length, and area bounded by polar curves Generate the Taylor Series for appropriate functions Outcomes Evaluate and approximate integrals using a variety of techniques and apply integration to solve problems involving area, volume, work, and differential equations. Represent functions using parametric equations, polar equations, and Taylor series and apply calculus techniques to these representations.

#### AND

#### Prerequisite

[PHYS250A - Physics for Scientists and Engineers I](#)

Objectives Develop the foundation necessary to solve problems in physics. Explain the motion of particles with constant and non-constant accelerations. Solve force problems using Newton's 2nd law and relate these solutions to the previous motion equations. Apply conservation of energy and momentum to various physical systems. Predict the behavior of rigid bodies using the principles of classical mechanics. Analyze gravitational forces between two or more objects. Solve various problems involving systems exhibiting harmonic motion. Explore the basics of fluid dynamics using conceptual and quantitative problems. Demonstrate the correct use of laboratory equipment to observe and analyze various physical phenomena. Outcomes Analyze and solve problems using the concepts and mathematical equations of mechanics. Investigate physical phenomena using appropriate equipment and methods, make valid comparisons with theoretical predictions, and communicate those results.

### Transferability

Transferable to both UC and CSU

### Units & Hours

#### Minimum Units:

5.0

#### Maximum Units

5.0

#### Total Hours

126.0

[Print Course Info](#)

## PHYS250C :

# Physics for Scientists and Engineers III

Introduces the basic principles of mechanical waves, sound, light, geometrical and wave optics, special relativity and quantum mechanics. This course is designed for students majoring in physical sciences and engineering.

## Requisites

### Prerequisite

[PHYS250B - Physics for Scientists and Engineers II](#)

Objectives Explore the basics of thermodynamics and relate them to the real world using conceptual and quantitative problems. Analyze various electric phenomena using vectors, algebra, calculus, and Gauss's Law. Correctly predict the behavior of simple electric circuits and electromagnetic devices. Solve problems involving magnetic fields using algebra, calculus, and Ampere's law. Explain the relationship between electric and magnetic fields. Identify Maxwell's equations and use them to analyze various electromagnetic phenomena. Demonstrate the correct use of test instruments such as digital multimeters, oscilloscopes, and function generators to study various electromagnetic phenomena. Outcomes Systematically analyze problems involving thermodynamic and electromagnetic phenomena by applying one or more problem solving techniques including calculus, conservation laws, and Maxwell's equations. Investigate physical phenomena using appropriate equipment and methods, make valid comparisons with theoretical predictions, and communicate those results.

### AND

### Advisory

[MATH280 - Intermediate Calculus](#)

Objectives Perform vector operations in two and three dimensions including sum, difference, dot product, cross product, magnitude, and triple product Compute vector projections in two and three dimensions Apply vector projections to problems from physics or engineering Differentiate and integrate vector-valued functions Find velocity and acceleration Analyze the relationship between acceleration vector and its tangential and normal components Solve problems related to motion of a projectile Determine the continuity of a function of several variables at a point and over the domain of the function Determine differentiability of a function of several variables Evaluate partial derivatives and higher-order partial derivatives Compute the directional derivative and gradient Evaluate double (two-dimensional) integrals in various coordinate systems including rectangular and polar. Evaluate triple (three-dimensional) integrals in various coordinate systems including rectangular, cylindrical, and spherical. Compute the curl and divergence of a vector field Determine if a vector field is conservative and if so, find the potential function Compute surface integrals in vector fields Apply surface integrals to flow (flux) applications Use Stokes' theorem and the divergence (Gauss') theorem to determine surface integrals in vector fields Outcomes State and apply basic definitions, properties and theorems of multivariable Calculus Apply vector operations in two and three dimensions and use vector methods to analyze plane and space curves, and curvilinear motion. Apply standard techniques of multivariable differentiation and integration to solve application problems

## Transferability

### Transferable to both UC and CSU

## Units & Hours

### Minimum Units:

5.0

### Maximum Units

5.0

### Total Hours

126.0

[Print Course Info](#)

## POLT101:

## American Government and Politics

Study of United States national government and California state and local governments. Satisfies graduation requirement for American institutions and state requirements for California state government. Previous Title: Political Science 101, Introduction to American Government (2018)



**Requisites**

None

**Transferability**

Transferable to both UC and CSU

**Units & Hours****Minimum Units:**

3.0

**Maximum Units**

3.0

**Total Hours**

54.0

[Print Course Info](#)**POLT101H:****Honors American Government and Politics**

A student-oriented exploration of the historical and contemporary principles of American government and politics. Study groups and individual computer-based research focus on basic political concepts of American national and state governments. Satisfies graduation requirement for American Institutions and state requirements for California state government. Previous Title: Political Science 101H, Honors Introduction to American Government (2018)

**Requisites**

Entrance Skills:

**A high school or college GPA of 3.0 or above**

None

**Transferability**

Transferable to both UC and CSU

**Units & Hours****Minimum Units:**

3.0

**Maximum Units**

3.0

**Total Hours**

54.0

[Print Course Info](#)**POLT110:**

# Introduction to Political Science

An introduction to political science designed to familiarize students with basic political concepts, political ideologies, political systems, and subfields within political science.

## Requisites

None

## Transferability

Transferable to both UC and CSU

## Units & Hours

### Minimum Units:

3.0

### Maximum Units

3.0

## Total Hours

54.0

[Print Course Info](#)

## POLT150:

# Model United Nations

An introductory course in the study of the United Nations. The focus will be on the role of the United Nations in world politics in relation to the success and failure of theories of collective security, international disputes resolution, human rights, peacekeeping attempts and technological cooperation. Prepares students for individual and team Model United Nations events for intercollegiate United Nations conferences and competitions. Students are required to attend Model United Nations conferences. Former Title: POLT 150, Introduction to Model United Nations (Fall 2019)

## Requisites

### Prerequisite

[POLT101 - American Government and Politics](#)

OR

### Prerequisite

[POLT101H - Honors American Government and Politics](#)

OR

### Prerequisite

[POLT220 - International Politics](#)

## Transferability

Transferable to both UC and CSU

## Units & Hours

### Minimum Units:

6.0

### Maximum Units

6.0

## Total Hours

216.0

[Print Course Info](#)

## POLT201:

# Introduction to Comparative Politics

A study of the histories, political cultures, and governmental arrangements of various nations and regions around the world. Comparative study is made of the industrialized democracies, the former communist countries, and the developing, and non-developing countries.

## Requisites

None

## Transferability

Transferable to both UC and CSU

## Units & Hours

### Minimum Units:

3.0

### Maximum Units

3.0

## Total Hours

54.0

[Print Course Info](#)

## POLT220:

# International Politics

Introduction to basic principles and issues of international politics. Focus is on concepts of security, power, diplomacy, war, terrorism and globalization. Examines problems of rich versus poor nations in context of the new world order.

## Requisites

None

## Transferability

Transferable to both UC and CSU

## Units & Hours

### Minimum Units:

3.0

### Maximum Units

3.0

## Total Hours

54.0

[Print Course Info](#)

## POLT221:

### Women in American Politics

A historical and philosophical study of the role women play in the politics of the United States as voters, candidates, policy makers, and activists. Attention will be devoted to topics of gender representations in popular culture, feminism, and the Women's Rights Movement in the U.S. This course will consider the intersectionality of race, class, gender, and sexuality when evaluating economic and reproductive rights as well as gendered violence.

## Requisites

### Advisory

[POLT101 - American Government and Politics](#)

OR

### Advisory

[POLT101H - Honors American Government and Politics](#)

## Transferability

Transferable to both UC and CSU

## Units & Hours

### Minimum Units:

3.0

### Maximum Units

3.0

## Total Hours

54.0

[Print Course Info](#)

## POLT230:

## Political Theory

The course will explore the history of political theory from Plato to the present. Such concepts as liberty, equality, power, authority and justice will be examined.

### Requisites

None

### Transferability

Transferable to both UC and CSU

### Units & Hours

#### Minimum Units:

3.0

#### Maximum Units

3.0

#### Total Hours

54.0

[Print Course Info](#)

## POLT235:

### Identity Politics

An inquiry into the history of racial/ethnic minority groups in American politics with an emphasis on political coalitions among different minority groups in contemporary politics.

### Requisites

None

### Transferability

Transferable to both UC and CSU

### Units & Hours

#### Minimum Units:

3.0

#### Maximum Units

3.0

#### Total Hours

54.0

[Print Course Info](#)

## POLT250:

## Advanced Model United Nations

An advanced course in the study of the United Nations. The focus will be on mentorship of novice members, advanced research, team events training, individual events training and research for intercollegiate United Nations conferences and competitions. Non-Governmental Organizations (NGOs), Intergovernmental Organizations (IGOs), International Criminal Court (ICC), International Court of Justice (ICJ) and various other international bodies are covered. Prepares students for international current event debates, parliamentary debate and conflict resolution. Students are required to attend Model United Nations conferences.

### Requisites

#### Prerequisite

[POLT150 - Introduction to Model United Nations](#)

### Transferability

**Transferable to CSU only**

### Units & Hours

#### Minimum Units:

6.0

#### Maximum Units

6.0

#### Total Hours

216.0

[Print Course Info](#)

## PRNT532:

### Effective Parenting

Provides parents with an overview of child development milestones. Includes varied strategies for problem solving, effective communication, positive discipline and child-centered activities. Raises awareness of substance abuse, gangs, suicide, and peer pressure. Encourages parents to take an active role to ensure the academic success, health and safety, and social well-being of their children. Open Entry/Open Exit.

### Requisites

None

### Transferability

**Not transferable**

### Units & Hours

#### Total Hours

27.0

[Print Course Info](#)

## PRNT544:

## Preparation for Childbirth

Provides prospective parents with information regarding the intellectual, physical, and emotional components of the birth process. Emphasizes exercise techniques for relaxation, labor, birth, and post-natal care. Open Entry/Open Exit.

### Requisites

None

### Transferability

**Not transferable**

### Units & Hours

#### Total Hours

36.0

[Print Course Info](#)

## PSC100:

## Survey of Chemistry and Physics

An introduction to the basic principles of physics and chemistry including matter, physical and chemical properties, energy, motion, thermodynamics, electricity and magnetism, light, atomic structure, bonding, solutions and chemical reactions. The inter-dependence of chemistry and physics will be emphasized. Designed for non-science majors, concepts are introduced in lab through inquiry and further developed during discussion.

### Requisites

#### Advisory

[MATH080 - Intermediate Algebra](#)

**OR**

#### Advisory

[MATH085 - Intermediate Algebra with Integrated Support](#)

**OR**

#### Advisory

Qualifying profile from the Mathematics placement process.

### Transferability

**Transferable to both UC and CSU**

### Units & Hours

#### Minimum Units:

4.0

## Maximum Units

4.0

## Total Hours

108.0

[Print Course Info](#)

## PSYC100:

### Introduction to Psychology

An introduction to the major theories, methods, concepts, ethical issues, and findings in the major fields in psychology including (but not limited to): research methods, biological bases of behavior, perception, learning, memory, cognition, emotion, motivation, development, personality, social, and abnormal psychology.

## Requisites

None

## Transferability

**Transferable to both UC and CSU**

## Units & Hours

### Minimum Units:

3.0

### Maximum Units

3.0

## Total Hours

54.0

[Print Course Info](#)

## PSYC100H :

### Honors Introduction to Psychology

Content-enriched course for honors students emphasizing application and critical analysis of psychological concepts. An introduction to the major theories, methods, concepts, ethical issues, and findings in the major fields in psychology including (but not limited to): research methods, biological bases of behavior, perception, learning, memory, cognition, emotion, motivation, development, personality, social, and abnormal psychology.

## Requisites

Entrance Skills:

**A high school or college GPA of 3.0 or above**

None

## Transferability

**Transferable to both UC and CSU**



## Units & Hours

### Minimum Units:

3.0

### Maximum Units

3.0

### Total Hours

54.0

[Print Course Info](#)

## PSYC110:

### Introduction to Companion Animal Psychology

An introduction to the major concepts, methods, ethical issues, and findings in companion animal psychology including: research methods, biological bases of behavior, perception, learning, memory, cognition, emotion, motivation, development, personality, and social behavior. Explores issues surrounding problem behaviors including prevention, basic skills training, and behavior modification for anxiety and aggression.

### Requisites

None

### Transferability

Transferable to both UC and CSU

## Units & Hours

### Minimum Units:

3.0

### Maximum Units

3.0

### Total Hours

54.0

[Print Course Info](#)

## PSYC114:

### Introduction to Animal Learning and Behavior

Explores relatively permanent changes in behavior based on experience. Focuses on theoretical and applied aspects of sensitization, habituation, Pavlovian conditioning, operant conditioning, generalization, discrimination, stimulus control, and biological limits on learning.

### Requisites

None

### Transferability

Transferable to both UC and CSU

## Units & Hours

### Minimum Units:

3.0

### Maximum Units

3.0

### Total Hours

54.0

[Print Course Info](#)

## PSYC118:

### Behavior Modification

Explores principles and techniques for changing patterns of behavior using reinforcement, punishment, extinction, shaping, fading, chaining, and stimulus control. Examines measurement of behavior change and the ethics of behavior change procedures.

### Requisites

None

### Transferability

Transferable to CSU only

## Units & Hours

### Minimum Units:

3.0

### Maximum Units

3.0

### Total Hours

54.0

[Print Course Info](#)

## PSYC122:

### Dog Training

Explores the practical application of learning theory to dog training. Focuses on recognizing body language, puppy skill development, teaching basic manners (e.g., sit, stay) and solving simple behavior problems (e.g., barking, digging).

### Requisites

None

### Transferability

Transferable to CSU only

## Units & Hours

### Minimum Units:

3.0

### Maximum Units

3.0

### Total Hours

54.0

[Print Course Info](#)

## PSYC157:

### Introduction to Child Psychology

Survey of human development from conception through adolescence. Covers major theories of development (cognition, perception, language, personality, etc.) and their application to parenting, teaching, and other interactions with children. (No credit if student has taken Child Development 107.)

### Requisites

#### Anti-Requisite

[CDEV107 - Child Growth and Development \(DS1\)](#)

### Transferability

Transferable to both UC and CSU

## Units & Hours

### Minimum Units:

3.0

### Maximum Units

3.0

### Total Hours

54.0

[Print Course Info](#)

## PSYC160:

### Introduction to Lifespan Psychology

An overview of human development from conception through death, including biological and environmental influences. Psychological theories and research regarding physical, cognitive, social and emotional development over the lifespan will be examined.

### Requisites

None

### Transferability

## Transferable to both UC and CSU

### Units & Hours

#### Minimum Units:

3.0

#### Maximum Units

3.0

### Total Hours

54.0

[Print Course Info](#)

## PSYC170:

### Multicultural Psychology

Introduces students to important issues related to cultural diversity in the field of psychology. Major areas of psychology will be explored from a multicultural perspective, including research, mental health, social psychology, and identity development. Exploration of historically underrepresented populations in the U.S. will be emphasized.

### Requisites

None

### Transferability

## Transferable to both UC and CSU

### Units & Hours

#### Minimum Units:

3.0

#### Maximum Units

3.0

### Total Hours

54.0

[Print Course Info](#)

## PSYC180:

### Psychology of Gender

This course will examine psychological research and theory on gender with consideration of sociocultural and historical influences. Topics to be covered will include, but will not be limited to, the following: gender identity development, masculinity and femininity, sexual orientation, gender roles, stereotypes, prejudice, and discrimination, as well as gender differences in physiology, communication, mental health, the workplace and relationships. Additional focus will be given to the effects of race, ethnicity, socioeconomic status and other forms of culture on gender.

### Requisites

None

## Transferability

Transferable to both UC and CSU

## Units & Hours

### Minimum Units:

3.0

### Maximum Units

3.0

## Total Hours

54.0

[Print Course Info](#)

## PSYC190:

# Psychology of Human Sexuality

An overview of human sexuality through a psychological lens with additional focus on biological, sociocultural, and historical perspectives and influences. Topics to be explored will include, but will not be limited to, the following: sexual anatomy and physiological arousal; sexual attitudes and values; sexual behaviors, dysfunction, disorders and treatments; relationships and communication; interconnections to cultural identities (e.g., race, gender identity, sexual orientation, age, religion, etc.); sexual violence; contraception and pregnancy; and sexually transmitted infections and prevention. Current sex norms and various aspects of interpersonal and individual sexual adjustment will also be discussed. (No credit if a student has taken IDS 155.)

## Requisites

None

## Transferability

Transferable to both UC and CSU

## Units & Hours

### Minimum Units:

3.0

### Maximum Units

3.0

## Total Hours

54.0

[Print Course Info](#)

## PSYC200:

# Introduction to Biological Psychology

Explores relationships between physiological structures of the body and human behavior. Focuses on the organization and function of the brain, spinal cord, peripheral nervous system, glands, sensory and perceptual systems. Relates physiological functioning to motivated behavior, addiction, and psychological disorders.

## Requisites

### Prerequisite

[PSYC100 - Introduction to Psychology](#)

OR

### Prerequisite

[PSYC100H - Honors Introduction to Psychology](#)

## Transferability

Transferable to both UC and CSU

## Units & Hours

### Minimum Units:

3.0

### Maximum Units

3.0

## Total Hours

54.0

[Print Course Info](#)

## PSYC220:

# Introduction to Research Methods in Psychology

Emphasizes methods of study in psychology including: sound and ethical experimental design, analysis of variables contributing to experimental results, data treatment, and communicating findings.

## Requisites

### Prerequisite

[MATH219 - Statistics and Probability](#)

OR

### Prerequisite

[MATH219H - Honors Statistics and Probability](#)

OR

### Prerequisite

[MATH219S - Statistics and Probability with Support](#)

**AND****Prerequisite**[PSYC100 - Introduction to Psychology](#)**OR****Prerequisite**[PSYC100H - Honors Introduction to Psychology](#)**Transferability****Transferable to both UC and CSU****Units & Hours****Minimum Units:**

4.0

**Maximum Units**

4.0

**Total Hours**

108.0

[Print Course Info](#)**PSYC230:****Psychology of Adjustment**

Application of theory and research in psychology to deal effectively with the adjustment demands of everyday life. Covers topics such as: interpersonal relationships, stress, health, time management, and working, with consideration for the influence of factors such as culture, gender, ethnicity, historical cohort, and socio-economic status. Includes exercises for increasing self-awareness, self-motivation, and self-management of everyday problems.

Former Title: Psychology 230, Psychology and Effective Behavior (2020)

**Requisites**

None

**Transferability****Transferable to both UC and CSU****Units & Hours****Minimum Units:**

3.0

**Maximum Units**

3.0

## Total Hours

54.0

[Print Course Info](#)

## PSYC240:

### Introduction to Social Psychology

An exploration of individual human behavior in relation to the social environment, examining the power of the situation, social interaction and social groups. Emphasized topics will include: aggression, prejudice, attraction, attitudes, group dynamics, self-development and social cognition. (No credit if student has taken Sociology 240.)

## Requisites

### Anti-Requisite

[SOC240 - Introduction to Social Psychology](#)

## Transferability

Transferable to both UC and CSU

## Units & Hours

### Minimum Units:

3.0

### Maximum Units

3.0

## Total Hours

54.0

[Print Course Info](#)

## PSYC250:

### Introduction to Abnormal Psychology

This course is an introduction to the scientific study of psychopathology and atypical behaviors. An investigation of abnormal behavior from an integrative approach utilizing the biological, psychological and sociocultural perspectives. A comprehensive survey of theory and research in abnormal psychology with identification, etiology, intervention and prevention being presented.

## Requisites

### Prerequisite

[PSYC100 - Introduction to Psychology](#)

OR

### Prerequisite

[PSYC100H - Honors Introduction to Psychology](#)



## Transferability

Transferable to both UC and CSU

## Units & Hours

### Minimum Units:

3.0

### Maximum Units

3.0

## Total Hours

54.0

[Print Program Info](#)

# Philosophy, AA-T

A.A. Degree for Transfer

### Control Number:

32042

### Curriculum Id:

SCC.PHIL.AAT

The Associate in Arts in Philosophy for Transfer degree prepares students to transfer to a four-year institution leading to a baccalaureate degree. Successful completion of the transfer degree in Philosophy guarantees the student acceptance to a California State University to pursue a baccalaureate degree. The transfer degree prepares students who plan to teach philosophy, or who plan to study theology or law, and establishes a foundation for graduate studies in the areas of liberal arts, critical theory, international relations, cognitive science and specialized historical studies.

## Program Courses & Requirements

### Philosophy, AA-T (Total 19 - 20)

**Complete the following number of credits: 19-20**

**Major requirements: (Total 7)**

**Complete the following number of credits: 7**

Select PHIL106 or 106H or PHIL 108. Credit will be awarded for only one. 0

PHIL106 - Introduction to Philosophy 3

PHIL106H - Honors Introduction to Philosophy 3

PHIL108 - Ethics 3

PHIL111 - Introductory Logic 4

**Select one (1) course from the following (List A): (Total 3 - 4)**

**Complete the following number of credits: 3-4**

PHIL110 - Critical Thinking 3

PHIL112 - World Religions 4

PHIL118 - History of Philosophy 3

**Select two (2) courses from the following (List B): (Total 6 - 7)**

**Complete the following number of credits: 6-7**

PHIL115 - Philosophy of Religion 3

An additional course from List A (3-4 units). May not be a course used to satisfy the requirements in List A. 0

**Select one (1) course from the following (List C): (Total 3 - 4)**

**Complete the following number of credits: 3-4**

PHIL120 - Introduction to Social and Political Philosophy 3

An additional course from List A or B (3-4 units). May not be a course used to satisfy the requirements in List A or B. 0

## Learning Outcomes

Demonstrate knowledge of the discipline of philosophy.

Demonstrate an ability to analyze and evaluate topics and problems in a way that comports with philosophic method.

[Print Program Info](#)

## Physics, AS-T

A.S. Degree for Transfer

**Control Number:**

31039

**Curriculum Id:**

SCC.PHYS.AST

The Associate in Science in Physics for Transfer degree provides a foundation in physics and mathematics for students planning to transfer into a baccalaureate program in physics or physics education. Successful completion of the transfer degree in Physics guarantees the student acceptance to a local California State University to pursue a baccalaureate degree in Physics or a related field.

### Program Courses & Requirements

**Physics, AS-T (Total 27)**

**Complete the following number of credits: 27**

**(Total 4 - 8)**

**Complete at least one of the following rules**

MATH180 - Single Variable Calculus I 4

MATH180H - Honors Single Variable Calculus I 4

**(Total 23)**

**Complete all of the following**

MATH185 - Single Variable Calculus II 4

MATH280 - Intermediate Calculus 4

PHYS250A - Physics for Scientists and Engineers I 5

PHYS250B - Physics for Scientists and Engineers II 5

PHYS250C - Physics for Scientists and Engineers III 5

### Learning Outcomes

Apply appropriate physical laws and mathematical techniques to analyze various physical situations.

Perform various scientific experiments and analyze data to check agreement with theoretical predictions.

[Print Program Info](#)

## Political Science, AA-T

A.A. Degree for Transfer

**Control Number:**

31730

**Curriculum Id:**

SCC.POLT.AAT

The Associate in Arts in Political Science for Transfer degree prepares students to transfer to a four-year institution leading to a baccalaureate degree. Successful completion of the transfer degree in Political Science guarantees the student acceptance to a local California State University to pursue a baccalaureate degree and prepares students for law school, teaching, public relations, journalism, government service on the local, state and national levels, and private employment where government institutions are involved.

### Program Courses & Requirements

**Political Science, AA-T (Total 18)**

**Complete all of the following**

**Major requirements: (Total 3)**

**Complete the following number of credits: 3**

POLT101 - American Government and Politics 3

POLT101H - Honors American Government and Politics 3

**Students are required to take the following (List A): (Total 9)**

**Complete all of the following**

POLT201 - Introduction to Comparative Politics 3

POLT220 - International Politics 3

POLT230 - Political Theory 3

**Select two (2) courses from the following (List B): (Total 6)**

**Complete the following number of credits: 6**

ANTH100 - Introduction to Cultural Anthropology 3

ANTH100H - Honors Introduction to Cultural Anthropology 3

ECON101 - Principles/Micro 3

ECON102 - Principles/Macro 3

HIST101 - World Civilizations to the 16th Century 3

HIST101H - Honors World Civilizations to the 16th Century 3

POLT221 - Women in American Politics 3

SOC100 - Introduction to Sociology 3

SOC100H - Honors Introduction to Sociology 3

## Learning Outcomes

Demonstrate critical thinking skills and formulate a thesis in a written and/or oral format.

Demonstrate a basic knowledge of political institutions and processes of American government.

Demonstrate how individuals by applying their political science skills can make a difference in their local communities.

[Print Program Info](#)

# Pre-Nursing and Allied Health Science, AS

A.S. Degree Major

**Control Number:**

41770

**Curriculum Id:**

SCC.BNAHS.AS

The Associate of Science degree in Pre-Nursing and Allied Health Science prepares students for transfer to a two-year Associate Degree in Nursing, a four-year institution leading to a baccalaureate degree in nursing, or other health science career programs. Students majoring in Nursing or any other Allied Health major should inquire with a counselor regarding major courses and transfer institution requirements.

## Program Courses & Requirements

**Pre-Nursing and Allied Health Science, AS (Total 27 - 28.5)**

**Complete all of the following**

**Chemistry (Total 4 - 5)**

**Complete the following number of credits: 4-5**

CHEM100 - Introductory Chemistry 4

CHEM200A - General Chemistry A 5

CHEM200AH - Honors General Chemistry A 5

**Biology (Total 13)**

**Complete the following number of credits: 13**

BIOL229 - General Microbiology 5

BIOL239 - General Human Anatomy 4

BIOL249 - Human Physiology 4

**Freshman Composition (Total 4 - 4.5)**

**Complete the following number of credits: 4-4.5**

ENGL101 - Freshman Composition 4

ENGL101H - Honors Freshman Composition 4

ENGL100 - Freshman Composition with Integrated Support 4.5

**Psychology (Total 3)**

**Complete the following number of credits: 3**

- PSYC100 - Introduction to Psychology 3
- PSYC100H - Honors Introduction to Psychology 3

**Sociology (Total 3)**

**Complete the following number of credits: 3**

- SOC100 - Introduction to Sociology 3
- SOC100H - Honors Introduction to Sociology 3
- SOC115 - Death and Dying 3

**Recommended Sequence**

**Pre-Nursing and Allied Health Science, AS**

1st semester	Credits
<b>Chemistry</b>	
<b>Take one of the following:</b>	
CHEM100 - Introductory Chemistry	4.0
CHEM200A - General Chemistry A	5.0
CHEM200AH - Honors General Chemistry A	5.0
<b>Freshman Composition</b>	
<b>Take one of the following:</b>	
ENGL101 - Freshman Composition	4.0
ENGL101H - Honors Freshman Composition	4.0
ENGL100 - Freshman Composition with Integrated Support	4.5
<b>Total Credits</b>	8.0 - 9.5
2nd semester	Credits
<b>Biology</b> BIOL239 - General Human Anatomy	4.0
<b>Psychology</b>	
<b>Take one of the following:</b>	
PSYC100 - Introduction to Psychology	3.0
PSYC100H - Honors Introduction to Psychology	3.0
<b>Total Credits</b>	7.0
3rd semester	Credits
<b>Biology</b> BIOL249 - Human Physiology	4.0
<b>Sociology</b>	
<b>Take one of the following:</b>	

SOC100 - Introduction to Sociology	3.0
SOC100H - Honors Introduction to Sociology	3.0
SOC115 - Death and Dying	3.0
<b>Total Credits</b>	<b>7.0</b>
<b>4th semester</b>	<b>Credits</b>
<b>Biology</b> BIOL229 - General Microbiology	5.0
<b>Total Credits</b>	<b>5.0</b>

## Learning Outcomes

[Print Program Info](#)

## Preschool, CERT

Certificate of Proficiency

Control Number:

Curriculum Id:

SCC.CDVP.CERT

The Certificate of Proficiency in Preschool meets the minimum California Community Care Licensing requirements for beginning early learning professionals employed or seeking employment as teachers and/or aides in privately owned or religious affiliated (Title 22) or publically funded (Title 5) programs serving preschoolers 2-5. This certificate is also recommended for licensed family child care providers, nannies, or early childhood recreation workers. Completion of this award leads to the Preschool Children's Center Permit.

## Program Courses & Requirements

**Preschool, CERT (Total 15)**

**Complete the following number of credits: 15**

CDEV107 - Child Growth and Development (DS1) 3

CDEV108 - Observation and Assessment for Early Learning and Development (DS3) 3

CDEV110 - Child, Family and Community (DS2) 3

CDEV111A - Principles and Practices of Teaching Young Children 3

CDEV111B - Introduction to Curriculum for Young Children 3

## Learning Outcomes

Demonstrate skill and mastery of child development themes, theories, curriculum, and assessment strategies by applying knowledge and skills in a simulated/real preschool setting or scenarios.

Develop a portfolio of developmentally appropriate curriculum, programming, and assessment strategies for preschoolers in the cognitive, psychosocial, and biosocial domains.

## Programs of Study

## Identifiers and Definitions

### Credit

Certificates

*Certificates of Proficiency (CERT)*  
*Certificates of Achievement (CA)*

A Certificate of Achievement (CA) is 16 units or more (or state-approved as low as 8 units) and is a verification of achievement in a particular academic or occupational area, and it will be included on the official transcript. Certificate of Achievement programs normally includes only those courses which have a direct bearing upon specialized occupational competency since the certificate has the sole objective of immediate employment in a specialized area. For this reason, there is no general education requirement in a certificate program.

A Certificate of Proficiency (CERT) is under 16 units and/or is not a state-approved program. This type of certificate is a verification of completion in a particular subject matter. A Certificate of Proficiency will NOT be included on the official or unofficial transcript. Certificate programs include only those courses which focus on vocational skills. The sole objective is employment in a specialized area and for this reason, there are no general education requirements for a Certificate of Proficiency.

#### Associate Degrees

*Associate Degree of Arts (AA)*  
*Associate Degree of Science (AS)*

The Associate Degree is a certification of the student's satisfactory completion of a program of study with a specific major or area of specialization. The Associate Degree is normally completed in two years, compared with the Baccalaureate Degree, which is normally completed in four years. Associate Degrees are commonly conferred by community colleges and are referenced as "local degrees." They are usually of two types, the Associate of Arts and the Associate of Science. The distinction between the Associate of Arts and the Associate of Science degrees lies in the majors. If the major is in the fields of engineering, physical or biology science, or occupational curricula, the degree conferred is usually the Associate of Science. Otherwise, the Associate of Arts degree is conferred. Ordinarily, Associate Degrees have one of two major purposes. Either the program of study prepares the individual for transfer to a four-year college or university or the program of study is intended to prepare the student for immediate employment.

#### *Associate Degrees for Transfer*

*Associate Degree of Arts for Transfer (AA-T)*  
*Associate Degree of Science for Transfer (AS-T)*

The Student Transfer Achievement Reform Act (Senate Bill 1440, now codified in California Education Code sections 66746-66749) guarantees admission to a California State University (CSU) campus for any community college student who completes an "associate degree for transfer," an established variation of the associate degrees traditionally offered at a California community college. The Associate in Arts for Transfer (AA-T) or the Associate in Science for Transfer (AS-T) is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. Students completing these degrees (AA-T or AS-T) are guaranteed admission to the CSU system, but not to a particular campus or major. In order to earn one of these degrees, students must complete a minimum of 60 required semester units of CSU-transferable coursework with a minimum GPA of 2.0. Students transferring to a CSU campus that does accept the AA-T or AS-T will be required to complete no more than 60 units after transfer to earn a bachelor's degree (unless the major is a designated "high unit" major). This degree may not be the best option for students intending to transfer to a particular CSU campus or to a university or college that is not part of the CSU system. Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements

## Noncredit

#### Certificates

*Certificates of Completion (CC)*

### *Certificates of Competency (COM)*

Certificates of Completion are geared toward Career Development.

Short-Term Vocational  
Workforce Preparation

Certificates of Competency are geared toward College Preparation.

Adult Basic Education  
Adult Secondary Education (including High School Diploma and High School Equivalency)  
English as a Second Language

[Print Program Info](#)

## Psychology, AA-T

A.A. Degree for Transfer

### Control Number:

31041

### Curriculum Id:

SCC.PSYC.AAT

The Associate in Arts in Psychology for Transfer degree prepares students to transfer to a four-year institution leading to a baccalaureate degree for specialization in any of more than twenty branches of psychology including: child, clinical, personality, vocational, marriage and family counseling, industrial, mental health, and college teaching. Completion of the two-year program is appropriate for students whose vocational plans include helping people, i.e., teaching, social welfare, probation, criminology, nursing, law, and personnel work. Successful completion of the transfer degree in Psychology guarantees the student acceptance to a local California State University to pursue a baccalaureate degree in Psychology or a related field.

## Program Courses & Requirements

### Psychology, AA-T (Total 20 - 21)

#### Complete all of the following

#### Major requirements: (Total 11)

#### Complete all of the following

PSYC220 - Introduction to Research Methods in Psychology 4

#### Mathematics Requirement (Total 4)

#### Complete the following number of credits: 4

MATH219 - Statistics and Probability 4

MATH219H - Honors Statistics and Probability 4

MATH219S - Statistics and Probability with Support 4

#### General Psychology Requirement (Total 3)

#### Complete the following number of credits: 3

PSYC100 - Introduction to Psychology 3

PSYC100H - Honors Introduction to Psychology 3

#### List A: (Total 3)

#### Complete the following number of credits: 3

BIOL109 - Fundamentals of Biology 3

BIOL109H - Honors Fundamentals of Biology 3

PSYC200 - Introduction to Biological Psychology 3

#### List B: (Total 3)

#### Complete the following number of credits: 3

Any course from LIST A not already used. May not be a course used to satisfy the requirements in List A. 0

CDEV107 - Child Growth and Development (DS1) 3

PSYC157 - Introduction to Child Psychology 3  
 PSYC240 - Introduction to Social Psychology 3  
 SOC240 - Introduction to Social Psychology 3  
 Student may only earn credit for CDEV 107 or PSYC 157. 0  
 Student may only earn credit for PSYC 240 or SOC 240. 0

**List C: (Total 3 - 4)**

**Complete the following number of credits: 3-4**

Any course from LIST A or B not already used. May not be a course used to satisfy the requirements in List A or B. 0

ANTH100 - Introduction to Cultural Anthropology 3  
 ANTH100H - Honors Introduction to Cultural Anthropology 3  
 ANTH101 - Introduction to Physical Anthropology 3  
 PHIL110 - Critical Thinking 3  
 PHIL111 - Introductory Logic 4  
 PSYC160 - Introduction to Lifespan Psychology 4  
 PSYC170 - Multicultural Psychology 3  
 PSYC180 - Psychology of Gender 3  
 PSYC230 - Psychology of Adjustment 3  
 PSYC250 - Introduction to Abnormal Psychology 3  
 PSYC190 - Psychology of Human Sexuality 3  
 SOC100 - Introduction to Sociology 3  
 SOC100H - Honors Introduction to Sociology 3

## Learning Outcomes

Demonstrate familiarity with the major concepts, theoretical perspectives, empirical findings, and historical trends in psychology.  
 Respect and use critical thinking, skeptical inquiry, and when possible, the scientific approach to solve problems related to behavior and mental processes.  
 Develop insight into their own and others' behavior and mental processes and apply effective strategies for self-management and self-improvement.

[Print Program Info](#)

## Public Administration and Policy, CERT

Certificate of Proficiency

**Control Number:**

**Curriculum Id:**

SCC.PBLCAD.CERT

The Certificate of Proficiency in Public Administration and Policy provides students with an achievement and a comprehensive understanding of government, municipality and school districts functions, which include internal, external factors, philosophy and goals of the public servants in today's capacity. Upon completions students will be well equipped with the basic understanding and terminology of key terms used in today's government agencies. .

## Program Courses & Requirements

### Public Administration and Policy, CERT (Total 15)

**Complete all of the following**

**Certificate Requirements: (Total 12)**

**Complete the following number of credits: 12**

PBLC150 - Introduction to Public Administration 3  
 PBLC151 - Ethics and Professionalism: The High Calling of Public Service 3  
 PBLC152 - Preparing for Supervision Public Sector 3  
 PBLC155 - The Art of Politics and Policymaking 3

**Select one (1) course from following: (Total 3)**

**Complete the following number of credits: 3**

PBLC153 - Public Sector Budgeting Fundamentals 3  
 PBLC154 - Public Sector Human Resources Fundamentals 3

## Learning Outcomes



Be eligible for employment in a high-wage, high-growth career in a civil service, government, school district, city, county work position.  
Be eligible for civil service promotions due to having a broad understanding of government work and functions in all classifications.

[Print Program Info](#)

## Public Administration, AS

A.S. Degree Major

### Control Number:

42990

### Curriculum Id:

SCC.PBLCA.CA

The Associate in Science in Public Administration provides students with the coursework necessary for employment in the public sector such as civil service, community relations, education, health care, nonprofits, and any governmental agency (federal, state, county, or city). Using practical management skills, students will be able to pursue the public interest using various models of decision-making. Students will learn to lead, manage, and serve in a diverse community.

## Program Courses & Requirements

### Public Administration, AS (Total 18)

#### Complete the following number of credits: 18

- PBLC150 - Introduction to Public Administration 3
- PBLC151 - Ethics and Professionalism: The High Calling of Public Service 3
- PBLC152 - Preparing for Supervision Public Sector 3
- PBLC153 - Public Sector Budgeting Fundamentals 3
- PBLC154 - Public Sector Human Resources Fundamentals 3
- PBLC155 - The Art of Politics and Policymaking 3

## Learning Outcomes

Be eligible for employment in a high-wage, high-growth career in a civil service, government, school district, city, county work position.  
Be eligible for civil service promotions due to having a broad understanding of government work and functions in all classifications.

[Print Program Info](#)

## Public Administration, CA

Certificate of Achievement

### Control Number:

43901

### Curriculum Id:

SCC.PBLCA.CA

The Certificate of Achievement in Public Administration provides students with the coursework necessary for employment in the public sector such as civil service, community relations, education, health care, nonprofits, and any governmental agency (federal, state, county, or city). Using practical management skills, students will be able to pursue the public interest using various models of decision-making. Students will learn to lead, manage, and serve in a diverse community.

## Program Courses & Requirements

### Public Administration, CA (Total 18)

#### Complete the following number of credits: 18

- PBLC150 - Introduction to Public Administration 3
- PBLC151 - Ethics and Professionalism: The High Calling of Public Service 3
- PBLC152 - Preparing for Supervision Public Sector 3
- PBLC153 - Public Sector Budgeting Fundamentals 3
- PBLC154 - Public Sector Human Resources Fundamentals 3
- PBLC155 - The Art of Politics and Policymaking 3

## Learning Outcomes

- Be eligible for employment in a high-wage, high-growth career in a civil service, government, school district, city, county work position.
- Be eligible for civil service promotions due to having a broad understanding of government work and functions in all classifications.

[Print Program Info](#)

## Public Works, CERT

Certificate of Proficiency

**Control Number:**

**Curriculum Id:**

SCC.PBLC.CERT

The certificate of proficiency in Public Works is designed for current and prospective professionals seeking career opportunities and advancement. Course content is specifically created to provide students with practical coursework relative to the roles and responsibilities of construction inspectors, project managers, and superintendents. Upon completion of this certificate, students will be better positioned for employment in local government and/or general contracting/consulting.

## Program Courses & Requirements

**Public Works, CERT (Total 10 - 15)**

**Complete the following number of credits: 10-15**

Certificate Requirements 6

PBLC050 - Fundamentals of Public Works 3

PBLC061 - Plan Interpretation and Cost Estimating 3

Select one (1) course from the following; 3

PBLC070 - Construction Inspection 3

PBLC074 - Contract Administration 3

PBLC080 - Principles of Project Management 3

PBLC063 - Construction Materials and Testing 3

PBLC051 - Infrastructure Construction and Maintenance 3

PBLC110 - Introduction to Microsoft Project 3

Select one (1) course from the following; 1 - 6

PBLC199 - Cooperative Work Experience Education 1 - 4

PBLC069 - Green Infrastructure Construction 3

PBLC068 - Fundamentals of Storm Water Management 3

PBLC067 - Environmental Management 3

PBLC152 - Preparing for Supervision Public Sector 3

PBLC153 - Public Sector Budgeting Fundamentals 3

## Learning Outcomes

- Demonstrate an understanding of functional concepts and apply learned skills to be competitive for employment in high-wage, high-growth careers in Public Works.

[Print Course Info](#)

**RE102:**

## Real Estate Principles

Provides basic information about real estate and prepares students for advanced study in specialized courses. Includes deeds, titles, agency, contracts, mathematics, finance, appraisal, escrow, leases. Required for the California real estate salesperson license.

## Requisites

None

## Transferability

## Transferable to CSU only

### Units & Hours

#### Minimum Units:

3.0

#### Maximum Units

3.0

### Total Hours

54.0

[Print Course Info](#)

## RE103:

### Legal Aspects of Real Estate

California real estate law including contracts, ownership, estates, easements, landlord-tenant, trust deeds, liens, agency, security devices, and land use. Applies towards: (1) required course for the California real estate salesperson licensing and (2) California real estate broker's license requirements.

### Requisites

None

### Transferability

## Transferable to CSU only

### Units & Hours

#### Minimum Units:

3.0

#### Maximum Units

3.0

### Total Hours

54.0

[Print Course Info](#)

## RE105:

### Real Estate Practice

Operation of the real estate business and the role of the agent. Includes listing, prospecting, sales techniques, use of current real estate forms; financing, title insurance, escrow, and taxation. This course is required for the educational requirement for the California real estate salesperson license and may be applied toward the California real estate broker license requirements.

### Requisites

None

## Transferability

Transferable to CSU only

## Units & Hours

### Minimum Units:

3.0

### Maximum Units

3.0

## Total Hours

54.0

[Print Course Info](#)

## RE106:

### Real Estate Finance

Analysis of real estate financing. Covers the mortgage market, lenders, conventional and government-backed loans, processing and closing loans, foreclosures. Applies towards the partial fulfillment for the educational requirements for (1) California real estate salesperson license and (2) California real estate broker license.

## Requisites

None

## Transferability

Transferable to CSU only

## Units & Hours

### Minimum Units:

3.0

### Maximum Units

3.0

## Total Hours

54.0

[Print Course Info](#)

## RE110:

### Real Estate Economics

Covers the factors influencing real estate values. Includes business cycles, regional and community growth, influences on real estate development. Applies towards the partial fulfillment for the educational requirements for (1) California real estate salesperson license and (2) California real estate broker license.

## Requisites

None

### Transferability

Transferable to CSU only

### Units & Hours

#### Minimum Units:

3.0

#### Maximum Units

3.0

### Total Hours

54.0

[Print Course Info](#)

## RE112:

# Real Property Management

Principles and practices of managing residential, apartment, commercial, and income properties. Covers property management, leases and contracts, collections, rent schedules, tenant selection and supervision, and budgets. Applies towards the partial fulfillment for the educational requirements for (1) California real estate salesperson license and (2) California real estate broker license.

### Requisites

None

### Transferability

Transferable to CSU only

### Units & Hours

#### Minimum Units:

3.0

#### Maximum Units

3.0

### Total Hours

54.0

[Print Course Info](#)

## RE114:

# Appraisal Principles and Procedures

The principles and procedures of appraisal used to estimate market values; location analysis, standards and ethics, and the sales comparison, cost, and income approaches for residential properties. The course applies 60 hours of educational instruction towards the requirements for licensure from the California Office of Real Estate Appraisal (OREA). The course is required for the appraisal licenses for Trainee, Residential, Certified Residential, and

Certified General license. The course meets the requirement for the Department of Real Estate (DRE) Brokers License and qualifies as one of the required courses for the Salespersons License.

## Requisites

None

## Transferability

Transferable to CSU only

## Units & Hours

### Minimum Units:

3.5

### Maximum Units

3.5

## Total Hours

63.0

[Print Course Info](#)

## RE116:

# Residential Real Estate Appraisal

Studies in residential market analysis and highest and best use; residential appraiser site valuation and cost approach; and residential sales comparison and income approach. The course applies 60 hours of educational instruction towards the requirements for licensure from the California Office of Real Estate Appraisal (OREA). The course is required for the appraisal licenses for Trainee, Residential, Certified Residential, and Certified General license. The course meets the requirement for the Department of Real Estate (DRE) Brokers License and qualifies as one of the required courses for the Salespersons License.

## Requisites

None

## Transferability

Transferable to CSU only

## Units & Hours

### Minimum Units:

3.5

### Maximum Units

3.5

## Total Hours

63.0

[Print Course Info](#)

## RE117:

# Residential Report Writing and Case Studies

Residential report writing and case studies in appraisal to include theories, techniques, and procedures of using various residential forms and reports for appraisal. The course applies 16 hours of educational instruction towards the requirements for licensure from the California Office of Real Estate Appraisal (OREA). The course is required for the appraisal licenses for Trainee, Residential, Certified Residential, and Certified General license.

## Requisites

None

## Transferability

Transferable to CSU only

## Units & Hours

### Minimum Units:

1.0

### Maximum Units

1.0

### Total Hours

18.0

[Print Course Info](#)

## RE151:

# Fundamentals of Escrow

This course covers the principles and current practices of the escrow process in California. Topics include terminology, documentation, escrow instructions, encumbrances, interest adjustments, reconveyance, mortgages, insurance, taxes, and fees, other processing details pertinent to the handling of an escrow from inception to closing including fiduciary and ethical responsibilities. This course is one of the elective courses for the real estate salesperson or broker license requirement as set forth by the California Bureau of Real Estate (BRE).

## Requisites

None

## Transferability

Transferable to CSU only

## Units & Hours

### Minimum Units:

3.0

### Maximum Units

3.0

### Total Hours

54.0

[Print Course Info](#)**RE153:****Real Estate License Preparation**

Real estate licensure preparation. Fundamental information regarding the practice of real estate with an emphasis on real estate law, principles, practice, and other topics covered in the state licensure examination. An important preparation for those intending to take the California real estate salesperson's or broker's license examination. Former Title: Real Estate 053, Real Estate License Preparation (2020)

**Requisites****Prerequisite**[RE102 - Real Estate Principles](#)**OR****Prerequisite**[RE105 - Real Estate Practice](#)**Transferability****Not transferable****Units & Hours****Minimum Units:**

3.0

**Maximum Units**

3.0

**Total Hours**

54.0

[Print Course Info](#)**RE155:****Real Estate the Ethical Way**

Familiarizes students, as future or current real estate professionals, with the Realtor(TM) Code of Ethics. Provides examples of ethically challenging situations in real estate transactions and daily work. Examines duties and responsibilities. Provides analytical strategies for ethical decision making.

**Requisites**

None

**Transferability****Not transferable****Units & Hours**



**Minimum Units:**

2.0

**Maximum Units**

2.0

**Total Hours**

36.0

[Print Course Info](#)**RE160:****Real Estate Employability Skills**

Students will enhance basic soft skills, workplace skills, interpersonal skills, communication skills, and leadership skills.

**Requisites**

None

**Transferability****Transferable to CSU only****Units & Hours****Minimum Units:**

1.0

**Maximum Units**

1.0

**Total Hours**

18.0

[Print Course Info](#)**RE171:****Real Estate Cooperative Work Experience/Career Internship**

Through a set of learning objectives established by the student, on-the-job supervisor and instructor, students will extend their classroom-based occupational learning by working at a job related to their major and to their occupational goal. One to four units of Real Estate Cooperative Work Experience/Career Internship require 60 - 240 non-paid hours of work or 75 - 300 paid hours of work per semester. Open Entry/Open Exit

**Requisites****Advisory**[RE102 - Real Estate Principles](#)**AND****Advisory**[RE105 - Real Estate Practice](#)

## Transferability

Transferable to CSU only

## Units & Hours

### Minimum Units:

4.0

### Maximum Units

4.0

## Total Hours

300.0

[Print Course Info](#)

## READ101:

# Introduction to Academic Reading

Instruction toward students' mastery of higher-level vocabulary, reading comprehension at the level of proficiency, critical evaluation of college-level text, and improvement of reading rate.

## Requisites

None

## Transferability

Transferable to CSU only

## Units & Hours

### Minimum Units:

3.0

### Maximum Units

3.0

## Total Hours

54.0

[Print Course Info](#)

## READ102:

# Academic Reading

Introduces a repertoire of reading strategies aimed at preparing students for comprehension of complex college-level reading material. Advanced reading strategies provide the foundation for the development of critical reading and the recognition of patterns of academic thought. Reading strategies for specific disciplines, including the Social Sciences, Business, Humanities and the Arts, Mathematics and the Natural Sciences are presented.

## Requisites

None

## Transferability

**Transferable to CSU only**

## Units & Hours

### Minimum Units:

3.0

### Maximum Units

3.0

## Total Hours

54.0

[Print Course Info](#)

## READ128:

# Expanding ESL Reading Skills

This course is designed to help students approach intermediate-level reading materials in their ACE/ESL courses by introducing several effective reading strategies, such as those from the Reading Apprenticeship Project. This is a support course for American College English (ACE) courses, including: ACE 052 and ACE 053.

## Requisites

### Advisory

[ACE052 - Expanding Academic Writing and Reading](#)

Students are advised to concurrently enrolled in American College English 052

**OR**

### Advisory

Qualifying profile from the placement process.

## Transferability

**Transferable to CSU only**

## Units & Hours

### Minimum Units:

1.0

### Maximum Units

1.0

## Total Hours

18.0

[Print Course Info](#)

## READ129:

# Refining ESL Reading Skills

This course is designed to help students approach low-advanced reading materials in their content area courses by introducing several effective reading strategies, such as those from the Reading Apprenticeship Project. This is a support course for American College English (ACE) courses, including: ACE 093 and ACE 102.

## Requisites

### Advisory

[ACE102 - Refining Academic Writing and Reading](#)

Students are advised to concurrently enroll in American College English 102.

**OR**

### Advisory

Qualifying profile from the placement process.

## Transferability

**Transferable to CSU only**

## Units & Hours

### Minimum Units:

1.0

### Maximum Units

1.0

## Total Hours

18.0

[Print Course Info](#)

## READ130:

# Reading Strategies for Across the Curriculum

This course is designed to help students approach difficult reading materials in their content area courses by introducing several effective reading strategies, such as those from the Reading Apprenticeship Project. This is a support course for discipline specific courses.

## Requisites

### Advisory

Concurrently enrolled in another discipline course.

## Transferability

**Transferable to CSU only**

## Units & Hours

## Minimum Units:

1.0

## Maximum Units

1.0

## Total Hours

18.0

[Print Course Info](#)

## READ131:

### Reading in Apprenticeship

This course is designed to help students approach challenging and varied reading tasks on topics related to Apprenticeship courses by introducing several effective reading strategies, such as those from the Reading Apprenticeship Project. This is a support course for discipline-specific courses in Career Education-Apprenticeship, which includes: Carpentry, Cosmetology, Electrician, Maintenance Mechanic, Operating Engineers, Power Lineman, and Surveying.

## Requisites

### Advisory

Concurrently enrolled in an SCC Apprenticeship course

## Transferability

### Transferable to CSU only

## Units & Hours

### Minimum Units:

1.0

### Maximum Units

1.0

### Total Hours

18.0

[Print Course Info](#)

## READ132:

### Reading in Career Education

This course is designed to help students approach challenging and varied reading tasks on topics related to Career Education courses by introducing several effective reading strategies, such as those from the Reading Apprenticeship Project. This is a support course for discipline-specific courses in Career Education (CE), which includes: American Sign Language, Biotechnology, Business and Computer Related Programs, Careers in Education, Child Development, Code Enforcement, Criminal Justice, Digital Media Arts, Graphic Design, Gemology, Public Works, Real Estate, Survey/Mapping Sciences, TV/Video Communications, and Water Utility Science.

## Requisites

### Advisory

Concurrently enrolled in an SCC Career Education (CE) course.

## Transferability

**Transferable to CSU only**

## Units & Hours

### Minimum Units:

1.0

### Maximum Units

1.0

## Total Hours

18.0

[Print Course Info](#)

## READ134:

# Reading in the Social Sciences

This course is designed to help students approach challenging and varied reading tasks on topics related to Social Science areas by introducing several effective reading strategies, such as those from the Reading Apprenticeship Project. This is a support course for discipline-specific courses in Cultural, Behavioral, and Social Sciences, which includes: Anthropology, Chicano Studies, Economics, Ethnic Studies, Gender Sexuality, and Women's Studies, Geography, History, Global Studies, International Development, Political Science, Psychology, and Sociology.

## Requisites

### Advisory

Concurrently enrolled in an SCC Cultural, Behavioral, or Social Science course.

## Transferability

**Transferable to CSU only**

## Units & Hours

### Minimum Units:

1.0

### Maximum Units

1.0

## Total Hours

18.0

[Print Course Info](#)

## READ136:

# Reading in STEM

This course is designed to help students approach challenging and varied reading tasks on topics related to STEM areas by introducing several effective reading strategies, such as those from the Reading Apprenticeship Project. This is a support course for discipline-specific courses in Science, Technology, Engineering, and Mathematics (STEM), which includes: Anatomy, Astronomy, Biology, Chemistry, Environmental Science, Geology/Earth Science, Kinesiology, Microbiology, Nutrition and Dietetics, Oceanography, Physics, and Computer Science; Aerospace, Architectural, Biomedical, Chemical, Civil, Computer, Electrical, Environmental, Geomatics, Industrial, and Mechanical Engineering; Algebra, Calculus, Liberal Arts Math, Statistics and Probability, and Trigonometry.

## Requisites

### Advisory

Concurrently enrolled in an SCC STEM course

## Transferability

### Transferable to CSU only

## Units & Hours

### Minimum Units:

1.0

### Maximum Units

1.0

## Total Hours

18.0

[Print Course Info](#)

## READ138:

## Reading in the Humanities

This course is designed to help students approach challenging and varied reading tasks on topics related to the Humanities areas by introducing several effective reading strategies, such as those from the Reading Apprenticeship Project. This is a support course for discipline-specific courses in the Humanities, which includes: Art, Communication, English, Literature, Modern Languages, Performing Arts, and Philosophy.

## Requisites

### Advisory

Concurrently enrolled in an SCC Humanities course.

## Transferability

### Transferable to CSU only

## Units & Hours

### Minimum Units:

1.0

### Maximum Units

1.0

## Total Hours

18.0

[Print Course Info](#)

## READ150:

### Critical Reading

This course addresses the relationship between critical reading and critical thinking, including emphasis on the development of critical reading and thinking skills that facilitate the interpretation, analysis, criticism, and advocacy of ideas encountered in academic reading.

## Requisites

### Advisory

[ENGL101 - Freshman Composition](#)

Previous or concurrent enrollment in English 101 Outcomes Analyze written and visual texts for content, structure, rhetorical strategies, visual and written techniques, and grammatical precision.

**OR**

### Advisory

[ENGL101H - Honors Freshman Composition](#)

Previous or concurrent enrollment in English 101 H Outcomes Analyze written and visual texts for content, structure, rhetorical strategies, visual, and written techniques and grammatical precision.

**OR**

### Advisory

[ENGL100 - Freshman Composition with Integrated Support](#)

Previous or concurrent enrollment in English 100 Outcomes Analyze written and visual texts for content, structure, rhetorical strategies, visual and written techniques, and grammatical precision.

## Transferability

**Transferable to both UC and CSU**

## Units & Hours

### Minimum Units:

3.0

### Maximum Units

3.0

## Total Hours

54.0

[Print Course Info](#)

## READ151:

### Critical Reading and Analysis



Critical Reading and Analysis is a course for students from all academic disciplines who seek to develop the relationship between critical reading and critical thinking through logical reasoning and analysis. Students gain experience in research strategies, annotation, metacognition, and formal critical response writing.

## Requisites

### Prerequisite

[ENGL100 - Freshman Composition with Integrated Support](#)

Outcomes Use the writing process to compose essays—including research papers in MLA format—that contain unity, coherence, development, logic, grammatical precision, and selection of appropriate sources and their correct use. Analyze written and visual texts for content, structure, rhetorical strategies, visual and written techniques, and grammatical precision.

**OR**

### Prerequisite

[ENGL101 - Freshman Composition](#)

Outcomes Use the writing process to compose essays—including research papers in the MLA format—that contain unity, coherence, development, logic, grammatical precision, and selection of appropriate sources and their correct use. Analyze written and visual texts for content, structure, rhetorical strategies, visual and written techniques, and grammatical precision.

**OR**

### Prerequisite

[ENGL101H - Honors Freshman Composition](#)

Outcomes Use the writing process to compose essays—including research papers in the MLA format—that contain unity, coherence, development, logic, grammatical precision, and selection of appropriate sources and their correct use. Analyze written and visual texts for content, structure, rhetorical strategies, visual, and written techniques and grammatical precision.

## Transferability

**Transferable to both UC and CSU**

## Units & Hours

### Minimum Units:

3.0

### Maximum Units

3.0

### Total Hours

54.0

## RSCCD Rates of Student Right-To-Know Act

### RSCCD Rates of Student Right-To-Know Act

The rates below are placed here in accordance with the federally mandated Student Right-To-Know Act.

## Santiago Canyon Community College

### Student Right-to-Know Rates for Fall 2019 Cohort

**Completion Rate: 45.41 %**

**Transfer Rate: 8.75 %**

In compliance with the Student Right-to-Know and Campus Security Act of 1990 (Public Law 101-542), it is the policy of our college district to make its completion and transfer rates available to all current and prospective students. Beginning in Fall 2019, a cohort of all certificate-, degree-, and transfer-seeking first-time, full-time students were tracked over a three-year period. Their completion and transfer rates are listed above. These rates do not represent the success rates of the entire student population at the College, nor do they account for student outcomes occurring after this three-year tracking period.

Based upon the cohort defined above, a Completer is a student who attained a certificate or degree or became 'transfer prepared' during a three-year period, from Fall 2019 to Spring 2022. Students who have completed 60 transferable units with a GPA of 2.0 or better are considered 'transfer prepared'. Students who transferred to another post-secondary institution, prior to attaining a degree, certificate, or becoming 'transfer prepared' during a five-semester period, from Spring 2020 to Spring 2022, are transfer students.

*Please note, this data is accurate as of the publication date.*

[Print Program Info](#)

## Real Estate Appraisal, CERT

Certificate of Proficiency

**Control Number:**

**Curriculum Id:**

SCC.REAPP.CERT

The Certificate of Proficiency in Real Estate Appraisal is designed for individuals interested in a career in real estate appraisal of both residential and commercial property. The program is intended to prepare students for the California real estate appraiser license exam, certified residential exam and certified general exam. As well it provides coursework for real estate professionals.

### Program Courses & Requirements

**Real Estate Appraisal, CERT (Total 14)**

**Complete the following number of credits: 14**

**Core Requirements: (Total 11)**

**Complete all of the following**

RE102 - Real Estate Principles 3

RE114 - Appraisal Principles and Procedures 3.5

RE116 - Residential Real Estate Appraisal 3.5

RE117 - Residential Report Writing and Case Studies 1

**Select one (1) of the following: (Total 3)**

**Complete the following number of credits: 3**

RE103 - Legal Aspects of Real Estate 3

RE110 - Real Estate Economics 3

## Learning Outcomes

Demonstrate and apply knowledge of methods, concepts and standards according to USPAP (Uniform Standards of Professional Appraisal Practice.)

[Print Program Info](#)

# Real Estate Salesperson, CERT

Certificate of Proficiency

**Control Number:**

**Curriculum Id:**

SCC.RESAL.CERT

The Certificate of Proficiency in Real Estate Salesperson provides students with the coursework necessary to meet the state DRE (Department of Real Estate) educational requirements that qualify an individual to sit for the Salesperson's license exam. It also includes the basic information for a successful career in real estate sales.

## Program Courses & Requirements

**Real Estate Salesperson, CERT (Total 13.5)**

**Complete the following number of credits: 13.5**

**Core Requirements: (Total 10.5)**

**Complete all of the following**

RE102 - Real Estate Principles 3

RE105 - Real Estate Practice 3

RE114 - Appraisal Principles and Procedures 3.5

RE160 - Real Estate Soft Skills 1

**Select one (1) course from the following: (Total 3)**

**Complete the following number of credits: 3**

RE103 - Legal Aspects of Real Estate 3

RE106 - Real Estate Finance 3

RE110 - Real Estate Economics 3

RE112 - Real Property Management 3

RE151 - Fundamentals of Escrow 3

## Learning Outcomes

Demonstrate and apply knowledge of principles, procedures and practices of real estate sales according to DRE (Department of Real Estate) standards.

[Print Program Info](#)

# Real Estate, AS

A.S. Degree Major

**Control Number:**

11869

**Curriculum Id:**

SCC.RE.AS

The Associate of Science degree in Real Estate is designed for individuals interested in careers in real estate as salespersons, brokers, and real estate industry professionals including mortgage brokers, property managers, title officers, developers and as government employees. The program is intended to meet the mandatory and elective course requirements students need to sit for the California real estate sales license exam.

## Program Courses & Requirements

**Real Estate, AS (Total 22.5 - 25.5)**

**Complete all of the following****Major requirements: (Total 21.5)****Complete the following number of credits: 21.5**

RE102 - Real Estate Principles 3  
 RE103 - Legal Aspects of Real Estate 3  
 RE105 - Real Estate Practice 3  
 RE106 - Real Estate Finance 3  
 RE112 - Real Property Management 3  
 RE114 - Appraisal Principles and Procedures 3.5  
 RE151 - Fundamentals of Escrow 3

**Select one (1) course from the following: (Total 1 - 4)****Complete the following number of credits: 1-4**

ACCT100 - Accounting for Small Business 3  
 ACCT101 - Financial Accounting 4  
 RE110 - Real Estate Economics 3  
 RE116 - Residential Real Estate Appraisal 3.5  
 RE117 - Residential Report Writing and Case Studies 1  
 RE153 - Real Estate License Preparation 3  
 RE160 - Real Estate Soft Skills 1

**Learning Outcomes**

- Be prepared to pass the California Real Estate Sales Associate Exam.
- Be prepared to obtain an entry-level job in a Real Estate field of their choice.
- Transfer to a four-year institution.

[Print Program Info](#)

## Real Estate, CA

Certificate of Achievement

**Control Number:**

21639

**Curriculum Id:**

SCC.RE.CA

The Certificate of Achievement in Real Estate is designed for individuals interested in careers in real estate as salespersons, brokers, and real estate industry professionals including mortgage brokers, property managers, title officers, developers and as government employees. The program is intended to meet the mandatory and elective course requirements students need to sit for the California real estate sales or brokers license exam.

### Program Courses & Requirements

**Real Estate, CA (Total 22.5 - 25.5)****Complete all of the following****Certificate requirements: (Total 21.5)****Complete the following number of credits: 21.5**

RE102 - Real Estate Principles 3  
 RE103 - Legal Aspects of Real Estate 3  
 RE105 - Real Estate Practice 3  
 RE106 - Real Estate Finance 3  
 RE110 - Real Estate Economics 3  
 RE112 - Real Property Management 3  
 RE114 - Appraisal Principles and Procedures 3.5

**Select one (1) course from the following: (Total 1 - 4)****Complete the following number of credits: 1-4**

ACCT101 - Financial Accounting 4  
 RE116 - Residential Real Estate Appraisal 3.5  
 RE117 - Residential Report Writing and Case Studies 1  
 ACCT100 - Accounting for Small Business 3

RE151 - Fundamentals of Escrow 3

## Learning Outcomes

- Be prepared for the California Real Estate Sales Associate Exam.
- Be prepared for an entry-level job into the Real Estate field of their choice.

[Print Program Info](#)

## Receptionist/Information Clerk, CC

Certificate of Completion

### Control Number:

30985

### Curriculum Id:

OEC.RCPTN.CC

The Certificate of Completion in Receptionist/Information Clerk is designed to give students the skills for entry-level receptionist or information clerk positions. Clerical duties include greeting the public, answering phones, making appointments, and word processing.

## Program Courses & Requirements

### Receptionist/Information Clerk, CC (Total 156)

**Complete the following number of hours: 156**

**Certificate Requirements: (Total 96)**

**Complete all of the following**

VBUS258 - Navigating the Internet 36

WKPR500 - Workforce Readiness 60

**Electives: (Total 60)**

**Complete the following number of hours: 60**

VBUS121 - Computer Applications Basics 60

VBUS257 - Seminar in Business Applications 60

## Learning Outcomes

- Demonstrate competence in a variety of Windows-based applications.
- Complete job applications and prepare for the interviewing process.

## Registered Sex Offender Information

Sex offenders are required to register with the police in the jurisdiction in which they reside. If they are a student at institutions of higher learning

or if they work there as employees, contractors, or volunteers, the registrant must register with the local law enforcement agency having jurisdiction over the campus/institution.

Sex offenders who are required to register should do so at the Santa Ana Police Department if attending Santa Ana College

or Centennial Education Center and at the Orange Police Department if attending Santiago Canyon College or Orange Education Center."

Members of the general public may request community notification flyers for information concerning sexually violent predators in a

particular community by visiting the office of local law enforcement in their community. Local police may be contacted at:

Santa Ana Police Department, 60 Civic Center Plaza, Santa

Ana, CA 92701 714-245-8665

Orange Police Department, 107 N. Batavia Street, Orange, CA

92867 714-744-7444

Registered sex offender information is available at the Megan's Law website: [meganslaw.ca.gov](http://meganslaw.ca.gov)

## Residency

All students are classified as either a resident of the State of California or non-resident when applying for admission. "Residents" are students who have residence in the state for more than one year before the initiation of a semester or term (EC 68017), based on the "Residency Determination Date" which is the day immediately preceding the opening of instruction (applies to U.S. citizens, permanent residents, and persons holding certain visas that allow for residency). "Non-residents" are students who have not established residence in the State of California for one year as of the residency determination date.

Persons who are 18 years of age or older (adults) establish residency in accordance with EC 68017 above. Adult residency begins after the 18th birthday.

Persons who are under 18 years of age (minors) establish residence in accordance with above "resident" definition and the following:

a. Married minors may establish their own residence.

b. The residence of the parent with whom an unmarried minor child maintains a place of abode is the residence of the unmarried minor child. When the minor lives with neither parent, residence is that of the parent with whom the minor last resided. The minor may establish residence when both parents are deceased and a legal guardian has not been appointed.

c. The residency of unmarried minors who have a parent living cannot be changed by their own acts, appointment of legal guardians, or relinquishment of a parent's right of control (EC 68062).

3. Exceptions apply under certain conditions to active members of the military.

4. Specific residency problems will be answered by the Admissions and Records Office.

5. Non-Citizen Students: Students with a "permanent resident" visa, refugee status, or amnesty approval may establish residency in accordance with above discussion. All visas must be examined by the college to determine residency status.

## Right To Review and Challenge Records

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 30 days of the day the college receives a request for access.

Students should submit to the Associate Dean of Admissions, written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the student believes is inaccurate.

Students may ask the college to amend a record that they believe is inaccurate. They should write the college official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate.

If the college decides not to amend the record as requested by the student, the college will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the college in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees or a member of an official committee.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the college discloses education records without consent to officials of another school in which a student seeks or intends to enroll. [NOTE: FERPA requires an institution to make a reasonable attempt to notify the student of the records request unless the institution states in its annual notification that it intends to forward records on request.]

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Santiago Canyon College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW,

Washington, DC 20202-5901

[Print Course Info](#)

**SAFE877:**

## Health Issues & Concepts

Provides a basic foundation in the following health topics: mental, family, and social health; the stages of the life cycle; medicine and drugs; diseases and disorders. Open Entry/Open Exit.

### Overview

#### Requisites:

None

#### Transferable:

Not transferable

### Specifications

#### Weekly Lecture Hours:

4.0

## Learning Outcomes

### Course Objectives:

- Review course objectives
- Review student syllabus
- Review student learning outcomes
- Define mental health
- Identify mental disorders
- Define stress and describe effective coping strategies
- Identify the characteristics of today's family
- Explain the need for relationships and to build healthy ones
- Discuss the many aspects of marriage and parenthood
- Identify and describe the various stages of the life cycle from before birth through end of life
- Identify legal and illegal drugs and describe their effect on the body
- Define addiction and co-dependency, and discuss avenues for recovery
- Explain the difference between communicable and noncommunicable diseases
- Describe the causes, treatment, and prevention of communicable and noncommunicable diseases

### SLO:

- Identify and analyze real or potential health and safety problems and develop possible solutions.
- Demonstrate knowledge of personal responsibility and physical well-being.

## Units and Hours

### Default Profile

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	72.0	72.0
 <b>Maximum Credit Units</b>	 <b>Total Course Out-of-Class Hours</b>	 <b>Faculty Load</b>
0.0	0.0	

### Detail



**Weekly Student Hours**

	<b>In Class</b>
<b>Lecture Hours</b>	4.0
<b>Lab Hours</b>	0.0
<b>Activity Hours</b>	0.0

**Course Student Hours**

<b>Course Duration (Weeks)</b>	10
<b>Hours per unit/divisor</b>	0.0
<b>Course In-Class (Contact) Hours</b>	0.0
<b>Lecture</b>	0.0
<b>Lab</b>	
<b>Activity</b>	
<b>Total</b>	
<b>Course Out-of-Class Hours</b>	
<b>Lecture</b>	
<b>Lab</b>	
<b>Activity</b>	
<b>Total</b>	

[Register Now](#) [Contact Us](#)  
[Print Course Info](#)

**SAFE898:  
 Substance Abuse**

Provides instruction and discussion on the following components: addictive substances, physiology of addiction, stages of addiction, coping strategies, family systems, cognitive/behavioral principles, family relationships, and relapse prevention. Open Entry/Open Exit.

**Overview**

**Requisites:**

None

**Transferable:**

Not transferable

**Specifications**

**Weekly Lecture Hours:**

72.0

**Learning Outcomes**

**Course Objectives:**

Review course objectives

Review student syllabus

Review student learning outcomes

Distinguish between use, abuse, misuse, dependence, and addiction

Identify stages of addiction

Identify the stages of recovery

Describe risk factors for substance abuse including environment, inherited factors, and brain chemistry

Describe physical symptoms of alcoholism including tolerance, and withdrawal

Identify psychological symptoms of alcoholism including denial, rationalization, isolation, blame, anti-social behaviors, and self-defeating behaviors

Recognize the social aspects of alcoholism including sense of self, relationships, and issues around attachment, parenting, and interpersonal violence

Describe the physical and psychological effects of depressants, benzodiazepines, opiates

Identify the physical and psychological effects of stimulants, cocaine, MDMA, amphetamines

Recognize the physical and psychological effects of hallucinogens, lysergic acid diethylamide, MDMA, PCP

Describe the physical and psychological effects of other drugs such as inhalants, steroids, and sports drugs

Discuss over the counter drugs and prescriptions

Identify the theory of family systems and the five survival roles that emerge in the family of the addict

Describe the effects of substance abuse on the developmental stages from adolescence to adulthood, including social, emotional, interpersonal, and educational development

Describe different treatment modalities of peer support, professional counseling, 12-step groups, inpatient and outpatient rehabilitation, social model residential treatment, intervention, relapse prevention programs and identify when to use them.

Describe federal, state and local laws related to regulation, prevention, and treatment of alcohol and drug abuse

Discuss the Controlled Substance Act of 1970

Identify behaviors that might result in exposure to HIV and other diseases

**SLO:**

Describe the continuum of addiction and recovery.

Demonstrate knowledge of substance abuse and how it affects society.

**Units and Hours**

**Default Profile**

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	72.0	72.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	

**Detail**

<b>Weekly Student Hours</b>	<b>In Class</b>	<b>Course Student Hours</b>
		<b>Course Duration (Weeks)</b>
<b>Lecture Hours</b>	72.0	<b>Hours per unit/divisor</b>
<b>Lab Hours</b>	0.0	<b>Course In-Class (Contact) Hours</b>
<b>Activity Hours</b>	0.0	<b>Lecture</b> 0.0
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>
		<b>Course Out-of-Class Hours</b>
		<b>Lecture</b>
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>

[Register Now](#) [Contact Us](#)  
[Print Course Info](#)

**SOC100:**

## Introduction to Sociology

The scientific study of human societies and behavior focusing on the process of social construction, social location, social interaction, patterns of social inequality, and the influence of social institutions on individuals as members of social groups. Special emphasis provided to explain factors promoting social stability and social change. Field trips may be required.

### Requisites

None

### Transferability

**Transferable to both UC and CSU**

### Units & Hours

#### Minimum Units:

3.0

#### Maximum Units

3.0

### Total Hours

54.0

[Print Course Info](#)

## SOC100H :

## Honors Introduction to Sociology

A seminar-style, content enriched course to provide a critical and extensive exploration of the sociological perspective, methods, and theories of social interaction, stability, change, social construction, social institutions, and social location. Focuses on the importance of sociology for understanding individual and group behavior in a social context and provides a comprehensive understanding of and scientific way of thinking about society. Field trips may be required.

### Requisites

Entrance Skills:

**A high school or college GPA of 3.0 or above**

None

### Transferability

**Transferable to both UC and CSU**

### Units & Hours

#### Minimum Units:

3.0

#### Maximum Units

3.0

## Total Hours

54.0

[Print Course Info](#)

## SOC101:

### Introduction to Ethnic Studies

This introductory course will take an intersectional and interdisciplinary approach to the examination of the cultural, economic, educational, and political issues that impact the four historically racialized groups (Native Americans, African Americans, Asian Americans, and Latinx Americans) within the United States. This course will analyze how racial formations have been constructed and contested, as well as, provide theories and tools to understand and combat racism across multiple relations of power.

## Requisites

### Anti-Requisite

[ETHN101 - Introduction to Ethnic Studies](#)

## Transferability

Transferable to both UC and CSU

## Units & Hours

### Minimum Units:

3.0

### Maximum Units

3.0

## Total Hours

54.0

[Print Course Info](#)

## SOC115:

### Death and Dying

This course includes various perspectives on death, both cross-cultural and historical. Examines beliefs, traditions, rituals and practices surrounding death; health care systems (the hospital and the dying patient, hospice, etc.); death and the process of dying; bioethics – dying in the technology age; euthanasia, suicide, funerals, grief, and bereavement; the law and death, including living wills, organ donation, and autopsies; and life after death – old and new meanings. Field trips may be required.

## Requisites

None

## Transferability

Transferable to both UC and CSU

## Units & Hours

**Minimum Units:**

3.0

**Maximum Units**

3.0

**Total Hours**

54.0

[Print Course Info](#)**SOC116:****Social Problems**

An extensive survey of contemporary social trends and problems through an intersectional sociological analysis concentrating on their contributing factors, complexities, consequences, and possible solutions. Special emphasis will be placed on the U. S., with consideration of the global perspective. Field trips may be required.

**Requisites**

None

**Transferability****Transferable to both UC and CSU****Units & Hours****Minimum Units:**

3.0

**Maximum Units**

3.0

**Total Hours**

54.0

[Print Course Info](#)**SOC120:****Introduction to Sociological Research Methods**

This course introduces students to the principles of sociological research and design. Students will examine the roles of variables, hypotheses, and sociological theory in research, and discuss issues of ethics in research. It will review quantitative and qualitative methods of data collection, analysis, and reporting, including survey, observational, and experimental research methods. Optional field trips may be offered.

**Requisites****Prerequisite**[SOC100 - Introduction to Sociology](#)**OR**

**Prerequisite**

[SOC100H - Honors Introduction to Sociology](#)

**AND**

**Advisory**

[MATH219 - Statistics and Probability](#)

**OR**

**Advisory**

[MATH219H - Honors Statistics and Probability](#)

**OR**

**Advisory**

[MATH219S - Statistics and Probability with Support](#)

**Transferability**

Transferable to both UC and CSU

**Units & Hours****Minimum Units:**

3.0

**Maximum Units**

3.0

**Total Hours**

54.0

[Print Course Info](#)

**SOC125:****Introduction to Statistics in Sociology**

An introduction to the basic statistical methods and analyses commonly used in sociological and social justice research. Topics include: descriptive and inferential statistics usually include levels and types of measurement; measures of central tendency and dispersion; normal, t, and chi-square distributions; probability and hypothesis testing; correlation and regression. Applications of statistical software to sociology and/or other social science and social justice data required.

**Requisites****Prerequisite**

Completion of any mathematics course at the Intermediate Algebra level or above with a grade of "C" or better. OR Qualifying profile from the mathematics placement process.

## Transferability

Transferable to both UC and CSU

## Units & Hours

### Minimum Units:

3.0

### Maximum Units

3.0

## Total Hours

54.0

[Print Course Info](#)

## SOC125H:

# Honors Introduction to Statistics in Sociology

An introduction to the basic statistical methods and analyses commonly used in sociological and social justice research. Topics include: descriptive and inferential statistics usually include levels and types of measurement; measures of central tendency and dispersion; normal, t, and chi-square distributions; probability and hypothesis testing; correlation and regression. Applications of statistical software to sociology and/or other social science and social justice data required.

## Requisites

### Entrance Skills:

**A high school or college GPA of 3.0 or above**

### Prerequisite

[MATH080 - Intermediate Algebra](#)

or qualifying profile from the Mathematics placement process

**OR**

### Prerequisite

[MATH085 - Intermediate Algebra with Integrated Support](#)

or qualifying profile from the Mathematics placement process

**OR**

### Prerequisite

[MATH086 - Intermediate Algebra for Statistics and Liberal Arts](#)

or qualifying profile from the Mathematics placement process

## Transferability

Transferable to both UC and CSU

## Units & Hours

### Minimum Units:

3.0

### Maximum Units

3.0

### Total Hours

54.0

[Print Course Info](#)

## SOC130:

### Relationships, Marriages, and Family Dynamics

In-depth examination of the sociological study of the process of developing intimate relationships leading to committed partnerships and marriages with emphasis on the intersectionality of communication, understanding relationship dynamics, parenting and reproduction, diverse family systems, familial conflict and stress, and changing familial structures. In addition, this course will determine the role of social institutions in establishing cultural norms around the development of relationships, marriages, and families. Fields trips may be required.

### Requisites

None

### Transferability

Transferable to both UC and CSU

## Units & Hours

### Minimum Units:

3.0

### Maximum Units

3.0

### Total Hours

54.0

[Print Course Info](#)

## SOC160:

### Introduction to Criminology

This course is a study of theories of crime and criminal behavior, including an explanation of crime, socio-historical contexts of crime, crime as a social construct, correlative factors of criminal activity, and how crime is measured. Major sociological and social science theories will be explored surrounding the issues of crime and criminal behavior including a critical intersectional approach to the analysis of institutional and interactional experience with crime and criminality. Optional field trips may be offered.

### Requisites

None



## Transferability

Transferable to both UC and CSU

## Units & Hours

### Minimum Units:

3.0

### Maximum Units

3.0

## Total Hours

54.0

[Print Course Info](#)

## SOC210:

### Sociology of Medicine

This course analyzes the social contexts of health, illness, medicine, and medical care. Through empirical research and theory, changing concepts of health, illness and medical practice are examined through their socio-historical, interactional, institutional, and intersectional contexts. Topics include: social epidemiology, the biomedical and social construction of health/illness, the medical model, the experience of illness, the transformations of health professions including the health work force, inequalities of and access to health care, medical technology, and global comparisons of health care and health care reform. Optional field trips may be offered.

## Requisites

None

## Transferability

Transferable to both UC and CSU

## Units & Hours

### Minimum Units:

3.0

### Maximum Units

3.0

## Total Hours

54.0

[Print Course Info](#)

## SOC220:

### Introduction to Gender and Sexualities

This course applies sociological theory and method to the study of gender and sexuality from a cross-cultural perspective. It includes historical and contemporary analysis of masculinities and femininities and their relationship to social institutions, such as the family, schools, the military, religion, mass media, and popular culture. It examines the impact of economic and political change on sexuality, and gender expectations and practices. The approach

uses macro-level analysis of institutional effects on gender construction and sexuality, and micro-level analysis of socialization and "doing gender." It considers how the intersecting axis of race, class, gender, and sexuality shape individual and group experience. Field trips may be required.

## Requisites

None

## Transferability

Transferable to both UC and CSU

## Units & Hours

### Minimum Units:

3.0

### Maximum Units

3.0

## Total Hours

54.0

[Print Course Info](#)

## SOC230:

# Drugs and Society

This course introduces concepts, theories and perspectives associated with the sociological analysis of drugs and alcohol, including an examination of historical trends in drug consumption, the creation and enforcement of illicit substances, legal drugs, psychedelic drugs, the war on drugs, discrimination, as well as addiction and harm reduction. Empirical findings along with institutional, intersectional, and interactional analysis will be used with the sociological perspective. Optional field trips may be offered.

## Requisites

None

## Transferability

Transferable to both UC and CSU

## Units & Hours

### Minimum Units:

3.0

### Maximum Units

3.0

## Total Hours

54.0

[Print Course Info](#)

## SOC240:

## Introduction to Social Psychology

A sociological exploration of the interlocking dynamics of the individual and society. Through an examination of the power of the situation, social interaction, and social groups, topics include: aggression, prejudice, attraction, attitudes, group dynamics, self-development and social cognition. Field trips may be required. (No credit if student has taken Psychology 240.)

### Requisites

#### Anti-Requisite

[PSYC240 - Introduction to Social Psychology](#)

### Transferability

**Transferable to both UC and CSU**

### Units & Hours

#### Minimum Units:

3.0

#### Maximum Units

3.0

#### Total Hours

54.0

[Print Course Info](#)

### SOC240H:

## Honors Introduction to Social Psychology

A sociological exploration of the interlocking dynamics of the individual and society. Through an examination of the power of the situation, social interaction, and social groups, topics include aggression, prejudice, attraction, attitudes, group dynamics, self-development, and social cognition. Field trips may be required. (No credit if a student has taken Psychology 240.)

### Requisites

#### Entrance Skills:

**A high school or college GPA of 3.0 or above**

#### Anti-Requisite

[PSYC240 - Introduction to Social Psychology](#)

### Transferability

**Transferable to both UC and CSU**

### Units & Hours

#### Minimum Units:

3.0

## Maximum Units

3.0

## Total Hours

54.0

[Print Course Info](#)

## SOC286:

### Introduction to LGBTQ Studies

The Introduction to LGBTQ Studies offers an intersectional examination of issues related to the gay, lesbian, bisexual, transgender, and queer experience. Taught from the sociological perspective, this course includes historical and contemporary analyses of the LGBTQ+ community and their relationship to social institutions, and institutional power. The Introduction to LGBTQ Studies also surveys political, legal, and cultural values and actions with a focus on social justice. Field trips may be required.

## Requisites

None

## Transferability

Transferable to both UC and CSU

## Units & Hours

### Minimum Units:

3.0

### Maximum Units

3.0

## Total Hours

54.0

[Print Course Info](#)

## SPAN101:

### Elementary Spanish I

Introduction of the Spanish language and culture with emphasis on the development and acquisition of listening, speaking, reading and writing skills. Includes interaction and application of the language in cultural context at the beginning level. Designed for students with very little knowledge or no knowledge of Spanish. Spanish 101 is equivalent to two years of high school Spanish.

## Requisites

None

## Transferability

Transferable to both UC and CSU

## Units & Hours

## Minimum Units:

5.0

## Maximum Units

5.0

## Total Hours

108.0

[Print Course Info](#)

## SPAN101A :

### Elementary Spanish IA

Introduction to Spanish language and culture with emphasis on the development and acquisition of listening, speaking, reading and writing skills. Includes interaction and application of the language in cultural context at the beginning level. Designed for students with very little knowledge or no knowledge of Spanish. Spanish 101A and Spanish 101B together are equivalent in units and content to Spanish 101 and equivalent to two years of high school Spanish.

## Requisites

None

## Transferability

**Transferable to both UC and CSU**

## Units & Hours

### Minimum Units:

2.5

### Maximum Units

2.5

### Total Hours

54.0

[Print Course Info](#)

## SPAN101B :

### Elementary Spanish IB

Continue introduction of Spanish language and culture with emphasis on the development and acquisition of listening, speaking, reading and writing skills. Includes interaction and application of the language in cultural context at the beginning level. Designed for students with very little knowledge or no knowledge of Spanish. Spanish 101A and Spanish 101B together are equivalent in units and content to Spanish 101 and equivalent to 2 years of high school Spanish.

## Requisites

### Prerequisite

[SPAN101A - Elementary Spanish IA](#)

Outcomes Demonstrate understanding and command of Spanish language grammar, vocabulary, pronunciation, and syntax to communicate orally on designated topics at the beginning level. Employ vocabulary and syntax to communicate in writing on designated topics at the beginning level Recognize

and understand vocabulary, verbs, grammatical structures, and culture to interpret and infer meaning of implicit and explicit written material at the beginning level. Comprehend spoken messages in Spanish at the beginning level.

### Transferability

**Transferable to both UC and CSU**

### Units & Hours

#### Minimum Units:

2.5

#### Maximum Units

2.5

#### Total Hours

54.0

[Print Course Info](#)

### SPAN101H :

## Honors Elementary Spanish I

Enhanced and enriched introduction of the fundamentals of the Spanish language and culture with emphasis on the development and acquisition of listening, speaking, reading, and writing skills. Includes interaction and application of the language in cultural context at the beginning level. Designed for students with very little knowledge or no knowledge of Spanish. Spanish 101H is equivalent to two years of high school Spanish.

### Requisites

#### Entrance Skills:

**A high school or college GPA of 3.0 or above**

None

### Transferability

**Transferable to both UC and CSU**

### Units & Hours

#### Minimum Units:

5.0

#### Maximum Units

5.0

#### Total Hours

108.0

[Print Course Info](#)

### SPAN102:

## Elementary Spanish II

A college level Spanish class focusing on further training of the Spanish Language and culture. Additional emphasis on the development and acquisition of listening, speaking, reading, and writing skills. Includes interaction and application of the language in cultural context. Designed for students who took Spanish 101. Spanish 102 is equivalent to the third year of high school Spanish.

## Requisites

### Prerequisite

[SPAN101 - Elementary Spanish I](#)

OR

### Prerequisite

[SPAN101H - Honors Elementary Spanish I](#)

OR

### Prerequisite

[SPAN101A - Elementary Spanish IA](#)

### Prerequisite

[SPAN101B - Elementary Spanish IB](#)

OR

### Prerequisite

Two years of high school Spanish.

## Transferability

Transferable to both UC and CSU

## Units & Hours

### Minimum Units:

5.0

### Maximum Units

5.0

## Total Hours

108.0

[Print Course Info](#)

## SPAN110:

# Spanish for Spanish Speakers 1

The course is designed for heritage speakers of Spanish or other linguistically qualified students. It provides instruction that builds upon the existing four basic language skills: listening, speaking, reading, and writing; placing emphasis on acquiring proficiency using formal Spanish at the intermediate level. The course will also focus on language challenges particular to heritage speakers such as orthography, the inappropriate mix of English and Spanish, and contrasts between standard Spanish and regional variations. It will also increase awareness of linguistic registers, discuss items beyond the familiar routine and develop an appreciation for Hispanic cultures as manifested in Spanish speaking countries and in the United States. This course is entirely conducted in Spanish.

## Requisites

None

## Transferability

**Transferable to both UC and CSU**

## Units & Hours

### Minimum Units:

5.0

### Maximum Units

5.0

## Total Hours

90.0

[Print Course Info](#)

## SPAN111:

# Spanish for Spanish Speakers 2

This course continues to provide instruction that builds upon the existing reading, writing, speaking and listening skills, with emphasis on the mastery of formal written communication at the intermediate-advanced level while integrating authentic cultural and literary readings. The course will also continue to increase awareness of linguistic registers, discuss items beyond the familiar routine and expand upon their appreciation for Hispanic cultures as manifested in Spanish speaking countries and in the United States. This course is entirely conducted in Spanish.

## Requisites

### Prerequisite

[SPAN110 - Spanish for Spanish Speakers 1](#)

## Transferability

**Transferable to both UC and CSU**

## Units & Hours

### Minimum Units:

5.0

### Maximum Units

5.0



## Total Hours

90.0

[Print Course Info](#)

### SPAN115:

## Practical Communication in Spanish for Teachers

Course emphasizes development of basic reading, oral, and written communication skills in Spanish for realistic situations in a classroom environment. Course also familiarizes students with the culture of Spanish-speakers.

## Requisites

### Advisory

[SPAN101 - Elementary Spanish I](#)

OR

### Advisory

[SPAN101H - Honors Elementary Spanish I](#)

OR

### Advisory

[SPAN101B - Elementary Spanish IB](#)

## Transferability

Transferable to CSU only

## Units & Hours

### Minimum Units:

2.0

### Maximum Units

2.0

## Total Hours

36.0

[Print Course Info](#)

### SPAN194:

## Beginning Conversational Spanish

Development of conversational and composition skills. Review of language structure through discussions, conversations, readings, and compositions dealing with Spanish speakers' culture and current events.

## Requisites

### Prerequisite

[SPAN101 - Elementary Spanish I](#)

or Spanish 101B or two years of high school Spanish

**OR**

### Prerequisite

[SPAN101H - Honors Elementary Spanish I](#)

or Spanish 101B or two years of high school Spanish.

## Transferability

**Transferable to CSU only**

## Units & Hours

### Minimum Units:

3.0

### Maximum Units

3.0

## Total Hours

54.0

[Print Course Info](#)

## SPAN195A :

# Advanced Conversational Spanish

Further development of conversational skills. Review of language structures as well as reinforcement of new vocabulary and idioms through discussions of reading selections dealing with historical and current events to deepen appreciation of Hispanic cultures.

## Requisites

### Prerequisite

[SPAN102 - Elementary Spanish II](#)

## Transferability

**Transferable to both UC and CSU**

## Units & Hours

### Minimum Units:

3.0

### Maximum Units

3.0

## Total Hours

54.0

[Print Course Info](#)

## SPAN195B :

# Advanced Conversational Spanish

In this course students continue to develop conversational skills. Provides avenues for the expression of ideas and discussions on an array of topics to deepen appreciation of Hispanic cultures.

## Requisites

### Prerequisite

[SPAN195A - Advanced Conversational Spanish](#)

## Transferability

Transferable to both UC and CSU

## Units & Hours

### Minimum Units:

3.0

### Maximum Units

3.0

## Total Hours

54.0

[Print Course Info](#)

## SPAN201:

# Intermediate Spanish I

A college-level Spanish class focusing on expansive review of usage and grammar, discussions of interpretive readings, conversation, and composition.

## Requisites

### Prerequisite

[SPAN102 - Elementary Spanish II](#)

or three years of high school Spanish

## Transferability

Transferable to both UC and CSU

## Units & Hours

### Minimum Units:

5.0

## Maximum Units

5.0

## Total Hours

108.0

[Print Course Info](#)

### SPAN202:

## Intermediate Spanish II

A college-level Spanish class focusing on a specialized review of grammar and composition, discussions in Spanish of history and culture based on literary materials.

## Requisites

### Prerequisite

[SPAN201 - Intermediate Spanish I](#)

or four years of high school Spanish

## Transferability

## Transferable to both UC and CSU

## Units & Hours

### Minimum Units:

5.0

### Maximum Units

5.0

## Total Hours

108.0

[Print Course Info](#)

### SPAN213:

## College Spanish Composition

Comprehensive review and application of Spanish grammar and emphasis on the development of writing based on discussions, cultural, and literary materials.

## Requisites

### Prerequisite

[SPAN110 - Spanish for Spanish Speakers 1](#)

Previous or concurrent enrollment or three years of high school Spanish

**OR**

**Prerequisite**

[SPAN201 - Intermediate Spanish I](#)

Previous or concurrent enrollment or three years of high school Spanish

**Transferability**

**Transferable to both UC and CSU**

**Units & Hours****Minimum Units:**

3.0

**Maximum Units**

3.0

**Total Hours**

54.0

[Print Course Info](#)

**SSD200:****Issues and Concepts for Adults With Developmental Disabilities**

Provides information related to topics of everyday interest and importance to adults with developmental disabilities. Examines issues of relevance and provides a forum for discussion and exploration of various topics, such as current events, cultural awareness and health. Open Entry/Open Exit.

**Overview****Requisites:**

None

**Transferable:**

Not transferable

**Specifications****Weekly Lecture Hours:**

10.0

**Learning Outcomes****Course Objectives:**

Demonstrate increased positive communication Successfully communicate thoughts and ideas

Demonstrate an appreciation of individual differences and the ability to share feelings and thoughts

Explore various issues and topics, including but not limited to:

Health

Budget

Obtaining new skills

Recreational options

Current local, state, national and world events

Culture

**SLO:**

Demonstrate how to think critically about issues of everyday relevance and importance.

Respond to lecture content and engage in discussion with classmates.

Interact with others while respecting individual differences.

**Units and Hours**

**Default Profile**

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	100.0	100.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	

**Detail**

<b>Weekly Student Hours</b>		<b>Course Student Hours</b>
	<b>In Class</b>	<b>Course Duration (Weeks)</b>
<b>Lecture Hours</b>	10.0	<b>Hours per unit/divisor</b>
<b>Lab Hours</b>	0.0	<b>Course In-Class (Contact) Hours</b>
<b>Activity Hours</b>	0.0	<b>Lecture</b> 0.0
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>
		<b>Course Out-of-Class Hours</b>
		<b>Lecture</b>
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>

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**SSD787:**

**Employment Preparation for Adults with Developmental Disabilities**

Assists adults with developmental disabilities attain a higher functional level for the purpose of employment. Teaches skills necessary to establish and maintain productive interpersonal relationships social interaction and etiquette related to home community and vocational settings. Open Entry/Open Exit.

**Overview**

**Requisites:**

None

**Transferable:**

Not transferable

**Specifications**

**Weekly Lecture Hours:**

10.0

## Learning Outcomes

### Course Objectives:

Demonstrate knowledge and application of skills related to the use of classified ads, employment application forms, and resumes

Demonstrate proper hygiene, grooming, and attire as needed for the job setting

Appropriate responses when addressed or approached by others

Appropriate interactions with others

Appropriate behavior for social settings

Demonstrate an understanding of money management skills for the workplace

Demonstrate knowledge of safety procedures in the workplace

Demonstrate knowledge of using public and other community transportation

Adaptive techniques to overcome personal limitations

Self-help skills

Appropriate behavior in the workplace

Appropriate manners, social behavior, and self-control

Respect for others; boundaries

Problem-solving skills

### SLO:

Demonstrate manners, behavior and self-control appropriate for social and work-related situations.

Demonstrate the use of communication appropriate for social and workplace settings.

## Units and Hours

### Default Profile

**Minimum Credit Units**

0.0

**Total Course In-Class (Contact) Hours**

100.0

**Total Student Learning Hours**

100.0

**Maximum Credit Units**

0.0

**Total Course Out-of-Class Hours**

0.0

**Faculty Load**

### Detail

**Weekly Student Hours**

	<b>In Class</b>
<b>Lecture Hours</b>	10.0
<b>Lab Hours</b>	0.0
<b>Activity Hours</b>	0.0

**Course Student Hours**

<b>Course Duration (Weeks)</b>	10
<b>Hours per unit/divisor</b>	1.0
<b>Course In-Class (Contact) Hours</b>	0.0
<b>Lecture</b>	0.0
<b>Lab</b>	
<b>Activity</b>	
<b>Total</b>	
<b>Course Out-of-Class Hours</b>	
<b>Lecture</b>	
<b>Lab</b>	
<b>Activity</b>	
<b>Total</b>	

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**SSD788:**

**Independent Living Skills for Adults with Developmental Disabilities**

Assists adults with developmental disabilities attain a higher functional level for independent living in these areas: health and nutrition, personal appearance, communication, manners, money management, safety and consumer awareness, transportation, social interaction, and practical reading, writing and math skills related to home and community settings. Open Entry/Open Exit.

**Overview**

**Requisites:**

None

**Transferable:**

Not transferable

**Specifications**

**Weekly Lecture Hours:**

10.0

**Learning Outcomes**

**Course Objectives:**

Demonstrate an understanding of: basic health practices, basic nutritional guidelines.

Demonstrate an understanding of proper hygiene, grooming and attire

Demonstrate an understanding of: appropriate responses when addressed or approached by others, appropriate interactions with others, appropriate behavior for social settings

Demonstrate an understanding of appropriate manners, social behavior, and self-control

Demonstrate an understanding of money management skills

Demonstrate an understanding of: safety procedures, comparative shopping skills, awareness/recognition of fraudulent situations

Demonstrate an understanding of how to use public transportation and other community transportation resources

Demonstrate an understanding of: Problem solving, adaptive techniques to overcome personal limitations, self-help skills, appropriate social behavior



Demonstrate an understanding of functional reading, writing and math skills for everyday needs

**SLO:**

Demonstrate understanding of life skills competencies by selecting appropriate responses and strategies in real-life situations.

Demonstrate effective communication skills in real-life situations.

**Units and Hours**

**Default Profile**

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	100.0	100.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	

**Detail**

<b>Weekly Student Hours</b>		<b>Course Student Hours</b>
	<b>In Class</b>	<b>Course Duration (Weeks)</b>
<b>Lecture Hours</b>	10.0	<b>Hours per unit/divisor</b>
<b>Lab Hours</b>	0.0	<b>Course In-Class (Contact) Hours</b>
<b>Activity Hours</b>	0.0	<b>Lecture</b> 0.0
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>
		<b>Course Out-of-Class Hours</b>
		<b>Lecture</b>
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>

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**SSD793:**

**Physical Activities for Adults with Developmental Disabilities**

Assists adults with developmental disabilities acquire the skills necessary to maximize physical capabilities through physical activities tailored to their abilities. Students will be guided through independent and group activities to develop fitness awareness. Open Entry/Open Exit.

**Overview**

**Requisites:**

None

**Transferable:**

Not transferable

**Specifications**

**Weekly Lecture Hours:**

10.0

**Learning Outcomes**

**Course Objectives:**

- Demonstrate an understanding of appropriate personal fitness goals
- Demonstrate an understanding of the purpose and benefits of regular exercise
- Participate in fitness activities to: improve balance and posture, and improve ability to imitate body movements
- Demonstrate improved ability to move with confidence and poise
- Demonstrate improvement in relaxation of parts of the body
- Improve flexibility
- Increase muscular endurance and strength
- Improve motor ability
- Acquire a general understanding of the basic physiology underlying physical exercise
- Demonstrate appropriate relaxation of parts of the body, using progressive relaxation techniques for stress management and tension relief

**SLO:**

- Apply relaxation techniques in an appropriate manner and at appropriate times.
- Participate in regular physical activity for general health maintenance.

**Units and Hours**

**Default Profile**

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	100.0	100.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	

**Detail**

<b>Weekly Student Hours</b>		<b>Course Student Hours</b>
	<b>In Class</b>	<b>Course Duration (Weeks)</b>
<b>Lecture Hours</b>	10.0	<b>Hours per unit/divisor</b>
<b>Lab Hours</b>	0.0	<b>Course In-Class (Contact) Hours</b>
<b>Activity Hours</b>	0.0	<b>Lecture</b> 0.0
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>
		<b>Course Out-of-Class Hours</b>
		<b>Lecture</b>
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>

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**SURV118:**  
**Plane Surveying**

History of and careers in surveying. Introduction to survey measurements, distance, direction and elevations with math review. Fundamentals of traverse computations and adjustment. Recording field measurements by hand and electronically.

## Requisites

### Prerequisite

High School or College Trigonometry, or Precalculus

## Transferability

**Transferable to both UC and CSU**

## Units & Hours

### Minimum Units:

4.0

### Maximum Units

4.0

### Total Hours

108.0

[Print Course Info](#)

## SURV119:

### Advanced Plane Surveying

Emphasis on coordinate geometry calculations. Route surveying with horizontal and vertical curves. Topographic surveying and mapping. Construction surveying. Introduction to geospatial technologies, boundary surveying and surveys of public lands. Field surveying projects. Assists in passing the land surveyor-in-training exam.

## Requisites

### Prerequisite

[SURV118 - Plane Surveying](#)

or possession of a valid Certificate as a Land Surveyor-In-Training (LSIT) issued by any state

**AND**

### Advisory

A course that is known as trigonometry or contains trigonometric concepts.

## Transferability

**Transferable to both UC and CSU**

## Units & Hours

### Minimum Units:

4.0

### Maximum Units

4.0

## Total Hours

108.0

[Print Course Info](#)

## SURV155:

# Introduction to Geographic Information Systems

This course introduces basic scientific principles of Geographic Information Systems (GIS) as they relate to working with data that have important spatial orientation and organization. Geographic concepts and theories are used to develop scientific methods for proper communication of the data and the solution of problems that have spatial relationships. The adaptability of GIS to a wide variety of applications useful for many disciplines is presented. The course covers basic concepts in mapping and orientation, the development of map scales and comparison of different coordinate systems and data error analysis.

## Requisites

### Anti-Requisite

[GEOG155 - Introduction to Geographic Information Systems](#)

### AND

### Advisory

Familiarity with PC and Windows operating environment

## Transferability

### Transferable to both UC and CSU

## Units & Hours

### Minimum Units:

3.0

### Maximum Units

3.0

## Total Hours

72.0

[Print Course Info](#)

## SURV205:

# Computer Aided Drafting Fundamentals For Surveyors

A first course in computer drafting with applications in land surveying specifically intended for students with land surveying training or experience.

## Requisites

### Advisory

[SURV119 - Advanced Plane Surveying](#)

**Transferability****Transferable to CSU only****Units & Hours****Minimum Units:**

3.0

**Maximum Units**

3.0

**Total Hours**

54.0

[Print Course Info](#)**SURV221:****Advanced Problems in Surveying I**

Measurement analysis, adjustments, geodesy, state plane coordinates, global position system.

**Requisites****Advisory**[MATH160 - Trigonometry](#)**AND****Advisory**[SURV119 - Advanced Plane Surveying](#)**Transferability****Not transferable****Units & Hours****Minimum Units:**

3.0

**Maximum Units**

3.0

**Total Hours**

54.0

[Print Course Info](#)**SURV222:****Advanced Problems in Surveying II**

Introduction to photogrammetry emphasizing concepts and calculations. Route surveying includes horizontal and vertical curves, volume calculations and construction staking.

## Requisites

### Advisory

[MATH160 - Trigonometry](#)

### AND

### Advisory

[SURV119 - Advanced Plane Surveying](#)

### AND

### Advisory

[SURV221 - Advanced Problems in Surveying I](#)

## Transferability

**Not transferable**

## Units & Hours

### Minimum Units:

3.0

### Maximum Units

3.0

### Total Hours

54.0

[Print Course Info](#)

## SURV229:

# Legal Aspects of Land Surveying I

Basic elements of the U.S. Public Land Survey System, including background, history, and subdivisions of sections and restoration of lost corners. Principles of preparing land descriptions for surveyors and title company personnel. Common pitfalls and how to avoid them.

## Requisites

None

## Transferability

**Not transferable**

## Units & Hours

### Minimum Units:

3.0

## Maximum Units

3.0

## Total Hours

54.0

[Print Course Info](#)

## SURV230:

# Legal Aspects of Land Surveying II

Principles and techniques of boundary control. Interpretation of land descriptions, voluntary and involuntary transfer of property, senior rights, simultaneous conveyances, sequential conveyances, and case law pertaining to boundary disputes.

## Requisites

### Advisory

[SURV229 - Legal Aspects of Land Surveying I](#)

## Transferability

Transferable to CSU only

## Units & Hours

### Minimum Units:

3.0

### Maximum Units

3.0

## Total Hours

54.0

## Schedule of Classes

A schedule of classes is prepared each semester and is available online. It includes general information, courses offered, hours, rooms, and instructor names.

## Textbooks and Supplies

Textbooks, supplies, and athletic equipment must be purchased by the student. Special fees required for certain courses are indicated in the class schedule.

[Print Program Info](#)

## Secondary Education, COM

Certificate of Competency

### Control Number:

36914

**Curriculum Id:**

OEC.SSHS.COM

The Certificate of Competency in Secondary Education is designed to offer students instruction ranging from the basic skill level to the high school level with the purpose of preparing them to earn a high school diploma and for other higher educational or job opportunities. Each high school course is seventy-two (72) hours unless otherwise noted.

**Program Courses & Requirements****Secondary Education, COM (Total 2304)****Complete all of the following**

Certificates Requirements: 2,304 hours (credits are in hours) 0

**ENGLISH: 576 hours. Required courses: Must include one (1) of the following composition courses: (Total 72)**

**Complete the following number of credits: 72**

HSENG083 - Composition 1 72

HSENG084 - Composition 2 72

HSENG085 - Composition 3 72

HSENG086 - College Preparatory Composition 72

**Electives: 504 hours (credits are in hours) (Total 504)**

**Complete the following number of credits: 504**

HSENG020 - Literature Brought to Life 72

HSENG030 - AP English 1A 72

HSENG050 - English Through Literature 11B 72

HSENG051 - English Through Literature 12B 72

HSENG052 - English Language Arts 1 72

HSENG053 - English Language Arts 2 72

HSENG063 - English Through Literature 11A 72

HSENG064 - English Through Literature 12A 72

HSENG066 - English Fundamentals 2 72

HSENG067 - English Fundamentals 3 72

HSENG068 - English Fundamentals 4 72

HSENG070 - The Short Story 72

HSENG072 - Poetry 72

HSENG076 - The Novel 72

HSENG098 - Building Vocabulary 3 72

HSENG201 - Survey of English Level 1 72

HSENG202 - Survey of English Level 2 72

HSENG203 - Survey of English Level 3 72

HSENG204 - Survey of English Level 4 72

HSRDG089 - Reading Proficiency Development 72

HSRDG090 - Reading Improvement 72

HSRDG093 - Building Reading Skills 1 72

HSRDG094 - Building Reading Skills 2 0

**NATURAL SCIENCES: 288 hours. Must include one (1) of the following biological science courses: (Total 72)**

**Complete the following number of credits: 72**

HSSCI168 - Life Science 1 72

HSSCI169 - Life Science 2 72

HSSCI193 - Basic Science 2 72

**Must include one (1) of the following physical science courses: 72 hours (credits are in hours) (Total 72)**

**Complete the following number of credits: 72**

HSSCI100 - Chemistry 1B 72

HSSCI184 - Chemistry 1A 72

HSSCI190 - Physical Science 1 72

HSSCI191 - Physical Science 2 72

HSSCI192 - Basic Science 1 72

**Electives: 144 hours (credits are in hours) (Total 144)**

**Complete the following number of credits: 144**

HSSCI182 - Physiology 1A 72



HSSCI183 - Physiology 1B 72

HSSCI196 - Health Science 72

**SOCIAL AND BEHAVIORAL SCIENCES: 432 hours. Must include both of the following US History courses: (Total 144)**

**Complete the following number of credits: 144**

HSSOC218 - U.S. History 1: Colonization to Industrialization 72

HSSOC219 - U.S. History 2: The Shaping of Modern America 72

**Must include both of the following courses: 144 hours (credits are in hours) (Total 144)**

**Complete the following number of credits: 144**

HSSOC215 - Introduction to Economics 72

HSSOC222 - Government 1: United States Federal Government and Politics 72

**Must include both of the following World History courses: 144 hours (credits are in hours) (Total 144)**

**Complete the following number of credits: 144**

HSSOC229 - World History, Geography, and Culture 1 72

HSSOC230 - World History, Geography, and Culture 2 72

**Electives: (credits are in hours) (Total 0)**

**Complete the following number of credits: 0**

HSSOC216 - World Cultures 1A 72

HSSOC217 - World Cultures 1B 72

**HUMANITIES: 144 hours (credits are in hours) (Total 144)**

**Complete the following number of credits: 144**

HSART020 - Literature Brought to Life 72

HSART070 - Short Stories 72

HSART828 - Understanding America Through Art 72

HSART837 - The Film As Art 72

HSART845 - Drawing and Painting 1 72

HSART846 - Drawing and Painting 2 72

**MATHEMATICS: 288 hours (credits are in hours) (Total 288)**

**Complete the following number of credits: 288**

MATHCE255 - College Preparation Algebra 144

MATHCE206 - College Preparation Essential Mathematics 144

HSMTH180 - Introduction to Trigonometry 1B 72

HSMTH177 - College Preparation Algebra 1B 72

HSMTH176 - College Preparation Algebra 1A 72

HSMTH168 - Geometry B 72

HSMTH167 - Geometry A 72

HSMTH166 - Algebra 2B 72

HSMTH165 - Algebra 2A 72

HSMTH164 - Algebra 1B 72

HSMTH163 - Algebra 1A 72

HSMTH161 - Introduction to Trigonometry 1A 72

HSMTH159 - Math Fundamentals 2 72

HSMTH157 - Essential Mathematics 2 72

HSMTH156 - Essential Mathematics 1 72

HSMTH155 - Pre-Algebra B 72

HSMTH154 - Pre-Algebra A 72

HSMTH102 - Introduction to Calculus 1B 72

HSMTH101 - Introduction to Calculus 1A 72

**ELECTIVE COURSES: 576 hours (credits are in hours) (Total 576)**

**Complete the following number of credits: 576**

ABE023 - Adult Basic Education Reading 72

ABE009 - Academic Skills 72

ABE024 - Adult Basic Education Writing 72

ABE025 - Adult Basic Education Mathematics 72

HSOTH050 - Basics of Leadership Part 1 36

ABE026 - Adult Basic Education Spelling 72

HSOTH202 - Basics of Leadership Part 2 36

HSOTH505 - Spanish 2A 72

HSOTH510 - Spanish 2B 72  
HSS338 - Workforce Preparation 15  
HSS770 - Orientation to College 8  
HSOTH514 - Spanish 4B 72  
HSOTH513 - Spanish 4A 72

## Learning Outcomes

Demonstrate foundational knowledge and comprehension of the natural sciences, social and behavioral sciences, and humanities.  
Demonstrate proficiency in the core concepts from the student's selected mathematics courses.  
Demonstrate effective written communication skills.

[Print Program Info](#)

# Secondary Education/GED Preparation, CC

Certificate of Completion

## Control Number:

24467

## Curriculum Id:

OEC.SSGED.CC

The Certificate of Completion in Secondary Education/GED Preparation prepares students for the reading, writing, and math skills necessary for the achievement of the official GED Certificate.

## Program Courses & Requirements

### Secondary Education/GED Preparation, CC (Total 648)

#### Complete the following number of credits: 648

ABE009 - Academic Skills 288  
HSGED031 - GED Test Preparation 360

## Learning Outcomes

Demonstrate foundational knowledge and comprehension of the natural sciences, social and behavioral sciences, and humanities.  
Demonstrate proficiency in the core math concepts from arithmetic through geometry.  
Demonstrate effective written communication skills.

# Sequential Courses

Courses arranged in order of sequence (i.e., beginning, intermediate, and advanced) must be taken chronologically. Students may not enroll in a lower-level course after passing a higher-level version of the same course. (e.g., enrolling in Basic Aerobics after passing Intermediate Aerobics).

[Print Program Info](#)

# Shelter Dog Training, CC

Certificate of Completion

## Control Number:

33561

## Curriculum Id:

OEC.DOG.CC

The Certificate of Completion in Shelter Dog Training provides training and education in dog handling for students while preparing dogs from the animal shelter for placement in a family home. Students will demonstrate mastery of canine handling and training skills. Prepares students for jobs in settings such as kennels, animal shelters, zoos, circuses, and aquariums.

## Program Courses & Requirements

### Shelter Dog Training, CC (Total 48)

#### Complete the following number of credits: 48

VDOG020 - Concepts in Dog Training 12

VDOG030 - Practical Dog Training 36

## Learning Outcomes

Demonstrate mastery of canine handling and training skills.

[Print Program Info](#)

# Social Justice Studies: Chicano, AA-T

A.A. Degree for Transfer

## Control Number:

37132

## Curriculum Id:

SCC.SOCC.AAT

The Associate of Arts in Social Justice: Chicano Studies for Transfer degree is an interdisciplinary social science and humanities program providing students an understanding of intersectional identities, marginalized groups, social structure, critical race studies, intersectional feminist studies within Chicana/o studies through both a historic and contemporary lens. This degree will enable students to understand and critique systematic oppression within social structures affecting the Chicana/o populations. Successful completion of the transfer degree in Social Justice: Chicano Studies guarantees the student acceptance into the California State University system to pursue a baccalaureate degree in Social Justice or a related field.

## Program Courses & Requirements

### Social Justice Studies: Chicano, AA-T (Total 18)

#### Complete all of the following

#### Major requirements: (Total 9)

#### Complete all of the following

ETHN130 - Introduction to Chicano Studies 3

SOC150 - Introduction to Race and Ethnicity 3

SOC220 - Introduction to Gender and Sexualities 3

#### List A: (Total 9)

#### Complete the following number of credits: 9

Select three (3) courses from at least two (2) of the following areas: 0

#### Area 1: History and Government (Total 0)

#### Complete the following number of rules: 0

HIST118 - Social and Cultural History of the United States 3

HIST124 - Mexican-American History in the United States 3

#### Area 2: Arts and Humanities (Total 0)

#### Complete the following number of rules: 0

ENGL246 - Survey of Chicano Literature 3

HIST152 - Latin American History 3

#### Area 3: Social Science (Total 0)

#### Complete the following number of rules: 0

COMM120 - Intercultural Communication 3

COMM120H - Honors Introduction to Intercultural Communication 3

PSYC170 - Multicultural Psychology 3

#### Area 4: Quantitative Reasoning and Research Methods (Total 0)

#### Complete the following number of rules: 0

SOC120 - Introduction to Sociological Research Methods 3

#### Area 5: Major Preparation (Total 0)

#### Complete the following number of rules: 0

ETHN101 - Introduction to Ethnic Studies 3

## Learning Outcomes

Demonstrate familiarity with theories and theoretical perspectives, concepts, findings, assessments, problems, institutions, history, and trends within the field of Social Justice: Chicano Studies.

Articulate theoretical perspectives of social justice in Chicano studies, institutional oppression, marginalized groups, intersectional identities,

decolonialism, and social institutions.

[Print Program Info](#)

## Social Justice Studies: Ethnic, AA-T

A.A. Degree for Transfer

**Control Number:**

37162

**Curriculum Id:**

SCC.SOCE.AAT

The Associate of Arts in Social Justice: Ethnic Studies for Transfer degree is an interdisciplinary social science and humanities program providing students an understanding of intersectional identities, marginalized groups, social structure, critical race studies, intersectional feminist studies, and ethnic studies through both a historic and contemporary lens. This degree will enable students to understand and critique systematic oppression within social structures. Successful completion of the transfer degree in Social Justice: Ethnic Studies guarantees the student acceptance into the California State University system to pursue a baccalaureate degree in Social Justice or a related field.

### Program Courses & Requirements

**Social Justice Studies: Ethnic, AA-T (Total 18)**

**Complete all of the following**

**Major requirements: (Total 9)**

**Complete the following number of credits: 9**

ETHN101 - Introduction to Ethnic Studies 3

SOC150 - Introduction to Race and Ethnicity 3

SOC220 - Introduction to Gender and Sexualities 3

**Select three (3) courses from at least two (2) of the following areas (List A): (Total 9)**

**Complete the following number of credits: 9**

Area 1: History and Government 0

HIST118 - Social and Cultural History of the United States 3

HIST124 - Mexican American History in the United States 3

HIST127 - Women in U.S. History 3

POLT221 - Women in American Politics 3

Area 2: Arts and Humanities 0

ENGL246 - Survey of Chicano Literature 3

ENGL278 - Survey of Literature by Women 3

HIST152 - Latin American History 3

HIST162 - Asian Civilizations 3

Area 3: Social Science 0

COMM120 - Introduction to Intercultural Communication 3

COMM120H - Honors Introduction to Intercultural Communication 3

HIST240 - Introduction to Peace and Conflict Studies 3

PSYC170 - Multicultural Psychology 3

PSYC180 - Psychology of Gender 3

Area 4: Quantitative Reasoning and Research Methods 0

SOC120 - Introduction to Sociological Research Methods 3

Area 5: Major Preparation Units (may not be a course to satisfy the core requirements) 0

ETHN130 - Introduction to Chicano Studies 3

### Learning Outcomes

Demonstrate familiarity with theories and theoretical perspectives, concepts, findings, assessments, problems, institutions, history, and trends within the field of Social Justice: Ethnic Studies.

Articulate theoretical perspectives of social justice in ethnic studies, institutional oppression, marginalized groups, intersectional identities, decolonialism, and social institutions.

[Print Program Info](#)

## Social Justice Studies: Gender, AA-T

A.A. Degree for Transfer

**Control Number:**

37133

**Curriculum Id:**

SCC.SOCG.AAT

The Associate of Arts in Social Justice Studies: Gender Studies for Transfer degree is an interdisciplinary social science and humanities program providing students with an intersectional understanding of gender studies through both a historic and contemporary lens. This degree will enable students to use a gendered lens to understand and critique multiple forms of oppression within social structures. Successful completion of the transfer degree in Social Justice guarantees the student acceptance into the California State University system to pursue a baccalaureate degree in Social Justice or a related field.

## Program Courses & Requirements

**Social Justice Studies: Gender, AA-T (Total 18)**

**Complete all of the following**

**Major Requirement: (Total 6)**

**Complete all of the following**

SOC150 - Introduction to Race and Ethnicity 3

SOC220 - Introduction to Gender and Sexualities 3

**Core: (Total 3)**

**Complete the following number of credits: 3**

ETHN101 - Introduction to Ethnic Studies 3

ETHN130 - Introduction to Chicano Studies 3

GSWS101 - Introduction to Women's Studies 3

**List A: (Total 9)**

**Complete the following number of credits: 9**

Select three (3) courses from at least (2) two of the areas. 0

**Area 1: History or Government (Total 0)**

**Complete the following number of credits: 0**

HIST127 - Women in U.S. History 3

POLT221 - Women in American Politics 3

**Area 2: Arts and Humanities (Total 0)**

**Complete the following number of credits: 0**

ENGL278 - Survey of Literature by Women 3

PHIL120 - Introduction to Social and Political Philosophy 3

**Area 3: Social Science (Total 0)**

**Complete the following number of credits: 0**

COMM225 - Gender Communication 3

COMM225H - Honors Gender Communication 3

PSYC180 - Psychology of Gender 3

**Area 4: Quantitative Reasoning and Research Methods (Total 0)**

**Complete the following number of credits: 0**

SOC120 - Introduction to Sociological Research Methods 3

**Area 5: Major Preparation (Total 0)**

**Complete the following number of credits: 0**

Any course from CORE list. May not be a course used to satisfy the CORE requirements. 0

GSWS102 - Money, Sex, and Power 3

## Learning Outcomes

Demonstrate familiarity with gender theories, concepts, findings, assessments, problems, institutions, history, and trends within the field of Social Justice and Gender Studies.

Articulate perspectives of social justice, institutional oppression, marginalized groups, intersectional identities, and social institutions through a gendered lens.

[Print Program Info](#)

# Social Justice Studies: General, AA-T

A.A. Degree for Transfer

## Control Number:

37161

## Curriculum Id:

SCC.SOCGE.AAT

The Associate of Arts in Social Justice for Transfer degree is an interdisciplinary social science and humanities program providing students an understanding of intersectional identities, marginalized groups, social structure, critical race studies, gender and women's studies, and ethnic studies through both a historic and contemporary lens. This degree will enable students to understand and critique systematic oppression within social structures. Successful completion of the transfer degree in Social Justice guarantees the student acceptance into the California State University system to pursue a baccalaureate degree in Social Justice or a related field.

## Program Courses & Requirements

### Social Justice Studies: General, AA-T (Total 18)

#### Complete all of the following

#### Major Requirements: (Total 9)

#### Complete the following number of credits: 9

ETHN101 and SOC101 are considered the same course. Please select only one, credit will be awarded for only one course. 0

ETHN101 - Introduction to Ethnic Studies 3

ETHN130 - Introduction to Chicano Studies 3

SOC101 - Introduction to Ethnic Studies 3

SOC220 - Introduction to Gender and Sexualities 3

#### Select three (3) courses from at least two (2) of the following areas (List A): (Total 9)

#### Complete the following number of credits: 9

Area 1: History or Government 0

HIST118 - Social and Cultural History of the United States 3

HIST124 - Mexican American History in the United States 3

HIST127 - Women in U.S. History 3

HIST132 - Modern African History 3

POLT221 - Women in American Politics 3

Area 2: Arts and Humanities 0

ENGL279 - Survey of Latinx Literature 3

ENGL278 - Survey of Literature by Women 3

HIST152 - Latin American History 3

HIST162 - Asian Civilizations 3

PHIL120 - Introduction to Social and Political Philosophy 3

Area 3: Social Science 0

COMM120 - Intercultural Communication 3

COMM120H - Honors Introduction to Intercultural Communication 3

COMM225 - Gender Communication 3

COMM225H - Honors Gender Communication 3

HIST240 - Introduction to Peace and Conflict Studies 3

PSYC170 - Multicultural Psychology 3

PSYC180 - Psychology of Gender 3

SOC286 - Introduction to LGBTQ Studies 3

Area 4: Quantitative Reasoning and Research Methods 0

MATH219 - Statistics and Probability 4

MATH219H - Honors Statistics and Probability 4

MATH219S - Statistics and Probability with Support 4

SOC120 - Introduction to Sociological Research Methods 3

Area 5: Major Preparation (may not be a course used to satisfy the core requirements) 0

ETHN101 and SOC101 are considered the same course. Please select only one, credit will be awarded for only one course. 0

ETHN101 - Introduction to Ethnic Studies 3

ETHN130 - Introduction to Chicano Studies 3

SOC101 - Introduction to Ethnic Studies 3

## Learning Outcomes

Demonstrate familiarity with theories and theoretical perspectives, concepts, findings, assessments, problems, institutions, history, and trends within the field of Social Justice.

Articulate perspectives of social justice, institutional oppression, marginalized groups, intersectional identities, and social institutions.

[Print Program Info](#)

# Social Work and Human Services, AA-T

A.A. Degree for Transfer

## Control Number:

37164

## Curriculum Id:

SCC.CSWHS.AAT

The Social Work and Human Services Associate in Arts Degree for Transfer provides an interdisciplinary exploration of courses and content that prepares students to transfer to a four-year university as either Social Work or Human Services majors. This program allows students to blend theory with fieldwork experience while incorporating critical thinking and self-exploration. Successful completion of this degree will guarantee admission to a California State University that has a similar degree program, but not to a particular campus, and allow students to complete a bachelors degree. Students are strongly encouraged to meet with a counselor to discuss transfer options.

## Program Courses & Requirements

### Social Work and Human Services, AA-T (Total 29.5 - 30.5)

#### Complete all of the following

#### Required Core: (Total 4)

#### Complete the following number of credits: 4

#### General Biology Requirement (Total 3 - 6)

#### Complete at least one of the following rules

BIOL109 - Fundamentals of Biology 3

BIOL109H - Honors Fundamentals of Biology 3

#### Biological Sciences Lab Requirement (Total 1 - 14)

#### Complete at least one of the following rules

BIOL109HL - Honors Fundamentals of Biology Laboratory 1

BIOL109L - Fundamentals of Biology Laboratory 1

BIOL149 - Human Anatomy and Physiology 4

BIOL239 - General Human Anatomy 4

BIOL249 - Human Physiology 4

#### Required core continued: (Total 19.5)

#### Complete the following number of credits: 19.5

#### Counseling Requirement (Total 6)

#### Complete all of the following

CNSL150 - Introduction to Human Services 3

CNSL160A - The Helping Professions Seminar 1

CNSL160B - Fieldwork Experience for the Helping Professions 2

#### Economics Requirement (Total 3 - 6)

#### Complete at least one of the following rules

ECON101 - Principles/Micro 3

ECON102 - Principles/Macro 3

#### Statistics and Probability Requirement: Select one course. (Total 4 - 12.5)

#### Complete at least one of the following rules

MATH219 - Statistics and Probability 4

MATH219H - Honors Statistics and Probability 4

MATH219S - Statistics and Probability with Support 4.5

#### Psychology Requirement (Total 3 - 6)

**Complete at least one of the following rules**

PSYC100 - Introduction to Psychology 3

PSYC100H - Honors Introduction to Psychology 3

**Sociology Requirement (Total 3 - 6)****Complete at least one of the following rules**

SOC100 - Introduction to Sociology 3

SOC100H - Honors Introduction to Sociology 3

**Select (2) two courses from the following (List A): (Total 6 - 7)****Complete the following number of credits: 6-7****Anthropology Requirement (Total 3 - 6)****Complete at least one of the following rules**

ANTH100 - Introduction to Cultural Anthropology 3

ANTH100H - Honors Introduction to Cultural Anthropology 3

**Child Development Requirement (Total 3 - 6)****Complete at least one of the following rules**

CDEV107 - Child Growth and Development (DS1) 3

PSYC157 - Introduction to Child Psychology 3

**Select one of the following (Total 3 - 6)****Complete at least one of the following rules**

CDEV110 - Child, Family and Community (DS2) 3

CJ101 - Introduction to Criminal Justice 3

**Select one of the following (Total 3 - 6)****Complete at least one of the following rules**

COMM120 - Intercultural Communication 3

COMM120H - Honors Introduction to Intercultural Communication 3

**Select one of the following (Total 4 - 8)****Complete at least one of the following rules**

ENGL103 - Critical Thinking and Writing 4

ENGL103H - Honors Critical Thinking and Writing 4

**Select one of the following (Total 3 - 6)****Complete at least one of the following rules**

HIST120 - The United States to 1877 3

HIST120H - Honors The United States to 1877 3

**Select one of the following (Total 3 - 6)****Complete at least one of the following rules**

HIST121 - The United States Since 1865 3

HIST121H - Honors the United States Since 1865 3

**Select one of the following (Total 3 - 12)****Complete at least one of the following rules**

PSYC160 - Introduction to Lifespan Psychology 3

PSYC230 - Psychology of Adjustment 3

PSYC250 - Introduction to Abnormal Psychology 3

SOC116 - Social Problems 3

**Learning Outcomes**

Demonstrate knowledge and understanding of theoretical perspectives, legal and ethical principles and social issues related to Social Work and Human Services fields.

Develop communication skills and cultural competencies as a foundation to success in the fields of Social Work and Human Services.

[Print Program Info](#)

## Sociology, AA

A.A. Degree Major

**Control Number:**

11947

**Curriculum Id:**



SCC.SOC.AA

The Associate of Arts degree in Sociology is an interdisciplinary social science program providing students an understanding of behavior and social structure, a critical appreciation of contemporary social life, a form of reference for an analysis of human behavior. Completion of the associate in arts degree prepares students to move into a curriculum at a four-year institution leading to a baccalaureate degree.

## Program Courses & Requirements

**Sociology, AA (Total 18 - 20)**

**Complete all of the following**

**Major requirements: (Total 3)**

**Complete the following number of credits: 3**

SOC100 - Introduction to Sociology 3

SOC100H - Honors Introduction to Sociology 3

**Select two (2) courses from the following core requirements: (Total 6 - 7)**

**Complete the following number of credits: 6-7**

When an honors course is available, students can select an honors course or a non-honors course. Credit will be awarded for only one course. 0

MATH219, MATH219H, and MATH219S are considered the same course. Credit will be awarded for only one of these courses. 0

MATH219 - Statistics and Probability 4

MATH219H - Honors Statistics and Probability 4

MATH219S - Statistics and Probability with Support 4

SOC116 - Social Problems 3

SOC120 - Introduction to Sociological Research Methods 3

**Select two (2) courses from the following (List A): (Total 6)**

**Complete the following number of credits: 6**

SOC101 - Introduction to Ethnic Studies 3

SOC130 - Relationships, Marriages, and Family Dynamics 3

SOC220 - Introduction to Gender and Sexualities 3

SOC240 - Introduction to Social Psychology 3

**Select two (1) courses from the following (List B): (Total 3 - 4)**

**Complete the following number of credits: 3-4**

ANTH100 - Introduction to Cultural Anthropology 3

ANTH100H - Honors Introduction to Cultural Anthropology 3

ENGL103 - Critical Thinking and Writing 4

ENGL103H - Honors Critical Thinking and Writing 4

PSYC100 - Introduction to Psychology 3

PSYC100H - Honors Introduction to Psychology 3

SOC101 - Introduction to Ethnic Studies 3

SOC115 - Death and Dying 3

SOC286 - Introduction to LGBTQ Studies 3

## Learning Outcomes

Demonstrate familiarity with the theoretical perspectives, concepts, findings, problems, institutions, history, and trends in the field of sociology.

Learn to implement perspectives in dealing with social dynamics.

Learn the application of research methods in investigating social problems.

Understand group interaction, including gender, ethnicity, age differences, and social class.

[Print Program Info](#)

## Sociology, AA-T

A.A. Degree for Transfer

**Control Number:**

30600

**Curriculum Id:**

SCC.SOC.AAT

The Associate in Arts in Sociology for Transfer degree is an interdisciplinary social science program providing students an intersectional understanding of social behavior, social interaction, and social structure and a critical analysis of contemporary social life. Successful completion of the transfer degree in Sociology guarantees the student acceptance to a local California State University to pursue a baccalaureate degree in Sociology or a related field. The SCC Sociology degree aligns with the Sociology UC Transfer Pathway.

## Program Courses & Requirements

### Sociology, AA-T (Total 19 - 20.5)

#### Complete all of the following

#### Major requirements: (Total 6)

#### Complete the following number of credits: 6

When an honors course is available, students can select an honors course or a non-honors course. Credit will be awarded for only one course. 0

Select SOC100 or SOC100H. Credit will be awarded for only one course. 0

SOC100 - Introduction to Sociology 3

SOC100H - Honors Introduction to Sociology 3

SOC116 - Social Problems 3

#### Select one (1) course from the following core requirements: (Total 4 - 4.5)

#### Complete the following number of credits: 4-4.5

MATH219 - Statistics and Probability 4

MATH219H - Honors Statistics and Probability 4

MATH219S - Statistics and Probability with Support 4.5

#### Select two (2) courses from the following (List A): (Total 6)

#### Complete the following number of credits: 6

ETHN101 and SOC101 are considered the same course and credit will be awarded for only one course. 0

PSYC 240 and SOC240/240H are considered the same course and credit will be awarded for only one course. 0

ETHN101 - Introduction to Ethnic Studies 3

SOC101 - Introduction to Ethnic Studies 3

SOC115 - Death and Dying 3

SOC120 - Introduction to Sociological Research Methods 3

SOC130 - Relationships, Marriages, and Family Dynamics 3

SOC220 - Introduction to Gender and Sexualities 3

PSYC240 - Introduction to Social Psychology 3

SOC240 - Introduction to Social Psychology 3

SOC240H - Honors Introduction to Social Psychology 3

SOC286 - Introduction to LGBTQ Studies 3

#### Select one (1) course from the following (List B): (Total 3 - 4)

#### Complete the following number of credits: 3-4

ANTH100 - Introduction to Cultural Anthropology 3

ANTH100H - Honors Introduction to Cultural Anthropology 3

ENGL103 - Critical Thinking and Writing 4

ENGL103H - Honors Critical Thinking and Writing 4

ETHN101 - Introduction to Ethnic Studies 3

GSWS101 - Introduction to Women's Studies 3

PSYC100 - Introduction to Psychology 3

PSYC100H - Honors Introduction to Psychology 3

SOC101 - Introduction to Ethnic Studies 3

## Learning Outcomes

Demonstrate familiarity with the theoretical perspectives, concepts, findings, problems, institutions, history, and trends in the field of sociology.

## Solomon Amendment For Military Recruiters

The Solomon Amendment is a federal law that allows personally identifiable student information to be released to recruiters that would have been denied them under FERPA. This law mandates that institutions receiving federal financial aid must fulfill military recruitment requests for access to campus and lists of students. If Santiago Canyon College fails to comply with these requests from military recruiters, the college will lose federal financial aid funding.

[Print Program Info](#)

## Spanish, AA-T

A.A. Degree for Transfer

**Control Number:**

32045

**Curriculum Id:**

SCC.SPAN.AAT

The Associate in Arts in Spanish for Transfer degree is designed for students who wish to transfer to the California State University system. Successful completion of the transfer degree in Spanish guarantees the student acceptance to the California State University campus leading to a baccalaureate degree in Spanish or similar major. The Associate in Arts in Spanish for Transfer Degree develops competence in the ability to understand, read, write and speak Spanish. In addition, it provides the foundation for student to acquire a better understanding and appreciation of the Spanish language and cultures of all Spanish speaking countries. Upon successful completion of the degree, student is also prepared to pursue a career in healthcare, law enforcement, public safety, public service, education, U.S. government, translation and/or interpreting, business, international relations, food services, teaching English in Spanish speaking countries, hospitality, travel industry, and other related fields.

## Program Courses & Requirements

**Spanish, AA-T (Total 23)**

**Complete all of the following**

**Major Requirements: (Total 5)**

**Complete the following number of credits: 5**

**(Total 5 - 10)**

**Complete at least one of the following rules**

SPAN101 - Elementary Spanish I 5

SPAN101H - Honors Elementary Spanish I 5

**(Total 5)**

**Complete all of the following**

SPAN101A - Elementary Spanish IA 2.5

SPAN101B - Elementary Spanish IB 2.5

**Major Requirements (Continued): (Total 15)**

**Complete the following number of credits: 15**

SPAN102 - Elementary Spanish II 5

**(Total 5 - 10)**

**Complete at least one of the following rules**

SPAN110 - Spanish for Spanish Speakers 1 5

SPAN201 - Intermediate Spanish I 5

**(Total 5 - 10)**

**Complete at least one of the following rules**

SPAN111 - Spanish for Spanish Speakers 2 5

SPAN202 - Intermediate Spanish II 5

**Select one (1) course from the following (List A): (Total 3)**

**Complete the following number of credits: 3**

SPAN194 - Beginning Conversational Spanish 3

SPAN195A - Advanced Conversational Spanish 3

SPAN195B - Advanced Conversational Spanish 3

SPAN213 - College Spanish Composition 3

**If a student places out of any elementary level core course(s) and is not awarded units for that course, the student must select an additional course not taken from List A or from the approved substit (Total 0)**

**Complete the following number of credits: 0**

ANTH100 - Introduction to Cultural Anthropology 3

ANTH100H - Honors Introduction to Cultural Anthropology 3

COMM120 - Intercultural Communication 3

COMM120H - Honors Introduction to Intercultural Communication 3

ETHN130 - Introduction to Chicano Studies 3

ENGL246 - Survey of Chicano Literature 3

ETHN101 - Introduction to Ethnic Studies 3

FREN101 - Elementary French 1 5

GEOG100 - World Regional Geography 3  
GEOG100H - Honors World Regional Geography 3  
HIST124 - Mexican-American History in the United States 3  
ITAL101 - Elementary Italian I 5  
SOC100 - Introduction to Sociology 3  
SOC100H - Honors Introduction to Sociology 3  
SOC220 - Introduction to Gender and Sexualities 3

## Learning Outcomes

Demonstrate understanding of the cultural perspectives and mores of Spanish speakers in Latin America and Spain.

Demonstrate understanding of the Spanish language through the synthesis, analysis and evaluation of the target language to derive meaning of implicit and explicit written material and spoken messages in authentic cultural context.

[Print Program Info](#)

# Special Education Paraprofessional, CA

Certificate of Achievement

## Control Number:

38158

## Curriculum Id:

SCC.EDUCS.CA

The Certificate of Achievement in Special Education Paraprofessional will prepare the student for an entry-level position requiring practical skills and knowledge to work with persons with disabilities in a variety of educational settings. This certificate program also supports the requirements of federal legislation that all paraprofessionals/instructional assistants/aides in Title schools be "highly qualified." In addition, the courses introduce the student to career opportunities in special education or other disability-related fields and/or provide major preparation for transfer to four-year institutions to continue a course of study in special education.

## Program Courses & Requirements

### Special Education Paraprofessional, CA (Total 14 - 15)

#### Complete all of the following

#### Certificate Requirements (Total 14 - 15)

#### Complete the following number of credits: 14-15

EDUC209 - Roles and Responsibilities of the Special Education Paraprofessional 3

CDEV205 - Introduction to Children with Special Needs 3

EDUC211 - Classroom Practices for Diverse Learners 3

Please select CDEV107 or PSYC157. Credit will be awarded for only one course. 0

CDEV107 - Child Growth and Development (DS1) 3

PSYC157 - Introduction to Child Psychology 3

Please select CNSL118 or EDUC110. Credit will be awarded for only one course. 0

CNSL118 - Self Exploration and the Teaching Profession 2

EDUC110 - The Teaching Experience: Exploration 3

## Learning Outcomes

Demonstrate analysis and knowledge of the personal and team roles and responsibilities of the Special Education Paraeducator in the public school which includes diagnosis and implementation strategies for students with special needs.

[Print Program Info](#)

# Student Leadership, COM

Certificate of Competency

## Control Number:

33942

## Curriculum Id:

OEC.LEAD.COM

The Certificate of Competency in Student Leadership introduces applied leadership and self-development skills. Information will be presented in academic format, and students will be required to demonstrate mastery through participation in student-centered, hands-on activities.

## Program Courses & Requirements

### Student Leadership, COM (Total 72)

**Complete the following number of credits: 72**

HSOTH050 - Basics of Leadership Part 1 36

HSOTH202 - Basics of Leadership Part 2 36

### Learning Outcomes

Develop and demonstrate leadership skills.

Identify team building strategies and the effect that interpersonal awareness and communication have on group dynamics.

## Student Photo Identification Card

A student is eligible for a photo identification card after paying for classes. Photo I.D. is located in the Cashier's Office in E-102. This card facilitates student use of the Library, Student Health and Wellness Services, computer laboratories, the Admissions Office, and a variety of college services.

[Print Program Info](#)

## Studio Arts, AA-T

A.A. Degree for Transfer

### Control Number:

31715

### Curriculum Id:

SCC.ARTST.AAT

The Associate in Arts in Studio Arts for Transfer degree provides students with an opportunity to explore studio arts both conceptually and aesthetically by utilizing critical analysis and experimental practice. Possible careers in fine arts are studio artist, art educator, art designer, gallery personnel, museum technician, illustrator, digital media artist, animator and related fields. Successful completion of the transfer degree in studio arts guarantees the student acceptance to a local California State University to pursue a baccalaureate degree in studio arts or a related field.

## Program Courses & Requirements

### Studio Arts, AA-T (Total 24)

**Complete all of the following**

**Major requirements: (Total 18)**

**Complete the following number of credits: 18**

When an honors course is available, students can 0

ART101 - Survey of Western Art History I: Prehistory Through the Middle Ages 3

ART101H - Honors Survey of Western Art History I: Prehistory Through the Middle Ages 3

ART102 - Survey of Western Art History II: Renaissance Through the Twentieth Century 3

ART102H - Honors Survey of Western Art History II: Renaissance Through the Twentieth Century 3

ART110 - Two-Dimensional Design 3

ART111 - Three-Dimensional Design 3

ART130 - Introduction to Drawing 3

ART141 - Beginning Painting 3

**Select two (2) courses from the following (List B): (Total 6)**

**Complete the following number of credits: 6**

ART128 - Introduction to Illustration 3

ART131 - Beginning Life Drawing 3

ART149 - Introduction to Digital Photography 3

ART195 - Introduction to Digital Media Arts 3

ART230 - Intermediate Drawing 3

ART231 - Intermediate Life Drawing 3

ART232 - Advanced Life Drawing 3

ART233 - Advanced Drawing 3

ART241 - Intermediate Painting 3

ART242 - Advanced Painting 3

## Learning Outcomes

Demonstrate the ability to create works of art using a variety of materials and techniques, visual elements and principles of design.

Demonstrate critical analysis of works of art in historical and cultural context.

## Study Load

In order to meet the graduation requirements in four semesters, students should carry an average of 15 units each semester. Students will ordinarily not be allowed to register for more than 18 units.

When individual circumstances may require additional unit demand, an overload program in excess of 18 units may be approved for students who have maintained a 3.0 GPA. Approval for such overloads may be secured from the counseling department using the [Petition to Overload](#).

A summer session load should not exceed the equivalent of one unit per week or approximately nine units for an 8-week session. If over 9 units for summer or over 6 units for intersession, an overload petition must be approved using the same criteria as above.

[Print Program Info](#)

## Supervision, CERT

Certificate of Proficiency

**Control Number:**

**Curriculum Id:**

SCC.MGTSV.CERT

The Certificate of Proficiency in Supervision is designed to prepare students for various management positions in business, government, and public organizations; to aid existing managers in upgrading their skills; and to assist employees for promotion to management/supervision positions.

## Program Courses & Requirements

**Supervision, CERT (Total 12)**

**Complete the following number of credits: 12**

**(Total 3 - 6)**

**Complete at least one of the following rules**

MGMT121 - Human Relations and Organizational Behavior 3

BUS121 - Human Relations and Organizational Behavior 3

MGMT135 - Human Resource Management 3

**(Total 3 - 6)**

**Complete at least one of the following rules**

MGMT122 - Business Communications 3

BUS222 - Business Writing 3

**(Total 3 - 9)**

**Complete at least one of the following rules**

MGMT120 - Principles of Management 3

BUS120 - Principles of Management 3

MGMT123 - Supervision 3

## Learning Outcomes

Have the background to become a first-level supervisor.

[Print Course Info](#)

**THEA100:**

## Introduction to Theatre

An introduction to the art and concepts of theatre through a study of modern and historical theories of dramatic structure, playwriting, directing, design, and acting. Attendance at live theatre is required.

### Requisites

None

### Transferability

Transferable to both UC and CSU

### Units & Hours

#### Minimum Units:

3.0

#### Maximum Units

3.0

### Total Hours

54.0

[Print Course Info](#)

## THEA110:

# Acting Fundamentals

A study of acting involving the development of acting techniques, styles and disciplines. Provides the student with theory and practical experience with varied characterizations. Emphasizes individual growth and acquired skills necessary to the acting craft.

### Requisites

Limitations on Enrollment:

**Course Family A combination of Theatre Arts 110, 111 and 118 may be taken a maximum of four enrollments.**

None

### Transferability

Transferable to both UC and CSU

### Units & Hours

#### Minimum Units:

3.0

#### Maximum Units

3.0

### Total Hours

72.0

[Print Course Info](#)**THEA111:****Intermediate Acting**

Further study in the art of acting for the stage, investigating in-depth character study, role portrayal, special problems, and personal technique. Acting skills developed through use of exercises, monologues, and scenes from contemporary theatre.

**Requisites**

Limitations on Enrollment:

**Course Family A combination of Theatre Arts 110, 111 and 118 may be taken a maximum of four enrollments.**

**Advisory**[THEA110 - Acting Fundamentals](#)**Transferability**

**Transferable to both UC and CSU**

**Units & Hours****Minimum Units:**

3.0

**Maximum Units**

3.0

**Total Hours**

72.0

[Print Course Info](#)**THEA118:****Fundamentals of Scene Study**

A continued study for the novice actor in the preparation and presentation of scenes from contemporary drama. Students prepare scenes with partners for performance and critique. Recommended for acting majors. Field trips may be required.

**Requisites**

Limitations on Enrollment:

**Course Family A combination of Theatre Arts 110, 111 and 118 may be taken a maximum of four enrollments.**

**Advisory**[THEA110 - Acting Fundamentals](#)

or Audition/Interview

**Transferability**



## Transferable to both UC and CSU

### Units & Hours

#### Minimum Units:

2.0

#### Maximum Units

2.0

### Total Hours

72.0

[Print Course Info](#)

## THEA121:

### Beginning Performance Ensemble

A study of the standards and expectations for an actor in auditions, casting, rehearsal and performance in a departmental production. All students will be cast in project plays for public presentation.

### Requisites

#### Prerequisite

Audition

### Transferability

## Transferable to both UC and CSU

### Units & Hours

#### Minimum Units:

2.5

#### Maximum Units

2.5

### Total Hours

72.0

[Print Course Info](#)

## THEA122:

### Beginning Production Showcase

A study of the performer's process in the development of a character in a live stage performance. Rehearsal and performance hours arranged. Additional hours are required for technical rehearsals, dress rehearsals and performances.

### Requisites

#### Prerequisite

Audition

### Transferability

Transferable to both UC and CSU

### Units & Hours

#### Minimum Units:

3.0

#### Maximum Units

3.0

### Total Hours

90.0

[Print Course Info](#)

## THEA180A :

### Rehearsal and Performance: Drama - Minor/Supporting Role

This course provides experience in the preparation and public performance of a minor or supporting role in a dramatic theatrical production. Students will discover the complexities of working as an ensemble member, while learning to craft a role that is believable and dimensional.

### Requisites

Limitations on Enrollment:

Course Family A combination of Theatre Arts 180A, 180B, 181A, 181B, 182A, 182B, 183A and 183B may be taken a maximum of 4 enrollments.

### Advisory

[THEA110 - Acting Fundamentals](#)

AND

### Prerequisite

Audition

### Transferability

Transferable to CSU only

### Units & Hours

#### Minimum Units:

2.0

#### Maximum Units

2.0

### Total Hours

72.0

[Print Course Info](#)**THEA180B :**

## Rehearsal and Performance: Drama - Leading Role

This course provides intensive experience in the preparation and public performance of a leading role in a dramatic theatrical production. Students will develop their acting techniques and personal process, while learning to negotiate the demanding responsibilities necessary to sustain them through rehearsal and production alike.

### Requisites

Limitations on Enrollment:

**Course Family A combination of Theatre Arts 180A, 180B, 181A, 181B, 182A, 182B, 183A and 183B may be taken a maximum of 4 enrollments.**

### Advisory

[THEA110 - Acting Fundamentals](#)

### Transferability

**Transferable to CSU only**

### Units & Hours

#### Minimum Units:

2.0

#### Maximum Units

2.0

#### Total Hours

72.0

[Print Course Info](#)**THEA181A :**

## Rehearsal and Performance: Comedy - Minor/Supporting Role

This course provides experience in the preparation and public performance of a minor or supporting role in a comedic theatrical production. Students will learn the requisites of comedic performance and learn how to craft a role that is both dimensional and engaging.

### Requisites

Limitations on Enrollment:

**Course Family A combination of Theatre Arts 180A, 180B, 181A, 181B, 182A, 182B, 183A and 183B may be taken a maximum of 4 enrollments.**

### Advisory

[THEA110 - Acting Fundamentals](#)

## Transferability

Transferable to CSU only

## Units & Hours

### Minimum Units:

2.0

### Maximum Units

2.0

## Total Hours

72.0

[Print Course Info](#)

## THEA181B :

### Rehearsal and Performance: Comedy - Leading Role

This course provides intensive experience in the preparation and public performance of a leading role in a comedic theatrical production. Students will learn the skills and timing needed to play in diverse comedic genres while developing personal process through acquired comedic techniques.

## Requisites

Limitations on Enrollment:

Course Family A combination of Theatre Arts 180A, 180B, 181A, 181B, 182A, 182B, 183A and 183B may be taken a maximum of 4 enrollments.

## Advisory

[THEA110 - Acting Fundamentals](#)

## Transferability

Transferable to CSU only

## Units & Hours

### Minimum Units:

2.0

### Maximum Units

2.0

## Total Hours

72.0

[Print Course Info](#)

## THEA182A :

### Rehearsal and Performance: One-Act Plays

This course provides experience in the preparation and public performance of one or more roles in a series of One-Act plays. Students will learn the techniques of creating and performing multiple characters and will further develop their personal performance techniques in plays of diverse styles.

## Requisites

Limitations on Enrollment:

**Course Family A combination of Theatre Arts 180A, 180B, 181A, 181B, 182A, 182B, 183A and 183B may be taken a maximum of 4 enrollments.**

**Advisory**

[THEA110 - Acting Fundamentals](#)

**AND**

**Prerequisite**

Audition

**Transferability**

**Transferable to CSU only**

**Units & Hours**

**Minimum Units:**

2.0

**Maximum Units**

2.0

**Total Hours**

72.0

[Print Course Info](#)

**THEA182B :**

## Rehearsal and Performance: Original One-Act Plays

This course provides experience in acting, writing and/or directing in one or more original One-Act plays. Students will learn the collaborative process of developing and executing scripts, characters, concepts, and production needs of the short play format, culminating in public performance.

## Requisites

Limitations on Enrollment:

**Course Family A combination of Theatre Arts 180A, 180B, 181A, 181B, 182A, 182B, 183A and 183B may be taken a maximum of 4 enrollments.**

**Advisory**

[THEA110 - Acting Fundamentals](#)

**AND**

**Prerequisite**

Audition and Interview

## Transferability

Transferable to CSU only

## Units & Hours

### Minimum Units:

2.0

### Maximum Units

2.0

### Total Hours

72.0

[Print Course Info](#)

## THEA183A :

### Rehearsal and Performance: Musical - Minor/Supporting Role

This course provides experience in the preparation and public performance of a minor or supporting role in a Musical Theatre production. Students will learn to develop the basic acting, dance, and vocal performance skills required for Musical Theatre, while crafting a believable character when working as an ensemble member.

## Requisites

Limitations on Enrollment:

Course Family A combination of Theatre Arts 180A, 180B, 181A, 181B, 182A, 182B, 183A and 183B may be taken a maximum of 4 enrollments.

## Advisory

[THEA110 - Acting Fundamentals](#)

AND

## Prerequisite

Audition

## Transferability

Transferable to CSU only

## Units & Hours

### Minimum Units:

2.0

### Maximum Units

2.0

### Total Hours

72.0

[Print Course Info](#)**THEA183B :****Rehearsal and Performance: Musical - Leading Role**

This course provides intensive experience in the preparation and public performance of a leading role in a musical theatre production. Students will continue to develop their vocal, dance, and acting skills, techniques, and personal process, while learning to negotiate the demanding responsibilities of musical theatre performance.

**Requisites**

Limitations on Enrollment:

**Course Family A combination of Theatre Arts 180A, 180B, 181A, 181B, 182A, 182B, 183A and 183B may be taken a maximum of 4 enrollments.**

**Advisory**[THEA110 - Acting Fundamentals](#)**AND****Prerequisite**

Audition

**Transferability****Transferable to CSU only****Units & Hours****Minimum Units:**

2.0

**Maximum Units**

2.0

**Total Hours**

72.0

[Print Course Info](#)**THEA186A :****Beginning Technical Theatre Production**

This course is intended for students interested in hands-on training and experience in the various backstage areas of technical support for a major Theatre Arts production. Students will be part of the technical team, working with the director, stage manager, designers, and crew heads, while serving as a production crew member.

**Requisites**

Limitations on Enrollment:

**Course Family A combination of Theatre Arts 186A, 186B and 186C may be taken a maximum of 4 enrollments.**

**Advisory**

[THEA110 - Acting Fundamentals](#)

**AND**

**Prerequisite**

Interview

**Transferability**

**Transferable to CSU only**

**Units & Hours**

**Minimum Units:**

2.0

**Maximum Units**

2.0

**Total Hours**

72.0

[Print Course Info](#)

**THEA186B :**

**Intermediate Technical Theatre Production**

Students will gain technical theatre experience working as a crew head in one of the following production areas: Stage management, directorial associate, scenery, properties, costuming, makeup, lighting, and/or sound.

**Requisites**

Limitations on Enrollment:

**Course Family A combination of Theatre Arts 186A, 186B and 186C may be taken a maximum of 4 enrollments.**

**Advisory**

[THEA110 - Acting Fundamentals](#)

**AND**

**Prerequisite**

Interview

**Transferability**

**Transferable to CSU only**



## Units & Hours

### Minimum Units:

2.0

### Maximum Units

2.0

### Total Hours

72.0

[Print Course Info](#)

## THEA186C :

# Advanced Technical Theatre Production

This course explores the artistic and organizational techniques and practices required of a stage manager, assistant director, production manager, and designer/coordinators. Students will be involved as members of a Santiago Canyon College Theatre Arts artistic production team working on a major production.

## Requisites

Limitations on Enrollment:

**Course Family A combination of Theatre Arts 186A, 186B and 186C may be taken a maximum of 4 enrollments.**

## Advisory

[THEA110 - Acting Fundamentals](#)

**AND**

## Prerequisite

Interview

## Transferability

**Transferable to CSU only**

## Units & Hours

### Minimum Units:

2.0

### Maximum Units

2.0

### Total Hours

72.0

[Print Program Info](#)

# Technical Skills for Higher Learning, CC

Certificate of Completion

**Control Number:**

36216

**Curriculum Id:**

OEC.TSFHL.CC

The Certificate of Completion in Technical Skills for Higher Learning is designed to provide students the necessary knowledge and technical skills for entry-level support employment and continuing education.

**Program Courses & Requirements****Technical Skills for Higher Learning, CC (Total 152)****Complete the following number of hours: 152**

WKPR009 - Beginning Computers 60

WKPR011 - Introduction to Handling Money 60

WKPR014 - Basic Finances in the Workforce 32

**Learning Outcomes**

Demonstrate appropriate decision-making skills on-the-job.

Demonstrate basic touch-typing proficiency.

[Print Program Info](#)

**The School-Age Child, CERT**

Certificate of Proficiency

**Control Number:****Curriculum Id:**

SCC.CDVSA.CERT

The Certificate of Proficiency in the School-Age Child is intended to prepare students to meet California Community Care Licensing requirements for positions requiring practical skills and knowledge to work with school-age children (PreK-Grade 3) in Title 22 (privately owned), Title 5 (publicly funded) or religious affiliated after-school programs, family child care homes, cruise or camp settings, or nannies. Completion of this certificate leads to a School-Age Children's Center Permit.

**Program Courses & Requirements****The School-Age Child, CERT (Total 15)****Complete the following number of credits: 15**

CDEV110 - Child, Family and Community (DS2) 3

CDEV112 - Health, Safety and Nutrition for Children 3

CDEV120A - Development of the School-Age Child (DS5) 3

CDEV120B - School-Age Child Care and Recreation Activities (DS5) 3

CDEV221 - Living and Teaching in a Diverse Society 3

**Learning Outcomes**

Demonstrate skill and mastery in applying school-age child development themes, theories, and concepts in real/simulated school-age settings or scenarios.

Develop a portfolio of developmentally appropriate school-age activities and programming including discipline strategies, health and safety, social interaction, parent communication, media influences and assessment strategies for the cognitive, psychosoci

**Transcripts**

Students may obtain an official transcript of records by submitting a request online or in person at the Admissions and Records Office at Santiago Canyon College. The first two counter transcripts will be issued without charge; thereafter, a \$3 charge will be assessed for each additional mailed transcript. Express transcripts and all online transcripts are \$8. All official transcripts are copies of the student's permanent record in the Office of Admissions and Records at either college. Only records prepared and issued directly from that office will be considered official or certified for accuracy. Transcripts from other institutions are property of the college and will not be released.

Admissions and Records do not hold transcripts for final grades. It is the student's responsibility to verify that all grades have been posted via Self-Service before requesting transcripts.

## International Transcripts – Evaluation Practices

Santiago Canyon College may grant credit for college coursework completed outside of the United States. Students must submit their records to a Santiago Canyon College recognized evaluating agency, in order to obtain an equivalency/evaluation report (go to [www.naces.org](http://www.naces.org) for approved listings of evaluating agencies). Once the Admissions Office at Santiago Canyon College receives the equivalency/evaluation report, an official evaluation will be conducted to determine course applicability.

The following guidelines apply to coursework completed outside of the United States.

There is no transfer credit limit a student may be granted for coursework completed outside of the United States. However, Santiago Canyon College may only grant credit for lower-division classes.

College credit may only be granted toward Santiago Canyon College's local associate degrees (AA or AS) and certificate programs. Credit will not be granted toward associate degrees for Transfer (AA-T or AS-T).

Coursework may not be used to fulfill the following General Education Requirements: English Composition, American Institutions, Reading, and Oral Communication.

Courses intended to fulfill major requirements must be submitted to the major department for approval.

Coursework may not be used to fulfill General Education Certification requirements for CSU-GE or IGETC (with the exception of Area 6 – Language Other Than English).

Santiago Canyon College may not determine course transferability to other colleges and universities.

Students who have completed coursework outside of the United States are encouraged to meet with a counselor to determine a course and program's applicability.

[Print Program Info](#)

## Transition to Higher Learning, CC

Certificate of Completion

**Control Number:**

36217

**Curriculum Id:**

OEC.TRNHL.CC

The Certificate of Completion in Transition to Higher Learning is designed to give students with intellectual, developmental, and learning disabilities the necessary knowledge and skills to be successful in their college career and future employment. Students will become familiar with college rules and guidelines as well as demonstrate an ability to address and meet their needs.

### Program Courses & Requirements

**Transition to Higher Learning, CC (Total 120)**

**Complete the following number of credits: 120**

WKPR001 - Transition to Higher Learning 0

WKPR002 - Self-Advocacy 0

### Learning Outcomes

Demonstrate how to appropriately ask for accommodations needed in the classroom.

[Print Program Info](#)

## Understanding and Supporting Employees with Disabilities, CC

Certificate of Completion

**Control Number:**

36369

**Curriculum Id:**

OEC.UEWD.CC

Designed for employers, the Certificate of Completion in Understanding and Supporting Employees with Disabilities provides strategies to create and maintain an inclusive, equitable, and compliant workplace successfully integrating employees with disabilities.

## Program Courses & Requirements

**Understanding and Supporting Employees with Disabilities, CC (Total 80)**

**Complete the following number of credits: 80**

WKPR100 - Understanding Employees with Disabilities in the Workplace 40

WKPR101 - Strategies for Working with Employees with Disabilities 40

## Learning Outcomes

Demonstrate proactive strategies to increase disability awareness and success for all employees in the workplace.

[Print Course Info](#)

## VBUS010:

# Adobe Dreamweaver

Provides introductory instruction on Adobe Dreamweaver, one of the industry's leading web authoring tools. Students will learn how to create, publish, manage, and maintain a website. Open Entry/Open Exit.

## Overview

**Requisites:**

None

**Transferable:**

Not transferable

## Specifications

**Weekly Lecture Hours:**

3.33

## Learning Outcomes

**Course Objectives:**

Discuss process for creating/maintaining web pages with Adobe Dreamweaver

Use Dreamweaver panels, tools, and menus

Customize the work area

Set preferences

Locate Adobe's stock photos

Use Adobe's stock photos

Create a website

Explain how to import/export sites from/to other drives

Setup pages and add files

Add elements and scripts

Create, specify, and edit hyperlinks

Create image links

Manage and view websites

Edit URLs and links site wide

Correct site errors and the code view

Create quality page layouts

Demonstrate an understanding of the difference between id/class divs

Develop tables

Create and analyze tables

Identify rows, columns, and cells

Format tables with CSS

Add/enhance text within web page layouts

Format paragraphs with CSS

Format text with CSS

Use HTML special characters

Search text and HTML source code

Develop Cascade Style Sheets (CSS)

Develop, create, and view style sheets

Use external style sheets

Create CSS styles in style sheets

Define style properties

Apply styles

Recall HTML source code

Use source code editors and preferences

Use source code view management tools

Use code navigator

Add new elements to source code

Work with source code

Insert or rewrite source code

Work with smart objects

Develop, add, and copy smart objects

Update, edit, resize, and crop smart objects

Work with Slices during Optimization

- Work with output settings for web graphics
- Add Adobe Photoshop images to web pages
- Add Adobe Illustrator artwork to web pages
- Recall the PDF/Dreamweaver connection
- Display and navigate PDF documents
- Edit PDF link regions
- Create forms with Dreamweaver
- Create forms
- Add form elements
- Add form navigation
- Work with forms using Dreamweaver
- Utilize HTML form elements
- Utilize properties
- Explore Use of Site Assets
- Work with Images and multimedia
- Use optimized images
- Create rollovers
- Use of actions with rollovers
- Create image maps
- Use background images
- Publish websites
- Upload sites
- Setup distributed websites

**SLO:**

- Design a fully functional website on the Internet.
- Objectively evaluate the needs of a website for a client's company and the types of elements that should be included in their website.
- Analyze a website for search engine optimization and apply basic search engine marketing techniques.
- Recognize the difference between print and web graphics and be able to communicate to clients the type of graphic files needed for their project.

**Units and Hours**

**Default Profile**

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	60.0	60.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	

**Detail**

**Weekly Student Hours**

	In Class
Lecture Hours	3.33
Lab Hours	0.0
Activity Hours	0.0

**Course Student Hours**

Course Duration (Weeks)	Hours per unit/divisor	Course In-Class (Contact) Hours
0.0	0.0	Lecture 0.0
		Lab
		Activity
		Total
		Course Out-of-Class Hours
		Lecture
		Lab
		Activity
		Total

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[Print Course Info](#)

**VBUS012:**

**Workforce Readiness**

Provides instruction in office skills for employment preparation. Students will learn communication, decision-making, interpersonal, leadership, lifelong learning, and job seeking skills. Open Entry/Open Exit.

**Overview**

**Requisites:**

None

**Transferable:**

Not transferable

**Specifications**

**Weekly Lecture Hours:**

3.333

**Learning Outcomes**

**Course Objectives:**

Listen Actively as Demonstrated through Appropriate Verbal and Non-Verbal Responses

Guide Others

Reflect and Evaluate: Personality Profiles

Prepare a Job Application, Resume, and Cover Letter

Effectively Communicate and Network as Demonstrated by Increased Interaction and Expression of Opinion in Class Discussion

Identify Course Overview Orientation Objectives

Attend Sessions Equipped with Required Materials

Read with Comprehension and Utilize Basic Information Necessary to Function in the Workplace

Business-based Grammar (Gregg Reference Manual Style Guide)

Research: Occupational Interests

Outlook calendaring

Identify Appropriate Work Characteristics

Resolve Conflict and Negotiate

Practice Personal Responsibilities

Discuss Effective Leadership Skills

Learn Interview Techniques

MS Word, Outlook Notes and other smart devices for digital note taking

Observe Critically

Prompt follow-up

Advocate and Influence

Plan

Learn to Serve Customers Well Through:

Research employers

Recognize Employee Responsibilities

Business writing best practices

Use Social Media

Active Voice

Needs analysis

Cooperate with Others

Effective email writing

Prepare questions for hiring manager

Use Information and Communications Technology

Develop Networking Correspondence

Solve Problems and Make Decisions

Apply Note Taking and Time Management Tools Using:

Effectively Convey Ideas in Writing using:

Demonstrate Types of Interviews

Empathy

Build Skills in Telephone Techniques, Filing, and Keyboarding in Employment Situations

Use Basic Math to Solve Problems and Communicate

**SLO:**

Consider and use effective communication, decision-making, interpersonal, leadership, job seeking, and lifelong learning skills as tools to draw on selectively to more effectively achieve their purpose.

Successfully carry out their roles as community members, workers, and citizens.



## Units and Hours

### Default Profile

Minimum Credit Units	Total Course In-Class (Contact) Hours	Total Student Learning Hours
0.0	60.0	60.0
Maximum Credit Units	Total Course Out-of-Class Hours	Faculty Load
0.0	0.0	

### Detail

<b>Weekly Student Hours</b>		<b>Course Student Hours</b>
	<b>In Class</b>	<b>Course Duration (Weeks)</b>
Lecture Hours	3.333	Hours per unit/divisor
Lab Hours	0.0	Course In-Class (Contact) Hours
Activity Hours	0.0	Lecture 0.0
		Lab
		Activity
		Total
		Course Out-of-Class Hours
		Lecture
		Lab
		Activity
		Total

[Register Now](#) [Contact Us](#)  
[Print Course Info](#)

## VBUS013: MS Outlook

Provides introductory instruction on Microsoft Outlook, one of the industry's leading personal data management applications. Students will learn how to better manage their electronic communications, schedules, tasks, and contact information using Outlook's E-mail, Calendar, Task, and Contact components. Open Entry/Open Exit. Former title: Introduction to Personal Management using Microsoft Outlook (Fall 2023)

### Overview

#### Requisites:

None

#### Transferable:

Not transferable

### Specifications

#### Weekly Lecture Hours:

3.33

### Learning Outcomes

#### Course Objectives:

Discuss process for managing personal data with Microsoft Outlook

Use Outlook's navigation pane, ribbon, tools, and menus

Customize the work area and set preferences

Use Microsoft Outlook to compose new messages

Create new messages

Specify recipients

Select and send attachments

Utilize "cc" and "bcc" effectively

Use Microsoft Outlook to receive messages

Utilize preview pane

Save attachments

Open attachments

Create new folders

Move messages to specific folders

Use flags to mark messages for follow-up

Manage multiple email accounts

Add new accounts to Outlook

Specify account settings

Modify Email Settings

Adjust junk email settings

Adjust email options

Schedule meetings, appointments, and events

Set recurrence for individual meetings

Set reminders for meetings and events

Utilize labels to classify appointments

Designate calendar work week

Customize the appearance of the calendar

Change the calendar view

Set calendar options

Create a new calendar

Distinguish calendar views

Create calendar groups

Manage contacts

Create new contacts

Edit contact information

Search for contacts

- Delete a contact
- Manage distribution lists
- Create new distribution lists
- Add a contact or a sender to a distribution list
- Delete distribution lists
- Send email to a distribution list
- Create new tasks
- Prioritize tasks
- Set task recurrence
- Assign tasks
- Update task details
- Delete tasks
- Modify the task window
- Adjust the task view
- Customize the task view

**SLO:**

- Utilize Microsoft Outlook’s Mail feature to effectively manage an email account.
- Create, manage, and utilize a distribution list.
- Demonstrate how to utilize Microsoft Outlook’s Calendar and Contacts to effectively manage personal data.

**Units and Hours**

**Default Profile**

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	60.0	0.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	60.0	

**Detail**

**Weekly Student Hours**

	<b>In Class</b>
<b>Lecture Hours</b>	<b>3.33</b>
<b>Lab Hours</b>	<b>0.0</b>
<b>Activity Hours</b>	<b>0.0</b>

**Course Student Hours**

<b>Course Duration (Weeks)</b>	<b>10</b>
<b>Hours per unit/divisor</b>	<b>0.0</b>
<b>Course In-Class (Contact) Hours</b>	
Lecture	0.0
Lab	
Activity	
<b>Total</b>	
<b>Course Out-of-Class Hours</b>	
Lecture	
Lab	
Activity	
<b>Total</b>	

[Register Now](#) [Contact Us](#)  
[Print Course Info](#)

**VBUS014:  
 Social Media**

Provides introductory instruction on how to incorporate social networks and mobile technology in a business environment utilizing applications and tools such as Instagram, LinkedIn, Facebook, Twitter, wikis, blogs, Pinterest, Snapchat, and YouTube. Open Entry/Open Exit. Former Title: Introduction to Mobile and Social Media Tools (Fall 2023)

**Overview**

**Requisites:**

None

**Transferable:**

Not transferable

**Specifications**

**Weekly Lecture Hours:**

3.33

**Learning Outcomes**

**Course Objectives:**

Use mobile and social media terminology both in oral and written communications

Identify the algorithm of social media platforms

Set up and use social media accounts

Compare and contrast each of the social media sites in terms of: functionality, bookmarking each site, utilization [application to business], marketing and promoting products and services

Identify centralized access to social media sites, involving: setting up accounts, saving links

Explain how to market and promote products and services

Setup accounts

Save links

Explore the Facebook, Instagram, LinkedIn, Twitter, Snapchat, and Pinterest social media sites

Create an account/linked to Gmail

Recall the user interface

Navigate the applications

Post information (company events/news)

Explore the Twitter Social Media Site

Construct a LinkedIn Social Media Site

Create an account

Create Profiles/Resumes

Make connections

Assess various smart and mobile devices to determine applicability to business

Explore the use of Zoom for business communications

Participate in video calls

Evaluate the design of blogs to collaborate with staff/customers in a business setting

Create blogs from scratch

Post messages

Share messages (email/public/friends)

**SLO:**

Create accounts on a wide array of social media web sites.

Utilize mobile technology social media tools.

**Units and Hours**

**Default Profile**

Minimum Credit Units

0.0

Total Course In-Class (Contact) Hours

60.0

Total Student Learning Hours

60.0

Maximum Credit Units

0.0

Total Course Out-of-Class Hours

0.0

Faculty Load

**Detail**

**Weekly Student Hours**

	<b>In Class</b>
Lecture Hours	3.33
Lab Hours	0.0
Activity Hours	0.0

**Course Student Hours**

Course Duration (Weeks)	10
Hours per unit/divisor	0.0
Course In-Class (Contact) Hours	0.0
Lecture	0.0
Lab	
Activity	
Total	
Course Out-of-Class Hours	
Lecture	
Lab	
Activity	
Total	

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[Print Course Info](#)

## VBUS030: Home-Based Business

This course provides an overview of the process of planning, launching, and operating a home-based business. Students will learn to distinguish between the various forms of home-based businesses and explain how they can be supported by business models. Open Entry/Open Exit. Former Title: How to Build a Home-Based Business (Fall 2023)

### Overview

**Requisites:**

None

**Transferable:**

Not transferable

### Specifications

**Weekly Lecture Hours:**

3.33

### Learning Outcomes

**Course Objectives:**

- Identify the benefits, risks, and challenges of building a home-based business
- Distinguish between home-based business ownership and working at home
- Generate at least one home-based business idea
- Recognize the forms of home-based businesses
- Analyze a retail store business model and three online business models: e-commerce, lead generation, and publishing
- Assess the legal and financial considerations of the different forms of business ownership
- Employ a business model to a business idea and propose a monetization strategy
- Identify sources of revenue, calculate fixed and variable costs
- Perform market research to determine the price to charge for goods or services

- Perform basic financial calculations to determine revenue, expenses, and profit margins
- Create a marketing plan
- Calculate the break-even point for a business
- Prepare an application for startup funding
- Create a do-it-yourself website for a business
- Create social media accounts for a business
- Create a display or search engine advertisement
- Evaluate how e-commerce capabilities can be incorporated into a website
- Identify a strategic partner for affiliate marketing of a business product or service
- Assess how a home-based business can manage inventory and personnel
- Analyze business proposals in a specific industry and prepare a proposal for a prospective customer

**SLO:**

- Distinguish between the forms of home-based businesses.
- Describe how a home-based business could be formed and supported by a business model.
- Generate a business proposal for a prospective customer.

**Units and Hours**

**Default Profile**

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	60.0	60.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	

**Detail**

<b>Weekly Student Hours</b>		<b>Course Student Hours</b>
	<b>In Class</b>	<b>Course Duration (Weeks)</b>
<b>Lecture Hours</b>	3.33	<b>Hours per unit/divisor</b>
<b>Lab Hours</b>	0.0	<b>Course In-Class (Contact) Hours</b>
<b>Activity Hours</b>	0.0	<b>Lecture</b> 0.0
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>
		<b>Course Out-of-Class Hours</b>
		<b>Lecture</b>
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>

[Register Now](#) [Contact Us](#)  
[Print Course Info](#)

**VBUS035:**

# Generative AI for Small Business

Introductory course on how to employ generative artificial intelligence (GenAI) tools for a small business. Applies use cases for using AI in small businesses, including research, creating tables and schedules, generating images for logos, conducting a SWOT (strengths, weaknesses, opportunities, and threats) analysis, and developing a business plan with the assistance of GenAI tools. Open entry / open exit.

## Overview

### Requisites:

None

### Transferable:

Not transferable

## Specifications

### Weekly Lecture Hours:

3.33

## Learning Outcomes

### Course Objectives:

Explain artificial intelligence

Define machine learning

Define deep learning

Recall neural networks

Explain the difference between generative artificial intelligence (GenAI) and artificial general intelligence (AGI)

Define Large Language Models (LLM)

Explain transformers

Explain a GPU

Explain data centers

Recognize Chat GPT and GenAI platforms

Identify a chatbot

Explain the features of GenAI platforms such as Google Gemini, Microsoft Copilot, & Perplexity

Create logos using GenAI

Create animations using GenAI

Create tables and schedules using GenAI

Identify the Small Business Administration (SBA)

Recognize different prompt structures

Explain prompt engineering

Explain prompt optimization

Identify a SWOT analysis

Define SMART goals

Create a business proposal



Create a business plan

**SLO:**

Recall what is generative artificial intelligence (GenAI) and how it works

Utilize GenAI tools to increase productivity and create a business plan

**Units and Hours**

**Default Profile**

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	60.0	60.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	3.33

**Detail**

<b>Weekly Student Hours</b>		<b>Course Student Hours</b>
	<b>In Class</b>	<b>Course Duration (Weeks)</b>
<b>Lecture Hours</b>	3.33	<b>Hours per unit/divisor</b>
<b>Lab Hours</b>	0.0	<b>Course In-Class (Contact) Hours</b>
<b>Activity Hours</b>	0.0	<b>Lecture</b> 0.0
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>
		<b>Course Out-of-Class Hours</b>
		<b>Lecture</b>
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>

[Register Now](#) [Contact Us](#)  
[Print Course Info](#)

**VBUS040:**  
**Accounting for Non-Accountants**

Designed for those who may be interested in building a home-based business, this course introduces general accounting principles, including basic terminology, processes, and an overview of financial statements. An emphasis is placed on utilizing accounting methods to generate and interpret financial information in real-life situations to make managerial and financial decisions. Open Entry/Open Exit.

**Overview**

**Requisites:**

None

**Transferable:**

Not transferable

**Specifications**

**Weekly Lecture Hours:**

3.333

## Learning Outcomes

### Course Objectives:

- Discuss the accounting needs of small businesses
- Review definitions of commonly used terms in accounting
- Create organizational goals and prepare a budget; create a procedure to assess the extent to which goals are accomplished
- Explain the difference between revenues and expenses
- Calculate initial costs and recurring costs that an organization may incur while doing business
- Identify the types of financial statements and interpret the significance of the financial information they contain
- Create an income statement, balance sheet, and statement of cash flows
- Determine financial information that needs to be reported for taxation purposes
- Explain the financial considerations to be made when determining whether to hire employees or use independent contractors
- Calculate the cost of hiring personnel, including salary and benefits
- Explain how an organization can access banking services such as checking, savings, loans, and lines of credit
- Identify sources of funding, such as venture capital and crowdfunding
- Calculate the costs of inventory
- Prepare invoices for goods and services
- Create a record of accounts payable
- Create a record of accounts receivable
- Explain methods of recording bad debt
- Calculate the cost of acquiring a customer
- Create a sales forecast
- Use accounting data to justify business decisions such as outsourcing, developing a new product, and acquiring equipment or other assets
- Explain how internal controls can be used to mitigate risk
- Demonstrate how accounting data can be used to inform external stakeholders

### SLO:

- Interpret financial statements.
- Justify business decisions based on financial data.

## Units and Hours

### Default Profile

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	60.0	60.0
 <b>Maximum Credit Units</b>	 <b>Total Course Out-of-Class Hours</b>	 <b>Faculty Load</b>
0.0	0.0	

### Detail

**Weekly Student Hours**

	<b>In Class</b>
<b>Lecture Hours</b>	<b>3.333</b>
<b>Lab Hours</b>	<b>0.0</b>
<b>Activity Hours</b>	<b>0.0</b>

**Course Student Hours**

<b>Course Duration (Weeks)</b>	<b>10</b>
<b>Hours per unit/divisor</b>	<b>0.0</b>
<b>Course In-Class (Contact) Hours</b>	
<b>Lecture</b>	<b>0.0</b>
<b>Lab</b>	
<b>Activity</b>	
<b>Total</b>	
<b>Course Out-of-Class Hours</b>	
<b>Lecture</b>	
<b>Lab</b>	
<b>Activity</b>	
<b>Total</b>	

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**VBUS096:**  
**Digital Photography**

Provides introductory instruction on using digital still and digital video cameras. Introduces students to camera selection, basic features, compositional guidelines, how to transfer files from the camera to the computer, basic image editing, use of photos/videos in common applications, and output options. This course is designed to be taken independently or concurrently with courses, such as Adobe Photoshop or Premiere. Open Entry / Open Exit. Former Title: Introduction to Use of Digital Cameras and Photography (Fall 2023)

**Overview**

**Requisites:**

None

**Transferable:**

Not transferable

**Specifications**

**Weekly Lecture Hours:**

3.33

**Learning Outcomes**

**Course Objectives:**

- Identify different types of digital still cameras and the consumer/prosumer application
- Define common terms related to digital photography
- Describe proper handling of memory cards
- Describe the benefits and limitations of the various image file formats
- Describe key features of digital still cameras as related to the intended application and the relationship between features and cost
- Identify common digital still camera accessories
- Describe the features of the digital camera
- Demonstrate several basic compositional guidelines

- Describe depth of field and its application
- Demonstrate techniques for working with difficult lighting situations
- Crop/resize photo in basic image editing application for intended use: email, web, print
- Describe file formats and use of digital photos in common business applications (e.g., MS Office applications)
- Describe ways to present images for personal or business use
- Describe the benefits and limitations of different output devices: inkjet vs. laser printer, color vs. grayscale
- Describe the importance of using the correct media for output (e.g., photo paper vs. copier/laser paper) based on desired application
- Utilize printer driver options to achieve optimum quality output from device
- Identify different types of camcorder formats and their application
- Define common terms related to digital camcorders/videography
- Describe key features of digital video cameras as related to the intended application and the relationship between features and cost
- Identify digital camera accessories
- Describe the features of the digital video camera
- Demonstrate several basic compositional guidelines
- Describe depth of field and its application
- Demonstrate techniques for working with difficult lighting situations
- Describe the basic process of transferring video to a computer for editing
- Describe the benefits and limitations of different output options

**SLO:**

- Analyze information necessary to purchase digital cameras and/or accessories for business or personal use.
- Use existing digital camera gear more efficiently/effectively to produce images for business or personal use.
- Perform basic image editing (e.g., cropping, resizing, etc.).
- Use digital camera images in several computer applications.

**Units and Hours**

**Default Profile**

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	60.0	60.0
 <b>Maximum Credit Units</b>	 <b>Total Course Out-of-Class Hours</b>	 <b>Faculty Load</b>
0.0	0.0	

**Detail**

**Weekly Student Hours**

	<b>In Class</b>
<b>Lecture Hours</b>	<b>3.33</b>
<b>Lab Hours</b>	<b>0.0</b>
<b>Activity Hours</b>	<b>0.0</b>

**Course Student Hours**

<b>Course Duration (Weeks)</b>	<b>10</b>
<b>Hours per unit/divisor</b>	<b>0.0</b>
<b>Course In-Class (Contact) Hours</b>	
<b>Lecture</b>	<b>0.0</b>
<b>Lab</b>	
<b>Activity</b>	
<b>Total</b>	
<b>Course Out-of-Class Hours</b>	
<b>Lecture</b>	
<b>Lab</b>	
<b>Activity</b>	
<b>Total</b>	

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**VBUS097:  
eCommerce**

Provides introductory instruction to online commerce on the Internet. Platforms include eBay, Amazon, Etsy, and Shopify. Topics include privacy and security issues, searching techniques, auction bidding, secure payment methods, selling techniques, and protecting consumer rights. Open Entry / Open Exit. Former Title: Introduction to Personal Commerce on the Internet (Fall 2023)

**Overview**

**Requisites:**

None

**Transferable:**

Not transferable

**Specifications**

**Weekly Lecture Hours:**

3.33

**Learning Outcomes**

**Course Objectives:**

- Explain how to protect personal privacy and maintain security
- Identify fraud detection and prevention
- Select a strong password
- Choose an effective secret question
- Utilize searching techniques on the Internet: Google, Yahoo, Bing
- Efficiently search to find best deals and price comparisons
- Use auction bidding to win techniques
- Find deals with eBay search
- Check credibility of seller

Compare price history to know your buying limit

Avoid paying too much for shipping costs

Tracking your auction (my eBay, etc.)

Identify secure paying methods

Describe how to sell online: Store vs. Auction

Set profitable price points

Set shipping costs

Explain how to collect payment

Pick an appropriate shipper: FedEx, UPS, USPS, DHL,

Discuss how to market your items

Track orders or auction actions

Notify buyers/winners

Report failed transactions

Recognize spam

Report fraud

Correct transaction errors

Avoid phishing schemes

**SLO:**

Identify several secure online vendors.

Search for and locate items of interest for purchase.

Describe methods to improve security in online transactions (i.e., sensitive information, payment options, etc.).

**Units and Hours**

**Default Profile**

**Minimum Credit Units**

0.0

**Total Course In-Class (Contact) Hours**

60.0

**Total Student Learning Hours**

60.0

**Maximum Credit Units**

0.0

**Total Course Out-of-Class Hours**

0.0

**Faculty Load**

**Detail**

**Weekly Student Hours**

	<b>In Class</b>
Lecture Hours	3.33
Lab Hours	0.0
Activity Hours	0.0

**Course Student Hours**

Course Duration (Weeks)	0.0
Hours per unit/divisor	0.0
Course In-Class (Contact) Hours	0.0
Lecture	0.0
Lab	
Activity	
Total	
Course Out-of-Class Hours	
Lecture	
Lab	
Activity	
Total	

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## VBUS101: 3D Modeling using Blender

Provides introductory instruction on 3D modeling and basic animation using Blender software. Introduces students to Blender’s interface, 3D space, animation and modeling features, surfaces, and textures, and uses. Open Entry / Open Exit. Former Title: Introduction to 3D Modeling using Blender (Fall 2023)

### Overview

**Requisites:**

**Advisory**

[VBUS119 – Keyboarding and Basic Windows](#)

or equivalent

**Transferable:**

Not transferable

### Specifications

**Weekly Lecture Hours:**

3.33

### Learning Outcomes

**Course Objectives:**

Demonstrate modeling basics

Apply creative ideas for 3D modeling project planning and design

Identify the features of Blender and open-source software

Demonstrate how to navigate the Blender interface and 3D space

Recall important functions of files and file management

Load files

Save Blender files

- Use preferences and themes
- Set the default scene
- Use coordinates
- Use lights
- Select objects
- Move (translate) objects
- Rotate objects
- Scale/mirror objects
- Duplicate objects
- Discuss computer animation in film and television
- Preparing 3D models for printing
- Import HDRI files
- Pack external data into Blend file
- Perform UV Editing
- Identify Nodes Trees
- Identify Normal Mapping
- Create Texture Mapping
- Apply materials
- Use camera control

**SLO:**

Demonstrate an understanding of the principles and techniques used for creation of three-dimensional content through the planning, creation and design of models and environments using 3D principles.

Identify and effectively apply conceptual thinking skills that are important in animation for the utilization of model creation, texture manipulation, scene rendering and the production of meaningful and artistic visualizations.

Demonstrate successful problem solving that results from experimentation, exploration, and the taking of risks during the creative problem-solving process.

Apply skills in technical manuals, games, architectural presentations, and other media to create exciting 3D visual expression.

**Units and Hours**

**Default Profile**

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	60.0	60.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	

**Detail**



**Weekly Student Hours**

	<b>In Class</b>
Lecture Hours	3.33
Lab Hours	0.0
Activity Hours	0.0

**Course Student Hours**

Course Duration (Weeks)	0.0
Hours per unit/divisor	0.0
Course In-Class (Contact) Hours	0.0
Lecture	0.0
Lab	
Activity	
Total	
Course Out-of-Class Hours	
Lecture	
Lab	
Activity	
Total	

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## VBUS102: Adobe InDesign

Provides introductory instruction on desktop publishing using Adobe InDesign. Introduces students to navigation of InDesign's work area, document setup, placement of text and graphics within frames, styles, color and transparency features, and how to export and print professional-quality InDesign files. Open Entry / Open Exit. Former Title: Introduction to Adobe InDesign (Fall 2023)

### Overview

**Requisites:**

**Advisory**

[VBUS119 - Keyboarding and Basic Windows](#)

or equivalent

**Transferable:**

Not transferable

### Specifications

**Weekly Lecture Hours:**

3.33

### Learning Outcomes

**Course Objectives:**

Summarize elements of desktop publishing

Recall course objectives

Demonstrate how to correctly use required materials

Navigate InDesign's work space

Explore InDesign

Identify objects

Distinguish between the features of InDesign's work space

- Create new documents
- Place frames and content
- Create text
- Apply color
- Create styles
- Apply styles to paragraphs, characters, and objects
- Embed or link graphics from other programs
- Modify graphics
- Remove backgrounds
- Clip paths
- Draw lines, boxes, etc.
- Demonstrate correct use of the transparency panel
- Use various blend modes
- Colorize black and white images
- Change opacity
- Feather margins of images
- Apply drop shadows
- Produce quality output for Flash Player (SWF) files
- Navigate with Bridge
- Save files with Bridge

**SLO:**

- Identify and apply the four basic rules of good design (contrast, repetition, alignment, and proximity) in a publication.
- Design and implement a print publication (newsletter, brochure, poster) using graphics and text.
- Export a publication as an Adobe PDF or SWF file, optimized for web, desktop publishing, or offset (professional) printing.

**Units and Hours**

**Default Profile**

<p><b>Minimum Credit Units</b></p> <p>0.0</p>	<p><b>Total Course In-Class (Contact) Hours</b></p> <p>60.0</p>	<p><b>Total Student Learning Hours</b></p> <p>60.0</p>
<p><b>Maximum Credit Units</b></p> <p>0.0</p>	<p><b>Total Course Out-of-Class Hours</b></p> <p>0.0</p>	<p><b>Faculty Load</b></p>

**Detail**

**Weekly Student Hours**

	<b>In Class</b>
<b>Lecture Hours</b>	3.33
<b>Lab Hours</b>	0.0
<b>Activity Hours</b>	0.0

**Course Student Hours**

<b>Course Duration (Weeks)</b>	0.0
<b>Hours per unit/divisor</b>	0.0
<b>Course In-Class (Contact) Hours</b>	
Lecture	0.0
Lab	
Activity	
<b>Total</b>	
<b>Course Out-of-Class Hours</b>	
Lecture	
Lab	
Activity	
<b>Total</b>	

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## VBUS103: MS Project

Provides introductory instruction on the use of Microsoft Office Project software. Students will learn how to set up a project, manage project files, create a task list, schedule tasks, view a schedule, define and assign resources and costs, track a project, analyze progress, and revise a schedule. Open Entry / Open Exit. Former Title: Introduction to MS Project (Fall 2023)

### Overview

**Requisites:**

None

**Transferable:**

Not transferable

### Specifications

**Weekly Lecture Hours:**

3.33

### Learning Outcomes

**Course Objectives:**

- Describe elements of project management
- Recall course objectives
- Demonstrate an understanding of Microsoft Project Basics
- Start and exit MS Project
- Use menus and toolbars
- Use learning aids
- Change views
- Navigate in MS Project
- Set up project

Set up calendar

Use wizards

Manage project files

Save project files

Copy and rename objects

Delete objects

Create and use templates

Create and edit a task list

Enter task names

Edit a task list

Define milestones

Attach notes and hyperlinks

Explain How to Schedule Tasks, Create Links and Work with Task Constraints and Deadlines.

Create lines

Create tasks

Work with calendars

Demonstrate how to work with different views in Project

Use different views

Change the date format

Locate and insert tasks

Explore different resources and costs and how to enter and work with them in MS Project

Explain resources and costs

Use resource fields

Set automatic options

Sort, group, and filter resources

Assign resources and costs

Graph resource availability

Assign resource units

Schedule resources

Add delays

Assign overtime work

Demonstrate how to track projects

Track projects

Work with project baselines

- Track performance and costs
- Explain calculation options
- Create Reports
- Identify the reports
- Select a report
- Generate reports
- Print reports
- Analyze performance
- Revise and review schedules

**SLO:**  
 Create, edit, format and organize a basic project using MS Project’s task scheduler, project views, print views, calendars, and reports.  
 Use MS Project’s planning tools to link tasks effectively and work with time constraints, assign resources and their work schedules to tasks, manage and view cost information.  
 Demonstrate the ability to shorten the critical path of a project and manage a project’s resources, track tasks, evaluate data with reports, work with a resource pool and subprojects and collaborate with other team members.

**Units and Hours**

**Default Profile**

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	60.0	60.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	

**Detail**

<b>Weekly Student Hours</b>		<b>Course Student Hours</b>
	<b>In Class</b>	<b>Course Duration (Weeks)</b>
<b>Lecture Hours</b>	3.33	<b>Hours per unit/divisor</b>
<b>Lab Hours</b>	0.0	<b>Course In-Class (Contact) Hours</b>
<b>Activity Hours</b>	0.0	<b>Lecture</b> 0.0
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>
		<b>Course Out-of-Class Hours</b>
		<b>Lecture</b>
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>

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**VBUS105:**  
**3D Animation using Blender**

Provides introductory instruction for creating short 3D animations using Blender software for viewing on the Internet or in other multimedia formats. Students learn to create animations using Blender's tools and timeline, e.g., trajectory, lighting, bones, and movements. Students will gain an understanding of the basics needed to succeed as an animator. Open Entry / Open Exit. Former Title: Introduction to 3D Animation using Blender (Fall 2023)

## Overview

### Requisites:

None

### Transferable:

Not transferable

## Specifications

### Weekly Lecture Hours:

3.33

## Learning Outcomes

### Course Objectives:

Create object animations

Work with Blender's workspace panel

Create a new project using scenes, views, frames and keyframes, and tweening

Save Blender project including assets

Render and preview animation

Apply Blender render function when appropriate

Apply Blender Cycle function when appropriate

Publish settings to QuickTime or other movie codec

Export rendered animation

Import animation to other multi-media applications (e.g., Flash, Premiere, etc.)

Apply various material(s) to animated objects

Explore animation objects with various material(s)

Use video and audio codecs

Mesh reactive to audio

### SLO:

Demonstrate an understanding of the principles and techniques used for creation of three-dimensional content using Blender.

Apply conceptual thinking skills that are important in 3D animation.

Demonstrate successful problem-solving skills that result from creative thinking process.

Apply their skills in technical manuals, games, architectural presentations, Web content, television, and other media to create exciting 3D visual expression.

## Units and Hours

### Default Profile

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	60.0	60.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	

**Detail**

<b>Weekly Student Hours</b>		<b>Course Student Hours</b>
	<b>In Class</b>	<b>Course Duration (Weeks)</b>
<b>Lecture Hours</b>	3.33	Hours per unit/divisor
<b>Lab Hours</b>	0.0	<b>Course In-Class (Contact) Hours</b>
<b>Activity Hours</b>	0.0	Lecture 0.0
		Lab
		Activity
		Total
		<b>Course Out-of-Class Hours</b>
		Lecture
		Lab
		Activity
		Total

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**VBUS107:**

**Seminar in Adobe Tools**

Explores and provides instruction in evolving Creative Cloud applications for the personal computer such as design, web, and video/audio tools. Open Entry/Open Exit.

**Overview**

**Requisites:**

None

**Transferable:**

Not transferable

**Specifications**

**Weekly Lecture Hours:**

3.333

**Learning Outcomes**

**Course Objectives:**

Design layouts for print and publishing

Create and edit images and graphics

Arrange, organize and search for files/images

Create, edit, and share documents

Define paths

- Create and optimize web graphics
- Create rich, interactive object animations
- Demonstrate an understanding of panels
- Preview and test movies
- Create, edit and enhance motion graphics & audio
- Describe the basic process of capturing raw video to a computer for editing
- Describe the benefits and limitations of different output options

**SLO:**  
 Implement the basic design tools through editing, creating, designing and manipulation of files, images, videos/audio and websites.  
 Apply the tools and creative techniques from the creative cloud collection to produce files for unique business applications.

### Units and Hours

#### Default Profile

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	60.0	60.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	

#### Detail

<b>Weekly Student Hours</b>		<b>Course Student Hours</b>
	<b>In Class</b>	<b>Course Duration (Weeks)</b>
<b>Lecture Hours</b>	3.333	<b>Hours per unit/divisor</b>
<b>Lab Hours</b>	0.0	<b>Course In-Class (Contact) Hours</b>
<b>Activity Hours</b>	0.0	<b>Lecture</b> 0.0
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>
		<b>Course Out-of-Class Hours</b>
		<b>Lecture</b>
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>

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## VBUS109: Adobe Premiere Video Editing

Provides introductory instruction on desktop digital video production and editing using industry-standard software. Includes capturing, importing, assembling, and editing video, audio, and still images. Open Entry / Open Exit. Former Title: Introduction to Desktop Video Editing using Adobe Premiere (Fall 2023)

### Overview



**Requisites:**

None

**Transferable:**

Not transferable

**Specifications****Weekly Lecture Hours:**

3.33

**Learning Outcomes****Course Objectives:**

Describe desktop digital filmmaking and its uses today

Identify the required materials for the course

Explain the preproduction process

Write scripts/outline

Sketch scenes/story boarding

Create production schedules

Shoot scenes – production

Collect/organize assets

Capture video

View video and transfer clips

Demonstrate key video editing and post-production concepts

Organize projects

Demonstrate effective use of transitions, mixing, and export

Arrange windows, features and panels

Examine project settings

Organize and import assets via project window and use bins

Save and autosave projects

Assemble and work with video in a time-based display

Open clip window

Organize tracks, and keyframes

Monitor window views for playback, setting editing marks and/or performing edits

Navigate within timeline window

Adjust the current time indicator/playhead

Adjust timecode display

Navigate panels, contextual menus and keyboard shortcuts

Use effects controls, info, navigator, commands and history palettes for easy access to common commands

Right-click to access contextual menus

- Use keyboard shortcuts to maximize efficiency
- Import assets to project window
- Add clips to timeline using various methods
- Preview rough cuts by using play button or by scrubbing
- Trim clips in timeline window, in source view or trim view of the monitor window
- Add, change or preview transitions
- Work with audio clips
- Create L-cuts
- Link/unlink video and audio clips
- Synchronize clips
- Add audio clips
- Create titles
- Create rolling and crawling text
- Create title graphics
- Layer clips and adjust opacity to fade one image over another, using track hierarchy, fading and keying
- Create animation via keyframing
- Adjust optional features
- Create video and audio effects
- Create virtual clips
- Export file types, media, and presets

**SLO:**

- Ingest assets for video production (e.g., video, stills, audio clips, etc.) into a Premiere project file.
- Assemble assets into a finished video production.
- Save and export the finished video.

**Units and Hours**

**Default Profile**

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	60.0	60.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	

**Detail**

**Weekly Student Hours**

	<b>In Class</b>
Lecture Hours	3.33
Lab Hours	0.0
Activity Hours	0.0

**Course Student Hours**

Course Duration (Weeks)	10
Hours per unit/divisor	0.0
Course In-Class (Contact) Hours	0.0
Lecture	0.0
Lab	
Activity	
Total	
Course Out-of-Class Hours	
Lecture	
Lab	
Activity	
Total	

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**VBUS117:  
 Adobe Acrobat**

Introduces students to portable document formats created with Adobe Acrobat. Students learn how to convert simple and complex documents to PDF files; navigate, edit, and annotate PDF files; and distribute PDF files via the Internet. Open Entry / Open Exit. Former Title: Introduction to Document Processing using Adobe Acrobat (Fall 2023)

**Overview**

**Requisites:**

None

**Transferable:**

Not transferable

**Specifications**

**Weekly Lecture Hours:**

1.67

**Learning Outcomes**

**Course Objectives:**

Summarize the use of PDF files, terminology, and concepts

Convert a document to PDF using: PDF Writer (simple documents), Acrobat Distiller (complex documents), open as PDF command (image files), Import Scan command (paper documents), other, e.g., from World Wide Web, Microsoft Programs (optional)

Navigate a PDF document using: bookmarks, Zoom tool, actual size button, hand tool, thumbnails tab

Edit/Work with a PDF document

Correct type

Insert pages from other PDF documents

Reorder pages

Renumber pages

- Customize PDF navigation
- Add bookmarks to PDF documents
- Add links to PDF documents
- Annotate a PDF document
- Review comments
- Add a note
- Apply stamps
- Summarize comments
- Create PDF portfolio
- Design portfolio style
- Publish and share portfolio
- Create a PDF form
- Navigate the form tool
- Fill in the field properties dialog box
- Distribute PDF files
- Optimize PDF files for distribution
- Send PDF files via Internet
- Add interactivity
- Sign PDF files digitally
- Protect and encrypt files

**SLO:**

- Create an Adobe Acrobat (PDF) from any printable file.
- Create an interactive PDF form with form fields to be filled in by the user of form.
- Create an interactive PDF file with multimedia components and hyperlinks.
- Properly prepare a PDF file for various target outputs (e.g., web/email, desktop printing, press-ready printing).

**Units and Hours**

**Default Profile**

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	30.0	30.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	

**Detail**

**Weekly Student Hours**

	<b>In Class</b>
<b>Lecture Hours</b>	1.67
<b>Lab Hours</b>	0.0
<b>Activity Hours</b>	0.0

**Course Student Hours**

<b>Course Duration (Weeks)</b>	0.0
<b>Hours per unit/divisor</b>	0.0
<b>Course In-Class (Contact) Hours</b>	0.0
<b>Lecture</b>	0.0
<b>Lab</b>	
<b>Activity</b>	
<b>Total</b>	
<b>Course Out-of-Class Hours</b>	
<b>Lecture</b>	
<b>Lab</b>	
<b>Activity</b>	
<b>Total</b>	

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## VBUS118: Microsoft Windows Overview

Provides introductory instruction for learning MS Windows. Introduces students to Windows: navigation, views, commands, file management, desktop customization, Help, and other Windows programs; for example, address book and electronic communications. Open Entry/Open Exit. Former Title: Introduction to Windows (2021)

### Overview

**Requisites:**

None

**Transferable:**

Not transferable

### Specifications

**Weekly Lecture Hours:**

3.333

### Learning Outcomes

**Course Objectives:**

Provide a Brief Introduction to Windows

Attend Sessions Equipped with Required Materials

Define terminology

Work with Desktop Screen Components

Use the Mouse

Use Shortcuts, Menus and Keyboard Commands

Navigate within and among Windows

Launch programs

Size, move, arrange, close, switch windows, etc

Minimize/Maximize/Close windows

Manage multiple applications

Log off computer

Shut down Windows

View Computer Contents

View Files

Sort Files

Arrange Windows on Desktop

Manage Files in the Windows Environment

Create, Select, Open and Rename Folders

Create, Select, Open and Rename Files

Move/Copy Folders/Files

Delete/Restore Folders/Files

Empty Recycle Bin

Save

Print

Perform Searches

Create File/Folder and Application Shortcuts on Desktop

Create & Edit Simple Document Files (e.g., with Word Pad)

Create Graphic, Video and Sound Files

Sketch in paint programs

Explore touch-up or image programs

Use video and sound play back

Apply the Snipping Tool

Perform Basic Mathematics

Modify the Program Menu, Top of Start Menu and Favorite Menus

Discuss Procedures for Setting Date and Time

Personalize

Explore Themes

Set Colors

Change Overall Appearance of Start Menu

Set Mouse Options (pointers, motion, visibility)

Rearrange Taskbar and Toolbars

Use Pinning

- Create Shortcuts on Desktop
- Explore Accessibility Features
- Use Clipboard vs. Drag and Drop
- Check hard drive capacity (used/free space)
- Detect Disk Errors with Windows
- Identify Hard Drive Tools
- Discuss Installation/Removal of Hardware and Software
- Browse Help Contents by Subject
- Browse Help Topics via Alphabetical Index
- Search Help Topics by Keyword
- Discuss Windows Firewall; Windows Defender, Windows Updates
- Explain Personal Privacy/Security, Authentication, Malware, Social Engineering
- Demonstrate Web Filtering, Parent Control
- Protect Files and Folders, Removable Drives
- Recognize Unauthorized Computer Changes
- Create Contacts
- Connect to World Wide Web
- Practice Outlook Express Features
- Create Digital Reminders
- Explore Online Tools

**SLO:**

- Demonstrate basic MS Windows OS navigation and organizational skills.
- Create, save, open, and print program files and documents.
- Demonstrate proficiency in Windows accessory applications.

**Units and Hours**

**Default Profile**

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	60.0	60.0
 <b>Maximum Credit Units</b>	 <b>Total Course Out-of-Class Hours</b>	 <b>Faculty Load</b>
0.0	0.0	

**Detail**

**Weekly Student Hours**

	<b>In Class</b>
<b>Lecture Hours</b>	3.333
<b>Lab Hours</b>	0.0
<b>Activity Hours</b>	0.0

**Course Student Hours**

<b>Course Duration (Weeks)</b>	0.0
<b>Hours per unit/divisor</b>	0.0
<b>Course In-Class (Contact) Hours</b>	0.0
<b>Lecture</b>	0.0
<b>Lab</b>	
<b>Activity</b>	
<b>Total</b>	
<b>Course Out-of-Class Hours</b>	
<b>Lecture</b>	
<b>Lab</b>	
<b>Activity</b>	
<b>Total</b>	

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**VBUS119:**

**Keyboarding and Basic Windows**

Provides introductory instruction for keyboarding by touch and learning MS Windows. Introduces students to Windows: navigation, views, commands, file management, desktop customization, and simple Accessory programs, such as WordPad, Character Map, Calculator, and Paint. Scanning and working with simple graphics is also explored. This course or Introduction to Windows is highly recommended prior to taking other courses taught within the Windows environment. Open Entry / Open Exit. Former Title: Introduction to Keyboarding and Basic Windows (Fall 2023)

**Overview**

**Requisites:**

None

**Transferable:**

Not transferable

**Specifications**

**Weekly Lecture Hours:**

3.33

**Learning Outcomes**

**Course Objectives:**

- Identify required course materials
- Work with Desktop Screen Components
- Use the Mouse
- Demonstrate Shortcuts, Menus and Keyboard Commands
- Navigate within and among Windows
- Launch Windows
- Launch a program
- Size, move, arrange, close, switch windows



Manage multiple applications

Log Off computer

Shut down Windows

Identify Computer Contents

View Files

Sort Files

Arrange Windows in Desktop

Demonstrate how to use Windows Explorer

Create, Select, Open and Rename Folders

Create, Select, Open and Rename Files

Move/Copy Folders/Files

Delete/Restore Folders/Files

Empty Recycle Bin

Save Files

Print Files

Search Files

Create Shortcut to Desktop

Learn to Review Keyboard by Touch

Develop Keyboard Speed and Accuracy

Create & Edit Simple Document Files (e.g., with WordPad)

Create Graphic, Video and Sound Files

Sketch in paint programs

Recognize touch-up or image programs

Explore photograph programs

Demonstrate use of video players

Use sound players

Sort Files

Arrange Windows on Desktop

Explore Accessibility Features

Use Clipboard

Discuss Procedures for Setting Date and Time

Set Screen Savers

Add Wallpaper

Set Colors

**SLO:**

Demonstrate basic touch-typing proficiency.

Demonstrate basic MS Windows OS navigation and organizational skills.

Create, save, open, and print program files and documents.

**Units and Hours**

**Default Profile**

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	60.0	60.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	

**Detail**

<b>Weekly Student Hours</b>		<b>Course Student Hours</b>
	<b>In Class</b>	<b>Course Duration (Weeks)</b>
<b>Lecture Hours</b>	3.33	<b>Hours per unit/divisor</b>
<b>Lab Hours</b>	0.0	<b>Course In-Class (Contact) Hours</b>
<b>Activity Hours</b>	0.0	<b>Lecture</b> 0.0
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>
		<b>Course Out-of-Class Hours</b>
		<b>Lecture</b>
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>

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**VBUS120:  
 Adobe Animate**

Provides introductory instruction for creating short Adobe Animate movies for viewing on the Internet or for viewing in other multimedia formats. Students learn to create animations using Animate's drawing tools, layers, and timeline. Students also are given an opportunity to explore Animate's libraries, preview movies, save, and publish Animate's documents. Open Entry / Open Exit. Former Title: Introduction to Animations using Adobe Animate (Fall 2023)

**Overview**

**Requisites:**

None

**Transferable:**

Not transferable

**Specifications**

**Weekly Lecture Hours:**

3.33

## Learning Outcomes

### Course Objectives:

Identify course objectives

Attend sessions equipped with materials required

Create vector and bitmap graphics

Work with the toolbox to draw, paint, etc.

Work with objects

Work with type

Create object animations

Explore the workspace and stage

Create a new document

Set preferences

Use property inspector

Practice scenes and the scene panel

Operate the timeline

Apply frames and keyframes

Demonstrate Tweening (motion and shape)

Use layers

Explain panels

Practice the Motion Preset panel

Apply the Code Snippets panel

Preview and test animation

Work with libraries

Save Animate documents

Publish settings

Implement codecs

Save .swf and .fla files

Practice Animate's components

Discuss ActionScripts

### SLO:

Draw or create computer graphic illustrations with multiple layers.

Incorporate multi-media files (i.e., music, sound effects and video) into web movies.

Publish Animate documents.

## Units and Hours

### Default Profile

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	60.0	60.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	

**Detail**

<b>Weekly Student Hours</b>		<b>Course Student Hours</b>
	<b>In Class</b>	<b>Course Duration (Weeks)</b>
<b>Lecture Hours</b>	3.33	<b>Hours per unit/divisor</b>
<b>Lab Hours</b>	0.0	<b>Course In-Class (Contact) Hours</b>
<b>Activity Hours</b>	0.0	<b>Lecture</b> 0.0
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>
		<b>Course Out-of-Class Hours</b>
		<b>Lecture</b>
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>

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## VBUS121: Computer Applications Basics

Provides individual skill-building assistance on industry-standard computer applications, e.g. Web, MS Office, Adobe Creative Suite/Cloud, and Multi-Media applications. Open Entry / Open Exit. Former Title: Introduction to Computer Software Applications (Fall 2023)

### Overview

**Requisites:**

None

**Transferable:**

Not transferable

### Specifications

**Weekly Lecture Hours:**

3.33

### Learning Outcomes

**Course Objectives:**

Identify different operating systems such as Windows, macOS, and Linux

Navigate operating systems and perform basic tasks like file management, installing software, and changing system settings

Demonstrate how to launch and utilize browsers like Google Chrome, Mozilla Firefox, and Microsoft Edge

Recall how to store and access data and applications over the internet, using cloud-based applications like Google Drive, Dropbox, and Microsoft OneDrive

Recall concepts like file sharing, syncing, and backup

Identify potential security threats such as viruses, malware, and phishing scams, and how to protect the computer by using antivirus software, firewalls, and strong passwords

**SLO:**

Launch a variety of applications from the start menu or desktop shortcuts.

Create or edit files in a variety of applications.

Save and output documents in a variety of applications.

**Units and Hours**

**Default Profile**

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	60.0	60.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	

**Detail**

<b>Weekly Student Hours</b>		<b>Course Student Hours</b>
	<b>In Class</b>	<b>Course Duration (Weeks)</b>
<b>Lecture Hours</b>	3.33	<b>Hours per unit/divisor</b>
<b>Lab Hours</b>	0.0	<b>Course In-Class (Contact) Hours</b>
<b>Activity Hours</b>	0.0	<b>Lecture</b> 0.0
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>
		<b>Course Out-of-Class Hours</b>
		<b>Lecture</b>
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>

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**VBUS130:**

**3D Printing**

This course is designed to teach students how to use a 3D printer and the technology behind it. Students will learn about the different plastic filaments that are used and how to feed them into the printer for optimal performance. Students will also learn about various components of the printer, calibration techniques, software, and design methods. An emphasis is placed on familiarizing students with the use of 3D printing in the areas of personal applications, engineering, design, manufacturing, and possible future applications of this exciting technology. Open Entry/Open Exit. Former Title: Introduction to 3D Printing (Fall 2023)

**Overview**

**Requisites:**

None

**Transferable:**

Not transferable

## Specifications

### Weekly Lecture Hours:

3.33

## Learning Outcomes

### Course Objectives:

Summarize what can be made using 3D printing technology

Identify the features and uses of a 3D printer to make an object, emphasizing technologies, history, and printing applications

Explain rapid prototyping machines and 3D printers, using modeling materials, tools, software, and hardware

Explain the career opportunities available within the variety of model making and design industries

Recall the features of transportation design, product design, architecture, packaging, entertainment, medical, aerospace

Identify additive manufacturing careers and their unique characteristics

Analyze interests and aptitudes and match them to selected career areas of model making and design that will increase ability for success

Demonstrate how to change the filament from an extruder

Recall how to use reducing "Warpage," slicing software, photogrammetry, and 3D scanning

### SLO:

Describe the correct setup and operation of a 3D printer

Describe the features of 3D printing software, how it is used for printing, and the types of objects that can be printed

Demonstrate how to make 3D models and designs

## Units and Hours

### Default Profile

Minimum Credit Units

0.0

Total Course In-Class (Contact)  
Hours

60.0

Total Student Learning Hours

60.0

Maximum Credit Units

0.0

Total Course Out-of-Class Hours

0.0

Faculty Load

### Detail

**Weekly Student Hours**

	<b>In Class</b>
<b>Lecture Hours</b>	<b>3.33</b>
<b>Lab Hours</b>	<b>0.0</b>
<b>Activity Hours</b>	<b>0.0</b>

**Course Student Hours**

<b>Course Duration (Weeks)</b>	<b>0.0</b>
<b>Hours per unit/divisor</b>	<b>0.0</b>
<b>Course In-Class (Contact) Hours</b>	
<b>Lecture</b>	<b>0.0</b>
<b>Lab</b>	
<b>Activity</b>	
<b>Total</b>	
<b>Course Out-of-Class Hours</b>	
<b>Lecture</b>	
<b>Lab</b>	
<b>Activity</b>	
<b>Total</b>	

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## VBUS140: Google Applications

This course provides an overview of Google Applications, a collection of cloud computing, productivity, and collaboration tools, with an emphasis on their use of effective workplace communication. Applications covered include Google Documents, Sheets, Slides, Drive, and Forms. Open Entry / Open Exit. Former Title: Introduction to Google Applications for Work (Fall 2023)

### Overview

**Requisites:**

None

**Transferable:**

Not transferable

### Specifications

**Weekly Lecture Hours:**

3.33

### Learning Outcomes

**Course Objectives:**

Introduce Google Applications for Work and provide an overview of Google Drive, Documents, Sheets, Slides, and Forms

Review the syllabus and student learning outcomes for the course

Create a Google Drive account

Identify the functions of Google Drive

Explain how to create a Google Form

Use Google Forms to create and administer a survey; record and analyze the data

Read, interpret, and create graphs; use and apply the basic terms of statistical analysis; make decisions based on data displays

Explain how to create a Google Document

Use Google Documents to create a composition or a blog entry that is appropriate for a business audience

Compose effective sentences, using the standard conventions of English including mechanics, sentence structure, spelling, and usage

Explain how to create a Google Sheet

Use Google Sheets to organize information and perform mathematical operations using whole numbers and decimals

Explain how to create Google Slides

Use Google Slides to create a presentation that is appropriate for a business audience

Identify audience and purpose; summarize and organize ideas and thoughts, and write concise phrases

Additional Google Applications (Google Drawing, Google My Maps, Google Sites, and Waze)

Navigate user interfaces of novel Google applications and their role in the work environment.

**SLO:**

Identify the most appropriate Google Application for a specific form of workplace communication.

Use Google Applications to create each of the following: document, slide, form, sheet.

**Units and Hours**

**Default Profile**

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	60.0	0.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	60.0	

**Detail**

<b>Weekly Student Hours</b>		<b>Course Student Hours</b>
	<b>In Class</b>	<b>Course Duration (Weeks)</b>
<b>Lecture Hours</b>	3.33	<b>Hours per unit/divisor</b>
<b>Lab Hours</b>	0.0	<b>Course In-Class (Contact) Hours</b>
<b>Activity Hours</b>	0.0	<b>Lecture</b> 0.0
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>
		<b>Course Out-of-Class Hours</b>
		<b>Lecture</b>
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>

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**VBUS150:**

**Digital Marketing**

This course is an introduction to the use of digital marketing methods to research market conditions in local, regional, or national areas, and to gather information to determine potential sales of a product or service. Students will learn how to use marketing tools to gather and analyze information on competitors, prices, and sales. Open entry / Open exit. Former Title: Introduction to Digital Marketing (Fall 2023)



## Overview

### Requisites:

None

### Transferable:

Not transferable

## Specifications

### Weekly Lecture Hours:

3.33

## Learning Outcomes

### Course Objectives:

Explain the similarities and differences of digital marketing in relation to other forms of marketing

Define the goals of a digital marketing campaign

Identify the drivers of the Internet economy

Define the web-based-business models

Articulate the value proposition; specifically, the value created for users by a product or service offered

Conduct research on consumer opinions and marketing strategies

Define a product or service that satisfies consumer desires

Demonstrate the correct use of digital tools to collect and analyze data on customer demographics, preferences, needs, and buying habits to identify potential markets and factors affecting product demand

Explain how customer service can be used as a content generating resource

Calculate the customer lifetime value (LTV)

Describe the elements of website design

Demonstrate the effective use of digital marketing technology

Identify best case, worst case, and risk scenarios

Differentiate between measurable and non-measurable marketing programs

Demonstrate how to use digital marketing tools to collect data

Demonstrate how to use data to inform marketing decisions

Explain how to effectively transition a lead from marketing to sales

### SLO:

Analyze market conditions in local, regional, and national areas to determine potential sales of a product or service.

Create a marketing campaign using digital marketing tools.

## Units and Hours

### Default Profile

Minimum Credit Units

0.0

Total Course In-Class (Contact)  
Hours

60.0

Total Student Learning Hours

60.0

<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	

**Detail**

<b>Weekly Student Hours</b>		<b>Course Student Hours</b>
	<b>In Class</b>	<b>Course Duration (Weeks)</b>
<b>Lecture Hours</b>	3.33	<b>Hours per unit/divisor</b>
<b>Lab Hours</b>	0.0	<b>Course In-Class (Contact) Hours</b>
<b>Activity Hours</b>	0.0	<b>Lecture</b> 0.0
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>
		<b>Course Out-of-Class Hours</b>
		<b>Lecture</b>
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>

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**VBUS152:**

**Digital Marketing Analytics**

This course is an introduction to the theory and practice of digital marketing analytics. Students will explore the theory of web analytics and how they are used in real-world business situations. An emphasis is placed on identifying the appropriate analytics tools to collect, analyze, and visualize data from the web, using that data to make decisions that impact an organization, its stakeholders, and its customers. Open entry / Open exit. Former Title: Introduction to Digital Marketing Analytics (Fall 2023)

**Overview**

**Requisites:**

**Advisory**

[VBUS150 - Digital Marketing](#)

**Transferable:**

Not transferable

**Specifications**

**Weekly Lecture Hours:**

3.33

**Learning Outcomes**

**Course Objectives:**

- Identify the tenets of marketing analytics theory
- Summarize the characteristics of digital analytics
- Identify digital analytics techniques
- Distinguish between the forms of data and determine if they contain biases

Outline the marketing analytics processes

Locate an appropriate form of data to satisfy a business objective

Create a visual presentation of data

**SLO:**

Identify digital marketing tools used to collect, analyze, and visualize data.

Compile and analyze marketing data.

**Units and Hours**

**Default Profile**

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	60.0	60.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	

**Detail**

<b>Weekly Student Hours</b>		<b>Course Student Hours</b>
	<b>In Class</b>	<b>Course Duration (Weeks)</b>
<b>Lecture Hours</b>	3.33	<b>Hours per unit/divisor</b>
<b>Lab Hours</b>	0.0	<b>Course In-Class (Contact) Hours</b>
<b>Activity Hours</b>	0.0	<b>Lecture</b> 0.0
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>
		<b>Course Out-of-Class Hours</b>
		<b>Lecture</b>
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>

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**VBUS160:**

**Financial Services and Investments**

Provides an introduction to financial services with an emphasis on the Securities Industry Essentials (SIE) exam. Topics include: 401(k), IRA, Stocks, Mutual Funds, Bonds, Precious Metals, Bank Accounts, and Cryptocurrencies (such as Bitcoin). The roles of financial advisors, bankers, and other financial services personnel will be explained. Open entry / Open exit. Former Title: Introduction to Financial Services and Investments (Fall 2023)

**Overview**

**Requisites:**

None

**Transferable:**

Not transferable

**Specifications**

**Weekly Lecture Hours:**

3.33

**Learning Outcomes****Course Objectives:**

Define the various market participants and the role they play in the market structure of the securities industry

Recognize how financial services firms are subject to a multilayered regulation structure

Recall federal, state, and industry regulations

Recall equity-related concepts including ownership, voting rights, convertibility, control, and restrictions

Recognize the different types of debt instruments

Analyze common features of bonds that are issued by corporations, the U.S. Government, municipalities, and others attempting to raise capital

Measure the performance of a stock, bond, or other investment

Explain how investment benchmarks are used to gauge relative investments

Identify the forms of packaged investment products

Describe the mechanics of buying and selling investment products using the appropriate client disclosures

Analyze option related concepts such as hedging, expiration date, strike price, premium, and underlying security or case settlement

Recall the basics of tax implication and suitability regarding variable annuities and municipal fund securities

Identify restricted uses of plan assets

Recognize alternative investments such as exchange-traded funds (ETFs), hedge funds, real estate investment trusts (REITs), and direct participation plans (DPPs)

Recognize the unique tax benefits of alternative investments

Recall the language associated with the function of assisting issuers in raising capital

Identify the federal regulations and SRO rules related to new issues

Recognize how the economy affects the decision making process of issuers and investors

Analyze how economic factors influence market participants through the level of interest rates, the outlook for inflation, relative currency valuation, and perceived trajectory of the economy

Distinguish between the different types of risks, and how investors mitigate potential investment losses

Explain different types of orders, including market orders, limit orders, and stop orders

Explain how broker-dealers can execute securities trades as an agent versus a principal

Describe the actions that occur after a trade is executed and which transactions are cleared and settled

Define the various adjustments made to a client's position after settlement

Recall the different account registrations (individual, joint, corporate, custodial, and retirement)

Explain the rules and regulations surrounding AML, AML compliance programs, monetary reports, and U.S.Treasury's Office of Foreign Asset Control (OFAC)

Recall securities-related prohibited and illegal activities

Explain the different SRO registration categories, fingerprinting, statutory disqualification, and continuing education (CE) requirements

Recall how to register with FINRA and the requirements for updating FINRA of any relevant changes in an individual's application

**SLO:**

Recall features of the capital markets.

Analyze financial products and their risks.

Recall principles of securities trading, customer accounts, and prohibited activities.

Define the regulatory framework of the securities industry.

**Units and Hours**

**Default Profile**

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	60.0	60.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	3.33

**Detail**

<b>Weekly Student Hours</b>		<b>Course Student Hours</b>
	<b>In Class</b>	<b>Course Duration (Weeks)</b>
<b>Lecture Hours</b>	3.33	<b>Hours per unit/divisor</b>
<b>Lab Hours</b>	0.0	<b>Course In-Class (Contact) Hours</b>
<b>Activity Hours</b>	0.0	<b>Lecture</b> 0.0
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>
		<b>Course Out-of-Class Hours</b>
		<b>Lecture</b>
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>

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**VBUS161:**

**Bitcoin and Digital Assets**

Provides an introduction to Bitcoin and other digital assets. An emphasis is placed on how they work, how they are obtained, and how to incorporate them into an investment plan. Open entry / Open exit. Former Title: Introduction to Bitcoin and Digital Assets (Fall 2023)

**Overview**

**Requisites:**

None

**Transferable:**

Not transferable

**Specifications**

**Weekly Lecture Hours:**

3.33

## Learning Outcomes

### Course Objectives:

- Explain basic principles of the economy
- Define money
- Define debt
- Define inflation
- Explain the time value of money
- Define an investment
- Explain investment terminology
- Recall the history and philosophy of the cypherpunks
- Explain cryptography
- Describe the work of Satoshi Nakamoto and the origin of Bitcoin
- Define blockchain
- Define Bitcoin
- Define cryptocurrency
- Describe Bitcoin mining
- Explain proof of work
- Describe how capital flows from fiat currency into Bitcoin
- Identify the features of a cryptocurrency exchange
- Explain the methods of storage for cryptocurrency
- Recall the work of Vitalik Buterin and the creation of Ethereum
- Define a smart contract
- Compare and contrast proof of stake with proof of work
- Explain how cryptocurrencies can be used to accomplish investment goals
- Define an oracle
- Recognize Decentralized Finance (DeFi) Protocols
- Identify Tether and other stablecoins
- Define risk and risk-adjusted return
- Recognize nonfungible tokens (NFTs)

### SLO:

- Recall the features of Bitcoin
- Analyze a digital asset and explain how it functions.

## Units and Hours

### Default Profile

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	60.0	60.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	3.33

**Detail**

<b>Weekly Student Hours</b>		<b>Course Student Hours</b>
	<b>In Class</b>	<b>Course Duration (Weeks)</b>
<b>Lecture Hours</b>	3.33	Hours per unit/divisor
<b>Lab Hours</b>	0.0	<b>Course In-Class (Contact) Hours</b>
<b>Activity Hours</b>	0.0	Lecture 0.0
		Lab
		Activity
		Total
		<b>Course Out-of-Class Hours</b>
		Lecture
		Lab
		Activity
		Total

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# VBUS242: Adobe Illustrator

Provides introductory instruction in computer graphics and design. Includes basic design concepts, use of illustration tools, and modification of art work and text layout. Open entry / Open exit. Former Title: Introduction to Vector Graphics using Adobe Illustrator (Fall 2023)

## Overview

**Requisites:**

**Advisory**

[VBUS119 - Keyboarding and Basic Windows](#)

or equivalent

**Transferable:**

Not transferable

## Specifications

**Weekly Lecture Hours:**

3.33

## Learning Outcomes

**Course Objectives:**

Recall basic applications of Illustrator

Manage documents

Correct mistakes

Save documents

Customize files

Identify the Toolbox

Arrange documents

Magnify and reduce images with the zoom tools

Demonstrate effective use of artboards

Recall how to place files, create paths, draw tools, selection tools, and how to copy and paste between documents

Create paths and use draw tools, selection tools, edit options

Create and modify shapes

Preview work, use outline view, and explain tools, panels, attributes, and overprint

Demonstrate use of the object layout, use layers, masks, appearance panel, submenus, type and objects

Recall correct use of transformation tools, blend tools, filters, graphs, and print options

View documents output appearance and set print options

Convert Illustrator file to PDF and for the web

**SLO:**

Describe the difference between vector graphics and bitmap images, and the benefits and limitations of each type.

Create and edit text, outline text, and perform simple vector graphics.

Save, print, and output Illustrator files.

**Units and Hours**

**Default Profile**

**Minimum Credit Units**

0.0

**Total Course In-Class (Contact) Hours**

60.0

**Total Student Learning Hours**

60.0

**Maximum Credit Units**

0.0

**Total Course Out-of-Class Hours**

0.0

**Faculty Load**

**Detail**



**Weekly Student Hours**

	In Class
Lecture Hours	3.33
Lab Hours	0.0
Activity Hours	0.0

**Course Student Hours**

Course Duration (Weeks)	Hours per unit	Course In-Class (Contact) Hours
10	0.0	Lecture 0.0
		Lab
		Activity
		Total
		Course Out-of-Class Hours
		Lecture
		Lab
		Activity
		Total

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## VBUS257: Seminar in Business Applications

Explores and provides instruction in evolving standard software applications commonly used in business. Open Entry/Open Exit.

### Overview

**Requisites:**

None

**Transferable:**

Not transferable

### Specifications

**Weekly Lecture Hours:**

3.333

### Learning Outcomes

**Course Objectives:**

Provide a brief history of the pre-software technology, e.g., typewriters, fax machines, carbon paper, green bar paper, and general ledgers

Discuss different platforms, e.g., MS Windows/Mac OS

Operate word processors, spreadsheets and presentation applications

Summarize the differences between Windows vs. Mac operating systems

Identify the bundling of popular business applications, e.g., word processors, spreadsheets, email and/or desktop publishers, photo editing, web authoring, video editing

Create files using the operating systems file manager

Operate the two window structures of the manager, e.g. folder pane vs. file/content pane

Create folders and sub-folders (directories)

Expand/collapse folders to search for specific files

Organize files

Send/receive electronic mail and attach files to messages

Research and extract content from multiple online resources for the development of specific documents

Apply formatting and styles to text to improve appearance and readability for print

Generate reports integrating bar graphs and/or pie charts

Apply basic image editing, such as cropping and resizing of photos

Manipulate image for importing into other documents

**SLO:**

Demonstrate proficiency navigating within a Windows environment.

Create basic documents.

Demonstrate essential file management skills to organize files.

**Units and Hours**

**Default Profile**

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	60.0	60.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	

**Detail**

<b>Weekly Student Hours</b>		<b>Course Student Hours</b>
	<b>In Class</b>	<b>Course Duration (Weeks)</b>
<b>Lecture Hours</b>	3.333	<b>Hours per unit/divisor</b>
<b>Lab Hours</b>	0.0	<b>Course In-Class (Contact) Hours</b>
<b>Activity Hours</b>	0.0	<b>Lecture</b> 0.0
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>
		<b>Course Out-of-Class Hours</b>
		<b>Lecture</b>
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>

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**VBUS258:**

**Navigating the Internet**

Introduces students to the Internet. Topics include types of Internet connections, e-mail, research, and data retrieval techniques. Open entry / Open exit.

**Overview**

**Requisites:**

None

**Transferable:**

Not transferable

**Specifications**

**Weekly Lecture Hours:**

2.0

**Learning Outcomes**

**Course Objectives:**

- Recall features of the Internet and how it works
- Recall basic Internet terminology
- Demonstrate how to connect to the Internet
- Recognize the types and purpose of web browsers
- Identify the web browser’s main features and drop-down menus
- Recognize a browser’s applications
- Retrieve an electronic file
- Conduct online research
- Identify search utilities and portals
- Communicate with another user by sending email
- Discuss social media sites and applications
- Explain best practices to protect personal privacy and maintain security
- Identify where to change web browser security
- Create strong, secure passwords
- Recognize types of computer viruses and malware
- Recall how to protect computers with antivirus programs

**SLO:**

- Perform simple to moderately complex web-based searches.
- Send and receive email including email with attachments.
- Describe the various types of Internet connections.
- Describe basic rules for safe Internet practices.

**Units and Hours**

**Default Profile**

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	36.0	36.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	

**Detail**

**Weekly Student Hours**

	<b>In Class</b>
Lecture Hours	2.0
Lab Hours	0.0
Activity Hours	0.0

**Course Student Hours**

Course Duration (Weeks)	0.0
Hours per unit/divisor	0.0
Course In-Class (Contact) Hours	0.0
Lecture	0.0
Lab	
Activity	
Total	
Course Out-of-Class Hours	
Lecture	
Lab	
Activity	
Total	

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**VBUS260:**

**Introduction to Word Processing using MS Word**

This course provides instruction in concepts and techniques of Microsoft Word. Students will learn procedures of creating, editing, and formatting office/business documents of varying complexities. They will create business letters and tables, use mail merge, illustrate documents with graphics, and more. A passing grade may be awarded if a student completes and passes all the required assignments and final exam. Open Entry/Open Exit.

**Overview**

**Requisites:**

**Advisory**

[VBUS119 - Introduction to Keyboarding and Basic Windows](#)

or equivalent

**Transferable:**

Not transferable

**Specifications**

**Weekly Lecture Hours:**

3.333

**Learning Outcomes**

**Course Objectives:**

Identify Course Objectives

Recall the Difference Between Typing and Word Processing

Apply No "white-out"

Practice Window Commands, Tools, and Features to Create a Variety of Word Documents

Recall Purpose of the Status Bar

Operate Shortcuts

Select Printer, Choose Options, and Print

Apply Spanish accents

Module 1 Creating Documents with Word

Module 2 Editing Documents

Module 3 Formatting Text and Paragraphs

Module 4 Formatting Documents

Module 5 Creating and Formatting Tables

Module 6 Illustrating Documents with Graphics

Module 7 Working with Themes and Building Blocks

Module 8 Merging Word Documents

**SLO:**

Create and edit simple to moderately complex text documents.

Save and print text documents.

Perform basic formatting of tables and insert graphics into text documents.

**Units and Hours**

**Default Profile**

Minimum Credit Units

0.0

Total Course In-Class (Contact) Hours

60.0

Total Student Learning Hours

60.0

Maximum Credit Units

0.0

Total Course Out-of-Class Hours

0.0

Faculty Load

**Detail**

**Weekly Student Hours**

**Course Student Hours**

Lecture Hours

In Class

3.333

Course Duration (Weeks)

Hours per unit/divisor

Course In-Class (Contact) Hours

Lab Hours

0.0

Lecture 0.0

Activity Hours

0.0

Lab

Activity

Total

**Course Out-of-Class Hours**

Lecture

Lab

Activity

Total

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**VBUS261:**

**MS Access**

Provides instruction in basic concepts addressing typical database objects, including tables, queries, forms, and reports with MS Access software. Open entry/Open exit Former Title: Introduction to Databases using MS Access (Fall 2023)

## Overview

### Requisites:

#### Advisory

[VBUS119 - Keyboarding and Basic Windows](#)

or equivalent

### Transferable:

Not transferable

## Specifications

### Weekly Lecture Hours:

3.33

## Learning Outcomes

### Course Objectives:

Organize information into fields, records, and files

Use options for field categories

Create calculation and summary fields

Recall functions and algebraic concepts in field definitions

Create and save files

Demonstrate how to access Microsoft Access menus

Identify browse, find, layout, preview modes of operation

Enter and revise data

View and print records

Create and format layouts, reports, text, and graphics into layout

Identify the sort command

Develop sort criteria

Use sort order for summary fields

Create a find request

Create multiple requests

Identify symbols to make requests more specific

Apply database concepts to solve typical database design problems

### SLO:

Create and edit a basic database and perform basic database searches and filters.

Describe the difference between a database and spreadsheet application, such as MS Excel, and the benefits and limitations of each.

Create and format layouts and reports from a database.

## Units and Hours

**Default Profile**

Minimum Credit Units 0.0	Total Course In-Class (Contact) Hours 60.0	Total Student Learning Hours 60.0
Maximum Credit Units 0.0	Total Course Out-of-Class Hours 0.0	Faculty Load

**Detail**

<b>Weekly Student Hours</b>		<b>Course Student Hours</b>
	<b>In Class</b>	<b>Course Duration (Weeks)</b>
Lecture Hours	3.33	Hours per unit/divisor
Lab Hours	0.0	Course In-Class (Contact) Hours
Activity Hours	0.0	Lecture 0.0
		Lab
		Activity
		Total
		Course Out-of-Class Hours
		Lecture
		Lab
		Activity
		Total

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**VBUS262:  
MS Excel**

Provides students with instruction to spreadsheet concepts and software using Microsoft Office Excel. Students will learn how to create a worksheet, use formulas and functions, insert charts and tables, and more. Open entry / Open exit Former Title: Introduction to Spreadsheets using MS Excel (Fall 2023)

**Overview**

**Requisites:**

**Advisory**

[VBUS119 - Keyboarding and Basic Windows](#)

or equivalent

**Transferable:**

Not transferable

**Specifications**

**Weekly Lecture Hours:**

3.33

**Learning Outcomes**

**Course Objectives:**

Recall spreadsheet terminology

Apply Algebra concepts to spreadsheets

Apply spreadsheet menu commands

Identify features of the spreadsheet interface

Recognize formula bar

View status bar

Enter numbers, text, and formulas

Apply predefined functions: SUM, AVERAGE, MIN, MAX, PMT

Demonstrate the use of cut, copy, paste, paste special

Format cells

Generate and format reports

Prepare for printing single or multiple pages and maintain headings

Create data tables

Apply absolute and relative notations, data sort, and data filter

Analyze data using formulas

Manage workbook data and tables

Analyze table data

Organize information into fields, records, and files

Use options for field categories

Setup calculation and summary fields

Practice functions and algebraic concepts in field definitions

Create and save files

Demonstrate use of Microsoft Access menus

Recall correct use of browse, find, layout, preview functions

Enter and revise data

View and print records

Create and format layouts, reports, and graphics

Incorporate graphics into layout

Practice and sort command

Develop sort criteria

Use sort order for summary fields

Create a find request

Use multiple request

Identify how to choose symbols to make requests more specific

Apply database concepts to solve typical database design problems

**SLO:**



Create, edit, save, and print simple spreadsheets.

Organize, format, and sort data in an Excel spreadsheet.

Prepare spreadsheets for printing using the "Page Setup" options.

## Units and Hours

### Default Profile

Minimum Credit Units	Total Course In-Class (Contact) Hours	Total Student Learning Hours
0.0	60.0	60.0
Maximum Credit Units	Total Course Out-of-Class Hours	Faculty Load
0.0	0.0	

### Detail

<b>Weekly Student Hours</b>		<b>Course Student Hours</b>
	<b>In Class</b>	<b>Course Duration (Weeks)</b>
Lecture Hours	3.33	Hours per unit/divisor
Lab Hours	0.0	Course In-Class (Contact) Hours
Activity Hours	0.0	Lecture 0.0
		Lab
		Activity
		Total
		Course Out-of-Class Hours
		Lecture
		Lab
		Activity
		Total

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## VBUS302:

## HTML Basics

Provides introductory instruction to web page development. Topics include web page design elements: HTML; graphic images, movie and sound formats; and testing pages on cross platforms. Open Entry/Open Exit. Former Title: Introduction to Web Page Development using HTML Basics (Fall 2023)

### Overview

**Requisites:**

**Advisory**

[VBUS119 - Keyboarding and Basic Windows](#)

or equivalent

**Transferable:**

Not transferable

### Specifications

**Weekly Lecture Hours:**

3.33

## Learning Outcomes

### Course Objectives:

- Recall the theory of web page development
- Recite basic web page development terminology and development concepts
- Apply web page design elements
- Develop HTML
- Create cascading style sheets
- Apply graphic image formats and sizes related to styles and image content
- Create movie formats
- Practice sound formats
- Create forms
- Discuss shopping cart systems
- Examine online purchasing
- Identify how to secure servers
- Analyze samples using PayPal

### SLO:

- Hard code simple HTML pages including ordered and unordered lists, basic character formatting, etc..
- Insert graphics and other non-text elements in an HTML page.
- Test web page designs on multiple browsers.
- Describe how to build and upload a simple website with multiple linked pages.

## Units and Hours

### Default Profile

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	60.0	60.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	

### Detail

**Weekly Student Hours**

	<b>In Class</b>
<b>Lecture Hours</b>	<b>3.33</b>
<b>Lab Hours</b>	<b>0.0</b>
<b>Activity Hours</b>	<b>0.0</b>

**Course Student Hours**

<b>Course Duration (Weeks)</b>	<b>10</b>
<b>Hours per unit/divisor</b>	<b>0.0</b>
<b>Course In-Class (Contact) Hours</b>	
Lecture	0.0
Lab	
Activity	
<b>Total</b>	
<b>Course Out-of-Class Hours</b>	
Lecture	
Lab	
Activity	
<b>Total</b>	

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## VBUS303: Adobe Photoshop

Provides introductory instruction to electronic imaging using Adobe Photoshop software. Topics include beginning Photoshop features, scanner basics, image and file formats, color, importing/exporting of files, and printing. Open entry / Open exit. Former Title: Introduction to Electronic Imaging using Adobe Photoshop (Fall 2023)

### Overview

**Requisites:**

**Advisory**

[VBUS119 - Keyboarding and Basic Windows](#)

or equivalent

**Transferable:**

Not transferable

### Specifications

**Weekly Lecture Hours:**

3.33

### Learning Outcomes

**Course Objectives:**

Recite basic image editing terminology

Apply basic image editing concepts

Identify bridge basics

View drop-down menus

Identify Photoshop's basic features

Scan photographs from within Photoshop

Adjust image sizes, resolution and cropping

- Adjust black and white and color photos
- Work with Adobe camera RAW
- Utilize Photoshop's selection tools
- Modify selections
- Utilize scaling/sizing and filter
- Adjust hue/saturation/brightness/contrast
- Add color to black and white images
- Convert color images to black and white
- Create and manipulate paths, layers, masks and filters
- Demonstrate how to use color panels
- Discuss color correction capabilities
- Apply Photoshop image formats
- Convert file formats
- View image modes
- Discuss image modes
- Discuss application of image file types
- Send output to printer
- Apply format for the web

**SLO:**

- Implement the basic image editing workflow from image acquisition to output.
- Properly prepare any source image file for different output media (e.g., print, web, email, etc.).
- Produce images for their unique business application by using the tools and creative techniques available through Photoshop's toolbar and menu options.

**Units and Hours**

**Default Profile**

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	60.0	60.0
 <b>Maximum Credit Units</b>	 <b>Total Course Out-of-Class Hours</b>	 <b>Faculty Load</b>
0.0	0.0	

**Detail**

**Weekly Student Hours**

	<b>In Class</b>
<b>Lecture Hours</b>	3.33
<b>Lab Hours</b>	0.0
<b>Activity Hours</b>	0.0

**Course Student Hours**

<b>Course Duration (Weeks)</b>	10
<b>Hours per unit/divisor</b>	0.0
<b>Course In-Class (Contact) Hours</b>	0.0
<b>Lecture</b>	0.0
<b>Lab</b>	
<b>Activity</b>	
<b>Total</b>	
<b>Course Out-of-Class Hours</b>	
<b>Lecture</b>	
<b>Lab</b>	
<b>Activity</b>	
<b>Total</b>	

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## VBUS304: MS PowerPoint

Provides students with instruction on how to use PowerPoint features (e.g., templates, layouts, pictures, graphics, animation, multi-media assets) to create engaging presentations. Students will also discuss best practices for using PowerPoint as a visual aid for any presentation. Open entry / Open exit.

### Overview

**Requisites:**

**Advisory**

[VBUS119 - Keyboarding and Basic Windows](#)

or equivalent

**Transferable:**

Not transferable

### Specifications

**Weekly Lecture Hours:**

3.33

### Learning Outcomes

**Course Objectives:**

Explain presentation software and its use today

Identify course objectives

Attend sessions equipped with required materials

Explain basic presentation software design

Apply basic presentation software concepts

Become familiar with the contents of the window

Work with views

Enter and format text: revise, cut, paste, font, style, apply color, and insert bullets

Insert graphics

Enhance slide shows

Display and/or print presentations by displaying and/or printing presentations, and printing the presentation as outline or presenter notes.

**SLO:**

Create and edit a PowerPoint presentation utilizing text and images.

Format slide backgrounds or apply template designs to existing slides.

Save, package, and output finished presentations for delivery.

Print slides, handouts, and notes.

**Units and Hours**

**Default Profile**

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	60.0	60.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	

**Detail**

<b>Weekly Student Hours</b>		<b>Course Student Hours</b>
	<b>In Class</b>	<b>Course Duration (Weeks)</b>
<b>Lecture Hours</b>	3.33	<b>Hours per unit/divisor</b>
<b>Lab Hours</b>	0.0	<b>Course In-Class (Contact) Hours</b>
<b>Activity Hours</b>	0.0	<b>Lecture</b> 0.0
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>
		<b>Course Out-of-Class Hours</b>
		<b>Lecture</b>
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>

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**VCLTH477:**

**Fundamentals of Commercial Sewing**

Provides instruction in commercial sewing including the selection of textiles, thread, and needle size appropriate to each item to be sewn or manufactured. Provides in-depth study of design, pattern making, construction, and quality control aspects of manufacturing. Open Entry/Open Exit.

**Overview**

**Requisites:**

**Advisory**

[VCLTH483 - Introduction to Commercial Sewing](#)

or instructor's approval by assessment

**Transferable:**

Not transferable

**Specifications****Weekly Lecture Hours:**

10.0

**Learning Outcomes****Course Objectives:**

Apply sleeve techniques

Identify course objectives

Illustrate seam repairs

Create covered picture frames

Demonstrate sewing techniques

Practice patching techniques

Demonstrate the different techniques and construction of darts, pleats, and gathers

Assemble doll clothes

Apply collar techniques

Identify the different qualities and requirements for a wide variety of textiles including knits, flannel, vinyl, canvas, denim, and synthetics.

Practice turned pointed corners

Apply zipper techniques

Describe the principles of fabric selection

Practice mending techniques

Assemble facings and interfaces for elastic, and draw-string waistline treatments

Apply measuring techniques

Demonstrate the different techniques and construction of plain, French, and flat-felled seams

Practice neckline finishes, including facings and bias binding

Construction techniques for stuffed toys

Construct dressmaker set-in sleeves including preparation of the sleeve and easing to fit armhole

Apply embroidery techniques

Practice cutting techniques

**SLO:**

Complete a sewing project using skills and techniques learned in class.

Evaluate and identify the work needed to repair a garment.

**Units and Hours****Default Profile**

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	180.0	180.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	

**Detail**

<b>Weekly Student Hours</b>		<b>Course Student Hours</b>
	<b>In Class</b>	<b>Course Duration (Weeks)</b>
<b>Lecture Hours</b>	10.0	Hours per unit/divisor
<b>Lab Hours</b>	0.0	<b>Course In-Class (Contact) Hours</b>
<b>Activity Hours</b>	0.0	Lecture 0.0
		Lab
		Activity
		Total
		<b>Course Out-of-Class Hours</b>
		Lecture
		Lab
		Activity
		Total

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**VCLTH483:**

**Introduction to Commercial Sewing**

Introduces basic commercial sewing skills, including safe operation of equipment, sewing terminology, use of patterns, fabric cutting, garment construction, and repair.Open Entry/Open Exit.

**Overview**

**Requisites:**

None

**Transferable:**

Not transferable

**Specifications**

**Weekly Lecture Hours:**

8.888

**Learning Outcomes**

**Course Objectives:**

Demonstrate cutting machine safety

Identify sewing machine parts and their functions

Apply single unit layout

Demonstrate construction techniques

Apply facings and interfaces



Apply threading techniques

Identify basic sewing techniques and terms

Apply patching

Design doll clothes

Demonstrate garment repairs

Apply buttonholes

Create table coverings

Apply adjustments

Apply collar and interfacing

Practice measuring

Apply upholstery techniques

Employ machine operation

Apply embroidery

Create stuffed toy project

Assess garment for needed repairs

Apply sleeves

Apply zippers

Assemble pillows

Discuss and identify various types of employment available in the textile and fashion industries

Practice fabric measuring and pattern layout

Select appropriate fabrics

Demonstrate care and use of equipment

Apply proper pressing techniques

Apply seam repairs

Apply mending

Practice cutting

Employ waistline treatment

Employ neckline finishes

Set up repair materials

Demonstrate shop safety procedures

Apply seam and seam finishes

Apply sleeves

Apply fastenings

Practice sewing

- Apply step by step instruction
- Demonstrate Alterations
- Identify sewing methods for specific fabrics such as knits, flannel, vinyl and canvas, denim, and synthetics
- Apply buttons – replacing
- Apply collars
- Identify course objectives
- Create darts, pleats and gathers
- Discuss and define the important developments in the history of fashion
- Construct drapes
- Identify pattern marking
- Employ patch pocket construction

**SLO:**  
 Identify the vocabulary and terminology of a sewing machine and types of seams used in the construction of a garment.  
 Select proper materials and seam finishes to construct and complete a garment.

**Units and Hours**

**Default Profile**

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	160.0	160.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	

**Detail**

<b>Weekly Student Hours</b>	<b>In Class</b>	<b>Course Student Hours</b>
		<b>Course Duration (Weeks)</b>
<b>Lecture Hours</b>	<b>8.888</b>	<b>Hours per unit/divisor</b>
<b>Lab Hours</b>	<b>0.0</b>	<b>Course In-Class (Contact) Hours</b>
<b>Activity Hours</b>	<b>0.0</b>	<b>Lecture 0.0</b>
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>
		<b>Course Out-of-Class Hours</b>
		<b>Lecture</b>
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>

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**VCNST608:**  
**Introduction to Welding, Pre-Apprentice**

Introduces welding safety, proper use of hand and power tools, and the basics of arc welding.Open Entry/Open Exit.

**Overview**

**Requisites:**

None

**Transferable:**

Not transferable

**Specifications**

**Weekly Lecture Hours:**

10.0

**Learning Outcomes**

**Course Objectives:**

Identify the course objectives

Apply flat fillet welding techniques

Describe and demonstrate basic shop safety techniques

Apply basic arc welding techniques

Discuss and demonostrate Arc welding safety

**SLO:**

Demonstrate safe use of tools and equipment for welding.

Select the correct tool or equipment to use for the welding project

**Units and Hours**

**Default Profile**

**Minimum Credit Units**

0.0

**Total Course In-Class (Contact) Hours**

180.0

**Total Student Learning Hours**

180.0

**Maximum Credit Units**

0.0

**Total Course Out-of-Class Hours**

0.0

**Faculty Load**

**Detail**

**Weekly Student Hours**

	<b>In Class</b>
Lecture Hours	10.0
Lab Hours	0.0
Activity Hours	0.0

**Course Student Hours**

Course Duration (Weeks)	10
Hours per unit/divisor	10.0
Course In-Class (Contact) Hours	0.0
Lecture	0.0
Lab	
Activity	
Total	
Course Out-of-Class Hours	
Lecture	
Lab	
Activity	
Total	

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## VCNST611: Fundamentals of Welding, Pre-Apprentice

Provides basic instruction and training in Arc welding, Tungsten Inert Gas welding (TIG), and Metal Inert Gas welding (MIG). Open Entry/Open Exit.

### Overview

**Requisites:**

**Advisory**

[VCNST608 - Introduction to Welding, Pre-Apprentice](#)

or instructor's approval by assessment

**Transferable:**

Not transferable

### Specifications

**Weekly Lecture Hours:**

10.0

### Learning Outcomes

**Course Objectives:**

Demonstrate and apply basic overhead fillet weld

Recognize and follow TIG welding machinery safety practices

Recognize, identify, and follow required Arc welding safety practices

Identify course objectives

Recognize and follow industry safety practices with MIG welding equipment

Demonstrate and apply basic vertical fillet weld

Recognize the cause of MIG weld defects and how to correct them

Identify the parts of the MIG welding machinery

Execute a basic TIG flat butt weld

Identify the parts of the TIG welding machinery

Know the difference between the three distinctive process techniques in MIG welding and be able to demonstrate each technique

**SLO:**

Demonstrate satisfactory Arc, TIG, and MIG welds.

Select the correct and proper technique needed for Arc, TIG, or MIG welds.

**Units and Hours**

**Default Profile**

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	180.0	180.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	

**Detail**

<b>Weekly Student Hours</b>		<b>Course Student Hours</b>
	<b>In Class</b>	<b>Course Duration (Weeks)</b>
<b>Lecture Hours</b>	10.0	<b>Hours per unit/divisor</b>
<b>Lab Hours</b>	0.0	<b>Course In-Class (Contact) Hours</b>
<b>Activity Hours</b>	0.0	<b>Lecture</b> 0.0
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>
		<b>Course Out-of-Class Hours</b>
		<b>Lecture</b>
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>

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**VCNST859:**

**Introduction to Cabinetry/Furniture Refinishing Pre-Apprentice**

Provides introductory instruction in workshop safety and basic use of tools and power equipment, cabinet design, construction principles, and the use of finishes on common types of woods and cabinets. Open Entry/Open Exit.

**Overview**

**Requisites:**

None

**Transferable:**

Not transferable

**Specifications**

**Weekly Lecture Hours:**

10.0

**Learning Outcomes**

**Course Objectives:**

- Identify the various properties of different woods
- Identify course objectives
- Demonstrate and apply finishes with brushes and sprays
- Demonstrate appropriate selection and use of patching materials and wood fillers
- Identify basic principles used in the preparation of wood surfaces for finishing
- Describe and apply adhesives and clamping techniques
- Describe the finishing processes
- Discuss, design, and construct table and cabinet top
- Discuss and apply molding, detail, and cabinet preparation
- Dicuss and identify basic principles of selection and the use of stains, bleaches, and oil finishes
- Select the appropriate wood for a project
- Describe and apply squaring
- Discuss and demonstrate general safety techniques around equipment
- Discuss, identify, and practice industrial safety standards for power and hand tools used in carpentry

**SLO:**

- Demonstrate proper, safe, and effective use of tools and power equipment.
- Design and construct a project using a choice of woods and finishes.

**Units and Hours**

**Default Profile**

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	180.0	180.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	

**Detail**

**Weekly Student Hours**

	<b>In Class</b>
Lecture Hours	10.0
Lab Hours	0.0
Activity Hours	0.0

**Course Student Hours**

Course Duration (Weeks)	10
Hours per unit/divisor	10
Course In-Class (Contact) Hours	0.0
Lecture	0.0
Lab	
Activity	
Total	
Course Out-of-Class Hours	
Lecture	
Lab	
Activity	
Total	

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**VCNST953:**

**Fundamentals of Cabinetry/Furniture Refinishing, Pre-Apprentice**

Provides instruction in basic cabinetry/furniture construction, refinishing and repair with an emphasis on the use of hand and power tools. Open Entry/Open Exit.

**Overview**

**Requisites:**

**Advisory**

[VCNST859 - Introduction to Cabinetry/Furniture Refinishing Pre-Apprentice](#)

or instructor's approval by assessment

**Transferable:**

Not transferable

**Specifications**

**Weekly Lecture Hours:**

10.0

**Learning Outcomes**

**Course Objectives:**

Practice and apply using applications that involve clamps and adhesives on woodwork and cabinet work

Develop and practice safe and proper operation of machines and tools

Practice and apply squaring woodwork and cabinet work

Prepare molding and apply cabinet work detailing

Design layout and construct cabinet tabletop

Identify course objectives

Master and demonstrate proper and safe use of basic finish applications

**SLO:**

Demonstrate the proper operation of basic equipment and machines used in cabinet construction.

Demonstrate knowledge of the proper and safe use of refinishing materials.

## Units and Hours

### Default Profile

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	180.0	180.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	

### Detail

Weekly Student Hours	Course Student Hours	
	In Class	Course Duration (Weeks)
Lecture Hours	10.0	Hours per unit divisor
Lab Hours	0.0	Course In-Class (Contact) Hours
Activity Hours	0.0	Lecture 0.0
		Lab
		Activity
		Total
		Course Out-of-Class Hours
		Lecture
		Lab
		Activity
		Total

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## VCST101: Custodial Technician

Prepares students for employment in custodial services. This course provides essential training for custodial work in a private and public facility. Students will learn safety standards set by California's Occupational Safety and Health Administration (Cal-OSHA), proper usage and maintenance of tools, and general maintenance procedures. Open Entry/Open Exit.

### Overview

#### Requisites:

None

#### Transferable:

Not transferable

### Specifications

#### Weekly Lecture Hours:

3.33

### Learning Outcomes

#### Course Objectives:



Review the importance of California's Occupational Safety and Health Administration (Cal-OSHA) standards at the workplace.

Review Cal-OSHA history and mission statement

Summarize rights and responsibilities of employer and employee under Cal-OSHA

Recognize a safe and healthful workplace

Distinguish between safety and illness

Application of proper training

Describe citations and penalties

Recognize the need of Cal-OSHA assistance

Recognize and employ filing of complaints

Identify problems and risks at the workplace

Report hazardous conditions

Employ ladder and lifting safety

Identify bloodborne pathogens

Demonstrate effective communication

Distinguish between efficiency and productivity

Locate the right equipment

Create a maintenance schedule

Inspect equipment

Maintain mops, buckets, buffers and polishers

Recognize proper usage of hand tools

Recognize body linguistics

Identify proper housekeeping standards

Discuss carelessness and repetition

Review and discuss prevention of slips, trips, and falls

Identify proper footwear

Recognize health hazards of chemicals

Review and apply emergency procedures

Describe the use of Personal Protective Equipment (PPE)

Explain proper moving of furniture, barrels, and carts

Discuss and employ carrying and emptying mop buckets

Explain and practice lifting and maneuvering soiled linen

Employ lifting and emptying garbage from a receptacle

Practice mopping and wringing of mops

Describe sweeping techniques

Identify alternating scrubbing patterns

Review cleaning tile wall procedures

Explain proper techniques in making beds

Review high dusting/wiping

**SLO:**

Describe the safe use of tools and equipment for custodial procedures.

Identify the correct tool or equipment to be used in a specified area.

**Units and Hours**

**Default Profile**

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	60.0	60.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	0.0

**Detail**

<b>Weekly Student Hours</b>		<b>Course Student Hours</b>
	<b>In Class</b>	<b>Course Duration (Weeks)</b>
<b>Lecture Hours</b>	3.33	<b>Hours per unit/divisor</b>
<b>Lab Hours</b>	0.0	<b>Course In-Class (Contact) Hours</b>
<b>Activity Hours</b>	0.0	<b>Lecture</b> 0.0
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>
		<b>Course Out-of-Class Hours</b>
		<b>Lecture</b>
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>

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**VCST102:  
 Basic Hazmat Safety Standards**

Prepares students for basic training of hazardous materials. Topics include labeling, packaging, identifying and handling of hazardous materials. Students will learn basic Department Of Transportation (DOT) HAZMAT safety standards set by California's Occupational Safety and Health Administration (Cal-OSHA). Open Entry/Open Exit.

**Overview**

**Requisites:**

**Advisory**

[VCST101 – Custodial Technician](#)

or equivalent

**Transferable:**

Not transferable

**Specifications**

**Weekly Lecture Hours:**

2.0

**Learning Outcomes**

**Course Objectives:**

Review course objectives

Review student syllabus

Review student learning outcomes

Review the importance of Department of Transportation (DOT) HAZMAT/California's Occupational Safety and Health Administration (Cal-OSHA) standards in the workplace

Identify rights and responsibilities of employer and employee under DOT HAZMAT/Cal-OSHA

Review DOT HAZMAT/Cal-OSHA history and mission statement

Recognize the standards of a safe and healthful workplace

Identify citations and penalties derived from inspections

Seek Cal-OSHA assistance when applicable

Recognize and employ filing of complaints

Summarize safe methods of travel

Identify safety and health risks

Review effective communication of hazardous conditions

Discuss cleaning and maintenance training methods

Inspect maintenance equipment

Recognize civil penalties

Recognize hazardous materials

Classify categories of chemicals

Identify health hazards of chemicals

Review safe handling use of chemicals

Define corrosive, flammable, and combustible types of chemicals

Recognize the greatest severity of the hazard (Group 1 - Great Danger)

Define the medium degree of the hazard (Group 2 - Medium Danger)

Identify the mildest degree of the hazard (Group 3 - Mild Danger)

Recall the 6 hazardous materials table symbols

Identify shipping material for transportation

Identify general hazardous classifications

Recognize assigned International (UN), Domestic (NA) and Identification (ID) identifiers

Summarize special provisions

Identify the proper shipping papers

Recognize the identification numbers and markings

Select the proper shipping labels

Translate the hazard class placards or division numbers

Select the measured quantity of chemical

Distinguish package contents

Identify loading restrictions

Recognize symbols for transporting

Employ segregation of stored products

Record an emergency phone number plan

Create a comprehensive emergency response plan

Maintain emergency incident information

Identify DOT regulations and compliance

Select and classify performance oriented hazards

Recognize authorized packaging groups

Recall package testing types

Identify packing groups

Review combination packaging

Apply general awareness requirements

Practice specific function trainings

Employ safe emergency procedures

Identify the safe operation of a motor vehicle

Recognize security awareness and risks

Assess the methods of security training

### SLO:

Identify the basic hazmat hazard classifications.

Demonstrate proficiency in the use of markings, labels, and placards.

Recognize proper sequencing in completing shipping paperwork for hazardous materials.

## Units and Hours

### Default Profile

Minimum Credit Units

0.0

Total Course In-Class (Contact)  
Hours

36.0

Total Student Learning Hours

36.0

<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	

**Detail**

**Weekly Student Hours**

**Course Student Hours**

	<b>In Class</b>	<b>Course Duration (Weeks)</b>
<b>Lecture Hours</b>	2.0	Hours per unit/divisor
<b>Lab Hours</b>	0.0	<b>Course In-Class (Contact) Hours</b>
<b>Activity Hours</b>	0.0	Lecture 0.0
		Lab
		Activity
		<b>Total</b>
		<b>Course Out-of-Class Hours</b>
		Lecture
		Lab
		Activity
		<b>Total</b>

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**VDOG020:**

**Concepts in Dog Training**

Provides an introduction to basic concepts of dog training, including proper techniques to socialize shelter dogs for placement in private homes. Emphasizes techniques for training animals to perform specific tasks or improve obedience.

**Overview**

**Requisites:**

None

**Transferable:**

Not transferable

**Specifications**

**Weekly Lecture Hours:**

1.11

**Learning Outcomes**

**Course Objectives:**

Identify course objectives

Demonstrate an understanding of the difference between positive reinforcement and aversion techniques

Demonstrate correct use of "tools" such as leash, collar, treats, and voice

Recognize both canine and human body language and communication

Apply specific methods to alleviate stress in the dog

Demonstrate an understanding of classical and operant conditioning

Describe and demonstrate the three basic canine motivators and their use

- List and demonstrate the levels of distraction and techniques to resolve them
- Demonstrate an understanding of canine stages of development
- Identify canine critical fear periods
- Identify the resistance in training and demonstrate techniques to resolve them
- Explain the importance of play and the relationship with the dog being trained
- Describe both canine and human personality traits and explain the importance of matching them in the training experience
- Recognize undesirable behaviors and identify how to deal with them
- Identify and be able to explain the various training techniques of luring, catching, prompting, and chaining
- Explain the importance of exercise for dogs
- Demonstrate the elements of basic grooming for dogs
- Identify the elements of veterinary wellness
- Describe the dog's basic needs, love, structure, guidance, food, water, and shelter

**SLO:**

- Demonstrate basic knowledge of canine stages of development and basic animal care.
- Demonstrate understanding of the core concepts and strategies of dog training.

**Units and Hours**

**Default Profile**

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	20.0	20.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	

**Detail**

<b>Weekly Student Hours</b>	<b>In Class</b>	<b>Course Student Hours</b>
		<b>Course Duration (Weeks)</b>
<b>Lecture Hours</b>	1.11	<b>Hours per unit/divisor</b>
<b>Lab Hours</b>	0.0	<b>Course In-Class (Contact) Hours</b>
<b>Activity Hours</b>	0.0	<b>Lecture</b> 0.0
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>
		<b>Course Out-of-Class Hours</b>
		<b>Lecture</b>
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>

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**VDOG030:**

# Practical Dog Training

Applies the concepts of dog training to the actual training of a shelter dog preparing it for adoption in a family home.

## Overview

### Requisites:

None

### Transferable:

Not transferable

## Specifications

### Weekly Lecture Hours:

8.89

## Learning Outcomes

### Course Objectives:

Identify course objectives

Discuss and demonstrate crate training of dogs

Discuss and demonstrate dog grooming and feeding skills

Identify and demonstrate handling skills for good behavior, wellness and discuss veterinary exams

Practice and demonstrate with dog to recognize and respond to its name

Practice and demonstrate with dog to walk on a loose leash or harness

Practice and demonstrate with dog to walk calm and relaxed with no pulling

Demonstrate the basic dog commands in progression; Sit, Down, Stay, Wait, Stand, Place, Come, Recall, Leave it, Take it, and Off. The dog and the student will learn a minimum of 20 commands.

Practice and demonstrate in training groups - exercises and tricks with the dogs

### SLO:

Demonstrate mastery of canine handling and training skills.

Work on a team to care for and train a shelter dog.

## Units and Hours

### Default Profile

Minimum Credit Units

0.0

Total Course In-Class (Contact) Hours

160.0

Total Student Learning Hours

160.0

Maximum Credit Units

0.0

Total Course Out-of-Class Hours

0.0

Faculty Load

## Detail

**Weekly Student Hours**

	<b>In Class</b>
Lecture Hours	8.89
Lab Hours	0.0
Activity Hours	0.0

**Course Student Hours**

Course Duration (Weeks)	10
Hours per unit/divisor	0.0
Course In-Class (Contact) Hours	0.0
Lecture	0.0
Lab	
Activity	
Total	
Course Out-of-Class Hours	
Lecture	
Lab	
Activity	
Total	

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## VFOOD005: Food Handler Test Preparation

This course prepares students for employment in commercial and institutional food kitchens. Includes employee terminology, responsibilities, and training when preparing, handling, and serving food to the public. The course covers six key areas; basic food safety, good personal hygiene, controlling time and temperature, preventing cross-contamination, cleaning and sanitizing, and detailed food industry safety guidelines. Prepares the students for ServSafe Food Handler Certification. Open Entry/Open Exit.

### Overview

**Requisites:**

None

**Transferable:**

Not transferable

### Specifications

**Weekly Lecture Hours:**

2.0

**Textbooks:**

- ServSafe Food Handler Guide by Association Solutions National Restaurant Association, 2010 (\$13). ISBN: 978-01351076
- ServSafe Food Handler Guide by National Restaurant Association, 2016 (\$7). ISBN: 0134629299

### Learning Outcomes

**Course Objectives:**

- Identify how people make food become unsafe, and describe contamination hazards from the environment
- Recognize the role in keeping food safe: biological, chemical, physical
- Demonstrate keeping food safe through the; practice good personal hygiene, control the time and temperature of food, prevent cross-contamination, cleaning and sanitizing correctly, approved reputable suppliers
- Distinguish how and when to wash hands and illustrate how to wash hands, after washing hands, and using hand antiseptics
- Identify where to wash hands, use of the hand washing sink and stocked items



Practice other hand care guidelines, by applying the use of gloves the right way

Evaluate hands and nails and what to wear: hair covering, clothing, aprons, jewelry

Explain other important practices of where to: eat, drink, smoke, chew gum, tobacco

Describe what to do when food handlers feel ill or sick

Recognize food most likely to become unsafe

Demonstrate how to measure the temperature, holding, and, storing of TCS food

Determine the food received is safe

Cook and hold TCS food

Store, thaw, and prep TCS food

Examine cross contamination when storing, serving, in self service areas, and when storing utensils and equipment

Identify what to do if cross-contamination happens.

Recognize what to do for people who have food allergies and reactions

Identify the most common food allergens

Keep customers with food allergies and safe from reactions

Apply sanitation procedures when cross-contact happens

Demonstrate how and when to clean and sanitize surfaces

Practice use and storage of cleaning tools and supplies, and how to ensure sanitizers are effective

Keep food safe through dishwashing

Set up and use three-compartment sinks

Wash items in the dishwasher

Clean and maintain dishwasher

Illustrate handling garbage, and how to spot pests like rodents and cockroaches

Apply how to prep food safely

Demonstrate the right way to calibrate a thermometer

Illustrate how to be sure the food you receive is safe, and the safe way to thaw, prep, cook, cool, and reheat TCS food

Recognize how to keep food safe through dishwashing

Distinguish how to set up and use a three compartment sink

Describe how to clean, maintain, and wash items in the dishwasher

**SLO:**

Identify and interpret Time Temperature Control when cooking, holding, cooling, and reheating.

Demonstrate knowledge to successfully pass Servsafe Food Handler Exam.

Demonstrate personal hygiene to eliminate contamination, cross-contamination and distinguish cleaning and sanitizing.

Identify food safety and prevent food-borne illness.

**Units and Hours****Default Profile**

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	36.0	36.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	

**Detail**

<b>Weekly Student Hours</b>		<b>Course Student Hours</b>
	<b>In Class</b>	<b>Course Duration (Weeks)</b>
<b>Lecture Hours</b>	2.0	<b>Hours per unit/divisor</b>
<b>Lab Hours</b>	0.0	<b>Course In-Class (Contact) Hours</b>
<b>Activity Hours</b>	0.0	<b>Lecture</b> 0.0
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>
		<b>Course Out-of-Class Hours</b>
		<b>Lecture</b>
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>

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## VFOOD010: Food Service Manager Test Preparation

Prepares students for employment in commercial and institutional food kitchens. Topics include an introduction to basic food service administration, personal hygiene and food safety/sanitation, storage, terminology, equipment, food service math and science, nutrition, procedures, and employment preparation. Prepares students for the ServSafe® Food Protection Manager Certification. Open Entry/Open Exit.

### Overview

**Requisites:**

None

**Transferable:**

Not transferable

### Specifications

**Weekly Lecture Hours:**

4.0

**Textbooks:**

SERVSAFE® Manager by National Restaurant Association, 2017 (\$50). ISBN: 9781582803296

### Learning Outcomes

**Course Objectives:**

Recognize foodborne illnesses and challenges to food safety

Describe how foodborne illnesses occur and contaminate

Identify how food becomes unsafe and how TCS foods become unsafe

Apply key practices to ensure food safety

Explain the food safety responsibility of a manager

Review and identify government agencies who prevent foodborne illnesses

Identify pathogens and how contamination occurs

Distinguish bacteria and general information about bacteria

Recognize major foodborne bacteria

Classify viruses and general information about viruses

Categorize parasite characteristics and major foodborne illnesses caused by parasites

Identify fungi, mold, and yeast

Discuss biological toxins

Describe chemical, physical, and deliberate contamination of food

Recognize and respond to foodborne-illness outbreak

Apply a good personal hygiene program, corrective action, and hand antiseptics

Report health issues, watch and report staff illness and restrict or exclude staff for medical conditions

Discuss hazards in the flow of food

Identify and monitor time and temperature

Analyze and assess purchasing and receiving guidelines

Evaluate general inspection guidelines

Practice inspecting different types of food

Discuss storage guidelines

Explain specific food storage requirements and guidelines

Discuss and apply food preparation general practices

Identify minimum internal cooking temperatures

Define general cooking guidelines

Explain cooling and reheating processes

Discuss and demonstrate holding food for service and review general rules for holding food

Review and apply serving food safely and service staff guidelines

Identify and organize self service area

Explain off-site service

Create and employ food safety management systems

Review and discuss active managerial control

Review Food Drug Administration (FDA) recommendations for controlling common risk factors for foodborne illness

Recognize and respond to foodborne-illness outbreak implementing a Hazard Analysis Critical Control Point (HACCP)

- Design and employ a safe operation
- Examine other areas of the facility
- Locate and operate utilities
- Design an integrated pest management (IPM) program
- Identify evidence of pests and work with a pest control operator (PCO)
- Describe safe cleaners and factors that affect the type and condition of the dirt
- Discuss and apply sanitizing, heat, chemical, and sanitizer effectiveness
- Apply dishwashing methods
- Explain cleaning the premises
- Develop a cleaning program

**SLO:**

- Describe principles of safe-food handling.
- Prepare for the ServSafe® Food Protection Manager Certification.

**Units and Hours**

**Default Profile**

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	72.0	72.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	

**Detail**

<b>Weekly Student Hours</b>	<b>In Class</b>	<b>Course Student Hours</b>
		<b>Course Duration (Weeks)</b>
<b>Lecture Hours</b>	4.0	<b>Hours per unit/divisor</b>
<b>Lab Hours</b>	0.0	<b>Course In-Class (Contact) Hours</b>
<b>Activity Hours</b>	0.0	Lecture 0.0
		Lab
		Activity
		Total
		<b>Course Out-of-Class Hours</b>
		Lecture
		Lab
		Activity
		Total

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**VFOTO100:**  
**How to Fly a Drone**

This course will provide the student with introductory instruction and the opportunity for hands-on training to learn to fly a drone, as well as prepare to study for the Federal Aviation Administration 14 CFR Part 107 certification exam which is required for anyone desiring to fly drones for commercial purposes, or for the Recreational UAS Safety Test (TRUST) exam for recreational flyers.

## Overview

### Requisites:

None

### Transferable:

Not transferable

## Specifications

### Weekly Lecture Hours:

3.33

## Learning Outcomes

### Course Objectives:

Differentiate between recreational and commercial use of drones

Describe FAA certification requirements for recreational and commercial drone use (TRUST and Part 107 certification)

Describe components of a small unmanned aerial system (drone system)

Set up drone controller / preferences

Configure important settings for capturing photos and video with the drone

Perform mission preparation (research)

Determine if there are any flight restrictions for planned operational area.

Obtain necessary FAA authorizations (if applicable)

Perform pre-flight checks of equipment (batteries, memory cards, etc.)

Perform on-site pre-flight safety checks

Fly the mission observing in-flight situational awareness protocols

Demonstrate ability to control the drone in a safe and intentional manner (pattern flying)

Perform post-flight safety checks

Describe Federal Aviation Administration (FAA) authority over navigable airspace

Identify FAA online resources for drone pilots

Describe FAA airspace classifications

Describe FAA Operating Rules

Describe Notices to Airmen / Notices to Air Missions (NOTAMS)

Describe various weather reports and forecasts related to aviation (METAR and TAF)

Describe the effects of wind and wind shear as it relates to drone operations

Identify conditions of atmospheric stability and how it affects drone operations

Describe effect of temperature, dew point, and frost as related to drone operations

Describe the life cycle of thunderstorms and how it impacts drone operations

Describe weather ceiling and visibility as related to drone operations

Describe the impact of drone loading on performance and flight characteristics (load, weight, balance, stability).

Describe emergency procedures for drone operations

Describe concepts and applications of crew resource management, aeronautical decision-making and judgement

Describe airport operations as related to drone operation

Describe sources for airport data

Describe latitude and longitude system

Interpret aviation sectional charts

**SLO:**

Recall Federal Aviation Administration (FAA) regulations for both recreational and commercial drone operations

Operate a small unmanned aircraft system (drone) observing proper pre-flight and in-flight safety measures

Fly a drone in adherence to the (FAA) regulations pertaining to recreational or commercial flight operations, such as when drone operation is permitted in the desired flight operations area, and requesting FAA authorization for flight within controlled airspace through LAANC or the FAA DroneZone website

**Units and Hours**

**Default Profile**

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	60.0	60.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	3.33

**Detail**

<b>Weekly Student Hours</b>		<b>Course Student Hours</b>
	<b>In Class</b>	<b>Course Duration (Weeks)</b>
<b>Lecture Hours</b>	3.33	<b>Hours per unit/divisor</b>
<b>Lab Hours</b>	0.0	<b>Course In-Class (Contact) Hours</b>
<b>Activity Hours</b>	0.0	<b>Lecture</b> 0.0
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>
		<b>Course Out-of-Class Hours</b>
		<b>Lecture</b>
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>

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**VFOTO101:**

**Drone Photography and Video**

Course will cover basics of drone photography and video production - from the capture standpoint as it relates to drone imaging as well as important camera settings for capturing great images, and aircraft settings for enabling smooth cinematic movement for videography. Students will also learn the basics of digital asset management and editing of drone still images and video using Adobe Lightroom, Photoshop, and Premiere.

## Overview

### Requisites:

None

### Transferable:

Not transferable

## Specifications

### Weekly Lecture Hours:

3.33

## Learning Outcomes

### Course Objectives:

Differentiate between recreational and commercial use of drones

Describe FAA certification requirements for recreational and commercial drone use (TRUST and Part 107 certification)

Describe components of a small unmanned aerial system (drone system)

Set up drone controller / preferences

Configure important camera settings for capturing photos and video with the drone

Configure important drone settings for cinematic video

Import images and video from memory card to computer

Edit still photos in Adobe Lightroom / ACR

Correct color in Adobe Lightroom / ACR

Fix perspective in Adobe Lightroom / ACR

Crop for composition in Adobe Lightroom / ACR

Create masks in Adobe Lightroom / ACR

Convert images from Adobe Lightroom to external editor (edit in...)

Export finished images from Adobe Lightroom

Modify layers in Adobe Photoshop

Develop strategies for saving images in Adobe Photoshop

Transform images in Adobe Photoshop

Make selections in Adobe Photoshop

Make selections with artificial intelligence (AI) in Adobe Photoshop

Develop non-destructive editing techniques using layer masks, adjustment layers, and smart objects in Adobe Photoshop

Recall the video production cycle and digital asset management for video production (Adobe Premiere)

Organizing assets for video production

Hardware Recommendations for video editing

- Organize project assets into folders
- Navigate the Premiere Workspace
- Save custom workspaces (Adobe Premiere)
- Create a new project (Adobe Premiere)
- Import media into a project (Adobe Premiere)
- Save a project (Adobe Premiere)
- Edit essentials (Adobe Premiere)
- Load source media and make selections (Adobe Premiere)
- Create a sequence (Adobe Premiere)
- Identify keyboard shortcuts and track targeting (Adobe Premiere)
- Create media in the timeline (Adobe Premiere)
- Add B-Roll, ripple trims, and transitions / transition effects (Adobe Premiere)
- Working with audio (Adobe Premiere)
- Capturing better sound at the source (Adobe Premiere)
- Identify audio in the timeline (Adobe Premiere)
- Import audio into the timeline (Adobe Premiere)
- Recall mixing audio (Adobe Premiere)
- Export the finished video (Adobe Premiere)
- Share the finished video (YouTube example) (Adobe Premiere)
- Recall additional FAA study resources
- Demonstrate flight patterns

**SLO:**

- Recognize basic concepts of capturing photos and video with a small unmanned aerial system (sUAS - AKA - drone).
- Recall basic concepts of what makes for interesting photos and video such as lighting and composition.
- Demonstrate how to perform basic editing of still photography and video

**Units and Hours**

**Default Profile**

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	60.0	60.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	3.33

**Detail**



**Weekly Student Hours**

	<b>In Class</b>
Lecture Hours	3.33
Lab Hours	0.0
Activity Hours	0.0

**Course Student Hours**

Course Duration (Weeks)	0.0
Hours per unit/divisor	0.0
Course In-Class (Contact) Hours	0.0
Lecture	0.0
Lab	
Activity	
Total	
Course Out-of-Class Hours	
Lecture	
Lab	
Activity	
Total	

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**VMED010:**

**Overview of the Nursing Assistant Training Program**

This course is designed to provide an introduction to the clinical and theoretical requirements for the Certified Nursing Assistant (CNA) Training Program. All students enrolled in this class participate in CPR education/simulation. Students have the option to obtain their CPR certification from another provider, should they choose to do so.

**Overview**

**Requisites:**

None

**Transferable:**

Not transferable

**Specifications**

**Weekly Lecture Hours:**

0.56

**Learning Outcomes**

**Course Objectives:**

Explain the certification requirements, including the minimum number of hours of instruction needed

Demonstrate how to complete forms required by the California Department of Health

Create a portfolio that includes all preparatory work for the CNA program

Demonstrate how to perform CPR

**SLO:**

Identify the clinical and theoretical requirements for the Certified Nursing Assistant (CNA) designation

Create a portfolio of all completed assignments related to the Nursing Assistant Training Program

**Units and Hours**

**Default Profile**

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	10.0	10.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	

**Detail**

<b>Weekly Student Hours</b>		<b>Course Student Hours</b>
	<b>In Class</b>	<b>Course Duration (Weeks)</b>
<b>Lecture Hours</b>	0.56	<b>Hours per unit/divisor</b>
<b>Lab Hours</b>	0.0	<b>Course In-Class (Contact) Hours</b>
<b>Activity Hours</b>	0.0	<b>Lecture</b> 0.0
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>
		<b>Course Out-of-Class Hours</b>
		<b>Lecture</b>
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>

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## VMED011: Certified Nursing Assistant (CNA) Training

Designed for students who want to become Certified Nursing Assistants (CNA), this course includes theory and clinical segments designed to prepare them to complete the CNA certification and potentially seek employment as entry-level healthcare assistants. Upon completion, the student will be prepared to take the California certification exam. Students must complete all lecture hours and clinical training hours to be eligible to take the certification exam.

### Overview

**Requisites:**

**Advisory**

[VMED010 - Overview of the Nursing Assistant Training Program](#)

Completion of VMED 010 and a valid CPR certification should be obtained prior to enrolling in this class

**Transferable:**

Not transferable

### Specifications

**Weekly Lecture Hours:**

13.33

**Textbooks:**

- Mosby's Textbook for Nursing Assistants, 10th Edition by Sorrentino, Sheila A., April 10, 2020. ISBN: 0323655610
- Workbook and Competency Evaluation Review for Mosby's Textbook for Nursing Assistants, 10th Edition by Sorrentino, Sheila A., April 9, 2020. ISBN: 0323672884

## Learning Outcomes

### Course Objectives:

Identify lecture and clinical requirements to complete the California certification requirements for the Certified Nursing Assistant (CNA) designation

Define patients' rights

Demonstrate the correct procedures for maintaining residents' rights

Explain communication strategies in the context of a healthcare setting

List the procedures for prevention and management of a catastrophic occurrence

Explain the mechanics of the human body

Demonstrate how to practice medical and surgical asepsis

Perform correct procedures for obtaining measures and weights

Perform skills involved in providing care for patients

Demonstrate patient care procedures

Measure and record the vital signs

List the principles of nutrition

Demonstrate emergency procedures including the Heimlich maneuver in conscious and unconscious resident

Explain methods of care for long-term patients

Identify the procedures for rehabilitative nursing, including range of motion exercises, assisting the resident to ambulate with gait belt, walker, cane and other rehabilitative devices

Demonstrate methods of observation and charting

Explain the process of death and dying

### SLO:

Demonstrate the skills involved in providing appropriate care for patients.

Explain the procedures involved in providing patient care under the direction of a nurse.

## Units and Hours

### Default Profile

**Minimum Credit Units**

0.0

**Total Course In-Class (Contact) Hours**

240.0

**Total Student Learning Hours**

240.0

**Maximum Credit Units**

0.0

**Total Course Out-of-Class Hours**

0.0

**Faculty Load**

### Detail

**Weekly Student Hours**

	<b>In Class</b>
<b>Lecture Hours</b>	<b>13.33</b>
<b>Lab Hours</b>	<b>0.0</b>
<b>Activity Hours</b>	<b>0.0</b>

**Course Student Hours**

<b>Course Duration (Weeks)</b>	<b>0.0</b>
<b>Hours per unit/divisor</b>	<b>0.0</b>
<b>Course In-Class (Contact) Hours</b>	
<b>Lecture</b>	<b>0.0</b>
<b>Lab</b>	
<b>Activity</b>	
<b>Total</b>	
<b>Course Out-of-Class Hours</b>	
<b>Lecture</b>	
<b>Lab</b>	
<b>Activity</b>	
<b>Total</b>	

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**VMED020:**

**Overview of the Medical Assistant Training Program**

Designed for students interested in becoming medical assistants, this course provides an overview of the areas of study in the medical assistant training program, including medical terminology, body systems, human diseases, clinical procedures, microbiology and surgical assisting. An emphasis is placed on the required coursework to take the exam to become a Registered Medical Assistant (RMA). Open Entry/Open Exit.

**Overview**

**Requisites:**

None

**Transferable:**

Not transferable

**Specifications**

**Weekly Lecture Hours:**

0.555

**Learning Outcomes**

**Course Objectives:**

Describe the certification requirements and the sequence of courses

Describe pathology and oncology

List common clinical procedures

Identify the procedures involved in surgical assisting and microbiology

Explain the role of the medical assistant in regard to various business procedures

Identify the various body systems

Apply basic techniques of medical word building

Recognize the requirements for a medical assistant externship and the application process for employment

**SLO:**

Identify the clinical and theoretical requirements for the Registered Medical Assistant (RMA) designation.

Create a portfolio of all completed assignments related to preparation for the Registered Medical Assistant (RMA) designation.

## Units and Hours

### Default Profile

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	10.0	10.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	

### Detail

<b>Weekly Student Hours</b>	<b>In Class</b>	<b>Course Student Hours</b>
		<b>Course Duration (Weeks)</b>
<b>Lecture Hours</b>	0.555	<b>Hours per unit/divisor</b>
<b>Lab Hours</b>	0.0	<b>Course In-Class (Contact) Hours</b>
<b>Activity Hours</b>	0.0	<b>Lecture</b> 0.0
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>
		<b>Course Out-of-Class Hours</b>
		<b>Lecture</b>
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>

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## VMED021:

# Medical Terminology for Medical Assistants

Designed for students interested in becoming medical assistants, this course is an introduction to medical terminology, including the techniques of medical word building using basic word elements. Topics include: major suffixes in the surgical, diagnostic, symptomatic groups and related suffixes; suffixes denoting adjective, noun, singular and plural forms of medical words; major prefixes denoting position, number and measurement, negation, direction and anatomical, physiological and pathological terms. Open Entry/Open Exit.

## Overview

**Requisites:**

**Advisory**

[VMED020 - Overview of the Medical Assistant Training Program](#)

**Transferable:**

Not transferable

## Specifications

**Weekly Lecture Hours:**

3.333

## Learning Outcomes

### Course Objectives:

- Identify the structures and functions of the eyes and ears
- Identify and interpret the elements of the muscular system
- List the major organs of the urinary system and their functions
- Identify the major components of the cardiovascular system and the medical terms associated with their functions
- List and define the components of the integumentary system
- Distinguish between the four elements of medical terms (roots, suffixes, prefixes, and combining forms)
- Recognize the major organs of the male and female reproductive systems and describe their functions
- Define the terms associated with the structures and functions of the lymphatic system
- Define dermatology
- Explain syllabus and SLOs
- Identify the levels of body organization
- Explain the major structures and functions of the skeletal system and associated terminology
- Recall the functions of the digestive system and its accessory organs
- Identify and define commonly used prefixes and suffixes; accurately pronounce and spell them
- Name the major parts of the respiratory system and describe the functions of each part
- Name the major parts of the nervous system and describe their functions
- Identify and describe elements of the endocrine system

### SLO:

- Describe how medical words are formed.
- Define the levels of organization in the human body.

## Units and Hours

### Default Profile

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	60.0	60.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	

### Detail

**Weekly Student Hours**

	<b>In Class</b>
<b>Lecture Hours</b>	3.333
<b>Lab Hours</b>	0.0
<b>Activity Hours</b>	0.0

**Course Student Hours**

<b>Course Duration (Weeks)</b>	10
<b>Hours per unit/divisor</b>	0.0
<b>Course In-Class (Contact) Hours</b>	0.0
<b>Lecture</b>	0.0
<b>Lab</b>	
<b>Activity</b>	
<b>Total</b>	
<b>Course Out-of-Class Hours</b>	
<b>Lecture</b>	
<b>Lab</b>	
<b>Activity</b>	
<b>Total</b>	

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## VMED022: Business Procedures for Medical Assistants

Designed for students interested in becoming medical assistants, this course covers the role of communications, ethics, health insurance, pharmacology, bookkeeping/records, office management, personal organization (supplies, equipment use and maintenance, mail/postage), ergonomics, and safety factors. Open Entry/Open Exit.

### Overview

**Requisites:**

**Advisory**

[VMED020 - Overview of the Medical Assistant Training Program](#)

**Transferable:**

Not transferable

### Specifications

**Weekly Lecture Hours:**

10.0

### Learning Outcomes

**Course Objectives:**

- Explain the syllabus and SLOs
- Explain how to demonstrate professionalism
- List the educational pathways for becoming a health care worker
- Outline the patient education process
- Outline the Healthcare Common Procedural Coding System
- Recall various types of medications and their uses
- Demonstrate the use of appointment scheduling systems
- Explain the principles of effective medical office management

- Summarize government and legislative regulation
- Identify members of the health care team
- Analyze the basic flow of communication
- Demonstrate how to create and maintain a professional presence
- Describe the relationship between coding and reimbursement
- Explain the health benefits plans
- Evaluate methods of collecting medical fees
- Demonstrate correct use of computer and electronic applications
- Demonstrate methods for the accounting of receivables and daily bookkeeping
- Summarize the Health Insurance Portability and Accountability Act of 1996
- Explain the guidelines for producing professional and medical documents
- Summarize the history of medicine and medical assisting

**SLO:**

- Demonstrate proper techniques for communicating with new and established patients
- Explain the principles of health insurance, including how it works, eligibility factors, and billing procedures
- Demonstrate effective bookkeeping procedures and organization of a medical office

**Units and Hours**

**Default Profile**

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	180.0	180.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	

**Detail**

<b>Weekly Student Hours</b>	<b>In Class</b>	<b>Course Student Hours</b>
		<b>Course Duration (Weeks)</b>
<b>Lecture Hours</b>	10.0	<b>Hours per unit/divisor</b>
<b>Lab Hours</b>	0.0	<b>Course In-Class (Contact) Hours</b>
<b>Activity Hours</b>	0.0	Lecture 0.0
		Lab
		Activity
		Total
		<b>Course Out-of-Class Hours</b>
		Lecture
		Lab
		Activity
		Total

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## VMED023:

# Body Systems for Medical Assistants

Designed for students interested in becoming medical assistants, this course covers the systems of the human body. Students will learn about cell structure and special senses, the endocrine system, the skeletal system, the muscular system, the integumentary system, the circulatory system, the respiratory system, the nervous system, the digestive system, the urinary and the reproductive systems. Open Entry/Open Exit.

### Overview

#### Requisites:

#### Advisory

[VMED020 - Overview of the Medical Assistant Training Program](#)

#### Transferable:

Not transferable

### Specifications

#### Weekly Lecture Hours:

3.333

### Learning Outcomes

#### Course Objectives:

Describe fertilization and the early development of the fertilized egg

Describe the structure and function of the brain and cranial nerves

Explain the structure and function of the male and female reproductive systems

Differentiate between catabolism and anabolism

Outline the organization of the nervous system according to structure and function

Describe the organs of the urinary system and name the functions of each

Describe the structure and function of the sensory system

Explain the functions of the lymphatic system

Compare the effects of the nervous system and the endocrine system in controlling the body

Describe the structure and function of blood

Describe the tissue layers of the heart wall

Name the main functions of the digestive system

Explain the syllabus and SLOs

Analyze the structure and function of bones and joints

Analyze the structure and function of muscles

Define respiration and describe the phases of respiration

Analyze the organization of the human body

Differentiate among the five types of blood vessels with regard to structure and function

Name the main groups of tissues and give the location and general characteristics of each

**SLO:**

Identify and describe the structure and function of the organ systems of the human body

Identify and describe the characteristics of human cells and tissues

**Units and Hours**

**Default Profile**

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	60.0	60.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	

**Detail**

<b>Weekly Student Hours</b>		<b>Course Student Hours</b>
	<b>In Class</b>	<b>Course Duration (Weeks)</b>
<b>Lecture Hours</b>	3.333	<b>Hours per unit/divisor</b>
<b>Lab Hours</b>	0.0	<b>Course In-Class (Contact) Hours</b>
<b>Activity Hours</b>	0.0	<b>Lecture</b> 0.0
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>
		<b>Course Out-of-Class Hours</b>
		<b>Lecture</b>
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>

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**VMED024:**

**Human Diseases and Disorders for Medical Assistants**

Designed for students interested in becoming medical assistants, this course is an overview of human diseases. It covers pathology and oncology, diseases of the eyes/ears, skeletal system diseases and disorders, muscular system diseases and disorders, endocrine diseases and disorders, skin diseases, diseases of the blood and immune systems, respiratory diseases and disorders, neurological disorders, gastrointestinal disorders, diseases of the urinary system and disorders of the reproductive systems. Open Entry/Open Exit.

**Overview**

**Requisites:**

**Advisory**

[VMED020 - Overview of the Medical Assistant Training Program](#)

**Transferable:**

Not transferable

**Specifications**

**Weekly Lecture Hours:**

3.333

## Learning Outcomes

### Course Objectives:

- Summarize the elements of the pediatric practice
- Explain common diagnostic procedures
- Identify common nervous system disorders
- List and define common disorders associated with the endocrine system
- Explain common diagnostic and therapeutic procedures
- Explain common diagnostic and therapeutic procedures
- List and describe common respiratory disorders
- Outline the principles of medical compliance and mental health in the older adult
- List and describe common urinary disorders
- Provide an overview of the syllabus and SLOs
- List and describe disorders of the musculoskeletal system
- Explain how to conduct a physical examination of the GI system
- Explain common diagnostic and therapeutic procedures
- Explain how to conduct an examination of the cardiovascular system
- Identify common skin disorders
- List and describe common gastrointestinal disorders
- Explain commonly performed diagnostic procedures
- Explain common diagnostic and therapeutic procedures
- Describe common diagnostic tests for disorders of the nervous system
- List and describe common disorders of the cardiovascular system
- List and describe gynecologic disorders
- List and define disorders associated with the eye, ear, nose and throat

### SLO:

- Name and describe various types of diseases and disorders related to cell growth.
- Name and identify diseases and disorders of the human body.

## Units and Hours

### Default Profile

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	60.0	60.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	

### Detail

**Weekly Student Hours**

	<b>In Class</b>
Lecture Hours	3.333
Lab Hours	0.0
Activity Hours	0.0

**Course Student Hours**

Course Duration (Weeks)	10
Hours per unit/divisor	0.0
Course In-Class (Contact) Hours	0.0
Lecture	0.0
Lab	
Activity	
Total	
Course Out-of-Class Hours	
Lecture	
Lab	
Activity	
Total	

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## VMED025: Clinical Procedures for Medical Assistants

Designed for students interested in becoming medical assistants, this course provides an introduction to clinical procedures. Students will learn how to perform the following procedures: complete physical examinations (CPX), eye and ear lavages, bandaging and wound care, handling emergencies using mobility assisting devices, electrocardiography and mounting the results record, cardiopulmonary resuscitation (CPR), pulmonary function tests, hemoglobin and glucose testing, and taking throat cultures. Students will also learn how to use clinical charting abbreviations, universal precautions and sterile techniques, assist with pap and pelvic examinations, perform pregnancy tests, set up rectal trays, assist with pediatrics, and prepare special diets. Open Entry/Open Exit.

### Overview

**Requisites:**

**Advisory**

[VMED020 - Overview of the Medical Assistant Training Program](#)

**Transferable:**

Not transferable

### Specifications

**Weekly Lecture Hours:**

6.666

### Learning Outcomes

**Course Objectives:**

- Demonstrate practices of wound care, bandaging and dressing
- Demonstrate correct urinalysis laboratory practices and patient communication
- Demonstrate how to perform an eye lavage
- Demonstrate how to operate an EKG
- Demonstrate how to mount an EKG
- Explain syllabus and SLOs

Demonstrate correct documentation of a patient chart, charting and documentation/evaluation of a medical record, and evaluation of universal precautions

Demonstrate the correct methods of venipuncture and universal precautions

Demonstrate how to perform an ear lavage

Demonstrate how to perform a hearing acuity test

Demonstrate how to measure vital signs

Summarize the hematocrit and correct documentation/laboratory techniques

Demonstrate correct patient positioning, draping, and documentation

Demonstrate appropriate patient communication skills and evaluate privileged communication

Outline the study of hematology

Demonstrate the correct use of syringes and needles, and perform drug dosage calculations

Demonstrate how to perform correct drug dosage calculations

Demonstrate how to use a Snellen chart and how to perform an Ishihara Test

Provide an overview of the UA laboratory, documentation of medical records, and urinalysis documentation

Demonstrate correct injection techniques

**SLO:**

Demonstrate how to provide wound care, using bandages and dressings.

Perform correct calculations for drug dosages.

Perform correct patient charting and documentation/evaluation of a medical record.

**Units and Hours**

**Default Profile**

**Minimum Credit Units**

0.0

**Total Course In-Class (Contact) Hours**

120.0

**Total Student Learning Hours**

120.0

**Maximum Credit Units**

0.0

**Total Course Out-of-Class Hours**

0.0

**Faculty Load**

**Detail**

**Weekly Student Hours**

	<b>In Class</b>
Lecture Hours	6.666
Lab Hours	0.0
Activity Hours	0.0

**Course Student Hours**

Course Duration (Weeks)	0.0
Hours per unit/divisor	0.0
Course In-Class (Contact) Hours	0.0
Lecture	0.0
Lab	
Activity	
Total	
Course Out-of-Class Hours	
Lecture	
Lab	
Activity	
Total	

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## VMED026: Surgical Assisting for Medical Assistants

Designed for students interested in becoming medical assistants, this course is a hands-on experience covering the following topics: using various methods to achieve asepsis to control growth of microbes, performing strep tests and throat cultures including instructions for culture and sensitivity, obtaining specimens, using a microscope and other medical office instruments, identifying surgical instruments and their uses, sanitizing and disinfecting surgical instruments with special emphasis on autoclaving, setting up sterile trays for minor office surgeries, surgical assisting, scrubbing and gloving, preparing the skin, preparing the patient. Open Entry/Open Exit.

### Overview

**Requisites:**

**Advisory**

[VMED020 - Overview of the Medical Assistant Training Program](#)

**Transferable:**

Not transferable

### Specifications

**Weekly Lecture Hours:**

5.0

### Learning Outcomes

**Course Objectives:**

List and describe the medical assistant's responsibilities in the hematology laboratory

Identify applications of clinical chemistry

Explain how to perform and interpret hematologic tests

Explain the principles and practices of surgical asepsis

Summarize the use of the blood drawing station

List and describe the laboratory personnel and the medical assistant's responsibility in the clinical laboratory

- Demonstrate how to prepare and maintain a sterile field
- Explain the methods of medication administration
- Explain the responsibilities of the medical assistant in the chemistry laboratory
- Explain the structure and function of blood
- Demonstrate the use of laboratory test panels and equipment
- Explain the properties of urine and the urinalysis procedure
- Explain syllabus and SLOs
- Summarize standard precautions and safety in the laboratory
- List and describe the laboratory departments
- List and describe the Clinical Laboratory Improvement Amendments and laws governing the clinical laboratory
- List and describe the types of laboratories

**SLO:**

- Demonstrate correct methods to achieve asepsis.
- Demonstrate correct use of a microscope and other medical office instruments.
- Explain how to assist with minor office surgeries.

**Units and Hours**

**Default Profile**

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	90.0	90.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	

**Detail**

<b>Weekly Student Hours</b>	<b>In Class</b>	<b>Course Student Hours</b>
		<b>Course Duration (Weeks)</b>
<b>Lecture Hours</b>	5.0	<b>Hours per unit/divisor</b>
<b>Lab Hours</b>	0.0	<b>Course In-Class (Contact) Hours</b>
<b>Activity Hours</b>	0.0	<b>Lecture</b> 0.0
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>
		<b>Course Out-of-Class Hours</b>
		<b>Lecture</b>
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>

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**VMED027:**

# Externship for Medical Assistants

Designed for students interested in becoming medical assistants, this course provides experience in a selected physician's office or health care facility. The medical assisting student is supervised and evaluated by qualified medical personnel. The student will have an opportunity for equal exposure to administrative and clinical experience and is required to meet and discuss learning with the instructor on a regular basis. Open Entry/Open Exit.

## Overview

### Requisites:

#### Advisory

[VMED020 - Overview of the Medical Assistant Training Program](#)

#### AND

#### Advisory

[VMED021 - Medical Terminology for Medical Assistants](#)

#### AND

#### Advisory

[VMED022 - Business Procedures for Medical Assistants](#)

#### AND

#### Advisory

[VMED023 - Body Systems for Medical Assistants](#)

#### AND

#### Advisory

[VMED024 - Human Diseases and Disorders for Medical Assistants](#)

#### AND

#### Advisory

[VMED025 - Clinical Procedures for Medical Assistants](#)

#### AND

#### Advisory

[VMED026 - Surgical Assisting for Medical Assistants](#)

### Transferable:

Not transferable

## Specifications

### Weekly Lecture Hours:

8.333

## Learning Outcomes

### Course Objectives:

Perform duties of a medical assistant according to established principles and industry standards

Conduct a job search using appropriate methods



Explain syllabus, SLOs

Prepare a job-specific application

List and explain the requirements of the externship

**SLO:**

Demonstrate how to prepare for a medical assistant externship.

Prepare a complete job-specific application.

**Units and Hours**

**Default Profile**

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	150.0	150.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	

**Detail**

<b>Weekly Student Hours</b>		<b>Course Student Hours</b>
	<b>In Class</b>	<b>Course Duration (Weeks)</b>
<b>Lecture Hours</b>	8.333	<b>Hours per unit/divisor</b>
<b>Lab Hours</b>	0.0	<b>Course In-Class (Contact) Hours</b>
<b>Activity Hours</b>	0.0	<b>Lecture</b> 0.0
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>
		<b>Course Out-of-Class Hours</b>
		<b>Lecture</b>
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>

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**VMED030:**

**Introduction to Caregiving**

This course is designed to prepare students to assist the elderly, convalescents, or persons with disabilities with daily living activities at the person's home or in a care facility. Duties performed at a place of residence may include keeping house (making beds, doing laundry, washing dishes) and preparing meals. Topics covered include methods of advising families, the elderly, convalescents, and persons with disabilities regarding such things as nutrition, cleanliness, and household activities. Open Entry/Open Exit.

**Overview**

**Requisites:**

None

**Transferable:**

Not transferable

## Specifications

### Weekly Lecture Hours:

1.33

## Learning Outcomes

### Course Objectives:

Recognize the principles of caregiving culture and companion care

Recall key definitions of culture, care, prevention and management

Recognize the duties of a companion caregiver and how they differ from the duties of a certified nursing assistant (CNA)

Summarize the procedures for prevention and management of a catastrophic occurrence

Identify the mechanics of the human body

Distinguish between the skills involved in providing care for clients

Identify the components of proper nutrition

Prepare a client menu based upon a chronic illness and/or with several comorbidities

Demonstrate emergency procedures including the Heimlich maneuver in conscious and unconscious client

Demonstrate how to practice universal precautions

### SLO:

Distinguish between the types of healthcare-related tasks a caregiver may perform.

Evaluate a client's needs and create a plan for caregiving services.

## Units and Hours

### Default Profile

Minimum Credit Units	Total Course In-Class (Contact) Hours	Total Student Learning Hours
0.0	24.0	24.0
Maximum Credit Units	Total Course Out-of-Class Hours	Faculty Load
0.0	0.0	

### Detail

Weekly Student Hours	Course Student Hours	
	In Class	Out of Class
Lecture Hours	1.33	0.0
Lab Hours	0.0	0.0
Activity Hours	0.0	0.0
		<b>Total</b>
		Course Out-of-Class Hours
		Lecture
		Lab
		Activity
		<b>Total</b>

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## VMED031:

# Caregiver Training

This course is designed to provide students with hands-on experience as caregivers. Students will apply caregiver skills in a simulated caregiving environment. Open Entry/Open Exit.

### Overview

#### Requisites:

#### Advisory

[VMED030 - Introduction to Caregiving](#)

#### Transferable:

Not transferable

### Specifications

#### Weekly Lecture Hours:

2.33

### Learning Outcomes

#### Course Objectives:

Perform a client needs assessment, and perform the appropriate type of personal assistance or emotional support based on a client's needs

Develop a schedule for a client

Organize and record client information

Demonstrate how to correctly assist the transfer of a patient from one location to another

Demonstrate how to assist the client with personal hygiene

Identify the appropriate types of meals for clients with chronic illnesses

Show correct methods of light housekeeping activities

Explain the types of dementia and how to correctly redirect behavior when appropriate

Given a specific disease, or multiple chronic illnesses, identify the appropriate caregiver protocol

#### SLO:

Demonstrate how to correctly perform the duties of a caregiver.

Determine an appropriate caregiving strategy based on a client's needs.

### Units and Hours

#### Default Profile

Minimum Credit Units

0.0

Total Course In-Class (Contact)  
Hours

42.0

Total Student Learning Hours

42.0

Maximum Credit Units

0.0

Total Course Out-of-Class Hours

0.0

Faculty Load

#### Detail

**Weekly Student Hours**

	<b>In Class</b>
<b>Lecture Hours</b>	<b>2.33</b>
<b>Lab Hours</b>	<b>0.0</b>
<b>Activity Hours</b>	<b>0.0</b>

**Course Student Hours**

<b>Course Duration (Weeks)</b>	<b>10</b>
<b>Hours per unit/divisor</b>	<b>0.0</b>
<b>Course In-Class (Contact) Hours</b>	
<b>Lecture</b>	<b>0.0</b>
<b>Lab</b>	
<b>Activity</b>	
<b>Total</b>	
<b>Course Out-of-Class Hours</b>	
<b>Lecture</b>	
<b>Lab</b>	
<b>Activity</b>	
<b>Total</b>	

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**VMED050:**

**Introduction to Healthcare Occupations**

This course is designed for students interested in pursuing a career in healthcare. An overview will be provided of various healthcare occupations including: audiologist, cardiovascular technologist, dental assistant, dental hygienist, diagnostic medical sonographer, electrocardiograph technician, emergency medical technician, health information technician, medical records technician, medical assistant, nurse, nurse assistant, mental health technician, occupational therapist, pharmacy technician, phlebotomist, physical therapist, radiographer, and respiratory care therapist. Students will learn the duties and benefits of these careers as well as the academic and clinical requirements necessary to work in each position. Open Entry/Open Exit.

**Overview**

**Requisites:**

None

**Transferable:**

Not transferable

**Specifications**

**Weekly Lecture Hours:**

3.33

**Learning Outcomes**

**Course Objectives:**

- Recognize the academic and clinical requirements to become an EMT
- Explain the duties of a mental health technician
- Explain the duties of a pharmacy technician
- Explain the duties of a dental assistant
- Explain the duties of a dental hygienist
- Recognize the academic and clinical requirements to become a respiratory therapist
- Recognize the academic and clinical requirements to become a phlebotomist
- Recognize the academic and clinical requirements to become an audiologist

- Explain the duties of a radiologic technologist
- Explain the duties of a nurse
- Explain the duties of a health information / medical records technician
- Explain the duties of an EMT
- Explain the duties of a nurse assistant
- Recognize the academic and clinical requirements to become a medical assistant
- Recognize the academic and clinical requirements to become an occupational therapist
- Explain the duties of a medical assistant
- Recognize several types of healthcare programs
- Recognize the academic and clinical requirements to become a dental hygienist
- Recognize the academic and clinical requirements to become a dental assistant
- Explain the duties of a cardiovascular technologist
- Recognize the academic and clinical requirements to become a cardiovascular technologist
- Recognize the academic and clinical requirements to become a radiologic technologist
- Recognize the academic and clinical requirements to become a nurse
- Explain the duties of a phlebotomist
- Recognize the academic and clinical requirements to become a mental health technician
- Explain the duties of an occupational therapist
- Recognize the academic and clinical requirements to become a health information / medical records technician
- Recognize the academic and clinical requirements to become a pharmacy technician
- Explain the duties of an audiologist
- Explain the duties of a respiratory therapist
- Recognize the academic and clinical requirements to become a nurse assistant

**SLO:**

- Identify various types of healthcare occupations.
- Recall the academic and clinical requirements necessary to successfully enter at least one healthcare occupation.

**Units and Hours**

**Default Profile**

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	60.0	60.0
 <b>Maximum Credit Units</b>	 <b>Total Course Out-of-Class Hours</b>	 <b>Faculty Load</b>
0.0	0.0	

**Detail**

**Weekly Student Hours**

	<b>In Class</b>
Lecture Hours	3.33
Lab Hours	0.0
Activity Hours	0.0

**Course Student Hours**

Course Duration (Weeks)	0.0
Hours per unit/divisor	0.0
Course In-Class (Contact) Hours	0.0
Lecture	0.0
Lab	
Activity	
Total	
Course Out-of-Class Hours	
Lecture	
Lab	
Activity	
Total	

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**VMED051:**

**Healthcare Support Worker Pathways**

Designed for students who are preparing to enter a healthcare occupation, this class provides instruction on how to identify and follow a pathway to a career in healthcare. Topics include noncredit to credit academic pathways, noncredit to workforce pathways, and applying for employment as a healthcare support worker. Students will prepare a job-specific application for a healthcare career of their choice. Open Entry/Open Exit.

**Overview**

**Requisites:**

None

**Transferable:**

Not transferable

**Specifications**

**Weekly Lecture Hours:**

1.111

**Learning Outcomes**

**Course Objectives:**

Complete an application for a healthcare support worker program or job

Describe the healthcare support worker pathways

Recognize the differences between noncredit and credit academic pathways to the healthcare professions

**SLO:**

Identify a healthcare support worker pathway.

Complete an application for a healthcare support worker position.

**Units and Hours**

**Default Profile**

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	20.0	20.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	

**Detail**

<b>Weekly Student Hours</b>		<b>Course Student Hours</b>
	<b>In Class</b>	<b>Course Duration (Weeks)</b>
<b>Lecture Hours</b>	1.111	<b>Hours per unit/divisor</b>
<b>Lab Hours</b>	0.0	<b>Course In-Class (Contact) Hours</b>
<b>Activity Hours</b>	0.0	<b>Lecture</b> 0.0
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>
		<b>Course Out-of-Class Hours</b>
		<b>Lecture</b>
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>

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**VMED060:**

# Home Health Aide (HHA) Theory Training for Certified Nurse Assistants (C.N.A)

The Home Health Aide (HHA) program prepares individuals who hold Certified Nurse Assistant (CNA) certificates to develop the knowledge and skill set necessary for working as Home Health Aides. The instruction builds and expands on CNA training with increased focus and experience in the areas of medical and social patient needs, personal care services, nutrition, cleaning, and home care. Open Entry/Open Exit. Former Title: VMED 060, Overview of the Home Health Aide Training Program (Fall 2024)

**Overview**

**Requisites:**

**Advisory**

[VMED011 - Certified Nursing Assistant \(CNA\) Training](#)

or Nursing Assistant Certification (C.N.A)

**Transferable:**

Not transferable

**Specifications**

**Weekly Lecture Hours:**

1.33

**Textbooks:**

The Home Health Aide Handbook by Jetta Fuzy, RN, MS William Leahy, MD, June 18, 2023. ISBN: 1604251581

## Learning Outcomes

### Course Objectives:

Identify the certification requirements, including the minimum number of hours of instruction needed

Demonstrate how to complete forms required by the California Department of Health

Create a portfolio that includes all preparatory work for the HHA program

### SLO:

Recognize the licensing requirements to become a home health aide (HHA).

Create a portfolio of all completed assignments related to the home health aide program.

## Units and Hours

### Default Profile

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	24.0	24.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	

### Detail

Weekly Student Hours		Course Student Hours	
	In Class	Course Duration (Weeks)	Hours per unit
Lecture Hours	1.33	0.0	0.0
Lab Hours	0.0	0.0	0.0
Activity Hours	0.0	0.0	0.0
		<b>Course In-Class (Contact) Hours</b>	
		Lecture	0.0
		Lab	
		Activity	
		<b>Total</b>	
		<b>Course Out-of-Class Hours</b>	
		Lecture	
		Lab	
		Activity	
		<b>Total</b>	

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## VMED061:

# Home Health Aide (HHA) Clinical Training for Certified Nurse Assistants (C.N.A)

The Home Health Aide program prepares individuals who are Certified Nurse Assistants (CNAs) to attain certification as Home Health Aides. The program is designed to comply with both State and Federal regulations and includes clinical hands-on experience in Home Health Agencies, Skilled Nursing Facilities, or Hospitals. The instruction builds and expands on CNA training with an increased focus on developing skills in personal care services, nutrition, cleaning, and home care. Successful students will be eligible to obtain their California Home Health Aide (HHA) Certification. Open Entry/Open Exit Former Title: VMED 061, Home Health Aide (HHA) Training (Fall 2024)

## Overview



**Requisites:**

**Advisory**

[VMED011 - Certified Nursing Assistant \(CNA\) Training](#)

or Certified Nurse Assistant (CNA) Certification

**Advisory**

[VMED060 - Home Health Aide \(HHA\) Theory Training for Certified Nurse Assistants \(C.N.A\)](#)

**Transferable:**

Not transferable

**Specifications**

**Weekly Lecture Hours:**

1.33

**Learning Outcomes**

**Course Objectives:**

Recall the class requirements and policies

Describe and demonstrate the professional behaviors expected of a CNA / HHA

Identify the role and responsibilities of the Home Health Aide

Demonstrate the appropriate methods for Home Health Aides to help meet the medical and social needs of clients

Identify common diseases and disorders of the home care client, including their signs and symptoms

Demonstrate how to correctly perform personal care services

Recall critical steps to follow during emergencies in the home

Apply principles of rehabilitation to patient care at home

Recall the role of the HHA in the patient's nutrition

Explain the housekeeping responsibilities of the HHA

**SLO:**

Describe the purpose and goals of home health care.

Demonstrate how to correctly perform the duties of a home health aide.

**Units and Hours**

**Default Profile**

**Minimum Credit Units**

0.0

**Total Course In-Class (Contact) Hours**

24.0

**Total Student Learning Hours**

24.0

**Maximum Credit Units**

0.0

**Total Course Out-of-Class Hours**

0.0

**Faculty Load**

**Detail**

**Weekly Student Hours**

	<b>In Class</b>
Lecture Hours	1.33
Lab Hours	0.0
Activity Hours	0.0

**Course Student Hours**

Course Duration (Weeks)	0.0
Hours per unit/divisor	0.0
Course In-Class (Contact) Hours	0.0
Lecture	0.0
Lab	
Activity	
Total	
Course Out-of-Class Hours	
Lecture	
Lab	
Activity	
Total	

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## VMED070: Acute Care Theory for Nurse Assistants

With an emphasis on acute care theory, this course prepares the student to provide basic personal care to patients in the acute care setting. Students will learn to effectively communicate with peers, instructors, patients, families, and employees of the facility. This is the first course in a sequence of classes designed to encourage the mastery of tasks consistent with entry-level employment in the acute care setting. Open Entry/Open Exit.

### Overview

**Requisites:**

**Advisory**

[VMED011 - Certified Nursing Assistant \(CNA\) Training](#)

or Current and Active Certified Nursing Assistant License issued by the California Department of Public Health (CDPH)

**Transferable:**

Not transferable

### Specifications

**Weekly Lecture Hours:**

5.0

**Textbooks:**

- Workbook and Competency Evaluation Review for Mosby's Textbook for Nursing Assistants, 10th Edition by Sorrentino, Sheila A., April 9, 2020. ISBN: 0323672884
- Mosby's Textbook for Nursing Assistants, 10th Edition by Sorrentino, Sheila A., April 10, 2020. ISBN: 0323655610

### Learning Outcomes

**Course Objectives:**

- Recall class requirements and student expectations
- Identify the certification requirements to become an acute care technician
- Summarize the history of healthcare and career pathways
- List and describe the nursing assistant responsibilities in the acute care setting

- Recall the patient care skills performed by CNAs / HHAs
- Describe the nursing assistant role in the nursing process/care plan
- Identify and explain hospital code systems pertaining to safety issues
- Explain pre-operative care and special procedures for the post-operative patient
- Recognize how to prepare a person for admission, transfer, and discharge
- List and describe the rules of maintaining normal elimination
- Identify the signs and symptoms of illness
- Describe routine pediatric care
- List and describe the elements of unit specific care
- Create a personal career plan that includes a resume, portfolio, and job-specific application

**SLO:**

- Identify the roles and responsibilities of the acute care technician in the acute care facility
- Demonstrate effective communication and documentation skills in the acute care setting

**Units and Hours**

**Default Profile**

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	90.0	90.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	

**Detail**

<b>Weekly Student Hours</b>	<b>In Class</b>	<b>Course Student Hours</b>
		<b>Course Duration (Weeks)</b>
<b>Lecture Hours</b>	5.0	<b>Hours per unit/divisor</b>
<b>Lab Hours</b>	0.0	<b>Course In-Class (Contact) Hours</b>
<b>Activity Hours</b>	0.0	<b>Lecture</b> 0.0
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>
		<b>Course Out-of-Class Hours</b>
		<b>Lecture</b>
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>

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**VMED071:**  
**Acute Care Practice for Nurse Assistants**

With an emphasis on the clinical practice of acute care skills, this course is designed to train students for employment as nursing assistants in the acute care facility. Integrated throughout the course are essential employability skills for the healthcare industry. Content area skills focus on direct patient care of the acute and chronically ill patient. Safety practices in the acute care setting will be emphasized. Students will work with neonatal and postpartum care, elimination, surgery, and admissions, transfers, and discharges. Open Entry/Open Exit.

## Overview

### Requisites:

#### Advisory

[VMED011 - Certified Nursing Assistant \(CNA\) Training](#)

or Certified Nurse Assistant (CNA) License

#### AND

#### Advisory

[VMED070 - Acute Care Theory for Nurse Assistants](#)

### Transferable:

Not transferable

## Specifications

### Weekly Lecture Hours:

7.33

## Learning Outcomes

### Course Objectives:

Recall class requirements and student expectations

Identify the certification requirements to become an acute care technician

Complete hospital orientation materials

Summarize the history of healthcare and career pathways

Develop perspective of all aspects of the industry

Describe the impact of environmentally sound business practices

List and describe the nursing assistant responsibilities in the acute care setting

Recall state and federal laws pertaining to the acute care setting

Describe ethical behavior

Define appropriate scope of practice

Recall the patient care skills performed by CNAs / HHAs

Graph vital signs on flow sheets

Perform patient care skills

Describe death and dying

Explain Health Insurance Portability and Accountability Act (HIPAA) regulations

Describe the nursing assistant role in the nursing process/care plan

Demonstrate how to correctly complete patient charts

- Orally report procedures and observations
- Demonstrate procedures for answering the phone
- Identify and explain hospital code systems pertaining to safety issues
- Demonstrate ID band procedures
- Explain the purpose, complications and safety guidelines for restraints
- Explain hospital code systems
- Describe safety measures to be taken in a disaster and in a fire
- Identify and explain handling environmental hazards
- Discuss workplace violence and protection procedures
- Explain pre-operative care and special procedures for the post-operative patient
- Demonstrate routine pre-operative care
- Describe and assist in special procedures for the post-operative patient
- Demonstrate how to prepare a person for admission, transfer, and discharge
- List and describe the rules of maintaining normal elimination
- List observations to be reported about urine and bowel elimination problems
- Identify the different kinds of catheters and their care
- Describe methods of bladder and bowel training
- Explain the principles of growth and development
- Identify the signs and symptoms of illness
- Describe routine pediatric care appropriate for each age group
- Demonstrate common pediatric procedures
- Demonstrate correct procedures for unit specific care
- Create a personal career plan that includes a resume, portfolio, and job-specific application

**SLO:**

- Demonstrate safe and effective care of patients in an Acute Care setting.
- Demonstrate effective oral and written communication needed for employment in an Acute Care setting.

**Units and Hours**

**Default Profile**

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	132.0	132.0
 <b>Maximum Credit Units</b>	 <b>Total Course Out-of-Class Hours</b>	 <b>Faculty Load</b>
0.0	0.0	

**Detail**

**Weekly Student Hours**

	<b>In Class</b>
<b>Lecture Hours</b>	<b>7.33</b>
<b>Lab Hours</b>	<b>0.0</b>
<b>Activity Hours</b>	<b>0.0</b>

**Course Student Hours**

<b>Course Duration (Weeks)</b>	<b>10</b>
<b>Hours per unit/divisor</b>	<b>0.0</b>
<b>Course In-Class (Contact) Hours</b>	<b>0.0</b>
<b>Lecture</b>	<b>0.0</b>
<b>Lab</b>	
<b>Activity</b>	
<b>Total</b>	
<b>Course Out-of-Class Hours</b>	
<b>Lecture</b>	
<b>Lab</b>	
<b>Activity</b>	
<b>Total</b>	

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**VMED080:**

**Introduction to the Behavior Technician Program**

The behavior technician program prepares individuals for a certification exam and frontline work in the field of applied behavior analysis. This is an entry-level program designed to meet training national requirements for certification as a behavior technician. Courses will cover Autism Spectrum Disorder, basic principles of Applied Behavior Analysis (ABA), teaching methodologies based on ABA, prompting, generalization and maintenance, and data collection for skill acquisition. This is the first course in a two-course series. Students who successfully complete both courses in this series will learn the skills required to sit for any of the three nationally accredited behavior technician exams, such as Applied Behavior Analysis Technician (ABAT), Board Certified Autism Technician (BCAT), and Registered Behavior Technician (RBT).

**Overview**

**Requisites:**

None

**Transferable:**

Not transferable

**Specifications**

**Weekly Lecture Hours:**

1.33

**Learning Outcomes**

**Course Objectives:**

Recall the roles and responsibilities of a behavior technician

Demonstrate the steps of Natural Environment Teaching (NET)

Recall basic principles of Individuals with Disabilities Education Act (IDEA), Least Restrictive Environments (LRE), and Individualized Education Plans (IEPs)

Recall important facts related to Autism Spectrum Disorder

Recall important facts related to the treatment of Autism Spectrum Disorder (ASD)

Identify the parts of a 3-Term Contingency

Give examples and non-examples of Antecedents and Consequences

- Give examples and non-examples of Behaviors
- Identify positive and negative reinforcement when given scenarios
- Demonstrate four types of preference assessments
- Identify four schedules of reinforcement when given scenarios
- Demonstrate prompting and stimulus control transfer procedures
- Demonstrate the steps of Discrete Trial Teaching (DTT)
- Demonstrate a probe
- Demonstrate the steps of Natural Environment Teaching (NET)
- Identify types of generalization and maintenance when given scenarios
- Demonstrate the steps of shaping and chaining
- Name and define four verbal operants
- Recall the steps of Picture Exchange Communication System (PECS)
- Recall basic principles of Pivotal Response Training (PRT) and Treatment and Education of Autistic and Related Communication Handicapped Children (TEACCH)
- Name common visual supports and their uses
- Recall basic principles of Token Economies
- Demonstrate different data collection and graphing techniques for skill acquisition programs
- Recall common skill deficit domains
- Classify skills deficits by domain

**SLO:**

- Describe basic interventions used in Applied Behavior Analysis.
- Demonstrate how to correctly perform the duties of a behavior technician.

**Units and Hours**

**Default Profile**

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	24.0	24.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	0.0

**Detail**

**Weekly Student Hours**

	<b>In Class</b>
<b>Lecture Hours</b>	<b>1.33</b>
<b>Lab Hours</b>	<b>0.0</b>
<b>Activity Hours</b>	<b>0.0</b>

**Course Student Hours**

<b>Course Duration (Weeks)</b>	<b>10</b>
<b>Hours per unit/divisor</b>	<b>0.0</b>
<b>Course In-Class (Contact) Hours</b>	
<b>Lecture</b>	<b>0.0</b>
<b>Lab</b>	
<b>Activity</b>	
<b>Total</b>	
<b>Course Out-of-Class Hours</b>	
<b>Lecture</b>	
<b>Lab</b>	
<b>Activity</b>	
<b>Total</b>	

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## VMED081: Behavior Technician Certification Training

The behavior technician program prepares individuals for a certification exam and frontline work in the field of applied behavior analysis. This is an entry-level program designed to meet training national requirements for certification as a behavior technician. Classes in this course will cover defining behavior, Functional Behavior Assessment, Antecedent and Consequence Interventions, Measurement, Community and Social Skills, and Ethics and Professionalism. This is the second course in a two-course series. Students who successfully complete both courses in this series will learn the skills required to take any of the three nationally accredited behavior technician exams, such as Applied Behavior Analysis Technician (ABAT), Board Certified Autism Technician (BCAT), and Registered Behavior Technician (RBT).

### Overview

**Requisites:**

None

**Transferable:**

Not transferable

### Specifications

**Weekly Lecture Hours:**

1.33

### Learning Outcomes

**Course Objectives:**

- Define a Functional Behavior Assessment (FBA)
- Describe how a behavior technician assists with an FBA
- Demonstrate event recording
- Name the main functions of behavior
- Name the main components of a Behavior Intervention Plans (BIP)
- Describe the Behavior Cycle
- Demonstrate how to respond to each phase of the Behavior Cycle



- Define Antecedent Interventions
- Describe Visual Supports and how to use them
- Describe supports for transitions and how to use them
- Describe reinforcement systems
- Describe other antecedent interventions
- Define Positive Behavior Supports (PBS)
- Name the components of Positive Behavior Supports (PBS)
- Define consequence interventions
- Describe extinction procedures
- Describe punishment procedures
- Describe reinforcement procedures
- Demonstrate Continuous Measurement Procedures
- Demonstrate Discontinuous Measurement Procedures
- Develop a session structure plan
- Describe how person-centered planning is different from traditional systems
- Define an Essential Lifestyle Plan
- Describe the behavior technician role in stakeholder training
- Describe each ethical guideline
- Define the Health Insurance Portability and Accountability Act (HIPAA) and its key rules

**SLO:**

- Describe basic interventions used in Applied Behavior Analysis
- Demonstrate how to correctly perform the duties of a behavior technician

**Units and Hours**

**Default Profile**

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	24.0	24.0
 <b>Maximum Credit Units</b>	 <b>Total Course Out-of-Class Hours</b>	 <b>Faculty Load</b>
0.0	0.0	0.0

**Detail**

**Weekly Student Hours**

	In Class
Lecture Hours	1.33
Lab Hours	0.0
Activity Hours	0.0

**Course Student Hours**

Course Duration (Weeks)	Hours per unit divisor	Course In-Class (Contact) Hours
0.0		Lecture 0.0
		Lab
		Activity
		Total
		Course Out-of-Class Hours
		Lecture
		Lab
		Activity
		Total

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**VMED090:**

**Introduction to Medical Coding**

Introduces the student to concepts of medical coding that can be combined with medical billing by using coding knowledge and skills that align with the medical billing workflow. Topics covered are: Learning medical coding fundamentals using ICD-10-CM, CPT and HCPCS level II coding sets. Reporting diagnoses, provider services and procedures by abstracting coding information from medical records and learn legal, ethical and reimbursement issues as it relates to medical coding.

**Overview**

**Requisites:**

None

**Transferable:**

Not transferable

**Specifications**

**Weekly Lecture Hours:**

2.67

**Learning Outcomes**

**Course Objectives:**

- Recall the purposes of medical coding
- Distinguish between the various medical records
- Demonstrate the six coding steps
- Explain the Process of abstracting medical information
- Demonstrate how to code services, procedures, and use of modifiers
- Distinguish between inpatient and outpatient coding
- Define regulatory rules and guidelines
- Explain how coding differs in each specialty

- Define the coding requirements for immunizations, injections, and infusions
- Recall the different types of preventative screenings and exams
- Demonstrate how to code a diagnosis
- Define how to code services and procedures
- Identify E&M coding for outpatient and inpatient settings
- Differentiate between inpatient coding and outpatient coding
- Perform coding procedures for hospitals
- Differentiate between HCPCS coding and CPT level I coding
- Recall legal guidelines for coding
- Recall regulatory rules and guidelines
- Identify how coding differs in each specialty
- Identify codes needed for accidents and injuries
- Identify common diagnostics and treatments
- Define the different coding requirements for immunizations, injections, infusions
- Recall codes needed when different types of accidents or injuries occur
- Identify the different types of preventative screenings and exams

**SLO:**

- Identify various medical coding structures.
- Differentiate between the types of services, procedures, diagnoses and supplies.
- Apply industry standard guidelines for accurate and compliant coding.

**Units and Hours**

**Default Profile**

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	60.0	60.0
 <b>Maximum Credit Units</b>	 <b>Total Course Out-of-Class Hours</b>	 <b>Faculty Load</b>
0.0	0.0	0.0

**Detail**

**Weekly Student Hours**

	<b>In Class</b>
<b>Lecture Hours</b>	2.67
<b>Lab Hours</b>	0.0
<b>Activity Hours</b>	0.0

**Course Student Hours**

<b>Course Duration (Weeks)</b>	0.0
<b>Hours per unit/divisor</b>	0.0
<b>Course In-Class (Contact) Hours</b>	
Lecture	0.0
Lab	
Activity	
<b>Total</b>	
<b>Course Out-of-Class Hours</b>	
Lecture	
Lab	
Activity	
<b>Total</b>	

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**VMED091:  
 Introduction to Medical Billing**

Introduces students to concepts and skills needed for a successful career in medical office billing. Students will learn current procedural terminology, the general flow of information in a medical office, and the role of computers. Open Entry/Open Exit. Former Title: VBUS 080, Introduction to Medical Billing

**Overview**

**Requisites:**

None

**Transferable:**

Not transferable

**Specifications**

**Weekly Lecture Hours:**

3.33

**Learning Outcomes**

**Course Objectives:**

- Edit and delete charge transactions
- Identify the Basics of TotalMD Software
- Explain the Medical Billing Process
- Preview and print a variety of reports
- Learn about Scheduling in the Medical Office
- Preview/print schedules
- Demonstrate how to Work with Claims
- Create breaks
- Input Insurance, Account, and Condition Information
- Use patient aging report to identify past due patient accounts

Create collections reports, letters and collection tracer reports

Create claims

Edit patient information

Describe the role of a collection agency in obtaining payment on overdue accounts

Enter charges for procedures

Work with cases

Recognize the forms of Information Technology

Enter appointments

Apply TotalMD Software Skills to Medical Billing Scenarios

Record/apply payments received from insurance carriers

Search/find specific data

Reflect on Medical Billing Tasks Learned

Work with office hours

Use TotalMD Help

Change/delete appointments

Enter new patient information

Discuss what happens to uncollectible accounts in the medical practice

Discuss Collections in the Medical Office

Create a new case for a new patient

Select options available for different reports

Add attachments to electronic claims

Enter capitation payments

Explain the importance of a financial policy in a medical practice

Explain How Patient Information is Organized in TotalMD

Print walkout receipts

Record insurance adjustments

Record and apply payments received from patients

Post Insurance Payments and Create Patient Statements

Edit claims

Enter Charge Transactions and Patient Payments

Identify the laws that regulate collections from patients

Create, edit, and print statements

Identify how TotalMD data is organized and stored

Recall the importance of HIPAA in the Medical Office

Review claims for errors/omissions

Print Reports

Use the Menu bar and Toolbar to enter, edit, save, and delete data

Search for patient information

**SLO:**

Be familiar with the rules and guidelines of healthcare plans in order to submit proper documentation for appropriate reimbursement of services rendered.

Use a variety of medical software with a minimum of training.

**Units and Hours**

**Default Profile**

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	60.0	60.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	

**Detail**

<b>Weekly Student Hours</b>		<b>Course Student Hours</b>
	<b>In Class</b>	<b>Course Duration (Weeks)</b>
<b>Lecture Hours</b>	3.33	<b>Hours per unit/divisor</b>
<b>Lab Hours</b>	0.0	<b>Course In-Class (Contact) Hours</b>
<b>Activity Hours</b>	0.0	<b>Lecture</b> 0.0
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>
		<b>Course Out-of-Class Hours</b>
		<b>Lecture</b>
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>

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**VMED100:**

**Introduction to Lactation Educator Specialist**

The Lactation Educator Specialist Program prepares individuals interested in promoting health and wellness to become lactation educators. This is the first course in a two-course series that meets the standards of the Lactation Education Accreditation and Approval Committee (LEAARC). Courses will cover local and global public health considerations, basic breastfeeding management such as basic anatomy and physiology of lactation, positioning and latch, common breastfeeding challenges, and counseling skills. This is the first course in a two-course series.

**Overview**

**Requisites:**

None

**Transferable:**

Not transferable

**Specifications**

**Weekly Lecture Hours:**

1.39

**Learning Outcomes**

**Course Objectives:**

Recall the health benefits of breastfeeding for both mother and infant

Recall the benefits of breastfeeding to society

Identify why breastfeeding is a public health imperative

Recall the risks associated with of formula feeding

Identify common barriers to establishing breastfeeding and strategies to overcome common barriers

Demonstrate a thorough understanding of basic lactation management skills

Demonstrate counseling on proper positioning and latch techniques to improve comfort and milk transfer

Recall the importance of skin to skin Kangaroo Mother Care

Demonstrate key components of teaching hand expression

Recall the appropriate use of reverse pressure softening and breast massage techniques

Demonstrate the necessary counseling skills to provide sensitive and culturally appropriate care to lactating parents and family

Recall basic anatomy of the breast

Explain the physiology of lactation

Recall the composition of human milk

Describe the components of a healthy maternal diet

**SLO:**

Perform basic lactation management skills

Demonstrate counseling skills required of lactation educators

**Units and Hours**

**Default Profile**

**Minimum Credit Units**

0.0

**Total Course In-Class (Contact) Hours**

25.0

**Total Student Learning Hours**

25.0

**Maximum Credit Units**

0.0

**Total Course Out-of-Class Hours**

0.0

**Faculty Load**

1.39

**Detail**

**Weekly Student Hours**

	<b>In Class</b>
Lecture Hours	1.39
Lab Hours	0.0
Activity Hours	0.0

**Course Student Hours**

Course Duration (Weeks)	10
Hours per unit/divisor	0.0
Course In-Class (Contact) Hours	0.0
Lecture	0.0
Lab	
Activity	
Total	
Course Out-of-Class Hours	
Lecture	
Lab	
Activity	
Total	

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## VMED100: Lactation Educator Specialist I

The Lactation Educator Specialist Program prepares individuals interested in promoting health and wellness to become lactation educators. This is the first course in a two-course series that meets the standards of the Lactation Education Accreditation and Approval Committee (LEAARC). Courses will cover local and global public health considerations, basic breastfeeding management such as basic anatomy and physiology of lactation, positioning and latch, common breastfeeding challenges, and counseling skills. This is the first course in a two-course series. Former Title: VMED 100, Introduction to Lactation Educator Specialist (Summer 2024)

### Overview

**Requisites:**

None

**Transferable:**

Not transferable

### Specifications

**Weekly Lecture Hours:**

1.33

### Learning Outcomes

**Course Objectives:**

- Recall the health benefits of breastfeeding for both mother and infant
- Recall the benefits of breastfeeding to society
- Identify why breastfeeding is a public health imperative
- Recall the risks associated with of formula feeding
- Identify common barriers to establishing breastfeeding and strategies to overcome common barriers
- Demonstrate a thorough understanding of basic lactation management skills
- Demonstrate counseling on proper positioning and latch techniques to improve comfort and milk transfer
- Recall the importance of skin to skin Kangaroo Mother Care



- Demonstrate key components of teaching hand expression
- Recall the appropriate use of reverse pressure softening and breast massage techniques
- Demonstrate the necessary counseling skills to provide sensitive and culturally appropriate care to lactating parents and family
- Recall basic anatomy of the breast
- Explain the physiology of lactation
- Recall the composition of human milk
- Describe the components of a healthy maternal diet

**SLO:**

- Perform basic lactation management skills.
- Demonstrate counseling skills required of lactation educators.

**Units and Hours**

**Default Profile**

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	24.0	24.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	1.39

**Detail**

<b>Weekly Student Hours</b>	<b>In Class</b>	<b>Course Student Hours</b>
		<b>Course Duration (Weeks)</b>
<b>Lecture Hours</b>	1.33	<b>Hours per unit/divisor</b>
<b>Lab Hours</b>	0.0	<b>Course In-Class (Contact) Hours</b>
<b>Activity Hours</b>	0.0	Lecture 0.0
		Lab
		Activity
		Total
		<b>Course Out-of-Class Hours</b>
		Lecture
		Lab
		Activity
		Total

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**VMED101:  
Lactation Educator Specialist**

The Lactation Educator Specialist course prepares individuals interested in working to promote health and wellness for families to become lactation educators. This is the second course in a two-course series. An emphasis is placed on contraindications to breastfeeding, techniques to address complications that may occur, and basic lactation management.

**Overview**

**Requisites:****Advisory**

[VMED100 - Introduction to Lactation Educator Specialist](#)

**Transferable:**

Not transferable

**Specifications****Weekly Lecture Hours:**

1.39

**Learning Outcomes****Course Objectives:**

Recall the known contraindications to breastfeeding

Name two (2) evidence-based sources for information on drug interactions with breastfeeding

Demonstrate understanding of current guidelines and recommendations on medication, tobacco, drug and alcohol use among lactating individuals

Recall the basic structures of infant oral anatomy and the role they play in breastfeeding

Recall common causes of pain associated with breastfeeding

Demonstrate counseling techniques to address sore nipples

Demonstrate counseling techniques to relieve engorgement

Demonstrate counseling techniques to address plugged ducts

Demonstrate basic understanding of newborn behavior and development and how it relates to infant feeding

Identify the difference between formal and informal milk sharing

Demonstrate counseling techniques specific to adolescent parents

Recall the specific needs of premature infants in regards to infant feeding

Recall the physiologic process of milk synthesis and common barriers to milk production

Demonstrate understanding of milk expression routines

Demonstrate ability to develop individual breastfeeding management plans in multiple settings

Name three (3) alternative feeding devices

Recall the hierarchy of supplements when supplementation is required

Develop the necessary skills to educate pregnant and lactating persons about breastfeeding in both group and individual settings, including teaching a prenatal breastfeeding class

Recall the basic principles of the WHO International Code of Marketing of Breastmilk Substitutes

Recall infant feeding priorities in emergency/disaster situations

**SLO:**

Perform basic lactation management skills.

Recall the skills required of lactation educators.

**Units and Hours****Default Profile**

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	25.0	25.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	1.39

**Detail**

<b>Weekly Student Hours</b>		<b>Course Student Hours</b>
	<b>In Class</b>	<b>Course Duration (Weeks)</b>
<b>Lecture Hours</b>	1.39	Hours per unit/divisor
<b>Lab Hours</b>	0.0	<b>Course In-Class (Contact) Hours</b>
<b>Activity Hours</b>	0.0	Lecture 0.0
		Lab
		Activity
		Total
		<b>Course Out-of-Class Hours</b>
		Lecture
		Lab
		Activity
		Total

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**VMED101:**

**Lactation Educator Specialist II**

The Lactation Educator Specialist course prepares individuals interested in working to promote health and wellness for families to become lactation educators. This is the second course in a two-course series. An emphasis is placed on contraindications to breastfeeding, techniques to address complications that may occur, and basic lactation management. Former Title: VMED 101, Lactation Educator Specialist (Summer 2024)

**Overview**

**Requisites:**

**Advisory**

[VMED100 - Lactation Educator Specialist I](#)

**Transferable:**

Not transferable

**Specifications**

**Weekly Lecture Hours:**

1.33

**Learning Outcomes**

**Course Objectives:**

Recall the known contraindications to breastfeeding

Name two (2) evidence-based sources for information on drug interactions with breastfeeding

Demonstrate understanding of current guidelines and recommendations on medication, tobacco, drug and alcohol use among lactating individuals

- Recall the basic structures of infant oral anatomy and the role they play in breastfeeding
- Recall common causes of pain associated with breastfeeding
- Demonstrate counseling techniques to address sore nipples
- Demonstrate counseling techniques to relieve engorgement
- Demonstrate counseling techniques to address plugged ducts
- Demonstrate basic understanding of newborn behavior and development and how it relates to infant feeding
- Identify the difference between formal and informal milk sharing
- Demonstrate counseling techniques specific to adolescent parents
- Recall the specific needs of premature infants in regards to infant feeding
- Recall the physiologic process of milk synthesis and common barriers to milk production
- Demonstrate understanding of milk expression routines
- Demonstrate ability to develop individual breastfeeding management plans in multiple settings
- Name three (3) alternative feeding devices
- Recall the hierarchy of supplements when supplementation is required
- Develop the necessary skills to educate pregnant and lactating persons about breastfeeding in both group and individual settings, including teaching a prenatal breastfeeding class
- Recall the basic principles of the WHO International Code of Marketing of Breastmilk Substitutes
- Recall infant feeding priorities in emergency/disaster situations

**SLO:**

- Perform basic lactation management skills.
- Recall the skills required of lactation educators.

**Units and Hours**

**Default Profile**

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	24.0	24.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	1.39

**Detail**

**Weekly Student Hours**

	<b>In Class</b>
Lecture Hours	1.33
Lab Hours	0.0
Activity Hours	0.0

**Course Student Hours**

Course Duration (Weeks)	0.0
Hours per unit/divisor	0.0
Course In-Class (Contact) Hours	0.0
Lecture	0.0
Lab	
Activity	
Total	
Course Out-of-Class Hours	
Lecture	
Lab	
Activity	
Total	

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**VPS100:**

**Unarmed Public Safety and Security Officer I**

The Unarmed Public Safety and Security Officer program provides training to be licensed as an unarmed security guard in the State of California as well as comprehensive specialty training for handcuffing, chemical agents (pepper spray), and First Aid/CPR/AED training. This intense program consists of theory and lecture and extensive hands-on practical work to prepare the student for the Bureau of Security and Investigative Services (BSIS) exams and the job market. Students who successfully complete the program will be prepared for entry level employment as unarmed security guards, public safety officers, or loss prevention personnel.

**Overview**

**Requisites:**

None

**Transferable:**

Not transferable

**Fees:**

**\$Students will be responsible for paying for their license and certification fees** (Materials fee)

**Specifications**

**Weekly Lecture Hours:**

1.78

**Fees:**

**\$Students will be responsible for paying for their license and certification fees** (Materials fee)

**Learning Outcomes**

**Course Objectives:**

- Recall how to enter the security guard, public safety, and loss prevention professions in California
- Apply basic security skills and a common body of knowledge in the performance of security guard work
- Prepare for the Bureau of Security and Investigative Services exams leading to licensure as an unarmed private security guard in the State of California
- Complete the Bureau of Security and Investigative Services exams leading to licensure as an unarmed private security guard in the State of California

**SLO:**

Recall the principles of basic criminal law, professionalism, diversity, communication skills, and ethics for security officers, public safety officers, and loss prevention personnel

Recognize the leadership, professionalism, and ethics of the security guard occupation

Compose investigative/incident reports and memoranda of varying lengths

**Units and Hours**

**Default Profile**

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	32.0	32.0

<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	0.0

**Detail**

**Weekly Student Hours**

**Course Student Hours**

	<b>In Class</b>	<b>Course Duration (Weeks)</b>
<b>Lecture Hours</b>	1.78	<b>Hours per unit/divisor</b>
<b>Lab Hours</b>	0.0	<b>Course In-Class (Contact) Hours</b>
<b>Activity Hours</b>	0.0	<b>Lecture</b> 0.0
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>
		<b>Course Out-of-Class Hours</b>
		<b>Lecture</b>
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>

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**VRE102:**

**Real Estate Principles**

Provides basic information about real estate and prepares students for advanced study in specialized courses. Includes deeds, titles, agency, contracts, mathematics, finance, appraisal, escrow, leases. Required for the California real estate salesperson license.

**Overview**

**Requisites:**

None

**Transferable:**

Not transferable

**Specifications**

**Weekly Lecture Hours:**

3.0

**Textbooks:**

California Real Estate Principles by Charles O. Stapleton III and Martha R. Williams, JD, 11th Edition (\$60). ISBN: 9781475499261

**Learning Outcomes**

**Course Objectives:**

- Identify the importance of real estate
- Identify forms of ownership and methods of describing land
- Identify the different encumbrances and their effect on land value on use
- Describe the roles and responsibilities within an agency
- Describe the essentials of contracts
- Perform calculations used in real estate
- Describe the importance and techniques of lender participation in real estate transactions
- Describe the roles and responsibilities of lending institutions
- Identify the principles of determining or changing property values
- Describe approaches to estimating value and depreciation
- Describe the functions of escrow
- Identify the types of insurance policies and which items they cover
- Identify and describe the issues related to property management
- Identify the ordinances and regulations that apply to land use
- Identify the issues involving taxes and real estate
- Describe the steps involved in purchasing a home
- Describe the place in the market for mobile homes.
- Identify the roles and requirements of people working in real estate
- Identify and describe case studies in the current field of real estate

**SLO:**

Use critical thinking skills and college-level concepts to differentiate between real and personal property, determine the essentials of contracts, and perform the mathematics necessary for real estate functions.

Provide examples of how to estimate of property values, explain the function of escrow, compare and contrast the types of leases, and interpret zoning ordinances.

**Units and Hours**

**Default Profile**

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	54.0	54.0
 <b>Maximum Credit Units</b>	 <b>Total Course Out-of-Class Hours</b>	 <b>Faculty Load</b>
0.0	0.0	3.0

**Detail**

**Weekly Student Hours**

	<b>In Class</b>
Lecture Hours	3.0
Lab Hours	0.0
Activity Hours	0.0

**Course Student Hours**

Course Duration (Weeks)	10
Hours per unit/divisor	0.0
Course In-Class (Contact) Hours	0.0
Lecture	0.0
Lab	
Activity	
Total	
Course Out-of-Class Hours	
Lecture	
Lab	
Activity	
Total	

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**VRE103:**

**Legal Aspects of Real Estate**

California real estate law including contracts, ownership, estates, easements, landlord-tenant, trust deeds, liens, agency, security devices, and land use. Applies towards: (1) required course for the California real estate salesperson licensing and (2) California real estate broker's license requirements.

**Overview**

**Requisites:**

None

**Transferable:**

Not transferable

**Specifications**

**Weekly Lecture Hours:**

3.0

**Textbooks:**

California Real Estate Law by William H. Pivar and Robert J. Bruss, 10th Edition (\$60). ISBN: 9781475485363

**Learning Outcomes**

**Course Objectives:**

- Describe the sources of law and land titles
- Identify and describe the elements of a contract as pertains to real estate
- Describe the roles and responsibilities within an agency
- Identify the duties and liabilities of licensees to principals and third parties
- Identify and describe the issues and regulations regarding acquisition, conveyance and escrow
- Identify and describe the various ownership forms and their implications
- Identify and describe the legal aspects of various real estate agreements
- Describe the legal aspects of judgements as applied to real estate



Identify and describe the regulations involving land use

Describe issues and regulations involving adjoining owners

Describe issues and regulations involving the landlord-tenant relationship

**SLO:**

Explain the elements of a contract and determine the duties and liabilities, through role playing.

Execute proper real estate contracts following the California Department of Real Estate guidelines, with specific criteria provided.

**Units and Hours**

**Default Profile**

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	54.0	54.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	3.0

**Detail**

<b>Weekly Student Hours</b>		<b>Course Student Hours</b>
	<b>In Class</b>	<b>Course Duration (Weeks)</b>
<b>Lecture Hours</b>	3.0	<b>Hours per unit/divisor</b>
<b>Lab Hours</b>	0.0	<b>Course In-Class (Contact) Hours</b>
<b>Activity Hours</b>	0.0	<b>Lecture</b> 0.0
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>
		<b>Course Out-of-Class Hours</b>
		<b>Lecture</b>
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>

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**VRE105:**

**Real Estate Practice**

Operation of the real estate business and the role of the agent. Includes listing, prospecting, sales techniques, use of current real estate forms; financing, title insurance, escrow, and taxation. This course is required for the educational requirement for the California real estate salesperson license and may be applied toward the California real estate broker license requirements.

**Overview**

**Requisites:**

None

**Transferable:**

Not transferable

**Specifications**

**Weekly Lecture Hours:**

3.0

**Textbooks:**

California Real Estate Practice by William H. Pivar, Lowell Anderson, and Daniel S. Otto with Kartik Subramaniam, Contributing Editor, 11th Edition 2023 (\$55). ISBN: 9781078826389

**Learning Outcomes**

**Course Objectives:**

Identify and describe the regulations and relationships within the real estate industry

Explain the structure and requirements within a real estate office

Identify and describe the various aspects of listing and prospecting

Analyze and complete necessary forms and statements

Identify and describe good practices in selling and marketing

Identify the necessary steps in preparing an offer

Describe the procedures and legal aspects of financing real estate

Describe the legal and practical aspects of assessments and taxation

Accurately perform various real estate calculations

Identify the components of the seller's net sheet and the buyer's net sheet

Describe the legal and practical aspects of special types of sales

Identify and describe types of title insurance

Describe the procedures and legal aspects of escrow

**SLO:**

Explain and demonstrate the processes and procedures expected of a real estate salesperson.

Judge the validity of sales communications and how the buyer, seller and professional interact using actual case studies.

**Units and Hours**

**Default Profile**

**Minimum Credit Units**

0.0

**Total Course In-Class (Contact) Hours**

54.0

**Total Student Learning Hours**

54.0

**Maximum Credit Units**

0.0

**Total Course Out-of-Class Hours**

0.0

**Faculty Load**

3.0

**Detail**

**Weekly Student Hours**

	<b>In Class</b>
Lecture Hours	3.0
Lab Hours	0.0
Activity Hours	0.0

**Course Student Hours**

Course Duration (Weeks)	10
Hours per unit/divisor	0.0
Course In-Class (Contact) Hours	0.0
Lecture	0.0
Lab	
Activity	
Total	
Course Out-of-Class Hours	
Lecture	
Lab	
Activity	
Total	

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## VRE106: Real Estate Finance

Analysis of real estate financing. Covers the mortgage market, lenders, conventional and government-backed loans, processing and closing loans, foreclosures. Applies towards the partial fulfillment for the educational requirements for (1) California real estate salesperson license and (2) California real estate broker license.

### Overview

**Requisites:**

None

**Transferable:**

Not transferable

### Specifications

**Weekly Lecture Hours:**

3.0

**Textbooks:**

California Real Estate Finance by Minnie Lush, BA, GRI, ABR; David Sirota, PhD, 10th Edition (\$52). ISBN: 9781078807906

### Learning Outcomes

**Course Objectives:**

- Describe the importance of real estate finance and the various influences on real estate value
- Describe how the various institutional lenders, agencies, and regulations influence real estate
- Describe how non-institutional lenders influence real estate values
- Identify the advantages, disadvantages, and legal aspects of alternative mortgage instruments
- Identify the advantages, disadvantages, and legal aspects of different types of loans
- Explain the issues and impact of the secondary mortgage market
- Describe the valuation process and the various approaches

- Estimate income and expenses
- Identify and describe the aspects of qualifying a borrower
- Identify the procedures involved in processing, closing, and servicing real estate loans
- Describe various lending problems and their effect on real estate values
- Explain the nature and processes of construction loans
- Apply principles of financing mathematics
- Identify and describe alternative financing techniques
- Describe aspects of financing
- Estimate income, expenses, and cash flow

**SLO:**

Critique the influence banks, mortgage companies, and institutional lenders have on the real estate market using current materials from professional journals, business publications, and internet sources.

Provide a list of comprehensive strategies to a prospective buyer for financial options in the purchase of real property.

**Units and Hours**

**Default Profile**

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	54.0	54.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	3.0

**Detail**

<b>Weekly Student Hours</b>		<b>Course Student Hours</b>
	<b>In Class</b>	<b>Course Duration (Weeks)</b>
<b>Lecture Hours</b>	3.0	<b>Hours per unit/divisor</b>
<b>Lab Hours</b>	0.0	<b>Course In-Class (Contact) Hours</b>
<b>Activity Hours</b>	0.0	<b>Lecture</b> 0.0
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>
		<b>Course Out-of-Class Hours</b>
		<b>Lecture</b>
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>

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**VRE110:**

**Real Estate Economics**

Covers the factors influencing real estate values. Includes business cycles, regional and community growth, influences on real estate development. Applies towards the partial fulfillment for the educational requirements for (1) California real estate salesperson license and (2) California real estate broker license.

## Overview

### Requisites:

None

### Transferable:

Not transferable

## Specifications

### Weekly Lecture Hours:

3.0

### Textbooks:

California Real Estate Economics by Ignacio Gonzalez, Contributing Editor, 6th Edition (\$52). ISBN: 9781475499353

## Learning Outcomes

### Course Objectives:

Describe the interrelationship between economics and real estate

Identify examples and the impact of government intervention in the economy

Describe the Federal Reserve and its effect on real estate activity

Identify important economic features of real estate

Identify sources and procedures for analyzing real estate markets

Describe the factors and forces that affect growth and value

Describe the economics, trends, and impacts of property taxation on real estate development

Identify concerns about land-use controls

Describe the impact of construction activity

Describe the various required reports and their economic impact

Describe real estate investment principles

Describe how real estate economic factors affect investments

### SLO:

Identify the economic base for regional and community real estate economics to determine the real estate cycles and the impact on the community and the financial base.

Report on the impact of the economic structure using investment principles, and an income stream to determine viability of real property as an investment.

## Units and Hours

### Default Profile

Minimum Credit Units

0.0

Total Course In-Class (Contact)  
Hours

54.0

Total Student Learning Hours

54.0

<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	3.0

**Detail**

**Weekly Student Hours**

**Course Student Hours**

	<b>In Class</b>	<b>Course Duration (Weeks)</b>
<b>Lecture Hours</b>	3.0	<b>Hours per unit/divisor</b>
<b>Lab Hours</b>	0.0	<b>Course In-Class (Contact) Hours</b>
<b>Activity Hours</b>	0.0	<b>Lecture</b> 0.0
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>
		<b>Course Out-of-Class Hours</b>
		<b>Lecture</b>
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>

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**VRE112:**

**Real Property Management**

Principles and practices of managing residential, apartment, commercial, and income properties. Covers property management, leases and contracts, collections, rent schedules, tenant selection and supervision, and budgets. Applies towards the partial fulfillment for the educational requirements for (1) California real estate salesperson license and (2) California real estate broker license.

**Overview**

**Requisites:**

None

**Transferable:**

Not transferable

**Specifications**

**Weekly Lecture Hours:**

3.0

**Textbooks:**

Property Management by Robert C. Kyle with Marie S. Spodek, DREI, Contributing Editor, 11th edition (\$70). ISBN: 9781078811835

**Learning Outcomes**

**Course Objectives:**

- Describe the history and opportunities of the property management profession
- Describe how outside economic forces can affect a property manager
- Complete residential leases and credit applications
- Complete a management agreement
- Compute management fees

- Identify performance objectives
- Analyze case study data
- Apply information from regional and neighborhood analyses to a management plan
- Analyze alternatives
- Prepare an investment analysis
- Describe good practices for managing residential apartments
- Describe good practices for managing shopping centers
- Describe good practices for managing office buildings
- Describe good practices for managing condominiums
- Describe good practices in a variety of management situations
- Identify good practices for handling maintenance
- Describe the various administrative aspects of a property management office
- Describe how to apply landlord/tenant laws to various situations
- Describe good practices in dealing with human relationships in management situations

**SLO:**

- Complete various types of lease hold estates, types of leases, and the requirements of valid leases.
- Develop a lease agreement with management fees for residential and commercial properties.

**Units and Hours**

**Default Profile**

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	54.0	54.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	3.0

**Detail**

<b>Weekly Student Hours</b>	<b>In Class</b>	<b>Course Student Hours</b>
		<b>Course Duration (Weeks)</b>
<b>Lecture Hours</b>	3.0	<b>Hours per unit/divisor</b>
<b>Lab Hours</b>	0.0	<b>Course In-Class (Contact) Hours</b>
<b>Activity Hours</b>	0.0	Lecture 0.0
		Lab
		Activity
		Total
		<b>Course Out-of-Class Hours</b>
		Lecture
		Lab
		Activity
		Total

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## VRE151:

# Fundamentals of Escrow

This course covers the principles and current practices of the escrow process in California. Topics include terminology, documentation, escrow instructions, encumbrances, interest adjustments, reconveyance, mortgages, insurance, taxes, and fees, other processing details pertinent to the handling of an escrow from inception to closing including fiduciary and ethical responsibilities. This course is one of the elective courses for the real estate salesperson or broker license requirement as set forth by the California Bureau of Real Estate (BRE).

## Overview

### Requisites:

None

### Transferable:

Not transferable

## Specifications

### Weekly Lecture Hours:

3.0

### Textbooks:

California Real Estate Escrow and Title by George W. Lawrence, 2nd edition (\$52). ISBN: 9781475499377

## Learning Outcomes

### Course Objectives:

- Define and list the duties of an escrow holder
- Explain the confidential nature of an escrow holder
- Paraphrase the laws of an agency as applied to an escrow holder
- Describe the status of an escrow holder
- Completion of forms for opening escrow
- Preparation and explanation of escrow documents
- Define approximately 50 words or phrases used in the escrow business
- Examine and explain title reports
- Explain different ways to hold title to real property
- Differentiate between title and possession
- Summarize the role of the title company
- Identify and explain different types of escrow
- Discuss and explain escrow to a diverse clientele and colleagues
- Identify and explain legally required opening documents
- List the requisites of a valid escrow
- Outline their timeline to process an escrow
- Compute proration and fees



Describe the escrow closing procedure

**SLO:**

Identify various deeds and explain the fees on a seller's settlement statement.

Explain the fees on a buyer's settlement statement and describe the tax consequences in a 1031 tax deferred exchange.

**Units and Hours**

**Default Profile**

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	54.0	54.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	3.0

**Detail**

<b>Weekly Student Hours</b>		<b>Course Student Hours</b>
	<b>In Class</b>	<b>Course Duration (Weeks)</b>
<b>Lecture Hours</b>	3.0	<b>Hours per unit/divisor</b>
<b>Lab Hours</b>	0.0	<b>Course In-Class (Contact) Hours</b>
<b>Activity Hours</b>	0.0	<b>Lecture</b> 0.0
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>
		<b>Course Out-of-Class Hours</b>
		<b>Lecture</b>
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>

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**VRE153:  
 Real Estate License Preparation**

Real estate licensure preparation. Fundamental information regarding the practice of real estate with an emphasis on real estate law, principles, practice, and other topics covered in the state licensure examination. An important preparation for those intending to take the California real estate salesperson's or broker's license examination.

**Overview**

**Requisites:**

**Prerequisite**

[VRE102 - Real Estate Principles](#)

**AND**

**Prerequisite**

[VRE105 - Real Estate Practice](#)

**Transferable:**

Not transferable

**Specifications**

**Weekly Lecture Hours:**

3.0

**Textbooks:**

California Real Estate Broker Exam Prep OR California Real Estate Salesperson Exam Prep by Henderson, John, 26th edition (2022) \$39. ISBN: 97809888799097

**Learning Outcomes**

**Course Objectives:**

Solve problems that require distinguishing between real and personal property.

Solve problems that require understanding the process of transfer of title by sale, gift, inheritance.

Solve problems that require understanding of concepts and terminology related to land descriptions, encumbrances, easements, liens, various types of leases, and other industry-related language.

Solve problems that require knowledge of contracts and agreements used in real estate.

Solve problems that require knowledge of the procedures of escrow.

Solve problems that require knowledge of appraisal concepts and procedures.

Solve problems that require knowledge of the agency, dual agency, subagency.

Complete mock licensure examinations with a score of 70% or better.

Solve problems that require understanding of real estate finance, notes and mortgages.

**SLO:**

Analyze the different types of questions CalDRE uses on the state licensing exams.

Pass a comprehensive exam that is based on the state licensing exam.

**Units and Hours**

**Default Profile**

Minimum Credit Units

0.0

Total Course In-Class (Contact) Hours

54.0

Total Student Learning Hours

54.0

Maximum Credit Units

0.0

Total Course Out-of-Class Hours

0.0

Faculty Load

3.0

**Detail**

**Weekly Student Hours**

	<b>In Class</b>
Lecture Hours	3.0
Lab Hours	0.0
Activity Hours	0.0

**Course Student Hours**

Course Duration (Weeks)	1.0
Hours per unit/divisor	0.0
Course In-Class (Contact) Hours	0.0
Lecture	0.0
Lab	
Activity	
Total	
Course Out-of-Class Hours	
Lecture	
Lab	
Activity	
Total	

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[Print Course Info](#)

## VRE160: Real Estate Employability Skills

Students will enhance basic employability skills, workplace skills, interpersonal skills, communication skills, and leadership skills.

### Overview

**Requisites:**

None

**Transferable:**

Not transferable

### Specifications

**Weekly Lecture Hours:**

1.0

### Learning Outcomes

**Course Objectives:**

Employ complex communication skills that increase productivity.

Collaborate, in person and virtually, to complete tasks.

Integrate expertise in technical knowledge and skills with thinking and reasoning strategies to create, innovate, and devise solutions.

Behave in a professional manner appropriate to organizational expectations.

Exercise initiative and self-direction.

Interact effectively with people of different cultures, generations, and other diverse backgrounds and characteristics to develop organizational mission, goals, and objectives.

Evaluate varying organizational cultures and their effects on personal success.

Observe laws, rules, and ethical practices.

**SLO:**

Apply effective and workplace-appropriate interpersonal skills and identify strategies to employ when working with peers and superiors.

Identify which professional strengths and skills they have and give evidence and examples of these.

Relate their soft skills/competencies to what employers look for in employee recruitment and selection processes.

Employ strategies and resources for continually enhancing and developing their skills and experience.

## Units and Hours

### Default Profile

Minimum Credit Units	Total Course In-Class (Contact) Hours	Total Student Learning Hours
0.0	18.0	18.0
Maximum Credit Units	Total Course Out-of-Class Hours	Faculty Load
0.0	0.0	1.0

### Detail

Weekly Student Hours	In Class	Course Student Hours
		Course Duration (Weeks)
Lecture Hours	1.0	Hours per unit/divisor
Lab Hours	0.0	Course In-Class (Contact) Hours
Activity Hours	0.0	Lecture 0.0
		Lab
		Activity
		Total
		Course Out-of-Class Hours
		Lecture
		Lab
		Activity
		Total

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[Print Course Info](#)

## VWHS010: Warehouse Worker

Provides instruction, demonstration and discussion of topics that are critical for the entry level warehouse worker. Open Entry/Open Exit.

### Overview

#### Requisites:

None

#### Transferable:

Not transferable

### Specifications

#### Weekly Lecture Hours:

40.0

### Learning Outcomes

#### Course Objectives:

- Describe warehouse functions and modern trends.
- Obtain specific information from graphs, charts, and spreadsheets.
- Demonstrate knowledge of basic MS computer skills.
- Practice basic communication skills utilizing computers and telephones.
- Explore different employment positions in a warehouse.
- Read and understand basic documents and forms.
- Explain flow of materials in the chain of supply.
- Explain Occupational Safety and Health Administration's (OSHA) requirements for operating mobile power equipment.
- Review a brief history of warehousing.
- Identify fire regulations and fire safety as well as regulations for storage and shipping of dangerous materials.
- Demonstrate proper site maintenance.
- Identify tools and equipment used in a warehouse.
- Keep accurate inventory records.
- Explain power and manual lifting equipment.
- Describe proper lifting procedures and back care.
- Identify methods of storing, loading, bracing, padding and strapping materials.
- Demonstrate knowledge of receiving, storing, order picking, packing and shipping of materials.
- Control and track materials and information.
- Demonstrate proper use and maintenance of equipment.

**SLO:**

- Demonstrate understanding of warehouse operations.
- Demonstrate good workplace skills by following directions and performing work that meets quality control standards.

**Units and Hours**

**Default Profile**

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	40.0	40.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	

**Detail**

**Weekly Student Hours**

	<b>In Class</b>
Lecture Hours	40.0
Lab Hours	0.0
Activity Hours	0.0

**Course Student Hours**

Course Duration (Weeks)	0.0
Hours per unit/divisor	0.0
Course In-Class (Contact) Hours	0.0
Lecture	0.0
Lab	
Activity	
Total	
Course Out-of-Class Hours	
Lecture	
Lab	
Activity	
Total	

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## Vocational ESL, COM

Certificate of Competency

**Control Number:**

24198

**Curriculum Id:**

OEC.VOCESL.COM

The Certificate of Competency in Vocational ESL develops the English language and workplace skills of limited-English speaking students.

### Program Courses & Requirements

**Certificate Requirements: 192 - 432 hours (credits are in hours) (Total 192 - 432)**

**Complete the following number of credits: 192-432**

ESL510 - English for Work 1 96 - 216

ESL520 - English for Work 2 96 - 216

### Learning Outcomes

Demonstrate essential workplace communication skills.

[Print Course Info](#)

## WATR048:

### Wastewater Operator Exam Review

This course provides a comprehensive review of topics from multiple courses in the Water Utility Science program in order to prepare students for the California State Water Resources Control Board, Wastewater Treatment Operator examinations.

### Requisites

**Advisory**

[WATR081 - Wastewater Treatment](#)

### Transferability

**Not transferable**

## Units & Hours

### Minimum Units:

0.5

### Maximum Units

0.5

### Total Hours

9.0

[Print Course Info](#)

## WATR054:

### Advanced Treatment Exam Preparation

This course provides a comprehensive review of topics from multiple courses in the Water Utility Science program in order to prepare students for the California State Water Resources Control Board, Water Treatment Operator T3 and T4 examinations.

## Requisites

None

## Transferability

**Not transferable**

## Units & Hours

### Minimum Units:

0.5

### Maximum Units

0.5

### Total Hours

9.0

[Print Course Info](#)

## WATR056:

### Treatment Exam Preparation

This course provides a comprehensive review of topics from multiple courses in the Water Utility Science program in order to prepare students for the California State Water Resources Control Board, Water Treatment Operator T1 and T2 examinations.

## Requisites

None

## Transferability

**Not transferable**

## Units & Hours

### Minimum Units:

0.5

### Maximum Units

0.5

### Total Hours

9.0

[Print Course Info](#)

## WATR057:

### Water Distribution Test Preparation

This course provides a comprehensive review of topics from multiple courses in the Water Utility Science program in order to prepare students for the California State Water Resources Control Board, Water Distribution Operator D1 and D2 examinations.

## Requisites

None

## Transferability

**Not transferable**

## Units & Hours

### Minimum Units:

0.5

### Maximum Units

0.5

### Total Hours

9.0

[Print Course Info](#)

## WATR091:

### Cross Connection Control Specialist

Introduction and methodology of establishing a cross connection control program. Includes local, state and federal regulations. Prepares students for American Water Works Association Cross Connection Control Specialist examination.

## Requisites

None

## Transferability

**Not transferable**



## Units & Hours

### Minimum Units:

3.0

### Maximum Units

3.0

### Total Hours

54.0

[Print Course Info](#)

## WATR136:

### Introduction to Water Science

An overview of Water Science topics including water sources and supply, water quality and regulations, water transmission and distribution, and treatment of water and wastewater. Discussions will include applicable science and math principles, current events, and Water careers. Optional field trips may be offered. Former Title: WATR020 Introduction to Water Science (Fall 2023)

### Requisites

None

### Transferability

Transferable to CSU only

## Units & Hours

### Minimum Units:

3.0

### Maximum Units

3.0

### Total Hours

54.0

[Print Course Info](#)

## WATR137:

### Water Mathematics and Hydraulics

Practical application of mathematics to perform unit conversions and to calculate areas, volumes, flow rates, pressures, velocities, chemical dosages, and related hydraulic calculations used in water system operations. Former Title: WATR 050 Water Mathematics and Hydraulics (Fall 2023)

### Requisites

None

### Transferability

Transferable to CSU only

## Units & Hours

### Minimum Units:

3.0

### Maximum Units

3.0

### Total Hours

54.0

[Print Course Info](#)

## WATR138:

### Water Conservation Practitioner

Theoretical and practical training in applied water use efficiency. Includes residential, commercial, and landscape customers, water uses, budgets, demand management, water audits, best management practices, rate structures, program design and management. Preparation for American Water Works Association (AWWA) Grade 1 and 2 Water Conservation Practitioner certification. Optional field trips may be offered. Former Title: WATR 052, Water Conservation Practitioner (Fall 2023)

### Requisites

None

### Transferability

Transferable to CSU only

## Units & Hours

### Minimum Units:

3.0

### Maximum Units

3.0

### Total Hours

54.0

[Print Course Info](#)

## WATR139:

### Water Reclamation and Reuse

Fundamentals of reclaimed water, includes case studies and history of reclaimed water development. Planning, design and construction of reclaimed distribution systems. Problems regarding marketing, legislation and regulations for reclaimed water. Includes microbiology and health/safety issues. Optional field trips may be offered. Former Title: WATR 085, Water Reclamation and Reuse (Fall 2023)

### Requisites

None

## Transferability

Transferable to CSU only

## Units & Hours

### Minimum Units:

3.0

### Maximum Units

3.0

## Total Hours

54.0

[Print Course Info](#)

## WATR140:

# Water Utility Maintenance and Construction

Overview of procedures, equipment, tools, and terminology used in water utility maintenance and construction. Topics include related math calculations and atlas map reading. This course is intended for individuals with minimal field experience who are seeking a career in the Water Industry. Field trips may be required. Former Title: WATR 060 Water Utility Maintenance and Construction (Fall 2023)

## Requisites

None

## Transferability

Transferable to CSU only

## Units & Hours

### Minimum Units:

3.0

### Maximum Units

3.0

## Total Hours

54.0

[Print Course Info](#)

## WATR141:

# Water Distribution

Presents basic concepts of drinking water distribution, including water sources, water quality, and distribution system components. Water mathematics topics addressed include volume, flow rate, velocity, and chemical feeding calculations. Assists in the preparation for the California State Water Resources Control Board level D1 and D2 Water Distribution Operator certification exams. Optional field trips may be offered. Former Title: WATR 061, Water Distribution (Fall 2023)

## Requisites

### Prerequisite

[WATR137 - Water Mathematics and Hydraulics](#)

or current certification by the California State Water Resources Control Board as a Water Treatment, Water Distribution, or Wastewater Operator

## Transferability

**Transferable to CSU only**

## Units & Hours

### Minimum Units:

3.0

### Maximum Units

3.0

## Total Hours

54.0

[Print Course Info](#)

## WATR143:

# Electrical Wiring and Controls for Operators

Theoretical and practical skills needed to perform preventive maintenance and minor repair of basic electrical wiring and control systems used in water and wastewater facilities. Optional field trips may be offered. Former Title: WATR 063, Electrical Wiring and Controls for Operators (Fall 2023)

## Requisites

None

## Transferability

**Transferable to CSU only**

## Units & Hours

### Minimum Units:

3.0

### Maximum Units

3.0

## Total Hours

54.0

[Print Course Info](#)

## WATR144:

# Pumps and Pumping

Basic pump theory, operation, and repair. Assists operators and technicians in the design, selection, installation and maintenance of various dynamic and positive displacement pumps. Topics include pumps and pump components, hydraulics, and pumping system efficiencies. Optional field trips may be offered. Former title: WATR 064, Pumps and Pumping (Fall 2023)

### Requisites

None

### Transferability

Transferable to CSU only

### Units & Hours

#### Minimum Units:

3.0

#### Maximum Units

3.0

#### Total Hours

54.0

[Print Course Info](#)

## WATR145:

### Backflow Prevention Devices

Theory, testing, and maintenance of backflow prevention devices in water systems. Prepares the journeyman plumber, plant maintenance operator, and water utility operator to become a certified tester in Orange County. Also prepares the student for the American Water Works Backflow Prevention certification exam. Former Title: WATR065 Backflow Prevention Devices (Fall 2023)

### Requisites

None

### Transferability

Transferable to CSU only

### Units & Hours

#### Minimum Units:

3.0

#### Maximum Units

3.0

#### Total Hours

72.0

[Print Course Info](#)

## WATR146:

# Water Treatment Fundamentals

Presents the basic operating principles and techniques of the conventional surface water treatment process of coagulation, flocculation, sedimentation, and filtration, plus those of common disinfection processes. Assists in preparation for Grade T1 and T2 Water Treatment Operator certification examination given by the California State Water Resources Control Board, Division of Drinking Water Programs. Optional field trips may be offered. Former Title: WATR 071, Water Treatment Fundamentals (Fall 2023)

## Requisites

### Prerequisite

[WATR137 - Water Mathematics and Hydraulics](#)

or possession of current certification by the State Water Resources Control Board as a Water Treatment, Water Distribution, or Wastewater Treatment Operator.

## Transferability

**Transferable to CSU only**

## Units & Hours

### Minimum Units:

3.0

### Maximum Units

3.0

## Total Hours

54.0

[Print Course Info](#)

## WATR148:

# Water Quality

Examines basic principles of chemistry and microbiology and applies them to drinking water quality and related state and federal regulations. Optional field trips may be offered. Former Title: WATR 073 Water Quality (Fall 2023)

## Requisites

None

## Transferability

**Transferable to CSU only**

## Units & Hours

### Minimum Units:

3.0

### Maximum Units

3.0

## Total Hours

54.0

[Print Course Info](#)

### WATR149:

## Water Quality Laboratory Analysis

This course will present the theory and science behind common analytical methods used in drinking water and wastewater laboratories. Pertinent principles of chemistry and biology will be explored in lecture, and actual procedures will be demonstrated and conducted in the laboratory. No previous study in laboratory sciences is required. Field trips may be required. Former Title: WATR 074 Water Quality Laboratory Analysis (Fall 2023)

## Requisites

None

## Transferability

**Transferable to CSU only**

## Units & Hours

### Minimum Units:

3.0

### Maximum Units

3.0

## Total Hours

72.0

[Print Course Info](#)

### WATR150:

## Introduction to Wastewater Treatment

This course provides an overview of the basic principles of wastewater treatment, including wastewater characteristics, collection systems, preliminary, primary, secondary, and tertiary treatment, wastewater recycling, and residual handling. It is intended both for students preparing to become certified wastewater treatment operators and students interested in discovering how the environmental impacts of human activities are minimized through modern wastewater treatment technologies. Field trips may be required. Former Title: WATR 080 Introduction to Wastewater Treatment (Fall 2023)

## Requisites

None

## Transferability

**Transferable to CSU only**

## Units & Hours

### Minimum Units:

3.0

## Maximum Units

3.0

## Total Hours

54.0

[Print Course Info](#)

## WATR151:

### Wastewater Treatment

Presents the basic operating principles and techniques of conventional wastewater treatment, including preliminary, primary, and secondary treatment processes, as well as wastewater quality assessment, wastewater collection, and wastewater disposal. Successful completion provides students with 48 Certification for Wastewater Professionals (CWEA) contact hours and 8 State Water Resources Control Board (SWRCB) educational points. Prepares students for SWRCB Wastewater Treatment Plant Operator exam—Grades 1 and 2. Optional field trips may be offered. Former Title: WATR 081 Wastewater Treatment (Fall 2023)

## Requisites

### Prerequisite

[WATR137 - Water Mathematics and Hydraulics](#)

or possession of valid certification from the State Water Resources Control Board as a Water Treatment, Water Distribution, or Wastewater Treatment Operator

## Transferability

### Transferable to CSU only

## Units & Hours

### Minimum Units:

3.0

### Maximum Units

3.0

## Total Hours

54.0

[Print Course Info](#)

## WATR153:

### Collection Systems

Sewer construction, inspection and testing, cleaning methods, safety, elementary hydraulics, pipeline repair, equipment maintenance, communications, and record keeping. Successful completion provides students with 48 CWEA contact hours and 4 SWRCB educational points. Preparation for CWEA Wastewater Collection System exam all Grades. Optional field trips may be offered. Former Title: WATR 083 Collection Systems (Fall 2023)

## Requisites

None

## Transferability



## Transferable to CSU only

### Units & Hours

#### Minimum Units:

3.0

#### Maximum Units

3.0

### Total Hours

54.0

[Print Course Info](#)

## WATR155:

### California Water Resources

A detailed examination of the supply and demand of water in California. Topics addressed include California's geography and climate, State history and the effects of population growth, water rights, water quality, water uses, the hydrologic cycle, groundwater, and surface water resources. Also addressed are the major water projects in the State and the government agencies responsible for these projects, including projects and agencies that provide water to Orange County. Optional field trips may be required. Former Title: WATR 107 California Water Resources (Fall 2023)

### Requisites

None

### Transferability

## Transferable to both UC and CSU

### Units & Hours

#### Minimum Units:

3.0

#### Maximum Units

3.0

### Total Hours

54.0

[Print Course Info](#)

## WATR156:

### Water Utility Management

This course explores various supervision and management issues of particular relevance to the Water Utility Industry, including water quality regulations, other water industry regulations, employee safety programs, facilities security, emergency response, governing body interactions, and public relations. Field trips may be required. Former Title: WATR 092 Water Utility Management (Fall 2023)

### Requisites

**Advisory**

[BUS222 - Business Writing](#)

Previous or concurrent enrollment

**Transferability**

**Transferable to CSU only**

**Units & Hours****Minimum Units:**

3.0

**Maximum Units**

3.0

**Total Hours**

54.0

[Print Course Info](#)

**WATR199:****Work Experience Education**

This course is designed for students majoring in Water Utility Science. Students must be enrolled in a minimum of six Water and Wastewater Technology Program units. Job site experience will train the student in additional job skills to enhance academic learning from the classroom to the workplace. Students can earn 0.5-4 units, where 54 work hours equals one unit of course credit. Units may be awarded in increments of 0.5 units. Per Title 5, student repetition is allowed. Students may earn a maximum of 14 units of credit for work experience education by repeating the course up to three times. It may be either paid or unpaid. Open Entry/Open Exit

**Requisites****Prerequisite**

Successful completion of 6 units in the Water and Wastewater Technology Program

**Transferability**

**Transferable to CSU only**

**Units & Hours****Minimum Units:**

4.0

**Maximum Units**

4.0

**Total Hours**

216.0

[Print Course Info](#)

**WATR242:****Advanced Water Distribution**

Presents advanced concepts of drinking water distribution, including water quality regulations, distribution system components, maps and records, and supervisory and management topics. Advanced water mathematics topics addressed include applied systems and pump hydraulics. Assists in the preparation for the California State Water Resources Control Board level D2, D3, and D4 Water Distribution Operator certification exams. Optional field trips may be offered. Former Title: WATR 062, Advanced Water Distribution (Fall 2023)

## Requisites

### Prerequisite

[WATR141 - Water Distribution](#)

## Transferability

Transferable to CSU only

## Units & Hours

### Minimum Units:

3.0

### Maximum Units

3.0

## Total Hours

54.0

[Print Course Info](#)

## WATR247:

# Advanced Water Treatment

Examines advanced topics in conventional drinking water treatment processes and disinfection, as well as non-conventional treatment processes. Assists in preparation for Grade T2 and T3 Water Treatment Operator certification examination given by the California State Water Resources Control Board, Division of Drinking Water Programs. Optional field trips may be offered. Former Title: WATR 072, Advanced Water Treatment (Fall 2023)

## Requisites

### Prerequisite

[WATR146 - Water Treatment Fundamentals](#)

## Transferability

Transferable to CSU only

## Units & Hours

### Minimum Units:

3.0

### Maximum Units

3.0

## Total Hours

54.0

[Print Course Info](#)

### WATR252:

## Advanced Wastewater Treatment

Presents advanced operating principles and techniques of conventional wastewater treatment. Also presents operating principles and techniques of advanced processes including activated sludge, disinfection, tertiary treatment and sludge handling. Successful completion provides student with 48 Certification for Wastewater Professionals (CWEA) contact hours and 8 State Water Resources Control Board (SWRCB) educational points. Prepares student for SWRCB Wastewater Treatment Plant Operator exam-Grades 1 through 5. Optional field trips may be offered. Former Title: WATR 082, Advanced Wastewater Treatment (Fall 2023)

## Requisites

### Prerequisite

[WATR151 - Wastewater Treatment](#)

## Transferability

Transferable to CSU only

## Units & Hours

### Minimum Units:

3.0

### Maximum Units

3.0

## Total Hours

54.0

[Print Course Info](#)

### WATR254:

## Advanced Water Treatment Operations

The advanced water treatment operations course presents the basic operating principles of advanced treatment processes used for potable water reuse. Processes such as membranes, ozone, biological activated carbon or biofiltration, and advanced oxidation are evaluated and discussed. Assists in preparation for the Advanced Water Treatment Operator (AWTO) certification examination given by the American Water Works Association (AWWA) and the California Water Environment Association (CWEA). Optional field trips may be offered.

## Requisites

### Prerequisite

Any one of the following will satisfy the prerequisite for WATR254: 1) Proof of a passing grade for the SWRCB T2 Water Treatment certification exam 2) Possession of a valid SWRCB T2 (or Higher) Water Treatment certification 3) Proof of a passing grade for the SWRCB Grade 2 Wastewater Treatment certification exam 4) Possession of a valid SWRCB Grade 2 (or higher) Wastewater Treatment certification

## Transferability

## Transferable to CSU only

### Units & Hours

#### Minimum Units:

3.0

#### Maximum Units

3.0

#### Total Hours

54.0

[Print Course Info](#)

### WKPR001:

## Transition to Higher Learning

This course is designed to prepare students for the college experience by equipping them with problem-solving, communication, and goal setting skills. The students will also be exposed to the expectations of noncredit classes, certification options, and campus resources. Field trips may be required. Open Entry/Open Exit.

### Overview

#### Requisites:

None

#### Transferable:

Not transferable

### Specifications

#### Weekly Lecture Hours:

1.77

### Learning Outcomes

#### Course Objectives:

- Understand the importance of self-advocacy in higher learning
- Demonstrate the ability to make decision and take initiative to solve problems
- Recognize and understand legal rights and responsibilities
- Develop communication skills and critical thinking
- Demonstrate the ability to make decisions about educational opportunities
- Understand and show self-advocacy
- Recognize different career tracks choice available through each certificate program
- Understand vocabulary
- Understand and complete intake form
- Choose a certificate program based on individual strengths and interests
- Demonstrate the ability to identify on-campus and off-campus resources

- Understand related vocabulary
- Develop communication skills
- Demonstrate the ability to explain the registration process to another student
- Recognize and understand legal rights as an adult in higher learning
- Demonstrate the ability to ask for help when needed
- Identify individuals to develop a network that will be a part of the entire higher learning process

**SLO:**

- Demonstrate an understanding of the importance of punctuality in a college setting.
- Understand the college admission process and how to complete a college application.

**Units and Hours**

**Default Profile**

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	32.0	32.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	

**Detail**

<b>Weekly Student Hours</b>		<b>Course Student Hours</b>
	<b>In Class</b>	<b>Course Duration (Weeks)</b>
<b>Lecture Hours</b>	1.77	<b>Hours per unit/divisor</b>
<b>Lab Hours</b>	0.0	<b>Course In-Class (Contact) Hours</b>
<b>Activity Hours</b>	0.0	<b>Lecture</b> 0.0
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>
		<b>Course Out-of-Class Hours</b>
		<b>Lecture</b>
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>

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**WKPR002:**

**Self-Advocacy**

Students will identify their strengths and weaknesses. Students will define realistic goals, objectives and the skills needed to reach goals. Student will learn how to communicate in a respectful and responsible way, learn rights and employment laws that pertain to people with disabilities and identify advocacy groups. Open Entry/Open Exit.

**Overview**

**Requisites:**

None

**Transferable:**

Not transferable

**Specifications**

**Weekly Lecture Hours:**

3.333

**Learning Outcomes**

**Course Objectives:**

Demonstrate an understanding of vocabulary

Make decisions and set goals about employment, housing, transportation, money, relationships and health

Demonstrate self-determination to reach goals

Demonstrate communication skills and critical thinking

Demonstrate understanding about one's abilities and disabilities

Recognize and identify wants and needs

Demonstrate how to take action

Develop strengths and identify weaknesses

Understand and identify hidden and visible disabilities

Demonstrate one's capability to others

Develop plan for changing weaknesses

Recognize importance of a support team

Develop a small support team

Identify and develop a positive path

Identify manageable steps to short and long-term goals

**SLO:**

Demonstrate the ability to speak for themselves in order to meet needs.

Demonstrate the ability to work more effectively with others.

**Units and Hours**

**Default Profile**

**Minimum Credit Units**

0.0

**Total Course In-Class (Contact) Hours**

60.0

**Total Student Learning Hours**

60.0

**Maximum Credit Units**

0.0

**Total Course Out-of-Class Hours**

0.0

**Faculty Load**

**Detail**

**Weekly Student Hours**

	<b>In Class</b>
<b>Lecture Hours</b>	3.333
<b>Lab Hours</b>	0.0
<b>Activity Hours</b>	0.0

**Course Student Hours**

<b>Course Duration (Weeks)</b>	10
<b>Hours per unit/divisor</b>	0.0
<b>Course In-Class (Contact) Hours</b>	
Lecture	0.0
Lab	
Activity	
<b>Total</b>	
<b>Course Out-of-Class Hours</b>	
Lecture	
Lab	
Activity	
<b>Total</b>	

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## **WKPR003: Getting Around Town**

A class designed for students to enhance independence by introduction to safe practices and knowledge about using public transportation. Open Entry/Open Exit.

### **Overview**

**Requisites:**

None

**Transferable:**

Not transferable

### **Specifications**

**Weekly Lecture Hours:**

3.333

### **Learning Outcomes**

**Course Objectives:**

Identify three ways to use public transportation

Identify fixed bus routes

Demonstrate how to use Uber, Lyft, or a taxi

Demonstrate how to use the Metro

Demonstrate appropriate behavior at the stops

Recognize, understand and demonstrate paying for public transportation: Money, payment online, or bus card ready

Demonstrate where to sit for safety reasons

Demonstrate appropriate behavior during transportation

Understand and demonstrate how to plan one way trips

Understand and demonstrate transferring to a second bus



- Recognize alternate plans due to construction or missed bus
- Demonstrate how to plan a round trip
- Demonstrate efficient time management when planning trips
- Understand safety and security procedures
- Recognize stranger danger
- Recognize the importance of emergency information

**SLO:**  
 Demonstrate the ability to exhibit appropriate behaviors at the bus stop while waiting for and taking public and private transportation.  
 Demonstrate the ability to plan trips using print and online information for public and private transportation.

## Units and Hours

### Default Profile

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	60.0	60.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	

### Detail

Weekly Student Hours	In Class	Course Student Hours
		<b>Course Duration (Weeks)</b>
<b>Lecture Hours</b>	3.333	<b>Hours per unit/divisor</b>
<b>Lab Hours</b>	0.0	<b>Course In-Class (Contact) Hours</b>
<b>Activity Hours</b>	0.0	Lecture 0.0
		Lab
		Activity
		Total
		<b>Course Out-of-Class Hours</b>
		Lecture
		Lab
		Activity
		Total

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## WKPR004:

# Choosing the Right Employment Path

This course is intended to assist students in establishing clear and realistic occupational goals. Students will assess their interests and abilities in order to establish attainable objectives to achieve their goal. Student will explore resources for employment in their chose occupational field. Open Entry/Open Exit.

### Overview

### Requisites:

None

**Transferable:**

Not transferable

**Specifications****Weekly Lecture Hours:**

3.333

**Learning Outcomes****Course Objectives:**

Defining goals and objectives

Choosing realistic goals that fit abilities and interests

Setting attainable objectives by creating steps to a goal

Choosing an occupational goal based on interests and ability

Identifying occupational interests related to personal values and interests

Complete an online Interest inventory

Complete online assessments to determine strengths and areas of improvement

Setting objectives to attain the individual student's occupational goal

Identify soft skills to work on

Identifying skills necessary to attain the student's goal and objectives

Identifying resources for acquiring necessary skills

Locate trade schools and colleges that provide educational support in chosen profession

Locate local volunteering opportunities to gain work experience

Setting objectives for promotion and pay increase

Identifying skills necessary for attaining promotion and/or pay increase

Identifying other resources for attaining necessary skills

Identify in-house training opportunities for promotion

Practice finding the right job using Indeed and Linkden

Determine the wage associated with specific jobs

Understand different types of shifts

Understand part-time versus full-time employment

Identify different types of working environment

Identify different types of working conditions

Practice applying for jobs online

Practice making cold calls

Create an email to friends and family asking for help to find a job

Locate and attend a job fair

Understand how vocational agencies for support individuals with disabilities

Determine appropriate job-seeking behavior and attitudes

Identify appropriate interview attire

Determine proper grooming standards

Practice appropriate communication skills for successful job placement

**SLO:**

Identify one obtainable occupational goal and set manageable mini-goals to reach it.

Demonstrate the ability to use two job-seeking resources to find three potential jobs in their chosen occupational field.

**Units and Hours**

**Default Profile**

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	60.0	60.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	

**Detail**

<b>Weekly Student Hours</b>		<b>Course Student Hours</b>
	<b>In Class</b>	<b>Course Duration (Weeks)</b>
<b>Lecture Hours</b>	3.333	<b>Hours per unit/divisor</b>
<b>Lab Hours</b>	0.0	<b>Course In-Class (Contact) Hours</b>
<b>Activity Hours</b>	0.0	<b>Lecture</b> 0.0
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>
		<b>Course Out-of-Class Hours</b>
		<b>Lecture</b>
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>

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**WKPR005:**

**Safety on the Job**

This course is designed to introduce students to personal safety awareness. Student will be presented with proactive steps to take to avoid dangerous situations in the community, on the job, and at home. Students will be presented with basic techniques for self-defense and first aid. Open Entry/Open Exit.

**Overview**

**Requisites:**

None

**Transferable:**

Not transferable

## Specifications

### Weekly Lecture Hours:

3.333

## Learning Outcomes

### Course Objectives:

Understand specific safety-related vocabulary

Identify possibilities of what can create a dangerous situations

Identify what an accident is verses what an intentional decision would be in creating a unsafe situation

Understanding why up to date identification is important

Create a list of emergency phone numbers

Identifying situations that require 911

Demonstrating when and how to call 911

Demonstrate how to alert authorities about a disability

Demonstrate how to avoid dangerous situations

Demonstrate being aware of your surroundings

Demonstrate how to protect your possessions to help stop unsafe situations

Demonstrate how to handle and carry money in a discreet manner

Identify potential dangerous areas in the workplace

Demonstrate how to protect self from assault and/or robbery

Demonstrate how to report a crime

Demonstrate giving necessary information to police, paramedics, and others

Identify characteristics of an employee who may be under the influence

Identify burns and demonstrate how to immediately treat a burn before help arrives

Demonstrate how to treat cuts and abrasions before help arrives

Identify poisonous work materials that require safety masks and goggles

### SLO:

Demonstrate the ability to recognize 90% of situations presented that might present harm in the community, on the job, and at home.

Demonstrate the ability to call for help and conduct very basic first aid.

## Units and Hours

### Default Profile

Minimum Credit Units

0.0

Total Course In-Class (Contact) Hours

60.0

Total Student Learning Hours

60.0

Maximum Credit Units

0.0

Total Course Out-of-Class Hours

0.0

Faculty Load

**Detail**

**Weekly Student Hours**

	<b>In Class</b>
<b>Lecture Hours</b>	3.333
<b>Lab Hours</b>	0.0
<b>Activity Hours</b>	0.0

**Course Student Hours**

<b>Course Duration (Weeks)</b>	10
<b>Hours per unit/divisor</b>	0.0
<b>Course In-Class (Contact) Hours</b>	
Lecture	0.0
Lab	
Activity	
<b>Total</b>	
<b>Course Out-of-Class Hours</b>	
Lecture	
Lab	
Activity	
<b>Total</b>	

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**WKPR006:**

**Communication Skills for Successful Employment**

This course is designed to help students improve communication skills related to employment. Open Entry/Open Exit.

**Overview**

**Requisites:**

None

**Transferable:**

Not transferable

**Specifications**

**Weekly Lecture Hours:**

3.333

**Learning Outcomes**

**Course Objectives:**

Apply for a job

Contact employers

Fill out the application

Identify and develop general knowledge of social attitudes

Identify and develop cultural knowledge

Identify the differences between the resume and interview

Identify questions commonly asked at an interview

Complete video mock interview

Develop an action plan for after the interview

- Demonstrate how to make a good impression
- Recognize and understand how to use an employer's time fairly
- Understand the do's and don'ts on the job
- Anticipate first day questions
- Recognize and demonstrate what employers like in an employee
- Understand what employers should provide an employee
- Understand the necessary skills to keep the job
- Demonstrate how to get along with co-workers
- Recognize, understand, and demonstrate what people like in other people
- Demonstrate how to avoid problems with other people
- Learn to compromise
- Develop and demonstrate an assertive attitude
- Evaluate themselves
- Recognize strengths
- Recognize, understand, and demonstrate how to overcome/accommodate barriers
- Develop appropriate career goals

**SLO:**

- Demonstrate communication strategies that create good first impressions.
- Demonstrate basic job interview skills.

**Units and Hours**

**Default Profile**

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	60.0	60.0
 <b>Maximum Credit Units</b>	 <b>Total Course Out-of-Class Hours</b>	 <b>Faculty Load</b>
0.0	0.0	

**Detail**

**Weekly Student Hours**

	<b>In Class</b>
<b>Lecture Hours</b>	3.333
<b>Lab Hours</b>	0.0
<b>Activity Hours</b>	0.0

**Course Student Hours**

<b>Course Duration (Weeks)</b>	0.0
<b>Hours per unit/divisor</b>	0.0
<b>Course In-Class (Contact) Hours</b>	
Lecture	0.0
Lab	
Activity	
<b>Total</b>	
<b>Course Out-of-Class Hours</b>	
Lecture	
Lab	
Activity	
<b>Total</b>	

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**WKPR007:**  
**Social Skills and Necessary Etiquette**

This course is designed to introduce students with an overview of appropriate social skills at school, work, and in the community. Various areas of social skill challenges and coping strategies will be taught and explored through examples in their own lives and through instructional materials. Open Entry/Open Exit.

**Overview**

**Requisites:**

None

**Transferable:**

Not transferable

**Specifications**

**Weekly Lecture Hours:**

3.33

**Learning Outcomes**

**Course Objectives:**

Recognizing feelings of happiness, joy, pleasure, calmness, fear, anger, sadness, hurt, disappointment, anxiety, frustration, etc..

Recognize, understand, and demonstrate how to cope with feelings

Demonstrate the ability to express feelings

Recognize, understand, and demonstrate self-talk: positive and negative

Demonstrate self-control

Develop calming techniques and stress reduction techniques

Discuss and demonstrate techniques for discussing problems and issues

Identify Conflict and demonstrate problem solving

Demonstrate being assertive

Recognize, understand, and demonstrate how to cope with challenging people, behaviors, and situations

Identify and demonstrate basic social skills at school, work, and in the community by showing respect for others, having a good attitude, and using good manners.

Develop active listening skills

Recognize and demonstrate different body language cues

Develop personal boundaries

Develop and demonstration conversational skills

Develop techniques to respond to success and accomplishment

Develop techniques to respond to failure, mistakes, and embarrassment

**SLO:**

Define and demonstrate three examples of each basic social skill: Respect, positive attitude, polite manners, and good conversation skills.

Recognize own feelings and identify three ways to cope with difficult feelings, including calming and stress reduction skills

**Units and Hours**

**Default Profile**

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	60.0	60.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	

**Detail**

<b>Weekly Student Hours</b>	<b>In Class</b>	<b>Course Student Hours</b>
		<b>Course Duration (Weeks)</b>
<b>Lecture Hours</b>	3.33	<b>Hours per unit/divisor</b>
<b>Lab Hours</b>	0.0	<b>Course In-Class (Contact) Hours</b>
<b>Activity Hours</b>	0.0	<b>Lecture</b> 0.0
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>
		<b>Course Out-of-Class Hours</b>
		<b>Lecture</b>
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>

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**WKPR008:**

**Building Critical Thinking Skills**

This course is intended to prepare students to develop acquiring or improving critical thinking skills necessary to function independently in a variety of activities, situation, and environments for successful employment. Emphasis on problems solving and decision-making through understanding and evaluation situations, utilizing knowledge of cause and effect relationships, exploring options and planning and implementing strategies. Open Entry/Open



Exit.

## Overview

### Requisites:

None

### Transferable:

Not transferable

## Specifications

### Weekly Lecture Hours:

3.333

## Learning Outcomes

### Course Objectives:

Recognize a negative situation and/or problem

Demonstrate the ability to gather all pertinent information

Understand how to analyze information

Develop appropriate response

Formulate plans

Determine sequential steps

Predict possible consequences

Implement a plan

Evaluate outcome

Re-evaluate plan

Substitute different facts to see if the outcomes would be the same

Use situations in the media to apply the strategy used to see the outcome

Develop deeper knowledge of situations

### SLO:

Demonstrate understanding of the cause and effect of their actions.

Demonstrate the appropriate steps in setting goals.

## Units and Hours

### Default Profile

Minimum Credit Units

0.0

Total Course In-Class (Contact) Hours

60.0

Total Student Learning Hours

60.0

Maximum Credit Units

0.0

Total Course Out-of-Class Hours

0.0

Faculty Load

### Detail

**Weekly Student Hours**

	<b>In Class</b>
<b>Lecture Hours</b>	<b>3.333</b>
<b>Lab Hours</b>	<b>0.0</b>
<b>Activity Hours</b>	<b>0.0</b>

**Course Student Hours**

<b>Course Duration (Weeks)</b>	<b>0.0</b>
<b>Hours per unit/divisor</b>	<b>0.0</b>
<b>Course In-Class (Contact) Hours</b>	
Lecture	0.0
Lab	
Activity	
<b>Total</b>	
<b>Course Out-of-Class Hours</b>	
Lecture	
Lab	
Activity	
<b>Total</b>	

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## **WKPR009: Beginning Computers**

Provides students with introductory instruction in keyboarding by touch and develop for basic computer applications such as, but not limited to, Windows, word processing, data entry, PowerPoint, email, and Internet navigation.

### **Overview**

**Requisites:**

None

**Transferable:**

Not transferable

### **Specifications**

**Weekly Lecture Hours:**

3.33

### **Learning Outcomes**

**Course Objectives:**

Explain Student Learning Outcomes, Attendance Requirements, and Grading Criteria

Explain and Show Equipment That Will Be Used

Demonstrate Booting Sequence

Understand Desktop Screen Components

Demonstrate Basic Shortcuts, Menus, an Commands

Understand and Demonstrate Navigating within Windows

Identify and Demonstrate Letters, Numbers, and Symbols by Sight

Identify and Demonstrate Letters, Number, and Symbols by Touch

Develop Keyboard Speed and Accuracy

Demonstrate Creating, Selecting, and Opening a Folder

Demonstrate Creating, Editing, Saving, and Printing a Document

Demonstrate Naming, Renaming, Moving, and Searching for Documents

Understand, Identify, and Demonstrate Use of Inbox, Drafts, Spam, and Trash

Demonstrate the Use of Tabs, Backward and Forward Buttons

Create a Contact List

Demonstrate Acceptable Email Etiquette

Demonstrate How to Compose a Message with Attachments

Create a PowerPoint Presentation

Demonstrate How to Choose a Slide Layout, Inserting Content, Using Different Backgrounds, and Slide Transitions With and Without Animation Sound

**SLO:**

Demonstrate basic touch-typing proficiency.

Demonstrate basic MS Windows OS navigation.

**Units and Hours**

**Default Profile**

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	60.0	60.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	0.0

**Detail**

<b>Weekly Student Hours</b>		<b>Course Student Hours</b>
	<b>In Class</b>	<b>Course Duration (Weeks)</b>
<b>Lecture Hours</b>	3.33	<b>Hours per unit/divisor</b>
<b>Lab Hours</b>	0.0	<b>Course In-Class (Contact) Hours</b>
<b>Activity Hours</b>	0.0	<b>Lecture</b> 0.0
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>
		<b>Course Out-of-Class Hours</b>
		<b>Lecture</b>
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>

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**WKPR010:**

**Customer Service for the Medical Field**

This course is intended to prepare students in acquiring or improving critical thinking, communication skills, and basic clerical skills necessary to work independently in a variety of hospital departments. Open Entry/Open Exit.

## Overview

### Requisites:

None

### Transferable:

Not transferable

## Specifications

### Weekly Lecture Hours:

3.333

## Learning Outcomes

### Course Objectives:

Explain the student guide and SLOs

Identify and discuss the types and responsibilities of hospital departments

Develop active listening skills

Develop assertive communication skills

Recognize and demonstrate different body language cues

Develop and demonstrate conversational skills

Maintain positive behaviors, attitudes, and relationships using expressive language

Recognize both positive and negative situations and/or problems

Recognize verbal and non-verbal communication cues

Gather pertinent information connected to issue

Formulate a plan of action

Demonstrate the skills needed to implement a plan of action

Evaluate outcomes

Demonstrate the ability to

File alphabetically, numerically, or other

Collate and assemble packets

Maintain personnel files

Conduct data entry

Cross-reference and verify hard copy documents with data base and server files

Distribute inter-office letter mail

Stock and organize office supplies

Complete an inventory of office supplies

Maintain a clean office area

Run errands

Maintain order sheet

Demonstrate the ability to

Use a scanner

Use a copy machine

Use a fax machine

**SLO:**

Demonstrate proper communication techniques with staff, patients, and visitors.

Demonstrate knowledge of providing basic clerical support.

**Units and Hours**

**Default Profile**

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	60.0	60.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	

**Detail**

<b>Weekly Student Hours</b>		<b>Course Student Hours</b>
	<b>In Class</b>	<b>Course Duration (Weeks)</b>
<b>Lecture Hours</b>	3.333	<b>Hours per unit/divisor</b>
<b>Lab Hours</b>	0.0	<b>Course In-Class (Contact) Hours</b>
<b>Activity Hours</b>	0.0	<b>Lecture</b> 0.0
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>
		<b>Course Out-of-Class Hours</b>
		<b>Lecture</b>
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>

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**WKPR011:**  
**Introduction to Handling Money**

This course is designed to introduce the skills necessary for accurate money exchanges. Students will learn how to count money, give correct amounts of money for purchases, and make change. Open Entry/Open Exit.

**Overview**

**Requisites:**

None

**Transferable:**

Not transferable

## Specifications

### Weekly Lecture Hours:

3.333

## Learning Outcomes

### Course Objectives:

Review the syllabus

Explain the student learning outcomes

Explain overview of projects

Demonstrate basic addition and subtraction skills

Demonstrate place value

Demonstrate rounding

Demonstrate single digit and multiple digit addition and subtraction skills

Compute word problems using real-life examples

Utilize a calculator for calculating numbers with decimals

Demonstrate adding and subtracting decimals

Solve problems using rounding techniques

Identify coins and value recognition

Add and subtract coins and bills

Identify bills and value recognition

Demonstrate money skills

Count money amounts

Make change with and without a calculator

### SLO:

Increase proficiency in basic mathematical computations.

Demonstrate making correct change.

## Units and Hours

### Default Profile

Minimum Credit Units

0.0

Total Course In-Class (Contact) Hours

60.0

Total Student Learning Hours

60.0

Maximum Credit Units

0.0

Total Course Out-of-Class Hours

0.0

Faculty Load

### Detail

**Weekly Student Hours**

	<b>In Class</b>
<b>Lecture Hours</b>	<b>3.333</b>
<b>Lab Hours</b>	<b>0.0</b>
<b>Activity Hours</b>	<b>0.0</b>

**Course Student Hours**

<b>Course Duration (Weeks)</b>	<b>10</b>
<b>Hours per unit/divisor</b>	<b>0.0</b>
<b>Course In-Class (Contact) Hours</b>	
Lecture	0.0
Lab	
Activity	
<b>Total</b>	
<b>Course Out-of-Class Hours</b>	
Lecture	
Lab	
Activity	
<b>Total</b>	

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## **WKPR012: Applying Reading Skills on the Job**

This course is designed to increase reading comprehension skills necessary for successful employment. Open Entry/Open Exit.

### **Overview**

**Requisites:**

None

**Transferable:**

Not transferable

### **Specifications**

**Weekly Lecture Hours:**

3.33

### **Learning Outcomes**

**Course Objectives:**

Review the syllabus

Explain the student learning outcomes

Identify projects

Demonstrate skimming strategies such as preview, overview, and review

Demonstrate scanning strategies such as finding the answer to a question, seeking an appropriate quotation reference or statement, and locating names in a dictionary or words in a dictionary

Use and define new vocabulary that is used in the workplace

Identify main ideas and details such as who, what, when, where, why, and how

Demonstrate how to summarize text

Demonstrate how to make educated guesses (inferences)

Demonstrate how to predict conclusions

Identify context cues

Explain comparisons by discriminating between fact and opinion, identifying tone, and recognizing and demonstrating using figurative language

Paraphrase instructions

Demonstrate following directions by identifying cause and effect relationships when read incorrectly

Demonstrate how to answer questions

Develop strategies to assist in situations that require reading

**SLO:**

Identify basic elements such as theme, purpose, and anticipate outcomes.

Demonstrate the ability to read and comprehend instructions, directions, labels, and other written information found in the workplace.

**Units and Hours**

**Default Profile**

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	60.0	60.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	

**Detail**

<b>Weekly Student Hours</b>		<b>Course Student Hours</b>
	<b>In Class</b>	<b>Course Duration (Weeks)</b>
<b>Lecture Hours</b>	3.33	<b>Hours per unit/divisor</b>
<b>Lab Hours</b>	0.0	<b>Course In-Class (Contact) Hours</b>
<b>Activity Hours</b>	0.0	<b>Lecture</b> 0.0
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>
		<b>Course Out-of-Class Hours</b>
		<b>Lecture</b>
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>

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**WKPR013:**

**Applying Writing Skills on the Job**

This course is designed to assist students with the writing process and includes activities to improve written composition skills. Open Entry/Open Exit.

**Overview**

**Requisites:**

None

**Transferable:**



Not transferable

## Specifications

### Weekly Lecture Hours:

3.33

## Learning Outcomes

### Course Objectives:

Outline the syllabus

Discuss the student learning outcomes

Identify the projects

Develop accuracy in decoding words

Develop basic survival vocabulary

Develop specific work-related vocabulary related to work

Review and illustrate knowledge of spelling, punctuation, quotation, and capitalization

Distinguish between the different parts of speech

Recognize and apply different parts of a sentence

Use proper punctuation at the end of a sentence

Identify sentence fragments

Identify run-on sentences

Demonstrate knowledge of prewriting strategies

Demonstrate writing a memo, phone message, email, notes, or a full-page ad

Identify written errors

Proofread aloud

Edit through peer reading

Read backwards

Rest and re-read

### SLO:

Use appropriate word choice and punctuation in well-written sentences.

Demonstrate proficiency in work-related written communication.

## Units and Hours

### Default Profile

Minimum Credit Units

0.0

Total Course In-Class (Contact)  
Hours

60.0

Total Student Learning Hours

60.0

Maximum Credit Units

0.0

Total Course Out-of-Class Hours

0.0

Faculty Load

### Detail

**Weekly Student Hours**

	<b>In Class</b>
<b>Lecture Hours</b>	3.33
<b>Lab Hours</b>	0.0
<b>Activity Hours</b>	0.0

**Course Student Hours**

<b>Course Duration (Weeks)</b>	10
<b>Hours per unit/divisor</b>	0.0
<b>Course In-Class (Contact) Hours</b>	
Lecture	0.0
Lab	
Activity	
<b>Total</b>	
<b>Course Out-of-Class Hours</b>	
Lecture	
Lab	
Activity	
<b>Total</b>	

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**WKPR014:**  
**Basic Finances in the Workforce**

This is an introductory course to teach students how to manage and maintain a budget for payroll services.Open Entry/Open Exit.

**Overview**

**Requisites:**

None

**Transferable:**

Not transferable

**Specifications**

**Weekly Lecture Hours:**

1.78

**Learning Outcomes**

**Course Objectives:**

- Describe the certificate requirements
- Describe the difference between part-time and full-time employment
- Describe the difference between seasonal and temporary employment
- Give examples of different types of shifts
- Identify minimum wage
- Describe competitive wages
- Explain what depends on experience (DOE) means
- Recognize taxes on a paycheck stub
- Define Federal taxes
- Define State taxes

- Summarize Social security tax
- Summarize Medicare tax
- Describe the difference between gross and net income
- Provide an example of a minimum wage paycheck per week
- Provide an example of a part-time schedule at 20 hours per week
- Provide an example of a full-time schedule at 40 hours per week
- Provide an example of a competitive wage paycheck working 20 hours a week
- Provide an example of a competitive wage paycheck working 40 hours a week
- Provide an example of a minimum wage paycheck working 20 hours a week
- Provide an example of a minimum wage paycheck working 40 hours per week
- Identify three different methods of payment when receiving a paycheck
- Demonstrate balancing a checking account

**SLO:**

- Demonstrate an understanding of how to read a paycheck stub.
- Demonstrate balancing an account.

**Units and Hours**

**Default Profile**

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	32.0	32.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	

**Detail**

<b>Weekly Student Hours</b>	<b>In Class</b>	<b>Course Student Hours</b>
		<b>Course Duration (Weeks)</b>
<b>Lecture Hours</b>	1.78	<b>Hours per unit/divisor</b>
<b>Lab Hours</b>	0.0	<b>Course In-Class (Contact) Hours</b>
<b>Activity Hours</b>	0.0	Lecture 0.0
		Lab
		Activity
		Total
		<b>Course Out-of-Class Hours</b>
		Lecture
		Lab
		Activity
		Total

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**WKPR015:**

# Public Communications

This course is designed to teach students public speaking skills through the use of demonstrative, informative, and persuasive speeches. Open Entry/Open Exit.

## Overview

### Requisites:

None

### Transferable:

Not transferable

## Specifications

### Weekly Lecture Hours:

1.778

## Learning Outcomes

### Course Objectives:

Describe the certification requirements

Define and explain a demonstrative speech

View a demonstrative speech

Identify a demonstrative speech

Demonstrate a demonstrative speech for a minimum of two minutes

How to do something or how something works

Use visual aids such as charts, graphs, maps, or pictures

Define and explain an informative speech

View an informative speech

Identify an informative speech

Demonstrate an informative speech for a minimum of two minutes

Explain a subject, person, or place to the audience

Using descriptions, demonstrations, vivid detail, and definitions

Define and explain a persuasive speech

View a persuasive speech

Identify a persuasive speech

Demonstrate a persuasive speech for a minimum of two minutes

Convince the audience to accept their point of view on a topic of their choice

Use visual aids such as charts, graphs, maps, or pictures

### SLO:

Describe the differences between a demonstrative, informative, and persuasive speech.

Demonstrate two of the three types of speeches listed in outcome one.

## Units and Hours

### Default Profile

Minimum Credit Units	Total Course In-Class (Contact) Hours	Total Student Learning Hours
0.0	32.0	32.0
Maximum Credit Units	Total Course Out-of-Class Hours	Faculty Load
0.0	0.0	

### Detail

Weekly Student Hours	In Class	Course Student Hours
		Course Duration (Weeks)
Lecture Hours	1.778	Hours per unit/divisor
Lab Hours	0.0	Course In-Class (Contact) Hours
Activity Hours	0.0	Lecture 0.0
		Lab
		Activity
		Total
		Course Out-of-Class Hours
		Lecture
		Lab
		Activity
		Total

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## WKPR016:

# Long Term Competitive Employment Training

This course is designed to provide students with critical thinking, decision-making, and problem-solving skills necessary for long-term competitive employment opportunities. Open Entry/Open Exit.

## Overview

### Requisites:

None

### Transferable:

Not transferable

## Specifications

### Weekly Lecture Hours:

10.0

## Learning Outcomes

### Course Objectives:

Describe the certification requirements

Describe pre-screening requirements

Explain personal and professional rights.

Describe the importance positive attitudes, and beliefs.

Demonstrate the importance of positive emotional and mental health for successful employment

Demonstrate basic technology skills

Use electronic devices in the workplace

Create a professional resume

Demonstrate verbal and non-verbal communication skills necessary during teamwork

Demonstrate skills to maintain a safe working environment

Demonstrate positive work ethic skills during teamwork

Demonstrate appropriate workplace behavior

**SLO:**

Create a professional resume.

Demonstrate adaptability during teamwork.

**Units and Hours**

**Default Profile**

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	180.0	180.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	

**Detail**

<b>Weekly Student Hours</b>		<b>Course Student Hours</b>
	<b>In Class</b>	<b>Course Duration (Weeks)</b>
<b>Lecture Hours</b>	10.0	<b>Hours per unit/divisor</b>
<b>Lab Hours</b>	0.0	<b>Course In-Class (Contact) Hours</b>
<b>Activity Hours</b>	0.0	<b>Lecture</b> 0.0
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>
		<b>Course Out-of-Class Hours</b>
		<b>Lecture</b>
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>

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**WKPR017:**

**Applying Math Skills on the Job**

This course is designed to increase students' mathematical reasoning skills necessary for successful employment.

## Overview

### Requisites:

None

### Transferable:

Not transferable

## Specifications

### Weekly Lecture Hours:

3.33

## Learning Outcomes

### Course Objectives:

Recognize addition and equal symbols

Distinguish words that signify addition

Develop skip counting

Develop memorization of doubles

Demonstrate understanding of addition using manipulatives

Discuss and solve word problems

Recognize the subtraction symbol

Distinguish words that signify multiplication

Develop counting back

Understand breaking numbers apart

Demonstrate understanding of subtraction using manipulatives

Recognize multiplication symbols

Distinguish words that signify multiplication

Develop the zero property

Develop the identity property

Demonstrate the use of a multiplication chart

Develop memorization of multiplication table

Demonstrate understanding of multiplication using manipulatives

Recognize division symbols

Distinguish words that signify division

Demonstrate dividing numbers one to ten

Demonstrate understanding of division using manipulatives

Recognize basic measurement symbols

Distinguish words that signify measurement

Demonstrate basic measures by measuring objects and recording information

Demonstrate understanding of units of time

**SLO:**

Identify symbols used for addition, subtraction, multiplication, division, and customary measurement.

Identify words that signify addition, subtraction, multiplication, division, and customary measurement.

**Units and Hours**

**Default Profile**

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	60.0	60.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	0.0

**Detail**

<b>Weekly Student Hours</b>		<b>Course Student Hours</b>
	<b>In Class</b>	<b>Course Duration (Weeks)</b>
<b>Lecture Hours</b>	3.33	<b>Hours per unit/divisor</b>
<b>Lab Hours</b>	0.0	<b>Course In-Class (Contact) Hours</b>
<b>Activity Hours</b>	0.0	<b>Lecture</b> 0.0
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>
		<b>Course Out-of-Class Hours</b>
		<b>Lecture</b>
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>

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**WKPR018:**

**Social Media and Online Safety in the Workplace**

This course is designed to provide students with the knowledge to increase personal and professional safety while online, creating, and maintaining social media accounts.

**Overview**

**Requisites:**

None

**Transferable:**

Not transferable

**Specifications**

**Weekly Lecture Hours:**

3.33

**Learning Outcomes**

**Course Objectives:**



- Define the concept of social media
- Discuss advantages and disadvantages of social media
- Analyze the importance of social networking
- Review how to store personal information safely
- Discuss when to disclose personal information Assess strong usernames and passwords
- Explain "cookies" in websites
- Demonstrate how to post public information online safely
- Illustrate how to delete your digital footprint
- List information necessary to complete a profile
- Identify and apply proper online etiquette
- Choose appropriate pictures to post online
- Identify and discuss sexting
- Identify bullying vocabulary
- Demonstrate how to report an individual
- Memorize safety tips
- Demonstrate how to create a video
- Demonstrate how to publicly share a video
- Evaluate analytics on video
- Discuss the importance for marketing your place of business
- Practice building a friend list and client base
- Identify how online networking can help you with employment and social engagements
- Discuss how your digital footprint can affect your employment
- Demonstrate how to build and maintain different social media platforms and applications.

**SLO:**

- Demonstrate increased proficiency with internet safety skills while using social media.
- Demonstrate knowledge of current social media applications.

**Units and Hours**

**Default Profile**

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	60.0	60.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	0.0

**Detail**

**Weekly Student Hours**

	<b>In Class</b>
<b>Lecture Hours</b>	<b>3.33</b>
<b>Lab Hours</b>	<b>0.0</b>
<b>Activity Hours</b>	<b>0.0</b>

**Course Student Hours**

<b>Course Duration (Weeks)</b>	<b>0.0</b>
<b>Hours per unit/divisor</b>	<b>0.0</b>
<b>Course In-Class (Contact) Hours</b>	
Lecture	0.0
Lab	
Activity	
Total	
<b>Course Out-of-Class Hours</b>	
Lecture	
Lab	
Activity	
Total	

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**WKPR019:**

**Different Communication Styles in the Workforce**

Provides students with new vocabulary to enhance collaboration in the workplace.

**Overview**

**Requisites:**

None

**Transferable:**

Not transferable

**Specifications**

**Weekly Lecture Hours:**

3.33

**Learning Outcomes**

**Course Objectives:**

Explain student learning outcomes

Explain the importance of clear communication

Explain assertive communication

Demonstrate non-verbal communication

Demonstrate the use of new vocabulary through oral communication

Demonstrate the use of new vocabulary through written expression

Develop non-verbal techniques to communicate with those that speak other languages

Develop verbal techniques to communicate with those that speak other languages

**SLO:**

Demonstrate new vocabulary through oral expression

Demonstrate non-verbal greetings to others who speak different languages

## Units and Hours

### Default Profile

Minimum Credit Units 0.0	Total Course In-Class (Contact) Hours 60.0	Total Student Learning Hours 60.0
Maximum Credit Units 0.0	Total Course Out-of-Class Hours	Faculty Load 3.33

### Detail

Weekly Student Hours	In Class	Course Student Hours
Lecture Hours	3.33	Course Duration (Weeks) Hours per unit 6.00
Lab Hours	0.0	Course In-Class (Contact) Hours
Activity Hours	0.0	Lecture 0.0
		Lab
		Activity
		Total
		Course Out-of-Class Hours
		Lecture
		Lab
		Activity
		Total

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## WKPRO20:

# Different Cultures in the Workplace

Provides students with an overview of how different cultures create diversity in the workplace.

### Overview

#### Requisites:

None

#### Transferable:

Not transferable

### Specifications

#### Weekly Lecture Hours:

3.33

### Learning Outcomes

#### Course Objectives:

Define the word diversity

Define the word culture

- Identify three racial and ethnic categories
- Identify three cultures that are found in Southern California
- Identify prominent public figures that influence culture
- Recognize different holidays and influence of culture behind them
- Identify how to participate in multicultural events
- Summarize the importance of different ways of thinking
- Summarize the value of diversity

**SLO:**

- Identify three elements from a single culture that influences the workforce
- Recognize three influences on culture

**Units and Hours**

**Default Profile**

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	60.0	60.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	3.33

**Detail**

<b>Weekly Student Hours</b>		<b>Course Student Hours</b>
	<b>In Class</b>	<b>Course Duration (Weeks)</b>
<b>Lecture Hours</b>	3.33	<b>Hours per unit</b>
<b>Lab Hours</b>	0.0	<b>Course In-Class (Contact) Hours</b>
<b>Activity Hours</b>	0.0	<b>Lecture</b> 0.0
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>
		<b>Course Out-of-Class Hours</b>
		<b>Lecture</b>
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>

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**WKPR021:**  
**Introduction to Working Remotely**

This course is designed to provide students with a basic overview of introductory skills to successfully work remotely.

**Overview**

**Requisites:**

None

**Transferable:**

Not transferable

**Specifications**

**Weekly Lecture Hours:**

5.0

**Learning Outcomes**

**Course Objectives:**

Define and explain the term remote

Demonstrate an understanding of terminology for employment status requiring remote work

Identify common reasons why an employee would work remotely

Identify common uses of technology to facilitate remote work

Demonstrate how to use a platform to connect with employer, employees, or customers.

**SLO:**

Identify two pieces of equipment used when working remotely

Demonstrate how to use a video platform for communication

**Units and Hours**

**Default Profile**

Minimum Credit Units

0.0

Total Course In-Class (Contact) Hours

40.0

Total Student Learning Hours

40.0

Maximum Credit Units

0.0

Total Course Out-of-Class Hours

0.0

Faculty Load

5.0

**Detail**

**Weekly Student Hours**

**Course Student Hours**

Lecture Hours

In Class

5.0

Course Duration (Weeks)

Hours per unit/divisor

Course In-Class (Contact) Hours

Lab Hours

0.0

Lecture 0.0

Activity Hours

0.0

Lab

Activity

Total

Course Out-of-Class Hours

Lecture

Lab

Activity

Total

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**WKPR022:**

# Soft Skills Necessary for Employees Who Work Remotely

This course is designed to provide students with an overview of the soft skills to successfully work remotely.

## Overview

### Requisites:

None

### Transferable:

## Specifications

### Weekly Lecture Hours:

5.0

## Learning Outcomes

### Course Objectives:

Explain the difference between remote work and going into the office

Summarize the benefits of working remotely

Recognize common soft skills for successful employment

Demonstrate applying soft skills in an remote working environment

### SLO:

Identify three soft skills that make an effective remote worker

Demonstrate three soft skills that make an effective remote worker

## Units and Hours

### Default Profile

Minimum Credit Units

0.0

Total Course In-Class (Contact) Hours

40.0

Total Student Learning Hours

40.0

Maximum Credit Units

0.0

Total Course Out-of-Class Hours

0.0

Faculty Load

5.0

### Detail

**Weekly Student Hours**

	In Class
Lecture Hours	5.0
Lab Hours	0.0
Activity Hours	0.0

**Course Student Hours**

Course Duration (Weeks)	Hours per unit	Course In-Class (Contact) Hours
10.0	0.0	0.0
<b>Lecture</b>		
<b>Lab</b>		
<b>Activity</b>		
<b>Total</b>		
<b>Course Out-of-Class Hours</b>		
<b>Lecture</b>		
<b>Lab</b>		
<b>Activity</b>		
<b>Total</b>		

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**WKPR023:**

**Introduction to AI in the Workforce**

Provides students with a very basic understanding of AI to enhance their skills in the workforce.

**Overview**

**Requisites:**

None

**Transferable:**

Not transferable

**Specifications**

**Weekly Lecture Hours:**

2.22

**Learning Outcomes**

**Course Objectives:**

Explain student learning outcomes

Define Artificial Intelligence (AI)

Explain the impact of AI

Explain how AI can be used in employment

Identify employment opportunities

Demonstrate how to use AI

**SLO:**

Define Artificial Intelligence (AI)

Demonstrate how to use AI for support in basic clerical skills

**Units and Hours**

**Default Profile**

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	40.0	40.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	2.22

**Detail**

<b>Weekly Student Hours</b>		<b>Course Student Hours</b>
	<b>In Class</b>	<b>Course Duration (Weeks)</b>
<b>Lecture Hours</b>	2.22	<b>Hours per unit/divisor</b>
<b>Lab Hours</b>	0.0	<b>Course In-Class (Contact) Hours</b>
<b>Activity Hours</b>	0.0	Lecture 0.0
		Lab
		Activity
		Total
		<b>Course Out-of-Class Hours</b>
		Lecture
		Lab
		Activity
		Total

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**WKPR024:**

**Introduction to Applications of AI in the Workforce**

Provides an introduction to applications of AI that can be used in the workforce.

**Overview**

**Requisites:**

None

**Transferable:**

Not transferable

**Specifications**

**Weekly Lecture Hours:**

2.22

**Learning Outcomes**

**Course Objectives:**

Explain student learning outcomes

Demonstrate an understanding AI's role in the workforce

Identify Virtual Assistants

Identify Chatbots



Identify common AI applications

Demonstrate how to use AI applications

**SLO:**

Identify one Chatbot and one Virtual Assistant

Demonstrate how to use one AI application

**Units and Hours**

**Default Profile**

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	40.0	40.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	2.22

**Detail**

**Weekly Student Hours**

**Course Student Hours**

	<b>In Class</b>	<b>Course Duration (Weeks)</b>	<b>Hours per unit/divisor</b>	<b>Course In-Class (Contact) Hours</b>
<b>Lecture Hours</b>	2.22	0.0	0.0	
<b>Lab Hours</b>	0.0			
<b>Activity Hours</b>	0.0			
				<b>Lecture 0.0</b>
				<b>Lab</b>
				<b>Activity</b>
				<b>Total</b>
				<b>Course Out-of-Class Hours</b>
				<b>Lecture</b>
				<b>Lab</b>
				<b>Activity</b>
				<b>Total</b>

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**WKPR099:**

**Attitudes for Success**

Provides students with classroom discussion and information about discovering/accepting responsibility for attitudes and behaviors (past, present and future), and making choices based on principles that influence success in their personal, educational, and career development. Open Entry/Open Exit.

**Overview**

**Requisites:**

None

**Transferable:**

Not transferable

**Specifications**

**Weekly Lecture Hours:**

2.0

**Textbooks:**

The 7 Habits of Highly Effective Teens by Sean Covey, 2014 (\$13). ISBN: 9781476764665

The 7 Habits of Highly Effective Teens Workbook by Sean Covey, 1999. ISBN: 1929494173 (\$5)

**Learning Outcomes****Course Objectives:**

Apply listening

Identify five poor listening styles

Keep hope alive

What about sex

Real life or art

Define a personal mission statement

A person's best friend

Melons

Employ communicating with parents:

Distinguish symptoms of a poor versus healthy personal bank account:

Describe taking time for a time out

The yes-man

The slacker

Recognize win - lose -the totem pole

Goals in action

Demonstrate how to think win-win

Tolerators profile

Review student syllabus

Recognize the crossroads of life:

We can control only one thing

Your spiritual diet

Getting back to nature

Be honest

Discovery getting to synergy

Identify how (7) habits can help

Celebrators profile

Do small acts of kindness

Time quadrants

Recognize principles as the real thing and understand why principles never fail

Practice saying sorry - you're sorry

Choose to celebrate differences:

Listen to your language

You have to win

Compare the comfort zone and the courage zone:

Practice I can quit whenever I want

Mental barriers

Explain roadblocks of celebrating differences

Define win the private victory first

Oranges

Competing

Adapt daily

Identify we are all a minority of one:

Demonstrate teamwork and synergy

What about school

Bananas

It pays to be proactive

Demonstrate the refusal skill

Rising above abuse

Organize uncovering your talent

Sharpen your mind

Finding the "high" way

Growing your proactive muscles

The procrastinator

Grapes

Review student learning outcomes

Choose pick up a planner:

Define the common ingredient of success

Discuss sex and relationship

Go for the goal

Recognize it's all about how you feel; not how you look:

Genuine listening in action

Overcoming peer pressure

Interpret the fruits of the win-win spirit:

Define the key to unlocking your future:

Post educational goals

Discover how to feel your soul:

Just push pause self-awareness conscience imagination willpower

Describe baby steps and why they are important

Find your niche

Recognize you are what you eat

Categorize paradigms of self, others and life

Describe lose-lose- the downward spiral

Fried frogs

Be gentle with yourself

Demonstrate laugh or you'll cry

Recognize avoiding the tumor twins:

Watch how it makes you feel

Recognize celebrate your own diversity

Identify lose - win- the doormat

Turning setbacks into triumphs

The victimitis virus

Recognize you are going to make it

Employ keeping promises

Comparing

Practice being loyal

Tap into your talents

Identify who's in the lead

Illustrate the great discovery

Define private victory, public victory and renewal

Human tool in action

Get real

Renew yourself

Use a personal challenge

Relate getting started on your mission statement:

Becoming a change agent

Recognize and demonstrate you can do it:

Demonstrate doing small acts of kindness

Practice makes your life extraordinary

Review course objectives

Plan weekly

Does it really work

Then seek to be understood

Don't let school get in the way of your education.

Practice win –win- the all you can eat buffet

Express balance is better

Demonstrate packing more into your life:

Keep promises to yourself

Your disturbing my sleep

Demonstrate setting clear expectations

Turning weakness into strengths

Practice use it or lose it

Can do

Describe begin with the end in mind meaning

Shunner's profile

Describe sticking up for diversity:

What about friends

Demonstrate genuine listening:

Be strong in the hard moments

Winning means rising each time you fall

Examine the other half

Recognize synergy is everywhere

The prioritizer

Never let your fears make your decisions

Three watch –outs

Analyze a final word

Recognize the deepest need of the human heart

Demonstrate proactive and reactive, the choice is yours:

**SLO:**

Define life purpose, vision, and a mutual respect for others.

Demonstrate effective communication and relationship building.

Identify self-renewal and express wellness balance through physical, spiritual, emotional, social, intellectual and occupational development.

## Units and Hours

### Default Profile

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	36.0	36.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	

**Detail**

<b>Weekly Student Hours</b>		<b>Course Student Hours</b>
	<b>In Class</b>	<b>Course Duration (Weeks)</b>
<b>Lecture Hours</b>	2.0	<b>Hours per unit/divisor</b>
<b>Lab Hours</b>	0.0	<b>Course In-Class (Contact) Hours</b>
<b>Activity Hours</b>	0.0	Lecture 0.0
		Lab
		Activity
		Total
		<b>Course Out-of-Class Hours</b>
		Lecture
		Lab
		Activity
		Total

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**WKPR100:**

**Understanding Employees with Disabilities in the Workplace**

This is the first of two courses designed to assist employers in hiring and retaining employees who have a disability. This course provides an overview of the laws pertaining to disabilities in the workplace and how to distinguish different disabilities. Open Entry/Open Exit.

**Overview**

**Requisites:**

None

**Transferable:**

Not transferable

**Specifications**

**Weekly Lecture Hours:**

2.222

**Learning Outcomes**

**Course Objectives:**

Describe the certification requirements and the sequence of the course

Identify and Evaluate the Effectiveness Medical Disability Model and the Social Disability Model

Compare and contrast the Medical Disability and Social Disability Model

Summarize specialized terms and definitions

Identifying physical and mental conditions under the ADA and Section 503

Explain Title 1 under the Americans with Disabilities Act of 1990 (ADA) and identify which employers are subject to this requirement

Explain Section 503 of the Rehabilitation Act of 1973 and identify which employers are subject to this requirement

Distinguish between employment discrimination and nondiscrimination

Explain employment discrimination cases and provide examples

Understand, identify, and show reasonable accommodations

Define and explain developmental, intellectual, learning, physical, and mental disabilities

Recognize physical, emotional, and mental characteristics associated with specific disabilities

**SLO:**

Summarize the American with Disabilities Act of 1990 (ADA) and the Americans with Disabilities Act Amendments Act of 2008 ("ADA Amendments Act" or "Act").

Identify and define developmental, intellectual, learning, and physical disabilities.

**Units and Hours**

**Default Profile**

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	40.0	40.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	

**Detail**

<b>Weekly Student Hours</b>		<b>Course Student Hours</b>
	<b>In Class</b>	<b>Course Duration (Weeks)</b>
<b>Lecture Hours</b>	2.222	<b>Hours per unit/divisor</b>
<b>Lab Hours</b>	0.0	<b>Course In-Class (Contact) Hours</b>
<b>Activity Hours</b>	0.0	<b>Lecture</b> 0.0
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>
		<b>Course Out-of-Class Hours</b>
		<b>Lecture</b>
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>

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**WKPR101:**

**Strategies for Working with Employees with Disabilities**

The second of two courses designed to assist employers in hiring and retaining employees who have a disability. This course focuses on supporting employees in communicating and collaborating with their co-workers who have a disability, to sustain an inclusive, productive, and rewarding work environment. Open Entry/Open Exit.

## Overview

**Requisites:**

**Advisory**

[WKPR100 - Understanding Employees with Disabilities in the Workplace](#)

**Transferable:**

Not transferable

## Specifications

**Weekly Lecture Hours:**

2.22

## Learning Outcomes

**Course Objectives:**

Identify appropriate expectations

Describe the certification requirements and the sequence of the course

Recognize different learning styles

Discuss ADA Compliance in the workplace

Discuss and follow disability etiquette

Briefly recap Creating an Inclusive Working Environment 1

Recognize and understand roles

Instill independence versus creating dependence

Recognize and utilize different communication strategies

**SLO:**

Identify three workplace obstacles and appropriate replacement strategies.

Create action plan for implementation of strategies appropriate for the workplace.

## Units and Hours

**Default Profile**

**Minimum Credit Units**

0.0

**Total Course In-Class (Contact) Hours**

40.0

**Total Student Learning Hours**

40.0

**Maximum Credit Units**

0.0

**Total Course Out-of-Class Hours**

0.0

**Faculty Load**

**Detail**



**Weekly Student Hours**

	<b>In Class</b>
Lecture Hours	2.22
Lab Hours	0.0
Activity Hours	0.0

**Course Student Hours**

Course Duration (Weeks)	10
Hours per unit/divisor	0.0
Course In-Class (Contact) Hours	0.0
Lecture	0.0
Lab	
Activity	
Total	
Course Out-of-Class Hours	
Lecture	
Lab	
Activity	
Total	

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**WKPR102:**

**Understanding Students with Disabilities**

This course is designed to provide students with a basic overview of different disabilities and neurodiversity in classrooms.

**Overview**

**Requisites:**

None

**Transferable:**

Not transferable

**Specifications**

**Weekly Lecture Hours:**

2.22

**Learning Outcomes**

**Course Objectives:**

- Define and explain the term neurodiversity
- Summarize disability related legislation
- Identify common misconceptions about students with disabilities
- Understand why students with disabilities may think differently
- Define and explain different disability categories
- Recognize signs of disabilities
- Summarize the term executive function
- Summarize the history of executive function
- Identify typical executive function challenges
- Explore strategies for supporting executive function

**SLO:**

Identify six different disabilities that are commonly seen in a classroom.

Recognize executive functioning difficulties.

**Units and Hours**

**Default Profile**

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	40.0	40.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	0.0

**Detail**

<b>Weekly Student Hours</b>		<b>Course Student Hours</b>
	<b>In Class</b>	<b>Course Duration (Weeks)</b>
<b>Lecture Hours</b>	2.22	<b>Hours per unit/divisor</b>
<b>Lab Hours</b>	0.0	<b>Course In-Class (Contact) Hours</b>
<b>Activity Hours</b>	0.0	<b>Lecture</b> 0.0
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>
		<b>Course Out-of-Class Hours</b>
		<b>Lecture</b>
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>

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**WKPR103:**

**Strategies for Instructing Students with Disabilities**

This course is designed to provide students with instructional strategies to meet the needs of a diverse classroom.

**Overview**

**Requisites:**

None

**Transferable:**

Not transferable

**Specifications**

**Weekly Lecture Hours:**

2.22

**Learning Outcomes**

**Course Objectives:**

Identify effective classroom management strategies

- Identify root causes of behaviors and develop support strategies
- Explain how and why structure and routines benefit students with Autism Spectrum disorder (ASD)
- Illustrate the impact of social communication difficulties
- Identify unspoken social expectations
- Identify classroom support strategies for communication and language difficulties
- Explain what sensory processing is and how it effects students specifically with Autism Spectrum Disorder (ASD)
- Demonstrate tools for supporting self-regulation
- Identify classroom support strategies for sensory processing
- Define and explain Universal Design for Learning (UDL)
- Recognize the three main principles of Universal Design for Learning (UDL)
- Apply Universal Design for Learning (UDL) teaching strategies in the classroom
- List assistive technology tools that can support students with disabilities
- Identify use of Disabled Students Program and Services (DSPS) and other resources on campus
- Access community -based resources

**SLO:**

- Identify two causes of possible learning barriers for student on the spectrum
- Discuss two ways to implement Universal Design for Learning (UDL) in the classroom

**Units and Hours**

**Default Profile**

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	40.0	40.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	0.0

**Detail**

<b>Weekly Student Hours</b>	<b>In Class</b>	<b>Course Student Hours</b>
		<b>Course Duration (Weeks)</b>
<b>Lecture Hours</b>	2.22	<b>Hours per unit/divisor</b>
<b>Lab Hours</b>	0.0	<b>Course In-Class (Contact) Hours</b>
<b>Activity Hours</b>	0.0	<b>Lecture</b> 0.0
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>
		<b>Course Out-of-Class Hours</b>
		<b>Lecture</b>
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>

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## WKPR500:

# Workforce Readiness

Provides instruction in office skills for employment preparation. Students will learn communication, decision-making, interpersonal, leadership, lifelong learning, and job seeking skills. Open Entry/Open Exit. Previous Title: Vocational Business 012, Workforce Readiness (2018)

## Overview

### Requisites:

None

### Transferable:

Not transferable

## Specifications

### Weekly Lecture Hours:

3.33

## Learning Outcomes

### Course Objectives:

Develop Networking Correspondence

Guide Others Toward a Desired Outcome

Writing

Solve Problems and Make Decisions Frequently Encountered at the Workplace

Solve Problems and Communicate Results

Recall Interview Techniques

Reading

Research Occupational Interests

Identify course objectives

Identify Appropriate Work Characteristics

Reflect and Evaluate Personality Profiles

Advocate for and Influence Others

Recognize Employee Responsibilities

Needs analysis

Prepare a Job Application, Resume, and Cover Letter

Observing

Demonstrate how to Serve Customers Effectively Through:

Apply Note Taking and Time Management Tools Using:

Prompt follow-up

Demonstrate Skills in Telephone Techniques, Filing, and Keyboarding in Employment Situations

- Demonstrate Types of Interviews
- Demonstrate how to Cooperate with Others
- MS Word, Outlook Notes and other smart devices for digital note taking
- Listening
- Practice Personal Responsibilities
- Develop a Plan
- Empathy
- Resolve Conflict and Negotiate with Others
- Research employers
- Demonstrate communication skills appropriate for the workplace including:
- Demonstrate how to use Information and Communications Technology
- Discuss Effective Leadership Skills
- Outlook calendaring
- Prepare questions for hiring manager
- Speaking
- Create Social Media Profiles

**SLO:**

Consider and use effective communication, decision-making, interpersonal, leadership, job seeking, and lifelong learning skills as tools to draw on selectively to more effectively achieve their purpose.

Successfully carry out their roles as community members, workers, and citizens.

**Units and Hours**

**Default Profile**

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	60.0	60.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	

**Detail**

**Weekly Student Hours**

	<b>In Class</b>
Lecture Hours	3.33
Lab Hours	0.0
Activity Hours	0.0

**Course Student Hours**

Course Duration (Weeks)	10
Hours per unit/divisor	0.0
Course In-Class (Contact) Hours	0.0
Lecture	0.0
Lab	
Activity	
Total	
Course Out-of-Class Hours	
Lecture	
Lab	
Activity	
Total	

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**WKPR600:  
Attitudes for Success**

Provides students with classroom discussion and information about discovering/accepting responsibility for attitudes and behaviors (past, present and future), and making choices based on principles that influence success in their personal, educational, and career development. Open Entry/Open Exit.

**Overview**

**Requisites:**

None

**Transferable:**

Not transferable

**Specifications**

**Weekly Lecture Hours:**

2.0

**Learning Outcomes**

**Course Objectives:**

- Review course objectives, syllabus, learning outcomes
- Define private victory, public victory and renewal
- Identify how the "seven habits" can help
- Distinguish between symptoms of a poor versus healthy personal bank account
- Identify the differences between being proactive and reactive
- Recognize the crossroads of life and describe how to begin with the end in mind
- Demonstrate practices for packing more into your life
- Compare the comfort zone and the courage zone
- Recall the importance of doing small acts of kindness, being loyal, setting expectations, and apologizing
- Recognize the elements of win-win thinking

- Identify five poor listening styles
- Demonstrate genuine listening
- Identify synergies in the environment
- Recognize and celebrate diversity
- Explain potential roadblocks to teamwork
- Describe how work/life balance is beneficial
- Recognize the effects of diet and nutrition on wellness
- Demonstrate the refusal skill
- Define the key to unlocking your future

**SLO:**

- Define life purpose, vision, and a mutual respect for others.
- Demonstrate effective communication and relationship building.
- Explain how to achieve wellness through physical, emotional, social, intellectual and occupational development.

**Units and Hours**

**Default Profile**

<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	36.0	36.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	

**Detail**

<b>Weekly Student Hours</b>	<b>In Class</b>	<b>Course Student Hours</b>
		<b>Course Duration (Weeks)</b>
<b>Lecture Hours</b>	2.0	<b>Hours per unit/divisor</b>
<b>Lab Hours</b>	0.0	<b>Course In-Class (Contact) Hours</b>
<b>Activity Hours</b>	0.0	Lecture 0.0
		Lab
		Activity
		Total
		<b>Course Out-of-Class Hours</b>
		Lecture
		Lab
		Activity
		Total

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**WKPR601:**  
**Money Matters**

Prepares the student for the world of financial management by developing sound decision-making skills in personal and household money matters. Open Entry/Open Exit. Previous Title: Adult Basic Education 010, Money Matters: Financial Literacy (2018)

## Overview

### Requisites:

None

### Transferable:

Not transferable

## Specifications

### Weekly Lecture Hours:

2.0

## Learning Outcomes

### Course Objectives:

Demonstrate how to manage personal spending

Develop a personal budget that works

Identify the advantages and disadvantages of credit and debt

Explain how to avoid credit card fraud

Demonstrate how to boost earning capacity

Develop an educational plan and set financial goals

Describe successful job application and interview strategies

Recognize how to put personal assets to work to build wealth

Identify the sources of money for college

Analyze tables, charts, and graphs

Identify means to earn extra money

Explain education as an investment in future employment prospects

Identify the sources of investment information to make sound investment selections

List steps to protect against identity theft

Recognize signs of a scam

List elements of internet safety

### SLO:

Create a budget of monthly income and expenses.

Develop a savings plan.

Demonstrate how to calculate interest on loans and credit cards.

## Units and Hours

### Default Profile



<b>Minimum Credit Units</b>	<b>Total Course In-Class (Contact) Hours</b>	<b>Total Student Learning Hours</b>
0.0	36.0	36.0
<b>Maximum Credit Units</b>	<b>Total Course Out-of-Class Hours</b>	<b>Faculty Load</b>
0.0	0.0	

**Detail**

<b>Weekly Student Hours</b>		<b>Course Student Hours</b>
	<b>In Class</b>	<b>Course Duration (Weeks)</b>
<b>Lecture Hours</b>	2.0	<b>Hours per unit/divisor</b>
<b>Lab Hours</b>	0.0	<b>Course In-Class (Contact) Hours</b>
<b>Activity Hours</b>	0.0	<b>Lecture</b> 0.0
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>
		<b>Course Out-of-Class Hours</b>
		<b>Lecture</b>
		<b>Lab</b>
		<b>Activity</b>
		<b>Total</b>

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## Warehousing, CC

Certificate of Completion

**Control Number:**

33562

**Curriculum Id:**

OEC.WHS.CC

The Certificate of Completion in Warehousing provides instruction, demonstration and discussion of topics that are critical for the entry level warehouse worker. Students will apply the concepts and skills needed in receiving, storing, and issuing a variety of supplies in a warehouse and maintain accurate records of the transactions. Prepares students for positions including Central Supply Technicians, Inventory Control Clerks, Inventory Takers, Linen Clerks, Order Pullers, Pickers, Stockers, Storekeepers, Supply Clerks Ticketers, and Tool-Crib Attendants. Specialties within this occupation include: Mailing Clerks, Merchandisers, Sales Floor Stock Clerks, Stockroom, Warehouse or Storage Yard Stock Clerks, and Wholesale and Retail Sales Order Fillers.

### Program Courses & Requirements

**Warehousing, CC (Total 100)**

**Complete the following number of credits: 100**

VWHS010 - Warehouse Worker 40

WKPR500 - Workforce Readiness 60

### Learning Outcomes

Apply the concepts and skills needed in receiving, storing, and issuing a variety of supplies in a warehouse and maintaining accurate records of the transactions.

[Print Program Info](#)

## Wastewater Treatment, CERT

Certificate of Proficiency

**Control Number:**

**Curriculum Id:**

SCC.WWTRE.CERT

The Certificate of Proficiency in the Wastewater/Environmental Sanitation program is designed to prepare students for careers in the environmental protection field of waste water treatment. Subjects addressed include water quality and public health regulations, conventional wastewater treatment process operation, advanced treatment processes, and wastewater recycling and disposal.

## Program Courses & Requirements

**Wastewater Treatment, CERT (Total 12)**

**Complete the following number of credits: 12**

**(Total 9)**

**Complete all of the following**

WATR050 - Water Mathematics and Hydraulics 3

WATR081 - Wastewater Treatment 3

WATR082 - Advanced Wastewater Treatment 3

**(Total 3 - 9)**

**Complete at least one of the following rules**

WATR053 - Water Reclamation and Reuse 3

WATR080 - Introduction to Wastewater Treatment 3

WATR083 - Collection Systems 3

## Learning Outcomes

Analyze conventional and advanced water treatment technologies for their capability to provide drinking water that meets public health and safety standards established by the State of California.

[Print Program Info](#)

# Wastewater/Environmental Sanitation, AS

A.S. Degree Major

**Control Number:**

11908

**Curriculum Id:**

SCC.WATRW.AS

The Associate of Science degree in the Wastewater/Environmental Sanitation program is designed to prepare students for careers in the environmental protection field of waste water treatment. This program is also designed to enable those already working in the field to upgrade their skills. Subjects addressed include water quality and public health regulations, conventional wastewater treatment process operation, advanced treatment processes, and wastewater recycling and disposal.

## Program Courses & Requirements

**Wastewater/Environmental Sanitation, AS (Total 21)**

**Complete all of the following**

**Major requirements: (Total 12)**

**Complete the following number of credits: 12**

WATR050 - Water Mathematics and Hydraulics 3

WATR080 - Introduction to Wastewater Treatment 3

WATR081 - Wastewater Treatment 3

WATR082 - Advanced Wastewater Treatment 3

**Select three (3) courses from the following: (Total 9)**

**Complete the following number of credits: 9**

WATR020 - Introduction to Water Science 3

WATR053 - Water Reclamation and Reuse 3

WATR060 - Water Utility Maintenance and Construction 3  
 WATR061 - Water Distribution 3  
 WATR062 - Advanced Water Distribution 3  
 WATR063 - Electrical Wiring and Controls for Operators 3  
 WATR064 - Pumps and Pumping 3  
 WATR071 - Water Treatment Fundamentals 3  
 WATR071 - Water Treatment Fundamentals 3  
 WATR073 - Water Quality 3  
 WATR083 - Collection Systems 3  
 WATR107 - California Water Resources 3

## Learning Outcomes

Evaluate wastewater treatment processes with respect to their capabilities to achieve compliance with California public health and environmental standards.

[Print Program Info](#)

# Wastewater/Environmental Sanitation, AS

A.S. Degree Major

## Control Number:

11908

## Curriculum Id:

SCC.WATRW.AS

The Associate of Science degree in the Wastewater/Environmental Sanitation program is designed to prepare students for careers in the environmental protection field of waste water treatment. This program is also designed to enable those already working in the field to upgrade their skills. Subjects addressed include water quality and public health regulations, conventional wastewater treatment process operation, advanced treatment processes, and wastewater recycling and disposal.

## Program Courses & Requirements

### Wastewater/Environmental Sanitation, AS (Total 21)

#### Complete all of the following

#### Major requirements: (Total 12)

#### Complete the following number of credits: 12

WATR137 - Water Mathematics and Hydraulics 3  
 WATR150 - Introduction to Wastewater Treatment 3  
 WATR151 - Wastewater Treatment 3  
 WATR252 - Advanced Wastewater Treatment 3

#### Select three (3) courses from the following: (Total 9)

#### Complete the following number of credits: 9

WATR136 - Introduction to Water Science 3  
 WATR139 - Water Reclamation and Reuse 3  
 WATR140 - Water Utility Maintenance and Construction 3  
 WATR141 - Water Distribution 3  
 WATR143 - Electrical Wiring and Controls for Operators 3  
 WATR144 - Pumps and Pumping 3  
 WATR146 - Water Treatment Fundamentals 3  
 WATR148 - Water Quality 3  
 WATR153 - Collection Systems 3  
 WATR155 - California Water Resources 3  
 WATR242 - Advanced Water Distribution 3  
 WATR247 - Advanced Water Treatment 3

## Learning Outcomes

Evaluate wastewater treatment processes with respect to their capabilities to achieve compliance with California public health and environmental standards.

[Print Program Info](#)

## Wastewater/Environmental Sanitation, CA

Certificate of Achievement

**Control Number:**

21669

**Curriculum Id:**

SCC.WATRW.CA

The Certificate of Achievement in Wastewater/Environmental Sanitation program is designed to prepare students for careers in the environmental protection field of waste water treatment. This program is also designed to enable those already working in the field to upgrade their skills. Subjects addressed include water quality and public health regulations, conventional wastewater treatment process operation, advanced treatment processes, and wastewater recycling and disposal.

### Program Courses & Requirements

**Wastewater/Environmental Sanitation, CA (Total 21)****Complete all of the following****Certificate requirements: (Total 12)****Complete the following number of credits: 12**

WATR050 - Water Mathematics and Hydraulics 3

WATR080 - Introduction to Wastewater Treatment 3

WATR081 - Wastewater Treatment 3

WATR082 - Advanced Wastewater Treatment 3

**Select three (3) courses from the following: (Total 9)****Complete the following number of credits: 9**

WATR020 - Introduction to Water Science 3

WATR060 - Water Utility Maintenance and Construction 3

WATR061 - Water Distribution 3

WATR062 - Advanced Water Distribution 3

WATR063 - Electrical Wiring and Controls for Operators 3

WATR064 - Pumps and Pumping 3

WATR071 - Water Treatment Fundamentals 3

WATR073 - Water Quality 3

WATR083 - Collection Systems 3

WATR085 - Water Reclamation and Reuse 3

WATR107 - California Water Resources 3

### Learning Outcomes

Evaluate wastewater treatment processes with respect to their capabilities to achieve compliance with California public health and environmental standards.

[Print Program Info](#)

## Wastewater/Environmental Sanitation, CA

Certificate of Achievement

**Control Number:**

21669

**Curriculum Id:**

SCC.WATRW.CA

The Certificate of Achievement in Wastewater/Environmental Sanitation program is designed to prepare students for careers in the environmental protection field of waste water treatment. This program is also designed to enable those already working in the field to upgrade their skills. Subjects addressed include water quality and public health regulations, conventional wastewater treatment process operation, advanced treatment processes, and wastewater recycling and disposal.

## Program Courses & Requirements

### Wastewater/Environmental Sanitation, CA (Total 21)

#### Complete all of the following

#### Certificate requirements: (Total 12)

#### Complete the following number of credits: 12

- WATR137 - Water Mathematics and Hydraulics 3
- WATR150 - Introduction to Wastewater Treatment 3
- WATR151 - Wastewater Treatment 3
- WATR252 - Advanced Wastewater Treatment 3

#### Select three (3) courses from the following: (Total 9)

#### Complete the following number of credits: 9

- WATR136 - Introduction to Water Science 3
- WATR139 - Water Reclamation and Reuse 3
- WATR140 - Water Utility Maintenance and Construction 3
- WATR141 - Water Distribution 3
- WATR143 - Electrical Wiring and Controls for Operators 3
- WATR144 - Pumps and Pumping 3
- WATR146 - Water Treatment Fundamentals 3
- WATR148 - Water Quality 3
- WATR153 - Collection Systems 3
- WATR155 - California Water Resources 3
- WATR242 - Advanced Water Distribution 3

## Learning Outcomes

Evaluate wastewater treatment processes with respect to their capabilities to achieve compliance with California public health and environmental standards.

[Print Program Info](#)

## Water Conservation, CERT

Certificate of Proficiency

**Control Number:**

**Curriculum Id:**

SCC.WATRC.CERT

This program prepares students for careers in Water Conservation, and certification by the California-Nevada Section of the American Water Works Association as a Water Use Efficiency Practitioner. Required courses explore drinking water distribution systems; regional water supply issues; current water consumption for residential, commercial, industrial, and agricultural customers; common conservation practices; and effective customer education and communication.

## Program Courses & Requirements

### Water Conservation, CERT (Total 12)

#### Complete the following number of credits: 12 (Total 6)

#### Complete all of the following

- WATR052 - Water Conservation Practitioner 3
- WATR107 - California Water Resources 3

#### (Total 3 - 6)

#### Complete at least one of the following rules

- PBLC080 - Principles of Project Management 3
- BUS090 - Principles of Project Management 3

#### (Total 3 - 6)

#### Complete at least one of the following rules

- MGMT122 - Business Communications 3
- BUS222 - Business Writing 3

## Learning Outcomes

Evaluate past water consumption records for a variety of residential, commercial, industrial, and agricultural customers, and formulate cost effective means to reduce water consumption for such customers.

[Print Program Info](#)

## Water Distribution, AS

A.S. Degree Major

### Control Number:

11907

### Curriculum Id:

SCC.WATRD.AS

The Associate of Science degree in Water Distribution program is designed to prepare students for careers in the public health field of drinking water distribution. This program is also designed to enable those already working in the field to upgrade their skills. Subjects addressed include water quality and public health regulations, water distribution system components and operation, drinking water disinfection practices, and related water mathematics and hydraulic principles.

## Program Courses & Requirements

### Water Distribution, AS (Total 21)

#### Complete all of the following

#### Major requirements: (Total 9)

#### Complete the following number of credits: 9

WATR137 - Water Mathematics and Hydraulics 3

WATR141 - Water Distribution 3

WATR242 - Advanced Water Distribution 3

#### Select four (4) courses from the following: (Total 12)

#### Complete the following number of credits: 12

WATR136 - Introduction to Water Science 3

WATR138 - Water Conservation Practitioner 3

WATR139 - Water Reclamation and Reuse 3

WATR140 - Water Utility Maintenance and Construction 3

WATR143 - Electrical Wiring and Controls for Operators 3

WATR144 - Pumps and Pumping 3

WATR146 - Water Treatment Fundamentals 3

WATR155 - California Water Resources 3

## Learning Outcomes

Analyze drinking water distribution systems and practices with respect to their ability to achieve compliance with California public health standards.

[Print Program Info](#)

## Water Distribution, CA

Certificate of Achievement

### Control Number:

19625

### Curriculum Id:

SCC.WATRD.CA

The Certificate of Achievement in Water Distribution is designed to prepare students for careers in the public health field of drinking water distribution. This program is also designed to enable those already working in the field to upgrade their skills. Subjects addressed include water quality and public health regulations, water distribution system components and operation, drinking water disinfection practices, and related water mathematics and hydraulic principles.

## Program Courses & Requirements

### Water Distribution, CA (Total 21)

Complete all of the following

**Certificate requirements: (Total 9)**

**Complete the following number of credits: 9**

WATR137 - Water Mathematics and Hydraulics 3

WATR141 - Water Distribution 3

WATR242 - Advanced Water Distribution 3

**Select four (4) courses from the following: (Total 12)**

**Complete the following number of credits: 12**

WATR136 - Introduction to Water Science 3

WATR138 - Water Conservation Practitioner 3

WATR139 - Water Reclamation and Reuse 3

WATR140 - Water Utility Maintenance and Construction 3

WATR143 - Electrical Wiring and Controls for Operators 3

WATR144 - Pumps and Pumping 3

WATR146 - Water Treatment Fundamentals 3

WATR155 - California Water Resources 3

## Learning Outcomes

Evaluate drinking water distribution systems and practices with respect to their capabilities to achieve compliance with California public health standards.

[Print Program Info](#)

## Water Distribution, CERT

Certificate of Proficiency

**Control Number:**

**Curriculum Id:**

SCC.WATRD.CERT

The Certificate of Proficiency in Water Distribution program prepares students for careers in the public health field of drinking water distribution. Subjects addressed include water quality and public health regulations, water distribution system components and operation, drinking water disinfection practices, and related water mathematics and hydraulic principles.

## Program Courses & Requirements

### Water Distribution, CERT (Total 12)

**Complete the following number of credits: 12**

**(Total 9)**

**Complete all of the following**

WATR050 - Water Mathematics and Hydraulics 3

WATR061 - Water Distribution 3

WATR062 - Advanced Water Distribution 3

**(Total 3 - 6)**

**Complete at least one of the following rules**

WATR052 - Water Conservation Practitioner 3

WATR060 - Water Utility Maintenance and Construction 3

## Learning Outcomes

Evaluate drinking water distribution systems and practices with respect to their capabilities to achieve compliance with California public health standards.

[Print Program Info](#)

## Water Equipment Operation and Maintenance, CERT

Certificate of Proficiency

**Control Number:**

**Curriculum Id:**

SCC.WAEOM.CERT

Students will be introduced to the operation and maintenance of mechanical and electrical equipment associated with the Water and Wastewater industries. Courses in this program will assist students in obtaining related industry certifications from the American Water Works Association and the Water Environment Federation.

## Program Courses & Requirements

**Water Equipment Operation and Maintenance, CERT (Total 11 - 12)**

**Complete the following number of credits: 11-12**

**(Total 2 - 5)**

**Complete at least one of the following rules**

WATR060 - Water Utility Maintenance and Construction 3

WATR065 - Backflow Prevention Devices 2

**(Total 9)**

**Complete all of the following**

WATR063 - Electrical Wiring and Controls for Operators 3

WATR064 - Pumps and Pumping 3

WATR083 - Collection Systems 3

## Learning Outcomes

Analyze the performance of a wide variety of equipment items used in the water and wastewater industry.

[Print Program Info](#)

# Water System Automation, CA

Certificate of Achievement

**Control Number:**

**Curriculum Id:**

The Certificate of Achievement in Water System Automation is designed to prepare students for careers in the public health fields of drinking water and sanitation, as well as other fields of automation applications. This program is also designed to enable those already working in these fields to upgrade their skills. Subjects addressed include basic principles of electricity and electric power, interpretation of ladder logic diagrams, use of measurement instruments such as multimeters and oscilloscopes, laboratory construction and troubleshooting of control circuits and programmable logic controllers, and application of these technologies in the drinking water and sanitation industries.

## Program Courses & Requirements

**Water System Automation, CA (Total 12)**

**Complete the following number of credits: 12**

ETEC110 - DC Circuits 3

ETEC120 - AC Circuits 3

ETEC130 - Programmable Logic Controllers 3

WATR063 - Electrical Wiring and Controls for Operators 3

## Learning Outcomes

Analyze automation technologies that control drinking water and sanitation systems to facilitate compliance with public health and safety standards established by the State of California.

[Print Program Info](#)

# Water Treatment, AS

A.S. Degree Major

**Control Number:**

19623



**Curriculum Id:**

SCC.WATRT.AS

The Associate of Science degree in Water Treatment is designed to prepare students for careers in the public health field of drinking water treatment. This program is also designed to enable those already working in the field to upgrade their skills. Subjects addressed include water quality and public health regulations, conventional water treatment processes, advanced water treatment processes, drinking water disinfection practices, and related water mathematics and hydraulic principles.

**Program Courses & Requirements****Water Treatment, AS (Total 21)****Complete all of the following****Major requirements: (Total 12)****Complete the following number of credits: 12**

WATR137 - Water Mathematics and Hydraulics 3

WATR146 - Water Treatment Fundamentals 3

WATR148 - Water Quality 3

WATR247 - Advanced Water Treatment 3

**Select three (3) courses from the following: (Total 9)****Complete the following number of credits: 9**

WATR136 - Introduction to Water Science 3

WATR138 - Water Conservation Practitioner 3

WATR139 - Water Reclamation and Reuse 3

WATR140 - Water Utility Maintenance and Construction 3

WATR141 - Water Distribution 3

WATR143 - Electrical Wiring and Controls for Operators 3

WATR144 - Pumps and Pumping 3

WATR145 - Backflow Prevention Devices 3

WATR149 - Water Quality Laboratory Analysis 3

WATR150 - Introduction to Wastewater Treatment 3

WATR155 - California Water Resources 3

WATR242 - Advanced Water Distribution 3

**Learning Outcomes**

Analyze conventional and advanced water treatment technologies for their capability to provide drinking water that meets public health and safety standards established by the State of California.

[Print Program Info](#)**Water Treatment, CA**

Certificate of Achievement

**Control Number:**

19624

**Curriculum Id:**

SCC.WATRT.CA

The Certificate of Achievement in Water Treatment is designed to prepare students for careers in the public health field of drinking water treatment. This program is also designed to enable those already working in the field to upgrade their skills. Subjects addressed include water quality and public health regulations, conventional water treatment processes, advanced water treatment processes, drinking water disinfection practices, and related water mathematics and hydraulic principles.

**Program Courses & Requirements****Water Treatment, CA (Total 21)****Complete all of the following****Certificate requirements: (Total 12)****Complete the following number of credits: 12**

WATR137 - Water Mathematics and Hydraulics 3

WATR146 - Water Treatment Fundamentals 3

WATR148 - Water Quality 3

WATR247 - Advanced Water Treatment 3

**Select three (3) courses from the following: (Total 9)**

**Complete the following number of credits: 9**

WATR136 - Introduction to Water Science 3

WATR138 - Water Conservation Practitioner 3

WATR139 - Water Reclamation and Reuse 3

WATR140 - Water Utility Maintenance and Construction 3

WATR141 - Water Distribution 3

WATR143 - Electrical Wiring and Controls for Operators 3

WATR144 - Pumps and Pumping 3

WATR145 - Backflow Prevention Devices 2

WATR149 - Water Quality Laboratory Analysis 2

WATR150 - Introduction to Wastewater Treatment 3

WATR155 - California Water Resources 3

WATR242 - Advanced Water Distribution 3

## Learning Outcomes

Analyze conventional and advanced water treatment technologies for their capability to provide drinking water that meets public health and safety standards established by the State of California.

[Print Program Info](#)

# Water Utility Management, CERT

Certificate of Proficiency

**Control Number:**

**Curriculum Id:**

SCC.WUMGT.CERT

The Certificate of Proficiency in Water Utility Management program provides current and potential employees with the supervisory and management skills needed to become the future leaders in water and wastewater organizations. Courses explore general principles of project management, supervision, and business communications, as well as specific management issues related to the Water and Wastewater industries.

## Program Courses & Requirements

**Water Utility Management, CERT (Total 18)**

**Complete all of the following**

**Requirements for the certificate of proficiency: (Total 15)**

**Complete the following number of credits: 15**

**(Total 3 - 6)**

**Complete at least one of the following rules**

PBLC080 - Principles of Project Management 3

BUS090 - Principles of Project Management 3

CIS101 - Introduction to Microsoft Office 3

**(Total 3 - 6)**

**Complete at least one of the following rules**

MGMT122 - Business Communications 3

BUS222 - Business Writing 3

**(Total 6)**

**Complete all of the following**

MGMT123 - Supervision 3

WATR092 - Water Utility Management 3

**Select one (1) course from the following: (Total 3)**

**Complete the following number of credits: 3**

BUS121 - Human Relations and Organizational Behavior 3

MGMT121 - Human Relations and Organizational Behavior 3

MGMT135 - Human Resource Management 3

## Learning Outcomes

Formulate and evaluate a project team to execute routine and special missions in the Water and Wastewater industries.

[Print Program Info](#)

## Web Associate, CC

Certificate of Completion

### Control Number:

24420

### Curriculum Id:

OEC.WEB.CC

The Certificate of Completion in Web Associate is designed to give students the necessary knowledge and skills to support providers and consumers of web services. The web associate utilizes the understanding of distributed web services to support advertising, marketing and sales staff in today's global economy. Understanding and utilizing developed web applications is critical to finding new business for web design, Internet marketing, hosting, programming, and technology projects.

## Program Courses & Requirements

### Web Associate, CC (Total 300)

#### Complete all of the following

#### Certificate Requirements: (Total 300)

#### Complete the following number of hours: 300

VBUS010 - Adobe Dreamweaver 60

VBUS107 - Seminar in Adobe Tools 60

VBUS242 - Adobe Illustrator 60

VBUS302 - HTML Basics 60

VBUS303 - Adobe Photoshop 60

## Learning Outcomes

Demonstrate proficiency in creating, editing, and managing websites and images using industry standard web applications.

Work efficiently with window-based applications that operate in multiple platforms.

[Print Program Info](#)

## Web Marketing, CERT

Certificate of Proficiency

### Control Number:

### Curriculum Id:

SCC.MKTGW.CERT

The Certificate of Proficiency in Web Marketing is designed to prepare students for various marketing, sales, and retail store management positions; to assist existing marketing managers and sales professionals in upgrading their skills; and to open up new career opportunities within the marketing field. Program content includes selection and buying of merchandise, advertising, sales, product distribution, customer relations, and pricing. The student will then specialize in one of the option areas: general marketing, professional selling, advertising, or retailing management. The certificate program provides practical skills for the student within specific areas of marketing.

## Program Courses & Requirements

### Web Marketing, CERT (Total 9)

#### Complete the following number of credits: 9

BUS127 - Introduction to E-Commerce 3

MKTG113 - Principles of Marketing 3

MKTG135 - Web Marketing and Promotion 3

## Learning Outcomes

Have the knowledge for an entry-level web marketing position.

[Print Program Info](#)

## Workforce Skills, CC

Certificate of Completion

**Control Number:**

37825

**Curriculum Id:**

OEC.WFS.CC

This program provides students with classroom discussion and information about discovering/accepting responsibility for attitudes and behaviors (past, present and future), and making choices based on principles that influence success in their personal, educational, and career development. It also prepares the student for the world of financial management by developing sound decision-making skills in personal and household money matters.

### Program Courses & Requirements

**Workforce Skills, CC (Total 72)**

**Complete the following number of hours: 72**

WKPR600 - Attitudes for Success 36

WKPR601 - Money Matters 36

### Learning Outcomes

Explain how to achieve wellness through physical, emotional, social, intellectual and occupational development.

Create a personal budget.

[Print Program Info](#)

## Working with Students with Disabilities, CC

Certificate of Completion

**Control Number:**

38400

**Curriculum Id:**

OEC.WSD.CC

This program provides students with classroom discussion about creating an inclusive classroom for students with disabilities by developing an understanding of different approaches in teaching. It also provides students with in-class strategies to help all students succeed.

### Program Courses & Requirements

**Working with Students with Disabilities, CC (Total 80)**

**Complete the following number of credits: 80**

WKPR102 - Understanding Students with Disabilities 40

WKPR103 - Strategies for Instructing Students with Disabilities 40

### Learning Outcomes

Develop an understanding of different instructional strategies to support a diverse classroom.