

Sacramento City College

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Sacramento, California 95822
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www.scc.losrios.edu

Los Rios Community College District

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(916) 568-3041

Dr. Brice W. Harris, Chancellor

2003-2004 Board of Trustees

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ATTENTION STUDENTS - WE'VE GOT YOUR NUMBER!

Sacramento City College and the Los Rios District has converted to a new Course Numbering System. Not to worry – we've got your number! The courses are the same, just the numbers have changed. To help you become familiar with the new course numbers, a Course Conversion Table has is also available at <http://www.scc.losrios.edu>.

This catalog was printed in March, 2003, and does not reflect changes or new program approvals that may have occurred since that time. Check with Admissions, Counseling, or Instruction for the most current information. The publication is available in alternate formats (large print, Braille, MP3, or e-text). Please call 916-558-2087 (voice) or 916-558-2693 (TDD).

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Important Phone Numbers and Email Addresses

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

Instructional Division Offices

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

Off-Campus Instructional Centers

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

Notice to Students

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

Special Acknowledgment to

Marilyn Keefe Perry—Copy Coordination and Preparation
SCC Graphic Impressions—Cover design and Layout

Academic Calendar

Summer Session 2003

June 9	Instruction Begins, First Session
June 23	Instruction Begins, Six week/Second Session
July 3	End of Fourth Week/First Session
July 4	Holiday—Independence Day
July 7	Instruction Begins, Fourth week/Second Session
July 17	Final Exams and End of Six week/First Session
July 31	Final Exams and End of Four week/Second Session
July 31	Final Exams and End of Six week/Second Session
July 31	Final Exams and End of Eight week Session

Fall Semester 2003

August 18	Instruction Begins
September 1	Holiday — Labor Day
November 10	Holiday — Veteran's Day
November 22	Last day to drop full semester classes
November 27-30	Thanksgiving Recess
December 19	End of Semester
December 20-31	Winter Recess
January 2-14, 2004	Semester Break

Spring Semester 2004

January 19, 2004	Holiday—King's Birthday
January 20	Instruction Begins
February 13	Holiday—Lincoln's Birthday
February 16	Holiday—Washington's Birthday
April 5-11	Spring Recess
May 1	Last day to drop full semester classes
May 26	End of Semester/Commencement

*Please check the Schedule of Classes for more current information.

Administration

College President

Dr. Robert M. Harris

Vice Presidents

Administration

Lloyd T. Rodgers

Instruction

Deborah J. Travis

Student Services

Dr. Patricia C. Hsieh

Administrators

Administrative Services

Robert J. Martinelli

Admissions, Records, and Special Programs

Sam T. Sandusky

Behavioral and Social Sciences

Dr. Kari Forbes-Boyte

Business

Shirley Short

College and Community Relations

Mary Leland

College Store

John Working

Davis Center

John E. Ruden

Economic and Workforce Development

James L. Comins

Humanities and Fine Arts

Chris R. Iwata

Information Technology

Dr. Elaine Ader

Language and Literature

Julia Jolly

Learning Resources

Gregg Atkins

Mathematics/Statistics and Engineering

David A. Blackwell

Matriculation and Student Development

Myra K. Borg

Outreach and Weekend College

To Be Announced

Physical Education, Health, and Athletics

Gary E. Torgeson

Planning, Research, and Institutional Effectiveness

Dr. Nelle Moffett

Science and Allied Health

Mary Turner

Student Services

Lawrence G. Dun

Technology

Phillip B. Cypret

West Sacramento and Downtown Centers

Dr. Debra J. Luff

Regional Health, Ed>Net

To be Announced

Regional Health Occupations and Tech Prep Programs

Merle Meland

Organization of the Instructional Areas

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

Behavioral and Social Sciences

Kari Forbes-Boyte, Dean

Rodda North 226, (916) 558-2401

Administration of Justice
 Anthropology
 Early Childhood Education
 Family and Consumer Science
 Geography
 Gerontology
 History
 Instructional Assisting
 Political Science
 Psychology
 Social Sciences
 Sociology

Business

Shirley Short, Dean

Business Building 213, (916) 558-2581

Accounting
 Bookkeeping and Office Management (See Business)
 Business
 Computer Information Science
 Economics
 Management (See Business)
 Marketing (See Business)
 Office Administration (See Business)
 Real Estate (See Business)

Counseling Services

Lawrence Dun, Dean

Rodda North 111, (916) 558-2204

Human Career Development
 Work Experience and Internships

Humanities and Fine Arts

Chris Iwata, Dean

Auditorium 19a, (916) 558-2551

Art
 Communication (Formerly Speech Communication)
 Foreign Languages
 Humanities
 Music
 Philosophy
 Sign Language Studies
 Theatre Arts

Language and Literature

Julia Jolly, Dean

Rodda South 226, (916) 558-2325

English
 English as a Second Language
 English - Reading
 Journalism

Learning Resources

Gregg Atkins, Dean

Learning Resources Center 236, (916) 558-2253

Library
 Library and Information Technology

Physical Education, Health and Athletics

Gary Torgeson, Dean

Hughes Stadium, Sections 1 & 3, (916) 558-2425

Adaptive Physical Education
 Athletic Training
 Athletics
 Health Education
 Physical Education
 Recreation

Mathematics/Statistics & Engineering

David Blackwell, Dean

South Gym 220, (916) 558-2201

Engineering
 Mathematics
 Statistics

Science and Allied Health Division

Mary Turner, Dean

Mohr Hall 18, (916) 558-2271

Allied Health
 Astronomy
 Biology
 Chemistry
 Dental Assisting
 Dental Hygiene
 Geology
 Nursing A.D.N.
 Nursing, Licensed Vocational
 Occupational Therapy Assistant
 Physics
 Physical Therapist Assistant

Technology

Phillip Cypret, Dean

Auditorium 1, (916) 558-2491

Aeronautics (See Advanced Transportation Technology)
 Cosmetology
 Electric Vehicle Technology (See Advanced Transportation Technology)
 Electronics Technology
 Engineering Design Technology
 Flight Technology (See Advanced Transportation Technology)
 Graphic Communication
 Mechanical-Electrical Technology
 Metals Industry Technology
 Motorcycle Maintenance
 Photography
 Railroad Operations (See Advanced Transportation Technology)
 Recreational Vehicle Maintenance (See Advanced Transportation Technology)
 Surveying (Geomatics) (See Engineering Design Technology)



Robert M. Harris, Ph.D.

President's Message

Welcome to Sacramento City College, a community college whose mission is to serve its students by working together to pursue excellence and inspire achievement.

Sacramento City College's open and equal access for all members of our community helps promote a student-centered focus on learning. Our instructional and student service programs are designed to enhance and enrich each student's educational experience.

Sacramento City College students learn with a talented, committed and multiculturally diverse faculty, staff and administration. We are leaders in providing educational programs that successfully prepare students for transfer to four-year colleges and universities. We also offer school-to-work programs that meet the current needs of business and industry.

This catalog will serve as an important resource for you as a Sacramento City College student. Refer to these resources, ask questions and take action to achieve your goals.

I wish you every success and, once again, welcome to Sacramento City College!

A handwritten signature in black ink that reads "Robert M. Harris, Ph.D." in a cursive style.

Robert M. Harris, Ph.D.
President

About the College

Our Core Values

Working Together • Pursuing Excellence • Inspiring Achievement

Our Mission

Sacramento City College, part of the Los Rios Community College district, is an open access institution that provides educational opportunities in the greater Sacramento region. The faculty and staff of the College will join with both potential and current students to help them identify their educational needs, provide personal, financial and educational planning and assistance, and explore and pursue a wide array of learning opportunities. Members of the College community are committed to the worth, dignity and potential for growth in every person. We will challenge one another and our students to imagine and pursue a future that stimulates each of us to the limits of our capacities to achieve.

Accreditation

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

Philosophy and Purpose of the College

Sacramento City College endorses an Open Door Policy. The college is accessible to all who wish to apply regardless of previous educational background. Additionally, the college prides itself in representing the cultural diversity of the community it serves.

The purpose of Sacramento City College is to provide opportunities for critical thinking, vocational training, social development, and

personal growth. The college also responds to the emerging educational needs of our community.

To implement its philosophical commitments, the college provides a variety of programs:

General Education

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

Occupational Education

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

Developmental and Basic Skills Education

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

Lower Division Post Secondary Education (Transfer Education)

These courses which parallel the first and second year courses of four-year colleges and universities and prepare students to transfer to such institutions.

Courses by Television

Based on a series of programs aired over broadcast and cable television, telecourses are designed to provide high-quality course work to those students who are unable to attend on-campus classes. Additional work in telecourses includes readings, written assignments, and testing. To receive course details and an advance list of specific dates and meeting locations for on-campus class sessions, contact the Learning Center at (916) 558-2361.

Online Courses

To broaden and improve student access to education, the college is offering online courses. Online classes are those for which the majority of instructional delivery is conducted using the Internet or the World Wide Web. These courses involve the same curriculum components as a traditional class, with content presented through web pages and class discussion occurring through email, bulletin boards, and chat rooms. Refer to the Schedule of Classes.

Outreach Centers

Outreach Programs—Sacramento City College offers many of its credit courses at community outreach locations. Inasmuch as these classes are the same as those taught at the main campus, a student can complete many general education and major requirements for an associate degree or certificate or for transfer to a four-year school at these locations.

These sites are:

Davis:

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

Downtown:

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

West Sacramento:

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

Business and Professional Development—

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

Foundation and Organization

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

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

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

Buildings and Facilities

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

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

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

Los Rios Community College District Non-Discrimination Policy

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

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

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

Such non-discrimination policies extend to all of the functions

and activities of the Los Rios Community College District including employment and employment selection, educational programs, services, admissions, and financial aid. Student equity in all academic and vocational programs is a primary goal of the college.

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

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

Inquiries can be directed as follows:

*** Equity Officer**

Associate Vice President, General Education and Outreach Programs, RN257, Instruction Office, (916) 558-2407, with inquiries regarding:

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

Política contra la discriminación

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

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

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

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

The SCC Instruction Office (916) 558-2407; Rodda Hall North, Room RN 257; or Ann Aaker, Associate Vice Chancellor of Human Resources, Los Rios Community College District, 1919 Spanos Court, Sacramento, CA 95825 (916) 568-3101; or to the Director of the Office of Civil Rights, U.S. Department of Health, Education and Welfare, Washington, D.C.

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

LOS RIOS COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

Kay Albiani, Ann Blackwood, Terry Cochran, Pamela Haynes, Tim Loree, Bruce Pomer, and Lisa Collins, student trustee.

Faculty Code of Ethics

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

1. Recognizing that, at times, students will offer us gifts or favors, we must be aware of potential implications. Acceptance of such offerings should be avoided.
2. Recognizing that student sensitivities must be respected, we must appreciate that remarks based on gender, race, religious or ethnic group, physical handicap or sexual orientation are inappropriate in the classroom environment.
3. Recognizing that instructors are concerned with the welfare of students and that students will, at times, wish to share information of a personal nature, it is appropriate for faculty to listen sympathetically to students but not to elicit, reveal or exploit confidential information.
4. Recognizing that while amorous relationships are appropriate in other circumstances, we accept that such relationships are always inappropriate when they occur between any faculty member and his or her student. Further, such relationships may have the effect of undermining the atmosphere of trust on which the educational process depends. Implicit in the idea of professionalism is the recognition by those in positions of authority that in their relationships with students there is always an element of power. It is incumbent upon those with authority, not to abuse, nor appear to abuse, the power with which they are entrusted.
5. Recognizing that under certain circumstances touching students may be appropriate, we acknowledge that sexual touching of a student by an instructor is never appropriate.
6. Professional interaction between students and instructors should always take place in an academic setting.
7. Instructors should never engage in nor condone sexual harassment. In the academic context, the term "sexual harassment" may be used to describe a wide range of behavior. The fundamental element is the unwelcomed personal attention by an instructor who is in a position to determine a student's grade or student employment or otherwise affect the student's academic performance or professional future.

Faculty Statement of Professional Ethics

- I. Faculty members, guided by a deep conviction of the worth and dignity of the advancement of knowledge, recognize the special responsibilities placed upon them. Their primary responsibility to their subjects is to seek and to state the truth as they see it. To this end they devote their energies to developing and improving their scholarly and teaching competence. They accept the obligation to exercise critical self-discipline and judgment in using, extending and transmitting knowledge. They practice intellectual honesty. Although they may follow subsidiary interests, these interests must never seriously hamper or compromise their freedom of inquiry.
- II. As teachers, faculty members encourage the free pursuit of learning in their students. They hold before them the best scholarly standards of their discipline. They demonstrate respect for the student as an individual and adhere to their proper role as intellectual guides and counselors. They make every reasonable effort to foster honest academic conduct and to assure that their evaluation of students reflects their true merit. They respect the confidential nature of the relationship between faculty member and student. They avoid any exploitation of students for their private advantage and acknowledge significant assistance from them. They protect their academic freedom.
- III. As colleagues, faculty members have obligations that derive from common membership in the community of scholars. They respect and defend the free inquiry of their associates. In the exchange of criticism and ideas they show due respect for the opinions of others. They acknowledge their academic debts and strive to be objective in their professional judgment of colleagues. They accept their share of faculty responsibilities for the governance of their institution.
- IV. As members of their institution, faculty members seek above all to be effective teachers and scholars. Although they observe the stated regulations of the institution, provided they do not contravene academic freedom, they maintain their right to criticize and seek revision. They determine the amount and character of the work they do outside their institution with due regard to their paramount responsibilities within it. When considering the interruption or termination of their service, they recognize the effect of their decision upon the program of the institution and give due notice of their intentions.
- V. As members of their community, faculty members have the rights and obligations of any citizen. They measure the urgency of these obligations in the light of their responsibilities to their subject, to their students, to their profession and to their institution. When they speak or act as private persons, they avoid creating the impression that they speak or act for their college or university. As citizens engaged in a profession that depends upon freedom for its health and integrity, faculty members have a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom.

The Classified Code of Ethics

Preamble:

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

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

Code of Ethics

1. Devote time, thought and study to duties and responsibilities so that, as a Sacramento City College employee, we may render effective and credible service.
2. Base our decisions upon all available facts in each situation; vote our honest conviction in every case, unswayed by biases of any kind; abide by and uphold the majority decision of the Senate.
3. Welcome and encourage the active cooperation of the students, staff, faculty, administrators and public with respect to establishing policy on current and future college operations.
4. Provide equal treatment and respect to all college community members and take pride in extending our professional expertise within our designated field to the college community.
5. Recognize that unwelcome attention toward any member of the campus community is not permissible and shall not be condoned.
6. Encourage involvement in the college community by participating in campus committees, activities, and other affiliations.
7. Maintain integrity in all aspects of service.
8. Promote an exchange of information and communication with employee organizations, Associated Students, Academic Senate and administration.
9. Promote the institution’s mission of Working Together, Pursuing Excellence, and Inspiring Achievement.

Management Code of Ethics

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

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

- Conduct ourselves and relate with staff, faculty, colleagues, and students in a professional manner which is open and free of unlawful discrimination and harassment of any kind.
- Invite participation and promote cooperation, trust, problem solving and positive personal relationships.
- Assume accountability for the development, implementation, and outcomes of the decisions made by ourselves, the college, and the District.
- Utilize objective data and criteria and balance fiscal, contractual, and legislative interests to make fair decisions with the ultimate goal of promoting student learning and success.

Student Support Services

Counseling

Sacramento City College's Counseling Department offers a wide range of professional counseling services for community college students. Academic counseling is available to assist student in clarifying and planning their educational goals. Counselors help students complete an educational plan for a certificate, associate degree and/or transfer goals. Career counseling services assists students through the process of choosing the best major and career goals to fit their specific needs. Counselors guide students in exploring their personal values, aptitudes, and interests. Personal counseling services are provided to help students with life issues that may interfere with academic success. Counselors also provide Crisis Intervention services to students who experience acute emotional distress and require immediate attention.

All matriculating and first-time college students are encouraged to meet with a counselor prior to their enrollment. Counselors also encourage students to meet with a counselor once a semester or as needed to update their educational plan.

The counseling department also offers a variety of services that include first-time student orientations (on campus and online), online advising and special programs for student retention. Counselors teach Human Career Development courses that are designed to build and enhance student skills leading to academic and life success.

Services are available Monday through Thursday 7:30am to 8:00pm and 7:30am to 5:00pm on Fridays. Counseling services are available on a limited basis on weekends and at the Outreach centers. Counselors are located in the Counselor Center on the first floor of Rodda North. Call (916) 558-2204 for more information or to make an appointment.

Other programs located in the Counseling Center include Orientation, Planning and Placement, Disabled Resources Center, Health Services, International Student Center, and Transfer Center. See the sections in this catalog on these programs for more information.

Orientation

General information and enrollment sessions for all new students are held on campus prior to the start of classes each semester. All first-time students are encouraged to participate in these sessions that include information on SCC programs, course selection, enrollment procedures, and information essential to college success. The Orientation Office's

phone number is 916-558-2145 for reserving a space at Orientation or for more information.

Online Orientation

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

Outreach Program

The Articulation Specialist conducts Outreach activities. The purpose is to provide and reinforce accurate and up-to-date information, in person, on Sacramento City College's enrollment process, enrollment procedures and all requirements/activities related to these important components for new students.

Additional information on accessibility of the school's programs, services, activities, and resources are shared with students in elementary, middle/junior high, high schools and adults in various community organizations.

Campus Tours

Tours of the campus are coordinated by the Articulation Specialist on a request basis. Tours may be on an individual basis or may be a group tour as large as 90 people. Additional information may be obtained by contacting the Articulation Specialist.

Summer Bridge and Summer Academy

New first time students can prepare for the transition to college by participating in the Summer Bridge Program (designed for EOPS eligible students) and the Summer Academy program (designed for all other first time college students). The programs are four weeks long, Monday-Thursday, July 8-August 1 and consist of transition classes, field trips and other activities. Some of the benefits include free books, enrollment fees, parking, lunch and job opportunities. Contact scceops@scc.losrios.edu or summeracademy@scc.losrios.edu for further information and an application.

Assessment

Since reading, writing, and mathematics skills are essential for learning and understanding all subjects, it is helpful for students to know their level of performance in these areas. Assessment in these subjects will show educational strengths and needs and can provide useful information for planning a course of study at Sacramento City College. Assessment is not conducted to keep a student out of college or specific classes.

Your assessment results, along with your high school record, educational and employment experiences, current work schedule, and motivational level, can be used to help plan your classes. Your Sacramento City College counselor can provide interpretation of test results and work with you to prepare a Student Educational Plan. The Assessment Center can provide information about the types of assessment available and its testing schedule.

Call (916) 558-2540 or (916) 558-2541 for information or drop by the Student Services Building Room 121.

Senior Assessment for College (SAC)

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

Transfer Center

The Transfer Center assists students in transferring to four-year colleges and universities. The center maintains current college and university catalogs, admission and major course requirements, applications, and resource materials. In addition to its many transfer activities, the Transfer Center coordinates the annual Transfer Day in the Fall and Transfer Night in the Spring, university representative appointments and workshops, talent roster activities, college tours, the Transfer Admission Agreement Program, and the transfer class, Human Career Development 300-Strategies for Successful Transfer and Academic Success.

Appointments to meet with college representatives for individual and application/information workshops can be made in the Transfer Center. Representatives from California State University, Sacramento and University of California, Davis are available to meet with students in the Transfer Center twice each week. In addition, university representatives from other four-year institutions are available at least once per semester.

The Transfer Center is located in the Counseling Center, Rodda North. The Center may be reached by calling (916) 558-2181 or drop by the office.

Disability Resource Center

Educational support services offered by the Disability Resource Center are designed to improve access to educational opportunities for students with disabilities.

The following educational support services are available to meet the unique needs of students with disabilities to assist them in achieving a successful college experience:

- Adaptive computer technology
- Liaison with campus and/or community resources
- Priority enrollment assistance
- Special parking
- Supplemental specialized orientation
- Examination accommodations
- Academic, career and personal counseling
- Interpreter services
- Reader, note taker, and scribe services
- Mobility assistance
- Lockers
- Adaptive physical education
- Alternate format materials

The Disability Resource Center is located in the Counseling Center, Rodda North. For further information telephone (916) 558-2087 or TTY (916) 558-2693. California Relay Service, TDD 1-800-735-2929/ (Voice) 1-800-735-2922. Office hours: 8:00 a.m. to 4:30 p.m. daily. Evening appointments are available.

Center for Physical Excellence. In December of 1994, the college dedicated its Center for Physical Excellence. Located in the former lobby of the Hoos Pool building, the Center is a specialized facility designed to meet the unique needs of the physically challenged students. Facilities, staff, and specialized programs are available to assist students in developing and enhancing their physical skills to facilitate their educational and personal development. Contact the Physical Education, Health, and Athletics Division at (916) 558-2425 for more information.

Alternative Publication Formats

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

Learning Disabilities

Students of average or above average learning ability who have specific learning disabilities in the areas of reading, math, writing, oral language, study skills, and/or other academically-related skills may receive diagnostic academic assistance for increased success in achieving educational goals.

This program is designed to assist students with specific learning difficulties who have the motivation and potential to succeed in a community college setting.

The primary goals of the program are to:

1. Evaluate learning disabilities;
2. Develop a learning plan for eligible students with learning disabilities to increase their academic success in a regular classroom situation; and,
3. Use adaptive or alternative teaching methods to assist achievement in academic or vocational certificate and degree programs.
4. Serve as liaison consultants between SCC instructors and students with learning disabilities.

For further information, please call (916) 558-2283.

WorkAbility III

The WorkAbility III program provides students with disabilities with employment services. To qualify for WorkAbility services, students must be a current consumer of the California Department of Rehabilitation, and have a physical, mental, emotional, communication or learning disability. Services include career

counseling, career development classes, resume and interview practice, and job placement assistance.

To get more information about WorkAbility, or to schedule an appointment, call us at (916) 558-2590, or check our web site at: www.scc.losrios.edu/~onestop/workability.

Cultural Awareness Center (CAC)

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

The Center sponsors open forums, panel discussions and speakers who often reflect the ethnic, education, age, and gender differences on our campus, as well as the differences of ideas and opinions. These ideas and opinions allow us to see things from many different perspectives, challenging us to think outside the box.

To live and work in a world that is diverse is to understand the need to become comfortable talking with people who are different from you. The Cultural Awareness Center is a safe place to celebrate what makes you different and to learn to appreciate the differences in others; it is an educational experience.

Career Center

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

Job Services

Student employment services are coordinated through the Job Services office located in the One-Stop Center. The office provides on campus job services and maintains job listings and referrals for off campus employment. Students contact off campus employers directly. Job announcements and descriptions are posted on the job board on the first floor of Rodda North, outside the Counseling Center. Additional job listings are available for viewing in job binders. Recruiters are on campus throughout the year to give job/career information or to interview for specific jobs. Students can receive assistance with resumes, interview skills, and job search strategies individually or through workshops. All services are available and accessible to all students. For students with disabilities who need assistance who use our services, we work in cooperation with the Disability Resource Center and Workability, a joint program between the Department of Rehabilitation and Sacramento City College. Employers can contact JOBTRAK (1-800-999-8725) to publicize a job. For general information, call (916) 558-2331.

Re-Entry Services

Re-Entry is a starting point for all students who are returning to school after an absence or interruption in their education. Re-Entry is a welcoming and supportive environment where students, potential students and staff can access information and referrals to a variety of programs and services available on campus and in the community. Assistance with admissions and enrollment procedures, appointments for personal, academic, and career counseling and a College Success class for re-entry students (Human Career Development 310 are offered). Re-Entry also provides ongoing services and programs including support groups, orientations, and workshops designed to help returning students adjust to college and make successful life and career transitions. Call (916) 558-2533 for information or for an appointment.

Health Services

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

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

The Health Office is open Monday through Friday, from 7:30 a.m. to 4:30 p.m. and Monday and Thursday evenings from 5:30 p.m. to 7:30 p.m. during the academic year. Call (916) 558-2367 for information.

Dental Health Clinics

The Dental Clinic is located in Rodda South 135. Students and community members may make appointments with dental hygiene students for preventive dental hygiene services. Services include cleaning and polishing teeth, fluoride application, and oral hygiene instructions. Fees for these services are \$16.00 for the first appointment and \$5.00 for additional appointments. Sealants, which prevent tooth decay, cost \$5.00 per tooth. With a written request from a dentist, dental x-rays can be taken by either dental assisting or dental hygiene students. The fee for x-rays ranges from \$10.00 to \$20.00. For an appointment, call (916) 558-2303.

International Student Center

The International Student Center advisor and staff provide support services to SCC students approved for international F-1/F-2 status. International students are defined as any citizen of a country other than the United States who have or will need "school authorization, under Federal laws, to enroll as a non-immigrant student".

The staff is available to assist students with the completion of the International Admissions Packet, review all required documents, orientation process, provide information on services, and answer questions. In addition, the center serves as a valuable resource for students regarding their student immigration status, federal regulations, and educational responsibilities.

Students are advised to:

- Request an SCC International Admissions Packet as soon as possible by e-mail at the following address: <http://www.intctr@scc.losrios.edu>.
- Maintain full-time status and complete a minimum of 12 units or more each semester (W=withdrawals do not count as part of the 12 units)
- Notify INS of address changes by completing and mailing "Form AR-11" within 10 days of moving
- Notify SCC International Student Center and Admission and Records Office of address and educational major changes
- Maintain proof of Student Health and Medical Insurance coverage
- Have an original copy of college transcripts (translated into English) sent from all institutions attended to Sacramento City College, Admissions and Records Office
- Meet regularly with instructors and the International Advisor whenever any academic difficulties arise

Approved F-1/F-2 students are required to report to the International Student Center not later than two weeks before the first day of instruction. Students must bring their most recent original entry documents (I-20s, I-94, passport with American Consulate visa page) and current copies of all college transcripts translated into English.

Every effort is made to ease the transition to a new culture, educational system, and college life. The International Student Advisor encourages students to meet with her for career, personal and educational advising, to complete an educational plan, and to address questions and concerns regarding student immigrant status.

The International Student Center is located in the Counseling Center, Rodda North 142. To schedule an appointment, please call (916) 558-2486.

Veterans Affairs

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

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

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

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

Office hours are Monday through Thursday, 11 a.m. to 7:30 p.m., and Friday, 8:30 a.m. to 4:30 p.m. For further information

contact the office at sccveterans@scc.losrios.edu or (916) 558-2591.

Child Development Center

The college operates child development centers serving pre-school and infant-toddlers in the Berneice Clayton Child Development Center. The programs provide care and educational programs for children ages six months to first grade of students enrolled at Sacramento City College. There is an advisory committee to the program, representing parents and college staff. Parents who wish to participate in the Pre-School Program may enroll in Early Childhood Education 106 to receive credit for laboratory hours. Parents are also encouraged to enroll in the one-unit course ECE 104, Parenting Workshop.

The center is open Monday through Thursday, 7:30 a.m. – 9:00 p.m. and Friday, 7:30 a.m. – 5:00 p.m.

The Center also serves as laboratories for students majoring in Early Childhood Education. A trained staff directs the children's programs that include many activities promoting optimum physical, social, emotional, and intellectual development. In addition, breakfast, a hot lunch, snacks, health care, field trips and many activities encouraging language development are provided.

For additional information call (916) 558-2542.

Library Services

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

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

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

Librarians also help students identify reliable web sites and information in order to expand their research to the Internet.

Through the Library's interlibrary loan service, staff and students can borrow books and articles from libraries throughout the district and region and have them delivered to SCC.

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

Instructional Media Center

The Instructional Media Center – located in the new Learning Resource Center on the first floor – houses the library's non-print collections: videos, audiotapes, and CD-ROM software are available for use at viewing stations, tape machines or on computers. Media materials used by faculty and placed on reserve for student use are kept in the IMC. An open-access computer lab with PC and Macintosh computers is available in this area and provides Internet access as well as basic personal productivity software (word processing, spreadsheet, paint/draw, etc.). Instructional assistance and guidance is available to all IMC users.

A second open-access computer lab is located in B-153 (Business Building) and provides additional PC computers for Internet access as well as basic personal productivity software (word processing, spreadsheet, paint/draw, etc.). Instructional assistance and guidance are also available to users of this lab.

Learning Skills and Tutoring Program

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

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

Distance Education Program

The Distance Education program develops and supports a variety of alternative instructional delivery systems: cablecast courses by television (cablecast over the AT&T Sacramento Broadband System), live cable broadcasts (Interactive TV), and online courses are available through the Internet. These courses are offered to students who prefer a different learning style, who may wish to work more independently, who may need greater scheduling flexibility or who are unable or prefer not to come to the campus on a regular schedule. Students who enroll in these courses receive the same academic credit that is given for on-campus classes. Students are able to access these courses at home or in the Learning Resource Center.

For a current listing of distance education offering, consult the Schedule of Classes or check the Distance Education website at www.scc.losrios.edu/de.

Open-Access Computer Labs

To support student mastery of new information technologies, encourage student integration of computer skills and awareness into their learning processes and to make computer resources and Internet access available to any student, SCC provides two open-access computer labs: an open-access computer lab with PC and Macintosh computers is available in the Instructional Media Center (Learning Resource Center) that provides Internet access as well as basic personal productivity software (word processing, spreadsheet, paint/draw, etc.). Instructional assistance and guidance is available to all IMC users. A second open-access computer lab is located in B-153 (Business Building) and provides additional PC computers for Internet access as well as basic personal productivity software (word processing, spreadsheet, paint/draw, etc.). Instructional assistance and guidance is also available in this lab.

Learning Communities

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

Human Services Courses (Skill Building, Tutor Training)

Individualized instruction designed to help students acquire, improve or refresh basic reading, writing or arithmetic skills is offered as Human Services 200, Prerequisite Skills Assistance. The course content is tailored to the individual student's needs and abilities. All enrolled students consult with the Learning Skills and Tutoring Center Coordinators to determine the curriculum to be mastered. Instruction is offered via computer-assisted instruction in the Learning Skills and Tutoring Center (Learning Resource Center). Students may earn .5 – 4 units in this course

The availability of peer tutoring is an important piece in SCC's effort to support student success. And SCC knows that good tutors are shaped by good training Human Services 38, Introduction to Group Peer Tutoring, offers instruction on becoming a group peer tutor and Human Services 43A, Introduction to Tutor Training, offers instruction on individual peer tutoring, both are one-unit. For more information stop by and talk with one of the Learning Skills and Tutoring Center Coordinators.

Human Career Development Instruction (Academic Skills)

All students can benefit from Human Career Development 360 – Academic Skills. This is offered as a modularized, independent-study course that is designed for students who want to study

independently to improve their academic skills. The course is available online. Students have an opportunity to assess their learning needs in order to develop and improve study techniques for textbook reading, note taking and test taking. In addition, students will learn how to apply time management, concentration, memory improvement and listening strategies. This is an excellent course for anyone interested in establishing a strong academic skills foundation or in brushing up on their study skills.

Service Learning Program

Participation in campus and community volunteer projects – as a part of regular course work – serves to make learning more direct and relevant, builds students’ leadership and organizational skills, and promotes civic engagement and community building. SCC is incorporating service learning into more and more courses, and is creating campus and community partnerships to enhance student learning. Service Learning projects have included web and brochure design for community agencies, partnerships with social services, school-aged mentoring and transitional housing programs. For a current list of courses connected with the Service Learning Program, check the Schedule of Classes or visit the Service Learning website at www.scc.losrios.edu/ or call (916-650-2918).

Learning Resource Center

The Learning Resource Center (LRC) is a resource for student learning and intellectual exploration. And it is a place where students can find solitude, space for group study and collaborative work, and room to plan, sort and organize reports or projects. This spacious, comfortable, state-of-the-art building on the south perimeter of the campus quad houses the Library, Instructional Media Center, and Learning Assistance and Tutorial Center as well as services for faculty and staff. The LRC provides extensive collections of books, periodicals, videos, films, microforms, software, and electronic databases to support the educational needs of SCC students. Many of these resources are available from off-campus via the web.

The Learning Resource Center is electronic classrooms, an entire floor of quiet study space, group study rooms, computers, and laptop computer ports throughout the building. And it is librarians, learning skills and tutoring coordinators, paraprofessionals, and student support staff who assist learners at every stage in the study and research processes, helping them to build lifelong information competency skills as well as the skills they need to succeed at SCC and throughout their college years.

Other Services

College Store

The College Store, conveniently located on campus on the east side of the Lusk Aeronautical building, carries a complete stock of all textbooks used in the classes at the college, as well as paper and supplies of all kinds. The Board of Trustees of the Los Rios Community College District exercises supervisory control over the College Store and provides for an annual audit. The President of the College is empowered to direct the activities of the store.

Cafeteria-Snack Bar — City Cafe

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

Campus Police Services

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

Student Parking at SCC

All students are to park in white lined spaces which are primarily located around Hughes Stadium. Students are encouraged to park on campus as the lots are patrolled regularly. Motorcycle parking is also available in designated areas.

Parking Permits

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

Disabled (Handicapped) Parking

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

Enforcement

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

Shuttles

Evening shuttles run from the student lots to the campus Monday through Thursday until 9:30 p.m. This shuttle is only in effect if ridership dictates the need for shuttle service.

Liability

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

Bicycle Lockers and Racks

Approximately 500 spaces, including nearly 40 bicycle lockers are available on campus. Bicycle lockers may be rented at the Business Office across from Admissions in Rodda North. Caltrans Bicycle route maps are available at the transportation information display (Rodda North). All students are encouraged to walk, not ride, their bicycles in the quad area.

Motorcycles

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

RT Bus and Light Rail

A number of buses serve the Sacramento City College campus and can be boarded on Freeport Boulevard and on Sutterville Road adjacent to the campus. These buses can provide access to Light Rail transfers and other public transportation services connecting Sacramento with adjacent counties. Check the transportation information display in Rodda North for current information or contact Sacramento Regional Transit at 321-BUSS (2877).

Sacramento Regional Transit's south line extension will be opening the City College Station in September 2003 for direct access to the College. The new station is located on the east side of Hughes Stadium. A shuttle service will be available for student use.

Three Ways to Share Rides:

City of Sacramento Car Pool Spaces on 12th Avenue.

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

Sacramento Rideshare

Potential carpool partners may be found by completing an online Rideshare application at www.1800commute.org. Students will need to provide their schedule and major cross streets near their destinations. Students may also call 1-800-COMMUTE if preferred.

Student Leadership and Development

Rideshare Matching Bulletin Board

The Student Leadership and Development office keeps a rideshare bulletin board for those who wish to post cards to help them find riders or rides. The rideshare bulletin board is located on the first floor of the South Gym. The college assumes no responsibility for rides or riders other than maintaining the rideshare board. Call (916) 558-2381 for more information.

Financial Assistance

Administration

The Financial Aid Office administers work-study, student loans and grants to assist eligible students with the cost of education. Inquiries may be directed to the Financial Aid Office, RN-167, 916-558-2501 or contact us at sccfinaidinfo@scc.losrios.edu.

Financial Aid

See <http://www.scc.losrios.edu/~finaid>

Sacramento City College participates in a number of programs to assist low and middle income students. To receive financial aid, a student must enroll in an eligible program that leads to a degree or certificate. Please note that a few certificate programs do not meet the minimum qualifications to be an eligible program. Contact the Financial Aid Office for details. Students can apply by completing the Free Application For Federal Student Aid (FAFSA). Applications are available in January. A priority deadline of March 1, 2004 has been set to ensure early processing of financial aid applications for the 2004-2005 school year. However, applications are accepted throughout the academic year. All awards are subject to the annual allocation of funds from the federal and state government. All students are encouraged to contact the Financial Aid Office for further information.

Federal Pell Grant Program (FPELL)

The Pell Grant is a need-based grant program sponsored by the Federal government. Information may be obtained in the Financial Aid Office. Priority application deadline is March 1, 2003 for the 2003-2004 school year.

California Student Aid Commission Grants (CAL GRANTS)

The California Student Aid Commission offers Cal Grants each year. The GPA Verification Form, required to apply for Cal Grants, is available in the Financial Aid Office. The FAFSA and completed GPA Verification Form must be postmarked by March 1, 2004 for the 2004-2005 school year. Further information on Cal Grants may be obtained in the Financial Aid Office.

Federal Work Study Program (FWS)

Employment is offered on and off campus to qualified financial aid applicants with the purpose to give meaningful work experience to students with financial need. Portions of FWS funds are available to place eligible students with agencies providing community services. Eligibility is determined by completing the FAFSA process. Priority application deadline is March 1, 2003 for the 2003-2004 school year.

Federal Supplemental Educational Opportunity Grant (FSEOG)

FSEOG is for undergraduate students with exceptional financial need and gives priority to students with Pell eligibility. Eligibility is determined by completing the FAFSA process. Priority application deadline is March 1, 2003 for the 2003-2004 school year.

Federal Stafford Student Loans - Subsidized And Unsubsidized

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

Satisfactory Progress Policy

To be eligible to receive federal student aid, you must maintain satisfactory academic progress toward a degree or certificate. In addition, by the end of the second academic year, the student must, in general, 1) have a "C" average or its equivalent, or 2) have an academic standing consistent with the requirement for graduation from the program. Congress and the Department of Education are concerned that funds are awarded to students who are making satisfactory progress toward their educational objective. Therefore, the Financial Aid Office is required to monitor this progress and deny aid to any student who fails to meet satisfactory progress policies. Please check with the Financial Aid Office for specific details.

Ability To Benefit

Ability to benefit applies to students who are admitted to college but who do not have a high school diploma or the equivalent. To receive Federal student aid, a student admitted on the basis of ability to benefit must pass a Department of Education approved test that measures the student's ability to complete the course of study. The Ability to Benefit test is administered by the SCC Assessment Center.

Basis for Denial of Financial Aid

Financial Aid may be denied for the following reasons:

1. Defaulting on a Title IV educational loan.
2. Failing to meet the financial aid satisfactory progress standards of Sacramento City College.
3. Completion of degree, certificate program or 72 units, whichever occurs first. (All degrees, certificates and units earned at all colleges, universities and technical schools are reviewed.)
4. Owing an overpayment or refund on any Title IV educational grant.
5. Falsifying information that affects the determination of eligibility for aid.

Student Expenses

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

The following budget is the approximate cost of attending Sacramento City College during the 2003-2004 academic year:

Room and Board		
	Lives at home	\$3168
	Lives away from home	\$8172
Personal Expenses		
	All Students	\$1204
Transportation		
	Lives at home	\$828
	Lives away from home	\$936
Books and Supplies		
	All students	\$1224
Enrollment fees (average)		
	All Students	\$308
<hr/>		
Total:	Lives at home	\$6732
	Lives away from home	\$11844

Maintenance Allowance

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

Extended Opportunity Program and Services (EOP&S)

EOP&S is a student support program for educationally and economically disadvantaged students, funded by the State of California and the Los Rios Community College District. It is designed to provide opportunities in higher education for students with academic potential who, historically, would have not attended college. EOP&S provides support services: EOP&S orientation, counseling, priority registration, financial aid processing, monitoring academic progress, tutors, book vouchers, university admission application fee waivers, cultural awareness activities, workshops and award ceremony.

The EOPS Program also has a CARE Program (Cooperative Agencies Resources for Education). It is designed to assist EOPS students who are single head of household, have at least one child five years old or under, currently receiving AFDC and have for at least one continuous year, and will pursue an educational program which leads to a certificate, degree or transfer objective.

Applications are available April 1 for the Fall semester and October 1 for the Spring semester. For further information, contact the EOPS Office, RN-178, call (916) 558-2403 or contact us at sceops@scc.losrios.edu.

CalWORKs Program

CalWORKs (California Work Opportunities and Responsibility to Kids) is a state funded Welfare-to-Work Program designed to help individuals on public assistance become self-sufficient. Sacramento City College's CalWORKs Program (not a program of Sacramento County) is working together with other community agencies and on-campus programs to provide comprehensive services that promote self-sufficiency and lifelong learning. The SCC CalWORKs Program includes education, training and support services, as well as employment opportunities related to the individual goal of each participant. Any one receiving TANF (Temporary Assistance for Needy Families), formerly known as AFDC, is eligible for services.

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

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

The Sacramento City College CalWORKs Program is located in the One Stop Center. Office Hours are Monday through Friday, 8:00am – 5:00pm. Please call (916) 558-2307 for Informational Orientation dates and times.

General Scholarships

Sacramento City College offers a unique campus scholarship program. Applications for SCC scholarships are available approximately the second week of the spring semester of each academic year. To qualify for scholarships, applicants must have completed a minimum of 12 units at Sacramento City College and be currently enrolled in 9 or more units at Sacramento City College. Descriptions of the requirements are included in a published Scholarship Listing Guide, available in hard copy and on the Sacramento City College website. Workshops are held beginning in November for students who want to familiarize themselves with the application process and increase their skills in completing a competitive application.

The SCC scholarship program includes scholarships from campus and community donations. Scholarship monies are received from current faculty and staff, emeriti members and alumni of Sacramento City College. In addition, many community businesses and individuals participate in the scholarship fund in order to create goodwill for community college education and, many times, to memorialize a loved one.

Scholarship criteria may include but not be limited to financial need. Academic improvement, community service, and leadership skills are highly considered.

Requests for further information may be directed to the Office of College and Community Relations, Rodda North 222, or call (916) 558-2197.

Student Leadership and Development

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

Student Leadership and Development Programs and Services:

Access

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

Activities and Events

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

Bulletin Board Posting(s)

Student Leadership and Development will assist students and college organizations by posting appropriate school materials on bulletin boards throughout campus.

Co-Curricular Support

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

electriCITY: Sending the Power of Information to Students

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

Housing

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

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

Student Center

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

Student Identification Cards

On behalf of the Associated Student Government, Student Leadership and Development provides photo ID cards for all enrolled students. The fee is \$5 per semester or \$9 per academic year (excluding summers). To obtain an ID card, pay at the Business Office in Rodda North and then bring your receipt to the Student Leadership and Development Office to have your picture taken and card processed. Your card will then be ready for pick-up in approximately 24 to 48 hours. Benefits include various campus and community discounts.

Voter Registration

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

Student Organizations

Any group of students having common interests may organize a student club under rules established for student organizations. Each club must have a faculty advisor and be approved by the Student Leadership and Development Office. The following is a list of chartered clubs:

Adaptive P.E. Club
 African Scholars' Alliance
 American Medical Student Alliance
 Anime and Game Association
 Business Leadership Society
 Christian Fellowship
 City Signers
 Dance Club
 Dental Hygiene
 Disabled Students for Positive Action
 Electronics Student Association
 Hmong Culture Club
 Honors Club
 International Culture Club
 Le Club Francais
 Lesbian, Gay, Bi-Sexual, Transgender Club
 Make the Future Different Village Club
 Met-Tech Club
 Mind Over Matter Psychology Club
 Movimento Estudiantil Chicano de Aztlan (M.E.C.H.A)
 Muslim Student Association
 National Organization for Women – SCC Chapter
 National Society of Black Engineers
 Polynesian Connection
 Science, Math, and Engineering Club
 Society of Hispanic Professional Engineers
 Society of Mexican American Engineers and Scientists
 Studies of the New Testament
 Waste Reduction and Recycling Club
 Yoga & Meditation Club

Associated Student Government (ASG)

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

The purpose of student government is to encourage student participation in the governance of the college, a concept called participatory decision making. Students are encouraged to become involved in campus-wide development and decision-making processes by joining SCC and the Los Rios Community College District standing committees such as:

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

Appointments of students to these committees is by application through the ASG office. A student interested in serving on campus-wide committees does not have to be a member of ASG. Membership in ASG is open to any registered student SCC student, registered in at least six (6) units and maintaining a minimum GPA of 2.0 to 2.5 depending on the office.

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

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

College Standing Committees

The goal of the Sacramento City College Standing Committee system is effective and efficient governance. Standing Committee membership is open to student, faculty, classified staff, and administrators. Appointment of student members to standing committees is coordinated through the Associated Students. For more information on the ASG and standing committee appointments, visit <http://www.scc.losrios.edu/~asg>, call 916-558-2446, or drop by the ASG office in South Gym 232.

Admission

Eligibility for Admission

Scholastic: Admission to the college, as prescribed by law, is open to: (1) any high school graduate; and (2) any person over 18 years of age who can demonstrate ability to profit from community college education. High school students and K-8 students may be admitted to a limited program upon recommendation of their school principals (See advanced education section for details.) Advanced Education students should contact their school counseling office or the SCC Counseling Office, (916) 558-2376, for enrollment details. Students who successfully complete the "Certificate of Proficiency" granted by the state Board of Education will be admitted to Sacramento City College on the same basis as regularly graduated high school students.

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

Resident rules are as follows:

1. A student whose legal residence is in California may attend Sacramento City College. Generally the legal residence of unmarried students under the age of 19 is that of their parents.
2. California Education Code and Los Rios Community College District policy states that an applicant, regardless of age, who has not established legal residence in California will be considered a "non-resident" and subject to a tuition fee of \$149 per unit.

In addition, students who are both citizens and residents of a foreign country will be assessed an additional \$14 per unit fee for capital outlay purposes.

Open Courses

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

Enrollment Procedures

- I. **Applicants for enrollment** should submit the following documents with Admissions/Records Office by July 18, for the Fall semester of 2003 and by December 19 for the Spring semester of 2004:
 - A. **Application:** An SCC Application for enrollment is available at www.scc.losrios.edu on the SCC eServices page. Online applications may be completed with assistance at computer stations in the hall outside of Admissions and Records in Rodda North or during the registration period in the Building Building, B153. Applications may be obtained in person or requested by telephone or mail, but there may be a delay in enrollment if not submitted over the website. International students may apply online, but must submit additional information to the International Student Center before being admitted to SCC.
 - B. **Assessment:** Take the Assessment Test. Phone 916-558-2540 or drop by the Assessment Center, room 122 in the Student Services Building, to inquire about dates and times for the English, ESL (English as a Second Language), and Math assessments. After taking the Assessment Test, take Assessment Results to an Orientation appointment or meeting with a counselor.
 - C. **Orientation:** Participate in Orientation. Phone 916-558-2540 or drop by the Orientation and Information office in Rodda North 138 to make an appointment. Orientation sessions will provide information about programs and services offered at SCC as well as a campus tour. A counselor will participate in Orientation. As an alternative to the traditional Orientation session, SCC offers an Online Orientation followed by an appointment with a counselor.

- D. **Counseling:** Meet with a counselor to create an Educational Plan during Orientation or individually in the counseling department. Counselors provide information about certificates, degrees, and course selection. Extra assistance is available to students who are undecided about their goal. Online Orientation Participants will need to meet personally with a counselor in Rodda North 147 or a counselor at an appropriate Outreach Center. To keep your Educational Plan updated, meet with a counselor every semester.
- E. **Registration:** The last step is registration for classes. Register for class online at www.scc.losrios.edu or by telephone at 916-286-400 or long distance in California (1-800-700-4144). You must observe the appropriate priority registration dates and times.

California Resident Fees: \$11.00 per unit.

Out-of-State Non-Resident Fees: \$154.00 per unit (\$11.00 per unit, plus \$143.00 per unit, non-resident fee, total \$154 per unit)

International Student Fees: \$171.00 per unit (\$11.00 per unit, plus \$143.00 on-resident fee per unit, plus \$17 international fee, total \$171 per unit)

- II. **Readmission**—Former students of Sacramento City College returning after an absence of one or more semesters must submit an application for enrollment. Official transcripts from any institution attended since date of last enrollment at Sacramento City College should be submitted to the Admissions/Records Office. This includes summer session and correspondence courses.
- III. **Transfers from other community colleges**—Students who have previously attended another college and are in good standing are eligible to enroll at Sacramento City College, subject to residence requirements. Students should arrange a counseling appointment after their transcripts have been received to review their progress towards a degree or objective. All applicants should submit transcripts of other college records (if applicable). NOTE: Only official transcripts sent directly from the schools to Sacramento City College will be accepted. These should include any summer session or correspondence courses. All records submitted become the property of the college and will not be returned to the applicant. All transcripts must be received by the Admissions/Records Office by July 18 for Fall 2003 and December 19 for Spring 2004, or registration may be delayed. Students who have been disqualified by another college will not be admitted in the semester immediately following their attendance at that college. After one semester's absence, such students may be admitted subject to the Academic Standards Policy.
- IV. **Concurrent Enrollment**—Students enrolled at Sacramento City College may be enrolled for college credit in another institution.
- It is the responsibility of the student to request transfer to the Admissions/Records Office at Sacramento City College any credit earned in a concurrent enrollment.

- V. **Allied Health Programs**—Students interested in Allied Health programs must be enrolled in the program as well as the college. Applications are available at the division office, Mohr Hall 18.
- VI. **International Students**—International students who wish to enter Sacramento City College must contact the International Student Counselor in order to receive information relative to admission. Such students should initiate an application for admission at least six months prior to the first day of instruction. International students are charged “non-resident” tuition. International students (F/J/M visas) are required to show evidence of an approved Health/Accident Insurance coverage throughout the duration of their studies.
- VII. **Advanced Education Students (K-12)** Advanced education is intended to provide K-12 students with educational enrichment opportunities at the community college. To ensure success as an Advanced Ed student the following questions and answers related to the program have been developed. College classes often include adult/mature subject matter.

Who can enroll in advanced education classes:

Students with a GPA of 2.7 or higher and demonstrate ability in the subject area; exceptions to the 2.7 GPA are academies, HCD, and special courses designed for high school students.

What courses are excluded from the advanced ed program:

- Basic skills courses numbered below 100
- Courses requiring repetition due to substandard grades
- Basic courses such as English, Math, history or science
- Courses where the safety of the student or others would be jeopardized
- Courses with an adult or mature subject matter not appropriate for K-12 students

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

- Completed college application
- Supplemental data information
- Advanced education form
- Appropriate assessment results
- High school transcript
- Copy of Private School affidavit if appropriate
- Approval of Sacramento City College counselor

How do I register for class:

- Advanced ed students must register in person at the Admissions counter or the outreach center
- Have a completed advanced ed application
- If a student enrolls at a class held at the high school the student may be assisted at the high school

What else should a student know about the advanced ed program

- The course credit and grade the student receives will become part of the permanent college record
- All prerequisites must be met
- A student may enroll in two courses or six units total each semester including Summer
- Enrollment fees are waived but out-of-state and international students must pay those fees

- Students must be present at the first class meeting or they will be dropped
- If initially denied for advanced education submit a petition for eligibility

Out-of-State non-resident fees: \$11.00 per unit plus \$149.00 non-resident fee per unit, total \$154 per unit

International student fees: \$11 per unit, plus \$149.00 non-resident fee per unit, plus \$14.00 international fee per unit. Total \$174.00 per unit

Matriculation

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

Here is how the matriculation process works:

1. Admissions

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

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

2. Assessment

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

3. Orientation

Orientation and advising are provided for all first-time college students. They are generally scheduled weekly throughout the registration period for Fall and Spring. The sessions cover information about SCC programs, services, policies and procedures and also include a campus tour. Counselors provide advising related to course selection. Students desiring additional help are encouraged to augment the pre-registration orientation through special instructional programs.

4. Counseling and Educational Plan Development

All matriculation students must meet with a counselor during their first semester to develop their educational plan. This plan will outline how they will achieve their educational goal. Extra assistance is available for students who are undecided about their goal.

5. Register for Classes – SCC eServices and Telephone Enrollment System

At Orientation students will receive information on procedures and dates for telephone registration.

California resident fees: \$11.00 enrollment fee per unit per semester. Enrollment fees may increase for 2003-04.

6. Follow-Up— Early Assistance

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

Guidelines of Residency

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

Residence Requirements

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

The residence determination dates are as follows:

Summer, 2003 semester—June 8, 2003

Fall, 2003 semester—August 17, 2003

Spring, 2004 semester—January 19, 2004

All students classified as non-residents are required to pay a non-resident tuition fee of \$149 per unit at the time of registration. In addition, students who are both citizens and residents of a foreign country will be assessed an additional \$14 per unit fee for capital outlay purposes. Non-resident tuition fees are refundable only during the first two weeks of a semester or the first week of the Summer Session if the student withdraws from a class or from the college. If a student is erroneously determined to be a non-resident and a tuition fee is paid, the fee is refundable provided acceptable proof of state residence is presented within the period for which the fee was paid. Refund requests will be processed only if accompanied by the receipt issued at the time of payment.

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

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

Non-resident Tuition Refund Schedule

Time of Withdrawal or Reduction	Amount of Refund (%) Per Unit of Reduction
Fall and Spring (Full semester classes**)	
By Friday of second week of instruction	100%
After Friday of second week of instruction	No refund
Fall—Friday, August 29, 2003	
Spring—Friday, February 2, 2004	
Summer	
By Thursday of first week of instruction	100%
After Thursday of first week of instruction	No refund

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

***Note: Dates are adjusted for short-term classes. Please check with the Admissions and Records Office.*

Standing Upon Admission

Advanced Placement Examination Credit—Sacramento City College gives advanced standing credit (15 unit maximum) to students who receive recommending grades on College Entrance Examination Board Advanced Placement examinations in subject matter or in advanced placement courses offered in high school. Students receive unit credit but not letter grades for these courses. Such courses do not enter into computation of cumulative grade point average for transfer or graduation. Specific information is available from Admissions and Records and Counseling.

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

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

Credit for the College Level Examination Program—Sacramento City College will grant up to thirty (30) units of credit for completion of the five general examination areas at the 50th percentile or higher. Students requesting credit for CLEP should contact the

Admissions/Records Office or the Counseling Office for specific policy provisions relating to CLEP. Students should be aware that four-year colleges have the right to accept, modify, or reject the CLEP units.

Prior Requirements

To register a student must:

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

Enrollment Procedures

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

Program Regulations

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

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

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

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

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

Repetition of Satisfactory Grade (A, B, C, or CR)—Courses where the student has previously received a satisfactory grade (A, B, C, or CR) may only be repeated with the approval of the Dean of Admissions (unless otherwise noted in the catalog). All requests

to repeat a course must be approved and on file in the Admissions Office prior to enrolling for the course. The second grade earned will appear on the record but will not count in the GPA.

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

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

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

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

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

Full governmental subsistence for veterans requires the following unit load:

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

The following categories require the minimum unit load indicated:

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

Catalog Rights—Election of Requirements

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

Students who maintain continuous enrollment in at least one regular semester at Sacramento City College or another California Community College or a California State University per calendar year, for the purpose of meeting transfer general education/breadth requirements, may elect to meet the requirements in the SCC catalog in effect at the time of first enrollment or at the time of transfer to a California State University.

Credit—No Credit Grading

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

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

Credit By Examination/Course Challenge

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

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

Any request for credit by examination must originate by the fifth week of instruction.

Permission to challenge a course for credit must be obtained from the appropriate division dean and the instructor administering the examination. A maximum of 15 units of credit may be allowed by special examination.

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

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

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

Expenses

Enrollment Fee. All students must pay an enrollment fee of \$11 per each unit per semester.

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

Non-Resident Tuition. Students who have not established legal residence in California are required to pay a tuition fee. The tuition is set by the State of California each year. For the 2003-2004 school year tuition is \$149 per unit. Dependents of military personnel will be charged nonresident tuition if their guardian is not a resident of California and is stationed out of state.

International students who are both residents and citizens of a foreign country will be assessed an additional \$17 per unit fee for capital outlay purposes.

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

Student Body Fee. There is no compulsory student body fee for students at Sacramento City College. Students are encouraged, however, to purchase a Student Identification card available through the Associated Students for a nominal fee (\$5/semester or \$9/year). This card entitles those who wish to purchase it to discounts on campus services, reduced rates for athletic events, and personal check cashing privileges (\$5.00 limit) at the Business Office. There are also many discounts given at local businesses upon presentation of the I.D. card. For more information, call the Associated Students Office at (916) 558-2446.

Textbooks and Supplies. Students purchase their own textbooks and supplies. The College Store sells all required items.

Transcripts. Two transcripts are given free and additional copies may be obtained for two dollars (\$2) each. Requests for official transcripts are initiated at the Admissions/Records Office. Students should allow at least five working days for a transcript to be prepared. Students requiring transcripts in less than five days will be assessed a \$10 service charge. NOTE: Grades for short-term classes will not be reflected on the transcript until the end of the semester. Unofficial transcripts can be viewed and printed by accessing www.scc.losrios.edu. Please check with the Admissions Office for the other transcript options.

Drug and Alcohol Free Campus

The abuse of illicit drugs and alcohol disrupts classes, compromises our physical and mental health, subjects us to criminal penalties, and impairs our ability to benefit from the learning experience. Therefore, the faculty, staff and administrators of Sacramento City College ask you to support the creation of a drug and alcohol free learning environment by knowing and making others aware of college policies and the substantial health and legal consequences of abuse.

District Policy

Los Rios Community College District policy 2443 states that the District “. . . is committed to maintaining a drug and alcohol free workplace in accordance with the requirements of the U.S. Drug-Free Workplace Act of 1988, and the drug and alcohol free college environment for students and employees in accordance with the requirements of the Drug-Free Schools and Community Act Amendment of 1989.”

Legal Sanctions

The LRCCD Standards of Student Conduct prohibit the use, sale or possession on campus of, or presence on campus under the influence of, any controlled substance.

If you abuse drugs or alcohol on campus, or appear on campus or at a college-sponsored function under the influence of drugs or alcohol, you can be suspended, expelled and/or criminally prosecuted.

Campus Security Act of 1990

The Campus Security Act of 1990 (20 USC 1092 [Cleaary Act]) requires that all colleges and universities receiving Title IV student aid assistance prepare and distribute an annual report which sets forth its policies on crime prevention issues and gives statistics on the number of specific crimes which occur on campus and the number of arrests on campus for liquor law violation, drug abuse violations and weapon possessions.

In addition, the act requires colleges and universities to provide timely warnings to the campus community of certain crimes reported to campus security by local law enforcement, which may be considered a threat to other students and employees.

Annually, on October 1, all campus crime statistics are published for public dissemination. These data are also available on the SCC Web site under Campus Police and are also available in a variety of publications including the College Catalog, Schedule of Classes, and student newspaper. In addition, a hard copy of the data may be obtained from the College Police Office located on the corner of East and Library Road.

In order to maintain a safe college community, nurture a positive learning environment and protect the rights of all, Sacramento City College adheres to a Zero Tolerance Policy of campus violence in any form. We ask all to assist us in keeping our campus environment safe. Please report all incidents to our Campus Police at (916) 558-2365.

Health Consequences

Use of controlled substances can lead to memory loss, indifference to academic achievement, impaired judgment, overdose, sudden death, liver disease, psychological disorders, and brain damage. Long-term alcohol abuse can cause ulcers, gastritis, pancreatitis, liver disease, cancer, loss of coordination, heart disease, stroke, emotional distress, sexual dysfunction, and other health problems.

For confidential assistance and referral, call any of the following:

On campus:	
Counseling	(916) 558-2204
Health Office	(916) 558-2367
Off campus:	
Sacramento Mental Health Center	(916) 732-3637
Sacramento County Health & Human Services	(916) 874-9754
Alcoholics Anonymous	(916) 454-1100
Narcotics Anonymous	(916) 732-2299

Visitors to the College

Visitors are welcome to visit the campus at any time during business hours. Parking is available in the Hughes Stadium lot and restrictions are enforced Monday through Friday.

Ordinarily, individuals are not permitted to attend classes unless they are enrolled students. In exceptional circumstances, visitors may be permitted to visit a class, but only with the permission of the instructor conducting the class.

Student Right-to-Know Disclosure

In compliance with the Student Right-to-Know and Campus Security Act of 1990, completion and transfer rates for students attending Sacramento City College can be found on the California Community College State Chancellor's Office web site at <http://srtk.cccco.edu/index.asp>.

Academic Standards

Standards of Scholarship

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

Academic Expectations

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

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

Units of Work

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

Students will notice unit values vary by course. Courses such as MUIVI 315 are offered for 1-2, 1-2 units and may be taken twice for one or two units each time. Special topic courses may be repeated four times for credit providing there is no duplication of topics.

Basic Skills Unit Limitation

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

Grades and Grade Point Averages

The grading standards with their grade point equivalents are as follows:

- A Excellent - 4 grade points per unit
- B Good - 3 grade points per unit
- C Satisfactory - 2 grade points per unit
- D Passing, less than satisfactory - 1 grade point per unit
- F Failing - 0 grade points, no units earned
- CR Credit (C or better) - Not computed in GPA
- NC No Credit (less than C) - Not computed in GPA, but affects progress, probation, and dismissal
- I Incomplete - Not computed in GPA, but affects progress, probation, and dismissal
- IP In Progress - Course transcends semester limitation
- RD Report Delayed
- W Withdrawal - Not computed in GPA, but affects progress, probation, and dismissal

Grade Reports

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

Good Standing

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

Grades of Incomplete

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

Academic Renewal Without Course Repetition

A student may have previous substandard work (D's or F's) earned at Sacramento City College alleviated. Courses and grades that no longer reflect the student's current educational objective and current level of academic success may upon petition be discounted in the computation of the grade point average. The following minimum conditions must apply:

1. No more than 30 units of substandard grades may be discounted.
2. Three (3) full semesters shall have elapsed and a minimum of twelve (12) units of academic work with a 2.0 grade point average (GPA) shall have been completed by the student at a District College since the most recent work to be alleviated was recorded.
3. All work on the permanent record must remain legible, insuring a true and complete academic history.
4. Current educational objectives should be discussed with a counselor and the counselor's recommendation be included on the petition.
5. Under no circumstances may course work that has been used in the fulfillment of requirements for a degree that has been granted be discounted.
6. The form may be submitted at sccpetitions@scc.losrios.edu

Scholastic Honors

Honors may be earned by students enrolled in twelve (12) units or more for the semester. Nine (9) of these units must be graded on a letter basis exclusive of Credit (CR). Students will be placed on the President's Honor Roll if they earn a grade point average of at least 3.0. If they earn a grade point average of 3.5 or better, they will be named for Highest Honors.

Honors at Graduation

Students who maintain a high scholarship average are eligible for honors at graduation. Students who maintain a scholarship average of 3.5 or better are eligible for graduation "with great distinction"; students who maintain a scholarship average of 3.0 or better are eligible for graduation "with distinction." The published lists of students are compiled from the data available at time of publication and may be subject to subsequent revision. Grade point averages from the other colleges are used in the computation of scholastic honors.

Probation

There are two types of probation—academic and progress.

Academic Probation

A student who has attempted at least 12 units is placed on Academic Probation if the student has earned a grade point average below 2.0 in all units which were graded.

Progress Probation

A student who has attempted at least 12 semester units is placed on Progress Probation when the percentage of all units in which a student has enrolled and for which entries of "W," "I," and "NC" are recorded reaches or exceeds fifty (50) percent.

Unit Limitation

A student on either academic or progress probation may be limited to 12 units plus a physical education activity course or to a maximum load recommended by the student's counselor.

Removal from Probation

A student on Academic Probation is removed from probation and acquires good standing when the student's cumulative grade point average is 2.0 or higher. A student on Progress Probation is removed from probation and placed in good standing status when the percentage of units with entries of "W," "I," and "NC" drops below fifty (50) percent.

Computations

$$\text{Grade Point Average} = \frac{\text{(Total Grade Points Earned)}}{\text{(Total Units Attempted With a Letter Grade)}}$$

$$\text{Progress Percentage} = \frac{\text{(Total Units With "W," "I" and "NC")}}{\text{(Total Units In Which Enrolled)}}$$

Summer session units and grades will count toward earning probation, removal from probation, or possible dismissal.

Dismissal

A student on Academic Probation is subject to dismissal when the student earns a cumulative grade point average of less than 2.0 in all units attempted in each of three consecutive semesters.

Progress Dismissal

A student on Progress Probation is subject to dismissal if the cumulative percentage of units in which the student has been enrolled for which entries of "W", "I", and "NC" are reported in at least three consecutive semesters reaches or exceeds fifty (50) percent.

Dismissal Period

A student may be required to remain out of college one semester, but may return on probationary status after one semester's absence subject to petition approval.

Appeal Option

A dismissed student may appeal to the Dean, Admissions and Records, for permission to enroll without loss of semester if the student feels that the cause for the dismissal reflects extenuating circumstances. The burden of written documentation in support of these circumstances remains with the student. The petition form may be submitted at scpetitions@scc.losrios.edu.

Exceptions:

Students may petition to the Dean, Admissions and Records, for readmission following dismissal if their dismissal arises from one of the following:

1. Military service obligations.
2. Unusual personal problems which interfered with academic performance.
3. Serious health problems, substantiated by a doctor's statement, which affected academic performance.
4. Disqualified from a four-year college or university to which they were admitted directly from high school.
5. Conditions that their counselors determine may be rectified by a change of curriculum.

Satisfactory Progress

Students readmitted for those reasons listed (see Exceptions) are considered to be making satisfactory progress.

Students readmitted must maintain a satisfactory progress point average to maintain "satisfactory progress" status.

Athletics

Students who participate in intercollegiate athletics must meet the requirements of the athletic codes of the Commission on Athletics (COA) and the Bay Valley Conference, which relate to legal residence, academic standing, and previous seasons of college competitions. Eligibility requires a student to be currently enrolled and passing in a minimum of 12 units.

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

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

Attendance

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

1. Students are expected to attend all sessions of classes in which they are enrolled. A student having excessive absences may be dropped from any course by the instructor any time during the semester. Excessive absences are defined as 10% of the total hours of class time.
2. Students not cancelled or withdrawn from courses after the last day to drop a course without penalty may receive an "F" grade on their permanent record. This grade will be used in computing probation or disqualification. Exception to this policy requires the approval of the instructor(s) involved and the Dean of Admissions and Records.
3. The application of the excessive absence concept may vary by division according to the attendance demands of a certain curriculum. Students enrolled in a program such as Cosmetology, Licensed Vocational Nursing, Associate Degree Nursing, Aeronautics, Dental Assisting, or Dental Hygiene should become familiar with special attendance procedures.
4. The instructor may reinstate a student dropped from a course provided the instructor feels the student can successfully complete the course.
5. Students absent from classes for any reason should contact their instructors to determine "makeup" requirements.
6. The regulations cited in 1-5 above also apply to summer session. The time periods are adapted for 6-or 8-week summer classes.

No Shows

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

Withdrawal From Class (Drops)

Students may withdraw from regular semester courses prior to the end of the fourth week without a notation being placed on their permanent academic record. Withdrawals between the beginning of the fifth week and the end of the 14th week of classes will be noted as a "W" on the permanent academic record.

"W's" are used for determining progress probation and progress dismissal.

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

Course Selection

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

Prerequisites

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

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

College level reading and writing generally means eligibility for ENGWR 100, or ESLW 340 or ESLR 340.

Counselors and instructors can advise students about which courses to take. Their advice will be based on test scores, transcripts, and student educational goals.

Courses that are cross-referenced are indicated in parentheses following each of the particular courses. Students should be aware that credit will be given for ONLY one of the cross-referenced courses, but not for both.

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

Prerequisite Challenge Procedure

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

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

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

Change of Address or Name

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

Access to Student Records

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

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

Student Rights and Responsibilities

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

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

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

Student Conduct

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

Student Grievance Policy

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

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

Informal Grievance,

Level 1—

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

Formal Grievance,

Level 2—

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

Where: RN257, Office of the Student Grievance Officer

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

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

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

Level 3—

Hearing: Formal hearing scheduled within ten (10) days following the appointment of a Hearing Officer.

Decision: Within ten (10) days of receipt of hearing, the Hearing Officer will inform all parties, in writing, of his or her decision.

Level 4—

Filing: Within five (5) days of Level 3 decision, student may appeal the College President's decision.

Where: Vice President, Student Services, RN272.

Decision: Within ten (10) days of receipt of the appeal documents, the Vice President, Student Services, will inform all parties, in writing, of his or her decision.

Students should be aware that an assigned grade by an instructor is not a grievable matter, except as outlined in Education Code 762442(a), which states:

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

Students should remember that it is important to fully understand and comply with the various time lines. As used in these procedures, "days" shall mean actual school days during which the college is in session and regular classes are held; Saturdays, Sundays, and holidays are not included.

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

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

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

Graduation

General Education

The primary function of education is to transmit from each generation to the next the knowledge and skills requisite to enlarge the comprehension of our place in the universe. Sacramento City College is committed to the principle of providing general education which includes: Natural Science, Social and Behavioral Science, Humanities and the Arts, Language and Critical Thinking, and other courses that provide for lifelong learning and understanding, and that explore the significance of work, production, consumption and leisure in the lives of individuals. All of these are basic and necessary to participate in and contribute to a balanced life in a democratic society that is diverse in its social, cultural, and educational backgrounds.

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

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

Graduation

A.A./A.S. GRADUATION REQUIREMENTS 2003-04

All students **MUST** satisfy the following four requirements (I, II, III, IV) in order to earn the Associate in Arts/Science degree:

- I Complete a minimum of 60 units to include:
 - a. a grade point average of 2.0 ("C" average),
 - b. at least 12 units completed at Sacramento City College.
- II Complete the required courses for a Major offered at Sacramento City College (see list of majors), general education requirements, and sufficient electives for a minimum of 60-unit total.
- III Complete all general education requirements, Areas A, B, C, D, E and F, a minimum of 21 (degree applicable) units listed below:
- IV Complete all three (3) Competency Requirements.

Note: Courses designated with an asterisk (*) are cross-referenced under two areas but can be credited only once.



AREAS		MIN. UNITS	COMPLETED	IN PROGRESS	NEED
Area A - Natural Science (3 units minimum)					
ANTH ASTR BIOL CHEM GEOG GEOL PHYS PSYC	300, 301, 480 310, 320, 330, 435 100, 305, 308, 309(L), 320, 323*, 330, 342, 350, 370, 402, 412, 422, 430, 431, 440, 464, 466 300, 305, 306, 320, 330, 336, 400, 401, 420, 421, 425, 426 300, 301(L), 306 302, 305, 308 310, 350, 360, 410, 420, 430 310, 315, 394	3			
OR Completion of 12 units of any of the following technical-vocational curricula: Aeronautics; Cosmetology; Dental Assisting; Electronics Technology; Mechanical-Electrical Technology; Metals Industry Technology; Motorcycle Maintenance, Vocational Nursing					
Area B - Social Science (6 units minimum) B One course from B1 and one from B2					
1.	American Institutions (3 units):	3			
HIST POLS	310, 311, 314, 317, 320, 321, 370, 371, 483, 484, 485 301, 481				
Area B - Social Science continued		MIN. UNITS	COMPLETED	IN PROGRESS	NEED
2.	Other Social Sciences (3 units):	3			
ADMJ ANTH BUS COMM ECON ENGWR FASHN FCS GEOG GERON HIST JOUR PHIL PET POLS PSYC SOCSC SOC	342 310, 315, 320, 332, 334, 481 300 325*, 328*, 341*, 351, 363 100, 302, 304, 480 384 356 312, 314, 324, 326, 330 310, 312, 320, 322, 480 300 300*, 302*, 305*, 307, 308, 309, 344, 346, 360, 364*, 365*, 373, 480*, 494 310, 320 368*, 482* 304 302, 310, 320, 322, 340, 480, 494 300, 320, 340, 342*, 350*, 360, 363, 367, 370, 390*, 480, 489, 494 300, 320, 325, 330, 332, 335, 336, 350 300, 305*, 310*, 312, 321, 335, 341, 343, 375, 380, 382, 480				

Area C - Humanities (3 units minimum)		MIN. UNITS	COMPLETED	IN PROGRESS	NEED
ANTH ART ARTH COMM ENGCW ENGLT ENGWR ESL ESLR CANT FARSI FREN GERM JAPAN MAND RUSS SPAN TGLG VIET HIST HUM MUFHL MUIVI MUP MUSM PHIL SILA TA	330 300, 320, 370, 390, 421, 443 300, 302, 304, 306, 308, 310, 312, 320, 324, 328, 330, 332 301*, 302*, 305*, 325*, 341*, 371* 400, 410, 420, 431, 450 303, 304, 310, 311, 320, 321, 325, 331, 332, 334, 335, 345, 346, 360, 370, 380, 392, 400, 401, 480, 481, 494 301* 326 340 Foreign Languages: 401, 402, 411, 412 401, 402 401, 402, 411, 412 401, 402, 411, 412 401, 402, 411, 412 401, 402, 411, 412 401, 402 401, 402, 411, 412, 431, 432 401, 402 401, 402 300*, 302*, 305*, 364*, 365*, 480* 300, 310, 332, 350, 352, 480, 483 Music: 305, 309, 310, 311, 315, 320, 331, 332, 400, 481, 482 302, 325, 330, 345, 355, 365, 366, 367, 368, 380, 381, 382, 383, 441, 443, 445, 447 325, 335, 340, 355, 413, 415, 419 342, 347, 358, 359 300*, 302, 310, 317, 320*, 330, 331, 338, 352, 353, 368*, 480, 481, 482*, 499 305, 306, 310, 311, 320, 330 300, 302, 303, 310, 312, 342* (2 units), 350, 351, 360, 395	3			
Area D - Languages and Rationality (6 units minimum) B One course from D1 and one from D2		MIN. UNITS	COMPLETED	IN PROGRESS	NEED
1.	English Composition (3 units):				
BUS ENGWR ESLW MET TECH	310 100, 300, 301*, 302 210, 340 220 103	3			
2.	Communication and Analytical Thinking (3 units):				
AERO COMM CISN CISP CISW ECON ET GEOG HIST MATH MET PHIL SOC STAT SURVY TA	300 301*, 302*, 311, 315, 316, 331, 343, 345, 361, 371* 320, 322, 324, 378 310, 342, 360, 370, 371, 400, 401, 440 400, 405, 410, 420 310, 482 310 and 311 330 400 100, 104, 110, 120, 123, 124, 170 (2 units), 300, 310, 334, 340, 342, 350, 351, 370, 400, 401, 402, 410, 420, 482 352 300*, 320*, 325 305* 300 300 342* (2 units)				

Area E - Living Skills (3 units minimum) One course from E1 and one from E2	MIN. UNITS	COM- PLETED	IN PRO- GRESS	NEED
1. Physical Education (1 unit) - any activity course from: ADAPT, DANCE, FITNS, PACT, TMACT (except TMACT 364 - Intramural Sports or TMACT 366, Spirit Squad) NOTE: Exemption to the physical education activity course is permitted for students with medical excuses on file. Students not completing a physical education activity course on the basis of this exemption shall be required to complete a minimum of 3 units in Area E2.	1			
2. Other Living Skills (2 units): ADMJ 303 BUS 320 COMM 305*, 321, 323, 328*, 335 CISC 300 (1 unit) ECE 415 ENGED 320 FASHN 310 FCS 320, 332, 340, 344, 480 GERON 302 HEED 300, 320 HCD 310, 312, 330 (1 unit) HSER 375 LIBR 318 (1 unit) PET 307 PSYC 342*, 350*, 356, 358, 374, 376, 390*, 392, 405 SOC 310*, 344, 344.1 to 344.6 (must complete all modules for 3 units total) WE 198, 298, 498	2			
Area F - Ethnic/Multicultural Studies (0-3 units minimum). The course may be completed as part of the 21 units of the General Education pattern, as a course required by the major, or as an elective course.	MIN. UNITS	COM- PLETED	IN PRO- GRESS	NEED
ADMJ 302 ANTH 310, 315, 330, 332, 334, 481 ARTH 320, 324, 328, 330, 332 BIOL 323 COMM 325 ECE 430 ENGLT 334, 335, 346, 360, 401, 480, 481 ESL 326 ESLR 340 GEOG 310 HIST 307, 308, 309, 310 (eff. F99), 311 (eff. F99), 320, 321, 344, 360, 364, 365, 370, 371, 373, 483 (eff. F00), 484 (eff. F01) HUM 332 JOUR 320 MUFHL 331 PHIL 302, 317, 352, 353 PSYC 367 SOC 321, 330 SOCSOC 300, 320, 325, 330, 332, 335, 336 TA 308 (Diversity in Theatre), 318, 454, 455	0 or 3			

Competency Requirements B Complete all three areas (A, B, and C)	RE- QUIRED	COM- PLETED	IN PRO- GRESS	NEED
A. READING Competency 1. Achieve a qualifying reading score on the first or second English assessment or 2. Complete one of the following courses with a grade of "C" or better: ENGRD 310 ESLR 340 or 3. Obtain a satisfactory score on a college-level reading examination or 4. Possess an AA/AS degree or higher from an accredited college in the U.S or 5. Pass an equivalent course at an accredited college.	0-3			
B. WRITING Competency 1. Complete one of the following courses with a grade of "C" or better: BUS 310 ENGWR 100, 300 ESLW 210, 340 MET 220 TECH 103 or 2. Pass an equivalent course at an accredited college.	0-3			
C. MATHEMATICS Competency 1. Complete one of the following courses with a grade of "C" or better: MATH 100, 104, 110, 120, 123, 124, 170, 300, 310, 334, 340, 342, 350, 351, 370, 400, 401, 402, 410, 420, 482 ET 311, 315 STAT 300, 480 or 2. Obtain a satisfactory score on the mathematics competency examination or 3. Pass an equivalent course at an accredited college.	0-3			

Credit By Examination

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

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

Any request for credit by examination must originate by the fifth week of instruction.

Permission to challenge a course for credit must be obtained from the appropriate division dean and the instructor administering the examination. A maximum of 15 units of credit may be allowed by special examination.

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

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

Application for Graduation

Candidates for graduation must initiate a petition for graduation. Petitions are available at scgrad@scclousrios.edu or in the Admissions and Records office.

The deadline date to file for graduation can be found in the College Calendar printed in the Schedule of Classes.

Degrees are awarded at the May Commencement exercise only and all students receiving degrees are encouraged to attend.

The Distinguished Service Award

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

Transfer Information

Transfer Center Assistance

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

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

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

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

Transfer to California State University, University of California, and Private Colleges

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

California State University System—Eligible for CSU Admissions After High School

Students who were eligible for admission to a CSU when they graduated from high school, but decided to attend a community college, can transfer to some CSUs at any time as long as a 2.0 grade point average or better for all transferable coursework completed at the community college is maintained. High school eligibility is based on test scores, grade point averages, and completion of specific subjects.

Community College Transfer

Students who were not eligible for admission to a CSU when they graduated from high school may be eligible once they have completed a minimum of 56 transferable units (some CSUs are requiring 60 transfer units) with a 2.0 grade point average or better (2.4 for international or non-resident students) and the following additional requirement:

High school graduate prior to 1987:
Complete Area A, sections 1, 2, and 3 ("C" grade or better for each course)
Area B, section 3 ("C" grade or better)

High school graduate 1988 and later:
Complete Area A, sections 1, 2, and 3 ("C" grade or better for each course)
Area B, section 3 ("C" grade or better)
A minimum of 30 semester units of general education with a 2.0 grade point average. This includes items A and B listed above.

GPA requirements are higher for more competitive campuses or majors. Students are highly encouraged to complete lower-division preparatory courses for their major as required by the CSU of their choice, in addition to general education-breadth requirements, and graduation requirements. The CSU will accept a maximum of 70 transferable semester units completed in the community colleges. SCC students should meet with a counselor once a semester to plan appropriate course selection.

General Education Requirements and Certification

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

SCC will complete and send a GE-Breadth Certification to the CSU of their choice, upon request, to verify completion of the 39 units of general education requirements. For full certification, all coursework must have been completed at Sacramento City College or at another Los Rios Community College. Requests for certification should be made at the Admissions and Records Office.

CSU GENERAL EDUCATION-BREADTH REQUIREMENTS for 2003-04

CALIFORNIA STATE UNIVERSITY General Education-Breadth Requirements 2002-03

The CSU General Education-Breadth Requirements may change each year. It is the student's responsibility to check with a counselor each year for updated CSU General Education-Breadth Requirements.

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

1. 56 transferable units to include a minimum of 30 units from the General Education-Breadth Requirements,
2. Completion of Area A, sections 1, 2 and 3 and Area B, section 3 with a grade of "C" or better,
3. 2.0 grade point average for all transferable course work completed.

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

AREAS		MIN. UNITS	COMPLETED	IN PROGRESS	NEED
A. Communication B Oral, Written, Critical Thinking (9 units minimum) One course from each numbered section (A1, A2, and A3)					
A1. COMM	301, 302+, 311+ (until Spring 2003), 331, 361	3			
A2. ENGWR ESLW	300, 480 340	3			
A3. COMM ENGWR PHIL SOC	302+, 311+ (until Spring 2003), 316 302 300**, 320**, 325** 305	3			

AREAS		MIN. UNITS	COMPLETED	IN PROGRESS	NEED
B. Physical Universe and Its Life Forms (9 units minimum) One course from each numbered section (B1, B2, and B3). One of the science courses in B1 or B2 must have a laboratory component. Laboratory courses are designated with an (L).					
B1. ASTR CHEM GEOG GEOL PHYS	Physical Universe: 310, 320, 330, 400(L) 300(L), 305(L), 306(L), 320(L), 330 (331 is the lab), 331(L), 336(L), 400(L), 401(L), 410(L), 420(L), 421(L), 425(L), 426(L), 484 300, 301(L) 302(L), 305, 306(L), 308, 310, 311(L), 345, 350(L) 310, 350(L), 360(L), 410(L), 420(L), 430(L)	3 or 4			
B2. ANTH BIOL PSYC	Life Forms: 300, 301(L), 480 305(L), 308, 309(L), 342**, 350, 402(L), 412(L), 422(L), 430(L), 431(L), 440(L), 464 310, 315, 394	3 or 4			
B3. CISP ECON MATH STAT	Mathematics/Quantitative Reasoning: 440 310, 482 300, 310, 334, 341, 342, 350, 351, 370, 400, 401, 402, 410, 420 300, 480	3			
C. Arts, Literature, Philosophy and Foreign Language (9 units minimum) One course from each numbered section (C1, C2, and C3). NOTE: Courses designated with an * in area C1 or C2 are repeatable for credit, only one can be used to satisfy the general education requirement in Area C.					
C1. ART ARTH ENGLT MUFHL MUIVI MUP MUSM TA	300, 320, 370*, 380*, 390, 400* 300, 302, 304, 306, 308, 310, 312, 320, 324, 328, 330, 332 400 Music: 305, 309, 310, 311, 315, 320, 331, 400, 481, 482 300*, 302, 315*, 325, 345, 365*, 366*, 367*, 368*, 380, 381, 382, 383, 441*, 443*, 445*, 447* 315*, 325*, 335*, 340*, 355*, 402*, 411*, 413*, 415*, 417* 342*, 347 300, 302, 303, 308, 310, 312*, 318, 320*, 342 (2 units), 350, 360*, 370*, 372, 404, 422, 430*, 437 (2 units), 452*, 454*	3			
C2. ANTH COMM ENGCW ENGLT ENGWR ESLR CANT FARSI FREN GERM JAPAN MAND RUSS SPAN TGLG VIET HIST HUM PHIL SILA	330** (until Spring 2003) 305 400, 410, 420, 431 303, 304, 310, 311, 320, 321, 325, 331, 332, 334**, 335, 345, 346, 360, 370, 380, 392, 401, 480, 481, 494 301 340 Foreign Languages: 401, 402, 411, 412 401, 402 401, 402, 411, 412 401, 402, 411, 412 401, 402, 411, 412 401, 402 401, 402, 411, 412 401, 402 401, 402 300**, 302**, 305**, 364**, 365**, 373**, 480** 300, 310, 332, 350, 352, 480, 483 300**, 302, 310, 317, 320** (until Spring 2003), 325** (until Spring 2003), 330, 331, 338, 352, 353, 368**, 480, 481, 482** 306, 310, 311, 330	3			

AREAS		MIN. UNITS	COMPLETED	IN PROGRESS	NEED
C3. Additional courses may be chosen from either section above to make a total of 9 units in Area C.		3			
D. Social, Political and Economic Institutions and Behavior (9 units minimum) Two course combination from D1 (D1a or D1b or D1c), and one course from D2.					
D1a. POLS 301+ plus HIST 310 or 311 or 317 or 320 or 321 or 370 or 371 or 483 or 484		6 (3 plus 3)	-plus-	-plus-	plus
D1b. HIST 320 plus HIST 311 or 314 or 321 or 484 or 485					
D1c. HIST 310 or 483 plus HIST 311 or 314 or 321 or 484 or 485					
D2. ADMJ ANTH BIOL BUS COMM ECON ENGLT ENGWR FCS GEOG GERON HIST JOUR PHIL POLS PSYC SOCS SOC	302, 303, 342 310, 315, 320, 330**, 332, 334, 481 323 345 321, 325, 328, 351, 363 302, 304, 480 334** 384 312, 314, 320**, 324**, 326, 330** 310, 312, 320, 322, 480 300** 300**, 302**, 305**, 307, 308, 309, 344, 346, 364**, 365**, 373**, 400, 480** 310 368**, 482** 301+, 302, 310, 320, 322, 340, 480 300, 320, 340**, 350, 356**, 360**, 363, 367, 370**, 376, 390**, 392** (4 units minimum), 405, 489 (until Spring 2003), 494 (until Spring 2003) 320, 325, 330, 332, 335, 336, 350, 360 300, 301, 310**, 312, 321, 330, 335**, 341, 343, 344**, 344.1 to 344.6 (must complete all modules for 3 units total), 375, 480	3			
E. Lifelong Understanding (3 units minimum)					
BIOL FCS GERON HEED HCD HSER PE PSYC SOC	342** 320**, 324**, 330**, 332, 340, 344, 480 300**, 302 300 310 375 (one unit maximum) any course from: ADAPT, DANCE, FITNS, PACT, SPORT, TMACT (except TMACT 364 or TMACT 366) 340**, 342, 356**, 358, 360**, 370**, 374, 390**, 392** (2 units) 310**, 335**, 344**, 344.1 to 344.6** (must complete all modules for 3 units total)	3			

University of California System

Admission Requirements

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

If you were eligible for admission to the University when you graduated from high school, meaning you satisfied the Subject, Scholarship and Examination requirements, or were identified by the University during the senior year in high school as being eligible under the Eligibility in the Local Context (ELC) program you are eligible to transfer if you have a C (2.0) average in your transferable college coursework.

If you met the Scholarship Requirement but did not satisfy the Subject Requirement, you must take transferable college courses in the subjects you are missing, earn a grade of C or better in each of these required courses, and earn an overall C (2.0) average in all transferable college coursework to be eligible to transfer.

If you were not eligible for admission to the University when you graduated from high school because you did not meet the Scholarship Requirement, you must:

- a. Complete 60 semester (90 quarter) units of transferable college credit with a grade point average of at least 2.4 (2.8 or higher for non-resident students), and;
- b. Complete the following course pattern, earning a grade of C or better in each course:
 - * two transferable college courses (3 semester or 4-5 quarter units each in English composition; and one transferable college course (3 semester or 4-5 quarter units) in mathematical concepts and quantitative reasoning; and
 - * four transferable college courses (3 semester or 4-5 quarter units each) chosen from at least two of the following subject areas: the arts and humanities, the social and behavioral sciences, and the physical and biological sciences.

Students who satisfy the Intersegmental General Education Transfer Curriculum (IGETC) prior to transferring to UC will satisfy Option 3B of the transfer admission requirements.

General Education Requirements and Certification

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

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

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

Intersegmental General Education Transfer Curriculum (IGETC)

Intersegmental General Education Transfer Curriculum (IGETC)

University of California or California State University

2002-03

IGETC

THE IGETC REQUIREMENTS MAY CHANGE EACH YEAR.

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

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

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

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

AREAS	MIN. UNITS	COMPLETED	IN PROGRESS	NEED
Area 1- English Communication For CSU - three courses required, one course from each area (1A, 1B and 1C) For UC - two courses required, one from Areas 1A and one from 1B				
1A: ENGWR English Composition (one course required): 300, 480	3			
1B: COMM Critical Thinking B English Composition (one course required) 316 ENGWR 302 SOC 305	3			
1C: COMM Oral Communication B CSU ONLY (one course required) 301, 311, 331, 361				
Area 2 - Mathematical Concepts and Quantitative Reasoning (one course required)				
ECON 310, 482 MATH 300, 340, 350, 351, 370, 400, 401, 402, 410, 420 STAT 300, 480	3			
Area 3 - Arts and Humanities (9 units required) Three courses with at least one from the Arts and one from the Humanities.				
3A: ARTH Arts: 300, 304, 306, 308, 310, 312, 320, 324, 328, 330, 332 MUFHL 305, 309, 310, 311, 315, 320, 331, 400, 481, 482 TA 300, 302, 303, 312, 320	3			
3B: ANTH Humanities: 330+ CANT 411, 412 ENGWR 301 ENGLT 303, 304, 310, 311, 320, 321, 325, 331, 332, 334, 335, 345, 346, 360, 380, 392, 480, 481, 494 FREN 411 GERM 411 HIST 300, 302, 305, 364, 365, 373, 480 HUM 300, 310, 332, 350, 352, 480, 483 JAPAN 411, 412 MAND 411, 412 PHIL 300, 302, 310, 317, 330, 331, 338, 352, 353, 368, 480, 481, 482 SPAN 411, 412	3			

Course Numbering System

Sacramento City College has adopted a new standardized course numbering system which is described below. The numbers are designed to provide students with general information regarding the focus and intent of courses.

- 1-99 Courses numbered 1 through 99 are credit courses that are considered developmental or basic skills and are not acceptable for the Associate Degree or transfer credit.
- 100-299 Courses numbered 100 through 299 are applicable to the Associate Degree.
- 300-499 Courses numbered 300 through 499 are articulated for transfer with four-year institutions and are intended to meet major, general education or elective credit requirements.

Transfer Credit

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

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



California Articulation Number System

California Articulation

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

CAN courses are identified in each college's catalog that participate in the CAN system. College catalogs are available in the Transfer Center. The system assures students that CAN courses on one participating campus will be accepted as a comparable CAN course on another participating campus. Example: CAN ECON 2 on one campus will be accepted for CAN ECON 2 on another participating campus. Each campus also retains its own numbering system.

Course Number	Sacramento City College
CAN AJ 4	ADMJ 320
CAN AJ 8	ADMJ 330
CAN ANTH 2	ANTH 300
CAN ANTH 4	ANTH 310
CAN ANTH 6	ANTH 320
CAN ART 2	ARTH 304 & 306
CAN ART 4	ARTH 308
CAN ART 6	ART 390
CAN ART 8	ART 300
CAN ART 10	ART 332 or 334
CAN ART 12	ART 400
CAN ART 14	ART 320
CAN ART 16	ART 370
CAN ART 18	PHOTO 301
CAN ART 20	ART 368
CAN ART 24	ART 304
CAN BIOL 2	BIOL 402
CAN BIOL 4	BIOL 422
CAN BIOL 6	BIOL 412
CAN BIOL 14	BIOL 440
CAN BIOL SEQ A	BIOL 402 & 422 & 412
CAN BUS 2	ACCT 301
CAN BUS 4	ACCT 311
CAN BUS 8	BUS 340
CAN BUS SEQ A	ACCT 301 & 311
CAN CHEM 2	CHEM 400
CAN CHEM 4	CHEM 401
CAN CHEM 6	CHEM 305
CAN CHEM 8	CHEM 306
CAN CHEM 12	CHEM 410
CAN CHEM SEQ A	CHEM 400 & 401
CAN CHEM SEQ B	CHEM 305 & 306
CAN CHIN 2	MAND 401
CAN CHIN SEQ A	MAND 401 & 402
CAN CSCI 8	CISP 320
CAN CSCI 10	CISP 318
CAN CSCI 16	CISP 360
CAN CSCI 18	CISP 400
CAN CSCI 24	CISP 430
CAN SPCH 4	COMM 301
CAN SPCH 6	COMM 311
CAN SPCH 8	COMM 321
CAN SPCH 10	COMM 331
CAN DRAM 6	COMM 371
CAN DRAM 8	TA 350
CAN DRAM 10	TA 422
CAN DRAM 12	TA 420
CAN DRAM 14	TA 437
CAN DRAM 18	TA 300
CAN ECON 2	ECON 302
CAN ECON 4	ECON 304
CAN ENGL 2	ENGWR 300
CAN ENGL 4	ENGWR 301
CAN ENGL 6	ENGCW 400
CAN ENGL 8	ENGLT 310
CAN ENGL 10	ENGLT 311
CAN ENGL 14	ENGLT 320
CAN ENGL 16	ENGLT 321

Course Number	Sacramento City College
CAN ENGL SEQ B	ENGLT 310 & 311
CAN ENGL SEQ C	ENLT 320 & 321
CAN ENGR 2	ENGR 312
CAN ENGR 4	ENGR 412
CAN ENGR 8	ENGR 422
CAN ENGR 10	ENGR 310
CAN ENGR 12	ENGR 400
CAN FCS 2	FCS 340
CAN FCS 6	FASHN 320
CAN FCS 12	FCS 320
CAN FCS 14	FCS 312
CAN FREN 2	FREN 401
CAN FREN 4	FREN 402
CAN FREN 8	FREN 411
CAN FREN 10	FREN 412
CAN FREN SEQ A	FREN 401 & 402
CAN FREN SEQ B	FREN 411 & 412
CAN GEOG 2	GEOG 300
CAN GEOG 4	GEOG 310
CAN GEOL 2	GEOL 302
CAN GEOL 4	GEOL 310 & 311
CAN GERM 2	GERM 401
CAN GERM 4	GERM 402
CAN GERM SEQ A	GERM 401 & 402
CAN GERM SEQ B	GERM 411 & 412
CAN GERM 8	GERM 411
CAN GOVT 2	POLS 301
CAN HIST 2	HIST 300
CAN HIST 4	HIST 302
CAN HIST SEQ A	HIST 300 & 302
CAN HIST 8	HIST 310
CAN HIST 10	HIST 311
CAN JAPN 2	JAPAN 401
CAN JAPN 4	JAPAN 402
CAN JAPN 8	JAPAN 411
CAN JAPN 10	JAPAN 412
CAN JAPN SEQ A	JAPAN 401 & 402
CAN JAPN SEQ B	JAPAN 411 & 412
CAN JOUR 2	JOUR 300
CAN JOUR 4	ENGWR 384
CAN MATH 2	MATH 310
CAN MATH 8	MATH 334
CAN MATH 16	MATH 370
CAN MATH 18	MATH 400
CAN MATH 20	MATH 401
CAN MATH 22	MATH 402
CAN MATH 24	MATH 420
CAN MATH 26	MATH 410
CAN MATH 30	MATH 350
CAN MATH 32	MATH 351
CAN MATH 34	MATH 340
CAN MATH SEQ B	MATH 400 & 401
CAN MATH SEQ C	MATH 400 & 401 & 402
CAN MATH SEQ D	MATH 350 & 351
CAN MUS 2	MUFHL 400
CAN MUS 4	MUFHL 401
CAN MUS 8	MUFHL 310

Course Number	Sacramento City College
CAN MUS 10	MUFHL 311
CAN MUS SEQ A	MUFHL 400 & 401
CAN PHIL 2	PHIL 300
CAN PHIL 4	PHIL 310
CAN PHIL 6	PHIL 320
CAN PHIL 8	PHIL 330
CAN PHIL 10	PHIL 331
CAN PHIL SEQ A	PHIL 330 & 331
CAN PHYS 2	PHYS 350
CAN PHYS 4	PHYS 360
CAN PHYS 8	PHYS 410
CAN PHYS 12	PHYS 420
CAN PHYS 14	PHYS 430
CAN PHYS SEQ A	PHYS 350 & 360
CAN PHYS SEQ B	PHYS 410 & 420 & 430
CAN PSY 2	PSYC 300
CAN PSY 8	PSYC 335
CAN PSY 10	PSYC 310
CAN REC 2	RECR 300
CAN RUSS 2	RUSS 401
CAN RUSS 4	RUSS 402
CAN RUSS SEQ A	RUSS 401 & 402
CAN SOC 2	SOC 300
CAN SOC 4	SOC 301
CAN SPAN 2	SPAN 401
CAN SPAN 4	SPAN 402
CAN SPAN 8	SPAN 411
CAN SPAN 10	SPAN 412
CAN SPAN SEQ A	SPAN 401 & 402
CAN SPAN SEQ B	SPAN 411 & 412
CAN STAT 2	STAT 300

Majors, Degrees, and Certificates

Associate Degree

The Associate Degree may be obtained by the completion of all required courses for a major (from 18 to approximately 30 plus units), fulfill general education requirements, and sufficient electives to meet a minimum total of 60 units.

New programs are indicated with an asterisk (*) and are pending State approval.

Sacramento City College offers the following majors for the degree:

Accounting

Administration of Justice

- Administration of Justice
- Correctional Services
- Police Services
- Private Security Services Management

Advanced Transportation Technology

- Aeronautics:
 - Aircraft Structure Manufacture and Repair
 - Airframe
 - Powerplant
 - Combined Airframe and Powerplant
 - Flight Technology Option
 - Railroad Operations – Conductor/Engineer
 - Recreational Vehicle Service Technician

Anthropology

Art

Biology

Business

- Business, General
- Business, Transfer
- Bookkeeping and Office Management
- Management
 - Business – Management, Small Business Management
- Marketing
 - International Business
 - Marketing, Advertising
 - Marketing, General
- Office Administration
 - Capstone Office Simulation with an Internship Career Certificate - Level C
- Real Estate

Chemistry

Communication

(Formerly Speech Communication)

Community Studies Program (emphasis on Direct Services)

Computer Information Science

- Computer Information Science
- Information Processing
- Management Information Science
- Microcomputer Technician (also listed under Electronics Technology)

Cosmetology

Dental Assisting

Dental Hygiene

Early Childhood Education

- Early Childhood
- Infant Care
- Master Teacher*
- School Age Child Care
- Site Supervisor

Electronics Technology

- Automated Systems Technician
- Electronics Facilities Maintenance Technician
- Microcomputer Technician (also listed under Computer Information Science)
- Telecommunications Technician

Engineering Design Technology

- Architectural/Structural Drafting
- Electric (Power-Lighting Systems)
- Engineering Design Technology
- HVAC Systems Design
- Mechanical (HVAC/Plumbing Systems)

English

Ethnic Studies

Family and Consumer Science

- Custom Apparel Construction and Alterations
- Family and Consumer Science
- Fashion Design and Production*
- Interior Design Sewing*

Fine Arts

General Education, Transfer

General Studies, Non-Transfer

Gerontology

Graphic Communication

History

Humanities

Industrial Technology

Instructional Assisting

- Bilingual/Bicultural
- Instructional Assisting, General
- Special Education

International Studies

Journalism

Liberal Studies

Liberal Studies for Elementary Teachers

Library and Information Technology

Mathematics

Mechanical-Electrical Technology

- Mechanical-Electrical Technology
- Vending and Automatic Merchandising
- Wastewater Treatment Plant Operation

Metals Industry Technology

- Metals Fabrication

Motorcycle Maintenance Technician*

Music

- Commercial Music Options
- Audio Production Emphasis
- Music Business Management Emphasis
- Music, General
- Performance Emphasis
- Songwriting/Arranging Emphasis

Nursing

- Associate Degree Nursing
- Licensed Vocational Nursing

Occupational Therapy Assistant

Photography

Physical Education

- Athletic Training, Transfer
- Physical Education
- Physical Education, Transfer

Physical Therapist Assistant

Science

Social Sciences

Sociology

Theatre Arts

Women's Studies

Career Certificates

The Career Certificate (18 units or more) and the Certificate of Completion (17.5 units or less) are offered to students completing program requirements.

Career Certificates are intended to certify that students completing all required courses for a major are prepared to enter the careers designated on their certificates. Career Certificates require 18 units or more with grades of "C" or better in each course leading to the certificate. A minimum of 12 units must be completed at Sacramento City College.

New certificates are indicated with an asterisk () and are pending State approval.*

Currently, the Career Certificate may be earned in the following areas:

Administration of Justice

- Correctional Services
- Police Services
- Private Security Services Management

Advanced Transportation Technology

• Aeronautics:

- Aircraft Structure Manufacture and Repair
- Airframe
- Powerplant
- Combined Airframe and Powerplant
- Flight Technology
- Nondestructive Testing Technician

• Electric Vehicle Technology

- Railroad Operations – Conductor/Engineer
- Recreational Vehicle Service Technician

Biology, Field Ecology

Business

- Accounting
- Bookkeeping and Office Management
- Business – Bookkeeping
 - Junior Entry-Level
 - Senior Entry-Level
- Business – Management, Small Business Management
- Business – Retail Management*
- Management
- Marketing
 - International Business
 - Marketing*
- Office Administration
 - Clerical General Office Certificate - Level A
 - Introduction to Computerized Office Technologies - Level B*
 - Business Operations and Management Technology Certificate - Level C
 - Capstone Office Simulation with an Internship Career Certificate - Level D
- Real Estate

Community Studies Program (emphasis on Direct Services)

Computer Information Science

- Computer Information Science
- Database
- Information Processing Specialist
- Management Information Science
- Microcomputer Technician (also listed under Electronics Technology)
- Network Administration
- Network Design
- PC Support
- Programming
- Software Application
- Web Programming*
- Web Publishing

Cosmetology

Dental Assisting

Early Childhood Education

- Early Childhood
- Infant Care
- Associate Teacher
- Master Teacher*
- Teacher Certification
- Site Supervisor
- School Age Child Care
- School Age Child Development Career Certificate Program:
 - School Age Teacher*
- School Age Child Development Career Certificate Program:
 - School Age Master Teacher*
- School Age Child Development Career Certificate Program:
 - School Age Site Supervisor*

Electronics Technology

- Automated Systems Technician
- Electronics Facilities Maintenance Technician
- Electronics Mechanic
- Microcomputer Technician (also listed under Computer Information Science)
- Telecommunications Technician

Engineering Design Technology

- Architectural/Structural Drafting
- Electric (Power-Lighting Systems)
- Engineering Design Technician
- HVAC Systems Design
- Mechanical (HVAC/Plumbing Systems)
- Surveying (Geomatics)

Family and Consumer Science

- Custom Apparel Construction and Alterations
- Fashion Design and Production*
- Interior Design Sewing*

Field Ecology

Gerontology

Graphic Communication

Instructional Assisting

- Bilingual/Bicultural
- Instructional Assisting, General
- Special Education

Journalism

- Publications Specialist

Library and Information Technology

Mechanical-Electrical Technology

- Machinery Systems Technician
- Mechanical-Electrical Technology
- Vending and Automatic Merchandising
- Wastewater Treatment Plant Operation

Metals Industry Technology

- Metals Fabrication

Motorcycle Maintenance Technician*

Music

- Commercial Music
- Audio Production Emphasis
- Music Business Management Emphasis
- Performance Emphasis
- Songwriting/Arranging Emphasis

Nursing

- Licensed Vocational Nursing

Photography

- Commercial Photography
- Digital Photography
- Fine Art Photography
- Photo-Journalism
- Portrait and Wedding Photography

Certificates of Completion

Certificates of Completion are intended to certify that students completing all required courses for a major are prepared to meet specific occupational needs, upgrade skills, or for advancement in an existing career. A grade of "C" or better is required in each course leading to the Certificate of Completion. The certificate requires completion of all courses listed in the Required Program of study. Certificates of Completion require 17.5 units or less:

Level 1, 3-6 units

Level 2, 7-11 units

Level 3, 12-17.5 units.

For all Certificates in Levels 1 and 2, all units must be completed at Sacramento City College. For all Certificates in Level 3, 12 units must be completed at Sacramento City College.

Currently, the Certificate of Completion may be earned in the following areas:

Communication (Formerly Speech Communication)

- Workplace Communication Level 3

Computer Information Science

- Database A Level 2
- Database B Level 2
- Information Processing Technician Level 3
- Word Processing Technician Level 2 and/or 3

Cosmetology

- Art and Science of Nail Technology Level 3

Early Childhood Education

- Associate Teacher Level 3
- Family Child Care Level 3
- School Age Child Development Program:
School Age Assistant Teacher Level 2
- School Age Child Development Program:
School Age Associate Teacher Level 3

Family and Consumer Science

- Fashion Sales Level 2
- Production Sewing Level 3

Graphic Communication

- Digital Illustration Level 1
- Graphic Design Production Level 3
- Image Editing Level 1
- Internet/Web Technology Level 1 and/or 2
- Page Layout Level 2
- Pre-Press Level 2

Photography

Level 3

Programs of Study and Course Descriptions

**ATTENTION
STUDENTS**

WE'VE GOT YOUR NUMBER!

Sacramento City College and the Los Rios Community College District has converted to a new Course Numbering System. Not to worry – we've got your number!

The courses are the same, just the numbers have changed. The UC and the CSU systems have acknowledged our new course numbers. This new Course Numbering System will involve a learning curve for staff and students, so we are asking for your patience during this transition year. To help you become familiar with the new course numbers, a Course Conversion Table is available at <http://www.scc.losrios.edu>.



Accounting

ACCT

Associate in Science Degree

Career Certificate

Division of Business

Shirley Short, Dean

Business Building 213

916-558-2581

The Accounting curriculum provides training for employment in all sizes and types of business firms including government agencies. Students should have an aptitude for conceptual understanding as well as computational work and be willing to undertake the intensive study necessary for success.

Required Program

Business Core:	Units
ACCT 101, Fundamentals of Accounting and Recordkeeping OR ACCT 301, Financial Accounting	3-4
BUSTEC 300, Beginning Keyboarding / Applications (module 2) OR competency exam (module 2)	0-1
BUS 300, Introduction to Business	3
BUS 106, Business Mathematics OR ECON 310, Business Statistics	3
CISC 300, Computer Familiarization	1
Total Core Units	10-12

Select any nine (9) units from the following:

BUS 345, Law and Society OR BUS 340, Business Law	3
BUS 100, Business English	3
CISA 305, Beginning Word Processing	2
CISA 310, Introduction to Electronic Spreadsheets	1
CISA 320, Introduction to Data Base Management	1
ECON 100, Introduction to Economics	3
ECON 302, Principles of Macroeconomics	3
MGMT 372, Human Relations and Organizational Behavior	3
MGMT 343, Organization of Management	3
Subtotal Units	19-21

Concentration Requirements:

ACCT 301, Financial Accounting	4
ACCT 311, Managerial Accounting	4
ACCT 341, Accounting on the Microcomputer	2
ACCT 101, Fundamentals of Accounting and Recordkeeping	3
ACCT 103, Intermediate Accounting – Part I ..	3
ACCT 104, Intermediate Accounting - Part II ..	3

Plus any six (6) units from the following:

ACCT 111, Cost Accounting	3
ACCT 107, Auditing Theory	3
ACCT 151, Governmental Auditing	3
ACCT 153, Governmental Accounting	3

Total Concentration Units 25

Total Units Required 44-46

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

Suggested Electives

ACCT 126, ACCT 299, CISC 320.

Associate in Science (A.S.) Degree

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

Career Certificate

The Career Certificate in Accounting may be obtained by completion of the 25 units in the Total Concentration Requirements (including both ACCT 101 and 301) with grades of "C" or better.

Accounting (ACCT)

ACCT 101 Fundamentals of Accounting and Recordkeeping 3 Units

Formerly: ACCT 60

Prerequisite: None

54 hours Lecture

This course is the study of accounting practices, procedures, and techniques as an information gathering system for para-professionals. Emphasis is on the techniques used to calculate, record, summarize, and present financial data. Major topics include journal, ledgers, working papers, adjustments, financial statements, payroll, inventories, and long-lived assets. This class would be valuable to owners of small businesses. This course is required for the Accounting certificate and non-transfer Accounting majors and an excellent preparation course for ACCT 301 and ACCT 103.

ACCT 103 Intermediate Accounting-Part I 3 Units

Formerly: ACCT 91A

Prerequisite: ACCT 301 with a grade of "C" or better.

54 hours Lecture

This course is a continuing study of financial accounting theory as related to cash and cash flows, receivables, inventories, plant and equipment, and current liabilities. This course is not intended for transfer.

ACCT 104 Intermediate Accounting -Part II 3 Units

Formerly: ACCT 91B

Prerequisite: ACCT 103 with a grade of "C" or better.

54 hours Lecture

This course is a continuing study of financial accounting theory with special emphasis on intangible assets, stock, long-term liabilities, capital, retained earnings and dividends, income tax and analysis of financial statements. This course is not intended for transfer.

ACCT 107 Auditing Theory 3 Units

Formerly: ACCT 93

Prerequisite: ACCT 103 with a grade of "C" or better.

54 hours Lecture

This course covers procedures and practices used in the verification of accounting records and financial statements. External auditing functions will be stressed.

ACCT 111 Cost Accounting 3 Units

Formerly: ACCT 92

Prerequisite: ACCT 311 with a grade of "C" or better.

54 hours Lecture

This course is an introduction to cost accounting methods, including job order, process, and standard costs systems with special attention to managerial uses of cost accounting. This course is not intended for transfer.

ACCT 121 Payroll Accounting 3 Units

Formerly: ACCT 70

Prerequisite: None

Advisory: ACCT 101.

Acceptable for credit: CSU

54 hours Lecture

This is a study of payroll records, procedures, and regulations. The course will include a study of the various California and Federal laws pertaining to the computation of earnings and withholdings. Payroll tax payment requirements and preparation of the employer's California and Federal payroll tax reports will be included. A comprehensive simulation project will be completed as part of the course. Use of a computer and payroll software will be required.

ACCT 126 Individual Income Taxation 4 Units

Formerly: ACCT 77

Prerequisite: None

72 hours Lecture

This course studies Federal and State income tax regulations pertaining to individuals. The course includes theory, concepts, and applications of Internal Revenue Service and State of California individual income tax provisions.

ACCT 151 Governmental Auditing 3 Units

Formerly: ACCT 94

Prerequisite: *ACCT 103 with a grade of "C" or better.*

54 hours Lecture

This course provides an introduction to the auditing of governmental programs and activities. Emphasis is on auditing requirements, standards, procedures, practices, and approaches used in the verification of governmental accounting records and financial statements. The internal auditing function will be stressed.

ACCT 153 Governmental Accounting 3 Units

Formerly: ACCT 95

Prerequisite: *ACCT 301 with a grade of "C" or better.*

54 hours Lecture

This course covers accounting and financial reporting for governmental units and institutions with emphasis on the principles of fund accounting as prescribed by the Governmental Accounting Standards Board. It includes the accounting aspects of budgeting and budgetary control for governmental and non-profit entities.

ACCT 301 Financial Accounting 4 Units

Formerly: ACCT 1A

Prerequisite: *None*

Acceptable for credit: *UC/CSU*

72 hours Lecture; 18 hours Laboratory

This course is a study of accounting as an information system. Emphasis is on the principles (rules) underlying the content of financial reports and related disclosures, for distribution to stockholders, creditors and other interested parties. Also emphasized is the interpretation of financial statements. This course is required of all business majors, minors, and accounting certificate candidates. (BUS SEQ A Sum of CAN BUS 2 and BUS 4)

ACCT 311 Managerial Accounting 4 Units

Formerly: ACCT 1B

Prerequisite: *ACCT 301 with a grade of "C" or better.*

Acceptable for credit: *UC/CSU*

72 hours Lecture; 18 hours Laboratory

This is the study of accounting information needed by decision makers of all types and sizes of organizations (service, retail, manufacturing, and not-for-profit; small businesses to large corporations). Emphasis is placed upon the analysis of quantitative information needed for short and long-term planning, day-to-day operations, and reviewing of operations and personnel. This course is required of all business majors, minors, and accounting certificate candidates. (BUS SEQ A Sum of CAN Bus 2 and Bus 4)

ACCT 341 Accounting on the 2 Units
Microcomputer

Formerly: ACCT 5

Prerequisites: *ACCT 301 and CISC 300, or equivalent with grades of "C" or better.*

Acceptable for credit: *CSU*

27 hours Lecture; 27 hours Laboratory

This course is an introduction to the use of microcomputers for processing accounting information such as payrolls, accounts receivable, accounts payable, and depreciation schedules as well as a general ledger system. It will show how the computer stores, maintains, and processes information and prints required accounting reports. This course is recommended for all accounting majors.

Administration of Justice ADMJ

Associate in Arts Degree

Associate in Science Degree

Career Certificate

Division of Behavioral and Social Sciences

Dr. Kari Forbes-Boyte, Dean

Rodda North 226

916-558-2401

Career Opportunities

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

Recommended High School Preparation:
General college preparatory courses.

Information: The general field referred to as "Administration of Justice" is directed toward the prevention, discovery, control and treatment of crimes, criminals and criminality. Students desiring to enter a career concerned with the administration of justice will find that this curriculum has flexibility that allows them to prepare for specific fields included in that broad category.

The program also provides the basis for advanced study at a four-year college. Opportunities for college graduates include positions as federal and state parole officers, probation officers, and correctional administrators. American River College's Public Safety Center courses may be used for elective credit.

The following core courses are required for students in all options:

Core Program	Units
ADMJ 300, Introduction to Administration of Justice	3
ADMJ 320, Concepts of Criminal Law	3
ADMJ 322, Criminal Procedure	3
ADMJ 301, Applied Reporting Techniques for Criminal Justice	3
ADMJ 323, Legal Aspects of Evidence	3
ADMJ 302, Community Relations	3
ADMJ 340, Introduction to Correctional Services	3
ADMJ 330, Criminal Investigations	3
ADMJ 304, Juvenile Delinquency	3
Total Units Required 27	

Associate in Arts Degree (A.A.)

The Associate in Arts degree may be obtained by completion of the core program, plus general education requirements, plus sufficient electives to meet a 60-unit total.



Correctional Services

Associate in Science Degree Career Certificate

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

Required Program	Units
ADMJ 303, Substance Abuse: Effects on Body and Behavior	3
ADMJ 346, Probation and Parole	3
ADMJ 347, Correctional Counseling and Interviewing	3
CORE	27
Total Units Required	36

Suggested Electives

ADMJ 322, 494, 498; PSTC 1137, 1138, 1139 (available at American River College).

Associate of Science (A.S.) Degree

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

Career Certificate

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

Police Services

Associate in Science Degree Career Certificate

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

Required Program	Units
ADMJ 302, Community Relations	3
ADMJ 331, Patrol Procedures	3
ADMJ 303, Substance Abuse: Effects on Body and Behavior	3
CORE	27
Total Units Required	36

Suggested Electives

ADMJ 498, PSTC 1200 (at American River College).

Associate of Science (A.S.) Degree

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

Career Certificate

The Career Certificate may be obtained by completion of the required program with grades of "C" or better.

Private Security Services Management

Associate in Science Degree Career Certificate

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

Required Program	Units
ADMJ 360, Security Services	3
ADMJ 361, Retail and Industrial Security	3
ADMJ 366, Private Investigations	3
CORE	27
Total Units Required	36

Suggested Electives

ADMJ 303, 498.

The following course from the American River College's Public Safety Center is highly recommended:

PSTC 1121 — P 832 Powers of Arrest (2)

Associate of Science (A.S.) Degree

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

Career Certificate

The Career Certificate may be obtained by completion of the required program with grades of "C" or better.

Administration of Justice Courses (ADMJ)

ADMJ 300 Introduction to Administration of Justice 3 Units

Formerly: ADMJ 1

Prerequisite: None

Advisories: Eligibility for ENGRD 100 and ENGRD 310

Acceptable for credit: US/CSU

54 hours Lecture

This course examines the history and philosophy of justice as it evolved through the study of American and English systems. Also provided is an in-depth study of the American system and the various sub-systems; roles and role expectations of criminal justice agents in their interrelationships in society; concepts of crime causation, punishments and community relations; and coverage of ethics, education and training for professionalism in the justice system.

ADMJ 301 Applied Reporting Techniques for Criminal Justice 3 Units

Formerly: ADMJ 5

Prerequisite: None

Acceptable for credit: CSU

54 hours Lecture

This course provides a study of the techniques of communicating facts, information, and ideas effectively in a simple, clear, and logical manner in the various types of criminal justice system reports; letters, memoranda, directives, and administrative reports. Emphasis will be placed on criminal justice terminology; use of English and organization of information; practice experience in note taking and report writing; and presentation of testimony in court.

ADMJ 302 Community Relations: Multicultural Issues (Same as SOC 330) 3 Units

Formerly: ADMJ 7

Prerequisite: None

General Education: AA/AS Area F.

Acceptable for credit: UC/CSU

54 hours Lecture

This course provides a survey of the multicultural problems currently facing communities. Students will learn the concepts of human relations as applied to human dignity; role of the individual worker in encounters with citizen clients; challenges facing professionals in the field; and directions of future innovation and change.

ADMJ 302.1 Community Relations: Multicultural Issues Overview (Same as SOC 330.1) .5 Units

Formerly: ADMJ 7A

Prerequisite: None

Advisories: Eligibility for ENGRD 310 and ENGWR 100.

Acceptable for credit: CSU (all modules required, 302.1–302.6)
9 hours Lecture

This is the introductory module to the three-unit Community Relations series which will provide an overview of the course. In addition, students will explore the construction of attitudes and values among both public forces and individuals. Issues of sexual harassment will also be discussed. This module may be taken independently or as part of the three-unit Community Relations class. Students who have not taken any of the modules are eligible to enroll in the next three (3) unit course. If a student has taken a module, the course may be completed by enrolling in each of the remaining modules.

ADMJ 302.2 Community Relations: Multicultural Issues, Human Rights (Same as SOC 330.2) .5 Units

Formerly: ADMJ 7B

Prerequisite: None

Advisories: Eligibility for ENGRD 310 and ENGWR 100.

Acceptable for credit: CSU (all modules required, 302.1–302.6)
9 hours Lecture

This module in the Community Relations series focuses on human rights. Students will examine the impact of hate crimes and the legal rights and remedies available to victims of hate crimes. Human rights in America and threats to human rights will be examined. This module may be taken independently or as part of the three-unit Community Relations class. Students who have not taken any of the modules are eligible to enroll in the three (3) unit course. If a student has taken a module, the course may be completed by enrolling in each of the remaining modules.

ADMJ 302.3 Community Relations: Multicultural Issues, Cultural Diversity in California (Same as SOC 330.3) .5 Units

Formerly: ADMJ 7C

Prerequisite: None

Advisories: Eligibility for ENGRD 310 and ENGWR 100.

Acceptable for credit: CSU (all modules required, 302.1–302.6)
9 hours Lecture

This module in the Community Relations series provides a survey of the multicultural problems currently facing communities. Students will learn the concepts of human relations applied to human dignity; role of the individual worker and encounters with citizen clients; challenges facing professionals in the field; and directions of future innovation and change. Students who have not taken any of the modules are eligible to enroll in the three (3) unit course. If a student has taken a module, the course may be completed by enrolling in each of the remaining modules.

ADMJ 302.4 Community Relations: .5 Units
Multicultural Issues, Cultural
Stereotyping (Same as SOC 330.4)
Formerly: ADMJ 7D

Prerequisite: None

Advisories: Eligibility for ENGRD 310 and ENGWR 100.

Acceptable for credit: CSU (all modules required, 302.1–302.6)
9 hours Lecture

This module in the Community Relations series will explore stereotyping and perceptions as they are affected by culture. Students will review racial and ethnic relations within an historical context of limited resources, regional differences and future strategies for making diversity work. This module may be taken independently or as part of the three-unit Community Relations class. Students who have not taken any of the modules are eligible to enroll in the three (3) unit course. If a student has taken a module, the course may be completed by enrolling in each of the remaining modules.

ADMJ 302.5 Community Relations: .5 Units
Multicultural Issues, Dynamics
of Victimization
(Same as SOC 330.5)
Formerly: ADMJ 7E

Prerequisite: None

Advisories: Eligibility for ENGRD 310 and ENGWR 100.

Acceptable for credit: CSU (all modules required, 302.1–302.6)
9 hours Lecture

This is an in-depth study of victimization. Students will examine California law relating to victim assistance and techniques for crisis intervention. This module may be taken independently or as part of the three-unit Community Relations series. Students who have not taken any of the modules are eligible to enroll in the three (3) unit course. If a student has taken a module, the course may be completed by enrolling in each of the remaining modules.

ADMJ 302.6 Community Relations: .5 Units
Multicultural Issues, Considering
the Future (Same as SOC 330.6)
Formerly: ADMJ 7F

Prerequisite: None

Advisories: Eligibility for ENGRD 310 and ENGWR 100.

Acceptable for credit: CSU (all modules required, 302.1–302.6)
9 hours Lecture

This module in the Community Relations series contemplates the increasing bifurcation of society and assesses proposed solutions. This module may be taken independently or as part of the three-unit Community Relations class. Students who have not taken any of the modules are eligible to enroll in the three (3) unit course. If a student has taken a module, the course may be completed by enrolling in each of the remaining modules.

ADMJ 303 Substance Abuse: Effects 3 Units
on Body and Behavior
(Same as PSYC 405)
Formerly: ADMJ 85

Prerequisite: None

General Education: AA/AS Area E2.

Acceptable for credit: CSU

54 hours Lecture

This course is designed for anyone who is interested in the effects illegal drugs, prescription drugs, over the counter drugs, vitamins, health foods, coffee, and nicotine have on people physically, emotionally, mentally, and financially. This course is especially recommended for people who are seeking or working in careers in health, law enforcement, counseling, psychology, business, social services, or teaching. (Credit for Administration of Justice 303 or Psychology 405, but not both.)

ADMJ 303.1 Substance Abuse: Effects on .5 Units
Body and Behavior Overview
(Same as PSYC 405.1)
Formerly: ADMJ 85A

Prerequisite: None

Acceptable for credit: CSU (all modules required, 303.1-303.6)

9 hours Lecture

This is the introductory module to the three-unit Substance Abuse series which will provide an overview of the course. Students will review the history of drug use, its chemical commodities and nervous system functioning. This module may be taken independently or as part of the three-unit Substance Abuse class. Students who have not taken any of the modules are eligible to enroll in the three (3) unit course. If a student has taken a module, the course may be completed by enrolling in each of the remaining modules.

ADMJ 303.2 Substance Abuse: The Action .5 Units
of Drugs (Same as PSYC 405.2)
Formerly: ADMJ 85B

Prerequisite: None

Acceptable for credit: CSU (all modules required, 303.1-303.6)

9 hours Lecture

This module in the Substance Abuse series is for students who are interested in the physiological action of a variety of drugs, including stimulants. This module may be taken independently or as part of the three-unit Substance Abuse class. Students who have not taken any of the modules are eligible to enroll in the three (3) unit course. If a student has taken a module, the course may be completed by enrolling in each of the remaining modules.

ADMJ 303.3 Substance Abuse: Sedatives and Hypnotics (Same as PSYC 405.3) .5 Units
Formerly: ADMJ 85C

Prerequisite: None

Acceptable for credit: CSU (all modules required, 303.1-303.6)
9 hours Lecture

This module in the Substance Abuse series will explore the effects and treatment of sedatives, hypnotics, and alcohol. This module may be taken independently or as part of the three-unit Substance Abuse class. Students who have not taken any of the modules are eligible to enroll in the three (3) unit course. If a student has taken a module, the course may be completed by enrolling in each of the remaining modules.

ADMJ 303.4 Substance Abuse: Over the Counter and Psychotherapeutic Drugs (Same as PSYC 405.4) .5 Units
Formerly: ADMJ 85D

Prerequisite: None

Acceptable for credit: CSU (all modules required, 303.1-303.6)
9 hours Lecture

This module in the Substance Abuse series will specifically examine the effects and treatments for over-the-counter and psychotherapeutic drugs. This module may be taken independently or as part of the three-unit Substance Abuse class. Students who have not taken any of the modules are eligible to enroll in the three (3) unit course. If a student has taken a module, the course may be completed by enrolling in each of the remaining modules.

ADMJ 303.5 Substance Abuse: Narcotics and Hallucinogens (Same as PSYC 405.5) .5 Units
Formerly: ADMJ 85E

Prerequisite: None

Acceptable for credit: CSU (all modules required, 303.1-303.6)
9 hours Lecture

This module in the Substance Abuse series will provide an understanding of the effects and treatment of narcotics. Other topics will include hallucinogens, marijuana, and hashish. This module may be taken independently or as part of the three-unit Substance Abuse class. Students who have not taken any of the modules are eligible to enroll in the three (3) unit course. If a student has taken a module, the course may be completed by enrolling in each of the remaining modules.

ADMJ 303.6 Substance Abuse: Drug Use as a Social Problem (Same as PSYC 405.6) .5 Units
Formerly: ADMJ 85F

Prerequisite: None

Acceptable for credit: CSU (all modules required, 303.1-303.6)
9 hours Lecture

This module in the Substance Abuse series will explore drug use as it relates to law, education, and treatment modalities. This module may be taken independently or as part of the three-unit Substance Abuse class. Students who have not taken any of the modules are eligible to enroll in the three (3) unit course. If a student has taken a module, the course may be completed by enrolling in each of the remaining modules.

ADMJ 304 Juvenile Delinquency 3 Units
Formerly: ADMJ 86

Prerequisite: None

Acceptable for credit: CSU

54 hours Lecture

This course provides a study of juveniles and how they affect and are affected by the current juvenile justice system with an overview of adolescent problems and current approaches being utilized to confront these problems. The causes and treatment of delinquency and child abuse will be reviewed, and an overview of juvenile procedures at both the county and state levels will be explored.

ADMJ 320 Concepts of Criminal Law 3 Units
Formerly: ADMJ 2

Prerequisite: None

Advisories: Eligibility for ENGWR 100 and ENGRD 310; ADMJ 300 or 340 or equivalent.

Acceptable for credit: UC/CSU

54 hours Lecture

This course examines the philosophy and structures of criminal law. Emphasis will be given to specific crimes, related law and codes, annotations to codes and case studies.

ADMJ 321 Substantive Criminal Law 3 Units
Formerly: ADMJ 3

Prerequisite: ADMJ 320.

Acceptable for credit: CSU

54 hours Lecture

This is an in-depth study of the substantive criminal laws commonly enforced by California state, county, and municipal law enforcement officers. The course provides a complete analysis of both statute law as created by the state legislature and case law as defined in state and federal appellate court decisions.

- ADMJ 322 Criminal Procedure 3 Units**
Formerly: ADMJ 4
Prerequisite: None
Advisories: Eligibility for ENGWR 100 and ENGRD 310; ADMJ 300 or 340 or equivalent.
Acceptable for credit: CSU
54 hours Lecture
 This course will study the justice system. Topics will include bail, extradition and rendition; order of trial, motions, writs and appeals; limitations of prosecution; rights of defendant; judgment and sentence.
- ADMJ 323 Legal Aspects of Evidence 3 Units**
Formerly: ADMJ 6
Prerequisite: None
Acceptable for credit: CSU
54 hours Lecture
 This course will survey the rules of evidence and the various kinds of evidence. Topics include search and seizure concepts, exclusionary rule, the kinds and degrees of evidence, considerations governing admissibility of evidence in courts; rules of evidence, and case studies.
- ADMJ 326 Family Law Issues 3 Units**
(Same as FCS 306)
Formerly: ADMJ 70
Prerequisite: None
Advisory: Eligibility for ENGWR 100.
Acceptable for credit: CSU
54 hours Lecture
 This is an introductory course that provides basic knowledge of both civil and criminal laws dealing with family and domestic issues. The course explores paternity suits, pre-nuptial agreements, divorce, child custody, child support, alimony, spousal abuse, restraining orders, child visitation violations, parental kidnapping, and numerous other domestic problems faced by the justice system and families.
- ADMJ 330 Criminal Investigation 3 Units**
Formerly: ADMJ 80
Prerequisite: None
Acceptable for credit: CSU
54 hours Lecture
 This course will explore the fundamentals involved in the investigation of crimes. The techniques to collect and preserve evidence, interrogation of suspects and the interviewing of witnesses will be introduced and developed to assist in understanding the crime scene investigation.
- ADMJ 340 Introduction to Correctional Services 3 Units**
Formerly: ADMJ 52
Prerequisite: None
Acceptable for credit: CSU
54 hours Lecture
 This course is designed to provide the student with an overview of the history and trends of adult and juvenile corrections including probation and parole. The course will focus on the legal issues, specific laws, and general operation of correctional institutions. The relationship between corrections and other components of the judicial system will also be examined.
- ADMJ 341 Control and Supervision in Corrections 3 Units**
Formerly: ADMJ 53
Prerequisite: None
Advisories: Eligibility for ENGWR 100 and ENGRD 310.
Acceptable for credit: CSU
54 hours Lecture
 This course offers an overview of supervision of inmates in the local, state, and federal correctional institutions. The issues of control in a continuum from institutional daily living through crisis situations will be introduced and discussed. The course will emphasize the role played by the offender and the correctional worker. Topics will include inmate subculture, violence, and the effects of crowding on inmates and staff, as well as coping techniques for Correctional Officers in a hostile prison environment. The causes and effects of abusive tactics will also be discussed.
- ADMJ 342 Gangs and Corrections 3 Units**
Formerly: ADMJ 54
Prerequisite: None
Advisory: Completion of ADMJ 340.
General Education: AA/AS Area B2.
Acceptable for credit: CSU
54 hours Lecture
 This course is designed to provide the student with a specialized field of knowledge as it relates to the correctional impact of gangs. Following a development of the history of gangs and the issues associated with the development of gangs, the course will focus on the emergence of prison gangs following a series of changes within correctional system. Psychological and sociological dynamics of gangs are explored. Institutional management of gangs as well as future trends will be explored.

ADMJ 343 Supervision in Corrections 3 Units
Formerly: ADMJ 55

Prerequisite: None
Advisory: Completion of ADMJ 340.
Acceptable for credit: CSU
54 hours Lecture

After introducing the theory and practice of supervision as it is practiced in the business and public sector, this course will focus on the skills and knowledge of supervision as applied in corrections. Examples, scenarios and case studies from both juvenile and adult corrections and parole will be utilized. Students in this course should have some experience or education in the corrections field. The intent of this course is to provide the student with basic understanding of the subject, which can be the foundation for further agency specific training.

ADMJ 344 Leadership Development in Corrections 3 Units
Formerly: ADMJ 56

Prerequisite: None
Advisory: Completion of ADMJ 340.
Acceptable for credit: CSU
54 hours Lecture

This course is an introduction to leadership theory and practice in the correctional system. Although most of the leadership examples to be discussed deal directly with the correctional environment, others related generally to government and business will also be introduced. The course will emphasize leadership skills and experiences beneficial to a first-line supervisor. This course is intended for an individual with background (either educational or experiential) in corrections at the local, state or federal level.

ADMJ 345 Legal Aspects of Corrections 3 Units
Formerly: ADMJ 64

Prerequisite: None
Advisories: Eligibility for ENGWR 100 and ENGRD 310.
Acceptable for credit: CSU
54 hours Lecture

This course provides students with an awareness of the historical framework, concepts, and precedents that guide correctional practice. Course material will broaden the individual's perspective of the corrections environment, the civil rights of prisoners, and the responsibilities and liabilities of corrections officials.

ADMJ 346 Probation and Parole 3 Units
Formerly: ADMJ 87

Prerequisite: None
Acceptable for credit: CSU
54 hours Lecture

This course will compare and contrast probation and parole. Topics will include organization, function, goals, historical development and treatment theory and practice and how these concepts are utilized in California.

ADMJ 347 Correctional Counseling and Interviewing 3 Units

Formerly: ADMJ 88

Prerequisite: None
Acceptable for credit: CSU
54 hours Lecture

This course is designed to introduce the student to techniques of correctional counseling and interviewing in case development. Counseling is shown to be a treatment process to help provide the client with sufficient insight to understand the negative consequences of anti-social behavior. Particular emphasis is placed on the need of the counselor to maintain a receptive nonjudgmental attitude and to explore a range of potential techniques for meeting individual client needs.

ADMJ 360 Security Services 3 Units
Formerly: ADMJ 66

Prerequisite: None
Acceptable for credit: CSU
54 hours Lecture

This course is an introduction to the history, development, and functions of security services. The course will explore, examine, and critically assess the inter-relationships to the legal process; career roles and operational processes in various types of security organizations.

ADMJ 361 Retail and Industrial Security 3 Units
Formerly: ADMJ 67

Prerequisite: None
Acceptable for credit: CSU
54 hours Lecture

This course will explore the impact that retail and industrial theft have on our economy. The class will further examine and critically assess the loss prevention methods now being utilized in the security field such as surveillance cameras, alarm systems, security lighting, and perimeter fencing.

ADMJ 366 Private Investigations 3 Units
Formerly: ADMJ 68

Prerequisite: None
Acceptable for credit: CSU
54 hours Lecture

This class is an introduction to the history and development of Private Investigations as a profession. The course will explore how private investigators evaluate issues such as arson, personal injury suits and location of missing persons. A discussion of the licensing requirements for Private Investigators in the state of California is also included.

**ADMJ 494 Topics in Administration .5-4 Units
of Justice**

Formerly: ADMJ 91

Prerequisite: None

Acceptable for Credit: CSU

54 hours lecture

This course is designed to deal with current problems or specific topics concerning the administration of justice. Particular subjects to be covered each semester will be determined by the Administration of Justice staff. This course may be taken twice for credit.

**ADMJ 498 Work Experience in 1-4 Units
Administration of Justice**

Formerly: ADMJ 98

Prerequisite: None

Acceptable for credit: CSU

18 hours Lecture; 75 hours Laboratory

18 hours lecture, 75 hours of supervised paid work experience or 60 hours of volunteer work experience for one unit. Additional hours may be earned at the rate of 75 hours of paid work or 60 hours of volunteer work per unit to a maximum of four (4) units per semester. Techniques of law enforcement and correctional services through practical on-the-job experience. Placement in nonpaying jobs with justice agencies will be arranged by the instructor.

Advanced Transportation Technology

Associate in Science Degree

Career Certificate

Aeronautics

Airframe, Degree and Career Certificate

Powerplant, Degree and Career Certificate

Combined Airframe and Powerplant, Degree and Career Certificate

Aircraft Structure Manufacture and Repair, Degree and Career Certificate

Flight Technology, Degree and Career Certificate

Division of Technology

Phillip B. Cypret, Dean

Auditorium 1

916-558-2491

Electric Vehicle Technology, Career Certificate

Motorcycle Maintenance (see alpha listing of courses under Motorcycle Maintenance)

Nondestructive Testing Technician, Career Certificate

Railroad Operations - Conductor/Engineer, Degree and Career Certificate

Recreational Vehicle Technology, Degree and Career Certificate

Career Opportunities

The Department of Advanced Transportation Technology currently encompasses courses and/or certificate programs in Aeronautics, Electric Vehicle, Flight Technology, Motorcycle Maintenance, Nondestructive Testing, Railroad Operations, and Recreational Vehicle Maintenance. This department focuses on new and emerging transportation related courses, as well as traditional training which lead directly to employment in local, state and nationally recognized fields. Future courses and programs will be added as technology continues to advance.

Aeronautics AERO

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

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

The Aeronautics program is governed by regulations established by the Federal Aviation Administration. Each student pursuing a combined airframe and powerplant certificate is required to complete four semesters of instruction. Students who complete the requirements for issuance of a Career Certifi-

cate may take the examinations given by the Federal Aviation Administration for one of the following for technician certification:

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

Airframe — Students pursuing this certificate must complete AERO 300, 301, 302, 303, 320, 321, 322, 323, 330, 332 with a grade of "C" or better in all courses.

Powerplant — Students pursuing this certificate must complete AERO 300, 301, 302, 303, 310, 311, 312, 313, 331, 333 with a grade of "C" or better in all courses.

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

Program Costs: In addition to the normal student expenses (for textbooks, personal equipment, and supplies) laboratory materials fees may be required. These fees may vary each semester. If these fees create a financial burden, students should consult the Financial Aid Office for possible assistance.

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

Aeronautics Core Program

Completion of all courses in the Core Program with a grade of “C” or better is required for all program options. These include Airframe, Powerplant, and Combined Airframe and Powerplant.

Aeronautics Core	Units
AERO 300, General Airframe and Powerplant	5
AERO 301, General Airframe and Powerplant Applications	3
AERO 302, Basic Electricity and Electrical Systems	5
AERO 303, Basic Electricity, Airframe and Powerplant Electricity System Applications	3
Total Units Required	16

Suggested electives for all options

AERO 370, 120, 121, 340 and 341, 350 and 351, 360 and 361;
TECH 100, 103, 300.

Airframe

Associate in Science Degree Career Certificate

Designed for students pursuing FAA Certification as an Airframe Maintenance Technician.

Required Program	Units
Aeronautics Core	16
AERO 320, Airframe Systems and Components	5
AERO 321, Airframe Structures	5
AERO 322, Airframe Systems and Component Applications	3
AERO 323, Airframe Structures and Systems Applications	3
AERO 330, Airframe Inspection	5
AERO 332, Airframe Inspection Applications	3
Total Units Required	40

Associate in Science Degree (A.S.)

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

Career Certificate

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

Powerplant

Associate in Science Degree

Career Certificate

Designed for students pursuing FAA Certification as a Powerplant Maintenance Technician.

Required Program	Units
Aeronautics Core	16
AERO 310, Powerplant Theory and Maintenance	5
AERO 311, Powerplant Theory and Maintenance Applications ..	3
AERO 312, Powerplant Systems and Components	5
AERO 313, Intermediate Powerplant Systems and Components Applications	3
AERO 331, Powerplant Inspection	5
AERO 333, Powerplant Inspection Applications	3
Total Units Required	40

Associate in Science Degree (A.S.)

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

Career Certificate

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

Combined Airframe and Powerplant

Associate in Science Degree

Career Certificate

Designed for students pursuing FAA Certification as an Airframe and Powerplant Maintenance Technician.

Required Program	Units
Aeronautics Core	16
AERO 310, Powerplant Theory and Maintenance	5
AERO 312, Powerplant Systems and Components	5
AERO 313, Intermediate Powerplant Systems and Components Applications	3
AERO 311, Powerplant Theory and Maintenance Applications ..	3
AERO 320, Airframe Systems and Components	5
AERO 321, Airframe Structures	5
AERO 322, Airframe Systems and Components Applications	3
AERO 323, Airframe Structures and Systems Applications	3
AERO 330, Airframe Inspection	5
AERO 331, Powerplant Inspection	5
AERO 332, Airframe Inspection Applications	3
AERO 333, Powerplant Inspection Applications	3
Total Units Required	64

Associate of Science (A.S.) Degree

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

Career Certificate

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

Aircraft Structure Manufacture and Repair

Associate in Science Degree
Career Certificate

Career Opportunities: This program provides preparation for employment in the aerospace industry. Most employment opportunities would be with major airframe manufacturers or with companies specializing in major airframe repair and modifications.

Advancement Opportunities: This course is designed to be completed within two semesters for the full time student. The subjects covered and hours completed in the sheetmetal option can be transferred to the Aeronautics Airframe Option. The Airframe Option can lead to the Federal Aviation Administration (F.A.A.) Airframe Certificate.

Required Program	Units
AERO 100, Basic Aircraft Sheetmetal Theory	5
AERO 101, Basic Applied Aircraft Sheetmetal Lab	1.5
AERO 102, Advanced Aircraft Sheetmetal Theory	5
AERO 103, Advanced Applied Aircraft Sheetmetal Lab	1.5
AERO 110, Basic Applied Aircraft Structure	5
AERO 111, Basic Applied Aircraft Structure Lab	1.5
AERO 112, Advanced Aircraft Structure Theory	5
AERO 113, Advanced Applied Aircraft Structure Lab	1.5
Total Units Required	26

Suggested Courses

AERO 370, 120.

Associate in Science (A.S.) Degree

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

Career Certificate

The Career Certificate may be obtained by completion of the required program with grades of "C" or better.

Flight Technology

Associate in Science Degree
Career Certificate

Designed for students pursuing a career as a Commercial Pilot.

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

Preparation: High school courses in English, mathematics, physics, chemistry, electronics, mechanics and computers are encouraged.

Required Program	Units
AERO 310, Powerplant Theory	5
AERO 320, Airframe Systems	5
AERO 120, Private Pilot Ground School	3
AERO 121, Instrument Pilot Ground School	3
Electives	3
Total Units Required	19

Select three (3) units from the following:

AERO 370, Introduction to Aviation	3
AERO 311, Powerplant Maintenance Applications	3
AERO 322, Airframe Systems	3
AERO 494, Topics in Aeronautics	3
AERO 122, Commercial Pilot Ground School	3
AERO 299, Special Studies	1-3

Associate in Science Degree (A.S.)

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

Career Certificate

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

Electric Vehicle Technology

Career Certificate

Designed for students pursuing a career in the new and upcoming field of Electric Vehicle and Fuel Cell Technology.

Career Opportunities: This technological field is used in a variety of areas using clean fuel cell and electric vehicles. Some specific areas are: governmental agencies, airports, transit authorities, industrial companies, automobile manufacturers, and personnel use.

Preparation: High School courses in English, mathematics, electronics, mechanics, and computers are encouraged.

Required Program

Required Program	Units
EVT 100, Introduction to Electric Vehicle	3
EVT 110, Introduction to Electric Vehicle Conversions	4
EVT 130, Introduction to Electric Vehicle Batteries	3
Electives	8

Total Units Required 18

Select eight (8) units from the following courses:

EVT 111, 120, 131, 140, 141; ET 300, 301, 305, 310, 311, 315, 320, 330, 340, 350, 390, 400, 410; AERO 300, 301, 302, 303, 320, 321, 322, 323; AMT 300, 301, 302, 304, 312, 314, 316, 326, 330, 332 at ARC and/or CRC.

Automotive Mechanics Technology courses are offered at Cosumnes River College and American River College only. There is no automotive program at Sacramento City College.

Career Certificate

The Career Certificate may be obtained by completion of the required program with grades of "C" or better.

The Electric Vehicle Technology Certificate Program is not part of an automotive program.

Nondestructive Testing Technician

Career Certificate

Designed for students pursuing employment opportunities as a Nondestructive Testing Technician.

Required Program	Units
AERO 360, Nondestructive Testing I	2
AERO 361, Nondestructive Testing II	2
AERO 362, Nondestructive Testing III	2
TECH 103, Technical Communication	3
Electives	9
Total Units Required	18

Select nine (9) units from the following courses:

AERO 310, 311; MIT 310, 322, 326, 340, 342; TECH 100, 300.

Career Certificate

The Career Certificate may be obtained by completion of the required program with a "C" or better.

Railroad Operations - Conductor/Engineer

Associate in Science

Career Certificate

Designed for students pursuing a career as a Railroad Conductor or Engineer.

Career Opportunities: Sacramento City College's Career Certificate program in Railroad Operations prepares students for an exciting and well-paying career. The more than 500 companies that make up the United States railroad industry provide the country's freight and passenger transportation service on a network of some 300,000 route-miles of track. Railroads employ a substantial work force to service, maintain, and manage this extensive transportation network.

Railroad Operations is an 18 unit, six-course program. The curriculum is approved by the National Academy of Railroad Sciences. In addition to normal student expenses, the Railroad Operations program requires an additional expenditure of approximately \$300.00 for protective clothing, work boots, and safety equipment. Contact the Financial Aid Office for possible assistance before entering the program.

Recommended High School Preparation: Courses in English, mathematics, physics, electronics, mechanics and computers are recommended.

Required Program	Units
RAILR 100, History of Railroad	3
RAILR 102, Railroad Technical Careers	3
RAILR 120, Railroad Operations	3
RAILR 122, Railroad Safety, Quality and Environment	3
RAILR 140, General Code of Operating Rules	3
RAILR 142, Ground School	3
Total Units Required	18

Suggested Electives

RAILR 144, CISC 300.

Associate in Science (A.S.) Degree

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

Career Certificate

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

Recreational Vehicle Technology

Associate in Science Degree

Career Certificate

This course of study is designed to provide entry level employment training certified by the Recreational Vehicle Technical Institute (RVTI).

Occupational Description: A Recreational Vehicle Service Technician services all RV Systems; repairs problems through diagnosis and evaluation; performs general maintenance on appliances, chassis and body; installs accessories and repairs structural damage while maintaining high safety standards and practicing good customer relations.

Career Opportunities: Pre-delivery Inspector, Service Technician, Service Writer, Service Coordinator, Parts Counter Person, Service Manager, Factory Field Technician, Factory Service Representative.

Gain Knowledge & Hands-on Experience in the following areas: troubleshooting, appliance repair, AC/DC electrical systems service, preventive chassis maintenance, l.p. gas systems service, water systems service, refrigeration service, water heater service, air conditioning service, heating systems service, body repair, cabinetry repair, small gasoline engine generator service, customer relations.

Recommended High School Preparation: Courses in English, mathematics, physics, electronics, mechanics and computers are recommended.

Job Security: Nine million recreational vehicles are used by American families in the quest of travel and leisure time activities. More than 350,000 new vehicles are being added to the fleet each year. Newly trained RV service technicians are in tremendous demand.

Students may take advantage of national placement assistance, nationwide demand for graduates, stability and job security, and opportunities for growth.

Required Program

	Units
RVT 200, Introduction to Recreational Vehicle Service and Basic Electricity	5
RVT 201, RV Systems I	3
RVT 202, RV Systems II	3
RVT 203, RV Systems III	2
RVT 204, RV Systems IV	5
RVT 205, RV Systems V	3
RVT 206, RV Systems VI	3
RVT 207, RV Systems VII	2
Total Units Required	26

Suggested Electives

Associate in Science (A.S.) Degree

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

Career Certificate

The Career Certificate may be obtained by completion of the required program with grades of "C" or better or equivalent as determined by the Recreational Vehicle department.

Aeronautics (AERO)

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

AERO 100 Basic Aircraft Sheetmetal Theory 5 Units

Formerly: AERO 56

Prerequisite: None

90 hours Lecture

This course is designed to teach the aeronautics student basic technical mathematics, basic aircraft drawings, basic physics, theory of aluminum alloy sheetmetal and rivets, along with aluminum cleaning and corrosion control.

AERO 101 Basic Applied Aircraft Sheetmetal Lab 1.5 Units

Formerly: AERO 57

Prerequisite: None

Advisories: It is advised that the students take the following courses concurrently: ENGLB 55 and MATH 27.

90 hours Laboratory

This course will allow the aeronautics student to manufacture and repair a number of basic sheetmetal parts using universal, flush and special rivets applied to butt and lap seams.

AERO 102 Advanced Aircraft Sheetmetal Theory 5 Units

Formerly: AERO 58

Prerequisite: AERO 100, Basic Aircraft Sheetmetal Theory, with a grade of "C" or better or equivalent.

90 hours Lecture

This course is designed to teach the aeronautics student advanced technical mathematics for use with precision measuring instruments, complex sheetmetal repair made by aircraft drawings and aerodynamics of flight. This course will also cover required aircraft hardware used in complex repairs.

AERO 103 Advanced Applied Aircraft Sheetmetal Lab 1.5 Units

Formerly: AERO 59

Prerequisite: AERO 101, Basic Applied Aircraft Sheetmetal Lab, with a grade of "C" or better or equivalent.

90 hours Laboratory

This course will allow the aeronautics student to apply advanced technical mathematics to precision measuring instruments and complex sheetmetal repairs using aircraft drawings. An understanding of aerodynamics of flight and the use of structural hardware will also be utilized.

AERO 110 Basic Aircraft Structure Theory 5 Units
Formerly: AERO 66

Prerequisite: None

Advisories: *It is advised that the students take the following courses concurrently: ENGLB 55 and MATH 27.*

90 hours Lecture

This course is designed to teach the aeronautics student the basic theory of airframe inspection, welding, fluid lines and fittings, basic sheetmetal structures, weight and balance, required repair forms and technician privileges and limitations pertaining to structure repair.

AERO 111 Basic Applied Aircraft Structure Lab 1.5 Units
Formerly: AERO 67

Prerequisite: None

Advisories: *It is advised that the students take the following courses concurrently: ENGLB 55 and MATH 27.*

90 hours Laboratory

This course will allow the aeronautics student to inspect an airframe structure along with weldments, fluid lines and fittings, weight and balance data, and required forms.

AERO 112 Advanced Aircraft Structure Theory 5 Units
Formerly: AERO 68

Prerequisite: *AERO 110 with a grade of "C" or better or equivalent.*

90 hours Lecture

This course is designed to teach aeronautics students the theory of aircraft fabric covering, finishes, assembly and rigging, non-metallic structures, and advanced sheetmetal structures.

AERO 113 Advanced Applied Aircraft Structure Lab 1.5 Units
Formerly: AERO 69

Prerequisite: *AERO 111 with a grade of "C" or better or equivalent.*

90 hours Lecture

This course is designed to teach the aeronautics student application methods for aircraft covering, finishes, and non-metallic materials. The student will be able to assemble and rig a flight control on the aircraft structure.

AERO 120 Private Pilot/Basic Ground Instructor School 3 Units
Formerly: AERO 87

Prerequisite: None

54 hours Lecture

This course is an introduction to the basic principles of aviation, meteorology, navigation, rapid communication, weight and balance, instruments, performance, theory of flight and regulations. This course meets the Federal Aviation Administration requirement for private pilot and/or basic ground instructor written tests.

AERO 121 Instrument Pilot/Instructor Ground School 3 Units
Formerly: AERO 88

Prerequisite: None

54 hours Lecture

This course is an introduction to the basic principles of instrument flying to include: Instrument Flight Rules (IFR), Instruments, meteorology, navigation, IFR approaches, IFR en route, communications, air traffic control and aeromedical factors. This course meets the Federal Aviation Administration requirement for Instrument Pilot and/or Instrument Ground instructor, Instrument Flight instructor written tests.

AERO 122 Commercial Pilot Ground School 3 Units
Formerly: AERO 89

Prerequisite: None

54 hours Lecture

This course is an in-depth study of the principles of aviation, navigation, communications, weight and balance, instruments, performance, theory of flight and regulations. This course meets the Federal Aviation Administration (FAA) requirement for commercial pilot and/or Advanced Ground Instructor written test.

AERO 200 Certificated Aircraft Mechanic Preparation 1-3 Units
Formerly: AERO 86

Prerequisite: None

54 hours Lecture

This is a specialized course developed in cooperation with the Federal Aviation Administration (FAA). This course, in part, meets the certification requirements of Part 147 of the Federal Aviation Regulations covering Airframe and Powerplant Mechanics. This course may be taken four times for credit. The amount of credit awarded is based on the total number of hours completed (18 hours=1 unit). This course will prepare the student for oral, practical, and written portions of the general, powerplant, and airframe sections of the Federal Aviation Administration test.

AERO 210 Large Aircraft Systems and Performance Data 5 Units
Formerly: AERO 75

Prerequisite: None

90 hours Lecture

This Boeing 727 general familiarization course is designed for students desiring to become a pilot, turbojet flight engineer or mechanic on large, complex aircraft typically flown by the airline industry. All Boeing 727 systems will be covered in detail, such as hydraulics, pneumatics, pressurization, air-conditioning electrics, fire protection, ice/rain removal and engine operation, flight performance, take off and landing data. Weight and balance computations and emergency procedures will also be covered.

AERO 300 General Airframe and Powerplant 5 Units
Formerly: AERO 50

Prerequisite: None

General Education: AA/AS Area D2.

Acceptable for credit: CSU

90 hours Lecture

This course provides an introduction to sheet metal fabrication, aircraft drawings, fluid lines and fittings, materials and processes (including aircraft hardware identification, gas welding and precision measurement), and aviation math and physics, including theory of flight for fixed wing aircraft.

AERO 301 General Airframe and Powerplant Applications 3 Units
Formerly: AERO 52

Prerequisite: Concurrent enrollment in AERO 300.

Acceptable for credit: CSU

180 hours Laboratory

This course provides basic skills projects required by the Federal Aviation Administration related to the Aeronautics 300 lectures, including sheet metal repair, welding, and hardware identification.

AERO 302 Basic Electricity and Electrical Systems 5 Units
Formerly: AERO 51

Prerequisite: None

Advisory: Concurrent enrollment in AERO 303.

Acceptable for credit: CSU

90 hours Lecture

This course provides electrical theory for airframe and powerplant electrical systems (circuits and schematics, ignition and electrical generating systems, instruments, batteries, AC and DC circuit system components).

AERO 303 Basic Electricity, Airframe and Powerplant Electrical Systems Applications 3 Units
Formerly: AERO 53

Prerequisite: Concurrent enrollment in AERO 302.

Acceptable for credit: CSU

180 hours Laboratory

This course provides development projects related to Aeronautics 302 lectures as required by the Federal Aviation Administration to develop skills necessary for an Airframe and Powerplant Technician. Units of instruction include repair and maintenance techniques of airframe and powerplant electrical systems and cover ignition and electrical generating systems, instruments, batteries, AC and DC circuits.

AERO 310 Powerplant Theory and Maintenance 5 Units
Formerly: AERO 61

Prerequisite: None

Advisory: Concurrent enrollment in AERO 63.

Acceptable for credit: CSU

90 hours Lecture

This course provides instruction in reciprocating and gas turbine/turbo propeller engine theory, overhaul, inspection, testing, and operation.

AERO 311 Powerplant Theory and Maintenance Applications 3 Units
Formerly: AERO 63

Prerequisite: Concurrent enrollment in AERO 61.

Acceptable for credit: CSU

180 hours Laboratory

This course covers projects related to the Aeronautics 61 lectures as required by the Federal Aviation Administration. These include familiarization and operation of equipment required when overhauling and testing gas turbine and reciprocating powerplants, the operation and familiarization of gas turbine powerplant accessories, fire detection/protection systems, and operation of gas turbine powerplants in the test cell environment.

AERO 312 Powerplant Systems and Components 5 Units
Formerly: AERO 60

Prerequisite: None

Advisory: Concurrent enrollment in AERO 62.

Acceptable for credit: CSU

90 hours Lecture

This course provides instruction in the theory of reciprocating and gas turbine/turbo propeller engines; related accessories including cooling and lubrication; ignition, propellers, and governors; fuel metering; and fire protection systems.

AERO 313 Intermediate Powerplant Systems and Component Applications 3 Units
Formerly: AERO 62

Prerequisite: Concurrent enrollment in AERO 60 or completion with a grade of "C" or better.

Acceptable for credit: CSU

180 hours Laboratory

This course provides skills development projects related to Aeronautics 60 as required by the Federal Aviation Administration. Units of instruction include familiarization and operation of test equipment required in overhauling reciprocating and turbine powerplant components and engine test cell operations.

AERO 320 Airframe Systems and Components 5 Units
Formerly: AERO 70
Prerequisite: None
Corequisite: Concurrent enrollment in AERO 322 is required.
Acceptable for credit: CSU
90 hours Lecture
 This course provides instruction in the following aircraft airframe systems: fuel, hydraulic, pneumatic, position and warning, air conditioning, heating, oxygen, pressurization, ice and rain control, fire extinguishing and detection.

AERO 321 Airframe Structures 5 Units
Formerly: AERO 71
Prerequisite: None
Corequisite: Concurrent enrollment in AERO 323 is required.
Acceptable for credit: CSU
90 hours Lecture
 This course provides instruction in intermediate aircraft sheet metal, fabric, dope, and paint processes; plastic, wood, fiberglass, honeycomb, composites, and laminated structures; assembly and rigging; and landing gear systems.

AERO 322 Airframe Systems and Components Applications 3 Units
Formerly: AERO 72
Prerequisite: None
Corequisite: Concurrent enrollment in AERO 320 is required.
Acceptable for credit: CSU
180 hours Laboratory
 This course provides skill development projects as required by the Federal Aviation Administration. The projects are related to the subject areas covered in AERO 320 and include familiarization, operation, overhaul, testing, and troubleshooting of the components and systems.

AERO 323 Airframe Structures and Systems Applications 3 Units
Formerly: AERO 73
Prerequisite: None
Corequisite: Concurrent enrollment in AERO 321 required.
Acceptable for credit: CSU
180 hours Laboratory
 This course provides projects related to the AERO 321 lectures as required by the Federal Aviation Administration to develop skills in inspecting, checking, troubleshooting, servicing and repairing the components and systems.

AERO 330 Airframe Inspection 5 Units
Formerly: AERO 80
Prerequisite: None
Corequisite: Concurrent enrollment in AERO 332 is required.
Acceptable for credit: CSU
90 hours Lecture
 This course provides the theory of the following: airframe inspection; mechanic privileges and limitations, maintenance forms and records, maintenance publications, weight and balance, communication, navigation and automatic pilot systems.

AERO 331 Powerplant Inspection 5 Units
Formerly: AERO 81
Prerequisite: None
Corequisite: Concurrent enrollment in AERO 333 is required.
Acceptable for credit: CSU
90 hours Lecture
 This course provides the theory of: engine inspection, exhaust systems, ground operation and servicing, engine and airframe instruments systems, and advanced powerplant troubleshooting.

AERO 332 Airframe Inspection Applications 3 Units
Formerly: AERO 82
Prerequisite: None
Corequisite: Concurrent enrollment in AERO 330 is required.
Acceptable for credit: CSU
180 hours Laboratory
 This course provides development projects as required by the Federal Aviation Administration. The projects are in the same areas as the subject areas covered in the AERO 330 lectures and include familiarization and operation of test equipment required for checking and testing the airframe systems of airworthy aircraft.

AERO 333 Powerplant Inspection Applications 3 Units
Formerly: AERO 83
Prerequisite: None
Corequisite: Concurrent enrollment in AERO 331 required.
Acceptable for credit: CSU
180 hours Laboratory
 Projects as required by the Federal Aviation Administration. The projects are in the same areas as the subject areas covered in the AERO 331 lectures and include familiarization and operation of test equipment required for checking and testing the powerplant systems of airworthy aircraft.

AERO 340 Gas Turbine Development I 2 Units
Formerly: AERO 90A
Prerequisite: None
Acceptable for credit: CSU
18 hours Lecture; 54 hours Laboratory
 This course provides instruction in the development of gas turbine powerplant overhaul techniques, material application, noise reduction and special engine application through laboratory projects involving engine system test cell operation and special purpose application for aviation and non-aviation uses.

AERO 341 Gas Turbine Development II 2 Units
Formerly: AERO 90B

Prerequisite: None

Acceptable for credit: CSU

18 hours Lecture; 54 hours Laboratory

This course provides continued instruction in the development of gas turbine powerplant theory of operation and application. Laboratory projects involve tear down, inspection, reassembly, and test-stand operation of turbine engines.

AERO 350 Helicopter Rotor and Drive Systems I 2 Units
Formerly: AERO 91A

Prerequisite: None

Acceptable for credit: CSU

18 hours Lecture; 54 hours Laboratory

This course provides introductory level instruction in the theory of helicopter flight, rotor systems, and flight controls. Laboratory projects involve disassembly, inspection, reassembly, and adjustment of helicopter components.

AERO 351 Helicopter Rotor and Drive Systems II 2 Units
Formerly: AERO 91B

Prerequisite: None

Acceptable for credit: CSU

18 hours Lecture; 54 hours Laboratory

This course provides continued instruction in the theory of helicopter flight, flight controls, and drive systems. Laboratory projects involve disassembly, inspection, reassembly, and adjustment of rotor control and power-train components.

AERO 360 Nondestructive Testing I 2 Units
Formerly: AERO 92A

Prerequisite: None

Acceptable for credit: CSU

18 hours Lecture; 54 hours Laboratory

This course focuses on the study of nondestructive testing of materials, processes, and procedures used in aircraft or product research, construction, manufacturing, maintenance, and overhaul. Emphasis of the course will be placed on basic metallurgy, fluorescent penetrants, borescope inspections, and magnetic particle testing processes.

AERO 361 Nondestructive Testing II 2 Units
Formerly: AERO 92B

Prerequisite: None

Acceptable for credit: CSU

18 hours Lecture; 54 hours Laboratory

This course focuses on the study of nondestructive testing materials, processes and procedures used in aircraft or product research, construction, manufacturing, maintenance and overhaul. Emphasis of this course will be placed on eddy current inspection processes, acoustic emission testing, soap/oil analysis, and introduction to radiographic and ultrasonic testing processes.

AERO 362 Nondestructive Testing III 2 Units
Formerly: AERO 92C

Prerequisite: None

Acceptable for credit: CSU

18 hours Lecture; 54 hours Laboratory

This courses focuses on the study of nondestructive testing materials, processes and procedures used in aircraft or product research, construction, manufacturing, maintenance, and overhaul. Emphasis of this course will be placed on industrial applications of ultrasonic and radiographic testing processes and related licensing requirements.

AERO 370 Introduction to Aviation 3 Units
Formerly: AERO 55

Prerequisite: None

Acceptable for credit: CSU

54 hours Lecture

The course is an introduction to aerodynamics, aircraft structures, and reciprocating/jet engines as used in aircraft. Topics also covered are the history of aviation, flying techniques, navigation and federal aviation regulations.

AERO 494 Topics in Aeronautics, Aviation Maintenance .5 – 4 units
Formerly: AERO 85A

Prerequisite: None

54 hours Lecture; 162 hours Laboratory

This is a specialized course developed in cooperation with industry to address emerging training needs. This course may be taken no more than three times for credit provided there is no duplication of topics.

Flight Technology (FLTEC)

FLTEC 294 Topics in Aeronautics, Flight Technology .5-3 Units
Formerly: AERO 85F

Prerequisite: None

54 hours Lecture; 162 hours Laboratory

This is a specialized course developed in cooperation with industry to address emerging training needs in flight technology. This course may be taken no more than three times for credit provided there is no duplication of topics. See the current Schedule of Classes for more information.

Electric Vehicle Technology (EVT)

EVT 100 Introduction to Electric Vehicles 3 Units

Formerly: EVT 60

Prerequisite: None

54 hours Lecture

This course will provide an overview of the electric vehicle field. The topics covered will include electric vehicle technology, economics, regulations, environmental impact, and safety.

EVT 110 Introduction to Electric Vehicle Conversions 4 Units

Formerly: EVT 62

Prerequisite: None

54 hours Lecture; 54 hours Laboratory

This course introduces the student to the world of electric vehicle (EV) conversions. Students will be instructed with alternatives of gasoline powered vehicular travel and to the specific advantages of electric powered automobiles. Topics to be covered are the process of conversion of a gas powered vehicle to electric power, including testing, assembly, operation, and maintenance of EV's.

EVT 111 Electric Vehicle Drivetrain Components 3 Units

Formerly: EVT 64

Prerequisite: None

36 hours Lecture; 54 hours Laboratory

This course is an overview of the latest electric car drivetrain components that will be used in converting a gasoline powered automobile to electric power. Drivetrain components that will be used in original equipment manufactured or O.E.M. automobiles will also be studied.

EVT 120 Electric Bicycles, Mopeds, and Motorscooters 1 Unit

Formerly: EVT 67

Prerequisite: None

18 hours Lecture

This course will provide information on two wheeled electric vehicles. Included in the course will be information on bicycles, mopeds and motorscooters, both manufactured and converted by electrical vehicle hobbyists. Current technology on lightweight vehicle batteries, motors and controllers will be covered. The economics of owning and operating two-wheeled electric vehicles with safety and regulations will be covered.

EVT 121 Introduction to Electric Motorcycle Conversions 1 Unit

Formerly: EVT 68

Prerequisite: None

18 hours Lecture

This course introduces the student to electric motorcycle conversions. Students will be instructed in alternatives to internal combustion engines and specifically to electric power. Included are the conversion processes, testing, assembly, operation and general maintenance, and basic safety and government course topics regulations.

EVT 130 Electric Vehicle Batteries 3 Units

Formerly: EVT 66

Prerequisite: None

54 hours Lecture

This course introduces students to today's battery technology as it relates to electric vehicles. Students will be instructed on the various types of batteries found in automobiles and batteries of the future. Emphasis will be placed on battery safety, handling, and maintenance.

EVT 131 Introduction to Electric Vehicle Batteries 1 Unit

Formerly: EVT 71

Prerequisite: None

18 hours Lecture

This course will provide an introduction to electric vehicle battery technology. The topics covered will include battery theory, maintenance, and the use of various types of batteries used in electric vehicles.

EVT 140 Controllers for Electric Vehicles 1 Unit

Formerly: EVT 70

Prerequisite: None

18 hours Lecture

This course will prepare the student for an understanding of controllers used on electric vehicles. A history of controller evolution will be covered as well as the latest technology.

EVT 141 Introduction to Electric Vehicle Motors 1 Unit

Formerly: EVT 72

Prerequisite: None

18 hours Lecture

This course introduces the student to motors used in electric vehicles. The topics covered include electric motor theory and history of electric vehicle motors, and the commonly used electric vehicle motors of today. Also included will be topics on electric motor maintenance and troubleshooting.

EVT 294 Topics in Electric Vehicle Technology .5-4 Units
Formerly: EVT 85

Prerequisite: None

54 hours Lecture: 162 hours Laboratory

This is a specialized course developed in cooperation with industry to address emerging training needs. This course may be taken no more than three times for credit provided there is no duplication of topics.

Railroad Operations (RAILR)

RAILR 100 History of Railroading 3 Units
Formerly: RAILR 50

Prerequisite: None

54 hours Lecture

This course covers the history and traditions of railroading and the industry's role in North American Economic Development. Upon successful completion of this course, students should be able to list and explain the significance of major events in North American Railroading.

RAILR 102 Railroad Technical Careers 3 Units
Formerly: RAILR 51

Prerequisite: None

54 hours Lecture

This course includes information about technical careers in railroading, thereby, enabling student to choose suitable career paths. This course includes field trips that will demonstrate the relationship among technical work groups in day-to-day railroad operations. Upon successful completion of this course, students should be able to describe basic technical job functions, requirements and characteristics.

RAILR 120 Railroad Operations 3 Units
Formerly: RAILR 52

Prerequisite: None

54 hours Lecture

This course includes information about the industry, its major assets, structures and typical operations. Upon successful completion of this course, students should be able to define the current North American railroad industry characteristics, basic operations, components, and processes and industry structure and administrative processes.

RAILR 122 Railroad Safety, Quality, and Environment 3 Units
Formerly: RAILR 53

Prerequisite: None

54 hours Lecture

This course covers the importance of safety quality, personal health and environmental awareness to the railroad industry and emphasizes the basic tools and techniques for improving these conditions on the job. Upon successful completion of this course students should be able to define and explain the needs for improved safety, quality, health, and environmental awareness, describe their basic principles, explain the elements of successful programs, and apply these elements to typical tasks on the job.

RAILR 140 General Code of Operating Rules 3 Units
Formerly: RAILR 54

Prerequisites: RAILR 120 and 122.

54 hours Lecture

This course provides instruction in the use and application of railroad rules, timetables, general orders, track bulletins, track warrants and train orders. The student will learn their interpretation, origin and use in the railroad industry. Students are required to pass the Sacramento Southern Rules Examination with an 85 for the mid-term exam, and will be required to write, and re-write general orders, timetables and rules. This course may be taken two times for credit if a grade of 85 is not obtained on the Sacramento Southern Rules Exam.

RAILR 142 Ground School 3 Units
Formerly: RAILR 55

Prerequisites: RAILR 120, 122, 140, and a pass grade for Sacramento Southern Rules.

36 hours Lecture; 54 hours Laboratory

This course provides for use and application of railroad rules, timetables, general orders, track bulletins, track warrants and train orders. The student will apply these in a railroad setting, making up trains, and switching boxcars from switch lists and work orders. Students are required to show that they have passed the Sacramento Southern Rules examination on their first day of class. Students not qualified in the rules will not be allowed to continue in the class. Students will be required to make up trains, couple and uncouple cars and locomotives, troubleshoot air brakes systems, get on and off moving equipment, remove and apply knuckles of cars (knuckles weigh 75 pounds) and throw switches. Students are required to wear steel toe boots with defined heels, leather gloves, loose fitting jeans or coveralls and head covers. The students will work one student trip and ride for an additional fifteen trips.

RAILR 144 Air Brakes 3.5 Units
Formerly: RAILR 56

Prerequisite: None

Advisories: RAILR 120 and 122.

54 hours Lecture; 27 hours Laboratory

This course offers an overview of the train air brake system from the rear of the engine to the flashing rear end device with a focus on the American brake valve. Emphasis is placed on Federal Railroad Administration requirements for Initial Terminal Brake Test, as well as industry Air Brake Rules on the use and application of the air brake system. The course includes inspection of the load, under carriage, air brake connections, hand brake systems, drain valves and cut-out cocks.

RAILR 294 Topics in Railroad Operations .5-4 Units
Formerly: RAILR 85

Prerequisite: None

54 hours Lecture; 162 hours Laboratory

This is a specialized course developed in cooperation with industry to address emerging training needs. This course may be taken no more than three times for credit provided there is no duplication of topics.

Recreational Vehicle Technology (RVT)

RVT 100 Introduction to Recreational Vehicle Systems 4 Units
Formerly: RVT 70

Prerequisite: None

72 hours Lecture

This course is designed to teach students the theory, operation, service and maintenance of the various systems in modern recreational vehicles. Further, the course will cover the advantages and disadvantages of the different types of RVs and common maintenance issues for each. This course is ideal for students who want to learn how RV chassis and coach system function and for owners, potential owners, and mechanics who want to learn how to select, service, and maintain them.

RVT 200 Introduction to Recreational Vehicle Service and Basic Electricity 5 Units
Formerly: RVT 50

Prerequisite: None

60 hours Lecture; 90 hours Laboratory

This is one of eight courses designed for students pursuing certification as a Recreational Vehicle Service Technician. Units of instruction include an introduction to RV service including types of RVs, tools, and safety. Also included is basic electricity for those who have no electrical background and a refresher for those who do.

RVT 201 Recreational Vehicle Systems I 3 Units
Formerly: RVT 51

Prerequisite: None

40 hours Lecture; 60 hours Laboratory

This is one of eight courses designed for students pursuing certification as a Recreational Vehicle Service Technician. Units of instruction include the components that make up the RV DC and AC electrical systems (excluding Gen-sets which are in RVT V), schematic reading and wiring.

RVT 202 Recreational Vehicle Systems II 3 Units
Formerly: RVT 52

Prerequisite: None

40 hours Lecture; 60 hours Laboratory

This is one of eight courses designed for students pursuing certification as a Recreational Vehicle Service Technician. Units of instruction include the handling of LP gas, its systems and components, RV water heaters, and RV heating systems.

RVT 203 Recreational Vehicle Systems III 2 Units
Formerly: RVT 53

Prerequisite: None

28 hours Lecture; 42 hours Laboratory

This is one of eight courses designed for students pursuing certification as a Recreational Vehicle Service Technician. Units of instruction include RV roof air conditioning systems, an overview of welding, sheet metal and fiberglass repair.

RVT 204 Recreational Vehicle Systems IV 5 Units
Formerly: RVT 54

Prerequisite: None

60 hours Lecture; 90 hours Laboratory

This is one of eight courses designed for students pursuing certification as a Recreational Vehicle Service Technician. Units of instruction include Absorption Refrigeration, RV plumbing of fresh and waste water systems, toilets and other components, RV hydraulic Systems for jacks and glide outs.

RVT 205 Recreational Vehicle Systems V 3 Units
Formerly: RVT 55

Prerequisite: None

40 hours Lecture; 60 hours Laboratory

This is one of eight courses designed for students pursuing certification as a Recreational Vehicle Service Technician. Units of instruction include RV AC generators (Gen-Sets), exterior and interior coach maintenance including siding, roofs, floor coverings, and related topics.

RVT 206 Recreational Vehicle Systems VI 3 Units

Formerly: RVT 56

Prerequisite: None

40 hours Lecture; 60 hours Laboratory

This is one of eight courses designed for students pursuing certification as a Recreational Vehicle Service Technician. Units of instruction include chassis suspension systems, towing system components, RV preventive maintenance and RV pre-delivery inspections (no engine or transmission repair).

RVT 207 Recreational Vehicle Systems VII 2 Units

Formerly: RVT 57

Prerequisite: None

28 hours Lecture; 42 hours Laboratory

This is one of eight courses designed for students pursuing certification as a Recreational Vehicle Service Technician. Units of instruction include customer relations, RV recordkeeping and forms, RV ranges and ovens.

RVT 294 Topics in Recreational Vehicle Technology .5-4 Units

Formerly: RVT 85

Prerequisite: None

54 hours Lecture; 162 hours Laboratory

This is a specialized course developed in cooperation with industry to address emerging training needs. This course may be taken no more than three times for credit provided there is no duplication of topics.

Allied Health AH

Division of Science and Allied Health

Mary Turner, Dean

Mohr Hall 18

(916) 558-2271

AH 100	Professional Ethics of Health Team Members <i>Formerly: AH 52</i>	1 Unit	AH 106	Communication for Allied Health Careers <i>Formerly: AH 51</i>	2 Units
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Prerequisite: None

18 hours Lecture

This is an introduction to professional behavior and awareness of the role of the health team member.

Prerequisite: None

36 hours Lecture

This course is an introduction to communication as a therapeutic intervention for health care team members. Aspects of verbal and nonverbal communication that impact interactions with patients, family members, and other health care providers are explored. Cultural differences, and the need to adjust communication approach with sensitivity to ethnicity, religion, gender, age, sexuality and disability/health status are included. The course requires both personal reflection and class participation in role-play activities.

AH 102	Health Education of Patients and Family <i>Formerly: AH 53</i>	1 Unit
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Prerequisite: None

18 hours Lecture

This course is an introduction to teaching theory for individual and group approaches.

AH 104	Aging and its Implications for Health Care <i>Formerly: AH 55</i>	.5 Unit
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Prerequisite: None

9 hours Lecture

This course introduces topics related to aging and their implication for health care providers. Emphasis is on socioeconomic and psychological aspects of aging, as well as normal age-related physiological changes. An overview of community resources which serve the older populations' health and dental needs is also included.

AH 110	Medical Language for Health-Care Providers <i>Formerly: AH 54</i>	3 Units
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Prerequisite: None

54 hours Lecture

This course is an orientation to medical language; basic structure of medical terms and their components-prefixes, suffixes, roots, and combining forms with emphasis on analyzation, meaning, spelling and pronunciation. The course builds a medical vocabulary applicable to the specialties of medicine, the systems of the body, names of major diseases, and terms used in physical examination, diagnosis, and treatment.

AH 111 **Strategies for
Success in Allied
Health Programs** **3 Units**
Formerly: AH 50

Prerequisite: None

54 hours Lecture

Allied Health 111 is a three-unit course for those students interested in allied health professions who may have problems succeeding in the programs due to lack of English proficiency. The goal is to increase English proficiency while students are learning about the health care system. Content includes: the health care delivery system, associated careers and related educational preparations, professional ethics/expectation, communication skills (verbal/non-verbal), health practices in different cultures and basic techniques in personal health maintenance.

AH 310 **Sign Language for Health
Care Personnel and Health
Care Students (Same as SILA 336)** **1 Unit**
Formerly: AH 21

Prerequisite: None

Acceptable for credit: CSU

18 hours Lecture

This course will provide techniques for Health Care Personnel and Health Care Students to facilitate communication with the Deaf Person. Topics to be discussed include but are not limited to: 1) Communication; 2) Introduction to American Sign Language and Fingerspelling; 3) History of Deafness; 4) Legal and Cultural Aspects of Deafness; 5) Community Resources.

AH 312 **Medical Terminology
In Spanish
(Same as NURSE 330)** **1 Unit**
Formerly: AH 22

Prerequisite: None

Acceptable for credit: CSU

18 hours Lecture

This course is designed for medical personnel and Allied Health students to improve communication and health care for Spanish speaking patients. Basic terms, useful phrases, role playing will contribute to course content. Spanish medical terminology will be applied throughout the course. Knowledge of Spanish is not a prerequisite.

Anthropology

ANTH

Associate in Arts Degree

Division of Behavioral and Social Sciences

Dr. Kari Forbes-Boyte, Dean

Rodda North 226

916-558-2401

Career Opportunities

The Anthropology major is designed to prepare students for further study in Anthropology leading to BA, MA, and/or PhD degrees.

Anthropologists with graduate degrees teach at high schools, colleges, and graduate levels.

Archaeologists manage cultural resources for State, Federal, and Private organizations.

Physical Anthropologists work in Forensics and Primatology. Both Archaeologists and Cultural Anthropologists manage and coordinate museums and research facilities.

Recommended High School Preparation

Preparatory courses including history, English, mathematics, and foreign languages.

Program Information

Anthropology majors are encouraged to participate in community activities, archaeological internships, Sacramento Zoo activities, and to attend relevant guest lectures.

Required Program	Units
ANTH 300, Physical Anthropology	3
ANTH 301, Physical Anthropology Laboratory	1
ANTH 310, Cultural Anthropology	3
ANTH 320, Introduction to Archaeology & World Prehistory	3
One other three-unit Anthropology course	3
Plus courses in Geography, Sociology, or History	12
Total Units Required	25

Associate in Arts (A. A.) Degree

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

Anthropology (ANTH)

ANTH 300 Physical Anthropology 3 Units

Formerly: ANTH 1

Prerequisite: Eligibility for ENGWR 100 or ESLW 340 is required.

General Education: AA/AS Area A.

Acceptable for credit: UC/CSU

54 hours Lecture

This course is an introduction to the science of physical anthropology. The topics to be covered will include: the field of anthropology; the scientific method; genetics and inheritance; natural selection; principles and mechanics of evolution; evidence of evolution; modern human variation; living primates; and the fossil evidence for human evolution.

ANTH 301 Physical Anthropology Laboratory 1 Unit

Formerly: ANTH 11

Prerequisite: ANTH 300 or 480 or concurrent enrollment. Eligibility for ENGWR 100 or ESLW 340 is required.

General Education: AA/AS Area A.

Acceptable for credit: UC/CSU

54 hours Laboratory

This course is an introductory laboratory course designed to provide students with an opportunity to become familiar with the methods of the science of biological anthropology while investigating topics in laboratory and field situations. Topics covered in the course are: the scientific method, sources of biological variation and forces of evolution, human osteology, human variation, taxonomy and comparative osteology of the primates, and the fossil evidence for human evolution. Field trips may be included at the discretion of the instructor.

ANTH 310 Cultural Anthropology 3 Units

Formerly: ANTH 2

Prerequisite: Eligibility for ENGWR 100 or ESLW 340.

General Education: AA/AS Areas B2, F.

Acceptable for credit: UC/CSU

54 hours Lecture

This course is an introduction to the variety of customs, traditions, and forms of social organization in a variety of western and non-western societies. The main goal of the course is to understand the importance of culture for both the individual and societies. Anthropological concepts that will be stressed include human culture and language, cultural relativism, holism, ethnocentrism, cross-cultural comparisons, fieldwork and theory. Topics include the nature of culture, subsistence methods, religion, linguistics, trade and economic systems, arts, kinship, marriage and family systems, technology, and change.

ANTH 315 Cultures in Focus 3 Units

Formerly: ANTH 13

Prerequisite: Eligibility for ENGWR 100 or ESLW 340 is required.

General Education: AA/AS Areas B2, F.

Acceptable for credit: UC/CSU

54 hours Lecture

This course examines American and non-Western /Third World with emphasis on development problems. The historical and cultural context of development will be examined. The technological changes are examined as they impact ideological aspects of culture. Problems of overpopulation, underemployment and famine will be studied.

ANTH 320 Introduction to Archaeology and World Prehistory 3 Units

Formerly: ANTH 3

Prerequisite: Eligibility for ENGWR 100 or ESLW 340.

General Education: AA/AS Area B2.

Acceptable for credit: UC/CSU

54 hours Lecture

This course is an introduction to the field of Archaeology and a survey of World Prehistory. Students will be introduced to the theories, concepts, and methods employed by archaeologists in the study of the human past. By examining the archaeological record of cultures in Africa, Europe, Asia, the Americas, and the Pacific Islands, this course explores the trajectory of human cultures from the Upper Paleolithic onward, using a range of case studies from around the world.

ANTH 322 Archeological Site Identification 1.5 Units*Formerly: ANTH 5B***Prerequisite: None****Acceptable for credit: CSU****27 hours Lecture**

This class provides classroom and field experience in all aspects of identifying prehistoric and historic sites: map reading, making sketch maps, artifact identification, historic and prehistoric background of Northern California, completing an official Site Survey Form acceptable to State Standards, and experience identifying sites in real field situations. Students receive partial preparation for entry-level jobs with government agencies or archeological consulting firms. Two field trips are required. This class may be repeated once for credit.

ANTH 330 Magic, Witchcraft, and Religion 3 Units*Formerly: ANTH 12***Prerequisite: Eligibility for ENGWR 100 or ESLW 340.****General Education: AA/AS Areas C, F.****Acceptable for credit: UC/CSU****54 hours Lecture**

This is a cross-cultural study of the forms and functions of supernatural beliefs and associated rituals in various societies of Africa, Asia, aboriginal Australia, Oceania, South America, native North America and elsewhere. The emphasis of the course is on understanding beliefs and rituals within their social contexts, and on broad comparison to derive insight into the general functions of religion in human life.

ANTH 332 Native Peoples of California 3 Units*Formerly: ANTH 7***Prerequisite: Eligibility for ENGWR 100 or ESLW 340 is required.****General Education: AA/AS Area B2, F****Acceptable for credit: UC/CSU****54 hours Lecture**

This course provides a study of the Native inhabitants of California from the prehistoric period to the present time, in addition to offering an introduction to the diversity and complexity of aboriginal California. It includes the environmental adaptation, material culture, social structure, ideology, and response to change. This course meets the SCC Multicultural Graduation Requirement for comparative examination of the diverse culture groups in the U.S. In addition to gaining perspectives on the great diversity of aboriginal cultures in California, the student will examine the impact of the other Native and non-Native groups on those cultures.

ANTH 334 Native Peoples of North America 3 Units*Formerly: ANTH 8***Prerequisite: Eligibility for ENGWR 100 or ESLW 340 is required.****General Education: AA/AS Areas B2, F.****Acceptable for credit: UC/CSU****54 hours Lecture**

This course is an introductory survey of traditional Native American societies. The course will describe our understanding of the peoples and cultures of North America and emphasize native ecological adaptations, languages, social organizations, religion, mythologies and world view, and artistic representations. Perspectives on changes in traditional life and Native American's current position in American society will be included. A field trip may be optional.

ANTH 480 Honors Physical Anthropology 3 Units*Formerly: ANTH 1H***Prerequisite: Eligibility for ENGWR 100 or ESL 340.****General Education: AA/AS Area A.****Acceptable for credit: UC/CSU****54 hours Lecture**

This course is a seminar-style Honors-level introduction to the science of physical anthropology. Topics will include: the field of anthropology; the scientific method; genetics and inheritance; natural selection; principles and mechanics of evolution; evidence of evolution; modern human variation; living primates; and the fossil evidence for human evolution. This honors section uses an intensive instructional methodology designed to challenge motivated students.

ANTH 481 Honors Cultural Anthropology 3 Units*Formerly: ANTH 2H***Prerequisite: Eligibility for ENGWR 100 or 3.0 GPA.****General Education: AA/AS Areas B2, F****Acceptable for credit: UC/CSU****54 hours Lecture**

This course is a seminar-style introduction to the variety of customs, traditions, and forms of social organization in a variety of western and non-western societies. The main goals of the course are to understand the importance of culture for both the individual and societies. Anthropological concepts will be stressed include human culture and language, cultural relativism, holism, ethnocentrism, cross-cultural comparisons, fieldwork and theory. Topics include the nature of culture, subsistence methods, religion, linguistics, trade and economic systems, arts, kinship, marriage and family systems, technology and change. This Honors section uses an intensive instructional methodology designed to challenge motivated students.

ANTH 494 Topics in Anthropology 1-3 Units

Formerly: ANTH 44

Prerequisite: Eligibility for ENGWR 100 or ESLW 340 is required.

Acceptable for credit: UC/CSU

54 hours Lecture

This course provides an examination of specific topics from an anthropological perspective. The particular subject to be covered each semester will be determined by the anthropology faculty and depend on topical events. Students can earn from 1-3 units. Students should consult the schedule of classes for the specific topic.

Art

ART

Associate in Arts Degree

Division of Humanities and Fine Arts

Chris Iwata, Dean

Auditorium 19a

916-558-2551

Required Program

Units

ART 300 and 302, Elementary Drawing and Composition	3-3
ART 320, Design Fundamentals	3
ART 370, Three Dimensional Design	3
Art Theory or History (ARTH 300, 304, 306, 308, 310, 312, 324, 328, 330, 332)	3
Electives: Any other Art courses	3

Total Units Required 18

Associate in Arts (A.A.) Degree

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

Transfer Program

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

Art (ART)

ART 300	Elementary Drawing and Composition	3 Units
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Formerly: ART 11A

Prerequisite: None

General Education: AA/AS Area C

Acceptable for credit: UC/CSU

36 hours Lecture; 54 hours Laboratory

This course includes problems in observation and the translation of this experience into graphic terms by exploration of line, shape, volume, space, texture, light and shadow. This course is a basic requirement for all art students.

ART 302	Elementary Drawing and Composition	3 Units
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Formerly: ART 11B

Prerequisite: ART 300 with a grade of "C" or better.

Acceptable for credit: UC/CSU

36 hours Lecture; 54 hours Laboratory

This course includes problems in observation and the translation of this experience into graphic terms by exploration of line, shape, volume, space, texture, light, and shadow. This course is a basic requirement for all art students.



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- ART 304** **Figure Drawing and Composition** **3 Units**
Formerly: ART 12A
- Prerequisite:** ART 300 or equivalent with a grade of "C" or better.
Acceptable for credit: UC/CSU
36 hours Lecture; 54 hours Laboratory
- This course includes a study of the aesthetic form of the human figure in historical context by analyzing and composing its structural elements with respect to line, tone, shape and color. Models draped and/or undraped will be used as subject. The course may be taken twice for credit.
- ART 307** **Rendering** **3 Units**
Formerly: ART 13
- Prerequisite:** ART 300 with a grade of "C" or better.
Acceptable for credit: UC/CSU
36 hours Lecture; 54 hours Laboratory
- This course covers advanced problems in linear and tonal drawing techniques with emphasis on expression handling in a variety of media. This course may be taken twice for credit.
- ART 310** **Pen and Ink Drawing** **3 Units**
Formerly: ART 31
- Prerequisite:** None
Advisory: ART 300 with a grade of "C" or better or equivalent.
Acceptable for credit: UC/CSU
36 hours Lecture; 54 hours Laboratory
- This course emphasizes the fine art of black and white lines and mass drawing using a variety of pen and ink, brush and ink techniques, and materials. Studied are compositional and pictorial elements using line, light, space, texture, and value. This course is intended for those interested in fine art, illustration and graphic design and is not restricted to art majors. This course may be taken twice for credit.
- ART 312** **Portrait Drawing** **3 Units**
Formerly: ART 36
- Prerequisite:** None
Acceptable for credit: UC/CSU
36 hours Lecture; 54 hours Laboratory
- Prerequisite:** ART 300 with a grade of "C" or better. This course is an introduction to and exploration of the human image as a source of art. Stressed is the concentration on developing the skills needed to portray specific individuals, rather than a generalized image of people. This is primarily a practice course including elements of the history and traditions of portraiture. This course may be taken twice for credit.
- ART 320** **Design: Fundamentals** **3 Units**
Formerly: ART 14
- Prerequisite:** None
General Education: AA/AS Area C
Acceptable for credit: UC/CSU
54 hours Lecture
- This course is an introduction to the formal aspects of line, shape, tone and color and theories of their organization and composition. This course is a basic requirement for all art students.
- ART 322** **Design: Image and Content** **3 Units**
Formerly: ART 15A
- Prerequisite:** None
Advisory: ART 320 with a grade of "C" or better.
Acceptable for credit: UC/CSU
36 hours Lecture; 54 hours Laboratory
- This course involves further studies introducing the formal aspects of line, shape, tone, and color and theories of their organization and composition.
- ART 325** **Introduction to Graphic Design** **3 Units**
Formerly: ART 30A
- Prerequisite:** None
Advisory: ART 300 and ART 320 with grades of "C" or better or equivalent.
Acceptable for credit: CSU
36 hours Lecture; 54 hours Laboratory
- This course emphasizes layout, lettering, illustration, color, and design in various media applied to problems in advertising. This course may be taken twice for credit.
- ART 326** **Graphic Design Production** **3 Units**
Formerly: ART 30B
- Prerequisite:** ART 325 with a grade of "C" or better.
Acceptable for credit: CSU
36 hours Lecture; 54 hours Laboratory
- This course provides intermediate-level study of layout, illustration, color and type theory as applied to problems in two and three-dimensional graphic design. This course may be taken twice for credit.

- ART 332 Oil Painting 3 Units**
Formerly: ART 18
Prerequisite: None
Acceptable for credit: UC/CSU
36 hours Lecture; 54 hours Laboratory
Advisories: ART 300 and ART 320 with grades of "C" or better. This course is an introduction to the medium and materials used in oil painting. Emphasized are the breakdown and analysis of composition with respect to color, pattern, line, texture, light, space, style and techniques and their application in both historical and contemporary works. This course may be taken twice for credit.
- ART 334 Acrylic Painting 3 Units**
Formerly: ART 19
Prerequisite: None
Advisories: ART 300 and ART 320 with grades of "C" or better.
Acceptable for credit: UC/CSU
36 hours Lecture; 54 hours Laboratory
This course is an introduction to the medium and materials used in acrylic painting. Emphasized are a breakdown and analysis of composition with respect to color, pattern, light, and space and their application in both historical and contemporary works. This course may be taken twice for credit.
- ART 336 Watercolor Painting 3 Units**
Formerly: ART 20A
Prerequisite: None
Advisories: ART 300 and ART 320 with grades of "C" or better.
Acceptable for credit: UC/CSU
36 hours Lecture; 54 hours Laboratory
This course is an introduction to the medium and materials used in water color. Included are a breakdown and analysis of composition with respect to color, pattern, light and space, style and techniques with their application in both historical and contemporary works. This course may be taken twice for credit.
- ART 368 Printmaking: Etching and Relief 3 Units**
Formerly: ART 23
Prerequisite: None
Advisories: ART 300 and ART 320 with grades of "C" or better.
Acceptable for credit: UC/CSU
36 hours Lecture; 54 hours Laboratory
This course is an introduction to printmaking. Emphasized are intaglio, sugar lift, aquatint, soft ground, hard ground, deep relief, drypoint and engraving. This course may be taken twice for credit.
- ART 369 Printmaking: Lithography and Silk Screen 3 Units**
Formerly: ART 24
Prerequisite: None
Advisories: ART 300 and ART 320 with grades of "C" or better.
Acceptable for credit: UC/CSU
36 hours Lecture; 54 hours Laboratory
This course is an introduction to the techniques of lithography on stone and silk screen on paper or fabric. Emphasized are relief methods, both wood and lino block prints, as well as calligraphy and monoprints. This course may be taken twice for credit.
- ART 370 Three Dimensional Design 3 Units**
Formerly: ART 16
Prerequisite: None
Advisory: ENGWR 100 or ESLW 320.
General Education: AA/AS Area C.
Acceptable for credit: UC/CSU
36 hours Lecture; 54 hours Laboratory
This course is an introduction to sculptural tradition and discussion of recent developments. Students are exposed to both traditional and non-traditional use of materials, with emphasis on exploring new ideas. Included is the use of power tools and hand tools for wood and metal sculpture. The course may be taken twice for credit.
- ART 372 Sculpture 3 Units**
Formerly: ART 21A
Prerequisite: ART 370 with a grade of "C" or better.
Acceptable for credit: UC/CSU
36 hours Lecture; 54 hours Laboratory
This course will teach basic practice in the expressive use of form and color in space. Students will use a variety of media including plaster, wood, glass, cement, clay, and stone. The course stresses creative effort, development of individual expression, new ideas, and knowledge of technical processes. Students will learn to use historical and contemporary approaches in developing content. One field trip to a museum or gallery will be required.
- ART 373 Sculpture 3 Units**
Formerly: ART 21B
Prerequisite: ART 372.
Acceptable for credit: UC/CSU
36 hours Lecture; 54 hours Laboratory
This course will teach advanced practice in the expressive use of form and color in space. Students will use a variety of media including plaster, wood, glass, cement, clay, and stone. The course stresses creative effort, development of individual expression, new ideas, and knowledge of technical processes. Students will learn to use historical and contemporary approaches in developing content. One field trip to a museum or gallery will be required.

ART 380 Techniques in Metal Design 3 Units
Formerly: ART 27A

Prerequisite: None

Acceptable for credit: CSU

36 hours Lecture; 54 hours Laboratory

This course includes individual exploration and independent research in decorative metals working in two and three dimensional forms. A concentrated study in elements of metal design and form will be projected into brazing, soldering, welding, laminating and casting. This course may be taken twice for credit.

ART 381 Techniques in Metal Design 3 Units
Formerly: ART 27B

Prerequisite: Art 380 with a grade of "C" or better.

Acceptable for credit: CSU

36 hours Lecture; 54 hours Laboratory

This course is an intermediate-level that offers individual exploration and independent research in decorative metals working in two and three-dimensional forms. It is a concentrated study of intermediate work in elements of metal design and form, including enameling, engraving, laminating, and assembling design parts. This course may be taken twice for credit.

ART 390 Ceramics 3 Units
Formerly: ART 25A

Prerequisite: None

General Education: AA/AS Area C.

Acceptable for credit: UC/CSU

36 hours Lecture; 54 hours Laboratory

This is an introductory course devoted to practice, experimentation and refinement in the art of ceramics. This first semester will include hand construction methods, glaze fundamentals, and beginning wheel throwing.

ART 391 Intermediate Ceramics 3 Units
Formerly: ART 25B

Prerequisite: ART 390 with a grade of "C" or better.

Acceptable for credit: UC/CSU

36 hours Lecture; 54 hours Laboratory

This is an intermediate level course devoted to practice experimentation and refinement in the art of ceramics. This second semester course will be devoted to intermediate work in wheel throwing, kiln operations, and glaze calculations.

ART 394 Wheel Thrown Ceramics, 3 Units
Beginning

Formerly: ART 37

Prerequisite: None

Acceptable for credit: UC/CSU

36 hours Lecture; 54 hours Laboratory

This course is a comprehensive course in the art of wheel thrown ceramics. The course will provide students with a broad understanding of the ceramics process, from the excavation and composition of clays, to the finished fire glazed wares. There will also be opportunities to participate in the ancient Japanese forms of ceramics known as Raku. Students at all skill levels in ceramics, from introductory through advanced, may take the course. The course may be taken twice for credit.

ART 400 Clay Sculpture 3 Units
Formerly: ART 43

Prerequisite: None

Advisory: ART 300 with a grade of "C" or better.

Acceptable for credit: UC/CSU

36 hours Lecture; 54 hours Laboratory

This is an introductory lab course in ceramics devoted to sculptural forms and experimentation combined with the investigation of mixed media. This course may be taken twice for credit.

ART 421 Film-Making 3 Units
Formerly: ART 29A

Prerequisite: None

General Education: AA/AS Area C.

Acceptable for credit: UC (maximum credit one course)/CSU

54 hours Lecture; 54 hours Laboratory

This course emphasizes contemporary methods of film production, including low budget art films with a concern for the aesthetics of film making. Stressed are techniques of direction, lighting, titling, camera use, editing, film types, lenses and other aspects of cinema. Equipment and supplies for individual projects must be furnished by each student. Supplies and equipment are furnished for students working in group projects. This course may be taken twice for credit.

ART 440 Artists' Materials and Techniques 3 Units
Formerly: ART 32

Prerequisite: None

Acceptable for credit: CSU

54 hours Lecture; 54 hours Laboratory

This course is an introduction to the general area of artists' materials and techniques. Included are the use of tools in construction painting supports and techniques in matting, framing, and art display. Emphasized are pigment composition study and the appreciation of historical, traditional, and modern techniques in two and three-dimensional media. This course may be taken twice for credit.

ART 443 Art Gallery Operations 3 Units
Formerly: ART 33A

Prerequisite: None

Acceptable for credit: CSU

36 hours Lecture; 54 hours Laboratory

Advisory: ARTH 300 with a grade of "C" or better or equivalent. General Education: AA/AS Area C. This first-semester course involves gallery preparation and maintenance as students learn gallery fundamentals in the visual arts. Involved are experiences in planning and installing exhibitions, inventory, and maintenance of a permanent art collection, and participation in staffing and docent activities and gallery and student Artreach programs.

ART 445 Art Gallery Operations 3 Units
Formerly: ART 33B

Prerequisite: ART 443 with a grade of "C" or better.

Acceptable for credit: CSU

36 hours Lecture; 54 hours Laboratory

This second-semester course involves further study of gallery preparation and maintenance as students learn gallery fundamentals in the visual arts. Involved are experiences in planning and installing exhibitions, inventory, and maintenance of a permanent art collection, and participation in staffing and docent activities and gallery and student Artreach programs. Second-semester students do advanced studies and work in campus exhibitions, Artreach community programs, and the Permanent Art Collection.

ART 494 Topics in Art .5-4 Units
Formerly: ART 42

Prerequisite: None

Acceptable for credit: UC (pending UC approval after transfer)/CSU

54 hours Lecture; 162 hours Laboratory

Advisories: ART 300 and ART 320. This course is designed to give students an opportunity to study topics not included in current course offerings. This course may be repeated for credit, providing there is no duplication of topics.

ART 495 Independent Studies in Art 1-3 Units
Formerly: ART 49I

Prerequisite: None

Acceptable for credit: UC/CSU

54 hours Laboratory

ART 498 Work Experience in Art 1-4 Units
Formerly: ART 48

Prerequisite: None

Acceptable for credit: CSU

72 hours Lecture

This course involves 18 hours lecture and 75 hours of related, paid work experience or 60 hours of volunteer work experience for one unit; and, 75 or 60 hours of related work experience for each additional unit. The course may be repeated when there is new or expanded learning on the job.

Art History (ARTH)

ARTH 300 Introduction to Art 3 Units
Formerly: ART 10

Prerequisite: None

Advisory: Eligibility for ENGWR 100 and ESLW 320.

General Education: AA/AS Area C.

Acceptable for credit: UC/CSU

54 hours Lecture

This course emphasizes the sources, developments, and problems of art expression. Included are illustrated lectures, readings, and discussions on the various manifestations of art. This course is recommended as a basis for the understanding of art. A field trip to an art exhibition is required.

ARTH 302 Art: Stone Age Through the Middle Ages 3 Units
Formerly: ART 3

Prerequisite: None

General Education: AA/AS Area C.

Acceptable for credit: UC/CSU

54 hours Lecture

This course is a study of the architecture, sculpture, and painting of the Near East and Europe from the Stone Age through the Middle Ages. Art works of each period are discussed and related to respective cultures. Field trips and/or individual visitation to art galleries and museums are required.

ARTH 304 Ancient Art 3 Units
Formerly: ART 1

Prerequisite: None

Advisory: Eligibility for ENGWR 100.

General Education: AA/AS Area

Acceptable for credit: UC/CSU; CAN ART 2 (ART 1 and 2)

54 hours Lecture

This course is an introduction to the development of western art from the Prehistoric era through the Roman period. Emphasis is on ancient Near Eastern, Egyptian, Greek, and Roman cultures. Comparisons are made with other cultures.

ARTH 306 Medieval Art 3 Units
Formerly: ART 2

Prerequisite: None

General Education: AA/ASA Area C.

Acceptable for credit: UC/CSU; CAN ART 2 (ART 1 and 2)

54 hours Lecture

This course is an introduction to the original and development of Christian Medieval Art, including the near Eastern, Greek, Roman, Byzantine, Celtic, Romanesque and Gothic contributions. Comparisons are made with other traditions.

ARTH 308 Renaissance Tradition in Art 3 Units
Formerly: ART 4

Prerequisite: None

General Education: AA/AS Area C.

Acceptable for credit: UC/CSU

54 hours Lecture

This course is an introduction to the development of realism and illusionism in Western art from its roots in the Greco-Roman world to its flowering in the 15th and 16th Centuries in Europe. Also emphasized are the Mannerist, Baroque, and 19th and 20th Century styles. Emphasis also is on the mode of perception created through the Renaissance tradition. A field trip to the Bay area art museums is required.

ARTH 310 Modern Art 3 Units
Formerly: ART 5

Prerequisite: None

General Education: AA/AS Area C.

Acceptable for credit: UC/CSU

54 hours Lecture

This is a study and evaluation of 19th and 20th Century art forms in painting, sculpture and architecture. Emphasis is on 20th Century art.

ARTH 312 Women in Art 3 Units
Formerly: ART 35

Prerequisite: None

General Education: AA/AS Area C.

Acceptable for credit: UC/CSU

54 hours Lecture

This course is a survey of Women's Art from the Middle Ages to the present, including the art of women from both European and non-European cultures.

ARTH 320 Cultural Survey of World Art 3 Units
Formerly: ART 45

Prerequisite: None

General Education: AA/AS Areas C, F.

Acceptable for credit: CSU

54 hours Lecture

This course is an introduction to the variety and diversity of important, but often underrepresented, cultures in America. The course is a survey of art forms and the contributions made by the ethnically diverse peoples who make up and contribute to the United States culture and character. To emphasize cultural diversity, instruction will include guest lectures by multicultural artists, as well as required field trips.

ARTH 324 Art of the Americas 3 Units
Formerly: ART 6

Prerequisite: None

General Education: AA/AS Areas C, F.

Acceptable for credit: UC/CSU

54 hours Lecture

This course includes the study of the aboriginal arts and artists of the Americas. Emphasis is on the great Pre-Columbian cultures of Mexico and Peru and their contributions to colonial and modern art forms.

ARTH 328 Survey of African Art 3 Units
Formerly: ART 7

Prerequisite: None

General Education: AA/AS Areas C, F.

Acceptable for credit: UC/CSU

54 hours Lecture

This course is an introduction to Black Africa in terms of its cultural and philosophical background; its materials and techniques; and, its impact on 20th Century Western art.

ARTH 330 Survey of African-American Art 3 Units
Formerly: ART 8

Prerequisite: None

General Education: AA/AS Areas C, F.

Acceptable for credit: UC/CSU

54 hours Lecture

This course emphasizes the art of the Black person in America, including the African roots; background in colonial and republican America; the "Negro" Renaissance in the 1920's; and, the contemporary scene.

ARTH 332 Asian Art 3 Units
Formerly: ART 9

Prerequisite: Eligibility for ENGWR 100.

General Education: AA/AS Areas C, F.

Acceptable for credit: UC/CSU

54 hours Lecture

This course is an introductory art survey of India, China and Japan, featuring their architecture, sculpture, painting and significant minor art forms from Neolithic to modern times. The immense contributions of East Asian arts to the world's art heritage are shown in their relation to and distinction from each other and to Western culture.

ART 494 Topics in Art .5-4 Units
Formerly: Art 42

Prerequisite: None

Advisory: ART 300 and ART 320.

Acceptable for credit: UC (pending UC approval after transfer)/CSU

54 hours Lecture; 162 hours Laboratory

This course is designed to give students an opportunity to study topics not included in current course offerings. This course may be repeated for credit providing there is no duplication of topics.

Astronomy

ASTR

Division of Science and Allied Health

Mary Turner, Dean

Mohr Hall 18

916-558-2271

ASTR 310 The Solar System 3 Units *Formerly: ASTR 1A*

Prerequisite: None

General Education: AA/AS Area A.

Acceptable for credit: UC/CSU

54 hours Lecture

This is a descriptive course treating the nature and evolution of the solar system. Topics will include the characteristics of the planets and their satellites, comets, meteorites, and the sun. Emphasis will be placed on how astronomers gain and refine their knowledge of the universe and interpret the latest results of planetary exploration.

ASTR 320 Stars, Galaxies, and Cosmology 3 Units *Formerly: ASTR 1B*

Prerequisite: None

General Education: AA/AS Area A.

Acceptable for credit: UC/CSU

54 hours Lecture

This is a descriptive course treating the nature and evolution of stars and galaxies, and the astronomical theories of the origin and evolution of the universe. Emphasis will be placed on how astronomers gain and refine their knowledge of the universe and interpret the latest results of space exploration. Astronomy 310 is not a prerequisite for Astronomy 320.

ASTR 330 Life in the Universe 3 Units *Formerly: ASTR 30*

Prerequisite: None

General Education: AA/AS Area A.

Acceptable for credit: UC/CSU

54 hours Lecture

This course will investigate the scientific basis of the search for life beyond the Earth. We will investigate the origin and evolution of stars, planets, and life on Earth, and will try to estimate the likelihood that life exists elsewhere in the universe. We will also study past and ongoing attempts to communicate with intelligent beings beyond our planet.

ASTR 400 Astronomy Laboratory 1 Unit *Formerly: ASTR 2*

Prerequisite: None

Acceptable for credit: UC/CSU

54 hours Laboratory

This course will emphasize the practical use of a telescope for both visual observation and astrophotography and the identification of constellations. Students will obtain experiences in the collection and interpretation of scientific data.

ASTR 435 Frontiers in Astronomy 3 Units *Formerly: ASTR 25*

Prerequisite: None

General Education: AA/AS Area A.

Acceptable for credit: UC/CSU

54 hours Lecture

This is a continuation course for students of introductory astronomy who want an in-depth look at topics at the forefront of astronomical research. The topics covered will change from year to year, but will include such things as black holes, relativity and warped space time, dark matter recent developments in cosmology, quasars, gravitational waves, and extraterrestrial life. Emphasis will be placed on how astronomers gain and refine their knowledge of the universe and interpret the latest results of space exploration.

ASTR 494 Topics in Astronomy .5-4 Units *Formerly: ASTR 22*

Prerequisite: None

Acceptable for credit: CSU

54 hours Lecture; 54 hours Laboratory

This course is designed to enable both science and non-science students to learn about recent developments in astronomy. Selected topics would not include those that are part of current course offerings. This course may be repeated for credit providing there is no duplication of topics.

Associate in Science Degree

Field Ecology, Career Certificate

Division of Science and Allied Health

Mary Turner, Dean

Mohr Hall 18

916-558-2271

Career Opportunities

Biologists work as laboratory technologists, x-ray and respiratory technologists, physical therapists, physicians, nurses and researchers in the medical field; as foresters, wildlife and fisheries biologists, field ecologists, ethnobiologists, botanists, entomologists, and others in field biology and ecology; as veterinary technicians, researchers and doctors in veterinary medicine; as agronomists, plant pathologists, entomologists and pest management specialists in agriculture; as educators in K-12 schools, community colleges and universities; and in many other careers.

The major is designed to meet some of the common lower-division requirements for a major in Biology.

Required Program

Units

Select 10 units from the following courses:

BIOL 402, Cell and Molecular Biology	5
BIOL 412, Plant Biology	5
BIOL 422, Animal Biology	5
BIOL 440, General Microbiology	4
BIOL 430, Anatomy and Physiology	5
BIOL 431, Anatomy and Physiology	5

The remaining eight (8) units may be obtained by completion of any biology courses offered at Sacramento City College, including ones listed above, or equivalent courses from other colleges/universities, and CHEM 400 (5 units) or CHEM 305 (5 units).

Total Units Required 18

Note: Students planning to transfer to four-year institutions are advised to meet with a counselor for general education requirements.

Associate in Science (A.S.) Degree

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

Field Ecology

Career Certificate

Program Information: The Field Ecology Certificate program provides the student with the training and education necessary to succeed in governmental agency and private businesses/non-profits that provide field ecology services. The students will have the opportunity to learn ecological field methods including identification of flora and fauna, quantitative assessment methods, wetland delineations, regulatory processes, restoration ecology, and geographic information systems. In addition to field methods, students will receive education in general ecological principles.

Career Opportunities: The Field Ecology Certificate can fulfill the needs of agencies and private businesses/non-profits for entry level ecological/environmental technicians and field biologists. Entry level jobs can be found in governmental resource agencies at the federal, state, and local levels and in private environmental consulting businesses and private non-profit environmental organizations.

Advancement Opportunities: This certificate program will provide advancement opportunities to those currently employed in the environmental and resource professions. In addition to updating of job skills, this certificate will provide new training and education opportunities for returning and continuing students.



Required Program

Units

Two Pathways:

- All required courses (13 units) and,
No more than five (5) units from Course Group A, and
No less than five (5) units from Course Group B.
- OR
- All required courses (13 units), and
No less than ten (10) units from Course Group B.

Required Courses:

BIOL 305, Natural History	4
BIOL 320, Field Botany	3
BIOL 360, Environmental Regulations	3
BIOL 362, Field Methods in Ecology	3

Course Group A:

BIOL 412, Plant Biology	5
BIOL 422, Animal Biology	5

Course Group B:

BIOL 330, Natural History of Insects	3
BIOL 350, Environmental Biology	3
BIOL 390, Natural History Field Study	2
BIOL 364, Restoration Ecology	2
GEOG 330, Introduction to Geographic Information Systems	2
GEOG 332, Introduction to Desktop GIS	2
GEOG 333, Intermediate Desktop GIS	2
GEOL 345, Geology of California	3

Total Units Required 23

Career Certificate

The Career Certificate may be obtained by completion of the required program with grades of "C" or better.

Biology (BIOL)

BIOL 100 Introduction to Concepts of Human Anatomy and Physiology 3 Units

Formerly: BIOL 60

Prerequisite: None

General Education: AA/AS Area A.

54 hours Lecture

This is a lecture course required for students entering the licensed vocational nursing and occupational therapy assistant programs. It is designed for students having little or no background in the biological sciences. The course is also open to any students wishing to fulfill their general education requirement, or those intending to pursue studies in the biological sciences who need to strengthen or develop a vocabulary in human anatomy and physiology.

BIOL 305 Natural History 4 Units

Formerly: BIOL 10

Prerequisite: None

General Education: AA/AS Area A.

Acceptable for credit: UC/CSU

54 hours Lecture; 54 hours Laboratory

The course is a survey of ecosystems in California, with a special emphasis on the relationships between the species and general ecological concepts. Students will explore the environment and diversity of organisms occurring in our geographical area, but will be able to apply this knowledge to other areas as well. Attendance on a minimum of one or two field trips is required. The course is designed for the non-science major.

BIOL 308 Contemporary Biology 3 Units

Formerly: BIOL 28

Prerequisite: None

General Education: AA/AS Area A.

Acceptable for credit: UC (no credit if taken after BIOL 5A)/CSU

54 hours Lecture

This course is a survey of biological science intended to equip the student to think and act intelligently with respect to contemporary issues in biology. Biological topics are introduced in a framework of natural selection. The course is intended for those not intending to major in biological sciences, particularly liberal studies majors. Genetics is a significant focus of the course, as are origin of cellular life, cellular physiology, and diversity of organisms. A laboratory illustrating the principles introduced will be offered as an optional accompanying course.

BIOL 309 Contemporary Biology Laboratory 1 Unit*Formerly: BIOL 28L***Prerequisite:** None**Advisory:** Concurrent enrollment in BIOL 308.**General Education:** AA/AS Area A.**Acceptable for credit:** UC (no credit if taken after BIOL 5A)/CSU**54 hours Laboratory**

This course is an optional laboratory accompaniment to BIOL 308. The sessions will illustrate biological phenomena and their relationship to contemporary concerns and discoveries in biology.

BIOL 320 Field Botany 3 Units*Formerly: BIOL 21***Prerequisite:** None**General Education:** AA/AS Area A.**Acceptable for credit:** CSU**36 hours Lecture; 54 hours Laboratory**

This course is designed for both science and non-science students to learn about plant taxonomy. Students will learn about the classification of flowering plants, how to identify plant species, and will become familiar with native plants of California as well as their ecological relationships and historical uses. A plant collection and a minimum of 10 field trips are required.

BIOL 323 Ethnobotany 4 Units*Formerly: BIOL 23***Prerequisite:** None**General Education:** AA/AS Areas A, F**Acceptable for credit:** UC/CSU**54 hours Lecture; 54 hours Laboratory**

The focus of this introductory course is the scientific study of the relationship between humans and plants. Multicultural uses of plants for food, medicine, shelter, basketry, dyes, and other purposes will be emphasized. Cultural use of plants from the following regions will be included: North America, South America, Africa, Asia, and Europe. In addition, methods of collecting ethnobotanical data, sustainable use of resources, ecological effects of local practices, and ethical issues of ethnobotanical research will be introduced. One field trip is required.

BIOL 330 Natural History of Insects 3 Units*Formerly: BIOL 8***Prerequisite:** None**General Education:** AA/AS Area A.**Acceptable for credit:** UC/CSU**54 hours Lecture**

This course provides an introduction to the science of Entomology. Approximately eighty percent (80%) of all known species of animals are insects, therefore, they often have a profound effect on human civilization. Insects are extremely successful animals, and despite their small size, they affect many aspects of human lives. All varieties of natural and modified ecosystems, both terrestrial and aquatic, support communities of insects that present a variety of lifestyles, forms, and functions. Through the study of insects, students can observe the major principles of numerous fields of study including ecology, ethology (behavioral

ecology), population, and community ecology, among others, right in their own backyards. Due to their diversity and presence in all kinds of environments, insects provide a good framework for making scientific observations. Attendance on one field trip is required.

BIOL 342 The New Plagues: New and Ancient Infectious Diseases Threatening World Health 3 Units*Formerly: BIOL 31***Prerequisite:** None**General Education:** AA/AS Area A.**Acceptable for credit:** UC/CSU**54 hours Lecture**

This course will explore the biology, epidemiology, and pathology of selected pathogenic prions, viruses, bacteria, protozoa, and helminthes threatening public health worldwide. The course will also explore how human behavior and human activities have catalyzed the emergence of new infectious diseases and re-emergence of ancient plagues.

BIOL 350 Environmental Biology 3 Units*Formerly: BIOL 14***Prerequisite:** None**General Education:** AA/AS Area A.**Acceptable for credit:** UC/CSU**54 hours Lecture**

Basic biological and ecological principles in relation to environmental disruptions. Human interactions with the environment; their meaning for animals and plants. Discussion of basic ecological processes as a basis for understanding environmental problems and formulating strategies for their solution.

BIOL 360 Environmental Regulations 3 Units*Formerly: BIOL 33***Prerequisite:** BIOL 305.**Advisory:** ENGWR 100.**Acceptable for credit:** CSU**54 hours Lecture**

This course examines the environmental regulatory process in California. Federal and California environmental laws will be studied and discussed. Relevant laws include: The National Environmental Policy Act, Federal Endangered Species Act, Marine Mammal Protection Act, Clean Water Act, California Environmental Quality Act, California Endangered Species Act, California Fish and Game Code, California Coastal Act. In addition, the jurisdictional wetland delineation process will be studied in detail including fieldwork to demonstrate the process. Students will be introduced to these regulations during lectures and will participate in discussions and examinations of case studies involving these laws. Good writing skills are advised for this course. Field trips are required.

BIOL 362 Field Methods in Ecology 3 Units*Formerly: BIOL 34***Prerequisite:** *BIOL 305 AND BIOL 320 or equivalent college-level courses.***Advisory:** *ENGWR 100.***Acceptable for credit:** *CSU***36 hours Lecture; 54 hours Laboratory**

This course is an introduction to methods for sampling and studying of a variety of organisms in the field with a particular emphasis on the vegetation, fish, and wildlife of the area. The goals are to gain experience and develop skills in the following areas: identification of plants and animals, first-hand knowledge of a wide array of organism life histories, quantitative field research techniques and procedures applicable to plants and animals, and recording of data and observations in a field notebook. Required field trips are to local habitats and focus on seasonally relevant events and processes.

BIOL 364 Restoration Ecology 2 Units*Formerly: BIOL 35***Prerequisite:** *None***Acceptable for credit:** *CSU***27 hours Lecture; 27 hours Laboratory**

Restoration ecology is the science of creation, management, and perpetuation of wildlife habitat. This course will examine this subject through lectures about existing and on-going habitat restoration techniques in the Sacramento area and visits to these restored areas to observe firsthand the restoration methods, management, and success of the sites. Students will have the opportunity to meet the scientists currently working in this field and employing these technologies. Field trips are required.

BIOL 370 Introduction to Marine Environment 4 Units*Formerly: BIOL 15***Prerequisite:** *None***Acceptable for credit:** *CSU***54 hours Lecture; 54 hours Laboratory**

This course is an introduction to marine biology and oceanography. It includes the study of marine vertebrates and invertebrates, tide pool and coastal ecology, sea water, tides, currents, marine geology, and coastal processes. Instruction includes both lab and lecture, and required field trips to study intertidal plants and animals and coastal ecology. The required field trips will involve tent camping over one two-day and one three-day weekend and will focus on the North and Central California Coast. Field trip dates will be announced at the first class meeting.

BIOL 390 Natural History Field Study .5-4 Units*Formerly: BIOL 24***Prerequisite:** *None***Acceptable for credit:** *CSU***24 hours Lecture; 144 hours Laboratory**

Ecology and natural history are covered in the field as well as birds, mammals, fish, insects, reptiles, and amphibians. Plants and geology will be studied and their interrelations investigated. The course will be offered in an appropriate area and students will be responsible for providing their own lodging, meals, and necessary equipment. Campsites will be available. This course is

ideal for future teachers, parents, resource management majors, and those interested in the biological sciences. Units are awarded based on both lecture and laboratory (one unit per 18 hours lecture and/or 54 hours laboratory or a combination of lecture and laboratory hours).

BIOL 402 Cell and Molecular Biology 5 Units*Formerly: BIOL 5A***Prerequisite:** *Completion of CHEM 305 or CHEM 400 or an equivalent college level chemistry course with a grade of "C" or better.***General Education:** *AA/AS Area A.***Acceptable for credit:** *UC/CSU***54 hours Lecture; 108 hours Laboratory**

This is the first semester of a three-semester sequence in general biology designed for biology majors. It is an introduction to many aspects of living cells, with an emphasis on the molecular level of organization. Topics include an introduction to biological molecules, enzymes, cell structure, respiration, photosynthesis, reproduction, genetics and an introduction to statistical analysis. The course also covers molecular genetics, structure and function of viruses, DNA technology and genetic engineering techniques. (BIOL SEQ A Sum of CAN BIOL 2, 4, and 6)

BIOL 412 Plant Biology 5 Units*Formerly: BIOL 5B***Prerequisite:** *Completion of BIOL 402 or equivalent course with a grade of "C" or better.***General Education:** *AA/AS Area A.***Acceptable for credit:** *UC/CS***54 hours Lecture; 108 hours Laboratory**

This course is part of a three-semester general biology sequence designed for biology majors. It builds upon and applies concepts developed in BIOL 402 to the study of plants and general ecology. Topics covered include the diversity, taxonomy, and evolutionary trends observed among the cyanobacteria, algae, fungi, and plants, with special emphasis on higher plants; the comparative anatomy and physiology of higher plants; and general ecology, including population, community, and ecosystem dynamics. Two field trips are required. (BIOL SEQ A Sum of CAN BIOL 2, 4, and 6)

BIOL 422 Animal Biology 5 Units*Formerly: BIOL 5C***Prerequisite:** *Completion of BIOL 402 or an equivalent college level Cell and Molecular Biology course with a grade of "C" or better.***General Education:** *AA/AS Area A.***Acceptable for credit:** *UC/CSU***54 hours Lecture; 108 hours Laboratory**

This is part of a three-semester sequence in general biology designed for biology majors. It applies concepts developed in Biology 402 to the study of animals and evolution. Topics covered include animal diversity and classification, comparative anatomy and physiology, animal embryology and development. Additional topics include an introduction to the population genetics, macro- and microevolution, and speciation. Emphasis will be placed on the evolutionary relationships among animals, their adaptations to different environments, and the evolutionary

origin of novel characteristics through the Animal Kingdom.
(BIOL SEQ A Sum of CAN BIOL 2, 4, and 6)

BIOL 430 Anatomy and Physiology 5 Units
Formerly: BIOL 25

Prerequisite: *The student is required to have completed CHEM 305 (or the equivalent or higher college chemistry course) with a grade of "C" or better, or to have completed BIOL 402 (or the equivalent) with a grade of "C" or better.*

Advisory: CHEM 306.

General Education: AA/AS Area A.

Acceptable for credit: UC/CSU

54 hours Lecture; 108 hours Laboratory

This course is an introduction to normal structure and function in humans. The course stresses an understanding of physiological principles as related to body structure. The course includes study of the basic principles of physiology and anatomy, general histology, and the integumentary, skeletal, muscular and nervous systems. BIOL 431 follows BIOL 430 and is necessary for completion of the study of human anatomy and physiology.

BIOL 431 Anatomy and Physiology 5 Units
Formerly: BIOL 26

Prerequisite: *Successful completion of BIOL 430 (or the equivalent) with a grade of "C" or better is necessary for entry into BIOL 431. If BIOL 430 or its equivalent was taken at another college, care must be taken to insure that the same body systems were included.*

General Education: AA/AS Area A.

Acceptable for credit: UC/CSU

54 hours Lecture; 108 hours Laboratory

BIOL 431 is the continued study of normal structure and function in humans. Included in the course is the study of the circulatory, respiratory, digestive, urinary, reproductive and endocrine systems. Special topics included in the course are pH, fluids, and electrolytes.

BIOL 440 General Microbiology 4 Units
Formerly: BIOL 6

Prerequisite: *CHEM 400, 305 or equivalent with a grade of "C" or better.*

General Education: AA/AS Area A.

Acceptable for credit: UC/CSU

54 hours Lecture; 72 hours Laboratory

The course includes the study of selected morphological, physiological, and biochemical aspects of representative microorganisms. The laboratory includes aseptic technique, metabolism, genetics, and taxonomy. This course is intended for students in allied health majors.

BIOL 464 Dinosaurs and the Science of Life 3 Units
Formerly: BIOL 19

Prerequisite: None

General Education: AA/AS Area A.

Acceptable for credit: UC/CSU

54 hours Lecture

This course investigates the evolution, form, function and extinction of dinosaurs as a means of introducing students to

scientific principles that are common to all forms of life on Earth. Topics will include scientific methodology; the mechanisms of evolution; the structure, early history and geologic processes of the Earth; the evolutionary history of life on Earth; the diversity, ecology, physiology and behavior of dinosaurs; birds as dinosaurs. Additional topics will include proposed mechanisms of dinosaur extinction including meteor impacts, volcanic plume events, global winters, global greenhouse warming, acid rain, and how each may occur today; the structure and function of DNA, cellular reproduction, DNA and cloning technologies and whether they can be used to resurrect extinct organisms such as dinosaurs.

BIOL 465 Dinosaurs and The Science of Life Laboratory 1 Unit

Prerequisite: None

Corequisite: *Completion of or concurrent enrollment in BIOL 464.*

Acceptable for credit: CSU

54 hours Laboratory

This course is an optional laboratory component to accompany BIOL 465. The laboratory sessions will allow students to engage in hands-on investigations to broaden and deepen their understanding of concepts discussed and developed in BIOL 465. Students may take this course either concurrently with or any time after completion of BIOL 465.

BIOL 466 Science, Pseudoscience, and Quackery 3 Units

Formerly: BIOL 37

Prerequisite: None

General Education: AA/AS Area A.

Acceptable for credit: UC/CSU

54 hours Lecture

This course provides an explanation of science; from fact to fiction. It will include a brief history of the scientific method with comparisons of legitimate and illegitimate science. The course also includes pseudoscientific ideas and the reasons why they are considered pseudoscientific. A major theme running through this course will be the use of critical thinking. Examples will be drawn primarily from the biological sciences.

BIOL 494 Topics in Biology .5-4 Units
Formerly: BIOL 22

Prerequisite: None

Acceptable for credit: UC/CSU

54 hours Lecture; 54 hours Laboratory

This course is designed to enable both science and non-science students to learn about recent developments in biology. Selected topics would not include those that are part of current course offerings. This course may be repeated for credit providing there is no duplicating of topics.

BIOL 496 Teaching Assistant in Biology 1-4 Units

Formerly: BIOL 46

Prerequisite: A grade of "B" or better in the course for which the student is going to be a teacher aide.

Acceptable for credit: CSU

27 hours Lecture; 81 hours Laboratory

This course is for students who want to develop an in-depth understanding of the fundamentals of Biology and learn to work with individual and small groups of students.

Business

BUS

Business, General, Associate in Science Degree

Business, Transfer, Associate in Arts Degree

Bookkeeping and Office Management, Degree and Career Certificate

Business – Management, Degree and Career Certificate

Business, Retail Management, Small Business Management, Degree and Career Certificate

Business – Marketing, Degree and Career Certificate

Business, Advertising, International Business

Business – Office Administration, Degree and Career Certificate

Business – Real Estate, Degree and Career Certificate

Division of Business

Shirley Short, Dean

Business Building 213

916-558-2581

Within the Business area, specific majors are available in Accounting, Advertising, Management, Marketing, and Real Estate. Other Business majors include Bookkeeping and Office Management, Computer Information Science, and Office Administration. Further information on these majors can be found under the specific program.

Business, General

Required Program

Business Core	Units
ACCT 101, Fundamentals of Accounting and Recordkeeping, OR ACCT 301, Financial Accounting	3-4
BUSTEC 300, Beginning Keyboarding/ Applications (module 2), OR competency exam (module 2)	0-1
BUS 300, Introduction to Business	3
BUS 106, Business Mathematics, OR ECON 310, Business Statistics	3
CISC 300, Computer Familiarization	1
Total Core Units 10-12	

The business required courses provide a framework around which business students may structure a program to prepare themselves for the workplace. These courses provide the minimum knowledge, skills, and abilities required to get a job and successfully complete coursework in both two- and four-year business degree programs. Many courses are available in a nine-week format.

Concentration Requirements:

BUS 330, Managing Diversity in the Workplace	3
BUS 345, Law and Society, OR BUS 340, Business Law	3
BUS 310, Business Communications	3
BUS 100, Business English	3
CISA 305, Beginning Word Processing	2
CISA 310, Introduction to Electronic Spreadsheets	1
CISA 320, Introduction to Data Base Management	1
ECON 302, Principles of Macroeconomics, OR ECON 100, Introduction to Economics	3
MGMT 372, Human Relations and Organizational Behavior, OR MGMT 343, Organization of Management	3
MKT 300, Principles of Marketing	3

Total Units Required 32-34

Associate in Science (A.S.) Degree

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

Business, Transfer

Associate in Arts Degree

This program is designed for those who plan to transfer to a four-year university. It meets the common core of lower-division courses required by most colleges and universities. Students should confer with their counselor regarding the specific transfer and general education requirements of the college they wish to attend. Some colleges and universities may have different or unique requirements.

Required Program	Units
ACCT 301, Financial Accounting	4
ACCT 311, Managerial Accounting	4
BUS 300, Introduction to Business	3
CISA 305, Beginning Word Processing	2
CISA 310, Introduction to Electronic Spreadsheets	1
CISC 320, Beginning Operating Systems	1
ECON 302, Principles of Macroeconomics	3
ECON 304, Principles of Microeconomics	3
ECON 310, Economic Statistics OR STAT 300, Introduction to Probability and Statistics	3-4
MATH 340, Calculus for Business and Economics, OR MATH 342, Modern Business Mathematics	3
Total Units Required	27-28

Suggested Electives

BUS 340, CISA 320, CISA 340.

Associate in Arts (A.A.) Degree

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

Bookkeeping and Office Management

Associate in Science Degree

Career Certificate

Career Opportunities: The Bookkeeping and Office Management curriculum provides education for employment in all sizes and types of business firms including government agencies. Students should have an aptitude for conceptual understanding as well as computational work and be willing to undertake the intensive study necessary for success. Many courses are available in a nine-week format.

Required Program

Business Core	Units
ACCT 101, Fundamentals of Accounting and Recordkeeping, OR ACCT 301, Financial Accounting	3-4
BUSTEC 300, Beginning Keyboarding/Applications (module 2), OR competency exam (module 2)	0-1
BUS 300, Introduction to Business	3
BUS 106, Business Mathematics, OR ECON 310, Business Statistics	3
CISC 300, Computer Familiarization	1
Total Core Units	10-12

Concentration Requirements

ACCT 301, Financial Accounting	4
BUS 310, Business Communications	3
BUS 100, Business English	3
CISA 305, Beginning Word Processing	2
CISA 310, Introduction to Electronic Spreadsheets	1
MGMT 372, Human Relations and Organizational Behavior	3
MGMT 343, Organization of Management	3
MGMT 309, Introduction to Supervision	3
Total Units Required	32-34

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

Suggested Electives

ACCT 341; BUS 345, 498; CISA 306, 311, 320, 321; CISC 320.

Associate in Science (A.S.) Degree

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

Career Certificate

The Career Certificate may be obtained by completion of the required program with grades of "C" or better.

Bookkeeping - Junior Entry Level

Career Certificate

Completion of the requirements for this Certificate will provide the skills necessary for an entry-level bookkeeping job. It will also provide adequate awareness of where and how the bookkeeper's job fits within an organization's goals and objectives.

Required Program

Required Program	Units
ACCT 101, Fundamentals of Accounting and Recordkeeping	3
ACCT 301, Financial Accounting	4
ACCT 341, Accounting on the Microcomputer	2
BUS 300, Introduction to Business	3
BUS 106, Business Mathematics	3
CISC 300, Computer Familiarization	1
CISA 305, Beginning Word Processing	2
CISA 310, Introduction to Electronic Spreadsheets	1
Total Units Required	19

Career Certificate

The Career Certificate may be obtained by completion of the required program with grades of "C" or better.

Bookkeeping – Senior Entry Level

Career Certificate

Completion of the requirements for the Career Certificate will provide the skills necessary for an entry-level bookkeeping job. It will also provide adequate awareness of where and how the bookkeeper's job fits within the organization's goals and objectives. It will also provide the opportunity for more rapid advancement within the bookkeeping/accounting department than the Junior Level Certificate. Many courses are available in a nine-week format.

Required Program

Required Program	Units
Fulfill the Bookkeeping Career Certificate – Junior Entry-Level Courses:	
ACCT 101, Fundamentals of Accounting and Recordkeeping	3
ACCT 301, Financial Accounting	4
ACCT 341, Accounting on the Microcomputer	2
BUS 300, Introduction to Business	3
BUS 106, Business Mathematics	3
CISC 300, Computer Familiarization	1
CISA 305, Beginning Word Processing	2
CISA 310, Introduction to Electronic Spreadsheets	1
Plus the following courses:	
ACCT 311, Managerial Accounting	4
ACCT 103, Intermediate Accounting - Part I	3
BUS 310, Business Communications	3
CISA 311, Intermediate Electronic Spreadsheets	1
Total Units Required	30

Career Certificate

The Career Certificate may be obtained by completion of the required program with grades of "C" or better.

Business — Management

Associate in Science Degree Career Certificate

This program is designed for those who wish to progress to positions of responsibility in the field from entry-level positions in management and related business areas. This curriculum has a two-fold purpose: (1) to assist students in becoming desirable beginning employees; and, (2) to help students acquire the knowledge, skill, and understanding needed as preparation for positions in management.

Required Program

Business Core	Units
ACCT 101, Fundamentals of Accounting and Recordkeeping, OR ACCT 301, Financial Accounting	3-4
BUSTEC 300, Beginning Keyboarding/Applications (module 2), OR competency exam (module 2)	0-1
BUS 300, Introduction to Business	3
BUS 106, Business Mathematics or ECON 310, Business Statistics	3
CISC 300, Computer Familiarization	1
Total Core Units	10-12

Plus any nine (9) units from the following:

BUS 345, Law & Society, or BUS 340, Business Law	3
BUS 100, Business English	3
CISA 305, Beginning Word Processing	2
CISA 310, Introduction to Electronic Spreadsheets	1
CISA 320, Introduction to Data Base Management	1
ECON 100, Introduction to Economics	3
ECON 302, Principles of Macroeconomics	3
Subtotal Units	19-21

Concentration Requirements:

MGMT 372, Human Relations and Organizational Behavior	3
MGMT 343, Organization of Management	3
MGMT 309, Introduction to Supervision	3
MGMT 134, Management Survival Skills	3

Plus any six (6) units from the following:

BUS 330, Managing Diversity in the Workplace	3
MGMT 306, Introduction to Public Administration	3
MGMT 170, Personnel and Human Resource Management	3
MGMT 380, Public Relations	3
MGMT 390, Credit and Finance	3
MGMT 374, Social Responsibility and Ethics	3
MGMT 200, Women in Management	3

Total Concentration 18

Total Units Required 40-42

Suggested Electives

ACCT 311, MKT 300, ECON 304, MGMT 170, 201, 298, 307, 380.

Associate in Science (A.S.) Degree

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

Career Certificate

A Career Certificate may be obtained by completing the concentration requirements (18 units) with grades of "C" or better.

Business, Retail Management

Career Certificate

A Retail Management Certificate will prepare students for entry into the exciting field of retailing. Students may choose from a variety of retail management careers, which may include: retail manager in clothing, furniture, grocery, jewelry, computers, books, office supplies, pets, dry cleaners, hair salons, health and fitness, and restaurants.

Required Program	Units
ACCT 101, Fundamentals of Accounting and Recordkeeping, OR ACCT 301, Financial Accounting	3-4
BUS 106, Business Mathematics	3
BUS 310, Business Communication, OR BUS 100, Business English	3
CISA 305, Beginning Word Processing	2
CISA 310, Introduction to Electronic Spreadsheets	1
MGMT 304, Introduction to Management Functions	3
MGMT 170, Personnel and Human Resource Management	3
MGMT 372, Human Relations and Organizational Behavior	3
MKT 300, Principles of Marketing	3
MKT 312, Retailing	3
COMM 301, Public Speaking, OR COMM 321, Interpersonal Communication	3
Total Units Required	30-31

Career Certificate

A Career Certificate may be obtained by completion of the required courses with grades of "C" or better.

Small Business Management

Associate in Science Degree

Career Certificate

This program is designed for those who wish to progress from entry-level positions to positions in management. The curriculum has a two-fold purpose: 1) to introduce students to the principles of management, and 2) to help students acquire the knowledge, skill, and understanding they need as preparation for positions in management.

Required Program for the Degree

Business Core	Units
ACCT 101, Fundamentals of Accounting and Recordkeeping, OR ACCT 301, Financial Accounting	3-4
BUSTEC 300, Beginning Keyboarding/Applications (module 2), OR competency exam (module 2)	0-1
BUS 300, Introduction to Business	3
BUS 106, Business Mathematics, OR ECON 310, Business Statistics	3
CISC 300, Computer Familiarization	1
Total Core	10-12

Plus any nine (9) units from the following:

BUS 345, Law & Society, or BUS 340, Business Law	3
BUS 100, Business English	3
CISA 305, Beginning Word Processing	2
CISA 310, Introduction to Electronic Spreadsheets	1
CISA 320, Introduction to Data Base Management	1
ECON 100, Introduction to Economics	3
ECON 302, Principles of Macroeconomics	3
MGMT 372, Human Relations and Organizational Behavior	3
MGMT 343, Organization of Management	3

Subtotal Units 19-21

Concentration Requirements:

MKT 310, Selling Professionally	3
BUS 131, Advertising for the Small Business	3
BUS 200, Small Business Management	3
BUS 159, Customer Service Training	1
MKT 300, Principles of Marketing	3

Plus any six (6) units from the following:

BUS 210, The Business Plan	1
BUS 212, Marketing for the Small Business	1
BUS 214, Financing a Small Business	1
BUS 216, Essential Records for the Small Business	1
BUS 218, Management Skills for the Small Business	1
BUS 220, Retailing and Merchandising for the Small Business	1
MGMT 372, Human Relations and Organizational Behavior	3
MGMT 343, Organization of Management	3

Total Concentration Units 21

Total Units Required 38-40

Suggested Electives

ACCT 341; BUS 320; MGMT 298, 309, 380; MKT 312.

Associate in Science (A.S.) Degree

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

Required Program for the Certificate

	Units
ACCT 101, Fundamentals of Accounting and Recordkeeping	3
BUS 200, Small Business Management	3
BUS 131, Advertising for the Small Business	3
BUS 300, Introduction to Business	3
MKT 300, Principles of Marketing	3

Plus any three (3) units from the following:

BUS 210, The Business Plan	1
BUS 212, Marketing for the Small Business	1
BUS 214, Financing a Small Business	1
BUS 216, Essential Records for the Small Business	1
BUS 218, Management Skills for the Small Business	1
BUS 220, Retailing and Merchandising for the Small Business	1
BUS 159, Customer Service Training	1

Plus any three (3) units from the following:

BUS 310, Business Communications	3
BUS 320, Personal Finance	3
MGMT 372, Human Relations and Organizational Behavior	3
MGMT 343, Organization of Management	3
MGMT 380, Public Relations	3
MKT 312, Retailing	3

Total Required for Certificate 18

Career Certificate

A Career Certificate may be obtained by completion of the required program with grades of "C" or better.

Business — Marketing

**Associate in Science Degree
Career Certificate**

**Marketing, General, Degree and Career Certificate
Marketing, Advertising, Degree**

Career Opportunities: The marketing program is designed for those who wish to enter into the Marketing field and progress into positions of higher responsibility. This curriculum has a two-fold purpose: 1) to introduce students to the principles of marketing, and 2) to help students acquire the knowledge, skill, and understanding they need as preparation for positions in Marketing.

Required Program

Business Core:	Units
ACCT 101, Fundamentals of Accounting and Recordkeeping, OR ACCT 301, Financial Accounting	3-4
BUSTEC 300, Beginning Keyboarding /Applications (module 2), OR competency exam (module 2)	0-1
BUS 300, Introduction to Business	3
BUS 106, Business Mathematics, or ECON 310, Business Statistics	3
CISC 300, Computer Familiarization	1
Total Core Units 10-12	

Plus any nine (9) units from the following:

BUS 345, Law & Society, or BUS 340, Business Law	3
BUS 100, Business English	3
CISA 305, Beginning Word Processing	2
CISA 310, Introduction to Electronic Spreadsheets	1
CISA 320, Introduction to Data Base Management	1
ECON 100, Introduction to Economics or ECON 302, Principles of Macroeconomics	3
MGMT 372, Human Relations and Organizational Behavior	3
MGMT 343, Organization of Management	3

Subtotal Units 19-21

Concentration Requirements:

MKT 310, Selling Professionally	3
MKT 314, Advertising	3
MKT 300, Principles of Marketing	3

Plus any nine (9) units from the following:

BUS 310, Business Communications	3
BUS 200, Small Business Management	3
BUS 157, Fashion Merchandising	3
BUS 159, Customer Service Training	1
MKT 312, Retailing	3

Total Concentration Units 18

Total Units Required 37-39

Suggested Electives

BUS 131, 212; MGMT 380, MKT 498, WEXP 298.

Associate in Science (A.S.) Degree

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

Business — Marketing

Career Certificate

A Marketing Career Certificate will provide a general concentration covering all aspects of marketing. Students will gain skills that will prepare them for a successful career in marketing. Marketing is a dynamic area of study that includes a variety of career opportunities, which include advertising, selling, entrepreneur, retailing, marketing services, public relations, and marketing management.

Required Program

Units

Select Twelve (12) units from the following courses:

BUS 300, Introduction to Business	3
MKT 310, Selling Professionally	3
MKT 314, Advertising	3
MKT 300, Principles of Marketing	3
MGMT 372, Human Relations and Organizational Behavior, OR MGMT 343, Organization of Management	3

Select six (6) units from the following courses:

MKT 312, Retailing	3
BUS 79, Fashion Merchandising	3
BUS 131, Advertising for the Small Business	3
BUS 210, The Business Plan	1
BUS 212, Marketing for the Small Business	1
BUS 159, Customer Service Training	2

Total Units Required 18

Career Certificate

A Career Certificate may be obtained by completion of the Required Program with grades of "C" or better.

Business - Marketing, Advertising

Associate in Science Degree

This program provides the knowledge and skills necessary for advertising work with print media electronic and broadcast media, retail and general business organizations and advertising agencies.

Required Program

Business Core:	Units
ACCT 101, Fundamentals of Accounting and Recordkeeping, OR ACCT 301, Financial Accounting	3-4
BUSTEC 300, Beginning Keyboarding/Applications (module 2), OR competency exam (module 2)	0-1
BUS 300, Introduction to Business	3
BUS 106, Business Mathematics or ECON 310, Business Statistics	3
CISC 300, Computer Familiarization	1
Total Core Units 10-12	

Plus any nine (9) units from the following:

BUS 345, Law & Society, or BUS 340, Business Law	3
BUS 100, Business English	3
CISA 305, Beginning Word Processing	2
CISA 310, Introduction to Electronic Spreadsheets	1
CISA 320, Introduction to Data Base Management	1
ECON 302, Principles of Macroeconomics	3
ECON 100, Introduction to Economics	3
MGMT 372, Human Relations and Organizational Behavior	3
MGMT 343, Organization of Management	3
Subtotal Units 19-21	

Concentration Requirements

MKT 310, Selling Professionally	3
MKT 314, Advertising	3
MKT 300, Principles of Marketing	3

Plus any nine (9) units from the following:

BUS 131, Advertising for the Small Business	3
ART 300, Elementary Drawing and Composition	3
ART 302, Elementary Drawing and Composition	3
ART 320, Design: Fundamentals	3
ART 322, Design: Image and Content	3
GCOM 300, Introduction to Printing Processes	3
GCOM 310, Beginning PageMaker	3
GCOM 311, Advanced PageMaker	3
MGMT 380, Public Relations	3
PHOTO 301, Beginning Photography	3
Total Concentration Units 18	

Total Units Required 37-39

Electives

BUS 212, 310; WEXP 298.

Associate in Science (A.S.) Degree

The Associate in Science degree may be obtained by completing required program, plus general education requirements, plus sufficient electives to meet a 60-unit total.

Business - Office Administration

Associate in Science Degree

Career Certificate

Clerical General Office, Career Certificate, Level A

Introduction to Computerized Office Technologies, Career Certificate, Level B

Business Operations and Management Technology, Career Certificate, Level C

Capstone Office Simulation with an Internship, Degree and Career Certificate, Level D

The Office Administration Program offers program options with Career Certificates in progressively responsible levels in the related career path. Many courses are available in a nine-week format.

Office Administration

Clerical General Office Career Certificate, Level A

Career Opportunities: This program is designed for students who are interested in working in a business office. Students will receive classroom instruction that will equip them to be successful in an office environment, followed by on-the-job work experience. After completion of this career certificate, possible job opportunities will be: Office Assistant, General Clerical, Office Clerk, and Information Clerk. Many courses are available in a nine-week format.

CISC 300, Computer Familiarization, OR	1
CISC 310, Introduction to Computer Information Science	3
BUS 105, Business Mathematics	3
BUS 310, Business Communication	3
BUS 100, Business English	3
BUSTEC 100, Keyboarding Skills, OR BUSTEC 300, Beginning Keyboarding/Applications	1
BUSTEC 110, Administrative Procedures	3
COMM 321, Interpersonal Communication	3
BUS 498, Work Experience in Business	1

Total 18-20

Introduction to Computerized Office Technologies

Career Certificate, Level B

Career Opportunities: This program prepares students for employment as Information Clerk, File Clerk, Receptionist, and General Office Clerk. Many courses are available in a nine-week format.

Required Program

Office Administration Core:	Units
BUSTEC 300, Beginning Keyboarding/Applications	3
BUS 310, Business Communications	3
BUS 100, Business English	3
BUS 106, Business Mathematics	3
Total Core Units	12

Concentration Requirements:

CISC 300, Computer Familiarization	1
CISA 305, Beginning Word Processing	2
CISA 310, Introduction to Electronic Spreadsheets	1
CISC 305, Introduction to the Internet	1
BUSTEC 115, Records Management	2
BUSTEC 100, Keyboarding Skills	1-3
BUSTEC 110, Administrative Procedures	3
ACCT 101, Fundamentals of Accounting and Recordkeeping	3
Total Concentration Units	14-16

Total Units Required 26-28

Waived for students who demonstrate keying over 45 Net Words per minute on a five-minute timed test.

Suggested Electives

CISA 306, 311, 321, 340; WEXP 198 or 298, RE 300, MGMT 380.

Career Certificate

The Career Certificate may be obtained by completion of the required program with grades of "C" or better.

Office Administration

Business Operations and Management Technology

Career Certificate, Level C

Career Opportunities: This program prepares students for employment as Secretary, Administrative Assistant, Word Processor, and Receptionist. Many courses are available in a nine-week format.

Required Program

Office Administration Core:	Units
BUSTEC 300, Beginning Keyboarding/Applications	3
BUS 310, Business Communications	3
BUS 100, Business English	3
BUS 106, Business Mathematics	3
Total Core Units	12

Concentration Requirements:

CISC 300, Computer Familiarization	1
CISA 306, Intermediate Word Processing	2
CISA 311, Intermediate Electronic Spreadsheets	1
CISA 320, Introduction to Database Management	1
CISC 320, Beginning Operating Systems (Windows)	1
BUSTEC 115, Records Management	2
BUSTEC 110, Administrative Procedures	3
ACCT 101, Fundamentals of Accounting and Recordkeeping	3
MGMT 372, Human Relations and Organizational Behavior, OR	
MGMT 343, Organization of Management	3
Total Concentration Units	17

Total Units Required 29

Suggested Electives

MKT 300, CISA 321, 340, CISC 305, 306, 321; WEXP 198 or 298; MGMT 380.

Career Certificate

The Career Certificate may be obtained by completion of the required program with grades of "C" or better.

Office Administration

Capstone Office Simulation with an Internship

Associate in Science Degree

Career Certificate, Level D

Career Opportunities: This program prepares students for employment as Administrative Assistant, Office Supervisor, Secretary, and Administrative Support Supervisor.

Required Program

Office Administration Core:	Units
BUSTEC 300, Beginning Keyboarding/Applications	3
BUS 310, Business Communications	3
BUS 100, Business English	3
BUS 106, Business Mathematics	3
Total Core Units	12

Concentration Requirements:	Units
CISA 340, Presentation Graphics	1
BUSTEC 115, Records Management	2
BUSTEC 330, Integrated Business Projects	4
ACCT 101, Fundamentals of Accounting and Recordkeeping	3
MGMT 372, Human Relations and Organizational Behavior, OR	
MGMT 343, Organization of Management	3
Internship – WEXP 298, Work Experience in Business related to Certificate or Degree	2
Total Concentration Units	15
Total Units Required	27

Suggested Electives
CISA 321, CISC 306, 351; MGMT 380.

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

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

Plus any six (6) units from the following:	Units
MKT 310, Selling Professionally	3
MKT 314, Advertising	3
ECON 304, Principles of Macroeconomics	3
RE 370, Introduction to Escrow Procedures	3
RE 380, Mortgage Loan Brokering and Lending	3
RE 390, Real Estate Investment Analysis	3
RE 344, Advanced Appraisals	3
RE 350, Real Property Management	3
RE 498, Real Estate Internship	3
Total Concentration Units	25
Total Units Required	35-37

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

Career Certificate
The Career Certificate may be obtained by completing the concentration requirements with grades of “C” or better.

Business — Real Estate

Associate in Science Degree
Career Certificate

This program provides career opportunities and licensing in the field of Real Estate with concentrations in sales, brokering, appraising, and lending.

Required Program

ACCT 101, Fundamentals of Accounting and Recordkeeping, OR ACCT 301, Financial Accounting	3-4
BUSTEC 300, Beginning Keyboarding /Applications (module 2), OR competency exam (module 2)	0-1
BUS 300, Introduction to Business	3
BUS 106, Business Mathematics, OR ECON 310, Business Statistics	3
CISC 300, Computer Familiarization	1
Total Core Units	10-12

Concentration Requirements:	
RE 300, Principles of Real Estate	3
RE 330, Legal Aspects of Real Estate	3
RE 310, Real Estate Practice	3
RE 320, Real Estate Finance	3
RE 342, Real Estate Appraisal	4
RE 360, Real Estate Economics	3

Business (BUS)

BUS 100 Business English 3 Units

Formerly: BUS 50

Prerequisites: ENGWR 50 and ENGRD 110 both with grades of "C" or better, or ESLW 320 and ESL 320 both with grades of "C" or better.

54 hours Lecture

This course teaches the use of standard English to facilitate communication within the business environment. The emphasis is placed on sentence structure, word usage, punctuation, spelling, and business vocabulary. Reading, writing, and analyzing various business documents are stressed throughout the semester to ensure that the students will have a comprehensive understanding of how to use the various components of standard English grammar.

BUS 106 Business Mathematics 1-3 Units

Formerly: BUS 60

Prerequisite: None

Advisory: MATH 27

54 hours Lecture

This variable unit, self-paced course with instructor lecture develops essential skills to help students handle business and consumer math issues. It builds awareness and confidence in fractions, decimals, percents, interest, merchandise markups and markdowns, interpretation of charts, problem-solving, personal finance, elementary statistics, and accounting concepts. Students may enroll in this open entry course through the twelfth week of the semester subject to seating availability. It is recommended for every major in Business. Credit is granted based on the number of modules successfully completed. Business 106 is strongly recommended prior to enrolling in ACCT 301, ACCT 101, ECON 302 and ECON 310.

BUS 131 Advertising-For the Small Business 3 Units

Formerly: BUS 64B

Prerequisite: None

54 hours Lecture

This course teaches students how advertising fits into the marketing mix of small business. The course will teach potential and current owners of small businesses to evaluate their markets, match advertising media to their markets, manage advertising costs and budgets, and produce creative advertisements.

BUS 155 Merchandising 3 Units

Formerly: BUS 69

Prerequisite: None

54 hours Lecture

Buying and selling in a retail store—small or large operation. Particular attention is given to product knowledge principles in all major lines as well as study of merchandise turnover, projected sales planning, stock control principles and profitable merchandising calculations.

BUS 157 Fashion Merchandising 3 Units

Formerly: BUS 79

Prerequisite: None

54 hours Lecture

This course focuses on the buying and promotion techniques for the fashion department of a retail store, the manager's responsibility for procurement, and the control and selling of fashion goods. The study of types of jobs and careers in the fashion industry is included. Attendance on a maximum of two field trips is required.

BUS 159 Customer Service Training 1 Unit

Formerly: BUS 86B

Prerequisite: None

18 hours Lecture

This course examines the principles involved in building an effective customer service team. Specific topics include general responsibilities of the customer service representative and how to move toward improving performance

BUS 200 Small Business Management 3 Units

Formerly: BUS 70

Prerequisite: None

54 hours Lecture

This class will introduce the basic elements of starting and operating a small business. Students will be introduced to such topics as developing a business plan, finding financial resources, meeting legal requirements, developing management techniques, understanding marketing concepts, and other topics of interest to the small business entrepreneur.

BUS 205 Entrepreneurship Quick Start 7 Units

Formerly: BUS 91

Prerequisite: None

Acceptable for credit: CSU

128 hours Lecture

The Entrepreneurship Quick Start program is an intensive eight week retraining program targeting professionals who want to open their own successful businesses. The course teaches entrepreneurs how to develop a marketing plan, a strategic plan, a general business plan, an accounting system, and a logo design; how to understand state and federal procurement procedures; and how to obtain the necessary licensing to do business.

BUS 210 The Business Plan 1 Unit

Formerly: BUS 71A

Prerequisite: None

18 hours Lecture

This course offers an organized, step-by-step approach to preparing a business plan. The plan will enable you to solve problems "on paper" before they become operational/money problems. Every business should have a business plan. You will create yours in this course.

<p>BUS 212 Marketing for Small Businesses 1 Unit <i>Formerly: BUS 71B</i></p> <p>Prerequisite: None 18 hours Lecture</p> <p>This course emphasizes how a small business or non-profit organization can market its service or product to the consumer. The student will learn about ways to improve market mix, identify target markets, and develop a marketing plan.</p>	<p>BUS 294 Topics in Business .5-4 Units <i>Formerly: BUS 80</i></p> <p>Prerequisite: None 54 hours Lecture</p> <p>Short course of varying duration of 9-54 hours on specialized topics of business. Content will differ each time course is offered. Objective is to focus on issues of significance at the time of offering. This course may be taken four times for credit providing there is no duplication of topics.</p>
<p>BUS 214 Financing a Small Business 1 Unit <i>Formerly: BUS 71C</i></p> <p>Prerequisite: None 18 hours Lecture</p> <p>This course covers sources and ways of raising capital for small businesses. How much money is needed and where it can be obtained, start-up costs, and projecting monthly and yearly costs are the focus of this course. Financial ratios and key financial statements are covered.</p>	<p>BUS 300 Introduction to Business 3 Units <i>Formerly: BUS 20</i></p> <p>Prerequisite: None General Education: AA/AS Area B2 Acceptable for credit: UC/CSU 54 hours Lecture</p> <p>For anyone considering a career in business, or a business venture, this course provides an overview of the business operation and the skills required for success. It covers the operations of business, business organization and management, finance and marketing, labor-management relations, and government regulations.</p>
<p>BUS 216 Essential Records for the Small Business 1 Unit <i>Formerly: BUS 71D</i></p> <p>Prerequisite: None 18 hours Lecture</p> <p>This course emphasizes the various types of records that small businesses must keep. The focus will be upon financial, employment, and tax records. Simple, easy-to-use recordkeeping systems will be covered.</p>	<p>BUS 310 Business Communications 3 Units <i>Formerly: BUS 8</i></p> <p>Prerequisite: BUS 100 with a grade of "C" or better, and completion of BUSTEC 100 at 30 net words per minute, or equivalent. General Education: AA/AS Area D1 and writing competency Acceptable for credit: CSU 54 hours Lecture</p> <p>This course is designed to emphasize the use of effective communication within the global business environment. It covers the psychology, principles, and methods used in the process of applying standard English to communicate. The problem solving approach is used to plan and compose effective business documents in which style, appearance, tone, vocabulary, grammar, punctuation, and reader appeal are stressed for effective oral and written communication. Organizational communication is emphasized. A 1000-word keyed research paper will be required.</p>
<p>BUS 218 Management Skills for the Small Business 1 Unit <i>Formerly: BUS 71E</i></p> <p>Prerequisite: None 18 hours Lecture</p> <p>A small business owner must understand and motivate others to help the business reach its objectives. This course covers such functions as planning and organizing work flow, delegating responsibilities, understanding leadership styles, decision making, stress and time management, and working with employee organizations.</p>	<p>BUS 320 Concepts in Personal Finance 3 Units (same as FCS 304) <i>Formerly: BUS 14</i></p> <p>Prerequisite: None Advisory: Eligibility for ENGWR 100, or ESLW 310, or BUS 310. General Education: AA/AS Area E2. Acceptable for credit: CSU 54 hours Lecture</p> <p>This course is designed to assist individuals to analyze their financial affairs. Elements and conceptual basis of financial planning analysis, and decision making in areas of budgeting, taxes, borrowing, money management, insurance, investments, and retirement will be examined with an emphasis on principles to develop students' economic decision making. This course meets the "Living Skills" graduation requirement.</p>
<p>BUS 220 Retailing and Merchandising for the Small Business 1 Unit <i>Formerly: BUS 71F</i></p> <p>Prerequisite: None 18 hours Lecture</p> <p>This course will emphasize retailing concepts, such as inventory control and turnover rates, selecting merchandise sources, using trade and cash discounts, pricing, markup and markdown, and shrinkage control. Students will also learn how to develop a merchandising plan, inventory control system, and assess consumer behavior and demographics.</p>	

BUS 330 Managing Diversity in the Workplace 3 Units

Formerly: BUS 15

Prerequisite: None

Acceptable for credit: CSU

54 hours Lecture

The course examines the leadership skills and abilities needed to manage a multicultural workforce. A primary focus is placed upon the workplace impact of various historical, social, and cultural experiences/perspectives related to gender, age, ethnicity, and disability. Workforce issues related to the diversity of the American consumer and global consumer impact on the United States are analyzed.

BUS 340 Business Law 3 Units

Formerly: BUS 18A

Prerequisite: None

Acceptable for credit: UC/CSU

54 hours Lecture

This course covers law and its relationship to the environment of business. Included is an introduction to the American legal system as an instrument of economic, social, and political control. Other areas studied include: sources and processes of law, contracts and sales, agency, business organizations, ethics, and the regulatory process.

BUS 343 Computers, Data Processing and the Law 3 Units

Formerly: BUS 17

Prerequisite: None

Acceptable for credit: CSU

54 hours Lecture

This course is an introduction to legal ramifications of computers and data processing as it relates to the study of these areas specifically and business generally.

BUS 345 Law and Society 3 Units

Formerly: BUS 16

Prerequisite: None

Acceptable for credit: UC (credit given for either BUS 16 or SS 16 OR PHIL 23 or 23H)/CSU

54 hours Lecture

This course benefits every student in every major by making them aware of their rights and obligations under the law. They will be introduced to the American common law system, with emphasis on the practical aspects, as well as theory behind the law, and on the law as a reflection of society. Areas studied include the U.S. Constitution, the Court and legal systems, law of Crimes, Torts, Contracts, Landlord-Tenant Relationships, Employment and Family Law. This course is not to be taken in place of Business 340, Business Law, where required.

BUS 498 Work Experience in Business 1-4 Units

Formerly: BUS 98

Prerequisite: None

Corequisite: Students must have either a job or an established internship.

Acceptable for credit: CSU

18 hours Lecture; 300 hours Laboratory

This course is designed to provide students with effective job development skills that will assist them in obtaining and keeping an internship or a job in the student's major area of Business course content. It will include understanding the application of education to the workforce; the responsibilities of an internship (where applicable); completion of Title V papers (the student's Application, Learning Objectives, Timesheet, and Evaluations) which document the students' progress and hours spent at the work or internship site; and developing workplace (soft) skills identified by the Secretary's Commission on Achieving Necessary Skills (SCANS) Competencies as well as local employers. In addition, the student is required to fulfill 18 hours lecture and 75 hours of related, paid work experience or 60 hours of volunteer work experience for one unit; 75 or 60 hours of related work experience for each additional unit. The program allows the transfer student to combine practical, paid or non-paid work experience with college training. The course may be repeated when there is new or expanding learning on the job for 1-4 units, repeatable for up to 16 units. In addition the student and the Work Experience instructor may tailor the course to meet the student's specific professional needs, as related to the Business major, by identifying 1-5 workshops, trainings, or conferences that the student may attend as part of the curriculum of the Work Experience class in BUS 498).

Business Technology (BUSTEC)

BUSTEC 100 Keyboarding Skills 1-3 Units

Formerly: BUS 55

Prerequisite: None

Advisory: ENGRD 110 and ENGWR 250.

36 hours Lecture; 54 hours Laboratory

This computer skill building course is open to students who desire to learn the keyboard, and build speed and accuracy. Individualized skill improvement plans are based on a computerized assessment of keyboarding speed and accuracy. This course is a credit/no credit course. Students will earn a unit of credit for each module successfully completed.

BUSTEC 110 Administrative Procedures 3 Units

Formerly: BUS 58

Prerequisite: None

Advisory: BUS 100, BUSTEC 115, Module 2 of BUSTEC 300, CISA 305, CISA 310, and CISA 320; all with grades of "C" or better.

54 hours Lecture

This capstone course prepares students to perform many different information processing procedures and problem solving tasks required to support both today's office systems and those of the future. Students learn critical thinking, problem solving, teamwork, supervision skills, office procedures, and information processing technologies to manage their work, as well as necessary attributes of an office professional. These will provide the background for advancement to supervision and management positions. Primary emphasis is on processing documents using introductory skills in word processing, spreadsheets, presentation graphics, database and e-mail. Also included are managing information storage and retrieval, and coordinating office communications, to improve the efficiency of office functions.

BUSTEC 115 Records Management **2 Units**
Formerly: BUS 51

Prerequisite: None

36 hours Lecture

This course offers an introduction to the field of records and information management. It introduces students to filing rules compatible with the Association of Records Managers and Administrators (ARMA) guidelines. Principles and practices of effective records management for filing and maintenance of paper, image, and electronic records are included. Requisition/charge-out and transfer procedures along with legal and ethical issues in the records management field are covered.

BUSTEC 300 Beginning Keyboarding/ Applications **1-3 Units**
Formerly: BUS 1

Prerequisite: None

Advisory: ENGRD 110 and ENGWR 50.

Acceptable for credit: CSU

36 hours Lecture; 54 hours Laboratory

This course builds speed and accuracy using the touch method. Module 1 (1 unit) introduces or reviews the keyboard by touch. Module 2 (1 unit) and Module 3 (1 unit) cover the preparation of business documents using word processing. Grammar, spelling, and punctuation are reinforced throughout the program. Students will earn a unit of credit for each module successfully completed.

BUSTEC 330 Computerized Integrated Business Projects **4 Units**
Formerly: BUS 40

Prerequisite: BUSTEC 110 with a grade of "C" or better.

Acceptable for credit: CSU

54 hours Lecture; 54 hours Laboratory

This course builds upon previous training in computer applications and completes the training necessary for the student to perform effectively and become a skilled employee in the modern, computerized office. This course will be centered around a variety of simulated office situations. Topics covered will include the creation of documents using integrated software applications and accessing the Internet for research and document preparation purposes.

Management (MGMT)

MGMT 134 Management Survival Skills **3 Units**
Formerly: MGMT 84

Prerequisite: None

Advisory: Students will benefit more from this course after completing MGMT 309, 343, and 372.

54 hours Lecture

Becoming a manager is one challenge. Surviving as a manager is a greater one. This class provides students with the necessary management skills. Through dynamic exercises, discussions and learning events, every student taking this class will learn skills in conducting effective meetings, self management, time management, problem solving, stress management, negotiation, presentation, project management, critical thinking, budgeting, forecasting, using the computer to manage information, controlling costs, and personal career development.

MGMT 152 Contemporary Industry Management **3 Units**
Formerly: MGMT 71

Prerequisite: None

54 hours Lecture

Contemporary industrial organizations have many differences with those of the past. This course provides a basis for developing and utilizing policy and procedure formulation, space utilization, methods improvement and development, efficiency and effectiveness improvement, procurement and material control practices, inventory control and measurement, standards development, and management information systems. Cost, quality assurance, and time management effectiveness are also included. The ultimate goal of the course is to increase management knowledge and ability to choose effective management methods.

MGMT 170 Personnel and Human Resources Management **3 Units**
Formerly: MGMT 82

Prerequisite: None

54 hours Lecture

This course deals with the functions of management: planning, organizing, staffing, directing, and controlling in a decision-making context.

MGMT 172 Leadership/Supervisory Skills **1 Unit**
Formerly: MGMT 89

Prerequisite: Eligibility for ENGWR 100 and ESLW 310.

18 hours Lecture

This course provides an overview of supervision principles and skills and qualities necessary to become an effective supervisor. The course covers various methods for completing such supervisory tasks as delegating work, evaluating work flow, and appraising employee performance. Some introductory material on coaching, motivating, and managing teams is also included.

MGMT 200 Women in Management **3 Units**
Formerly: MGMT 90

Prerequisite: None

Advisories: Eligibility for ENGWR 100 and ESLW 310, BUS 310.

54 hours Lecture

This unique and exciting course is a must for women who desire upward mobility in their career field. Management principles and techniques pertaining to women will be discussed for all fields of business. Major topics will include: career planning, resume planning, interviewing skills, assertiveness techniques, goal setting, networking, leadership, delegation, power and politics, communication stress and time management.

MGMT 201 Women's Success in Business **3 Units**
Formerly: MGMT 91

Prerequisite: None

54 hours Lecture

This course will identify women's unique place in the world of business. It will develop a sense of business self and how to deal with organizational interpersonal relations as well as problems encountered by successful women in business.

MGMT 304 Introduction to Management Functions 3 Units

Formerly: MGMT 19

Prerequisite: None

Acceptable for credit: CSU

54 hours Lecture

This is a basic course in management introducing a variety of modern management concepts. This course includes the basic management functions of planning, organization, staffing, leadership, and control. In addition, such concepts as team development, communication, business ethics, and global management perspectives will be discussed.

MGMT 306 Introduction to Public Administration 3 Units

Formerly: MGMT 20

Prerequisite: None

Acceptable for credit: CSU

54 hours Lecture

This is a study of the fundamental principles of administration and their application to governmental and public sector operations. It acquaints students with the politics of administration, administrative responsibility, the management activities of planning, organizing, directing and controlling, and program implementation. Administration at the state and local government level, as well as in other public sector operations such as hospitals, schools and the military, is included.

MGMT 307 Introduction to Public Personnel Administration 3 Units

Formerly: MGMT 22

Prerequisite: None

Acceptable for credit: CSU

54 hours Lecture

This is a study of intergovernmental relationships between federal, state and local government and an examination as to how decisions are made and funding allocated in the public sector while making the best use of human resources. It includes an emphasis on government as well as other public sector operations such as hospitals, schools and the military.

MGMT 309 Introduction to Supervision 3 Units

Formerly: MGMT 81

Prerequisite: None

Acceptable for credit: CSU

54 hours Lecture

Employee motivation, morale, working conditions. Communications with employee groups, counseling and interviewing workers, group dynamics. Case studies from business.

MGMT 343 Organization of Management 3 Units

Formerly: MGMT 80

Prerequisite: None

Acceptable for credit: CSU

54 hours Lecture

This course defines the historical basis for current management practices, and describes important organizational and functional

considerations in management practice. This course also deals with each function: planning, organizing, leadership and controlling the context of decision making with the use of case studies.

MGMT 372 Human Relations and Organizational Behavior 3 Units

Formerly: MGMT 23

Prerequisite: None

Acceptable for credit: CSU

54 hours Lecture

This course emphasizes the psychology of human relations management. It covers human interaction principles that build confidence, competence, and positive attitudes in work organizations. Topics include the basis for human behavior, perception, communication, motivation, performance improvement, group behavior, ethics, and social responsibility.

MGMT 374 Social Responsibility and Ethics in Management 3 Units

Formerly: MGMT 87

Prerequisite: None

Acceptable for credit: CSU

54 hours Lecture

This course deals with State and Federal laws, court decisions having effect on employer selection, retention and advancement practices. Equal employment opportunity-affirmative action programs, fair employment testing, cultural awareness training, women's rights in employment, minority group relations, community involvement and inter-employer cooperation.

MGMT 380 Public Relations 3 Units

Formerly: MGMT 85

Prerequisite: None

Acceptable for credit: CSU

54 hours Lecture

Public relations in business. Importance of communications study of various publics, comparative analysis, advertising and publicity. Current activities and opportunities in public relations. Public relations methods in research, planning, and evaluation.

MGMT 390 Credit and Finance 3 Units

Formerly: MGMT 86

Prerequisite: None

Acceptable for credit: CSU

54 hours Lecture

Problems and practices in modern credit and financial management, responsibilities of the credit and finance departments, relationship of credit and finance to other phases of business, sources and use of funds in business, retail credit, including investigation, credit granting, credit limits, and collection policies.

Marketing (MKT)

MKT 300 Principles of Marketing 3 Units
Formerly: MKT 20

Prerequisite: None

Acceptable for credit: CSU

54 hours Lecture

This course provides a general overview of marketing principles. The course covers the process of planning and executing the conception, pricing, promotion, and distribution of ideas, goods, and services to create exchanges that satisfy individual and organizational goals. Elements of the marketing environment such as government regulation, environmental protection, competition, and consumer behavior will be analyzed.

MKT 310 Selling Professionally 3 Units
Formerly: BUS 120

Prerequisite: None

Acceptable for credit: CSU

54 hours Lecture

This course will examine and present the qualifications necessary to achieve success in professional selling. Emphasis will be placed on the development of a business personality and its application to prospecting, structuring the sales presentation, handling objections, closing, servicing, and customer relationship management. Application of techniques in product and service situations and integration of technology as a sales tool will be explored. Different types of selling experiences such as direct, industrial, wholesale, and retail are covered. Students will participate in role-playing exercises and deliver a sales presentation. This course is recommended for all students entering any career in business.

MKT 312 Retailing 3 Units
Formerly: MKT 24

Prerequisite: None

Acceptable for credit: CSU

54 hours Lecture

Retailing is a business that provides goods and services to customers for their personal use. This course will study modern retail operations with emphasis on consumer behavior, store location, sourcing of goods, pricing, organization, promotion, merchandising, management, and other pertinent factors of retail operations.

MKT 314 Advertising 3 Units
Formerly: BUS 130

Prerequisite: None

Acceptable for credit: CSU

54 hours Lecture

This course examines advertising as a marketing communications tool. Emphasis will be placed on consumer behavior, creative methods, media selection, measurements of effectiveness, and coordination with other aspects of the marketing program.

Real Estate (RE)

RE 300 Principles of Real Estate 3 Units
Formerly: RE 19

Prerequisite: None

Acceptable for credit: CSU

54 hours Lecture

This is a fundamental real estate course covering the basic laws and principles of California real estate, giving understanding, background, and terminology necessary for advanced study in specialized courses. This course is required by the California Department of Real Estate prior to taking the real estate salesperson's examination.

RE 310 Real Estate Practice 3 Units
Formerly: RE 82

Prerequisite: None

Acceptable for credit: CSU

54 hours Lecture

This course covers operations in real estate: listing, prospecting, advertising, financing, sales techniques, escrow and ethics. It applies toward educational requirements for broker's examination.

RE 320 Real Estate Finance 3 Units
Formerly: RE 83

Prerequisite: None

Acceptable for credit: CSU

54 hours Lecture

This course covers Real Estate financing; lending policies and problems. Financing transactions in residential, apartment, commercial, and special purpose properties. Methods of financing properties are also covered. Applies toward educational requirements for broker's examination.

RE 330 Legal Aspects of Real Estate 3 Units
Formerly: RE 81

Prerequisite: None

Acceptable for credit: CSU

54 hours Lecture

This course covers California real estate law, including management, agency contracts, and application to real estate transfer, conveyancing, probate proceedings, trust deeds, and foreclosure. Legislation governing real estate transactions is also covered. It applies toward educational requirements for broker's examination.

RE 342 Real Estate Appraisal 4 Units
Formerly: RE 84

Prerequisite: None

Acceptable for credit: CSU

72 hours Lecture

This course provides entry level skills in the real estate appraisal field. Concentrating on the residential appraisal, the course will cover the purpose of the appraisal, the appraisal process, approaches, methods, and techniques. The course applies toward educational requirements for broker's exam and meets Office of Real Estate Appraisers 15 hour ethics requirement.

RE 344 Advanced Appraisals 3 Units
Formerly: RE 94

Prerequisite: None

Acceptable for credit: CSU

54 hours Lecture

This course covers appraisal of income property. Emphasis is on market and income analysis, capitalization, techniques, rate derivation, compound interest tables, cost and sales comparison and appraisal of specific income properties. Applies toward educational requirements for broker's examination.

RE 350 Real Property Management 3 Units
Formerly: RE 95

Prerequisite: None

Acceptable for credit: CSU

54 hours Lecture

This course covers operation and management of real property marketing procedures, leases, maintenance, insurance, accounting, records, public and human relations, employer responsibilities, selection of personnel and agreements. It applies toward educational requirements for broker's examination.

RE 360 Real Estate Economics 3 Units
Formerly: RE 85

Prerequisite: None

Acceptable for credit: CSU

54 hours Lecture

This course covers the nature and classification of land economics; development of property; construction and subdivision, economic values and real estate evaluation. Real estate cycles and business fluctuations, residential market trends, real property and special purpose property trends are also covered. This course applies toward educational requirements for broker's examination.

RE 370 Introduction to Escrow Procedures 3 Units
Formerly: RE 86

Prerequisite: None

Acceptable for credit: CSU

54 hours Lecture

This course covers the functions and responsibilities of the escrow holder, including actual preparation of escrow instructions and documents in a typical real estate transaction. Also includes audit, disbursement, the issuance of closing statements and analysis of title insurance policies. This course applies toward educational requirements for broker's examination.

RE 380 Mortgage Loan Brokering and Lending 3 Units
Formerly: RE 92

Prerequisite: None

Acceptable for credit: CSU

54 hours Lecture

This course will cover in detail all aspects of real estate loan brokerage including office operation, state and federal laws and regulations, loan disclosure and trust fund requirements, and funding sources. The participant will develop a loan brokerage operating plan.

RE 390 Real Estate Investment Analysis 3 Units
Formerly: RE 93

Prerequisite: None

Acceptable for credit: CSU

54 hours Lecture

This course is designed for brokers, salespersons and investors and involves property and financial analysis of a wide range of real estate investment offerings, their risks and associated yields. It emphasizes planning and the specific objectives of the investor applies toward educational requirements for broker's examination.

RE 498 Work Experience in Real Estate 3 Units
Formerly: RE 98

Prerequisite: None

18 hours Lecture; 150 hours Laboratory

This course provides supervised, structured hands-on experience in a Real Estate sales or Real Estate lender or Real Estate appraiser office for students seeking a career in Real Estate.