



Solano Community College

Fairfield Campus • Travis AFB Site • Vacaville Center • Vallejo Center

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“We are...”



2013-2014 General Catalog

This catalog covers Summer semester (June-July 2013);
Fall semester (August-September 2013); and Spring semester (January-May 2014).

Catalog revised 12/16/2013

www.solano.edu

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

Solano Community College Fairfield Campus
4000 Suisun Valley Road, Fairfield, CA 94534-3197
(707) 864-7000

Vacaville Center
2001 North Village Parkway, Vacaville, CA 95688
(707) 863-7872

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

Travis Air Force Base Center
530 Hickam Ave., Bldg. 249, Travis Air Force Base, CA 94535
(707) 863-7878

About this Catalog

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

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

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

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

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Accreditation, Governance, and Membership

Accreditation and Approvals

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

Governance and Funding

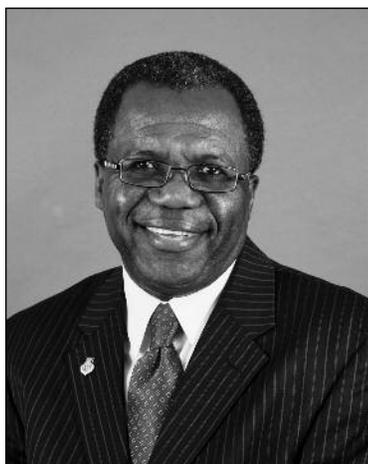
Solano Community College is a public community college funded by a combination of state and local tax dollars. Through its Foundation, the college also actively solicits private donations from individuals and corporations to support capital projects and programs. The 7-member Board of Trustees of the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

Membership

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

General Information

Welcome!



Dear Students and Supporters
of Solano Community College:

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

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

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

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

Welcome!



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



Solano Community College

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

Solano College is part of California's public community college system of 112 campuses in 72 districts across the state. The College's service area encompasses the communities of Benicia, Dixon, Fairfield, Suisun, Vacaville, Vallejo and Travis Air Force Base as well as Winters in Yolo County. Many graduates of the area's 16 public high schools and three private schools take advantage of the educational opportunities offered by Solano Community College.

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

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

Mission, Vision, Values, and Goals

MISSION

Solano Community College's mission is to educate a culturally and academically diverse student population drawn from our local communities and beyond. We are committed to helping our students achieve their educational, professional, and personal goals centered in basic skills education, workforce development and training, and transfer-level education. The College accomplishes this three-fold mission through its dedicated teaching, innovative programs, broad curricula, and services that are responsive to the complex needs of all students.

The mission shall be evaluated and revised on a regular basis.

VISION

Solano Community College will be a recognized leader in educational excellence—transforming students' lives.

CORE VALUES

- **Integrity**— firm adherence to a code of ethical values in thought and behavior
- **Critical Thinking** — the use of intellectually disciplined, logically sound processes involving data-driven decision making
- **Mutual Respect** — valuing the intrinsic worth of each person in an atmosphere of collegiality
- **Collaboration** — working together across areas of responsibility or interest to achieve common goals and objectives
- **Innovation** — the search for and use of effective processes or procedures
- **Accountability** — individual and collective responsibility for achieving the highest level of performance
- **Student Well-being** — considering and addressing the impact on students of any and all actions or inactions

CODE OF ETHICS 4100

POLICY

The Code of Ethics serves to articulate values and characteristics that everyone is expected to embody and promote. Each employee of Solano Community College shall:

- Abide by all legal obligations to include state and federal law and College policies.
- Treat each other with uncompromising integrity, dignity, respect, and fairness.
- Respect privacy and confidentiality.
- Act with transparency and be mindful of conflicts of interest.
- Maintain a safe and secure work environment.
- Recognize the College's responsibility to all citizens of the District to provide an educational program of the highest quality.
- Use technology resources and social networks professionally and responsibly.
- Conduct ourselves in a spirit of collegiality and civility.

STRATEGIC GOALS

Goal 1: Foster Excellence in Learning

Goal 2: Maximize Student Access & Success

Goal 3: Strengthen Community Connections

Goal 4: Optimize Resources

Institutional Learning Outcomes

I. Communication

- A. Read
- B. Write
- C. Listen
- D. Speak and Converse

II. Critical Thinking and Information Competency

- A. Analysis
- B. Computation
- C. Research
- D. Problem Solving

III. Global Awareness

- A. Scientific Complexities
- B. Social Diversity and Civics
- C. Artistic Variety

IV. Personal Responsibility and Professional Development

- A. Self-Management and Self-Awareness
- B. Social and Physical Wellness
- C. Workplace Skills

Institutional Learning Outcomes

I. Communication

Students will communicate effectively, which means the ability to:

- A. Read** – Students will be able to comprehend and interpret various types of written information in (1) expository prose and imaginative literature (including essays, short fiction, and novels), (2) documentation such as manuals, reports, and graphs
- B. Write** – Students demonstrate the ability to:
 - Communicate thoughts, ideas, information, and messages in writing
 - Compose and create documents such as manuals and graphs as well as formal academic essays, observing rules of grammar, punctuation and spelling, and using the language, style, and format appropriate to academic and professional settings
 - Check, edit, and revise written work for correct information, appropriate emphasis, form, style, and grammar
- C. Listen** – Students will be able to receive, attend to, interpret, and respond appropriately to (1) verbal and/or (2) nonverbal messages
- D. Speak and Converse** – Students have the ability to:
 - Organize ideas and communicate verbal or non-verbal messages appropriate to the audience and the situation
 - Participate in conversations, discussions, and group activities
 - Speak clearly and ask appropriate questions

II. Critical Thinking and Information Competency

Thinking critically is characterized by the ability to perform:

- A. Analysis** – demonstrated by the ability to:
 - Apply appropriate rules and principles to new situations
 - Discover rules and apply them in the problem solving process
 - Draw logical conclusions based on close observation and analysis of information
 - Differentiate among facts, influences, opinions, assumptions, and conclusions
- B. Computation** – demonstrated by the ability to:
 - Use basic numerical concepts
 - Use tables, graphs, charts, and diagrams to explain concepts
 - Use basic geometrical shapes
- C. Research** – demonstrated by the ability to:
 - State a research question, problem, or issue
 - Select discipline-appropriate information tools to locate and retrieve relevant information
 - Use discipline-appropriate information tools to locate and retrieve relevant information efficiently
 - Analyze and evaluate information for appropriateness, relevance, and accuracy
 - Synthesize, evaluate, and communicate information using a variety of information technologies

Institutional Learning Outcomes

- Recognize the ethical and legal issues surrounding information and information technologies

- Demonstrate understanding of academic integrity and honesty

D. Problem Solving –demonstrated by the ability to:

- Recognize whether a problem exists
- Identify components of the problem or issue
- Create a plan of action to respond to and/or resolve the issue appropriately
- Monitor, evaluate, and revise as necessary

III. Global Awareness

Students will demonstrate a measurable understanding and appreciation of the world including its

A. Scientific Complexities – Students demonstrate an understanding of:

- The scientific method and its application in experiments
- How experiments work
- The major differences between social, natural, and physical sciences

B. Social Diversity and Civics – Students demonstrate ability to:

- Communicate with people from a variety of backgrounds
- Understand different cultural beliefs and behaviors
- Recognize important social and political issues in their own community

C. Artistic Variety – Students have been exposed to:

- The visual and performing arts of one or more cultures
- Analytical techniques for understanding the meaning in the arts and/or
- Hands-on experience with creative endeavors

IV. Personal Responsibility and Professional Development

A. Self-Management and Self-Awareness – The student is able to:

- Accurately assess his/her own knowledge, skills, and abilities
- Motivate self and set realistic short, and long-term goals
- Accept that assessment is important to success
- Respond appropriately to challenging situations

B. Social and Physical Wellness – Students make an appropriate effort to:

- Manage personal health and well being
- Demonstrate appropriate social skills in group settings

C. Workplace Skills – Students understand how to:

- Be dependable, reliable, and accountable
- Meet deadlines and complete tasks

General Campus Information

ACADEMIC FREEDOM - FACULTY

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

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

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

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

ATM SERVICE

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

BOOKSTORE

The Bookstore is located in the Student Center, Building 1400. It is responsible for providing textbooks and instructional materials at a reasonable cost. The Bookstore also carries a wide selection of reference books, study aids, greeting cards, gifts, school and art supplies, and Solano College imprinted clothing. **The Bookstore is open to the public all year, except campus holidays**, and accepts Master Card, Visa, American Express, and Discover Card.

Used, New, Rental, Digital: Students may also choose a rental, used book, or digital option on selected textbooks, which may result in cost savings.

Book Buyback: Students may sell textbooks if they are being used in the upcoming term. You can sell

your books back to the bookstore at any time; the best time is at the end of the term during finals week.

For further details about book buyback, refunds, and other policies, please contact the bookstore or see our web site.

Hours of operation vary in conjunction with the College calendar. For more information, hours, selected products, services, textbook information, online ordering, and policies see the Bookstore's web site (www.solano.edu/bookstore), or call (707) 864-7111.

CAFETERIA

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

CAREER & EMPLOYMENT SERVICES CENTER

The Career and Employment Services Center offers one-stop services to include career exploration and skills assessment, labor market information and free employment assistance to all Solano College students and alumni in obtaining full- or part-time employment on and off campus. Students can research information and resources on occupations, including employment outlooks, education and training requirements, prospective employers and current salaries. The Center offers computerized career information systems, online resume posting and job search as well as up-to-date listings of current employment opportunities. For more information or appointments, call the Career and Employment Services Center at (707) 864-7124.

Solano Community College Career and Employment Services does not accept or list any job opportunity that discriminates on the basis of sex, sexual preference, color, religious creed, national origin, marital status, medical condition, or age (over 40). The SCC Career and Employment Services Center adheres to all laws governing equal opportunity and discrimination, including, but not limited to, Title VI and VII of the Civil Rights Act of 1964, Executing Section 504 of the Rehabilitation Act of 1973, California Fair Employment Practices of 1959, Americans With Disabilities Act of 1990, and the Discrimination and Employment Act of 1972.

General Campus Information

COMMUNITY EDUCATION, LIFELONG LEARNING AND FACILITY RENTALS

Our Community Education Office offers a variety of not-for-credit, fee-based classes and workshops addressing a broad range of subjects and areas of interest. *Vistas*, our community education schedule, is available online at www.solano.edu/vistas. Look for *Vistas* in August and January, for classes, fees, and class dates and times.

Call our office at (707) 864-7115, for more information on classes and fees, or to register. For online information and registration, visit our Web site at:

www.solano.edu/vistas

Community Education also arranges for use of campus facilities. For campus facility rentals and fees, call (707) 864-7000, ext. 4400.

WORKFORCE AND ECONOMIC DEVELOPMENT

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

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

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

For information and a free needs assessment, please call the Director of Workforce Training & Grants Management at (707) 864-7195.

CONTACTING STUDENTS - EMERGENCY ONLY

In cases of extreme emergency such as sudden illness or accident, students may be contacted (by the

College staff) on campus by calling the Admissions and Records at (707) 864-7171. Non-emergency messages are not delivered to students.

COSMETOLOGY SERVICES

The Cosmetology Department offers haircare, skin care, and manicuring services. These services are available during the fall and spring semesters Monday, Tuesday, Thursday and Friday from 9:30 a.m. to 1:00 p.m. and 5:00 p.m. to 8:00 p.m. in Building 1600, Room 1610. All work is done by students only under instructor supervision. Appointments are appreciated but not required. For more information, please call (707) 864-7180 day and (707) 863-7849 evening appointments.

CRIME AWARENESS AND CAMPUS SECURITY ACT OF 1990

The Solano Community College District is in compliance with the Federal Crime Awareness and Campus Security Act of 1990. Information required by this act may be found in the *Student Handbook: Rights, Responsibilities & Procedures*. Statistical crime information required by this act is published annually and inserted in the Student Handbook. "Crime Statistics and Campus Safety Information" is available on the Police Department's web site. An updated statistics list is available online at <http://ope.ed.gov/security>. Hard copy is available at the Police Dept., 1800B.

A DRUG-FREE CAMPUS

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

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

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

General Campus Information

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

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

Student Health Center - Room 1409
Counseling Department - Building 400
Disability Services - Building 400

SCC EDUCATIONAL FOUNDATION

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

Governed by a board of community directors, the Foundation provides an avenue for individuals and businesses to make tax-deductible donations to support the work of Solano College. Persons wishing to donate to the Foundation should make checks payable to the SCC Educational Foundation and mail them to SCC Educational Foundation, 4000 Suisun Valley Road, Fairfield, CA 94534-3197.

HOUSING

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

PARKING

Parking Permits: Semester parking permits must be purchased online through MySolano or at

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

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

Daily Parking Permits: Daily parking permits are available at a cost of \$1.00 per day from dispensers located near the entrance of each parking lot. Dispensers accept \$1 bills and coins. Daily permits must be purchased each day while parked on campus. If the permit dispensers malfunction, notify the Police in at 707-864-7131 or stop by Bldg 1800B. If a dispenser is out of service, you must purchase a permit in an adjacent lot. Daily parking permits are interchangeable between the main campus, the Vacaville Center, and the Vallejo Center.

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

Rideshare Permits: Rideshare parking requires a special permit issued by the Student Development Office in Room 1425 (across from the Bookstore, Fairfield campus). Vehicles displaying valid rideshare permits may only park in designated stalls reserved for rideshare participants. If you do not have a rideshare permit, you cannot park in the rideshare stalls. Rideshare permits are not valid for general parking stalls or at the Vacaville Center or Vallejo Center. Rideshare vehicles must contain three (3) or more students for the permit to be valid.

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

General Campus Information

Fairfield, Vacaville, and Vallejo: Parking permits are required while parked on Solano College properties. Permits are required each semester and summer sessions.

Student parking is provided in clearly designated parking lots. Reserved parking areas are reserved for visitors, for faculty and staff who hold permanent parking permits, and for disabled persons. The California Vehicle Code and District parking regulations are enforced by the Solano Community College Police Department.

Parking Enforcement: During the first two weeks of the Fall/Spring semester and during the first week of the start of the 10-week Summer Session, parking permits are not enforced in student parking lots with the exception of reserved areas, such as Ride Share, Visitors, Faculty and Staff, Disabled parking, etc. Thereafter, permit parking is enforced Monday-Friday, 7 a.m. – 10 p.m. You must have a valid permit clearly displayed while parked on Solano Community College District property, including the Vacaville Center and the Vallejo Center. All other regulations and vehicle code violations are enforced 24 hours a day, 7 days a week.

General Information: Parking permits are good for all Solano College campuses. Permits must be located as indicated on the permit directions. Parking fees are subject to change. Parking brochures are available at the Police Department, Student Center (Bldg. 1400), Switchboard (Bldg. 1600), and at the Information Booth (Bldg. 400). An appeal process is available to contest parking citations. For more information regarding parking, access our Web site at www.solano.edu/police or email us at parkingservices@solano.edu or call (707) 864-7131.

PUBLICATIONS

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

SAFETY FOR THE COLLEGE COMMUNITY

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

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

Solano Community College maintains a police department. The department is located in Room 1800B. A person may report any criminal action or other emergency by calling extension 4355 or 911. The non-emergency number is extension 4369 or (707) 864-7131. Off campus dial 911 to report any emergency.

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

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

The college's police officers, have full peace officer authority, pursuant to California Penal Code (§830.32A) and Education Code (§72330). They have peace-officer training, as prescribed by the California Commission on Peace Officer Standards and Training. They have the same authority throughout the State of California as a municipal police officer or a county deputy sheriff. The Police Department receives reports for all incidents occurring on campus and is responsible for investigating all campus crime. Drivers should be aware that police officers are authorized to enforce all provisions of the California Vehicle Code relative to both moving and non-moving violations on campus.

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

Sexual Assaults: Sexual assaults including rape, acquaintance rape, and other sex offenses, should be reported to the Police Department immediately. Police can be contacted in Room 1800B or emergency phone extension 4355. The non-emergency number for campus police is extension 4369 or (707) 864-7131.

General Campus Information

If the crime occurred off campus, call the 911 police emergency number.

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

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

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

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

Finally, all effective crime prevention programs include some measure of people watching out for one another.

All staff and students are asked to be **ALERT, SAFETY-CONSCIOUS, AND INVOLVED**. Call the Solano College Police, via the college emergency extension 4355, whenever you see suspicious behavior or activity.

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

SMOKE-FREE CAMPUS/WORKPLACE

For reasons of health and safety, the Solano Community College District has instituted a Tobacco Free policy. Tobacco use is prohibited on all District-owned

property, including buildings, grounds, and parking lots. (Board Policy §4215). It is the responsibility of all students and employees to observe this policy. SCC will follow discipline procedures for those reported to be violators. (This policy does not supersede more restrictive policies that may be in force in compliance with State or Federal regulations.)

STUDENT RIGHTS

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

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

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

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

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

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

General Campus Information

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

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

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

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

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

CIVIL RIGHTS/TITLE IX

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

Other forms of unlawful/prohibited discrimination under federal and state law include discrimination on the basis of race or national origin. Further, the

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

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

The Americans with Disabilities Act of 1990 provides individuals with disabilities equal educational opportunities, programs, and services. To ensure equality of access for students with disabilities, academic accommodations and auxiliary aids shall be provided to the extent necessary to comply with state and federal law and regulations. Academic accommodations and auxiliary aids shall specifically address those functional limitations of the disability, which adversely affect equal educational opportunity. If students feel their accommodations have not been made, they may file a complaint with the Director of Human Resources, Building 600.

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

1. Submission to the conduct is explicitly or implicitly made a term or condition of an individual's employment, academic status, or progress.
2. Submission to, or rejection of, the conduct by the individual is used as the basis of employment or academic decisions affecting the individual.
3. The conduct has the purpose or effect of having a negative impact upon the individual's work or

General Campus Information

academic performance, or of creating an intimidating, hostile, or offensive work or educational environment.

4. Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors programs, or activities available at or through the district.

Examples of Sexual Harassment:

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

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

2. Continuing to express sexual interest after having been informed that the interest is unwelcome.
3. Coercive sexual behavior such as making reprisals, threats of reprisal, or implied threats following a rebuff of harassing behavior used to control, influence, or affect the career, salary, or

work environment of another person, including but not limited to promises or threats regarding appointments, promotions, transfers, changes of assignment, or performance evaluations which are explicitly or implicitly made contingent on the person tolerating or submitting to the sexual behavior.

4. Coercive sexual behavior such as making reprisals, threats of reprisal, or implied threats following a rebuff of harassing behavior used to control, influence, or affect the educational opportunities, grades, or learning environment of a student, including but not limited to promises or threats regarding grades earned or deserved, course admission, suggesting poor performance evaluations, letters of recommendation, benefits or services such as scholarships, financial aid, or work study jobs which are explicitly or implicitly made contingent on the student tolerating or submitting to the sexual behavior.

Obligations of All District Employees and Students

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

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

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

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

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

General Campus Information

STUDENT RIGHT-TO-KNOW DISCLOSURE

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

and prospective student athletes make an informed judgment about the educational benefits available at a given institution of higher education.

Compliance with the Student Right-to-Know and Campus Security Act of 1990, completion and transfer rate statistics can be viewed at <http://srtk.cccco.edu/index.asp>.

Student Services

ADMISSIONS AND RECORDS (A&R)

The Admissions and Records office is located in the Student Services building.

Registration dates, times, and locations for each term and the summer session are printed in the Schedule of Classes and are available on our web site at www.solano.edu. For more information or for questions, problems or appeals, email admissions@solano.edu or call (707) 864-7171.

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

The Associated Students of Solano Community College are represented by an Executive Board and the Student Senate. Every registered student is a member of the A.S.S.C. and is encouraged to participate in the student government. Students may obtain information from the Student Development Office (Room 1425) concerning requirements for holding a student government office. The A.S.S.C. meets weekly in Room 1421 in the Student Center. Through its annual budget, the A.S.S.C. allocates student funds for the use and benefit of day, evening and off-campus students. Students are invited to drop in and become familiar with the services provided by the Student Development Office and to meet the people (students, staff, and faculty) who are working to make the student experience at Solano Community College a successful one.

CALWORKS

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

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

Solano College's CalWORKs training programs are approved by the Solano County Department of Health & Social Services. To begin your journey to success call (707) 864-7000, ext. 4645 or 7252, or stop by Room 433 on campus.

CHILDREN'S PROGRAMS

The Solano Community College Children's Programs provide child development and childcare services for children of student parents and from the neighboring community. The program is also the early childhood education laboratory school for students studying early childhood education.

We are open for child care from 7:45 am-3:30 pm Monday through Friday, serving children between the ages of 1 and 5 in part day and full day programs.

To place your child on the subsidized or non-subsidized wait list, you may come to the 200 building on the Fairfield campus to complete an application. As openings occur, we enroll from the wait list. The majority of the enrollment spaces are state or federally subsidized with no- or low-cost child care available to low income families. The fees for non-subsidized child care vary according to the child's age and hours enrolled in care.

The children's days and hours of enrollment are based upon the parents' school schedules and/or work hours. To support the consistency and structure that children need, we emphasize a consistent enrollment schedule for each child. We do not provide drop-in child care services

High quality, developmentally appropriate services are provided daily by well-qualified, dedicated teachers. Early childhood education students learning to be teachers of young children work in the classrooms as well. The children receive one-on-one support through a curriculum designed to meet their developmental needs.

Stop by to visit the Children's Programs in building 200 on the Fairfield campus. The office staff is available to assist you Monday – Friday from 8:00 – 4:00. You may also call (707) 864-7182 for more information.

CARE PROGRAM (Cooperative Agency Resources for Education)

The CARE Program is a supplemental program of EOPS designed to provide educational support services and activities for the academically under-prepared, welfare dependent, single head of household students. The expected outcome of students that participate in the CARE Program is to break the cycle of welfare. To be eligible you must be an EOPS student receiving the Pell grant, at least 18 years of age, be a single parent head-of-household, be a current recipient of TANF/CalWORKs cash aid or their dependent child/children currently receiving cash aid, have at least one child under 12, and be enrolled full-time at Solano Community College.

Student Services

CARE support services include: reimbursement with child care expenses, textbooks and supplies, and transportation costs; meal tickets, academic counseling, and personal development activities and workshops.

For more information, contact the EOPS Office, in room 426; or call (707) 864-7000 ext. 4444, or go online at www.solano.edu and click on Financial Aid.

COUNSELING

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

New students should plan to meet with a counselor well before the start of their term.

Counseling services are available in person at the main campus and college centers, as well as online through e-counseling at www.solano.edu/counseling/ecounseling.php.

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

How to make a counseling appointment

1. In person
2. Online at http://www.solano.edu/counseling/counseling_services.htm
3. By phone:
 - Main Campus (707) 864-7101
 - Vallejo Center (707) 642-8188
 - Vacaville Center (707) 863-7872
 - Travis Air Force Base (707) 863-7878

ENGLISH AS A SECOND LANGUAGE (ESL) LAB

The English as a Second Language Department operates an ESL Lab in building 100 (Library) to provide listening comprehension and pronunciation practice for second language learners. Students may also work on grammar and elementary word processing while carrying .5 to 1 unit per semester up to a maximum of 3 units.

EOPS PROGRAM (Extended Opportunity Programs & Services)

Extended Opportunity Programs and Services (EOPS) is a State funded categorical program that provides "over and above" services to eligible EOPS students. The Solano Community College EOPS Program provides support services to students that are both financially and educationally disadvantaged to obtain their educational goal. As a college success program, EOPS is designed to increase the success rate of students that are affected by socio-economic or language barriers, increase attendance by historically underrepresented students, and enhance their success in college. Additional eligibility criteria for the EOPS Program includes:

1. Be a California resident.
2. Be enrolled in 12.0 semester units at Solano College.
3. Qualify and receiving the BOG Fee Waiver A or B.
4. Be educationally disadvantaged according to State defined Title V Guidelines.

EOPS support services include:

- program orientation
- academic, career, and personal counseling
- Student Education Plan (SEP) development
- tutoring referrals
- fee waiver assistance for university applications
- newsletter or bulletin
- priority registration and registration assistance
- progress reports
- workshops
- book voucher program for fall and spring semesters

For more information, contact the EOPS Office, in room 426; or call (707) 864-7000 ext. 4444, or go online at www.solano.edu and click on Financial Aid.

FINANCIAL AID PROGRAMS AND ELIGIBILITY

Basic types of financial aid:

- **Grants** – Federal and state gift aid that does not have to be repaid, unless the student withdraws before completing 60% of semester.
- **Work-Study** - Money earned monthly through part-time work.
- **Loans** - Money borrowed which must be repaid with accrued interest.
- **Scholarships** – Institutional, foundation, non-profit, and private gift aid that does not have to be repaid.

Student Services

Financial Aid TV
ANSWERS ON DEMAND



**Have questions
about financial aid?**

**Check out our online
video answers!**

solano.financialaidtv.com/m



Student Services

HOW TO APPLY FOR FINANCIAL AID

Apply online at www.fafsa.gov with the FAFSA (Free Application for Federal Student Aid) annually beginning January 1 using the Solano Community College Title IV School Code 001292. Students are encouraged to submit the FAFSA by the annual March 2 priority and state deadline; however, the FAFSA may be submitted late through the end of the spring term of the following academic year.

NOTE: Application processing may take up to 10 weeks after completing and submitting additional Required forms and documentation (see "Student Requirements" on the Financial Aid webpage.) Students are encouraged to log into their MySolano web account to read frequent email blasts and check their updated Financial Aid status. For more information, go online to www.solano.edu, click "Financial Aid." www.solano.edu, click "Financial Aid."

The BOG Fee Waiver (BOG FW) is a state financial assistance program offered through the California Community College system. Enrollment fee(s) for qualifying students who are California residents will be waived who meet BOG FW eligibility requirements in one (1) of the three (3) ways:

BOG Fee Waiver A:

- Be a California resident.
- Apply with the FAFSA (Free Application for Federal Student Aid) at www.fafsa.gov or the BOG Fee Waiver application. Refer to www.solano.edu, click "Financial Aid" for the paper application or use the CCCApply online BOG fee waiver application coming soon!
- Be a recipient of CalWORKS/TANF (Temporary Assistance to Needy Families), or SSI/SSP (Supplemental Security Income/State Supplemental Program), or General Assistance/General Relief at the time of enrollment.
- Provide documentation of receiving CalWORKS/TANF, or SSI/SSP, or Untaxed Income Verification form of cash benefits currently received at time of enrollment.
- Documentation may include a copy of correspondence from the local office of Public Assistance which identifies the student (or family members if applicable) and indicates that a monthly payment is being awarded for the current or prior month. This may include a copy of an Adjustment-to-Benefits letter, Notice of Action or Aid Verification Summary that show current receipt of CalWORKS/TANF, SSI/SSP, or General Assistance/General Relief and the amount of the grant.

BOG Fee Waiver B:

- Be a California resident.
- Apply with the FAFSA (Free Application for Federal Student Aid) at www.fafsa.gov or the BOG Fee Waiver application. Refer to www.solano.edu, click "Financial Aid" for the paper application or use the CCCApply online BOG fee waiver application coming soon!
- Meet the following 2013-2014 Income Standards:

Family Size	2012 Income
1	\$16,755
2	\$22,695
3	\$28,635
4	\$34,575
5	\$40,515
6	\$46,455
7	\$52,395
8	\$58,335
Each Additional Family Member	\$ 5,940

- These 2013-2014 Income Standards are based upon the federal guidelines, as published each year by the U.S. Department of Health and Human Services. Under Title 5 of the California Education Code of Regulations, the student or the student's family must have a total income in the prior year (in this case 2012) that is equal to or less than 150% of the U.S. Department of Health and Human Services Poverty Guidelines based upon family size.
- The U.S. Department of Health and Human Services published the 2012 Poverty Guidelines in January 2012 (Federal Register / Vol. 77, No. 17 / Thursday, January 26, 2012 / Notices).
- These income standards are for the 2013-2014 academic year and are to be used to determine BOGFW-B eligibility EFFECTIVE July 1, 2013.

BOG Fee Waiver C:

- Be a California resident.
- Apply with the 2013-2014 FAFSA (Free Application for Federal Student Aid) online at www.fafsa.gov.
- Demonstrate minimum need threshold of \$1,104.00 based upon FAFSA data.
- The "minimum need" threshold will be established annually by the California Community College Chancellor's Office. The minimum need threshold shall be in effect beginning Fall 2013-Summer 2014 term.

Student Services

CCCApply online BOG Fee Waiver application is coming soon for **BOG Fee Waiver A & B!** Refer to www.solano.edu, click "Financial Aid" for the paper application or for the latest information about the CCCApply online BOG fee waiver application.

AB-540 Students

The California Dream Act of 2011 (AB130/131) allows eligible undocumented and documented students to apply for and receive institutional scholarships and state administered financial aid (AB-130) and community college fee waivers (AB 131). Effective January 2013 (Spring 2013), the BOG fee waiver application will become available.

Financial Aid assistance is available through the federal and state government, as well as scholarships offered by the institution, private and non-profit foundations. Financial aid may help to offset the cost of higher education such as tuition, fees, books, supplies, housing, transportation and personal expenses. Be aware that financial aid does not fully support a student with all expenses. Financial Aid is one of many tools to help students achieve their educational and career goals. Here is a listing of financial aid programs available through Solano Community College:

Title IV Federal Student Aid Programs—School Code 001292

Grants (free money for college)

- Pell Grant
- Supplemental Educational Opportunity Grant (SEOG)

Work-Study (cash earned while you learn)

Loans (borrowing requires repayment)

- Direct Loan Program
 - Subsidized
 - Unsubsidized

California State Aid

- Cal Grant B, C, Transfer
- Chafee Grant for Foster Youth

California Community Colleges

- BOG Fee Waiver (CA residents)
- Extended Opportunity Programs & Services (EOPS)
- Foster Youth Success Initiative (FYSI)

Scholarships

- Private foundations and non-profit organizations
- Institutional (colleges/universities)

Eligibility for financial aid is based on financial need and on several other factors. To be eligible to receive financial aid assistance, students must:

- Demonstrate financial need (except for certain loans). 7
- Have a high school diploma or a General

Education Development (GED) certificate, meet other standards your state establishes that the Department approves; complete a high school education in a home school setting that is treated as such under state law; or have completed 6 semester units in a post-secondary degree or certificate program prior to July 1, 2012.

- Be a U.S. citizen or eligible noncitizen.
- Have a valid Social Security Number.
- Register with the Selective Service (males age 18-25). Students may use the online FAFSA at www.fafsa.gov to register, or may register at www.sss.gov, or call 1-847-688-6888. (TTY users can call 1-847-688-2567.)
- Maintain Satisfactory Academic Progress (SAP).
- Not in default on a federal student loan and do not owe money on a federal student grant.

Satisfactory Academic Progress (SAP)

Federal and State financial aid regulations require Solano Community College (SCC) to establish, publish, and apply qualitative, quantitative and incremental standards by which SCC can determine whether a student requesting and/or receiving financial aid is maintaining Satisfactory Academic Progress (SAP) in his/her course of study. Financial Aid requires a declared major and enrollment in a Title IV eligible program (16 or more units in length). Solano Community College Financial Aid Office evaluates all three standards along with specific institutional policies to determine a student's eligibility. Satisfactory Academic Progress (SAP) will be evaluated at the end of each semester. Each SAP evaluation includes both the semester and cumulative GPA and pace of progression completion rate.

Satisfactory Academic Progress (SAP) Standards

- Grade Point Average (GPA)
- Pace of Progression
- Maximum Time Frame
- Institutional Policies

Qualitative-Grade Point Average (GPA):

- Students must have a cumulative GPA of 2.0 at each SAP evaluation.
- Grades for remedial and ESL courses count in the GPA calculation.

Quantitative-Pace of Progression:

- Students must complete at least 67% of the cumulative number of units attempted at each SAP evaluation.
- Completion rate is computed by dividing the total number of units completed by the total number of units attempted.
- Must include courses with earned "W" and units transferred into the institution, as well as academic renew/amnesty courses.

Student Services

Quantitative-Maximum Time Frame

- A period of time that is no longer than 150% of published length of the program in which the student is enrolled.
- For degree and transfer programs of 60 units, maximum time frame is 90 units.
- For eligible certificate programs, maximum time frame varies (i.e. 30 unit program = 45 units maximum, 18 unit program = 27 units maximum).
- Requires that the student be enrolled in a Title IV eligible program leading to degree, certificate or transfer (basic financial aid requirement).
- Must include courses with earned "W" and units transferred into the institution, as well as academic renew/amnesty courses.

Institutional Policies:

- Remedial/ESL coursework may be excluded from the Pace and Maximum Time Frame calculations.
- All units attempted are considered in the evaluation process, this includes incompletes and withdrawals.
- Major Changes: A maximum of two major changes are allowed.

Warning

- Students not making SAP will be automatically placed on one term of "Warning" status.
- Students may receive financial aid during the warning period.
- Students not making SAP at the end of the warning period are determined to be ineligible for federal and state financial aid until they meet SAP standards.

Re-establishing Eligibility

- Students may reestablish their eligibility by meeting the Pace of Progression- 67% completion rate standard along with a minimum cumulative GPA of 2.0.
- Sitting out one semester or longer will not reestablish eligibility.

Student Appeals for Extenuating Circumstance

- Should include an explanation of why the student failed to meet SAP.
- Should explain what has changed that will allow the student to make SAP.
- Additional documentation required; see appeals form.
- Outcome is a Professional Judgment decision, case-by-case and not capricious nor discriminatory.
- Progress Report may be required prior to final determination.
- **Effective 2011-12 academic year. Students may be granted only one (1) appeal.**
- **Remedial Courses:** Remedial courses are eligible for funding only if recommended on a student's

educational plan by an academic counselor. A maximum of 30 remedial course units will be eligible for financial aid funding.

Probation

- Approved appeals result in the student being placed on SAP probation.,
- Students may receive financial aid during terms of probation.
- Students can regain eligibility by making SAP at the end of one term of probation.
- Students must complete 75% of the units attempted along with a 2.0 GPA each semester while on probation.
- Students must follow their academic plan while on probation.
- The institution will verify each term that the student is following the academic plan and/or meeting terms of probation; if not, the student becomes ineligible for federal and state student aid until SAP standards are met.

Scholarships

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

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

Student Services

Students interested in applying for these scholarships should refer to www.solano.edu, click "Financial Aid" or contact the Financial Aid Office, Student Services Building 400, Fairfield Main Campus, (707) 864-7103 for additional information.

(Refer to **SCC Scholarship Foundation** for updated information)

HEALTH CENTER FOR STUDENTS

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

INTERCOLLEGIATE ATHLETICS

The Intercollegiate Athletics Program is governed by the California Community College Athletics Association. Solano College is a member of the Bay Valley Conference and participates in a number of men's and women's intercollegiate sports.

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

MEN

ATHL 015 Intercollegiate Baseball (Spring)
ATHL 016A/016B Intercollegiate Basketball (F/S)

WOMEN

ATHL 001 Intercollegiate Volleyball (Fall)
ATHL 002A/002B Intercollegiate Basketball (F/S)
ATHL 003 Intercollegiate Softball (Spring)
ATHL 004 Intercollegiate Soccer (Fall)

MEN AND WOMEN

ATHL 010 Intercollegiate Swimming/Diving (S)

LIBRARY

The Library offers services at the Vallejo Center, the Vacaville Center, and on the Fairfield campus. On the Fairfield campus (in Building 100) the Library offers access to over one million items through SNAP, a consortium of public and community college libraries in Solano and Napa counties. Patrons also have access to a variety of online, full text magazines, journals, newspapers, e-books, and other digital resources. The Library provides free, daily delivery of SNAP materials located at other SNAP libraries.

The Library houses a reserve collection of class-related materials, media, as well as a wide variety of materials for basic research. The Library also houses an Information Commons with sixty PC's, providing students with access to the Library's online catalog, databases, word processing packages, Excel, PowerPoint, and the Web. It also contains a Bibliographic Instruction Classroom accommodating students in library orientations and workshops as well as Information Competency, Research and Web Searching courses. Independent and group study/work spaces are available as well.

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

MATHEMATICS, ENGINEERING AND SCIENCE ACHIEVEMENT (MESA)

The MESA program offers a wide range of support for students planning to transfer to a university in math, science, or engineering. This program assists economically and educationally disadvantaged students by helping them overcome educational barriers through strong academic assistance, and by making students aware of the many opportunities in math-related fields.

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

Student Services

OCCUPATIONAL WORK EXPERIENCE

Occupational and General Work Experience opportunities and credit are provided for eligible students. Requirements for participation are found under Occupational Education in the course listing section of this catalog. A maximum of 8 units per semester and 16 units of total credit is available through this program (not all unit options are available every semester. Please check current course schedule for unit offerings). Occupational and General Work Experience may not be taken concurrently. For information and assistance, contact the Work Experience Office, Room 1811, or telephone (707) 864-7139, or e-mail debra.berrett@solano.edu. Additional information may be found at: <http://www.sccworkexperience.com>.

PUENTE PROJECT

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

- 1) A rigorous one-year writing program, ENGL 370-English Fundamentals and ENGL 1-English Composition. These classes provide a supportive and stimulating environment for Puente students to build confidence in writing skills.
- 2) Focused counseling services, COUN 007-College Study Techniques and COUN 050-Career/Life Planning. Students work closely with the Puente counselor until graduation, exploring career options, developing an academic educational plan and identifying lifetime goals. Students visit University of California and California State University campuses and attend an annual student transfer conference.
- 3) Professional community mentors—each student is matched with a mentor from the business or professional community. Mentors share with students personal, academic, and career experiences, and provide a window into a "real life" work environment. For more information, please contact the Counseling Office at (707) 864-7000, ext. 7101.

READING LAB

THE READING IMPROVEMENT LAB (English 320)

The Reading Improvement Lab (English 320) is an open-entry, open-exit class offering individualized instruction for students who want to improve their reading skills on an independent basis. The Lab is

designed to serve all Solano College students, especially including students not enrolled in any other English classes. Any Solano College student may enroll in this class. This class focuses on reading foundation skills with individualized instruction providing an opportunity to address specific reading needs.

THE WRITING SKILLS LAB (English 310)

The Writing Skills Lab (English 310) is an open-entry, open-exit class offering individualized instruction in writing skills. The Lab is especially designed to serve independent students not enrolled in any other English classes. The Lab is designed to serve all Solano College students, especially including students not enrolled in any other English classes. Assignments are based on individual needs and will vary for each student.

SCHOLARSHIP FOUNDATION

The Solano College Scholarship Foundation is a non-profit corporation that awards scholarships to students at Solano Community College on the basis of their academic achievement and demonstrated potential for excellence. The Foundation is administered by a Board of Directors with representatives from the communities of Solano County.

Beginning with the three scholarships that were presented in 1974, the scholarship program has grown through the years. In the fall of 2009 over 60 awards were presented and over \$25,000 was distributed to Solano students. The goal of the Scholarship Foundation is to promote academic excellence among Solano students by recognizing and rewarding outstanding students. Almost all of the scholarships require students to have completed 24 graded units of coursework at Solano with a cumulative GPA of at least 3.30.

The Foundation administers two scholarship programs, the General Scholastic Achievement Program and the Memorial and Special Endowments Program. Each of these scholarships has been established to honor and commemorate specific individuals or purposes. Most have designated majors and/or other specific qualifying requirements that determine eligibility for consideration.

Academic Senate Distinguished Scholar Award

ASSC Academic Scholarship

ASSC Leadership Scholarship

Chloe Beavers Tribute (Cosmetology)

Dr. Marge Blaha Memorial

(Re-entry, female, transfer major)

California Teachers Association Scholarship

(Education, interest in teaching)

Jean Chapman Scholarship (Science)

Naomi "Chris" Christensen Memorial (Music)

Student Services

Joe Clevenger Tribute Scholarship (Business Administration)
James "Jim" Cooper Memorial (Business)
John and Carol DeKloe Biotechnology Scholarship
Ray O. Duey Memorial (Registered Nursing)
Eddie Edwards Memorial (Re-entry)
Fairfield-Suisun Twilight Rotary Club (Business or related major)
Jane H. Ford Memorial (English)
Robert D. Ford Memorial (Science)
Gilbert Memorial (Re-entry, history)
Rachel Goodwin Memorial
Chuck Gray Memorial (Photography)
Harry Gray Memorial (History or Political Science)
Phillip Moses Gray Memorial (Re-entry, male, Human Services)
Dr. Carolyn Anne Green Memorial (Registered Nursing)
Richard E. Green Nursing Award
Peggy Gross Memorial (Wildlife interests, Audubon Society)
Bob Hamilton Memorial (Science)
Ralph Hanson Memorial (Language Arts)
Buelah Hawkins Memorial (Re-entry, female, essay required)
James "Doc" Hollister Memorial (Athlete who plans to transfer)
Hosley Family Scholarship (Academic Excellence/Transfer)
Margaret Lee Jenkins Memorial (Cosmetology)
Math and Science Instructors' Scholarship
Carmen Camille Cook Johnson Memorial
(Re-entry, ECE, Social Science, Education)
Kirkorian Family Memorial (Education)
Phuong Le Memorial Scholarship for Nursing
Clyde Low Scholarship (History, Library Science)
William Michaels Memorial (History or Vocational Education)
Jim Mills Scholarship (Biotechnology)
Martin Mini Memorial
Diana Muir Memorial (Re-entry, English)
Mary C. and Henry A. Ornellas Memorial
(Fashion Design, Music, or Cinematography)
Dr. Delphine Palm Memorial (Biological Science or Medical Field)
Robert (Bob) Pokorny Memorial (Education)
Henry Power Memorial (Aeronautics)
Dr. Sally Ralph Memorial (Psychology / Counseling)
Clarence Rose Memorial (Computer Science, Math, Engineering)
Steve Ryder Memorial (Nature Appreciation)
SCC Cosmetology Scholarship
Art and Myrna Satterlie Scholarship (Math, Engineering, Science)
Bob Scott Mathematics Scholarship
Don Seigel Journalism/English Scholarship
(Journalism major or Tempest staff member)
Sierra Club, Solano Group, Scholarship (Environmental Concerns)
Dennis Stevens Memorial
Taylor Memorial (Re-entry)
Dr. Jane M. Thompson Memorial (Business or Computer Science)
Mac Tilley Memorial (Electronics)
Malcolm Henry Tipp Memorial Scholarship
(Business, Computer Science)
Charlotte Waggy Memorial
Lawrence "Jack" Wheeler Memorial (Counseling)
Bill and Jean Wilson Memorial (Leadership/Service, Athletics)

Morgan "Porky" Wood Memorial (Athletics)

For additional information, please visit the Solano College website at http://www.solano.edu/president/scholarship_foundation.html, contact the Scholarship Foundation, at PO Box 2208, Fairfield, CA 94533 or phone (707) 425-4590.

SERVICEMEMBERS OPPORTUNITY COLLEGES (SOC)

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

STUDENT ACTIVITIES TRANSCRIPT

The Activities Transcript is an opportunity for SCC students to document college sponsored involvement, service, and volunteerism beyond the classroom. This transcript, bearing the official College seal, is offered free to students. For more information, please contact the Director of Student Development at (707) 864-7168, or pick up a packet from Room 1425/1426.

STUDENT CLUBS

A wide range of clubs and organizations reflecting cultural, social, ethnic, and academic interests are active on the campus. Announcements of meetings and activities are available from the Student Development Office, Room 1425, or call (707) 864-7000 ext. 4367.

STUDENT COMPLAINTS AND GRIEVANCES

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

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

Student Services

status, or sexual orientation has been directed against him/her by another student, staff member, group or campus organization, the student may file a complaint with the Director of Human Resources, (707) 864-7000, ext. 7122. The Director of Human Resources also serves as the Staff Diversity Officer, Title IX Coordinator and the Section 504/ADA Coordinator.

At any time the student may submit his/her complaint to any of the following agencies: California Department of Fair Employment and Housing at (800) 884-1684; U.S. Department of Education, Office of Civil Rights at (415) 556-5555; California Community College Chancellor's Office at (916) 322-4005, and Equal Employment Opportunity Commission at (800) 669-4000.

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

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

STUDENT CONDUCT & DISCIPLINE POLICY (§5300)

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

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

- Failure to comply with the directions of District or College officers or employees acting in the performance of their duties; or violation of District or College policies or regulations.
- Violating District regulations concerning the registration of student organizations, use of College facilities, and the time, place or manner of public expression, distribution of leaflets, pamphlets or other materials.
- Academic dishonesty, such as cheating or plagiarism.
- Forgery, alteration, misuse, misappropriation or theft of College papers, documents, records or identification or knowingly furnishing false information to the District or College or its officers or employees.
- Disruption or obstruction of classes, meetings, disciplinary proceedings, or other authorized functions or activities of the District or College, whether conducted on the Solano Community College campus or elsewhere including, but not limited to, the use of electronic communication and listening devices.

***At time of printing, this policy and procedures were under review and it was anticipated there would be changes. See web site for current policy and procedures, or contact the Dean of Student Services Office, Bldg. 400, Fairfield Campus.*

- Abusive behavior directed toward, or hazing of, a member of the campus community on or off campus property, including verbal abuse, harassment, intimidation, or the threat of abuse, to the person or property of any member of the campus community, or of members of his or her family.
- Engaging in disorderly conduct, gambling, lewd, indecent, obscene, or offensive behavior on District-owned or controlled property or at any District or College-sponsored or supervised function or activity.
- The unlawful sale, possession, use or distribution of any drug or substance controlled by state or federal law on District or College controlled property or at any District or College sponsored or supervised function. Such drugs or substances include but are **not** limited to legally controlled hallucinogenics, narcotics, depressants, stimulants, marijuana and its products, toluene, and alcoholic beverages. This regulation does not apply to lawful possession of prescription drugs by the person named on the prescription or possession of contraband drugs or substances by peace officers and College instructors for use as evidence or teaching aids.
- Theft of, or intentional damage to, campus property, or property in the possession of, or owned by, a member of the campus community, or theft of software by copying. Unauthorized entry into, unauthorized use of, or misuse of campus property to include "computer piracy," which is unauthorized entry into information which is campus property.

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

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

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

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

Student Disciplinary Procedures: The Vice President of Student Services or designee administers the disciplinary procedures and is authorized to take appropriate action, subject to the approval of the Superintendent/President and the Governing Board as required in the current District policies and procedures. Disciplinary action taken under these procedures may be taken regardless of anticipated, pending, or completed civil or criminal proceedings arising out of the same act or event.

Copies of the District's current procedures on

"Student Conduct and Discipline (§5300)" are available free, upon request, from the Vice President of Student Services Office (Room 443).

STUDENT DEVELOPMENT OFFICE

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

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

DISABILITY SERVICES PROGRAM (DSP)

This program offers supportive service for students with physical, visual, hearing, learning and psychological disabilities or other medical problems. The purpose of this program is to enable persons with a disability to integrate successfully into the college program. Some of the supportive services are: specialized counseling, priority registration, assistive computer technology/alternate media, volunteer notetakers, specialized equipment, mobility services, and community agency liaisons. Also, adapted educational programs in Horticulture and Kinesiology (Physical Education) are offered.

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

Learning Disability Center: Solano College offers thorough testing to determine learning strengths and weaknesses for a student with a possible learning disability. This leads to a comprehensive evaluation for services, Learning Skills classes, and to help with college success. Classes focus on learning strategies

Student Services

and all services stress access to the college experience. For more information contact the Learning Disability Specialist, (707) 864-7234.

TECHNOLOGY SERVICE & SUPPORT

Technology Services and Support is located in the Library Building (Bldg. 100). Technology Services & Support is responsible for all matters related to information technology services, strategic technology planning, and local data/telephone network planning and implementation. It exercises overall responsibility for administrative computing, academic and instructional technology support programs, telephony, network infrastructure, local and wide area networks, media, and videoconferencing. The office is open Monday through Friday, 8 a.m. to 5:00 p.m., and closed on weekends, all school holidays, and breaks between sessions.

TRANSCRIPTS-SOLANO COMMUNITY COLLEGE

Please visit our website www.solano.edu for transcript information. Click on the Admissions and Records Link, and then click on transcripts. For additional help, email us at admissions@solano.edu. You may also visit or call our office during business hours (707) 864-7171.

TRANSPORTATION

Public transportation to Solano College is available via local city transit agencies. For schedules and fares, contact the appropriate local agency. Information on bus schedules, ride shares, and carpools is available in the Student Development Office, Room 1425/1426. Also, bus schedules are available on the College web site at www.solano.edu.

TUTORING

Students may receive free tutoring in most subjects offered at Solano College. Students interested in being hired as paid tutors, or students desiring assistance with their study load, should contact the Tutoring Center, located Bldg. 400, or call (707) 864-7230.

VERIFICATION OF ENROLLMENT

Solano College has authorized the National Student Clearinghouse to act as its agent for verification of student enrollment status. You can obtain an official Enrollment Verification Certificate at any time via the Clearinghouse web site at www.studentclearinghouse.org. There is a \$4.00 cost for this express service. Please visit our website for additional information at www.solano.edu then click on the Admissions link.

VETERANS AFFAIRS

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

WRITING SKILLS LAB

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

Admission and Registration

MATRICULATION

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

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

Each student has the following responsibilities regarding matriculation services:

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

The College has the following responsibilities:

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

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

Exemptions. The following students are exempt from matriculation:

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

ADMISSION TO THE COLLEGE

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

APPLICATION FOR ADMISSION

Applications for admission with detailed instructions are available on the college Web site at: www.solano.edu.

An application must be submitted if a student is:

1. A new student entering Solano Community College for the first time, or

2. A returning (former) student who did not attend Solano for the prior semester, or
3. An international student, or
4. A student in grades K-12 enrolled in a public or private school seeking special admission.
5. All students should apply online at www.solano.edu/mysolano.

SPECIAL ADMISSION (K-12)

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

At the time of printing, the Special Admission process was under review with changes expected to happen in 2013-14. Please visit the A&R website for current information, <http://www.solano.edu/oar/>

Admission and Registration

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

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

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

Please visit our website for additional information at ww.solano.edu then click on the Admissions link.

INTERNATIONAL STUDENT ADMISSION*

Solano College admits international students each year. We accept applications year round. International students must meet the following admission requirements:

1. File official transcripts from all secondary schools, universities or professional schools. Transcripts must be accompanied by an official English translation.
2. Submit scores from the Test of English as a Foreign Language (TOEFL). A minimum score of 500 is required for admission on the paper-based examination. A score of 61 on the internet-based test is required for admission (subject to change) and from the IELTS test a score of 7.0.
3. File a current declaration and certification of finances.
4. File a current certificate of health, including a tuberculin test. A copy of the health verification certificate submitted to immigration is acceptable provided it is not more than one year old.
5. Provide evidence of health and accident insurance protection.
6. Provide a local street address, not a post office box number, and a social security number, if applicable.

Students with an F-1 Visa must meet with the International Student Advisor each semester for approval of their academic programs. Each student must maintain enrollment in at least 12 semester units of academic work each semester. Non-resident tuition is \$199 per unit plus the \$46.00 per unit enrollment fee for the 2013-14 school year. All fees are subject to change by the Board of Governors.

Email to international@solano.edu for additional information.

RESIDENCY

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

SCCID (SOLANO COLLEGE IDENTIFICATION NUMBER)

All students admitted to Solano College will be issued an SCCID upon receipt of their application for admission. The SCCID is your primary identification number. The SCCID provides an added layer of protection to combat ever-increasing occurrences of identity theft.

TRANSCRIPTS FOR ADMISSION

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

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

Students planning to complete an A.A./A.S. degree or certificate should submit transcripts from other institutions if the units apply toward the degree or certificate requirements. The applicant is responsible for requesting the transcripts be mailed directly to the Admissions and Records office. Please visit our website www.solano.edu for transcript information. Click on the Admission, Registration & Records link, then click on Transcript for additional help, or email us at admissions@solano.edu.

*Subject to change

Admission and Registration

Transfer of Credit from Other Colleges

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

REGISTRATION ASSESSMENT/ ORIENTATION PROGRAM

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

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

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

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

Additional information may be obtained from the Counseling Center or at the Admissions and Records office. Students should schedule an assessment test online at 222.solano.edu/studentervices The Center is located in Building 400, Room 442. Students may also phone (707) 864-7000, ext. 4525 for more information.

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

DEBTS

- Most debts for the current semester that are associated with registration can be paid online. If you do not have internet access or your debt involves special circumstances, please contact Admissions and Records.

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

Debts left unpaid may be subject to collections and/or holds on student's records

OFF-CAMPUS CLASSES

Classes are offered at three off-campus centers in Vallejo, Travis Air Force Base, and Vacaville. The Vallejo Center is located at 545 Columbus Parkway, Vallejo, Vallejo, (707) 642-8188. Travis University Center is located at 530 Hickam, Travis AFB, (707) 863-7878. The Vacaville Center is located at 2001 N. Village Parkway, Vacaville, (707) 863-7872.

In addition to the sites listed above, each semester there are classes offered at many other locations. Students should consult the Schedule of Classes for specific locations and times. For convenience, registration for off-campus classes can be accomplished online at the College web site. Counseling services are generally held at three off-campus locations, the Vallejo Center, Travis University Center, and the Vacaville Center. Further information is available in the Schedule of Classes, on the College web site at: www.solano.edu, or by calling the Admissions and Records office (707) 864-7171. It is advised that for classes offered at the Travis University Center students should view the Solano Community College web site to meet the security requirements for Travis Air Force Base.

PHOTO-IDENTIFICATION CARD (\$5.00)

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

Admission and Registration

SCHEDULE OF CLASSES

A searchable class schedule is online at www.solano.edu.

REGISTRATION PROCEDURES

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

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

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

The Schedule of Classes contains registration information and instructions. Registration is conducted by priority. The priority registration definitions/schedule are listed in the Schedule of Classes and online approximately 2 weeks prior to the start of the registration period. Payment is due upon registration.

LATE REGISTRATION

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

Adding Classes and/or Late Registration:

1. Students go to the classes they wish to attend. If space is available, the instructors will give them an add code which they should use to enroll in the course online via the College web site.
2. All enrollment fees must be submitted upon registration.

Dropping Classes:

1. Students must drop classes online at www.solano.edu
2. Students *may* be dropped from class by the instructor.
3. Students should check their Schedule Bill for course deadlines.

FEES

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

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

Students who do not officially drop courses may receive an "F" for the term and incur a student debt. Students should drop courses online.

NON-RESIDENT TUITION

Non-residents (out-of-state and international students) must pay tuition fees at the time of registration. The tuition fee for the 13-14 academic year, effective the first day of the summer session, 2013, is \$199 per unit. All non-resident students are also required to pay enrollment fees.

ENROLLMENT FEES AND OTHER COSTS

- Enrollment fee: \$46 per unit.* There is no enrollment fee for noncredit classes. Fees are due and payable at registration. All debts to the College must be cleared before students may register for classes.
- Parking fee for on-campus students: A \$20 fee per vehicle.
- Student transcript record fee: \$4.00 (first two are free); \$7.50 Express service; \$1.00 unofficial transcript.
- Student enrollment verification record fee: \$2.50 (first two are free). Express service through the National Student Clearinghouse: \$2.50.
- Health fee: Fall/Spring-\$13.00; Summer-\$5.00**
- Student photo ID for on-campus students: \$5.00 (good for nine consecutive semesters when validated).
- Student Center fee: \$1 per credit hour, up to a maximum of \$10 per student fiscal year (July 1-June 30).
- Library fines: 25 cents per day, per overdue book or other materials.
- Parking citations: \$20 (for regular parking citations); \$275 (for handicapped parking citations).
- Diploma mailing fee: \$3
- Certificate of Achievement mailing fee: \$1
- Instructional and required materials fees: See the Schedule of Classes.

Admission and Registration

- Duplicate fee receipt or unofficial transcript: \$1

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

Refer to Financial Aid Programs & Eligibility on page 21 for BOG fee Waiver (BOG FW) information.

APPLYING FOR REFUNDS

Classes dropped by appropriate deadlines are automatically refunded. Any outstanding debts are deducted from refunds. Fees are refunded by check 2-4 weeks after classes are dropped.

California Community Colleges Enrollment and Non-Resident Tuition Fee

Fall and Spring Semesters – Full Term Classes

Through refund deadline, 100% of the California Community College Enrollment Fee will be refunded.

Summer Session and Short-Term Courses

Through 10% of the course, 100% of the California Community College Enrollment Fee will be refunded.

Non-Resident Tuition

Refunds must be requested at Admissions & Records.

Photo I.D.

The Photo I.D. fee is refundable if the I.D. has **not** been issued to the student, and the Request for Refund form with the original receipt is received in the Admissions and Records office by the end of the second week of instruction or 10% of the class for short-term courses.

Health and Student Center Fees

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

**Health Fee Exemptions

Since the provision of health services is very expensive and the California Community College system does not have sufficient funds to subsidize student health services, the State Legislature mandates that the burden of supporting a student health center will be shared by all Solano Community College students through a general fee, regardless of whether they utilize the health center or have their own insurance.

The following students are exempt from paying the mandatory health fee:

- (1) Students who depend exclusively upon prayer for healing in accordance with the teachings of a bona fide religious sect, denomination, or organization.
- (2) Students who are attending a community college under an approved apprenticeship training program.

Students who fall within any one of the two grounds for exemption may apply for a fee waiver by submitting a written request to the Office of Student Development.

Academic Regulations

ACADEMIC COUNCIL

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

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

(Reference: *Student Services Policy and Procedures 5200*)

STANDARDS FOR PROBATION AND DISQUALIFICATION

This policy and procedure is currently under review and likely to change during the 2013-14 academic year. Please see Admissions & Records or Counseling for most up to date information. Email admissions@solano.edu. Students failing to maintain an acceptable standard of academic achievement shall be placed on academic probation, progress probation, academic dismissal or progress dismissal. (Reference: *Student Services Policy and Procedures 5100*) For purposes of probation and dismissal, only consecutive, primary semesters are counted. The semester in which a student's performance causes him/her to be placed on probation is the first probationary semester. Summer is not a primary semester. For most current information contact Admissions and Records at admissions@solano.edu.

Academic Probation

A. Placement on Academic Probation

A student shall be placed on academic probation for the following reasons:

A student has attempted at least 12 total semester units and has achieved a cumulative grade point (g.p.a.) average of less than 2.0.

B. Removal from Academic Probation

A student on academic probation is removed when his/her Cumulative g.p.a. is 2.0 or higher.

Progress Probation

A. Placement on Progress Probation

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

1. A student has attempted at least 12 total semester units and received transcript entries of "W", "I", or "NP" representing 50% or more of all units attempted.

B. Removal from Progress Probation

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

Dismissal

Dismissal prohibits the student from enrolling until one primary semester has passed and the student has met with a counselor and/or attended a probation/dismissal workshop.

A. Placement on Dismissal

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

1. A student achieves a cumulative g.p.a. of less than 2.0 for three consecutive primary semesters.

Academic Regulations

2. A student received 50% or more of transcript entries as "W", "I", or "NP" for three consecutive, primary semesters.

B. Removal from Dismissal

A student will be removed from Dismissal for any of the following reasons:

1. A student's cumulative g.p.a. is 2.0 or better and a Student's transcript entries of "W", "I", or "NP" are less Than 50% of all units attempted.

2. Satisfactory Progress After Dismissal:

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

If semester g.p.a. falls below 2.25 and/or student qualifies for Progress probation, student will be academically and/or progress dismissed.

Appeals

Students who are dismissed may file an appeal to contest the requirement of sitting out a primary semester with the Executive Vice President of Academic and Student Affairs or designee if extenuating circumstances exist which caused the substandard grades. To appeal, students complete the Readmit after Dismissal petition and indicate on it that they are appealing the requirement of sitting out a primary semester.

ACADEMIC RENEWAL

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

ACADEMIC RENEWAL – STUDENT SERVICES PROCEDURES 5110

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

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

Academic Regulations

PETITION PROCESS

Any student who has a problem regarding their academic performance, enrollment status, or registration/withdrawal procedures should contact the Admissions and Records office at admissions@solano.edu.

AUDITING

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

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

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

FINAL EXAMINATIONS

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

GRADES

GRADING SYSTEM

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

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

*Substandard grades (Title V 55761)

NON-EVALUATIVE GRADES

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

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

PASS/NO-PASS OPTION

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

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

Students may request P/NP grades in any regular graded class offered by the College but they are limited

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to a total of 15 semester units under the P/NP option while attending Solano Community College. In order to exercise this option, a petition must be filed with the Admissions and Records office at the time of registration, or by the fifth week of the semester for a full semester course. Petitions for summer session and short-term courses must be filed within the first thirty per cent of the course.

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

GRADE REPORTS

Grades are available online via *MySolano*. Contact admissions@solano.edu for assistance.

INCOMPLETE GRADES

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

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

CHANGE OF GRADES

Students requesting a change of grade must initiate the request within one year after completing the course for which the grade change is being requested. After this period, if there are extenuating circumstances, a change of grade may be requested; however, the period for requesting a grade change may not exceed 3 years after the completion of the course.

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

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

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

HONORS

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

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

Alpha Gamma Sigma: Permanent membership in Alpha Gamma Sigma, the California Community College Honor Society, recognizes students who have maintained a high grade point average in all college work. Permanent membership may be awarded at the time of graduation. Applications and information are available in Room 1425/1426 in the Student Center.

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

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

Academic Regulations

REPEATABILITY OF COURSES**

**At the time of print, review of repeatability regulations was in progress. See Title 5 for current information or contact the Admissions and Records office.

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

Special Circumstances: A course in which a grade of "C" or better was earned may be repeated when extenuating circumstances exist which justify such a repetition. Students must meet with a counselor to complete a "Repeat" petition. Students planning to transfer to a four-year institution should check that institution's policy on repeated courses.

STUDENT CLASSIFICATION

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

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

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

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

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

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

STUDENT LOAD

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

Permission to carry an excess load of 20.5 or more units may be granted to individuals depending on the excellence of their academic work. Petition for "Carry Excess Load" must be completed with a counselor. Petitions are available at the Admissions and Records office.

The California State Education Code specifies that each lecture hour of a community college class requires at least two hours of study outside of class.

The following schedule is suggested for students who attend college and also work.

SUGGESTED TIME PLAN

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

STUDENT RESPONSIBILITIES

Attendance and Participation

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

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

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

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

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signing an add card and writing "Reinstate" on the card. The add card must be submitted to the Admissions and Records office.

Attendance and Progress of Veterans

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

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

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

Withdrawal from Classes

Students are responsible for officially dropping from classes and verifying that drop cards are submitted to the Admissions and Records office or complete the drop process using the web online services. Non-attendance or non-payment of fees is not a guarantee of removal from a course and does not alleviate responsibility to pay fees. Students who do not officially drop courses may receive an "F" for the term and incur a student debt. Courses should be dropped online.

Courses dropped after 20% of instruction through the end of 62.5% of instruction will be recorded as a "W" on the student's record. A student must petition the Academic Council for a "W" after the last day to drop if extenuating circumstances apply. Documentation shall be required.

Short-term or summer session courses, which are less than a full semester in length, dropped during the first 20% of the class will not appear on the student's record. Courses dropped 21% to 62.5% of the term/session will be recorded as a "W" on the student's record.

Students should refer to their Schedule Bill for course specific deadlines.

Withdrawal from College

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

ACADEMIC INTEGRITY

At the heart of any institution of higher learning is the fundamental right of Academic Freedom for which Honesty and Integrity are preconditions. Academic Integrity is therefore fundamental to the Solano Community College community. Academic Integrity is maintained only when all academic work is the product of identified individuals. Any act of Academic Dishonesty interferes with Academic Integrity and therefore with the core values of this institution. All violations of Academic Integrity on the part of any member of the academic community constitute a serious offense. Examples of Academic Dishonesty include:

Plagiarism:

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

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

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

Cheating:

Cheating is the usage of unacknowledged or unauthorized notes, materials, information, calculators, electronic devices, or study aids in any academic exercise. Cheating also includes: using information from another student or student's paper; altering a graded work after

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it has been returned then submitting the work for re-grading without instructor permission; submitting another's work under one's own name. Students must not request others (including commercial term paper companies) to conduct research for them. Students may be restricted from leaving the classroom during an exam period.

Fabrication:

Fabrication is the falsification of any information or citation in an academic exercise. Fabrication includes presenting data not gathered in accordance with guidelines defining the appropriate methods for collecting or generating data or failing to include an accurate account of the method by which the data were generated or collected. "Invented" information may not be used in any laboratory experiment or other academic exercise without authorization from the instructor. The student must also acknowledge reliance upon the actual source from which cited information was obtained. A writer should not, for example, reproduce a quotation from a book review and indicate that the quotation was obtained from the book itself.

Facilitating Academic Dishonesty:

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

Denying Others Access to Information:

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

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

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

Sanctions:

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

Level One Violations

Level One violations may occur due to inexperience or lack of knowledge of principles of Academic Integrity. These violations are likely to involve a small fraction of the total course work, are not extensive, and/or occur on a minor assignment. Such infractions might include:

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

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

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

Records of students who commit Level One offenses will be maintained in the Office of the Dean of Students.

Level Two Violations

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

Academic Regulations

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

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

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

Records of students who commit Level Two offenses will be maintained in the Office of the Dean of Students

Level Three Violations

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

1. Copying on examinations.
2. Plagiarizing major portions of a written assignment.
3. Acting to facilitate copying during an exam.
4. Using materials prohibited by the instructor, e.g., books, notes, calculators or the like during an examination.
5. Collaborating before an exam to develop methods of exchanging information and implementation thereof.
6. Altering examinations for the purposes of re-grading.
7. Acquiring or distributing an examination from unauthorized sources prior to the examination.
8. Presenting the work of another as one's own.
9. Using a purchased or otherwise acquired term

- paper or other materials.
10. Removing posted or reserved material, or preventing other students to its access.
11. Fabricating data by inventing or deliberately altering material. (This includes citing "sources" that are not, in fact, sources.)
12. Using unethical or improper means of acquiring data.
13. Infractions of academic integrity in ways similar to criminal activity (such as forging a grade form, stealing an examination from a professor or from a university office; buying an examination; or falsifying a transcript or changing other records of work accomplished) .
14. Having a substitute take an examination or taking an examination for someone else.
15. Sabotaging another student's work through actions designed to prevent the student from successfully completing an assignment.

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

Additional Consequences of Violating the Academic Integrity Policy

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

Academic Regulations

SOLANO COMMUNITY COLLEGE HONOR CODE

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

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

Solano Community College will not tolerate Academic Dishonesty.

Non-Traditional Learning

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

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

ADVANCED STANDING

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

CLEP EXAMINATIONS APPROVED AT SOLANO COMMUNITY COLLEGE

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

EXAMINATION	Credit SCORE	COURSE
GENERAL EXAMINATIONS:		
English Comp (with essay)	3 units	ENGL 001 (50)
Humanities	3 units	Elective Credit (50)
College Mathematics	3 units	Elective Credit (49)
Natural Sciences	5 units	Elective Credit (49)
Social Sciences & History	3 units	Elective Credit (47)
SUBJECT EXAMINATIONS:		
Pre-Calculus	5 units	MATH 004 (50)
American Government	3 units	PLSC 001 (50)
History of the United States I: Early Colonizations to 1877	3 units	HIST 017 (50)
History of the United States II: 1865 to the Present	3 units	HIST 018 (46)
American Literature	6 units	ENGL 030, 031 (46)
Analyzing & Interpreting Literature	3 units	ENGL 002 (47)
English Literature	6 units	ENGL 030, 031 (46)
College Composition	3 units	ENGL 001 (50)
General Biology	5 units	BIO 002 (49)
Calculus with Elementary Functions	5 units	MATH 020 (50)
General Chemistry	5 units	CHEM 001 or 002 (48)
Introductory Psychology	3 units	PSYC 001 (47)
Human Growth/Development	3 units	CDFS 038 (47)
Principles of Accounting	3 units	ACCT 001 (50)
Principles of Macroeconomics	3 units	ECON 001 (48)
Principles of Microeconomics	3 units	ECON 002 (48)
Introduction to Business Law	3 units	BUS 018 (50)
Information Syst & Computer Appl.	3 units	CIS 001 (50)
Principles of Marketing	3 units	MKT 171 (48)
Introductory Sociology	3 units	SOC 001 (46)

COLLEGE ENTRANCE EXAMINATION BOARD (CEEB)

College Board Advanced Placement (AP) Examination Credit

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

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

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

CREDIT-BY-EXAMINATION

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

To be eligible, the student must be enrolled currently at the College in at least one (1) graded course other than those being taken for credit-by-examination, be in good standing (overall 2.0 GPA) and have completed a minimum of 12 units in residence or will have completed a minimum of 12 semester units by the end of the current

Non-Traditional Learning

semester, exclusive of units to be earned by the credit-by-examination. All prerequisites must be met or waived by the Division Dean before a student takes an examination for credit, and no examination may be repeated. The maximum number of units that may be earned by credit-by-examination is 15. A petition for credit-by-examination must be filed with the Office of Admissions and Records no later than the fourth week of the semester.

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

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

FORMAL MILITARY SERVICE SCHOOLS

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

MILITARY SERVICE

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

ONLINE AND HYBRID CLASSES

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

Participation in online sections and hybrid sections require that students have a computer with Internet access and a web browser. The individual classes will also have additional requirements such as a textbook and possibly a specific software program to be used. You might also have to come to campus for a required in-person exam or orientation.

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

HYBRID: These classes use a combination of the face-to-face and online formats. Some activities will be conducted in a group (traditional class) format and some activities are conducted (online). These classes offer the best of both worlds - flexibility with the online portion and the sense of being in a group with a traditional class meeting and face-to-face instruction.

Graduation Requirements

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

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

Certificates of Achievement

A Certificate of Achievement recognizes a student's satisfactory completion of an organized program of study. A number of certificate programs are offered for students seeking specialized training in specific fields. It is required that students complete each course within the program with a grade point of 2.0 (C) or better or a P if the course is taken on a pass-no pass basis. Certificates of Achievement programs differ from degree programs in that students are not required to complete the general education requirements and in the total number of units required. All credits earned in a certificate program may be counted toward the A.A. / A.S. Degree and, in some instances, credit for certificate courses may be transferred to four-year colleges.

To be eligible for a Certificate of Achievement, typically, at least 6 semester units in the field or a closely related subject must be completed at Solano Community College.

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

Associate Degrees

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

Associate Degrees for Transfer (AD-T)

The Student Transfer Achievement Reform Act (Senate Bill 1440, now codified in California Education Code sections 66746-66749) guarantees admission to a California State University (CSU) campus for any community college student who completes an "associate degree for transfer," a newly established variation of the associate degrees traditionally offered at a California community college.

The Associate in Arts for Transfer (AA-T) or the Associate in Science for Transfer (AS-T) is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. Students completing these degrees (AA-T or AS-T) are guaranteed admission to the CSU system, but not to a particular campus or major. In order to earn one of these degrees, students must complete a minimum of 60 required semester units of CSU-transferable coursework with a minimum GPA of 2.0. Students transferring to a CSU campus that accepts the AA-T or AS-T will be required to complete no more than 60 units after transfer to earn a bachelor's degree (unless the major is a designated "high-unit" major). This degree may not be the best option for students intending to transfer to a particular CSU campus or to a university or college that is not part of the CSU system. Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements.

Catalog Rights

Graduation requirements are determined according to the Catalog in effect at the time of first enrollment. If enrollment is in any credit course and is continuous (at least one course is taken each academic year), then graduation requirements are taken from the Catalog in effect at the time of first enrollment. Students enrolled at another accredited public institution of higher education and meeting the SCC definition of continuous enrollment shall not lose their original catalog rights. In order to maintain catalog rights, enrollment must begin with Solano Community College.

This policy and procedure is currently under review and likely to during the 2013-14 academic year. Please see Admissions and Records or Counseling for most up-to-date information. Email Admissions at admissions@solano.edu.

Transfer of Credit From Other Colleges

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

Total Units

A degree requires a minimum of 60 degree-applicable semester units. At least 12 semester units must be completed at Solano Community College. The student must have a 2.0 overall grade point average at the time of graduation.

Graduation Requirements

Major and Area of Emphasis

A minimum of 18 semester units must be concentrated in a designated field of study, as outlined in one of the two-year degree programs. All courses in the major or area of emphasis must be completed with a grade of C or better or a P if the course is taken on a pass/no pass basis.

General Education Philosophy and Criteria Statements

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

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

Cross-Cultural Studies Requirement

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

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

General Education Structure

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

Option A – See page 48

Option B

To satisfy the general education requirements for the Associate Degree, completion of Intersegmental General Education Transfer Curriculum (IGETC) requirements may be used in lieu of the Solano College requirements listed in Option A.

Please see the IGETC requirements listed on the pages entitled "Transfer to Four-Year Colleges and Universities."

Cross-Cultural Studies Requirement

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

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

Option C

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

Please see the CSU GE requirements listed on the pages entitled "Transfer to Four-Year Colleges and Universities."

Cross-Cultural Studies Requirement

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

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



General Education - Option A

2013 - 2014

In using this option to complete the Solano College general education (GE) requirement, students should note:

1. Students must complete at least 21 units with a minimum of 3 units from each Area A, B1, C, D1, D3 and E, as well as the local District Health and Kinesiology (formerly Physical Education) requirement.
2. After meeting the minimum units required for each area, a student may select remaining units from all courses listed under the above areas or from Area B2 or D4. If two courses are selected from the same GE area, they must have a different course prefix for both to be used in satisfying GE requirements. Exceptions: English and math.
3. The Area D2 reading requirement may be met by an exam or an approved reading course.
4. Courses with the same prefix as the student's major may not be used to fulfill general education requirements. Exceptions: ENGL 001 (Area D1), ENGL 062 (Area D2) and mathematics (Area D3).
5. Courses used to satisfy the English (Area D1), reading (Area D2) and mathematics (Area D3) requirements must be completed with a grade of "C" or better or a "P" if the course is taken on a Pass/No Pass basis.

Area A - Natural Sciences		C	IP	P
(Minimum of 3 units) Physical Science ASTR 010, 030, 040 CHEM 001, 002, 003, 004, 010, 011, 051, 160 ENGR 030 GEOG 001 GEOL 001, 005 PHYS 002, 004, 006, 007, 008, 010 PHSC 012 Biological Science ANTH 001 BIO 002, 003, 004, 005, 012, 014, 015, 016, 018, 019 Other courses that may be used to satisfy this requirement HORT 050 NUTR 010				
Area B - Social and Behavioral Studies		C	IP	P
(Minimum of 3 units from Area B1) B1. AMST 001, 002 HIST 017, 018, 028, 029, 037 IR 001 PLSC 001, 005 SOC 002				
B2. The following courses do not fulfill the Area B requirement, but may be used if additional units are needed to meet the minimum 21 unit GE requirement. ANTH 002, 007 CDFS 038, 039, 040, 050, 053, 070 (Formerly HUDV) COUN 050, 055, 058, 083 CJ 001 ECON 001, 002 GEOG 002, 004, 006 HIST 010, 025, 030, 031 JOUR 011 LR 012 PLSC 002, 006, 016, 019 PSYC 001, 002, 004, 005, 010, 020, 024, 030 SOCS 022, 023, 025, 027, 030 SOC 001, 023				

07/17/13

C = Completed

IP = In Progress

P = Planned

Area C - Humanities			C	IP	P
(Minimum of 3 units) AMST 001, 002 ART 001, 002, 003, 010, 011, 012, 030B CINA 010, 011 COMM 015 (Formerly SPCH) ENGL 002, 012, 013, 014, 016, 018, 021, 023, 024, 025, 030, 031, 032, 033, 034, 035, 036, 037, 038, 040, 041, 044, 058 FLNG 001-004, 011, 031-034 HIST 002, 003, 004, 005 HUMN 001, 002, 003 MUSC 005, 007, 008, 009, 010, 011, 013, 014, 015, 017, 020, 021, 024, 025, 026 PHIL 003, 004, 005 PHOT 035 SPAN 001S, 002S, 025 THEA 006, 010, 011, 013 TV 050					
Area D - Language and Rationality			C	IP	P
(Minimum of 6 units) All three sections (D1, 2, & 3) must be satisfied including one course selected from 1 and 3 below. D1. Writing ENGL 001 (course must be completed with a "C" or better or "P" if taken on a Pass/No Pass basis.					
D2. Reading This requirement may be satisfied by any one of the options listed below: a. Achieve a college level score of 95 or better on the Solano College reading comprehension section of the assessment test. b. Achieve a grade of "C" or better in a college-level reading class: ENGL 062. c. Proof of one of the following: 1. An associate degree or higher from an accredited institution. 2. A grade of "C" or better in a college-level reading course from another community college. 3. College-level reading test scores from another college, or a score of 500 or better on the Critical Reading (CrRdg) section of the SAT, or a score of 23 or better on the English section of the ACT.					
D3. Communication and Analytical Thinking. This requirement may be satisfied by any one of the options listed below. Courses used to fulfill this requirement must be completed with a grade of "C" or better or a "P" if taken on a Pass/No Pass basis. a. A minimum of three units of an Intermediate Algebra level math course. MATH 104, 112, 114 b. A minimum of three units of a transfer level math course. MATH 002, 004, 011, 012, 020, 021, 022, 023, 030 031, 040, 051					
D4. The following courses do not fulfill the Area D requirement, but may be used if additional units are needed to meet the minimum 21 unit GE requirement. *COMM 001, 002, 006, 010, 060 ENGL 004 * Formerly SPCH CIS 001, 020, 023 PHIL 001					
Area E - Cross-Cultural Studies			C	IP	P
(Minimum 3 units) ART 012 ENGL 012, 036 THEA 013 *CDF5 053 HIST 037 SOCS 022 CINA 011 HUMN 003 *COMM 012 MUSC 013 * COMM Formerly SPCH, CDFS Formerly HUDV COUN 055 PLSC 005					
Local District Requirement - Health and Physical Education			C	IP	P
Two Kinesiology (formerly Physical Education) activity courses or two Intercollegiate Athletic sports or any combination thereof that equates to two exposures. HED 002 or 003 may be substituted for one of the above mentioned activity courses.					

Graduation Requirements

Petitioning for a Degree or Certificate

In order to receive a Degree and /or Certificate from Solano Community College you must file a completed Petition for Degree or Certificate with the Office of Admissions and Records during the appropriate time frame. It is recommended that you meet with your counselor regularly to ensure that you are meeting the necessary requirements.

In your last semester of attendance, you should submit your completed Petition for Degree or Certificate to the Office of Admissions and Records. Petitions are accepted beginning the first day of each term through a date that is set and published for each term. **NO PETITIONS ARE ACCEPTED AFTER THE DEADLINE.**

Please check Dates and Deadlines in *MySolano* for the deadline.

Petitions are typically reviewed by Admissions and Records and students are notified of the outcome 2-3 months after the term ends.

Email admissions@solano.edu if you have questions.

Graduation Ceremony

SCC holds a graduation ceremony once a year at the end of the spring term. Students who were awarded degrees and /or certificates in the previous summer and fall and who petitioned in spring are encouraged to walk in the graduation ceremony.

Students who were awarded degrees and /or certificates in the prior summer or fall and who petitioned in spring will be sent information regarding graduation ceremony participation mid-way through the spring term from the Student Development Office.

Students should direct additional questions regarding graduation ceremony participation to the Student Development Office.

Questions? Problems?

Email us at admissions@solano.edu

Associate Degrees for Transfer

California Community Colleges are now offering associate degrees for transfer to the CSU. These may include Associate in Arts (AA-T) degrees. These degrees are designed to provide a clear pathway to a CSU major and baccalaureate degree. California Community College students who are awarded an AA/T or AS-T degree are guaranteed admission with junior standing somewhere in the CSU system and given priority admission consideration to their local CSU campus or to a program that is deemed similar to their community college major. This priority does not guarantee admission to specific majors or campuses.

Students who have been awarded an AA-T or AS-T are able to complete their remaining requirements for the 120-unit baccalaureate degree within 60 semesters or 90 quarter units.

To view the most current list of Solano Community College Associate Degrees for Transfer go to www.solano.edu. For additional information on Associate Degrees for Transfer, visit <http://adegree-withaguarantee.com/> Current and prospective community college students are encouraged to meet with a counselor to review their options for transfer and to develop an educational plan that best meets their goals and needs.

Transfer to Four-Year Colleges & Universities

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

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

Transfer Programs

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

Concurrent Enrollment

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

Aerospace Studies (Air Force ROTC)

Air Force Reserve Officer Training Corps (AFROTC) is available to Solano Community College students through a program offered at California State University, Sacramento (CSUS). The CSUS Department of Aerospace Studies offers two-, three-, or four-year programs leading to a commission in the United States Air Force. All coursework (12 or 16 semester units) is completed on the

CSUS campus. Drills and courses are normally offered on Tuesdays, Wednesdays, and Thursdays. Field Training is conducted during part of the summer at an active Air Force base, normally between the student's sophomore and junior years.

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

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

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

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

GENERAL EDUCATION FOR THE UC AND CSU SYSTEMS

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

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

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

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

Area 4 - Social and Behavioral Sciences		C	IP	P
At least 3 courses from at least 2 disciplines or an interdisciplinary sequence. 9 semester/12-15 quarter units				
4A - Anthropology and Archaeology ANTH 002, 007	4F - HISTORY HIST +002, +003, +004, +005, +010, +017, +018, +028, +029, +030, +031, +037	4J - Sociology & Criminology SOC 001, 002, 023, 030, 040, 45		
4B - Economics ECON 001, 002, 010	4G - Interdisciplinary, Social & Behavioral Sciences CDFS 038, 039** PLSC 048G COMM 012** SOCS 025, 027, 030 JOUR 011			
4C - Ethnic Studies HIST +028, +029, +031 PLSC 005 SOCS 022, 023, 025	4H - Political Science, Government & Legal Institutions IR 001 PLSC 001, 002, 005, 006, 016, 019			
4D - Gender Studies PLSC 019 HIST +037	4I - Psychology CDFS 038, 039** PSYC 001*, 002, 004, 005, 006, 010, 020, 024, 030, 034			
4E - Geography GEOG 002, 004, 006 Course(s) from other college _____ Advanced Placement Exam _____				

Area 5 - Physical and Biological Sciences		C	IP	P
At least 2 courses, one Physical Science course and one Biological Science course; at least one must include a laboratory. 7-9 semester/9-12 quarter units Courses marked with an "L" in parentheses - (L), contain a laboratory component.				
5A - Physical Science ASTR 010, 30*, 40* CHEM 001(L), 002(L), 003(L)*, 004(L)*, 010(L)*, 011(L)*, GEOG 001 GEOL 001, 005 Course(s) from other college _____ Advanced Placement Exam _____	PHYS 002(L)*, 004(L)*, 006(L)*, 007(L)*, 008(L)* 010* PHSC 012*			
5B - Biological Science ANTH 001 BIO 002(L), 003(L), 004(L), 005(L), 012, 014(L), 015(L)*, 016*, 018, 019(L)				
5C - Laboratory Requirement (Select one laboratory unless met in 5A or 5B) ASTR 020, BIO 012L, BIO 016L*, GEOG 001L, GEOL 002 Course(s) from other college _____ Advanced Placement Exam _____				

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

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

* Indicates that transfer credit may be limited by either UC or CSU or both. Consult a counselor for details.

** COMM formerly SPCH, CDFS formerly HUDV

+ May be used in only one area.

(L) Indicates course has a lab.



CSU General Education - Option C

2013 - 2014

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

Note:

To meet the Solano Community College graduation requirement under option C, at least one of the following cross-cultural courses must be included: ART 012, CINA 011, COMM 012**, COUN 055, ENGL 012, 036, HIST 037, HUMN 003, MUSC 013, PLSC 005, SOCS 022 or THEA 013.

Area A - English Language Communication and Critical Thinking			
(Minimum of 9 units)	C	IP	P
A1 - Oral Communication COMM 001**, 002**, 006** Course from other college _____ Advanced Placement Exam _____			
A2 - Written Communication ENGL 001 Course from other college _____ Advanced Placement Exam _____			
A3 - Critical Thinking COMM 006** ENGL 002, 004 PHIL 001, 005 Course from other college _____ Advanced Placement Exam _____			

Area B - Scientific Inquiry and Quantitative Reasoning			
(Minimum of 9 units)	C	IP	P
Select one physical science and one life science (one lab required) and one mathematics course.			
B1 - Physical Science ASTR 010, 030, 040 CHEM 001(L), 002(L), 003(L), 004(L), 010(L), 011(L), 051(L) ENGR 030 GEOG 001 GEOL 001, 005 PHYS 002(L), 004(L), 006(L), 007(L), 008(L), 010 PHSC 012(L) Course from other college _____ Advanced Placement Exam _____			
B2 - Life Science ANTH 001 BIO 002(L), 003(L), 004(L), 005(L), 012, 014(L), 015(L), 016, 018, 019(L) Course from other college _____ Advanced Placement Exam _____			
B3 - Laboratory Courses (Select one laboratory unless met in area B-1 or B-2) ASTR 020 GEOG 001L BIO 012L GEOL 002 BIO 016L Course from other college _____ Advanced Placement Exam _____			
B4 - Mathematics MATH 002, 004, 011, 012, 020, 021, 022, 023, 030, 031, 040, 051 Course from other college _____ Advanced Placement Exam _____			

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

** COMM formerly SPCH, CDFS formerly HUDV, KINE formerly PE

05/22/13

C = Completed

IP = In Progress

P = Planned

Transfer to Four-Year Colleges & Universities

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

Completion of the IGETC is not a requirement for transfer to a CSU or UC, nor is it the only way to fulfill the lower-division general education requirements of the CSU or UC prior to transfer. Students may find it advantageous to take courses fulfilling CSU's general education requirements or those of a particular UC campus. Upon completion of IGETC, a student must request certification. IGETC certification may be verified with a counselor who will confirm that all requirements have been met. To see a list of the courses that meet the IGETC and CSU GE requirements see the forms on the preceding pages. These forms are used by counselors and students to identify appropriate course selection. This does not substitute for counseling advice which includes consideration of many other variables. **Please see a counselor to plan your course selection.**

California State Universities (CSU) Undergraduate Transfer Admission Requirement

Lower Division Transfer Admission Requirements—

Students are eligible for admission if they:

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

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

Upper Division Transfer Admission Requirements—

Students are eligible for admission if they:

- Have completed 60 or more transferable semester college units (90 quarter units).

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

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

Online application, instructions, and other information are available at www.csumentor.edu.

Identification of Baccalaureate Level Courses—California State Universities

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

For additional information, contact a counselor.

General Education Breadth Requirements

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

- A. A minimum of nine semester units in communication in the English language, to include both oral communication and written communication, and in critical thinking.
- B. A minimum of 12 semester units to include inquiry into the physical universe and its life forms, with some immediate participation in laboratory activity, and in math concepts and quantitative reasoning and their applications.

Transfer to Four-Year Colleges & Universities

- C. A minimum of 12 semester units from the arts, literature, philosophy, and foreign languages.
- D. A minimum of 12 semester units dealing with human social, political, and economic institutions and behavior and their historical background.
- E. A minimum of three semester units in study designed to equip human beings for lifelong understanding and development of themselves as integrated physiological and psychological entities.

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

Please see the CSU GE requirements listed in the section entitled "Transfer to Four-Year Colleges and Universities."

University of California Undergraduate Transfer Admission Requirement

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

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

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

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

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

California Residents

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

1. Students who were eligible for admission to the University when they graduated from high school—meaning they satisfied the Subject, Scholarship, and Examination requirements or were identified by the University during the senior year in high school as being eligible under the Eligibility in the Local Context (ELC) program—are eligible to transfer if they have a C (2.0) average in their transferable college coursework.
2. Students who met the Scholarship Requirement but did not satisfy the Subject Requirement must take transferable college courses in the missing subjects, earning a grade of C or better in each of these required courses, and earn an overall C (2.0) average in all transferable coursework to be eligible to transfer.
3. Students who were not eligible for admission to the University when they graduated from high school because they did not meet the Scholarship Requirement must:
 - a. Complete 60 semester (90 quarter) units of transferable college credit with a grade-point average of at least 2.4, and;
 - b. Complete the following course pattern, earning a grade of "C" or better in each course:
 - two transferable college courses (3 semester or 4-5 quarter units each) in English composition; and
 - one transferable college course (3 semester or 4-5 quarter units) in mathematical concepts and quantitative reasoning; and
 - four transferable college courses (3 semester or 4-5 quarter units each) chosen from at least two of the following subject areas: the arts and humanities, the social and behavioral sciences, the physical and biological sciences.

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

Transfer to Four-Year Colleges & Universities

Nonresidents

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

University of California (Breadth) General Education Requirements

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

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

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

However, some majors and some colleges within a particular UC campus may not accept IGETC. Please see a counselor for more information. See page 54 for the specific Solano Community College courses that satisfy IGETC.

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

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

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

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

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

University of California, Davis

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

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

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

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

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

CTE Degree & Certificate Programs

Workforce Development

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

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

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

Short-Term Courses

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

Degree and Certificate Programs

Please see the Program Degrees and Certificates list on the following pages and see each major for more specific information.

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

- Accounting
- Aeronautics
- Automotive Body and Repair
- Automotive Technician
- Banking and Finance, Bank Operation
- Biotechnology Production Technician
- Business – General (Transfer)
- Business – Insurance Property & Casualty
- Computer and Information Science
- Cosmetology
- Criminal Justice, Corrections
- Criminal Justice, Forensics
- Criminal Justice, Law Enforcement

- Drafting Technician
- Early Childhood Education
- Electronics Technology
- Fire Technology
- Horticulture
- Human Services
- Interior Design
- Maintenance Technician
- Management
- Marketing
- Mechatronics
- Office Technology
- Professional Photography
- Real Estate
- Retail Management
- Small Business Management
- Water and Wastewater Technology
- Welding, Industrial Technician
- Welding Technician

Associate Degree only is offered in the following programs:

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

Certificate of Achievement only is offered in the following program:

- Hazardous Substance & Waste Handling Technician
- Medical Front Office Clerk

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

- Account Clerk
(see Accounting major)
- Certified Nursing Assistant
(see Nursing major)
- Computer Applications Specialist
(see Computer & Information Science major)

CTE Degree & Certificate Programs

Database Specialist
(see Computer & Information Science major)

Emergency Medical Technician I
(see Nursing major)

Fitness Professional
(see Physical Education/ Athletics major in
Kinesiology)

General Office Assistant
(see Office Technology major)

Insurance Specialist
(see Business-Insurance: Property
& Casualty major)

Landscape Worker
(see Horticulture major)

Web Developer
(see Computer & Information Science major)

Web Programmer
(see Computer & Information Science major)

Welding Equipment Operator
(see Welding major)

Wildland Fire Technology
(see Fire Technology major)

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

Programs

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

A number of Certificate of Achievement programs are offered for students seeking specialized training in specific fields. All courses for the Certificate must be completed with a grade of C or better or a P if the course is taken on a pass-no pass basis. All credits earned in certificate programs may be counted toward the A.S./A.A. degree and in some instances credit for certificate courses may be transferable to four-year colleges. To be eligible for a certificate, at least six semester units in the field or a closely related subject must be completed at Solano Community College.

A number of Job-Direct certificate programs are also

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

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

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

Guide to Catalog Course Listings

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

Courses	Listed Under	Courses	Listed Under
Adapted Physical Education	Kinesiology	Learning Skills (LS)	Counseling
Air Conditioning & Refrig (ACR)	Industrial Education	Maintenance Technician (MT)	Industrial Education
American Studies (AMST)	Liberal Arts	Physical Science (PHSC)	Science, General
Anthropology (ANTH)	Science, General	Sociology (SOC)	Social Sciences
Astronomy (ASTR)	Science, General	Spanish (SPAN)	Foreign Languages
Athletics (ATHL)	Kinesiology	Television (TV)	Film & Television
Cinematography (CINA)	Film & Television	Tutoring (TUTR)	Counseling
Education (EDUC)	Liberal Arts		
Emergency Medical Technician (EMT)	Nursing	Other Categories	Listed Under
English as a Second Language (ESL)	English	Early Childhood	Child Development and Family Studies
French (FREN)	Foreign Languages	Education Major	
Geography (GEOG)	Science, General	Graphic Design & Illustration major	Art major
Geology (GEOL)	Science, General	Physical Education Major	Kinesiology
German (GRMN)	Foreign Languages	Reading courses	English
Health Education (HED)	Kinesiology	Sports Med./Fitness Sci major	Kinesiology
Humanities (HUMN)	Liberal Arts		
Industrial Technology (IT)	Industrial Education		
Insurance (BUS)	Business		
Italian (ITAL)	Foreign Languages		
Japanese (JAPN)	Foreign Languages		
Latin (LATN)	Foreign Languages		
Learning Resources (LR)	English		

Program Degrees and Certificates

	Assoc Degree	Certificate		Assoc Degree	Certificate
Accounting	•	•	History	•	
Aeronautics			Horticulture and Plant Science	•	•
Airframe Maintenance Technician	•	•	Human Services	•	•
Powerplant Maintenance Technician	•	•	Industrial Education		
Airframe & Powerplant Maintenance Technician	•	•	Mechatronics	•	•
Art			Interdisciplinary Studies (with Emphasis)	•	
Art History	•		Arts and Humanities	•	
Art History for Transfer	•		Communication	•	
Two Dimensional	•		Science and Quantitative Reasoning	•	
Three Dimensional	•		Social Science	•	
Studio Arts for Transfer	•		Wellness and Self-Development	•	
Graphic Design & Illustration	•		International Relations	•	
Automotive			Interior Design	•	
Body & Repair Technician	•	•	Journalism	•	
	•	•	Management	•	•
Banking & Finance, Bank Operation	•	•	Small Business Management	•	•
Biology	•		Retail Management	•	•
Biotechnology, Applied		•	Marketing	•	•
Biotechnology, Industrial	•	•	Mathematics	•	
Business, General (Transfer)	•	•	Mathematics for Transfer	•	
Business-Insurance: Property & Casualty	•	•	Music		
Chemistry	•		Instrumental	•	
Communication Studies			Theory-Composition	•	
Communication Studies for Transfer	•		Vocal	•	
Computer & Information Science			Nursing, Registered	•	
Computer Programming	•	•	Office Technology		
Microcomputer Applications	•	•	Administrative Assistant	•	•
Web Development and Administration	•	•	Medical Front Office Clerk		•
Cosmetology	•	•	Medical Office and Coding Specialist	•	•
Criminal Justice			Medical Transcription Specialist	•	•
Corrections	•	•	Photography, Professional	•	•
Law Enforcement	•	•	Kinesiology		
Computer Forensics	•	•	Physical Education	•	
Drafting			Sports Medicine / Fitness Science (Transfer)	•	
Civil Surveying / Drafting Technology	•	•	Physics	•	
Drafting Technician	•	•	Political Science	•	
Early Childhood Education	•	•	Psychology	•	
Early Childhood Education for Transfer	•		Real Estate	•	•
English	•		Science, General	•	
Ethnic Studies			Social Science	•	
African-American Studies	•		Sociology	•	
Asian-American Studies	•		Sociology for transfer	•	
Ethnic Studies Combination	•		Theatre Arts	•	
Latino Studies	•		University Studies - (With Emphasis)		
Native American Studies	•		Arts and Humanities	•	
Film and Television	•		Communication	•	
Fine Arts	•		Liberal Studies for Elementary Teacher Preparation	•	
Fire Technology	•	•	Science and Quantitative Reasoning	•	
Hazardous Substance and Waste Handling Technician		•	Social Science	•	
Foreign Languages, General	•		Water & Wastewater Technology	•	•
Foreign Languages, Individual			Welding		
French	•		Industrial Technician	•	•
German	•		Technician	•	•
Spanish	•				

* Communications Studies formerly Speech; Child Development and Family Studies formerly Human Development and Early Childhood Education; Kinesiology formerly Physical Education

Announcement of Courses & Course Numbers

COURSES

Credit Courses: Courses numbered 001-399 are graded courses authorized by the Governing Board of Solano Community College. All courses are not offered every year. Courses offered depend on prospective enrollment, the availability of instructors and physical facilities. Prospective students should consult the current Schedule of Classes for information on course offerings for a specific semester.

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

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

CO/PREREQUISITES AND ADVISORIES

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

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

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

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

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

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

The recommended **minimum** skill level in English in an Associate-Degree level course (SCC minimum English standard) is eligibility for enrollment in one English course one level below English 001. The recommended **minimum** skill level in mathematics in an Associate-Degree level course (SCC minimum Math standard) is eligibility for enrollment in elementary algebra (Math 330).

Verification of a Co/Prerequisite. Students desiring to enroll in a course or program that specifies a co/prerequisite course and who have completed such a course at an institution other than Solano College must submit documentation to verify this completion. This documentation (unofficial or official transcript or report card) must be presented to a counselor, faculty advisor, or division dean or Office of Admissions or Records.

Announcement of Courses & Course Numbers

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

COURSE NUMBERING SYSTEM

The following numbering system indicates transferability, credit or noncredit status and other related information. For specific transfer information, students should consult a counselor and refer to the catalog of the prospective transfer institutions.

COURSE NUMBERS

- 001-049** Qualify for the AA/AS Degree; transfer to the University of California system and the California State Universities.
- 050-099** Qualify for the AA/AS Degree and transfer to the California State Universities.
- 100-199** Qualify for the AA/AS Degree but, generally, do not transfer to four-year institutions. Some courses may be used to meet requirements in certain majors at some four-year institutions.
- 200-299** Vocational, credit courses which DO NOT apply to the AA/AS Degree and do not transfer to four-year institutions.
- 300-399** Credit courses which DO NOT apply to the AA/AS Degree. **Exception:** One English course one level below English 001 which may be applied to the Associate Degree as an elective and one elementary algebra course which may be used as an elective. These courses do not transfer to four-year institutions.
- 500-599** Noncredit courses.
- 600-799** Community Service courses. These courses are not for credit and usually charge a fee.
- Some sequentially-numbered courses continue through two or more semesters and must often be taken in sequence. Check course prerequisites for appropriate course sequence.

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

Course Families

The following courses are considered active participatory courses related in content according to Title 5 §55000. Active participatory courses that are closely related in content are grouped into families based on Title 5 guidelines. These courses are not repeatable, and students may enroll up to four times within an active participatory course family. Please see the Solano Community College online catalog for the most recent listing of active participatory course families – www.solano.edu.

Art Course Families

Life Drawing

ART 004 Life Drawing
ART 005 Life Drawing

Drawing

ART 014 Introduction to Drawing
ART 015 Intermediate Drawing

Professional Art Practices

ART 077A Practices for Artists
ART 077B Art on Site

Art Portfolio Development

ART 076A Portfolio Development –
Artistic Inquiry
ART 076B Portfolio Development:
Documentation

Mural Arts

ART 030A Architectural Ceramics,
Murals and Tiles
ART 030B Mural Painting

Ceramic Hand-Building

ART 023 Introduction to Ceramics:
Hand Building
ART 024 Intermediate Ceramics:
Hand Building
ART 025 Ceramic Design and
Decoration: Hand Building
Methods

Ceramic Wheel-Throwing

ART 026 Introduction to Ceramics:
Wheel Throwing Techniques
ART 027 Intermediate Ceramics:
Wheel Throwing Techniques
ART 028 Ceramics Design:
Wheel Throwing Techniques

Sculpture

ART 031 Sculpture
ART 033 Intermediate Sculpture

Acrylic and Oil Painting

ART 017 Intermediate Painting:
Acrylic and Oil
ART 018 Advanced Intermediate
Painting: Acrylic and Oil

Watercolor

ART 021 Watercolor
ART 022 Watercolor

Intaglio (Etching and Engraving)

ART 039 Etching and Engraving:
Line Techniques
ART 040 Etching and Engraving:
Tone
ART 041 Etching and Engraving
Color

Illustration

ART 054 Illustration I
ART 055 Illustration II

Graphic Design

ART 056 Graphic Design I
ART 057 Graphic Design II

Music Course Families

Beginning Voice

MUSC 035A Beginning Voice I
MUSC 035B Beginning Voice II

Intermediate Voice

MUSC 036A Intermediate Voice I
MUSC 036B Intermediate Voice II

Guitar

MUSC 038 Class Lessons in
Beginning Guitar
MUSC 039 Class Lessons in
Intermediate Guitar

Jazz Piano

MUSC 042A Jazz and Pop Piano
MUSC 042B Jazz and Pop Piano

Beginning Piano Family

MUSC 027 Elementary Piano,
Part I
MUSC 028 Elementary Piano,
Part II

Intermediate Piano Family

MUSC 029 Intermediate Piano,
Part I
MUSC 030 Intermediate Piano,
Part II

Instrumental Group Study

MUSC 031 Class Lessons in
Woodwinds
MUSC 032 Class Lessons in Brass
MUSC 033 Class Lessons in Strings
MUSC 034 Class Lessons in
Percussion

Kinesiology Course Families

Health Education

HED 002 Health Education
HED 003 Women's Health Issues

Adapted Kinesiology/ Physical Education

KINE 001A Adapted Aquatics
KINE 001D Adapted Weight
Training
KINE 091 Adapted Back Rehab

Aquatics

KINE 002A Beginning Swimming
KINE 002B Intermediate Swimming
KINE 002D Swim for Fitness
KINE 002E Aqua Aerobics

Combatives

KINE 003A Beginning Self Defense
KINE 003D Beginning Judo
KINE 003E Intermediate Judo
KINE 006G Tai Chi

Course Families

Cardio/Respiratory Fitness

KINE 005C Fitness for Life
KINE 005E Cardio Conditioning
KINE 005P Step Aerobics
KINE 006A Cardio Kickboxing

Resistance Training

KINE 005D Circuit Training
KINE 005J Beginning Body
Conditioning
KINE 005K Intermediate Body
Conditioning
KINE 005M Beginning Weight
Training
KINE 005N Intermediate Weight
Training
KINE 078 Fit Ball Training

Metabolic Fitness

KINE 005Q Elite Fitness Training
KINE 005R Core Conditioning
Training
KINE 083 Fire Candidate Physical
Fitness

Individual Sports

KINE 007A Beginning Bowling
KINE 007F Beginning Archery
KINE 008A Beginning Tennis
KINE 008B Intermediate Tennis
KINE 008E Beginning Badminton
KINE 008F Intermediate Badminton

Cycling

KINE 007B Beginning Road Bicycling
KINE 007C Beginning Mountain
Biking

Team Sports

KINE 009A Beginning Basketball
KINE 009B Indoor/Outdoor Soccer
KINE 009C Intermediate Soccer
KINE 009E Intermediate Basketball
KINE 009F Beginning Baseball
KINE 009G Softball
KINE 009H Beginning Volleyball
KINE 009P Intermediate Volleyball

Athletics Theory

KINE 020D Baseball Theory and
Practice I
KINE 020E Baseball Theory
and Practice II
KINE 020F Football Theory
and Practice I
KINE 020G Football Theory
and Practice II
KINE 020J Softball Theory
and Practice II
KINE 020M Volleyball Theory
and Practice I
KINE 020N Volleyball Theory
and Practice II
KINE 020P Softball Theory
and Practice I
KINE 020Q Soccer Theory
and Practice I
KINE 020R Soccer Theory
and Practice II
KINE 020X Basketball Theory
and Analyses I
KINE 020Y Basketball Theory
and Analyses II

Yoga

KINE 006E Fundamentals of Yoga
KINE 006F Intermediate Yoga

Pilates

KINE 006C Pilates for Fitness

Dance/Kinesiology

Jazz Dance

KINE 004D Jazz Dance Technique
KINE 004H Beginning Jazz Dance
KINE 004P Intermediate Jazz Dance

Tap Dance

KINE 004B Beginning Tap Dance
KINE 004C Intermediate Tap Dance

Ballet

KINE 004K Beginning Ballet
KINE 004M Intermediate Ballet

Modern Dance

KINE 004A Beginning
Contemporary Modern Dance

Hip Hop

KINE 004F Beginning Hip-Hop
Dance

Ballroom

KINE 004J Beginning Ballroom
Dance

Swing

KINE 004N Beginning Swing Dance

Dance Production

KINE 004E Dance Production
KINE 004G Dance Choreography

Accounting

Program Description

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

Certificate of Achievement and Associate in Science Degree

A Certificate of Achievement can be obtained upon completion of the 29-unit major with a grade of C (2.0) or better in each course. The Associate in Science Degree can be obtained by completing a total of 60 units, including the required courses in the major, the general education requirements, and electives. All courses in the major must be completed with a grade of C or better or a P if the course is taken on a Pass/No Pass basis.

Program Outcomes

Students who earn an Accounting A.A. or transfer with a focus on accounting will be able to:

1. Demonstrate the use of the accounting cycle to prepare the income statement, statement of owner's equity, and balance sheet while applying the generally accepted accounting principles and concepts.
2. Analyze and evaluate managerial decisions using basic managerial accounting concepts and theory.

Students who earn an Accounting Certificate will be able to:

1. Demonstrate the use of the accounting cycle to prepare the income statement, statement of owner's equity, and balance sheet while applying the generally accepted accounting principles and concepts.

REQUIRED COURSES Units

ACCT 001 Principles of Accounting - Financial. 4

ACCT 002 Principles of Accounting - Managerial. 4

ACCT 050 Computer Accounting 3

ACCT 176 Intermediate Accounting 3

ACCT 177 Cost Accounting 3

ACCT 183 Principles of Income Tax 3

CIS 050 Microcomputer Applications 3

OR

CIS 001 Introduction to Computer Science. 3

CIS 066 Microsoft Word 3

CIS 073 Microsoft Excel 3

Total Units 29

Recommended Electives:

OCED 090 Occupational Work Experience

OCED 091 General Work Experience

Account Clerk Job-Direct Certificate

All courses in the major must be completed with a grade of C or better

REQUIRED COURSES Units

ACCT 180 Introduction to Accounting 3

BUS 100 Work Readiness 1.5

CIS 073 Microsoft Excel 3

OT 162 Ten-Key. 1

Total Units 8.5

Aeronautics

Airframe Maintenance Technician

Program Description

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

Certificate of Achievement and Associate in Science Degree

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

The Federal Aviation Administration (FAA) requires 1900 hours (four full semesters and one four week summer session) of instruction to complete the combination airframe and powerplant curriculum. All courses in the major must be completed with a grade of C or better or a P if the course is taken on a Pass/No Pass basis.

Program Outcomes

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

1. Demonstrate proficient, entry-level aviation maintenance skills in airframe and powerplant with emphasis on aircraft engines, aircraft structures, and aircraft systems.
2. Have a working knowledge to inspect, maintain, service and repair aircraft electrical, engine (piston and turbine), airframe structure, flight control, hydraulic, pneumatic, fuel, navigation and instrument systems and other aircraft components specified by Federal Aviation Regulation Part 147.
3. Obtain an FAA, Airframe and Powerplant License upon completion of the Federal Aviation Administration (FAA) knowledge, oral, practical and written examination in general, airframe, and powerplant subjects.

REQUIRED COURSES	Units
AERO 055 Aviation Maintenance Technician General I	10
AERO 102 Airframe Maintenance I	10
AERO 103 Aviation Maintenance Technician General II	10
AERO 105 Airframe Maintenance II	10
AERO 118 FAA Airframe Test Review & Qualification	1
Total Units	41

Recommended Electives:
AERO 150 FAA Special Projects-Airframe Enhancement
OCED 090 Occupational Work Experience
OCED 091 General Work Experience

To obtain the combination Airframe & Powerplant Maintenance Technician certificate or degree, also complete the three courses listed below:	Units
AERO 106 Powerplant Maintenance I	10
AERO 107 Powerplant Maintenance II	10
AERO 119 FAA Powerplant Test Review & Qualification	1
Total Units	21

Aeronautics

Powerplant Maintenance Technician

Program Description

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

Certificate of Achievement and Associate in Science Degree

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

The Federal Aviation Administration (FAA) requires 1900 hours (four full semesters and one four week summer session) of instruction to complete the combination airframe and powerplant curriculum. All courses in the major must be completed with a grade of C or better or a P if the course is taken on a Pass/No Pass basis.

Program Outcomes

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

1. Demonstrate proficient, entry-level aviation maintenance skills in airframe and powerplant with emphasis on aircraft engines, aircraft structures, and aircraft systems.
2. Have a working knowledge to inspect, maintain, service and repair aircraft electrical, engine (piston and turbine), airframe structure, flight control, hydraulic, pneumatic, fuel, navigation and instrument systems and other aircraft components specified by Federal Aviation Regulation Part 147.
3. Obtain an FAA, Airframe and Powerplant License upon completion of the Federal Aviation Administration (FAA) knowledge, oral, practical and written examination in general, airframe, and powerplant subjects.

REQUIRED COURSES	Units
AERO 055 Aviation Maintenance Technician	
General I.....	10
AERO 103 Aviation Maintenance Technician	
General II	10
AERO 106 Powerplant Maintenance I	10
AERO 107 Powerplant Maintenance II	10
AERO 119 FAA Powerplant Test Review	
& Qualification	1
Total Units	41

Recommended Electives :

AERO 150 FAA Special Projects-Airframe Enhancement
OCED 090 Occupational Work Experience
OCED 091 General Work Experience

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

To obtain the combination Airframe & Powerplant Maintenance Technician certificate or degree, also complete the three courses listed below:	Units
AERO 102 Airframe Maintenance I.....	10
AERO 105 Airframe Maintenance II	10
AERO 118 FAA Airframe Test Review	
& Qualification	1
Total Units	21

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

Aeronautics

- AERO 107** 10 Units
Powerplant Maintenance II
Course Advisory: SCC minimum English standard; AERO 055. Presents a study of the theory, operation, maintenance and repair of the turbine engine and accessories. *Five hours lecture, fifteen hours lab.*
- AERO 118** 0.50 to 1.50 Units
FAA Airframe Test Review & Qualification
Course Advisory: SCC minimum English and Math standards; AERO 055. To be taken during the final semester of a student's enrollment in the Aviation Program. Consists of a comprehensive oral, practical, and written examination of all material covered in the Airframe Program for the purpose of verifying the student's readiness to pass the Federal Aviation Administration Airframe Examinations. This is an open entry/open exit course. *Six to eighteen hours lab (4 week course).*
- AERO 119** 0.50 to 1.50 Units
FAA Powerplant Test Review & Qualification
Course Advisory: SCC minimum English and Math standards; AERO 055. To be taken during the final semester of a student's enrollment in the Aviation Program. Consists of a comprehensive oral, practical, and written examination of all material covered in the Powerplant Program for the purpose of verifying the student's readiness to pass the Federal Aviation Administration Powerplant Examinations. This is an open entry/open exit course. *Six to eighteen hours lab (4 week course).*
- AERO 150** 0.50 to 1.50 Units
FAA Special Projects-Airframe Enhancement
Course Advisory: SCC minimum English and Math Standard; Any Solano College Aeronautics course (AERO 055-119); or previous training/experience in aeronautics. This course is designed to give Aeronautics students a chance to make up time lost for FAA certificate and/or to work on special projects required by FAA to bring students in line with new FAA FAR Part 66 requirements. This is an open entry/open exit course. *One and one-half to four and one-half hours lab.*

- AERO 151** 0.50 to 1.50 Units
FAA Special Projects - Powerplant Enhancement
Course Advisory: SCC minimum English and Math standards; Any Solano College Aeronautics course (AERO 055-119); or previous training/experience in aeronautics. This course is designed to give Aeronautics students a chance to make up time lost for FAA certificate and/or to work on special projects required by FAA to bring students in line with new FAA FAR Part 66 requirements. Also allows mechanics to take recurrent training. This is an open entry/exit course. *One and one-half to four and one-half hours lab.*
- AERO 175** 2 Units
Working with Composite Materials
Course Advisory: SCC minimum English and Math standards. Introduces the student to the manufacturing and maintenance of composite materials in aeronautical and aerodynamic structures. Emphasis is placed on the safe handling of tools and chemicals used in composites. Does not qualify toward FAA licensing for airframe or powerplant mechanics. *One hour lecture, three hours activity.*
- AERO 176** 1 Unit
Composite Materials Workshop
Prerequisite: AERO 175 with a grade of C or better.
Course Advisory: SCC minimum English and Math standards. Continues the study of the manufacturing and maintenance of composite materials in aeronautical and aerodynamic structures. Through laboratory practice the student is able to improve their skills to aeronautical quality. Emphasis is placed on the safe handling of tools and chemicals used in composites. Does not qualify toward FAA licensing for airframe or powerplant mechanics. *Three hours activity.*

Art

Art - Two-Dimensional

Program Description

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

Associate in Arts Degree

The Associate in Arts Degree can be obtained upon completion of 60 units, including the courses in the major for Art—Two-Dimensional or Art—Three-Dimensional, general education requirements, and electives. All courses in the major must be completed with a grade of C or better or a P if the course is taken on a pass-no pass basis.

Program Outcomes

Students who complete an Associate Degree will be able to:

1. Analyze, apply and integrate diverse visual experiences.
2. Develop and articulate with proficiency an understanding of visual and multi-cultural literacy.
3. Work independently and cooperatively to solve creative problems, applying critical thinking skills.

Students must complete courses in all of the following components according to the listed requirements in each.

REQUIRED COURSES Units

Foundation Component

All of the following:

ART 006 Design Principles in 2-Dimensions.....	3.5
ART 007 Design-Color	3.5
ART 008 Design Principles in 3-Dimensions.....	3.5

Drawing Component Units

All of the following:

ART 004 Life Drawing.....	2 - 3.5
ART 014 Introduction to Drawing.....	2 - 3.5

Painting Component..... Units

One of the following:

ART 016 Beginning Painting	2 - 3.5
ART 017 Acrylic and Oil Painting	2 - 3.5
ART 021 Watercolor	2 - 3.5

2D Emphasis Component Units

One of the following:

ART 005 Life Drawing.....	2 - 3.5
ART 015 Intermediate Drawing.....	2 - 3.5
ART 018 Acrylic and Oil Painting	2 - 3.5
ART 019 Figure Painting.....	2 - 3.5
ART 020 Landscape Drawing and Painting— Reflections of Nature.....	2 - 3.5
ART 022 Watercolor	2 - 3.5
ART 038 Introduction to Printmaking	3.5
ART 058 Clothed Figure	2 - 3.5
ART 061 Collage & Assemblage.....	2 - 3.5
ART 100 Color and Mixed Media Drawing.....	2 - 3.5
ART 145 Portrait Drawing and Painting.....	2 - 3.5

Three-Dimensional Component..... Units

One of the following:

ART 023 Introduction to Ceramics: Hand Building .	2 - 3.5
ART 026 Introduction to Ceramics: Wheel Throwing Techniques	2 - 3.5
ART 031 Sculpture	2 - 3.5

Art History Component Units

All of the following:

ART 001 Art History	3
OR	
ART 002 Art History	3
ART 011 Survey of Modern Art	3
Total Units	26.5 – 34

Recommended Electives

ART 003 World Art
ART 010 Art Appreciation
ART 012 Inside/Outside: The Cultures and Identities of Visual Artists in a Diverse America
ART 016 Beginning Painting
ART 018 Acrylic and Oil Painting
ART 019 Figure Painting
ART 020 Landscape Drawing and Painting— Reflections of Nature
ART 021 Watercolor
ART 022 Watercolor
ART 024 Intermediate Ceramics: Hand Building
ART 025 Ceramic Design And Decoration: Hand Building Methods
ART 027 Intermediate Ceramics: Wheel Throwing Techniques
ART 028 Ceramic Design: Wheel Throwing Techniques
ART 032 Sculpture: Human Figure
ART 033 Intermediate Sculpture
ART 034 Ceramic Sculpture
ART 035 Wood-Fired Ceramics
ART 037 Clay and Glazes for the Ceramic Artist
ART 039 Etching and Engraving: Line Techniques
ART 040 Etching and Engraving: Tone
ART 041 Etching and Engraving: Color
ART 043 Printmaking: Relief Printing, Including Woodcut
ART 044 Kiln Design and Operation
ART 058 Clothed Figure
ART 060 Exhibition Design
ART 061 Collage & Assemblage
ART 075 Art Studio Concepts
ART 100 Color and Mixed Media Drawing
ART 145 Portrait Drawing and Painting
PHOT 030 Beginning Photography

Art - Three-Dimensional

Program Description

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

Associate in Arts

The Associate in Arts Degree can be obtained upon completion of 60 units, including the courses in the major for Art— Two-Dimensional or Art—Three-Dimensional, general education requirements, and electives. All courses in the major must be completed with a grade of C or better or a P if the course is taken on a pass-no pass basis.

Program Outcomes

Students who complete an Associate Degree will be able to:

1. Analyze, apply and integrate diverse visual experiences.
2. Develop and articulate with proficiency an understanding of visual and multi-cultural literacy.
3. Work independently and cooperatively to solve creative problems, applying critical thinking skills.

Students must complete courses in all of the following components according to the listed requirements in each.

REQUIRED COURSES Units

Foundation Component

All of the following:

- ART 006 Design Principles in 2-Dimensions..... 3.5
- ART 007 Design-Color 3.5
- ART 008 Design Principles in 3-Dimensions..... 3.5

Sculpture Component..... Units

All of the following:

- ART 031 Sculpture 2 - 3.5
- ART 032 Sculpture: Human Figure 2 - 3.5

Ceramics Component..... Units

One of the following:

- ART 023 Introduction to Ceramics: Hand Building . 2 - 3.5
- ART 024 Intermediate Ceramics: Hand Building . . . 2 - 3.5
- ART 025 Ceramic Design And Decoration:
Hand Building Methods 2 - 3.5
- ART 026 Introduction to Ceramics:
Wheel Throwing Techniques 2 - 3.5
- ART 027 Intermediate Ceramics:
Wheel Throwing Techniques 2 - 3.5
- ART 028 Ceramic Design:
Wheel Throwing Techniques..... 2 - 3.5

Emphasis Component..... Units

One of the following:

- ART 029 Raku Pottery 2 - 3.5
- ART 030 Architectural Ceramics, Murals and Tiles . 2 - 3.5
- ART 033 Intermediate Sculpture 2 - 3.5
- ART 034 Ceramic Sculpture 2 - 3.5
- ART 035 Wood-Fired Ceramics 2 - 3.5
- ART 036 Ceramic Surfaces -
Drawing and Painting on Clay 2 - 3.5
- ART 037 Clay and Glazes for the Ceramic Artist . . . 2 - 3.5
- ART 044 Kiln Design and Operation..... 2 - 3.5

Drawing Component Units

One of the following:

- ART 004 Life Drawing (3.5) 2 - 3.5
- ART 015 Intermediate Drawing (2 or 3.5)..... 2 - 3.5

Art History Component..... Units

All of the following:

- ART 001 Art History *OR* Art 002 Art History 3
- ART 011 Survey of Modern Art 3

Professionalism Component..... Units

One of the following:

- ART 076A Portfolio Development – Artistic Inquiry . . 3.5
- ART 076B Portfolio Development: Documentation . . . 3.5
- ART 077A Professional Practices for Artists..... 3
- ART 077B Art on Site 3
- Total Units 29.5 – 37.5**

Recommended Electives

- ART 003 World Art
- ART 010 Art Appreciation
- ART 011 Survey of Modern Art
- ART 012 Inside/Outside: The Cultures and Identities
of Visual Artists in a Diverse America
- ART 015 Intermediate Drawing
- ART 024 Intermediate Drawing
- ART 025 Ceramic Design and Decoration:
Hand Building Methods
- ART 027 Intermediate Ceramics: Wheel Throwing
Techniques
- ART 028 Ceramic Design: Wheel Throwing Techniques
- ART 034 Ceramic Sculpture
- ART 035 Wood-Fired Ceramics
- ART 037 Clay and Glazes for the Ceramic Artist
- ART 039 Etching and Engraving: Line Techniques
- ART 040 Etching and Engraving: Tone
- ART 041 Etching and Engraving: Color
- ART 042 Screen Printing
- ART 043 Printmaking: Relief Printing, Including Woodcut
- ART 060 Exhibition Design

Art History

Program Description

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

Associate in Arts Degree

The Associate in Arts Degree can be obtained by completing a total of 60 units, including the 28-32.5 units for the major, the general education requirements, and electives. All courses in the major must be completed with a grade of C or better, or a P if the course is taken on a pass-no pass basis.

Program Outcomes

Students who complete an Associate Degree will be able to:

1. Analyze, apply and integrate diverse visual experiences.
2. Develop and articulate with proficiency an understanding of visual and multi-cultural literacy.
3. Work independently and cooperatively to solve creative problems, applying critical thinking skills.

REQUIRED COURSES Units

ART 001 Art History	3
ART 002 Art History	3
ART 003 World Art	3
ART 011 Survey of Modern Art	3
ART 012 Inside/Outside: The Cultures and Identities of Visual Artists in a Diverse America	3
ART 014 Introduction to Drawing	2 – 3.5
ART 060 Exhibition Design	3.5
Choose two classes from Recommended List.....	4-7

Principles of Design Units

Choose one class from the following list.

ART 006 Design Principles in 2-Dimensions.....	3.5
ART 007 Design-Color	3.5
ART 008 Design Principles in 3-Dimensions.....	3.5

Diverse Media Units

Choose one class from the following list.

ART 023 Introduction to Ceramics: Hand Building ..	2-3.5
ART 026 Introduction to Ceramics: Wheel Throwing Techniques	2-3.5
ART 038 Introduction to Printmaking	3.5
ART 056 Graphic Design I	3.5
PHOT 030 Beginning Photography	3
PHOT 070 Beginning Digital Photography	3
Choose two classes from Recommended Electives....	4-7
Total Units	28 - 32.5

Recommended Electives -

Two courses from Recommended List

ART 004 Life Drawing
ART 005 Life Drawing
ART 006* Design Principles in 2-Dimensions
ART 007* Design-Color
ART 008* Design Principles in 3-Dimensions
ART 015 Intermediate Drawing
ART 016 Beginning Painting
ART 017 Intermediate Painting: Acrylic and Oil
ART 018 Advanced Intermediate Painting: Acrylic and Oil
ART 019 Figure Painting
ART 020 Landscape Drawing and Painting— Reflections of Nature

ART 021 Watercolor
ART 022 Watercolor
ART 023* Introduction to Ceramics: Hand Building
ART 024 Intermediate Ceramics: Hand Building
ART 025 Ceramic Design And Decoration: Hand Building Methods
ART 026* Introduction to Ceramics: Wheel Throwing Techniques
ART 027 Intermediate Ceramics: Wheel Throwing Techniques
ART 028 Ceramic Design: Wheel Throwing Techniques
ART 029 Raku Pottery
ART 030 Architectural Ceramics, Murals and Tiles
ART 030B Mural Painting: History, Community, Practice
ART 031 Sculpture
ART 032 Sculpture: Human Figure
ART 033 Intermediate Sculpture
ART 034 Ceramic Sculpture
ART 035 Wood-Fired Ceramics
ART 037 Clay and Glazes for the Ceramic Artist
ART 038* Introduction to Printmaking
ART 039 Etching and Engraving: Line Techniques
ART 040 Etching and Engraving: Tone
ART 041 Etching and Engraving: Color
ART 042 Screen Printing
ART 043 Printmaking: Relief Printing, Including Woodcut
ART 044 Kiln Design and Operation
ART 052 Lettering and Layout
ART 054 Illustration I
ART 055 Illustration II
ART 056 Graphic Design I
ART 057 Graphic Design II
ART 058 Clothed Figure
ART 061 Collage & Assemblage
ART 075 Art Studio Concepts
ART 076A Portfolio Development – Artistic Inquiry
ART 077B Lettering and Layout
ART 100 Color and Mixed Media Drawing
ART 145 Portrait Drawing and Painting
CINA 010 The Art of Cinema
CINA 015 Film Production
FREN 001 First Semester French
FREN 002 Second Semester French
FREN 003 Third Semester French

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FREN 004 Fourth Semester French
FREN 031 First Semester French, Part 1
FREN 032 First Semester French, Part 2
GRMN 001 First Semester German
GRMN 002 Second Semester German
GRMN 003 Third Semester German
GRMN 004 Fourth Semester German
GRMN 031 First Semester German, Part 1
GRMN 032 First Semester German, Part 2
GRMN 033 Second Semester German, Part 1
GRMN 034 Second Semester German, Part 2
HIST 002 World History to 1600
HIST 003 Modern World History
HIST 004 History of Western Civilization to 1500
HIST 005 History of Western Civilization Since 1500
HUMN 002 Humans as Creators: The Media of Creativity
LATN 001 Latin Fundamentals
LATN 002 Latin Fundamentals
LATN 003 Latin Fundamentals
PHOT 030 Beginning Photography
PHOT 035 Art of Photography

***If not already taken as part of the major**

Associate in Arts in Art History for Transfer

Program Description

The Associate in Arts in Art History for Transfer provides the academic and practical experience that will prepare students for a career in the Art History industry, or to transfer into the CSU system to complete a baccalaureate degree in Art History.

Associate in Arts in Art History for Transfer

The Associate in Arts in Art History for Transfer degree is especially designed for students who plan to complete a bachelor's degree in Art History at a CSU campus. Students completing an Associate in Arts in Art History for Transfer degree are guaranteed admission to the CSU system, but not to a particular campus or major. Students transferring to a CSU campus that accepts the Associate in Arts in Art History for Transfer degree will be required to complete no more than 60 units after transfer to earn a bachelor's degree. Associate in Arts in Art History for Transfer degree also prepares students for art history degree programs at CSU institutions, but does not come with the same guarantees. In all cases, students should consult with a counselor for more information on university admission and transfer requirements.

To earn this AA-T degree, students must:

- complete the following major requirements with grades of C or better
- complete 60 CSU-transferable semester units with a minimum grade point average of 2.0
- complete either the California State University General Education Breadth pattern (CSU GE), which requires 41 units, or the Intersegmental General Education Transfer Curriculum (IGETC), which requires 41 units. Students are not required to complete Solano's Cross-Cultural Studies requirement.

Program Outcomes

Students who complete an Associate Degree for Transfer will be able to:

1. Analyze, apply and integrate diverse visual experiences. Students will be able to identify and articulate the relationship between form and function, applying aesthetic characteristics of art historical movements and styles to specific artwork; analyzing visual elements and their use in artwork; and extrapolating function using formal analysis.
2. Develop and articulate with proficiency an understanding of visual and multi-cultural literacy. Student achievement of visual literacy will be assessed through the quality of students' work, including researched papers and exams. Students will relate the artwork of disparate periods and cultures to historical events, cultural values, and belief systems. Students who successfully complete the AA-T degree will be able to express the relationship between various cultures and their art, and use scholarly sources to analyze artwork persuasively and thoroughly.
3. Work independently and cooperatively to solve creative problems, applying critical thinking skills. In written work and presentations, students will conduct independent research and will work collaboratively with others to fulfil the requirements of the assignment. Student work will meet the parameters of the assignment, demonstrating depth of

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understanding and thoroughness; accuracy; and creative problem-solving and ingenuity.

REQUIRED COURSES	Units
ART 001 Art History	3
ART 002 Art History	3
ART 003 World Art	3
ART 014 Introduction to Drawing	3.5

List C (Select one)	Units
ART 011 Survey of Modern Art	3
ART 012 Inside/Outside: The Cultures and Identities of Visual Artists in a Diverse America	3
Total Units	18.5-19

List B (3 units required)	Units
ART 004 Life Drawing	3.5
ART 006 Design Principles in 2-Dimensions	3.5
ART 007 Design-Color	3.5
ART 008 Design Principles in 3-Dimensions	3.5
ART 016 Beginning Painting	3.5
ART 019 Figure Painting	3.5
ART 023 Introduction to Ceramics: Hand Building	3.5
ART 026 Introduction to Ceramics: Wheel Throwing Techniques	3.5
ART 031 Sculpture	3.5
ART 032 Sculpture: Human Figure	3.5
ART 038 Introduction to Printmaking	3.5
ART 039 Etching and Engraving: Line Techniques	3.5
ART 043 Printmaking: Relief Printing, Including Woodcut	3.5
ART 056 Graphic Design I	3.5
PHOT 030 Beginning Photography	3

Graphic Design & Illustration

Program Description

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

Associate in Arts Degree

The Associate in Arts Degree can be obtained by completing a total of 60 units, including the 27-31.5 unit major, the general education requirements, and electives. All courses in the major must be completed with a grade of C or better or a P if the course is taken on a pass-no pass basis.

Program Outcomes

Students who complete an Associate Degree will be able to:

1. Analyze, apply and integrate diverse visual experiences.
2. Develop and articulate with proficiency an understanding of visual and multi-cultural literacy.

3. Work independently and cooperatively to solve creative problems, applying critical thinking skills.

REQUIRED COURSES	Units
ART 004 Life Drawing	2 - 3.5
OR	
ART 015 Intermediate Drawing	2 - 3.5
ART 006 Design Principles in 2-Dimensions	3.5
ART 007 Design-Color	3.5
ART 014 Introduction to Drawing	2 - 3.5
ART 052 Lettering and Layout	2 - 3.5
ART 054 Illustration I	3.5
ART 055 Illustration II	3.5
ART 056 Graphic Design I	3.5
ART 057 Graphic Design II	3.5

Total Units 27 - 31.5

Recommended Electives

ART 001 Art History
ART 002 Art History
ART 003 World Art
ART 004 * Life Drawing
ART 005 Life Drawing
ART 010 Art Appreciation
ART 015 * Intermediate Drawing
ART 023 Introduction to Ceramics: Hand Building
ART 026 Introduction to Ceramics: Wheel Throwing Techniques
ART 031 Sculpture
ART 032 Sculpture: Human Figure
ART 038 Introduction to Printmaking
ART 041 Etching and Engraving: Color

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BUS 181 Business Mathematics
CINA 010 The Art of Cinema
CINA 015 Film Production
DRFT 050 Basic Drafting
DRFT 070 Technical Illustration and Design
ENGL 051 Technical Writing
JOUR 060 Publications Laboratory
MKT 170 Advertising
MKT 171 Introduction to Marketing
MKT 172 Market Management and Planning
OCED 090 Occupational Work Experience
OCED 091 General Work Experience
PHOT 030 Beginning Photography
TV 050 Survey of Broadcasting
TV 055 Beginning Television Production
TV 056 Advanced Television Production

***If not already taken as part of the major**

Associate in Arts in Studio Arts for Transfer

Program Description

This program provides the academic and practical experience to prepare students for a career, or further education at a four-year institution, in studio art. The program is designed for students to develop visual skills in a variety of art media.

Associate in Arts in Studio Arts for Transfer

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

To earn this AA-T degree, students must:

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

Program Outcomes

Students who complete an Associate Degree for Transfer will be able to:

1. Analyze, apply and integrate diverse visual experiences. Students will be able to identify and articulate the relationship between form and function, applying aesthetic characteristics of art historical movements and styles to the creation of artwork; analyzing and applying visual elements and principles of design; and creating conceptually and compositionally complete works.
2. Develop and articulate with proficiency an understanding of visual and multi-cultural literacy. Student achievement of visual literacy will be assessed through the quality of students' work, including work completed in class and at home. Students will relate the artwork of disparate periods and global cultures to their own personal histories, cultural values, and belief systems. Students who successfully complete the Associate in Arts in Studio Arts for Transfer degree will be able to analyze and articulate their understanding of visual literacy through portfolios, critiques and self-evaluations (written and oral), and written work.
3. Work independently and cooperatively to solve creative problems, applying critical thinking skills. In class, students will demonstrate an understanding of proper studio practice, including maintenance of facilities and equipment; time management; etiquette in sharing workspace and materials; collegiality in collaborative work; safety protocols; etc. Students will complete assignments according to instructor specifications—demonstrating depth of conceptual understanding, mastery of technical skills; and unified and complete execution—in meeting assignment parameters.

Some courses may be unavailable. Please contact the Dean of Liberal Arts for alternate courses if necessary.

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REQUIRED CORE Units

- ART 002 Art History 3
- ART 006 Design Principles in 2-Dimensions 3.5
- ART 008 Design Principles in 3-Dimensions 3.5
- ART 014 Introduction to Drawing 3.5
- 3 units from List A
- 9 units from List B

List A Units

- (choose three units)
- ART 001 Art History 3
 - ART 003 World Art 3

List B Units

- (choose a minimum of 9 units)
- ART 004 Life Drawing 3 - 3.5
 - ART 005 Life Drawing 3 - 3.5
 - ART 007 Design-Color 3.5

- ART 015 Intermediate Drawing 3 - 3.5
 - ART 016 Beginning Painting 3 - 3.5
 - ART 017 Acrylic and Oil Painting 3 - 3.5
 - ART 018 Acrylic and Oil Painting 3 - 3.5
 - ART 019 Figure Painting 3 - 3.5
 - ART 021 Watercolor 3 - 3.5
 - ART 022 Watercolor 3 - 3.5
 - ART 023 Introduction to Ceramics: Hand Building . 3 - 3.5
 - ART 026 Introduction to Ceramics:
 - Wheel Throwing Techniques 3 - 3.5
 - ART 031 Sculpture 3 - 3.5
 - ART 032 Sculpture: Human Figure 3 - 3.5
 - ART 034 Ceramic Sculpture 3 - 3.5
 - ART 038 Introduction to Printmaking 3.5
 - ART 039 Etching and Engraving: Line Techniques . 3 - 3.5
 - ART 041 Etching and Engraving: Color 3 - 3.5
 - ART 043 Printmaking: Relief
 - Printing, Including Woodcut 3 - 3.5
 - ART 052 Lettering and Layout 3 - 3.5
 - ART 056 Graphic Design I 3.5
 - PHOT 030 Beginning Photography 3
- Total Units 25.5-27 units**

ART 001 3 Units
Art History
Course Advisory: Eligibility for ENGL 001. Explores the history of art in the Western World from the Paleolithic era through the Middle Ages. Focuses on the interrelation of art and culture, with a comparative study of select works of non-Western art. Field trip may be required. *Three hours lecture.*

ART 002 3 Units
Art History
Course Advisory: Eligibility for ENGL 001. Explores the history of Western Art through a critical analysis of Renaissance art through Post-Modern Art. Students will examine the connection between art and culture, and evaluate the historic, religious, and political influences on the artistic choices of diverse men and women of art history from the 15th century to today. Field trip may be required. *Three hours lecture.*

ART 003 3 Units
World Art
Course Advisory: Eligibility for ENGL 001 and SCC minimum Math standard. A survey of the traditional arts of Asia, Africa, the Americas, and the Pacific Islands. Includes an exploration of recurrent themes in the art and architecture of non-Western cultures, as well as recurrent issues related to Western scholarship and exhibition of non-Western art. *Three hours lecture.*

ART 004 2 or 3.5 Units
Life Drawing
Course Advisory: SCC minimum English standard. A study of the human figure in action and repose using a variety of drawing materials and approaches. Students work directly from the live model to develop skills using assignments which include gesture, line drawings, tone studies and the use of color. The student submits a midterm and final portfolio for evaluation. Field trip may be required. *One to two hours lecture, three to four and one-half hours lab.*

ART 005 2 or 3.5 Units
Life Drawing
Prerequisite: ART 004 with a minimum grade of C. The continued study of the human figure with more advanced problems in drawing and composition. Following initial review, the student may choose an individual program of study with the approval of the instructor. Field trip may be required. *One to two hours lecture, three to four and one-half hours lab.*

ART 006 3.5 Units
Design Principles in 2-Dimensions
Course Advisory: SCC minimum English standard. A fundamental study of visual elements and principles of design for production of art images in 2-dimensions using various materials in black and white. Design formats developed from historic and esthetic precepts are employed to investigate the relationship of form and content. Field trip may be required. *Two hours lecture, four and one-half hours lab.*

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ART 007 **3.5 Units**
Design-Color
Course Advisory: SCC minimum English standard. A study of the principles of additive and subtractive color in two dimensions. Various theories of color will be studied including those of Albers and Ittens. Reference to the use of color in the dominant styles of art history will be made. Students will produce a portfolio of projects in applied color and the elements of design. Field trip may be required. *Two hours lecture, four and one-half hours lab.*

ART 008 **3.5 Units**
Design Principles in 3-Dimensions
Course Advisory: SCC minimum English standard. The fundamental study of visual elements and principles of design for production of art objects in three dimensions using various sculpture materials and methods. Design formats developed from historic and esthetic precepts are employed to investigate the relationships of form and content. Field trip may be required. *Two hours lecture, four and one-half hours lab.*

ART 010 **3 Units**
Art Appreciation
Course Advisory: Eligibility for ENGL 001. A study of the visual elements, materials and techniques used in the creation of art forms, including analysis of art from disparate cultures and periods of history. Includes audio-visual presentations and field trips that focus on the interrelationship of subject, composition, and concept — providing opportunities for deeper appreciation of art's meaning and value. Field trip may be required. *Three hours lecture.*

ART 011 **3 Units**
Survey of Modern Art
Course Advisory: Eligibility for ENGL 001. A study of the major art styles and artists from 1875 to the present. Analysis of subject, form and content of paintings, photography and sculpture in lecture and audio visual presentation. Classes supplemented by field trips to current exhibitions. Written examinations and term paper required. Field trip may be required. *Three hours lecture.*

ART 012 **3 Units**
Inside/Outside: The Cultures and Identities of Visual Artists in a Diverse America
Course Advisory: ENGL 001. An art survey course that examines and assesses three or more groups of culturally diverse artists, art organizations and support structures. Explores art issues related to social and historical trends in the U.S., including ways in which art may reflect and shape American attitudes towards ethnic identity, race, gender, culture and discrimination. Field trip may be required. *Three hours lecture.*

ART 014 **2.0 or 3.5 Units**
Introduction to Drawing
Course Advisory: SCC minimum English standard. A study of drawing as a means of expression with emphasis on the potential variety of forms and materials available to the artist. Students will create representational and abstract drawings from still life, the figure, nature and imagination. Observational drawing skills will be developed. Field trip may be required. *One to two hours lecture, three to four and one-half hours lab.*

ART 015 **2.0 or 3.5 Units**
Intermediate Drawing
Course Advisory: ART 014; SCC minimum English and Math standards. A basic drawing class which develops the concepts introduced in ART 014 on a more advanced level. Problems in observation and imagination and the translation of these experiences into graphic terms by exploration of line, shape, mass, space, texture, and light and shadow. Emphasis on composition and the development of a personal approach to drawing. Students will be required to submit a portfolio of assignments. Field trip may be required. *One to two hours lecture, three to four and one-half hours lab.*

ART 016 **2.0 or 3.5 Units**
Beginning Painting
Course Advisory: ART 014; SCC minimum English standard. Introduction to techniques and materials of painting in acrylic or oil. Designed for the student with limited experience in painting, this course includes color theory, composition, exposure to a variety of subject matters, and the development of skills for individual expression. Field trip may be required. *One to two hours lecture, three to four and one-half hours lab.*

ART 017 **2.0 or 3.5 Units**
Intermediate Painting: Acrylic and Oil
Course Advisory: SCC minimum English standard. A study of acrylic and oil painting techniques focusing on use of color, the medium and composition. A series of painting assignments designed to develop skills in both media. Field trip may be required. *One to two hours lecture, three to four and one-half hours lab.*

ART 018 **2.0 or 3.5 Units**
Advanced Intermediate Painting: Acrylic and Oil
Prerequisite: ART 017 with a minimum grade of C.
Course Advisory: SCC minimum English and Math standards. A study of color, composition and technique in oil or acrylic painting on an intermediate level. The student may choose to repeat assignments from ART 017 or develop an outline of semester assignments appropriate to his interest and skill needs. Field trip may be required. *One to two hours lecture, three to four and one-half hours lab.*

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ART 019 2.0 or 3.5 Units
Figure Painting
Course Advisory: SCC minimum English standard. A study of figure painting techniques. Students work directly from the model to develop skills in rendering and expression. Field trip may be required. *One to two hours lecture, three to four and one-half hours lab.*

ART 020 2.0 or 3.5 Units
Landscape Drawing and Painting — Reflections of Nature
Course Advisory: SCC minimum English and Math standards. Focuses on the outdoors as subject matter. Frequent field trips and class exercises will introduce and expand the student's awareness and observational skills of the environment, in the tradition of Natural History as well as plein air (outdoor) art making. The student will reflect and translate these experiences into graphic terms using various media while considering line, shape, mass, space, texture, light, color, and shadow. The student will focus on composition and content while developing an understanding of the environment. Keeping a written and visual journal will also be a component of this class. This course will examine the interrelationships of humans and their surroundings, and the esthetics choices available with which to communicate our responses. *One to two hours lecture, three to four and one-half hours lab.*

ART 021 2.0 or 3.5 Units
Watercolor
Course Advisory: SCC minimum English standard. An introduction to the materials and techniques of transparent watercolor. Course includes basic composition, color study and an exploration of materials. Lectures, demonstrations and field study will supplement class assignments. *One to two hours lecture, three to four and one-half hours lab.*

ART 022 2.0 or 3.5 Units
Watercolor
Prerequisite: ART 021 with a minimum grade of C.
Course Advisory: SCC minimum English standard. A continuation of the study of basic watercolor techniques with emphasis on a more individual approach to the medium. The student and instructor develop a course of study that will focus on needs in the areas of skills and self-expression. Field trip may be required. *One to two hours lecture, three to four and one-half hours lab.*

ART 023 2.0 or 3.5 Units
Introduction to Ceramics: Hand Building
Course Advisory: SCC minimum English standard. Covers basic construction methods of hand building and finishing pottery. Emphasis on form, craftsmanship and creativity. Building methods include pinch technique, coil building, and slab construction. Surface techniques include texture, stencil, slip, relief, stain, and glaze. Non-traditional construction and surface techniques will also be covered. Field trip may be required. *One to two hours lecture, three to four and one-half hours lab.*

ART 024 2.0 or 3.5 Units
Intermediate Ceramics: Hand Building
Prerequisite: ART 023 with a minimum grade of C.
Course Advisory: SCC minimum English standard. Continuation of ART 023 with emphasis on expanding skills, experimentation, design, craftsmanship, and creativity. Application of basic techniques to create finished art forms. Field trip may be required. *One to two hours lecture, three to four and one-half hours lab.*

ART 025 2.0 or 3.5 Units
Ceramic Design and Decoration: Hand Building Methods
Prerequisite: ART 024 with a minimum grade of C.
Course Advisory: SCC minimum English standard. Emphasizes ceramic design problem-solving. Emphasis on creativity, design, honing skills, craftsmanship and experimentation. Ceramic art of the past as well as contemporary art is discussed. Loading and firing kilns, formulating glazes and mixing clay bodies are also covered. Builds on fundamental skills covered in Art 023 and Art 024. Field trip may be required. *One to two hours lecture, three to four and one-half hours lab.*

ART 026 2.0 or 3.5 Units
Introduction to Ceramics: Wheel Throwing Techniques
Course Advisory: SCC minimum English standard. Introduction to basic wheel throwing techniques. Emphasis on form, craftsmanship, and creativity. Surface techniques include texture, stencil, slip, relief, stain, and glaze. Non-traditional construction and surface techniques will also be covered. *One to two hours lecture, three to four and one-half hours lab.*

ART 027 2.0 or 3.5 Units
Intermediate Ceramics: Wheel Throwing Techniques
Prerequisite: ART 026 with a minimum grade of C.
Course Advisory: SCC minimum English standard. Continuation of ART 026 with emphasis on expanding skills, experimentation, design, craftsmanship, and creativity. Application of basic techniques to create finished art forms. Field trip may be required. *One to two hours lecture, three to four and one-half hours lab.*

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ART 028 2.0 or 3.5 Units
Ceramic Design: Wheel Throwing Techniques
Prerequisite: ART 027 with a minimum grade of C. Course Advisory: SCC minimum English standard.
Emphasizes ceramic design problem-solving. Emphasis on creativity, design, honing skills, craftsmanship and experimentation. Ceramic art of the past as well as contemporary art is discussed. Loading and firing kilns, formulating glazes and mixing clay bodies are also covered. Builds on fundamental skills covered in ART 026 and ART 027. Field trip may be required. *One to two hours lecture, three to four and one-half hours lab.*

ART 029 2.0 or 3.5 Units
Raku Pottery
Course Advisory: SCC minimum English standard. ART 023 or ART 026 (one college level ceramics course).
Covers the ancient and contemporary art of Raku. Topics include techniques of forming clay, the formulation of clay bodies and glazes for Raku, kiln construction, firing, post firing, Eastern and Western aesthetics, and the history of Raku. The course will not cover basic ceramic construction techniques. Students should already be familiar with basic hand building or wheel throwing techniques. Field trip may be required. *One to two hours lecture, three to four and one-half hours lab.*

ART 030A 2.0 or 3.5 Units
Architectural Ceramics, Murals and Tiles
Course Advisory: SCC minimum English standard. ART 023 or ART 026 (one college level ceramics course). This course will investigate the history, contemporary examples, materials, techniques and the vast range of artistic expression possible in architectural ceramics, ceramic murals and tiles. The course will not cover basic ceramic construction techniques. Students should already be familiar with basic hand building or wheel throwing techniques. Student should expect to incur materials and equipment costs typical of a studio art course. Field trips may be required in this course. *One to two hours lecture, three to four and one-half hours lab.*

ART 030B 3.5 Units
Mural Painting: History, Community, Practice
This course explores the cultural history of mural painting as well as the social and political issues related to the creation and public reception of mural paintings. Students will apply aesthetic as well as conceptual analyses to the design and creation of a full-scale mural. Through both study and practice, students will consider the importance of the community in the mural-making process. Course requires field trips. Students will travel to view murals in the Bay Area. Murals may be painted at a site off-campus. *Four hours lecture, nine hours lab (8 week course).*

ART 031 2.0 or 3.5 Units
Sculpture
Course Advisory: SCC minimum English standard.
Introduction to sculpture methods and materials. Emphasis on principles of three dimensional design and the interrelationship of form, content and context. Sculpture methods to be covered include modeling, mold making, welding, assemblage, and construction with a variety of materials. Field trip may be required. *One to two hours lecture, three to four and one-half hours lab.*

ART 032 2.0 or 3.5 Units
Sculpture: Human Figure
Course Advisory: SCC minimum English standard. Study of the human form in sculpture. Students will create both realistic and abstract sculpture of the human form in a variety of materials. Field trip may be required. *One to two hours lecture, three to four and one-half hours lab.*

ART 033 2.0 or 3.5 Units
Intermediate Sculpture
Prerequisite: ART 031 or ART 032 or ART 034 with a minimum grade of C. Course Advisory: SCC minimum English standard. Further development of concepts and skills presented in ART 031 and 032. Emphasis is placed on individual expression. A variety of materials, methods, and sculptural concepts are explored. Field trip may be required. *One to two hours lecture, three to four and one-half hours lab.*

ART 034 2.0 or 3.5 Units
Ceramic Sculpture
Course Advisory: SCC minimum English standard.
Introduction to basic sculpture concepts, materials, and approaches with an emphasis on ceramics. Subjects to be covered include: Historic and contemporary approaches to ceramic sculpture, slab construction, coil building, mold making, extruded fabrication, modeling from the figure, introduction to ceramic color, characteristics and limitations of ceramic materials. Field trip may be required. *One to two hours lecture, three to four and one-half hours lab.*

ART 035A 2.0 or 3.5 Units
Introduction to Wood-Fired Ceramics
Course Advisory: SCC minimum English and Math standards. Covers the ancient and contemporary art of wood-fired ceramics. Topics include techniques of forming clay, the formulating of clay bodies and glazes for wood fire, kiln construction, wood firing techniques, Eastern and Western aesthetics and the history of wood-fired ceramics. The course will not cover basic ceramic construction techniques. Students should already be familiar with basic hand building or wheel throwing techniques. *One to two hours lecture, three to four and one-half hours lab.*

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ART 036 2.0 or 3.5 Units
Ceramic Surfaces -Drawing and Painting on Clay
Course Advisory: SCC minimum English and Math standards. This course in ceramic surface design will explore the vast range of artistic expression possible with ceramic slips, stains, glazes and firing techniques at low medium and high temperature ranges. The course will not cover basic ceramic construction techniques. Students should already be familiar with basic hand building or wheel throwing techniques. Field trip may be required. *One to two hours lecture, three to four and one-half hours lab.*

ART 037 2.0 or 3.5 Units
Clay and Glazes for the Ceramic Artist
Prerequisite: ART 023 or 026 with a minimum grade of C or equivalent. Course Advisory: SCC minimum English and Math standards. Covers and investigates the theoretical and practical aspects of clay and glaze formulation. Topics covered include: Clay / glaze fit, glaze calculation, testing strategies, the development of color, the development of texture, kiln types, kiln temperatures and kiln atmosphere. Field trip may be required. *One to two hours lecture, three to four and one-half hours lab.*

ART 038 3.5 Units
Introduction to Printmaking
Course Advisory: SCC minimum English and Math standards. Explores traditional and contemporary approaches to etching (Intaglio), lithography, and relief (woodcut and linoleum) printing. Digital and new methods of photographic printmaking are discussed and demonstrated. This course is project oriented to enable the student to develop a portfolio of completed works in various mediums. Field trip may be required. *Two hours lecture, four and one-half hours lab.*

ART 039 2.0 or 3.5 Units
Etching and Engraving: Line Techniques
Course Advisory: SCC minimum English standard. Covers history and techniques of line etching and engraving, including dry point, sugar lift line etching, and soft ground line variations. The student is expected to produce matted prints of completed projects. Field trip may be required. *One to two hours lecture, three to four and one-half hours lab.*

ART 040 2.0 or 3.5 Units
Etching and Engraving: Tone
Course Advisory: SCC minimum English standard. Includes etching and engraving techniques such as aquatint, featherbiting, spit bite, and soft ground which produce tones that have gray and black areas defining line etchings. The student will prepare a portfolio of completed projects. Field trip may be required. *One to two hours lecture, three to four and one-half hours lab.*

ART 041 2.0 or 3.5 Units
Etching and Engraving: Color
Course Advisory: SCC minimum English and Math standards. Includes etching and engraving techniques and their history, including the use of multiple plates for each color used on the key plate. Some color plate methods covered include a la poupee, monotype, chine colle, color rollings, and viscosity printing. The student will prepare a portfolio of completed projects. Field trip may be required. *One to two hours lecture, three to four and one-half hours lab.*

ART 042 2.0 or 3.5 Units
Screen Printing
Course Advisory: SCC minimum English and Math standards. Screen printing techniques from paper stencils and pochoir to photographic and digital processes. Students are expected to develop a portfolio of prints that emphasizes the exploration of personal content while employing advanced screen techniques and related digital processes. The course will consist of studio production, lectures on contemporary and historical screen printing, demonstrations and critiques. Field trip may be required. *One to two hours lecture, three to four and one-half hours lab.*

ART 043 2.0 or 3.5 Units
Printmaking: Relief Printing, Including Woodcut
Course Advisory: SCC minimum English and Math standards. A general introduction to printmaking - the history, development, techniques, and processes. Emphasis is on an in-depth study and application of various relief methods (embossing, collagraph, linoleum cut, woodcut, and non-traditional methods) along with an investigation of relevant image source and development. Field trip may be required. *One to two hours lecture, three to four and one-half hours lab.*

ART 049 1.0 to 3.0 Units
Honors
Prerequisite: Completion of 24 units of college credit with a minimum GPA of 3.3; a minimum of 5 units in the discipline with a grade of B or better; an ability to work independently; permission of the Division Dean based on instructor availability. An independent study course designed for sophomores or students who have taken many of the basic classes and wish to continue work with an instructor in a specialized area. The student works by arrangement with the instructor on an outlined program of study. *Three to nine hours weekly by arrangement.*

Art

ART 052 2.0 or 3.5 Units
Lettering and Layout
Course Advisory: SCC minimum English standard. Basic lettering skills in several media for reproduction and creative lettering. Study of layout and illustration in sign, poster, and advertising design. Recommended for commercial art students and art majors. *One to two hours lecture, three to four and one-half hours lab.*

ART 054 3.5 Units
Illustration I
Course Advisory: SCC minimum English standard. Problems in design and rendering of illustration for print and film media. Projects may include illustrations for books, magazines, advertising and film. Field trip may be required. *Two hours lecture, four and one-half hours lab.*

ART 055 3.5 Units
Illustration II
Prerequisite: ART 054 with a minimum grade of C, or equivalent as determined by portfolio review. Course Advisory: SCC minimum English standard. Studio illustration conception, production and finish. Students will execute illustration projects using professional procedures and equipment. Emphasis is on student creative and technical development. Written papers and portfolio review required. *Two hours lecture, four and one-half hours lab.*

ART 056 3.5 Units
Graphic Design I
Provides fundamental background for terminal and transfer students planning to enter the graphic design field. Instruction in the professional use of design, lettering, and illustration through solution of visual communication problems. Field trip may be required. *Two hours lecture, four and one-half hours lab.*

ART 057 3.5 Units
Graphic Design II
Prerequisite: ART 056 with a minimum grade of C. Course Advisory: SCC minimum English and Math standards. Computer design and production methods for print and digital mediums using Macintosh computers and Adobe and other software programs for layout, illustration, typography, and animation. Graphic design principles are stressed. *Two hours lecture, four and one-half hours lab.*

ART 058 2.0 or 3.5 Units
Clothed Figure
Course Advisory: SCC minimum English standard. Course emphasis is on understanding the various properties of clothing and drapery, as used with the figure in painting and drawing. Gesture, proportion, form and color will be studied in relation to the clothed figure. Projects will include a variety of costume statements including fashion, sport, fantasy or science fiction and theatre costume. *One to two hours lecture, three to four and one-half hours lab.*

ART 060 3.5 Units
Exhibition Design
Course Advisory: Eligibility for ENGL 001. Provides fundamentals of designing exhibitions in galleries, museum, and alternative spaces. Students will gain hands-on experience managing all aspects of the Solano Art Gallery. Topics covered include selection, design and installation of exhibitions; defining the mission of a gallery; public relations; and career opportunities. Field trip may be required. *Two hours lecture, four and one-half hours lab.*

ART 061 2.0 or 3.5 Units
Collage & Assemblage
Course Advisory: SCC minimum English standard. Explores the making of 2D and 3D collages and assemblages in a variety of media. Addresses the history and prevalence of collage thinking as an approach to art making while integrating traditional drawing and painting skills. Field trip may be required. *One to two hours lecture, three to four and one-half hours lab.*

ART 064 3.5 Units
Monotype/Monoprint
Course Advisory: SCC minimum English and Math standards. This course will focus on the unique print. Study will include history and development of this form in relation to print tradition. Development of press skills in single-drop and multi-drop printing is required. A portfolio of printing techniques including direct, indirect and combination prints will be required. Field trip may be required. *Two hours lecture, four and one-half hours lab.*

Art

ART 065 **3.5 Units**
Book Making
Course Advisory: SCC minimum English and Math standards. Explores book making in a variety of formats. Discussion of the history and development of the book is included. Students will make several books: Classic signature book bound between boards, side bound books and a variety of artist's books including altered books, boxed books, and 3 dimensional book structures like accordion books and pop-up books. Field trip may be required. *Two hours lecture, four and one-half hours lab.*

ART 066A **2 Units**
Travel Study - Topics in Studio Art
Course Advisory: Minimum standards: SCC minimum English standard. Designed to offer study in a wide range of topics related to the studio practice of 2-D art, allowing for concentrated exploration of a topic not normally treated in any depth in a survey class. The content will vary each semester and will be described in the Schedule of Classes. Course requires travel and additional expense; check with instructor for further information. *Eight hours lecture, twenty-four hours lab (2 week course).*

ART 066B **1.0 to 3.0 Units**
Travel Study - Topics in Art History
Course Advisory: Minimum standards: Eligibility for English 001. This Travel Study course offers students the opportunity to study art in person. Lectures will be held at museums, archaeological sites, and other venues with art historical significance. The specific topic of art history study will vary from term to term, according to the featured travel destination and selection of sites. Studying art in context will allow a concentrated exploration of a topic not usually discussed in-depth in a survey class. The destination(s) and topic for each semester will be described in the Schedule of Classes. Course requires travel and additional expense; check with instructor for further information. *Minimum four hours lecture and maximum twelve hours lecture (4 week course).*

ART 074 **2.0 or 3.5 Units**
Kiln Design and Operation
Course Advisory: SCC minimum English and Math standards. ART 023 or ART 026 (one college level ceramics course). This course in kiln design and operation will investigate the vast range kiln designs, their operation and the opportunities each offers for artistic expression. Kiln designs covered will include natural gas, propane, electric, raku, salt, wood, and alternative kilns. Students will be able to determine which kilns and which firing strategies are best suited to their current artistic vision. The course will not cover basic ceramic construction techniques. Students should already be familiar with basic hand building or wheel throwing techniques. Field trip may be required. *One to two hours lecture, three to four and one-half hours lab.*

ART 075 **2.0 or 3.5 Units**
Art Studio Concepts
Course Advisory: SCC minimum English standard. Intensive study in visual arts studio. Exposure to contemporary art directions, trends and selected topics. Different studio problems will be investigated each semester. Field trip may be required. *One to two hours lecture, three to four and one-half hours lab.*

ART 076A **3.5 Units**
Portfolio Development - Artistic Inquiry
Course Advisory: SCC minimum English standard. This is an advanced course designed to serve the student in the preparation of a professional fine art portfolio consisting of a body or series of work. Emphasis is placed on 1) individual expression of an artistic vision, 2) idea development 3) artistic inquiry 4) setting and meeting artistic goals and timelines for the production of a body or series of work. For this course the student should have the necessary skills, art making experience and motivation to work independently, with expert consultation by the instructor, on developing a coherent body of work. This course is the first in a two part course offering completed by Portfolio Development-Documentation. Student should expect to incur materials and equipment costs typical of a studio art course. Field trip may be required. *Two hours lecture, four and one-half hours lab.*

Art

ART 076B 3.5 Units
Portfolio Development: Documentation
Course Advisory: SCC minimum English standard. This is an advanced course designed to serve the student in the preparation of a professional fine art portfolio consisting of a body or series of work. Emphasis is placed on 1) individual expression of an artistic vision, 2) professional quality documentation and presentation of artwork and 3) capacity to communicate both verbally and in writing about artwork produced. For this course the student should have the necessary skills, art making experience and motivation to work independently, with expert consultation by the instructor, on developing a coherent body of work. This course is the second in a two part course offering following Portfolio Development-Artistic Inquiry. Student should expect to incur materials and equipment costs typical of a studio art course. Field trip may be required. *Two hours lecture, four and one-half hours lab.*

ART 077A 3 Units
Professional Practices for Artists
Course Advisory: SCC minimum English standard. This course is designed to provide the skills and information to serve the student in developing a professional art career. Topics include: How to approach galleries, institutions, universities, art schools, and potential employers. Techniques for promoting art for employment or transfer to four year schools, portfolio preparation, resume writing, artist statement and biography composition, sales and pricing of art, business basics, entrepreneurship, public relations, art on the internet, planning and goal setting, contracts, taxes, grant getting, display, shipping, sustaining creativity. Evaluation of marketing and promotional concepts. Recommended for all art and design majors seeking to become professionals. *Three hours lecture.*

ART 077B 3 Units
Art on Site
Course Advisory: SCC minimum English standard. Art on Site is a movable feast. We will visit artists, gallery owners, museum curators and art administrators on site, at their studios, galleries museums and offices. This will be a forum for students to hear first hand from artists, arts scholars and other art professionals discussing and contextualizing their work within the contemporary art field. Includes multiple lectures by visitors and additional class lectures providing further context. Exposure to contemporary art directions, trends and job markets. *Three hours lecture.*

ART 100 2.0 or 3.5 Units
Color and Mixed Media Drawing
Course Advisory: SCC minimum English standard. Course focuses on the use of a variety of drawing materials and techniques with special attention to color theory. Lectures, demonstrations and field study will supplement class assignments. Field trip may be required. *One to two hours lecture, three to four and one-half hours lab.*

ART 145 2.0 or 3.5 Units
Portrait Drawing and Painting
Course Advisory: ART 014. A multi-faceted course addressing the representation of likeness portrait study. Includes anatomy and work with live models, self-portraits and portraits of others. Issues of gender, ethnic identity, youth and aging, stereotyping and caricature will be presented in historical and contemporary contexts. Portrait work will be explored in a variety of stylistic formats from observational likeness to expressionistic images to symbolic portraits. Work in a variety of media is required. Field trip may be required. *One to two hours lecture, three to four and one-half hours lab.*

Automotive

Automotive Body and Repair

Program Description

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

Certificate of Achievement and Associate Degree in Science

A Certificate of Achievement can be obtained by completing the 46-unit major below. The Associate in Science Degree can be obtained by completing 67 units, including the major and the general education requirements. All courses in the major must be completed with a grade of C or better or a P if the course is taken on a Pass/No Pass basis.

Program Outcomes

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

1. Demonstrate knowledge of metal joining and straightening methods.
2. Inspect, remove, install, align panels, doors and trim to meet shop standards
3. Determine type of paint; plan refinishing system; remove, prepare, seal and mask; apply coatings to vehicle.
4. Demonstrate correct use of chemicals within the shop environment.
5. Work safely and responsibly within all safety and environmental guideline standards for a shop.
6. Identify and strategize career plans for employment in the auto collision field.

REQUIRED COURSES	Units
AUTB 100 Fundamentals of Auto Body Repair	10
AUTB 101 Spray Paint Theory and Techniques	10
AUTB 102 Automotive Body Panels and Frame Straightening	10
AUTB 103 Advanced Auto Body Repair and Painting . .	10
IT 140 Industrial Materials	3
IT 150 Industrial Processes	3
Total Units	46

Recommended Electives

- BUS 005 Introduction to Business
- DRFT 079 Blueprint Reading
- IT 110 Modern Welding
- OCED 090 Occupational Work Experience
- OCED 091 General Work Experience

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

Automotive

Automotive Technician

Program Description

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

Certificate of Achievement and Associate of Science Degree

A Certificate of Achievement can be obtained by completing the 40-unit major below. The Associate in Science Degree can be obtained upon completion of 61 units, including the major, and the general education requirements. All courses in the major must be completed with a grade of C or better or a P if the course is taken on a Pass/No Pass basis.

Program Outcomes

Students who complete the Certificate of Achievement/Associate Degree will be technically proficient in entry level skills as defined by the National Automotive Technicians Education Foundation. (NATEF) by demonstrating:

1. 85 percent of the tasks established by NATEF.
2. Proper service and repair procedures of the following systems:
 - Engine Repair
 - Automatic Transaxles/Transmissions
 - Manual Drivetrain
 - Suspension, Steering and Alignment
 - Brakes
 - Electrical Systems
 - Heating and Air Conditioning
 - Engine Performance
3. Proper safety procedures and techniques.
4. Efficient oral and written communication.
5. The ability to apply fundamental automotive technology principles.
6. Skills for successful employment in the field of Automotive Mechanics Repair Technology.

REQUIRED COURSES	Units
ATEC 130 Automotive Systems	10
ATEC 131 Automotive Electrical Systems	10
ATEC 132 Automotive Brakes and Suspension Systems	10
ATEC 133 Internal Combustion Engines and Power Transmission	10
Total Units	40

Recommended Electives
BUS 005 Introduction to Business
IT 110 Modern Welding
IT 140 Industrial Materials
OCED 090 Occupational Work Experience
OCED 091 General Work Experience

Automotive Technician

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

ATEC 070 3 Units

Automotive Fundamentals

Course Advisory: SCC minimum English and Math standards. The study of automotive fundamentals including hazardous waste handling, automotive safety, automotive careers, automotive information systems, tools and equipment, fasteners, automotive measurements and measuring devices, bearings and sealants, engine systems and operation, drivelines, suspension and steering, brakes, and auxiliary systems. *Two hours lecture, three hours lab.*

ATEC 130 10 Units

Automotive Systems

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

Automotive

ATEC 131 10 Units
Automotive Electrical Systems
Prerequisite: ATEC 130. Course Advisory: SCC minimum English standard. Presents the theory and repair of automotive electrical systems. Includes the study of electricity principles, conventional and electronic ignition systems, charging systems, starting systems and electrical accessories. Provides the student with knowledge and skills in systems diagnosis, repair and testing necessary for entry into the trade. Testing and manipulative skills based on industry standards. *Five hours lecture, fifteen hours lab.*

ATEC 132 10 Units
Automotive Brakes and Suspension
Prerequisite: ATEC 131. Course Advisory: SCC minimum English standard. Study of automotive brakes, suspension systems, and wheel alignment theory and service procedures. Includes skills development in the use of wheel alignment machines and brake reconditioning equipment. Provides the student with knowledge and skills in diagnosis repair and testing necessary for entry into the trade. Testing and manipulative skills based on industry standards. *Five hours lecture, fifteen hours lab.*

ATEC 133 10 Units
Internal Combustion Engines and Power Transmission
Prerequisite: ATEC 132. Course Advisory: SCC minimum English standard. A study of internal combustion engines, transmissions, differentials, and support systems. Provides the student with the knowledge and skills in engine and power transmission theory and overhaul procedures necessary for entry into the trade. Testing and manipulative skills based on industry standards. *Five hours lecture, fifteen hours lab.*

Automotive Body and Repair
(For additional listings see "Industrial Education" section of this catalog).

AUTB 100 10 Units
Fundamentals of Auto Body Repair
Course Advisory: SCC minimum English standard. Acquaints the student with the basic skills and fundamental principles of auto body repair. Learned skills are verified through manipulative and written tests. *Five hours lecture, fifteen hours lab.*

AUTB 101 10 Units
Spray Paint Theory and Techniques
Prerequisite: AUTB 100. Course Advisory: SCC minimum English standard. Acquaints the student with the basic principles and techniques of automotive refinishing. Skills acquired are verified through manipulative projects and written tests. *Five hours lecture, fifteen hours lab.*

AUTB 102 10 Units
Automotive Body Panels and Frame Straightening
Prerequisite: AUTB 100. Students will learn to repair and replace body panels. Includes unibody and frame straightening. Learned skills are verified through manipulative projects and written exams. *Five hours lecture, fifteen hours lab.*

AUTB 103 10 Units
Advanced Auto Body Repair and Painting
Prerequisite: AUTB 101, 102. Students are exposed to the fine details of automotive body repair. Excellence and precision of skills are refined and quality work is emphasized. Students demonstrate their achievements through manipulative projects and written tests. *Five hours lecture, fifteen hours lab.*

AUTB 110 3 Units
Special Projects
Prerequisite: AUTB 103. Advanced projects undertaken by students in their field of specialization, under supervision of the instructor. *Two hours lecture, three hours lab.*

Banking and Finance

Bank Operations

Program Description

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

Certificate of Achievement and Associate in Science Degree

A Certificate of Achievement can be obtained upon completion of the 21-unit major. The Associate in Science Degree can be obtained upon completion of 60 units, including the major, general education requirements, and electives. All courses in the major must be completed with a grade of C or better or a P if the course is taken on a Pass/No Pass basis.

Program Outcomes

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

1. Identify accounting concepts that enable them to interpret financial data and use it to make informed decisions about the operating performance and financial position of a company.
2. Describe personal financial investment concepts that enable them to provide customers with advice on investments, insurance, and estate planning.
3. Use communication skills that will enable them to assume supervisory positions.
4. Demonstrate an understanding of the monetary and banking issues that are pervasive in all aspects of financial services.

REQUIRED COURSES	Units
BIF 150 Principles of Bank Operations	3
BUS 018 Legal Environment of Business	3
BUS 181 Business Mathematics	3
CIS 050 Microcomputer Applications	3
COMM 001 Introduction to Public Speaking	3
OR	
COMM 060 Business and Professional Communication	3
MGMT 191 Human Relations	3
Elective(s) selected from the recommended electives	3
Total Units	21

Recommended Electives

CIS 055 MS Windows Operating Systems
CIS 073 Microsoft Excel
CIS 060 Introduction to the Internet
OCED 090 Occupational Work Experience
OCED 091 General Work Experience
OT 054A Beginning Keyboarding A
OT 054B Beginning Keyboarding B
OT 055A Intermediate Keyboarding / Word Processing A
OT 055B Intermediate Keyboarding / Word Processing B
OT 100 Skill Building on the Computer Keyboard
OT 162 Ten-Key

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

BIF 150 3 Units
Principles of Bank Operations
Course Advisory: SCC minimum English standard. A comprehensive study and analysis of the economic functions of banks and the services they render to society. Three hours lecture.

Biology

Biology A.S.

Program Description

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

Associate in Science Degree

The Associate in Science Degree can be obtained by completing the 46-50-unit major, the general education requirements, and electives for a total of 64-66 units. All courses in the major must be completed with a grade of C or better or a P if the course is taken on a Pass/No Pass basis.

Program Outcomes

1. Students will be able to design and/or interpret an investigation, including data collection and/or analysis.
2. Describe the molecular basis of genetics and energetics.
3. Explain the principles and mechanisms of microevolution and macroevolution.

REQUIRED COURSES	Units		Units
BIO 002 Principles of Cell and Molecular Biology	5	MATH 020 Analytic Geometry and Calculus I	5
BIO 003 Evolution, Ecology & Biodiversity	5	AND	
CHEM 001 General Chemistry	5	MATH 021 Analytic Geometry and Calculus II	5
AND		PHYS 002 General Physics (Non-Calculus)	5
CHEM 002 General Chemistry	5	AND	
CHEM 003 Organic Chemistry I	5	PHYS 004 General Physics (Non-Calculus)	5
AND		OR	
CHEM 004 Organic Chemistry II	5	PHYS 006 Physics for Science and Engineering	5
MATH 030 Analytic Geometry and Calculus	3	AND	
AND		PHYS 007 Physics for Science and Engineering	5
MATH 031 Analytic Geometry and Calculus	3	Total Units	46 – 50
OR			

BIO 002 **5 Units**
Principles of Cell and Molecular Biology
Prerequisite: CHEM 001. Course Advisory: Eligibility for ENGL 001. This course introduces biology majors to the basic concepts of cell and molecular biology and to the laboratory techniques used to study cells and biological molecules. Subjects include the structure and function of biological molecules, prokaryotic and eukaryotic cell structure and function, cell physiology and metabolism, Mendelian and molecular genetics, and the techniques used in biotechnology to manipulate DNA. *Three hours lecture, six hours lab.*

BIO 003 **5 Units**
Evolution, Ecology & Biodiversity
Prerequisite: MATH 104, BIO 002. Course Advisory: Eligibility for ENGL 001. This course for biology majors covers evolution, ecology, and the diversity of life. The laboratory component includes invertebrate and vertebrate dissection and several weekend and all day field trips. Students must successfully complete both the lecture and the laboratory portions of the course. Field trips may be required. Some field trips may involve a fee. Formerly BIO 001. *Three hours lecture, six hours lab.*

Biology

BIO 004 5 Units
Human Anatomy
Course Advisory: SCC minimum Math standard, Eligibility for ENGL 001, BIO 016 is strongly recommended. BIO 004 is a study of the structural organization of the human body, from cellular to organismal level. Throughout the course, various types of instruction are used, including microscopic investigation of prepared slides of tissues and organs, gross (macroscopic) anatomical dissection, and examination of prosected human material. Formerly BIO 006. *Three hours lecture, six hours lab.*

BIO 005 5 Units
Introductory Physiology
Prerequisite: A grade of C or better in BIO 004 and CHEM 001 or CHEM 010 or CHEM 051 Course Advisory: SCC minimum Math standard and Eligibility for ENGL 001. This course describes physiological and homeostatic mechanisms of the body systems in health and dysfunctional states. The laboratory relates structure to function, uses instrumentation to measure physiological variables, and enables students to critically evaluate functional status. *Three hours lecture, six hours lab.*

BIO 012 3 Units
Environmental Science
Course Advisory: Eligibility for ENGL 001 and SCC minimum Math standard. This course examines the basic concepts of biology (especially ecology), chemistry, and physics to study: (1) human population growth, (2) short and long-term use of resources (such as soil, food, land, renewable and nonrenewable energy, water, and air), and (3) the production of pollution and other wastes. Field trips may be required. *Three hours lecture.*

BIO 012L 1.5 Units
Environmental Science Laboratory
Prerequisite: BIO 012 (may be taken concurrently) Course Advisory: Eligibility for ENGL 001 and SCC minimum Math standard. A course that uses laboratory and mandatory field trip techniques to examine the ecological roles of organisms, resource use, and pollution/waste. Field trips may be required. *Three hours lab.*

BIO 014 4 Units
Principles of Microbiology
Prerequisite: A grade of C or better in Chem 51, Chem 10, or Chem 1 and a grade of C or better in Math 104 or Math 114 or two years of high school algebra. Course Advisory: SCC minimum English and Math standards. The study of the morphology, physiology, genetics, taxonomy, and ecology of microorganisms. The course also includes principles of immunology, the control of microbes, and their relationship to disease. Laboratory exercises cover microscopy, staining, aseptic techniques, identification, and microbial growth among others. *Three hours lecture, three hours lab.*

BIO 015 4 Units
Introduction to Biology
Course Advisory: Eligibility for ENGL 001; SCC minimum Math standard. A non-majors biology course that introduces basic concepts of living organisms including aspects of biological chemistry, cell structure and function, physiology, genetics, evolution, and ecology. Students must successfully complete both the lecture AND lab portions of the course. Off-campus field trips may be required and may involve a fee. **NOTE: Not open for credit to students who have completed BIO 001, 002 or 012.** *Three hours lecture, three hours lab weekly.*

BIO 016 3 Units
Introduction to Human Biology
NOTE: Not open for credit to students who have completed BIO 001, 002, 005, 010 or 015. *Course Advisory: SCC minimum English and Math standards.* An introduction to general biology with emphasis on the human model. Topics include cell structure and function, human evolution, anatomy and physiology, genetics, and the human impact on the environment. This is a course for non-majors. *Three hours lecture.*

BIO 016L 1.5 Units
Human Biology Laboratory
Prerequisite: BIO 016 with a minimum grade of C. May be taken concurrently. Course Advisory: Minimum standards: Eligibility for English 001 and SCC minimum Math standard. A non-majors laboratory course providing an introduction to general biology with an emphasis on the human model. Topics include microscopy, cell structure and function, human anatomy and physiology, genetics and the human impact on the environment. *One half-hour lecture, three hours lab.*

Biotechnology

Industrial Biotechnology

Program Description

This program prepares graduates to work in the biotechnology industry as production technicians. A production technician operates and maintains the equipment used to manufacture protein pharmaceutical products. Students will grow bacterial, yeast, and mammalian cells and recover the proteins that they produce. They will follow good manufacturing practices by maintaining records in order to comply with quality assurance procedures and government regulations. Students in the program must be able to adjust their time to a flexible schedule.

Certificate of Achievement and Associate in Science Degree

The Certificate of Achievement can be obtained upon completion of the 22-24-unit major with a grade of C (2.0) or better in each course. The Associate in Science Degree can be obtained upon completion of 60 units, including the major, general education requirements and electives. All courses in the major must be completed with a grade of C or better or a P if the course is taken on a Pass/No Pass basis.

Program Outcomes

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

1. A successful student should understand the structure and function of protein pharmaceuticals and evaluate which protein properties a production facility can exploit to purify a particular protein from other cellular components.
2. In preparation for working at a biotechnology company, a successful student should be able to construct a pathway analyzing how a drug or biologic is produced by genetically engineered cells and subsequently purified.

REQUIRED COURSES	Units
BIOT 051 Principles of Biotechnology	3
BIOT 052 Business and Regulatory Practices in Biotechnology	3
BIOT 062 Cell Culture and Protein Recovery	4
BIOT 063 Biotechnology Instrumentation: Quality Control & Genetic Engineering	4
BIO 014 Principles of Microbiology	4
OR	
BIO 002 Principles of Cell and Molecular Biology	5
CHEM 010 Intermediate Chemistry	4
OR	
CHEM 001 General Chemistry	5
Total Units	22 – 24

NOTE: Prior knowledge and use of computers is advised, including word processing, spreadsheets, and databases.

Biotechnology

Applied Biotechnology

Certificate of Achievement

A Certificate of Achievement can be obtained by completion of the 18-unit major with a grade of C or better or a P if the course is taken on a Pass/No Pass basis in each course.

Program Outcomes

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

1. A successful student should understand the structure and function of protein pharmaceuticals and evaluate which protein properties a production facility can exploit to purify a particular protein from other cellular components.
2. In preparation for working at a biotechnology company, a successful student should be able to construct a pathway analyzing how a drug or biologic is produced by genetically engineered cells and subsequently purified.

REQUIRED COURSES	Units
BIOT 051 Principles of Biotechnology	3
BIOT 052 Business and Regulatory Practices in Biotechnology	3
BIOT 062 Cell Culture and Protein Recovery	4
BIOT 063 Biotechnology Instrumentation: Quality Control & Genetic Engineering	4
BIOT 160 Basic Concepts/Methods in Biotechnology ...	4
Total Units	18

Note: Prior knowledge and use of computers is advised, including word processing, spreadsheets, and databases.

Industrial & Applied Biotechnology

BIOT 051 3 Units
Principles of Biotechnology
Prerequisite: BIO 014 or BIO 002 or BIOT 160. Course Advisory: SCC minimum Math standard and Eligibility for ENGL 001. This course covers topics important in the development, production, recovery, and analysis of products produced by biotechnology. The course traces the path of a drug or biologic from the cell through the production facility, the final processing, and into the human body. It discusses the growth characteristics of the organisms used to produce pharmaceutical proteins, the techniques used in product recovery, and the techniques used in product analysis. *Three hours lecture.*

BIOT 052 3 Units
Business and Regulatory Practices in Biotechnology
Course Advisory: Eligibility for ENGL 001; SCC minimum Math standard. Examines how basic business principles and sound manufacturing procedures assure the quality and safety of a product as the manufacturing team moves a product down the biotechnology production pipeline. It explores the role of governmental oversight and regulation during the discovery, development, and manufacturing of new products produced by biotechnology. *Three hours lecture.*

BIOT 062 4 Units
Cell Culture and Protein Recovery
Prerequisite: BIOSC 014 or BIOSC 002 or BIOTCH 160. Course Advisory: Eligibility for ENGL 001. This laboratory course teaches the skills needed to serve as a technician in biotechnology production. Students grow and monitor bacterial, yeast, and mammalian cells on a laboratory scale that emulates the large-scale production used in industry. Students will become familiar with the cleaning, sterilization, aseptic inoculation, operation, and monitoring of fermenters and bioreactors. Students then recover and purify proteins produced by those cell cultures. They recover and purify proteins using centrifugation, ultrafiltration, and chromatography techniques. The course emphasizes the use of current Good Manufacturing Practices (cGMP), and students gain experience following Standard Operating Procedures (SOP). *Two hours lecture, six hours lab.*

Biotechnology

BIOT 063

4 Units

Biotechnology Instrumentation:

Quality Control & Genetic Engineering

Prerequisite: BIO 014 or BIO 002 or BIOT 160. *Course Advisory:* Eligibility for ENGL 001. Familiarizes students with small scale laboratory practices, both those used in a research laboratory and those used by a quality control department in industry, to analyze the quality of a cell culture process and the purity of protein products produced by cells in culture. The course emphasizes the use of Good Laboratory Practices (GLP) in these analyses. Students will gain experience in techniques used to analyze nucleic acids and in the genetic engineering of cells. They will also gain experience with the common assays used in Quality Control including electrophoresis, High Performance Liquid Chromatography (HPLC), Enzyme Linked Immunosorbant Assay (ELISA), and Polymerase Chain Reaction (PCR) to test products generated using cell culture. *Two hours lecture and six hours lab.*

BIOT 160

4 Units

Basic Concepts/Methods in Biotechnology

Prerequisite: MATH 104 or MATH 114 or equivalent.

Course Advisory: SCC minimum English and Math standards. **NOTE: Not open to students who have completed CHEM 001, CHEM 010, BIO 002, BIO 014, or equivalent.** This course is not designed for students intending to transfer. This course is not designed for students intending to transfer. This course serves as a prerequisite to Solano College's biotechnology courses by giving students knowledge of the basic concepts in biology and chemistry used in biotechnology while also developing the basic laboratory skills required to succeed in the field. *Two hours lecture, six hours lab.*

Business

Business, General (Transfer)

Program Description

This program is designed for business students planning to transfer to the University of California and/or the California State University systems.

Certificate of Achievement and Associate in Science Degree

A Certificate of Achievement can be obtained by completing the 26-unit major with a grade of C or better in each course. The Associate in Science Degree can be obtained by completing a total of 60 units, including the major, general education requirements, and electives. All courses in the major must be completed with a grade of C or better or a P if the course is taken on a Pass/No Pass basis.

Program Outcomes

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

1. Recognize the importance marketing, legal, economics, accounting, business forms, financing, risk, and personnel management is in business and formulate hypotheses based on these concepts.

REQUIRED COURSES	Units
ACCT 001 Principles of Accounting - Financial.	4
ACCT 002 Principles of Accounting - Managerial.	4
BUS 005 Introduction to Business	3
BUS 018 Legal Environment of Business	3
CIS 001 Introduction to Computer Science.	3
OR	
CIS 050 Microcomputer Applications	3
ECON 001 Principles of Economics (Macroeconomics) ..	3
ECON 002 Principles of Economics (Microeconomics) ..	3
Elective(s) selected from the recommended electives.	3
Total Units	26

Recommended Electives (Select three units).	Units
BUS 092 Business Communication	3
CIS 020 Assembly Programming	3
CIS 022 Introduction to Programming	3
CIS 023 Data Structures and Algorithms	4
MATH 011 Elementary Statistics	4
MATH 020 Analytic Geometry and Calculus I	5
MATH 021 Analytic Geometry and Calculus II.	5
MATH 030 Analytic Geometry and Calculus.	3
MATH 031 Analytic Geometry and Calculus	3
OCED 090 Occupational Work Experience	1-8
OCED 091 General Work Experience.	1-6

***Suggested general education math courses for the Business, General (Transfer) major are MATH 011 (Statistics) and MATH 015 (Finite Math) OR MATH 030 (Analytical Geometry and Calculus). Students should consult a counselor regarding Business Articulation Agreements.**

Business

Business-Insurance: Property & Casualty

Program Description

This program provides essential background information needed by those wishing to work in an insurance office. Extensive employment opportunities are available in a variety of job areas from sales to accounting to database or project management.

Certificate of Achievement and Associate in Science Degree

A Certificate of Achievement can be obtained by completing the 31-unit major below. The Associate in Science Degree can be obtained upon completion of 60 units, including the major, and the general education requirements and electives. All courses in the major must be completed with a grade of C or better or a P if the course is taken on a Pass/No Pass basis.

Program Outcomes

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

1. Understand the insurance process, the segments of insurance, and the consequences of insurance contracts in mitigating loss.
2. What are the risk management techniques available to handle exposure to loss and the use of risk modification.
3. Understand the financial and human consequences of loss. Proper and casualty exposures.
4. Apply the insurance principles in potential and real business and personal loss exposures.
5. Understand the exposures to loss faced by an individual and/or corporation.

REQUIRED COURSES Units

ACCT 001 Principles of Accounting - Financial.	4
BUS 005 Introduction to Business	3
BUS 018 Legal Environment of Business	3
BUS 070 Introduction to Insurance	1
BUS 071 Principles of Property and Liability Insurance. .	3
BUS 072 Personal Insurance	3
BUS 073 Commercial Insurance.....	3
BUS 074 Insurance—Code & Ethics.....	1
BUS 092 Business Communication	3
CIS 050 Microcomputer Applications	3
CIS 073 Microsoft Excel	3
OCED 090 Occupational Work Experience.....	1
Total Units	31

Recommended Electives

- MKT 171 Introduction to Marketing
 - MKT 173 Principles of Selling
-

Insurance Specialist Job-Direct Certificate

All courses must be completed with a C or better

Required Courses Units

BUS 070 Introduction to Insurance	1
BUS 071 Principles of Property and Liability Insurance. .	3
BUS 072 Personal Insurance	3
BUS 073 Commercial Insurance.....	3
BUS 074 Insurance—Code & Ethics.....	1
Total Units	11

Business

Business, General (Transfer)

Many courses formerly listed under the Business discipline appear under the disciplines "Accounting," "Management," "Marketing," or "Office Technology."

BUS 005 3 Units

Introduction to Business

Course Advisory: Eligibility for ENGL 001, SCC minimum Math standard. A comprehensive study and analysis of the principles of business. The course introduces students to contemporary business principles, practices, and terminology. Students will gain an understanding and appreciation of the private enterprise system, and how the functional areas of business work and interrelate. The course explores business career opportunities, provides the prerequisite knowledge needed for success in other business courses, and prepares students for transfer to upper-division business degree programs. Assigned readings, class participation, written homework, and written examinations are required. *Three hours lecture.*

BUS 018 3 Units

Legal Environment of Business

Course Advisory: Eligibility for ENGL 001, SCC minimum Math standard. A comprehensive introduction to the study of the law, with specific emphasis on the legal environment of business. Includes the legal process, legal institutions, contracts, agency, the Uniform Commercial Code (UCC), torts, employment, property, computer law, consumer protection, government regulation and Alternative Dispute Resolution (ADR), along with ethical concerns and current public policy issues. Written examinations required. *Three hours lecture.*

BUS 060 3 Units

Introduction to International Business

Course Advisory: Eligibility for English 001, SCC minimum Math standard. A comprehensive overview designed to provide a global perspective in a continuously emerging international marketplace, including topics such as foreign investing, impact of financial markets, international marketing, cultural understanding, and operation of multinational and small companies. *Three hours lecture.*

BUS 070 1 Unit

Introduction to Insurance

Course Advisory: Eligibility for English 001, SCC minimum Math standard. Provides students with the background needed prior to taking the other insurance courses. Included are topics such as property/casualty insurance, distribution of insurance products and services to the consumer, how insurance company departments function, civil laws or tort and contract, basic commercial and personal Insurance Services Office (ISO) contracts, and the risk management process. *Three hours lecture (6 week course).*

BUS 071 3 Units

Principles of Property and Liability

Course Advisory: Eligibility for English 001, SCC minimum Math standard. One of five insurance courses that are designed to prepare students for employment in the insurance industry, which consists of many different types of employment opportunities, from selling insurance to working in a variety of positions in an insurance company. *Three hours lecture.*

BUS 072 3 Units

Personal Insurance

Course Advisory: Eligibility for English 001, SCC minimum Math standard. Assists individuals in learning basic information regarding personal insurance. It includes information about automobile insurance; homeowners' insurance; other residential insurance, such as fire and earthquake insurance; marine insurance; and other personal property. *Three hours lecture.*

BUS 073 3 Units

Commercial Ins.

Course Advisory: Eligibility for English 001, SCC minimum Math standard. One of five insurance courses designed to prepare students for employment in the insurance industry. Emphasis for this course is on commercial insurance. The insurance industry offers many different types of employment opportunities, from selling insurance to working in an insurance office. *Three hours lecture.*

BUS 074 1 Unit

Insurance — Code & Ethics

Course Advisory: Eligibility for English 001, SCC minimum Math standard. Designed to enable students to understand and apply proper ethical business behavior and obligations, especially as they relate to those working in the field of insurance. *Three hours lecture (6 week course).*

Business

BUS 092 3 Units
Business Communication
Course Advisory: Eligibility for ENGL 001; SCC minimum Math standard. A study of communication theory in the planning and preparation of various types of letters, reports, resumes, and oral presentations along with analysis of group dynamics, symbolic communication, interview techniques and listening skills. Stresses audience analysis, style, appearance, and the importance of grammar, punctuation and vocabulary. Strong focus on gender and cultural communication issues and strategies in the workplace. Critical thinking encouraged through written and oral assignments and case studies on business communication and ethical issues. *Three hours lecture.*

BUS 099 1.00 to 3.00 Units
Business Honors
Prerequisite: Completion of 24 units of college credit with a minimum GPA of 3.3; a minimum of 5 units in the discipline with a grade of B or better; an ability to work independently; permission of the Division Dean based on instructor availability. A comprehensive study and analysis of a topic of student scholarship which is centered on important topics or issues within the business field. *Three to nine hours weekly by arrangement.*

BUS 100 1.5 Units
Work Readiness
Course Advisory: SCC minimum English and Math standards. Covers the process of assessing the job market and completing a resume and application. Topics include how to be successful on the job and to gain satisfaction and rewards from work. The skills needed in the workplace are emphasized along with the social and communication skills, personal characteristics and habits, and expectations of the employer. *Three hours lecture (8 week course).*

BUS 119 3 Units
Project Management
Prerequisite: CIS 001 or CIS 050 and BUS 005. Course Advisory: ECON 002, ACCT 002, CIS 091, BUS 092; SCC minimum English and Math standards. Integrates business concepts used in managing a development or business project such as the project's scope and goals, management of communication, cost and time management, and human resources together with using project management computer software designed for these tasks. Students will manage case studies using their understanding of business and using the software. (Same as CIS 119) *Three hours lecture, one hour lab weekly by arrangement.*

BUS 148A 3 Units
Small Business Project-Based Path for Entrepreneurs
Course Advisory: SCC minimum English and Math standards. This course emphasizes activities and techniques through project management that develops competencies needed to become a successful leader. Students receive instruction and project-based activities in the areas of entrepreneurship, project management, personal and workplace skill, oral and written techniques, and networking. *Three hours lecture.*

BUS 181 1.00 to 3.00 Units
Business Mathematics
Course Advisory: SCC minimum English standard. This course requires students to apply essential mathematical skills necessary for success in business. Includes a review of fractions, decimals, percents, ratios, the percentage formula, and general business applications; covers advanced business applications such as interest, discount, markup, payroll, pricing policies, cash and trade discounts, and financial statements. This is a self-paced, programmed learning class. Open Entry/Open Exit, Variable unit course, Online course is not Open Entry/Open Exit. *One to three hour(s) lecture.*

BUS 182 1 Unit
Small Business Mathematics
Course Advisory: SCC minimum English and Math standards. This course requires students to apply essential mathematical skills necessary for persons operating a successful business. It includes asset and inventory management; ratio analysis, depreciation, taxation applied to sales, excise, and real property; investments and insurance, and basic statistics. This is a self-paced, programmed learning class. Open Entry/Open Exit Course, Online Course is not Open Entry/Open Exit. *One hour lecture.*

BUS 191 3 Units
Investment Fundamentals
Course Advisory: SCC minimum English standard. A comprehensive study and analysis of investment strategies available to investors. Topics covered include the stock and bond market, gold, money markets and options. *Three hours lecture.*

BUS 201 0.5 Unit
Starting and Managing a Small Business
Presents an overview of the process and steps involved in establishing a small business. Topics include entrepreneurial characteristics, success and failure factors, financing, management and business concerns, and developing a check list for planning a start-up. This is a credit/no-credit only course. *Eight hours lecture (2 week course).*

Business

BUS 202 0.5 Unit
Financing a Small Business
Examines various sources of money to start, buy, or expand a small business, including the many ways to start, buy, or expand a business with little or no money. This is a credit/no-credit only course. *Eight hours lecture (2 week course).*

BUS 203 0.5 Unit
Business Financial Management
Examines the preparation and analysis of financial statements and basic small business accounting techniques, using manual and/or computer systems. This is a credit/no-credit only course. *Eight hours lecture (2 week course).*

BUS 204 0.5 Unit
Managing Credit and Collections
Examines the functions of credit and collections, how to establish a credit policy and collections procedures, and how to avoid legal problems. This is a credit/no-credit only course. *Eight hours lecture (2 week course).*

BUS 205 0.5 Unit
Business Budgeting
Examines the use of budgeting techniques as an aid to making informed business decisions. Budgeting enables small business owners to reduce risk and increase the probability of success. This is a credit/no-credit only course. *Eight hours lecture (2 week course).*

BUS 206 0.5 Unit
Planning for Sales and Profit
Examines various business strategies that enable a small business to grow rapidly in size and profitability. This is a credit/no-credit only course. *Eight hours lecture (2 week course).*

BUS 207 0.5 Unit
Recruiting and Selecting Employees
Explores the process of identifying human resource needs and the process of recruiting and selecting the right person. This is a credit/no-credit only course. *Eight hours lecture (2 week course).*

BUS 208 0.5 Unit
Employee Relations and Personnel Policies
Good employees are made through effective training, development, and relations. This course explores techniques used in training and developing good employees. The elements that comprise a sound employee relations program are presented. This is a credit/no-credit only course. *Eight hours lecture (2 week course).*

BUS 209 0.5 Unit
Establishing a Home-Based Business
Presents the basic fundamentals and considerations involving the use of a private residence as the primary location of a small business. Topics include the advantages and disadvantages of home-based operations; licensing, zoning and use permits; legal and liability considerations, specific state and federal tax compliance; employing family members; and the business use of personal assets. This is a credit/no-credit only course. *Eight hours lecture (2 week course).*

BUS 210 0.5 Unit
Record Keeping for Small Business
Examines the legal, tax, and other reasons for keeping business documents, what kinds should be kept, and how to create them. The use of various manual and computer systems is explored. This is a credit/no-credit only course. *Eight hours lecture (2 week course).*

BUS 211 0.5 Unit
Marketing and Advertising
Covers the process of determining what customers want to buy and how to sell products and services to them. This is a credit/no-credit only course. *Eight hours lecture (2 week course).*

BUS 212 0.5 Unit
Risk Management and Insurance
Focuses on the risks associated with owning a small business and how to reduce them. Explores the different types of insurance available. This is a credit/no-credit only course. *Eight hours lecture (2 week course).*

Chemistry

Program Description

This program is designed to foster an understanding of the fundamental principles of chemistry in a variety of applications. Students will learn how chemical knowledge is derived, theorized, and applied in solving problems in everyday life.

Associate in Science Degree

The Associate in Science Degree can be obtained by completing 60 units, including the 26-30-unit major listed below, general education requirements, and electives. All courses in the major must be completed with a grade of C or better or a P if the course is taken on a Pass/No Pass basis.

Program Outcomes

Students who complete an Associate Degree will be able to:

1. Complete lower division chemistry requirements for many majors.
2. Have experience with laboratory equipment comparable to or better than other California Community Colleges and transfer institutions.
3. Succeed in subsequent classes at Solano Community College, at transfer institutions, and in employment.
4. Obtain transition classes for students with non-science backgrounds or goals.
5. Determine the value of the scientific information they encounter in everyday life.

REQUIRED COURSES	Units
CHEM 001 General Chemistry	5
AND	
CHEM 002 General Chemistry	5
CHEM 003 Organic Chemistry I	5
AND	
CHEM 004 Organic Chemistry II	5
BIO (any course except 048 or 098).	3 - 5
PHYS 002 General Physics (Non-calculus).	5
OR	
PHYS 006 Physics for Science and Engineering.	5
OR	
PHYS 010 Descriptive Physics	3
Total Units	26 – 30

CHEM 001	5 Units
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General Chemistry
Prerequisite: A grade of C or better in any of the following: MATH 104 or two years of high school algebra AND a grade of C or better in one of the following: CHEM 160 OR one year of high school chemistry. Course Advisory: Eligibility for ENGL 00 and CHEM 10 is strongly recommended for students who need additional preparation in problem solving.
Presents principles of general chemistry for students in science, engineering, medical and related professions. Topics include atomic structure and theory, the periodic table, bonding, gas laws, stoichiometry, solutions, ionization, thermochemistry and equilibrium. Field trips may be required. Some online work may be required. *Three hours lecture, six hours lab.*

CHEM 002	5 Units
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General Chemistry
Prerequisite: CHEM 001 with a grade of C or better. Course Advisory: Eligibility for ENGL 001. A continuation of chemical principles and theory covered in CHEM 001 with emphasis on electrochemistry, chemical equilibrium, and quantitative and qualitative analysis. Field trips may be required. Online work may be required. Three hours lecture, six hours lab.

Child Development and Family Studies

(Formerly Early Childhood Education and Human Development)

Early Childhood Education

Program Description

This program offers comprehensive study of child development, strategies for child guidance, techniques for effective classroom interaction with emphasis on the child in the context of family and culture, and curriculum that enhances the development of the whole child. The Child Development and Family Studies Department is a participant in the Curriculum Alignment Project (CAP). A key effort of the Curriculum Alignment Project is to facilitate the transfer of the courses below as an integrated course of study promoting access to ongoing education and degree attainment. These courses will ease transfer between many California State Universities. The CAP courses include: CDFS 038, CDFS 050, CDFS 053, CDFS 054 (or NUTR 054), CDFS 062, CDFS 063, CDFS 064, and CDFS 065.

Certificate of Achievement and Associate in Science Degree

A Certificate of Achievement can be obtained upon successful completion of the 35-unit major with a grade of C (2.0) or better in each course. The Associate in Science degree can be obtained by completing the 35-unit major, the general education requirements (Solano College, CSU or IGETC), and electives.

Program Outcomes

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

1. Demonstrate an understanding of child development theory, current research, and trends in the field, and their application to responsive practice in early care setting.
2. Demonstrate an understanding of the context of individual development including the centrality of family, culture, and community. Students will develop specific techniques for creating meaningful relationships between home and school.
3. Develop curriculum and early care environments that are derived from unbiased observation and assessment of children's interests and developmental levels.
4. Demonstrate reflective practice in their work with young children by building awareness of self as teacher, child as learner, and early childhood pedagogy.

REQUIRED COURSES

Full time students are advised to enroll in CDFS 038, CDFS 050, CDFS 062, and a required curriculum course (CDFS 071, 072, or 073) during their first semester. Second semester students should take CDFS 054, CDFS 063, and CDFS 064. In the third and fourth semesters, students should take practicum (CDFS 065 and CDFS 066), CDFS 053, and a required curriculum course (CDFS 071, 072, 073, or 074). Students will spend their first semester of ECE Practicum I (CDFS 065) assigned to the Solano College Children's Program. A second semester may be spent either on campus (CDFS 066) or off campus (CDFS 066 or 067). Off campus placements will be made with an approved teacher from the Early Childhood Mentor Project. Prior to the first week of enrollment in CDFS 065 or 066, students will be required to pass a criminal record check and be fingerprinted at District expense.

Units

CDFS 038 Child Growth and Development	3
CDFS 050 Child, Family and Community	3
CDFS 053 Teaching in a Diverse Society	3
CDFS 054 Child Health, Safety, and Nutrition.	3
OR	
NUTR 054 Child Health, Safety, and Nutrition	3
CDFS 062 Introduction to Early Childhood Education: Principles and Practices.	3
CDFS 063 Introduction to Curriculum	3
CDFS 064 Observation and Assessment	3
CDFS 065 Early Childhood Education Practicum I.	4
CDFS 066 Early Childhood Education Practicum II	
OR	
CDFS 067 Early Childhood Education Field Practice	3
Two courses from the required list	6
Total Units	34-35

Child Development and Family Studies

Two courses (6 units) from the following list are required:

	Units
CDFS 071 Language and Literature for ECE	3
CDFS 072 Art and Creative Development for ECE	3
CDFS 073 Music and Movement for ECE	3
CDFS 074 Science and Math for ECE	3

Recommended Electives

CDFS 040 Family Relationships
CDFS 052 Children with Special Needs
CDFS 055 Impact of Violence on Children and their Families
CDFS 056 Intervention and Strategies for Working with Children with Challenging Behaviors

CDFS 071 Language and Literature for ECE
CDFS 072 Art and Creative Development for ECE
CDFS 073 Music and Movement for ECE
CDFS 074 Science and Math for ECE
CDFS 075 Care of Infants and Toddlers: Social-Emotional Foundation
CDFS 076 Care of Infants and Toddlers: Curriculum and Environments
CDFS 080 Early Childhood Administration
CDFS 081 Early Childhood Staff Supervision
CDFS 082 Adult Supervision: The Mentor Teacher
HS 051 Introduction to Human Services
HS 053 Serving Special Populations
NUTR 010 Nutrition
SOC 001 Introduction to Sociology

Associate in Science in Early Childhood Education for Transfer

Program Description

Successful completion of this major prepares students to work in the field of early childhood education. Students will learn about child development, health and safety, observation and assessment, and techniques for effective classroom teaching including child guidance, curriculum development, and educating in a culturally respectful manner. One semester of practicum is required. This program aligns with the statewide Early Childhood Education Curriculum Alignment Project (CAP) which is designed to aid in student transfer. The CAP courses include: CDFS 038, CDFS 050, CDFS 053, CDFS 054 (or NUTR 054), CDFS 062, CDFS 063, CDFS 064, and CDFS 065.

Associate in Science in Early Childhood Education for Transfer

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

To earn this AS-T degree, students must:

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

Program Outcomes

Students who complete an Associate Degree for Transfer will be able to:

1. Demonstrate an understanding of child development theory, current research, and trends in the field, and their application to responsive practice in early care settings.
2. Demonstrate an understanding of the context of individual development including the centrality of family, culture, and community through developing techniques for creating meaningful relationships between home and school.
3. Develop curriculum and early care environments that are derived from unbiased observation and assessment of children's interests and developmental levels.
4. Demonstrate reflective practice in their work with young children by building awareness of self as teacher, child as learner, and early childhood pedagogy.

Child Development and Family Studies

REQUIRED COURSES

The following 25 CDFS units are required for the Early Childhood Education for transfer degree. Some may double count for general education and the major (CDFS 038, CDFS 050). It is recommended that full time students enroll in CDFS 038, CDFS 050, and CDFS 062 in their first semester. Second semester students should take CDFS 054, CDFS 063, and CDFS 064. In the second year students should take CDFS 065, CDFS 053, and complete their other general education requirements. Practicum placements (CDFS 065) will be made at the Solano College Children's Program. Prior to the first week of enrollment in practicum student will be required to pass a criminal record check and be fingerprinted at the District's expense.

	Units
CDFS 038 Child Growth and Development	3
CDFS 050 Child, Family and Community	3
CDFS 053 Teaching in a Diverse Society	3
CDFS 054 Child Health, Safety, and Nutrition.	3
CDFS 062 Introduction to Early Childhood Education: Principles and Practices.	3
CDFS 063 Introduction to Curriculum	3
CDFS 064 Observation and Assessment	3
CDFS 065 Early Childhood Education Practicum I.	4
Total Units	25

(Formerly Early Childhood Education and Human Development)
Students enrolling in the following courses are strongly urged to see an instructor in the department prior to registration.

CDFS 038 3 Units
Child Growth and Development
Course Advisory: Eligibility for ENGL 001. This course examines the major physical, cognitive, and psychosocial developmental milestones (typical and atypical) and theories from conception through adolescence. Emphasis is placed on the interaction between maturational processes and environmental factors. Current research and methodologies are examined. Child observations and analysis are included. Field trip may be required. Field trip may be required. Formerly HUDV 038. *Three hours lecture.*

CDFS 039 3 Units
School Years and Adolescent Development
Course Advisory: Eligibility for ENGL 001. Development and maturation of the school-age child and the adolescent; the interrelationship of physical, mental, social, and emotional factors will be discussed along with a survey of community resources. Formerly HUDV 039. *Three hours lecture.*

CDFS 040 3 Units
Family Relationships
Course Advisory: Eligibility for ENGL 001. A study of sociological and psychological factors influencing relationships, particularly dating, family, and marital relationships, as well as alternative lifestyles in contemporary society, including factors that affect communication and interpersonal interactions within relationships. Formerly HUDV 040. *Three hours lecture.*

CDFS 050 3 Units
Child, Family and Community
Course Advisory: Eligibility for ENGL 001. An examination of the developing child in a societal context focusing on the interrelationships of family, school and community, including historical and socio-cultural influences. Socialization and identity development are emphasized, as are teacher strategies for building respectful, reciprocal relationships that support and empower children and families. Formerly HUDV 050. *Three hours lecture.*

CDFS 052 3 Units
Children with Special Needs
Prerequisite: CDFS 038. Course Advisory: Eligibility for ENGL 001. An introductory study of children with special needs, including causes of disabilities, their incidence, care, management, and general remedial procedures. Emphasis is on the child with disabilities in the home and community settings. Formerly HUDV 075. *Three hours lecture.*

Communication Studies

(Formerly Speech)

Associate in Arts in Communication Studies for Transfer

Program Description

The Communication Studies Program is broad-based and concerned with the preparation and delivery of messages in interpersonal, public and business situations. This program focuses on understanding the communication process and improving communication skills. The program prepares the students to pursue professional goals in a variety of career possibilities including: Community College Teacher, Speech Writer, Communication Consultant, Lawyer, Minister, Personnel Director, Sports Broadcast Journalist, Public Relations, Political Campaign Aide, Sales, Counselor.

Associate in Arts Degree for Transfer

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

To earn this AA-T degree, a student must:

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

Program Outcomes

Students who complete an Associate Degree for Transfer will be able to:

1. Apply the process of communication and communication methods in multiple contexts.
2. Demonstrate the skills and techniques necessary to be organized and confident communications in a variety of settings.

REQUIRED COURSES	Units
COMM 001 Introduction to Public Speaking	3
Choose two (2) courses (6 units) from List A	6
Choose two (2) courses (6 units) from List B	6
Choose one (1) course (3 units) from List C	3
Total Units	18

List A – Choose any two (2) of the following courses (6 units):

COMM 006 Argumentation and Debate	3
COMM 010 Interpersonal Communication	3
COMM 008 Group Communication	3

List B – Choose any two (2) of the following (6 units):

COMM 002 Fundamentals of Persuasive Speaking	3
COMM 012 Intercultural Communication	3
COMM 015 Oral Interpretation of Literature	3
COMM 050 Forensics/Speech Workshop	1-4
COMM 060 Business and Professional Communication	3
Any List A course not used above	3

List C – Choose one (1) of the following (3 units):

COMM 075 Sports Broadcasting	3
ANTH 002 Cultural Anthropology	3
PSYC 001 Introduction to Psychology	3
SOC 001 Introduction to Sociology	3
Any List A or List B course not used above	3

Recommended Electives

ENGL 002 Critical Thinking and Writing About Literature
ENGL 004 Critical Thinking and Composition: Language in Context
JOUR 001 Newswriting and Reporting
JOUR 011 Introduction to Mass Communication
PHIL 001 Introduction to Critical Thinking and Reasoning
THEA 001 Principles and Theory of Acting

Computer Information Science

Computer Programming

Program Description

This program is designed to prepare the student for employment as a computer programmer trainee.

Certificate of Achievement and Associate in Science Degree

A Certificate of Achievement can be obtained upon completion of the 33-unit major listed below. The Associate in Science Degree may be obtained by completing a total of 60 units, including the major, general education requirements, and electives. All courses in the major must be completed with a grade of C or better or a P if the course is taken on a Pass/No Pass basis.

Program Outcomes

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

1. Construct applications that use GUI (graphical user interface) components and access databases for data permanence.
2. Develop a programming solution to a data structure problem using object-oriented methodologies and appropriate data structures and algorithms.
3. Implement a well-designed, properly normalized relational database after analyzing user requirements and business rules.

Not all courses are offered every semester, and the sequence of courses listed below is recommended, not required.

REQUIRED COURSES	Units
CIS 001 Introduction to Computer Science	3
BUS 092 Business Communication	3
CIS 022 Introduction to Programming	3
CIS 055 MS Windows Operating Systems	3
CIS 023 Data Structures and Algorithms	3
CIS 015 Programming in Visual Basic.NET	3
CIS 089 Essential Networking Technologies	3
CIS 078 Access -Database Management System	3
CIS 052 UNIX Operating System (UNIX OPERATING SYST)	3
CIS 020 Assembly Programming	3
Elective(s) selected from the Recommended Electives	3
Total Units	33

Select three (3) units from the following Recommended Electives:	Units
ACCT 001 Principles of Accounting - Financial	4
ACCT 002 Principles of Accounting – Managerial	4
BUS 005 Introduction to Business	3
CIS 035 Introduction to Java Programming	3
CIS 060 Introduction to the Internet	1.5
CIS 061 Creating Web Pages	3
CIS 066 Microsoft Word	3
CIS 068 Object Oriented Game Programming with Flash	3
CIS 073 Microsoft Excel	3
CIS 080 SQL Database Management Systems	3
OCED 090 Occupational Work Experience	1 - 8
OCED 091 General Work Experience	1 - 6

Note: Students planning to transfer to a four-year college and major in Management Information Systems/Computer Science should see a counselor regarding Business Articulation Agreements for a particular university campus.

Computer Information Science

Microcomputer Applications

Program Description

This option is designed to prepare the student for employment as a microcomputer applications specialist.

Certificate of Achievement and Associate of Science Degree

A Certificate of Achievement can be obtained upon completion of the 30-unit major listed below. The Associate in Science Degree may be obtained by completing a total of 60 units, including the major, general education requirements, and electives. All courses in the major must be completed with a grade of C or better or a P if the course is taken on a Pass/No Pass basis.

Program Outcomes

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

1. Demonstrate knowledge of application software such as word processing, spread sheets, personal information management, database, operating systems, and networking, presentation and html editors.
2. Understand Visual Basic programming.
3. Effective oral and written communication.

REQUIRED COURSES	Units
BUS 092 Business Communication	3
CIS 001 Introduction to Computer Science.	3
CIS 015 Programming in Visual Basic.NET	3
CIS 055 MS Windows Operating Systems	3
CIS 061 Creating Web Pages	3
CIS 066 Microsoft Word	3
CIS 073 Microsoft Excel	3
CIS 078 Access -Database Management System	3
CIS 089 Essential Networking Technologies	3
CIS 090 Introduction to PowerPoint	1.5
CIS 091 Microsoft Outlook	1.5
Total Units	30

Recommended Electives

ACCT 001 Principles of Accounting – Financial
ACCT 002 Principles of Accounting - Managerial
BUS 005 Introduction to Business
CIS 020 Assembly Programming
CIS 022 Introduction to Programming
CIS 035 Introduction to Java Programming
CIS 060 Introduction to the Internet
CIS 066 Microsoft Word
CIS 080 SQL Database Management Systems
CIS 093 MS Publisher
OCED 090 Occupational Work Experience
OCED 091 General Work Experience

Computer Information Science

Web Development and Administration

Program Description

This specialty is designed to prepare the student for employment as a web site administrator and developer.

Certificate of Achievement and Associate in Science Degree

A Certificate of Achievement can be obtained upon completion of the 33-unit major listed below. The Associate in Science Degree may be obtained by completing a total of 60 units, including the major, general education requirements, and electives.

Program Outcomes

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

1. Properly use design elements and an html editor in creating web pages.
2. Describe and explain the use of a database in a website utilizing input forms, queries, and data base results.
3. Develop a project incorporating CSS, search forms, tables, photo galleries, shared borders, themes, interactive components, dynamic web pages and publish to a web site

REQUIRED COURSES	Units
CIS 001 Introduction to Computer Science	3
CIS 061 Creating Web Pages	3
CIS 062 Creating Web Interactivity with Flash	3
CIS 069 Multimedia for the Web	3
CIS 072 Extensible Markup Language (XML)	1.5
CIS 075 Client-Side Web Programming	3
CIS 080 SQL Database Management Systems	3
CIS 081 Server-Side Web Programming	3
CIS 083 Web Server Administration	3
CIS 089 Essential Networking Technologies	3
CIS 111 Web Design with Cascading Style Sheets	1.5
Elective(s) selected from the Recommended Electives	3
Total Units	33

Recommended Electives (Select three units)	Units
CIS 015 Programming in Visual Basic.NET	3
CIS 022 Introduction to Programming	3
CIS 023 Data Structures and Algorithms	3
CIS 035 Introduction to Java Programming	3
CIS 068 Object Oriented Game Programming with Flash	3
CIS 078 Access -Database Management System	3
CIS 120 Developing XML Web Services	1.5
CIS 121 PHP Programming with MySQL	3

Microsoft Office Master Job-Direct Certificate

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

REQUIRED COURSES	Units
CIS 066 Microsoft Word	3
CIS 073 Microsoft Excel	3
CIS 090 Introduction to PowerPoint	1.5
CIS 093 MS Publisher	1.5
Total Units	9

Microsoft Office Specialist Job-Direct Certificate

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

REQUIRED COURSES	Units
CIS 066 Microsoft Word	3
CIS 073 Microsoft Excel	3
CIS 078 Access -Database Management System	3
CIS 090 Introduction to PowerPoint	1.5
CIS 091 Microsoft Outlook	1.5
CIS 093 MS Publisher	1.5
Total Units	13.5

Computer Information Science

Database Specialist Job-Direct Certificate

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

REQUIRED COURSES	Units
CIS 072 Extensible Markup Language (XML)	1.5
CIS 078 Access -Database Management System	3
CIS 080 SQL Database Management Systems	3
Total Units	7.5

Home-Based Computer Processor Job-Direct Certificate

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

REQUIRED COURSES	Units
BUS 100 Work Readiness	1.5
BUS 201 Starting and Managing a Small Business	0.5
BUS 209 Establishing a Home-Based Business	0.5
BUS 210 Record Keeping for Small Business	0.5
CIS 066 Microsoft Word	3
CIS 073 Microsoft Excel	3
OT 100 Skill Building on the Computer Keyboard	1
Total Units	10

Computer Applications Specialist Job-Direct Certificate

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

REQUIRED COURSES	Units
BUS 100 Work Readiness	1.5
CIS 066 Microsoft Word	3
CIS 073 Microsoft Excel	3
CIS 078 Access -Database Management System	3
Total Units	10.5

Web Developer Job-Direct Certificate

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

REQUIRED COURSES	Units
CIS 001 Introduction to Computer Science	3
CIS 061 Creating Web Pages	3
CIS 069 Multimedia for the Web	3
CIS 072 Extensible Markup Language (XML)	1.5
CIS 075 Client-Side Web Programming	3
CIS 081 Server-Side Web Programming	3
Total Units	16.5

Web Programmer Job-Direct Certificate

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

Program Outcomes

Students who complete the Job Direct Certificate will be able to:

1. Use design elements and an html editor in creating web pages.
2. Use visual basic to develop forms, tables, database, database queries, and reports.
3. Develop and publish to a web site a project incorporating Java programming for popups and client sided programming, dynamic web pages.

REQUIRED COURSES	Units
CIS 015 Programming in Visual Basic.NET	3
CIS 035 Introduction to Java Programming	3
CIS 068 Object Oriented Game Programming with Flash 3	3
CIS 075 Client-Side Web Programming	3
CIS 081 Server-Side Web Programming	3
Total Units	15

Computer Information Science

CIS 001 3 Units
Introduction to Computer Science
Course Advisory: SCC minimum English and Math standards; keyboarding 30 wpm. An introduction to the hardware and software components of basic computer systems. A review of historical, social and cultural implications of computer technology in today's society. Course content will include 'hands-on' familiarization with a computer operating system and common application software. Additionally, the course includes an introduction to computer programming using the Visual Basic .Net language. Students will learn to develop problem specifications, detailed analysis, design algorithms, and construct structured computer programs. Lab hours may be scheduled or TBA depending on the section. Students are expected to complete both the lecture and lab portion of the class. *Three hours lecture, one hour lab weekly by arrangement.*

CIS 015 3 Units
Programming in Visual Basic.NET
Course Advisory: CIS 001 with a grade of C or CR or better; SCC minimum English and Math standards. An introductory course in Object Oriented Programming (OOP) using Visual Basic.NET, emphasizing problem-solving techniques using structured design and development. An extensive coverage of the Visual Basic computer language will be conducted using the Microsoft.Net environment. Students will construct forms and define procedures, events, properties, methods and objects to solve a variety of business-oriented problems. Lab hours may be scheduled or TBA depending on the section. Students are expected to complete both the lecture and lab portions of the course. *Three hours lecture, one hour lab weekly by arrangement.*

CIS 020 3 Units
Assembly Programming
Prerequisite: CIS 010 or 015 or 022 or 035 with a grade of C or CR or better. Course Advisory: SCC minimum English and Math standards. A hardware-oriented programming course dealing with programming a computer at the assembler language level. Emphasis will be on the assembly language of computers. Lab hours may be scheduled or TBA depending on the section. Students are expected to complete both the lecture and lab portions of the course. *Three hours lecture, one hour lab weekly by arrangement.*

CIS 022 3 Units
Introduction to Programming
Prerequisite: CIS 001 with a grade of C or CR or better. Course Advisory: SCC minimum English and Math standards. An introduction to computer programming. The course's content will include 'hands-on' development of structured algorithms and programs

through top-down design, modular and object oriented programming, and standardized control structures. (Taught using an object-oriented computer programming language such as C++, C#, Java, etc.). Lab hours may be scheduled or TBA depending on the section. Students are expected to complete both the lecture and lab portions of the course. *Three hours lecture, one hour lab weekly by arrangement.*

CIS 023 3 Units
Data Structures and Algorithms
Prerequisite: CIS 22 with a grade of C or CR or better. Course Advisory: SCC minimum English and Math standards. A study of the basic concepts associated with the creation and manipulation of data structures and their related processing algorithms. Topics include software engineering principles, the selection, design, and implementation of data structures including arrays, sequential and random access files, strings, stacks, queues, linked lists, and binary trees, and the development of efficient algorithms for sorting, searching, and manipulating these data structures. (Taught using an object-oriented computer programming language such as C++, C#, Java, etc.) Students are expected to complete both the lecture and lab portions of the course. *Three hours lecture, one hour lab weekly by arrangement.*

CIS 035 3 Units
Introduction to Java Programming
Prerequisite: CIS 022 or CIS 023 or 015 with a grade of C or better. Course Advisory: SCC minimum English and Math standards. The course introduces Object Oriented Programming (OOP) using the Java programming language. It includes 'hands-on' development of Java applets and Java applications using objects, classes, interfaces and Graphical User Interface (GUI) components. Lab Assignments: Lab hours may be scheduled or TBA depending on the section. Students are expected to complete both the lecture and lab portions of the class. *Three hours lecture, one hour lab weekly by arrangement.*

CIS 049 1.00 to 3.00 Units
Computer and Information Science Honors
Prerequisite: Completion of 24 units of college credit with a minimum GPA of 3.3; a minimum of 5 units in the discipline with a grade of B or better; an ability to work independently; permission of the Division Dean based on instructor availability. Course Advisory: SCC minimum English and Math standards. Designed for honor students who intend to major in one of the Computer and Information Science options. Students are expected to design their own projects and must submit them to the instructor for approval. *Three to nine hours weekly by arrangement.*

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CIS 050 3 Units
Microcomputer Applications
Course Advisory: Basic keyboarding skills at 30 wpm; SCC minimum English and Math standards. This course will serve as an introduction to microcomputers and the more frequently used applications software. The course is designed for the microcomputer user who is not a computer science major. The purpose of this course is to help students to understand the concepts and fundamentals of working with: an operating system with its associated graphical user interface, word processing, spreadsheets, databases and presentation software. *Three hours lecture.*

CIS 052 3 Units
UNIX Operating System (UNIX OPERATING SYST)
Course Advisory: CIS 055 with a grade of C or CR or better; SCC minimum English and Math standards. This course will analyze the UNIX operating system, its terminology, user utilities, file structure, file security, commands, shells, shell programming, system architecture, and system administration. Emphasis will be placed on the shell environment, shell programming and utilities. The course will include hands-on exercises for the students to complete using the UNIX operating system (Currently taught using LINUX). *Three hours lecture.*

CIS 055 3 Units
MS Windows Operating System
Course Advisory: CIS 001 with a grade of C or CR or better; basic keyboarding skills. Students will learn how to use the Graphical User Interface (GUI) and the command line interface in carrying out system tasks in the MS Windows operating systems. Topics include file management, hard disk management, system tools, batch files, connectivity, and the registry. *Three hours lecture.*

CIS 060 1.5 Units
Introduction to the Internet
Course Advisory: SCC minimum English and Math standards. Designed to prepare students to use the Internet, a world wide computer network. Emphasis is on introducing features of the Internet, including electronic mail, the World Wide Web, Gopher, FTP (file transfer protocol), Telnet, and Usenet, as well as other Internet services and utilities. Students will explore hands-on the vast resources of the Internet, learn to access information using a variety of methods, and will construct a simple Web page. *Three hours lecture (8 week course).*

CIS 061 3 Units
Creating Web Pages
Course Advisor: CIS 001; SCC minimum English and Math standards. This course is designed to prepare students to develop web sites that interact with databases. Emphasis is on the creation of Web sites with interactive Web pages, data access Web pages, and web pages with interactive components. Students will explore hands-on access to the Internet and an HTML editor to create and maintain Web sites. *Three hours lecture.*

CIS 062 3 Units
Creating Web Interactivity with Flash
Course Advisory: CIS 001 with a grade of C or CR or better; CIS 061 with a grade of C or CR or better; SCC minimum English and Math standards. This course covers the creation of vector-based graphics, animation, and interactivity within the Web environment. Emphasis will be placed on applying design principles to the elements of motion and interactivity. The basic operating principles of Macromedia Flash will be applied in order to create Web sites with animation, interactive buttons, and sound. Issues of optimal delivery and web accessibility will also be covered. A portfolio-quality professional level capstone project will be developed and presented. *Three hours lecture.*

CIS 066 3 Units
Microsoft Word
Course Advisory: CIS 001 or CIS 050 with a grade of C or CR or better; ability to keyboard at 30 wpm. Provides an in-depth study of the functions of the word processing program. Students will learn how to use basic and advanced program features to create and design business documents. *Three hours lecture.*

CIS 068 3 Units
Object Oriented Game Programming with Flash
Prerequisite: CIS 062 with a grade of C or better. Course Advisory: CIS 001 with a grade of C or CR or better; SCC minimum English and Math standards. Using solid programming techniques and the fundamental concepts of Object Oriented Programming, students will use Macromedia Flash ActionScript to create multimedia games. This process includes designing, coding, testing, debugging and documenting Flash ActionScript programs. Additionally, students will apply these concepts to the creation of game programs that utilize digital media including images, animation, audio, video, and text. *Three hours lecture.*

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CIS 069 3 Units
Multimedia for the Web
Course Advisory: CIS 001 with a grade of C or better; CIS 061 with a grade of C or better; SCC minimum English and Math standards. Takes an in-depth look at designing multimedia for the Web. Topics include developing graphic elements such as buttons, background textures and images for a Web site, using Cascading Style Sheets to position graphics, using Dynamic HTML to create web site interactivity, adding audio and/or video to a Web site, and manipulating Web multimedia file formats. *Three hours lecture.*

CIS 070 3 Units
Adobe Photoshop for the Web
Course Advisory: SCC minimum English and Math standards; keyboarding 30 wpm. This course emphasizes the use of computer technology to create and manipulate raster and vector digital images. Students use Photoshop techniques to produce digital creations for the web. Layers, filter effects, blending modes, and other editing tools will be used to produce digital images appropriate for print and electronic reproduction. The elements of Photoshop for use in industry-standard web and print production will be explored in this course. Repeatability: None. The course may be taken up to three times for credit if the software version has changed. *Three hours lecture.*

CIS 072 1.5 Units
Extensible Markup Language (XML)
Course Advisory: CIS 001 with a grade of C or better; CIS 061 with a grade of C or better; SCC minimum English and Math standards. Introduces Extensible Markup Language. Students will learn how to create XML documents and use XML-based markup languages. *Three hours lecture (8 week course).*

CIS 073 3 Units
Microsoft Excel
Course Advisory: CIS 001 with a grade of C or CR or better; ability to keyboard at 30wpm. Provides a thorough study of spreadsheet operation and enables the student to use the spreadsheet to perform mathematical computations and analysis. Students will create graphic representations of the information contained in a spreadsheet, perform list management routines, use functions, perform 'what if' analysis, customize toolbars and menus, and create macros using Visual Basic for Applications. *Three hours lecture.*

CIS 075 3 Units
Client-Side Web Programming
Course Advisory: CIS 001 with a grade of C or better; CIS 061 with a grade of C or better; SCC minimum English and Math standards. Focuses on the enhancement of Web pages by adding interactivity and functionality through the use of client-side programming. *Three hours lecture.*

CIS 078 3 Units
Access-Database Management System
Course Advisory: CIS 001 with a grade of C or CR or better. An introduction to relational database management using microcomputers. Microsoft's Access database management program is used. Students will learn how to create and maintain relational database structures, organize and manipulate data, ask questions of the data, create custom forms for entering data and custom reports for printing the data. How to publish objects on the Internet's World Wide Web is presented. The student will learn how to construct a complete application combining previously created tables, queries, forms, and reports. Visual BASIC Applications (VBA) and Structured Query Language (SQL) are introduced. Advanced database design is explored and the student learns how to 'normalize' a database structure. *Three hours lecture.*

CIS 080 3 Units
SQL Database Management Systems
Prerequisite: A grade of C or better in CIS 078 or equivalent. Course Advisory: SCC minimum English and Math standards. Designed for the student who needs knowledge and skills about advanced database systems that use the SQL language such as IBM's DB2, Oracle, Sybase and Microsoft's SQL Server. This course is designed for the end user, the database designer and the database administrator. Microsoft SQL Server 2008 is the database system currently used for this course. *Three hours lecture.*

CIS 081 3 Units
Server-Side Web Programming
Course Advisory: CIS 001 with a grade of C or better; CIS 061 with a grade of C or better; SCC minimum English and Math standards. Emphasizes the creation of interactive web sites using a server-sided scripting language such as ASP.Net, CGI, or Perl. Topics include core features of the server-side scripting language, control structures, functions, arrays, form validations, regular expressions, environmental variables, and database-driven web applications. *Three hours lecture.*

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CIS 083 3 Units
Web Server Administration
Course Advisory: CIS 001 with a grade of C or better; CIS 061 with a grade of C or better; SCC minimum English and Math standards. This course covers web server installation and administration for the internet and intranet. Topics covered include the installation, configuration, management and tuning of web services, security, online transaction processing, and FTP services. *Three hours lecture.*

CIS 085 3 Units
Digital Publishing with InDesign
Course Advisory: SCC minimum English and Math standards CIS 001 or CIS 050 with a grade of Pass/No Pass or better or equivalent. An introduction to the graphics software program, Adobe InDesign. Students will learn to produce and publish publications, employing vector graphics, and typography as well as color and print management. This course will establish an understanding of the basic features in Adobe InDesign for use in both print and digital media. The course may be taken up to three times for credit if the software version has changed. *Three hours lecture.*

CIS 087 3 Units
Adobe Illustrator for the Web
Course Advisory: SCC minimum English and Math standards CIS 001 or CIS 050 with a grade of Pass/No Pass or better or equivalent. An introduction to the graphics software program, Adobe Illustrator. Students will learn to create vector shapes, import, export and modify graphics, and use Illustrator tools. This course will establish an understanding of the basic features in Adobe Illustrator for use in digital media. The course may be taken up to three times for credit if the software version has changed. *Three hours lecture.*

CIS 089 3 Units
Essential Networking Technologies
Course Advisory: CIS 001 with a grade of C or CR or better; SCC minimum English and Math standards. An introductory course starting with a general overview of networking. Network design, media, protocols, architectures, operations, and administration will be discussed. Local area networks, wide area networks, and network connectivity (including Internet) are covered. This course is the foundation of all other network classes and helps prepare the student to be successful when taking various certified examinations. *Three hours lecture.*

CIS 090 1.5 Units
Introduction to PowerPoint
Course Advisory: CIS 001 or CIS 050 with a grade of C or CR or better; ability to keyboard. This course introduces features and design concepts utilized in developing powerful presentations using a package software such as Microsoft PowerPoint. *Three hours lecture (8 week course).*

CIS 091 1.5 Units
Microsoft Outlook
Course Advisory: SCC minimum English standard, CIS 001 or CIS 050 with a grade of C or better; basic keyboarding skills. Students get started using Outlook's features; working with the Contact address book; Inbox and e-mail; Journal; Notes; Tasks; use Calendar to track and schedule appointments, events and meetings; work with forms and templates; use Outlook with other applications. *Three hours lecture (8 week course).*

CIS 093 1.5 Units
MS Publisher
Course Advisory: CIS 001 or CIS 050 with a grade of C or CR or better; SCC minimum English and Math standards. Provides 'hand-on' experience in the Microsoft Publisher desktop publishing computer program. Students will learn to produce camera ready, near-typeset quality reports, brochures, newsletters, labels, cards, and business forms. *Three hours lecture (8 week course).*

CIS 100 0.5 Unit
Fast Track Introduction to Computers
Course Advisory: SCC minimum English and Math standards. A brief introduction to the microcomputer for novices. Includes an overview of computer components and functions, as well as its uses. This is a credit/no credit only course. *Eight hours lecture (1 week course).*

CIS 101 0.5 Unit
Fast Track Windows
Course Advisory: SCC minimum English and Math standards; previous computer experience; keyboarding at 30wpm. Designed to introduce the student to the most elementary functions of Windows. This is a credit/no credit only course. *Eight hours lecture (1 week course).*

CIS 102 0.5 Unit
Fast Track Microsoft Word
Course Advisory: SCC minimum English and Math standards; previous computer experience; keyboarding at 30wpm. Designed to introduce to students the most elementary functions of Microsoft Word. This is a credit/no credit only course. *Eight hours lecture (1 week course).*

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CIS 103 0.5 Unit
Fast Track Internet
Course Advisory: SCC minimum English and Math standards; previous computer experience; keyboarding at 30wpm. Designed to introduce the student to the most elementary features of working on the Internet. This is a credit/no credit only course. *Eight hours lecture (1 week course).*

CIS 104 0.5 Unit
Fast Track Powerpoint
Course Advisory: SCC minimum English and Math standards; previous computer experience; keyboarding at 30wpm. Designed to introduce the student to the most elementary functions of Microsoft PowerPoint. This is a credit/no credit only course. *Eight hours lecture (1 week course).*

CIS 105 0.5 Unit
Fast Track Excel
Course Advisory: SCC minimum English and Math standards; previous computer experience; keyboarding at 30wpm. Designed to introduce the student to the most elementary functions of Excel. This is a credit/no credit only course. *Eight hours lecture (1 week course).*

CIS 106 1 Unit
Fast Track Computer Literacy
Course Advisory: SCC minimum English and Math standards. Designed to provide a brief introduction to microcomputers for novices. It includes an introduction to computer components, and also includes hands-on activities utilizing the Windows operating system, word processing and spreadsheet software and the internet. This is a credit/no credit only course. *Two hour lecture, one hour weekly by arrangement (8 week course).*

CIS 107 0.5 Unit
Fast Track Outlook
Course Advisory: SCC minimum English and Math standards. Designed to introduce to students to a desktop information management program using Microsoft Outlook for email, calendaring, contacts, tasks, files, and to track activities. This is a credit/no credit only course. *Eight hours lecture (1 week course).*

CIS 109 0.5 Unit
Fast Track Quicken for Windows
Course Advisory: SCC minimum English and Math standards; previous computer experience; keyboarding at 30wpm. Designed to introduce the student to the most elementary functions of Quicken for Windows 2005. This is a credit/no credit only course. *Eight hours lecture (1 week course).*

CIS 110 1.5 Units
Wireless LANs
Course Advisory: CIS 001 with a grade of C or CR or better; SCC minimum English and Math standards. This course is designed to instruct students on planning, designing, installing and configuring wireless LANs. The course offers in-depth coverage of wireless networks with extensive step-by-step coverage of IEEE 802.11b/a/g/pre-n implementation, design, security, and troubleshooting. *Three hours lecture, one hour lab weekly (8 week course).*

CIS 111 1.5 Units
Web Design with Cascading Style Sheets
Course Advisory: CIS 061 with a grade of C or CR or better; SCC minimum English and Math standards. This course is intended for students and Web Professionals who have a working knowledge of Web design and HTML and want to use cascading style sheets to control the display and formatting on a Web site or any other application that uses CSS. *Three hours lecture (8 week course).*

CIS 112 3 Units
Introduction to Robotics Programming
Prerequisite: CIS 001. Course Advisory: SCC minimum English and Math standards. The student will be introduced to Programming a 360-degree, 5-axis articulating arm via the Industry Standard Smart Terminal hand held computer and the PC interface. The student will learn all the basic physical parts of the system. Additionally, the student will learn to utilize many of the 150 programming language commands to manipulate the robot to do work in three dimensional work spaces over time. Furthermore, the student will learn and implement Industry Standard Robotic Safety standards in the work place. *Three hours lecture.*

CIS 113 3 Units
Introduction to Programmable Logic Controllers
Prerequisite: CIS 001. Course Advisory: SCC minimum English and Math standards. The student will be introduced to how to design, program and operate the Programmable Logic Controller (PLC) to control a number of process applications used by industries all over the world. The Programmable Logic Controller (PLC) is a microprocessor-based controller designed to provide easily programmed control of almost any type of process. The student will learn to program Input Modules, Output Modules, Processor Module, Power Supply, Programming device, and I/O chassis. *Three lecture hours.*

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CIS 120 1.5 Units
Developing XML Web Services
Prerequisite: CIS 072. Course Advisory: SCC minimum English and Math standards and CIS 001. This course introduces the fundamental Web services architecture and its core technologies, including XML, XML Schema, SOAP, WSDL, and UDDI with the focus on writing, testing, and debugging a Web service such as a credit card validation Web service. *Three hours lecture, one hour lab weekly by arrangement (8 week course).*

CIS 121 3 Units
PHP Programming with MySQL
Course Advisory: SCC minimum English and Math standards CIS 061; CIS 001. This course teaches Web development with PHP and MySQL. It presents the basics of PHP and MySQL along with advanced topics including object-oriented programming and how to build Web sites that incorporate authentication and security. Upon completion of this course, students should be able to use PHP and MySQL to build professional quality, database-driven Web sites. Additionally, students will become proficient with the administration and maintenance of a MySQL database. *Three hours lecture, one hour lab weekly by arrangement.*

CIS 162 4 Units
A+ Computer Hardware Technology
Course Advisory: SCC minimum English and Math standards. Presents the structure of modern personal computer architecture including the names, purpose, and characteristics of components; such as motherboards, CPUs, RAM, disk drive storage, printers and networks. This course also addresses upgrading computer components, optimizing computer performance, preventative maintenance, safety, and computer hardware troubleshooting. Prepares the student for CompTIA A+ Hardware Service Technician Certification. Formerly ECTN 126. *Three hours lecture, three hours lab.*

CIS 164 4 Units
A+ Computer Operating Systems
Course Advisory: ECTN 126, SCC minimum English and Math standards. Presents the purpose and capabilities of computer operating systems, operating system components and utilities. The course emphasizes initial investigation of personal computer operating systems and demonstrates the uses of the operating system and other software for isolating troubles and completing the repair of personal computers. Prepares the student for CompTIA A+ Operating Systems Technologies certification. Formerly ECTN 128. *Three hours lecture, three hours lab.*

CIS 166 4 Units
Computer Network+Technology
Course Advisory: SCC minimum English and Math standards. Presents the architecture of computer networks, including the names, purpose, and characteristics of network components; such as network interface card (NIC), hubs, routers, cabling and connectors; as well as topologies, protocols and standards. This course also addresses network implementation, network support and troubleshooting. Prepares the student for CompTIA Network+ Computer Network Certification. As a team, in a laboratory environment, the class will assemble and implement a complete network, with a server running a Microsoft server network operation system (NOS) and several computers running the Microsoft Windows XP Professional Operating System. All of the required cabling will be assembled in the lab by the students under the supervision of the instructor. Formerly ECTN 122. *Three hours lecture, three hours lab.*

CIS 168 4 Units
Computer Security+Technology
Prerequisite: CIS 166 with a grade of C or better, or ECTN 122 with a grade of C or better. Course Advisory: SCC minimum English and Math standards. Presents the vulnerability, threats, and risks to data and other computer assets from spyware, Trojan horses, viruses, worms, and other security attacks. This course also addresses the fundamental policies and procedures for maintaining the security of a computer network. Prepares the student for the Computing Technology Industry Association's (CompTIA) Security+ Certification. Formerly ECTN 124. *Three hours lecture, three hours lab.*

CIS 172 1.5 Units
Computer Forensics: Evidence Recovery
Course Advisory: SCC minimum English and Math standards. Introduces the student to the physical aspects of data collection from computer systems and computer networks. The student is introduced to the hardware and software used to collect data, the techniques used to ensure integrity and preserve data, and the requirements of preparing collected data for later forensic investigation. Students will learn to process a digital crime scene as well as the corporate environment for both criminal/civil cases and incident response. Formerly ECTN 172. *One hour lecture, one and one-half hours lab.*

Computer Information Science

CIS 173

3 Units

Computer Forensics Investigations

Prerequisite: CIS 001. *Course Advisory:* SCC minimum Math standard and Eligibility for ENGL 001. Introduces the student to the tools and techniques of preserving and investigating digital evidence in a systematic and scientifically reliable manner using modern computer forensic software applications. The student is introduced to the interpretation and analysis of recovered data for the purpose of collecting legal evidence. Student is exposed to data in an array of formats and applications from several computer types and operating systems as well as deleted, encrypted, and damaged information. Evidence reporting practices are also introduced. Formerly ECTRN 173. *Two hours lecture, three hours lab.*

CIS 174

3 Units

Computer Forensics: Operating Systems Internals

Prerequisite: CIS 173 with a grade of C or better or ECTRN 173 with a Grade of C or better. *Course Advisory:* SCC minimum English and Math standards. Students will explore the internal workings of computer operating systems and perform forensic examinations of various operating systems. Students will analyze FAT, NTFS, Ext2, Ext3, UFS1, and UFS2 file systems and data structures. Students will learn to recognize systems that have been compromised by viruses or other intrusive programs, and will be able to locate corrupt, hidden or deleted data. Formerly ECTRN 174. *Two lecture hours, three hours lab.*

CIS 178

0.5 Unit

Fast Track Access

Advisory: Minimum standards: SCC minimum English and Math standards; Previous computer experience, keyboarding at 30wpm. Designed to introduce to students the most elementary functions of database management using Access. *Eight hours lecture (1 week course).*

Cosmetology

Program Description

The program consists of sixteen hundred (1600) hours of intensive training and study designed to prepare the student to take the California State Board of Cosmetology examination for licensure. Units include theory and practice in fundamental skills in all phases of beauty culture. Assignment of units is based on hours in attendance. See the Course Description portion of the Catalog for prerequisite requirements for admission to the program.

Transfer students will be accepted on a space-available basis providing they have not achieved more than 500 certified hours of training.

Certificate of Achievement and Associate in Science Degree

A Certificate can be obtained by completing the 49.5-unit major listed below. The Associate in Science Degree can be obtained by completing a minimum of 66 units, including the major of at least 49.5 units and the general education requirements. All courses in the major must be completed with a grade of C or better or a P if the course is taken on a Pass/No Pass basis.

Program Outcomes

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

1. Translate and identify the differences between chemical and non-chemical changes as related to Cosmetology.
2. Employ and demonstrate the theories as related to sanitation, sterilization and rules and regulations as mandated by the Cosmetology Act and the Rules and Regulations - State approved textbooks.
3. Interpret and apply cosmetological theories as required for theoretical and practical applications.
4. Contrast and compare the skills and concepts as required by the California State Board of Barbering and Cosmetology.
5. Mandated Clinic Laboratory hours completed - Desk and Reception Training - Business and Communication skills developed - Sales and retail product knowledge.

REQUIRED COURSES	Units
COSM 100 Cosmetology I	12.5
COSM 101 Cosmetology II	12.5
COSM 102 Cosmetology III	12.5
COSM 103A Cosmetology IV	6
COSM 103B Cosmetology V	6
OR	
COSM 175 Cosmetology Education Practicum	6
Total Units	49.5

Recommended Electives:
COSM 103A Cosmetology IV
COSM 103B Cosmetology V
COSM 104A Esthetics of Skin Care I
COSM 104B Esthetics of Skin Care II
COSM 111 Special Hair Processes
COSM 112 Basic Hairstyling
COSM 113 Advanced Hairstyling
COSM 114 Brush-Up and/or Supplemental Training
COSM 115 Cosmetology Instructor Training I
COSM 116 Cosmetology Instructor Training II
COSM 117 Special Manicurist
COSM 175 Cosmetology Education Practicum
OCED 090 Occupational Work Experience
OCED 091 General Work Experience

NOTE: First time students to the Cosmetology Program will be required to attend an orientation meeting and purchase a materials card at registration in addition to the registration fees. The cost of the materials card and start-up materials exceeds \$2,000. For more information see the schedule of classes or call the Cosmetology Department at (707) 864-7000 ext. 4389.

Cosmetology

COSM 100

12.5 Units

Cosmetology I

Course Advisory: *SCC minimum English standard.* The first course in a three semester series to provide the training towards the state mandated 1600 hours of intensive training and study designed to prepare the student for the California State Board of Cosmetology examination for licensure. Introduces theories, concepts, principles and practice in the beauty culture. The student will focus on the fundamental techniques and application skills for cosmetology processes. Critical thinking skills are developed in the application of the concepts of client consultation, communication, hair care, nail care, skin care and cosmetology processes. **NOTE: Students are required to attend the cosmetology orientation meeting and purchase a materials card at registration in addition to the registrations fees.** Students are required to purchase an equipment kit and materials card from the SCC College Bookstore. The cost of the materials card and start-up materials varies. To qualify for the State examination for license, students must have completed the following: designated license hours and requirements; 10th grade or equivalent; be at least 18 years of age. Not open to students who have received credit for COSME 150 or 151. *Five hours lecture, twenty-two and one-half hours lab.*

COSM 101

12.5 Units

Cosmetology II

Prerequisite: *COSM 100 with a minimum grade of C.* The second of a four semester course series in Cosmetology to provide the training towards the state mandated 1600 hours of intensive training and study designed to prepare the student for the California State Board of Cosmetology examination for licensure. Focus is on the continued study of beauty culture. This course provides the students with the opportunity to synthesize and utilize cosmetology knowledge and skills in providing multiple clients with hair care, nail care and skin care service in the Patron Laboratory. All students enrolling in COSM 101 must pay a Materials Fee with enrollment fees to the Admissions and Records office prior to the first class meeting. *Five hours lecture, twenty-two and one-half hours lab.*

COSM 102

12.5 Units

Cosmetology III

Prerequisite: *COSM 101 with a minimum grade of C.* The third in a series of a four semester course series in Cosmetology to provide the training towards the state mandated 1600 hours of intensive training and study designed to prepare the student for the California State Board of Cosmetology examination for licensure. Includes principles and practices of cosmetology with emphasis on the essential knowledge and skills for licensure and working within the cosmetology industry.

Students are able to increase practical application skills and processes by providing multiple clients with hair care, skin care and nail care services in the patron laboratory. All students enrolling in COSM 102 must pay a Materials Fee with enrollment fees to the Admissions and Records office prior to the first class meeting. *Five hours lecture, twenty-two and one-half hours lab.*

COSM 103A

6 Units

Cosmetology IV

Prerequisite: *COSM 100, COSM 101, COSM 102 all with a minimum grade of C.* Designed to meet the needs of students who are preparing to go to the state exam. Review over the basic skills that are required to pass the tests by practice and study. Reinforce the entry level skills expected from the industry. All students enrolling in COSM 103A must pay a Materials Fee with enrollment fees to the Admissions and Records office prior to the first class meeting. Formerly COSM 103. *Five hours lecture, twenty-one hours lab (8 week course).*

COSM 103B

6 Units

Cosmetology V

Prerequisite: *COSM 103A OR COSM 175.* Provides the application of theoretical skills to increase performance proficiencies and accrue the hours as mandated by the State Board of Barbering and Cosmetology. Students are required to have the mandatory books and equipment kit as required in the concurrent course by the first class meeting. Students are required to pay a materials fee at the time of registration. The cost of the materials fee varies. For current costs, please refer to the schedule of classes for each semester. *Five hours lecture, twenty-one hours lab (8 week course).*

COSM 104A

15 Units

Esthetics of Skin Care I

Prerequisite: *Tenth grade completion or equivalent and 18 years of age as required by the State Board of Barbering and Cosmetology.* **Course Advisory:** *SCC minimum English standard.* A two semester course series in skin care consisting of 600 hours. Designed to prepare the student for the California State Board of Barbering and Cosmetology examination for Esthetician licensure. An intensive study of basic and advanced technological concepts in European faciaing techniques. The curriculum framework provides the theoretical, manual, and mechanical skills needed for a profession in esthetics. **NOTE: Students are required to purchase a mandatory equipment kit and materials card at the SCC bookstore.** The cost of the materials card and start-up materials varies. For current costs, please refer to the Schedule of Classes for each semester. Additionally, students are required to attend the Cosmetology orientation (see Schedule of Classes for the date and time). *Five hours lecture, thirty hours lab.*

Cosmetology

COSM 114 15 Units
Brush-Up and/or Supplemental Training
Prerequisite: Completion of COSM 102 or its equivalent or current license number or expired California State license number, or a letter from the California State Board of Cosmetology identifying specific requirements of training for cosmetology licensure. Course Advisory: SCC minimum English standard. Designed to meet the needs of cosmetologist who have deficiencies in theory or practice in the field of cosmetology. Assists cosmetologist who require additional training to qualify for better positions by upgrading skills. Preparatory training for cosmetologist who wish to renew their cosmetology license. **NOTE: Students are required to purchase a materials card from the SCC bookstore.** The cost of the materials card and start-up materials varies. For current costs, please refer to the Schedule of Classes for each semester. *Five hours lecture, thirty hours lab.*

COSM 115 13 Units
Cosmetology Instructor Training I
Prerequisite: Current California Cosmetologist's license and completion of COSM 102 or 114. Course Advisory: SCC minimum English standard. Presents cosmetology principles and techniques applied to instruction teaching methods. Designed for currently licensed cosmetologist who want to pursue a cosmetology instructor license through the California State Board of Barbering and Cosmetology. Focus is on the lesson planning, presentation methods, application techniques, evaluation processes and instruction materials. Provides the utilization of cosmetology processes to develop instruction performance criteria. State Board of Barbering and Cosmetology requires one experience within the last three years and completion of COSM 102 or 114 within the last five years to be eligible for instructors licensing test. **NOTE: Students are required to purchase a materials card from the SCC bookstore.** The cost of the materials card and start-up materials varies. For current costs, please refer to the Schedule of Classes for each semester. *Five hours lecture, twenty-four hours lab.*

COSM 116 8 Units
Cosmetology Instructor Training II
Prerequisite: COSM 115. Course Advisory: SCC minimum English standard. Continuation of Cosmetology 115 to give the student more sophistication in the development, implementation and evaluation of teaching methods. Focus is on laboratory practicum emphasizing curriculum activities utilizing lesson planning and teaching techniques. Provide the students with the opportunity to synthesize and utilize instructional knowledge and skills through classroom instruction presentations. Designed to prepare the student for the cosmetology instructor licensure examination for the California State Board of Barbering and Cosmetology. **NOTE: Students are required to purchase a materials card from the SCC bookstore.** The cost of the materials card and start-up materials varies. For current costs, please refer to the Schedule of Classes for each semester. *Five hours lecture, fifteen hours activity.*

COSM 117 15 Units
Special Manicurist
Prerequisite: None. NOTE: Not open to students who have completed COSM 171, 172, 173, or 174. Course Advisory: SCC minimum English standard. Consists of four hundred (400) hours of intensive training and study. Designed to prepare the student for the California State Board Examination in Manicuring. Focus is on the essential knowledge and skills in all area of manicuring technology. Provide the opportunity for students to develop technical skills in providing nail care and artificial nail service to multiple clients in the patron laboratory. **NOTE: Students are required to purchase an equipment kit and materials card from the SCC Bookstore.** The cost of the materials card and start-up materials varies. For current costs, please refer to the Schedule of Classes for each semester. Students are required to attend the cosmetology orientation (see orientation statement in Schedule of Classes). Students must have completed the designated hours of practical training and technical instruction, the tenth (10th) grade, or its equivalent, and be 18 years of age to qualify for the manicurist license examination by the State Board of Barbering and Cosmetology. *Five hours lecture, thirty hours lab.*

Cosmetology

COSM 150

7.5 Units

Basic Concepts in Cosmetology

Prerequisite: Completion of the tenth grade or equivalent required by state law. Course Advisory: SCC minimum English standard. Provides a format for students to study basic cosmetology issues of the industry and basic style trend changes. The first course in a two-course sequence which is equivalent to COSM 100. **NOTE: First-time students will be required to attend the cosmetology orientation meeting and purchase a materials card from the SCC bookstore at registration, in addition to the registration fees.** The cost of the materials card and start-up material is in addition to the registration fees and varies. For current costs, please refer to the Schedule of Classes for each semester. To qualify for the cosmetology licensure examination as required by California State Board of Barbering and Cosmetology, students must have completed the designated license hours and requirements, completed the tenth grade or equivalent and be at least 18 years of age. Not open to students who have received credit for COSM 100. *Five hours lecture, thirty hours lab (9 week course).*

COSM 151

7.5 Units

Basic Concepts in Cosmetology

Prerequisite: COSM 150. Course Advisory: SCC minimum English standard. Provides a format for student to study more in depth issues of the industry and to examine theoretical and practical trend changes. The second course in a two-course sequence which is equivalent to COSM 100. Completion of the tenth grade or equivalent and 18 years of age to be eligible for cosmetology licensure examination as required by California State Board of Barbering and Cosmetology. Students are required to purchase a materials card from the SCC bookstore. The cost of the materials card and start-up materials varies. For current costs, please refer to the schedule of classes for each semester. Not open to students who have received credit for COSM 100. *Five hours lecture, thirty hours lab (9 week course).*

COSM 175

6 Units

Cosmetology Education Practicum

Prerequisite: COSM 100, or 101, or 102, or 104A, or 104B, or 115, or 117 with a minimum grade of C. Course Advisory: SCC minimum English standard. Provides the application of theoretical skills to increase performance proficiencies and accrue the hours as mandated by the State Board of Barbering and Cosmetology. All students enrolling in COSM 175 must pay a Materials Fee with enrollment fees to the Admissions and Records office prior to the first class meeting. *Five hours lecture, twenty-one hours lab (8 week course).*

Counseling

Program Description

These courses are designed to assist students in making successful adjustment to college, develop academic and career plans and goals, acquire learning skills, obtain job-seeking skills and employment, and develop interpersonal skills for life and work.

Associate Degree

Not offered in this discipline.

COUN 007

3 Units

College Study Techniques

Course Advisory: Eligibility for ENGL 001 and SCC minimum Math standard. This course provides an exploration of the intellectual, psychological, physiological and sociological factors that impact lifelong learning, well-being and success. Topics include: value of education and student responsibility; psychology of student attitudes, motivation, behaviors and self efficacy; critical thinking and effective study strategies; health issues and lifestyle choices; relying on others in a diverse world; effective written and oral communication; time management, campus and community resources; transfer and educational planning. Students will be required to purchase a current Solano College catalog. *Three hours lecture.*

COUN 050

3 Units

Career-Life Planning

Course Advisory: Eligibility for ENGL 001 and SCC minimum Math standard. This course is designed to help students demonstrate an understanding and appreciation of the impact and significance of career choices on the social, psychological and physiological experiences throughout the life span. This course is also designed to help students identify their interests, skills, values and personality traits (self-assessment profile), conduct career research and exploration, and learn current job seeking skills. Students will analyze the relationship between themselves, their life choices and the ongoing process of career planning and self-development throughout the life span. *Three hours lecture.*

COUN 055

3 Units

Valuing Diversity

Course Advisory: Eligibility for ENGL 001 and SCC minimum Math standard. An examination of the complexities of interpersonal relationships among several cultures in our society including self-concept, values, beliefs, communication and lifestyle. This course will invite exploration of individual cultural perception in order to promote respect for differences and to develop a sense of community. Examination requirements include written essays and critical papers. *Three hours lecture.*

COUN 058

3 Units

Life Management

Course Advisory: SCC minimum English standard. A survey of the areas of life which influence decision-making. Students are introduced to areas of human development (emotional, intellectual, physical, and social) which influence decision making. They will analyze and evaluate differences in values, motivation, and goals. Includes introduction to financial, time and stress management, and communication skills. Requires written papers and problem-solving exercises. *Three hours lecture.*

COUN 060

2 Units

Strategies for Re-Entry Success

Course Advisory: SCC minimum English standard. Designed to give students who are returning to school after an absence an introduction to and practice in skills to successfully complete college level studies. This course is intended to facilitate students' confidence in their abilities to succeed through: an introduction to academic skills and effective communication; and exploration of college goal choices. Also included are techniques to help students discover and overcome common barriers such as: fears, time constraints, family resistance and personal stressors. *Two hours lecture.*

COUN 061

2 Units

Math Without Fear

Course Advisory: SCC minimum English standard. A counseling course to help math-anxious students evaluate the causes of math anxiety, to develop interventions to reduce math fear, to review math skills and to explore a variety of mathematical concepts. *Two hours lecture.*

Counseling

COUN 101 0.5 Unit
Orientation for College Success
Course Advisory: SCC minimum English and Math standards. This short-term course provides an in-depth orientation to college by introducing students to Solano Community College's student support services, describing certificate, associate degree and transfer preparation and requirements, and by reviewing the college's academic expectations. Educational goal setting will also be introduced. Students will be required to purchase a current Solano College catalog. *Two hours lecture (4 week course).*

COUN 102A 0.5 Unit
Time Management & Goal Setting
Course Advisory: SCC minimum English and Math standards. This course introduces goal setting and time management techniques such as analyzing time usage, prioritizing and developing a schedule to assist students to achieve their educational and career goals. Other COUN 102 courses may be taken concurrently. Note: Not open for credit to students who have completed COUN 007 with a minimum grade of C.

COUN 102B 0.5 Unit
Test Taking, Test Anxiety & Memory
Course Advisory: SCC minimum English and Math standards. This course introduces test taking, test anxiety and memory concepts and techniques to assist students to achieve their educational and career goals. Other COUN 102 courses may be taken concurrently. **NOTE: Not open for credit to students who have completed COUN 7 with a grade of C or better.** *Four hours lecture (2 week course).*

COUN 102C 0.5 Unit
Study Systems
Course Advisory: SCC minimum English and Math standards. This course introduces note-taking, reading and study environment concepts/strategies and identifies attitudes and learning styles to assist students to achieve their educational and career goals. Other COUN 102 courses may be taken concurrently. **NOTE: Not open for credit to students who have completed COUN 007 with a grade of C or better.** *Four hours lecture (2 week course).*

COUN 103 3 Units
Disability and Success
Course Advisory: SCC minimum English and Math standards; Primarily for students with disabilities. This is an orientation course to assist students with disabilities in accessing services and completing their community college goals. It includes the SCC Disability Service Program, the College community, community agencies serving people with disabilities, laws and disabilities, coping with a disability, self advocacy, success in the classroom, and a final "Plan for Personal Disability Management." Student will receive a letter grade. *Three hours lecture.*

COUN 104 3 Units
Wellness and Maintaining Good Health
This course provides the tools, goals, and objectives, toward creating and maintaining good mental health. The course also addresses strategies for creating and maintaining health in the face of living with a chronic illness. Students will create their personal Wellness and Recovery Action Plan (WRAP) based on the concepts presented. This is a Pass/no-pass only course. *Three hours lecture.*

COUN 148E 1 Unit
Transition to College for Students with Disabilities
This is a transition course for high school seniors who are planning on entering the Community College system and receiving Disability Services. It includes the matriculation process of entering into college, the difference between college and high school for students with disabilities. Students will obtain a beginning understanding of how to navigate successfully through the Community College system and Disability Services. This is a Pass/No Pass only course. *Two hours lecture (8 week course).*

COUN 301 3 Units
Career Awareness and Disability Success
Prerequisite: Permission of Disability Services Counselor to help the student make a match between this specialized disability course content and methodology and the individual's needs and expected learning outcomes. *Course Advisory: Primarily for Students with Disabilities.* This course introduces career and job awareness and readiness for students with a disability. It will cover career and job related, interests, aptitudes, and personality characteristics. Students will also develop an awareness of the strengths and difficulties with their disability in particular job related task analyses. Disability related community agencies, as well as disability benefits versus employment salaries will be covered. This is a Pass/No Pass only course. *Three hours lecture.*

Counseling

LS 307 3 Units
Reading for Life Skills
Prerequisite: Permission of Disability Services Counselor to help the student make a match between this specialized disability course content and methodology and the individual's needs and expected. Course Advisory: Primarily for Students with Disabilities. This reading course is written specifically for basic level readers to address their need to understand the printed material they encounter in everyday situations. The reading involves practical life skills materials such as the newspaper, job applications, work place, supermarket, restaurant, department store, directories and guides, personal health, nutrition, and grooming, bills, and much more. This is a Pass/No Pass only course. *Three hours lecture.*

LS 308 3 Units
Math for Life Skills
Prerequisite: Permission of Disability Services Counselor to help the student make a match between this specialized disability course content and methodology and the individual's needs and expected learning outcomes. Course Advisory: Primarily for Students with Disabilities. This course will teach students the ability to solve math problems from everyday life situations. Students will decide to apply either addition, subtraction, multiplication, or division to everyday life situations. They will also learn the use of decimals, percents, and fractions in practical applications. The use of the calculator will be taught as an additional tool for life skills math. This course is not meant to prepare students for advancement to higher level math courses at the college. This is a Pass/No Pass only course. *Three hours lecture.*

LS 312 1 Unit
Computer Tools for Accessibility
Course Advisory: SCC minimum English and math standards and concurrent enrollment in a non-Learning Skills course. Designed especially for the student with cognitive disabilities offering a variety of problem-solving solutions that include fundamental processing routines, academic skills solutions and productivity solutions. Students learn to be more successful in other college courses by integrating computers, software, and assignment requirements. This is a Pass/No Pass only course. *One hour lecture, one hour activity, and one hour lab.*

LS 313 1 Unit
Assistive Computer Technology I
Course Advisory: SCC minimum English and Math standards. A course for disabled students wishing to learn how to use assistive computer programs and hardware in academic and employment environments. Students will master the procedures for a configuration of assistive devices designed to overcome the limitations of their particular disabilities. *Two hours lecture, two hours activity (8 week course).*

LS 315 1 Unit
Assistive Computer Technology II
Prerequisite: LS 313. Course Advisory: SCC minimum English and Math standards. The second of a two course sequence for disabled students wishing to learn how to use assistive computer programs and hardware in academic and employment environments. Students will master the procedures for a configuration of assistive devices designed to overcome the limitations of their particular disabilities. *Two hours lecture, two hours activity (8 week course).*

LS 348D 1 Unit
Adaptive Basic Computer Skills
Course Advisory: Primarily for Students with Disabilities. A basic skills computer course primarily for students with disabilities. Students will learn disability-specific assistive computer technology and learn basic computer operations for everyday life. This is a Pass/No Pass course. *One lecture hour and two lab hours.*

LS 350 3.5 Units
Learning Skills Assessment
Course Advisory: Eligible for ENGL 305. This course is designed to help students know their academic strengths and weaknesses, help students discover their study and learning strategy style, and if necessary individually assess for a Learning Disability. Through reading, class activities, surveys, questionnaires, and assessment measures the student develops strategies that lead to proactive skills that help them become a more successful college student. *Three hours lecture; two hours by arrangement.*

Criminal Justice

Criminal Justice, Computer Forensics

Program Description

This program is designed to prepare the student for employment as a computer forensics investigator. It includes a mix of several disciplines of study that, when combined, provide a basis for the general knowledge and skills required to perform the careful investigation of evidence obtained from computers and computer systems. In addition, this major provides the knowledge and skills required by computer network specialists involved in the tasks of securing computer systems and protecting information workers.

Certificate of Achievement and Associate in Science Degree

The Certificate of Achievement can be obtained upon completion of the 32.5-unit major listed below. The Associate Degree can be obtained upon completion of 60 units, including the major, general education requirements, and electives. All courses in the major must be completed with a grade of C or better or a P if the course is taken on a Pass/No Pass basis.

Program Outcomes

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

1. Perform complex operation and management of computer-based software systems.
2. Setup and maintain computer-based hardware systems.
3. Perform a computer investigation.
4. Understand the legal principles and practices of computer investigations.

REQUIRED COURSES	Units
CJ 051 Criminal Investigation.....	3
CJ 053 Legal Aspects of Evidence	3
CIS 001 Introduction to Computer Science.....	3
CIS 162 A+ Computer Hardware Technology	4
CIS 164 A+ Computer Operating Systems Technology ..	4
CIS 166 Computer Network + Technology.....	4
CIS 168 Computer Security + Technology	4
CIS 172 Computer Forensics: Evidence Recovery	1.5
CIS 173 Computer Forensics Investigations.....	3
CIS 174 Computer Forensics: Operating Systems Internals	3
Total Units	32.5

Recommended Electives

CIS 022 Introduction to Programming
CIS 052 UNIX Operating System (UNIX OPERATING SYST)
CIS 055 MS Windows Operating Systems
CIS 073 Microsoft Excel
ENGL 004 Critical Thinking and Composition: Language in Context
ENGL 051 Technical Writing
OCED 090 Occupational Work Experience
OCED 091 General Work Experience
OT 054A Beginning Keyboarding A
OT 054B Beginning Keyboarding B
OT 055A Intermediate Keyboarding/Word Processing A
OT 055B Intermediate Keyboarding/Word Processing B
SOCS 022 Ethnic, Racial and Minority Group Relations in Harmony and Conflict
SPAN 001 First Semester Spanish
SPAN 002 Second Semester Spanish

Criminal Justice

Criminal Justice, Corrections

Program Description

This program offers core and selective courses which provide the student with a base of knowledge and proficiencies in the area of corrections. The program operates with the cooperation and participation of local corrections agencies. All instructors in the program have experience in the corrections field. Courses are scheduled both day and evening to accommodate full-time or part-time students seeking to acquire or upgrade skills in the corrections field.

Certificate of Achievement and Associate in Science Degree

The Certificate of Achievement can be obtained upon completion of the 30-unit major listed below. The Associate in Science Degree can be obtained upon completion of 60 units, including the major, general education requirements, and electives. All courses in the major must be completed with a grade of C or better or a P if the course is taken on a Pass/No Pass basis.

Program Outcomes

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

1. Demonstrate an understanding of the American Criminal Justice system and the scope of responsibilities of the various local, state, and federal law enforcement agencies beginning with arrest through parole.
2. Articulate the system's objectives, the crime problem, and role expectations of criminal justice personnel, and describe the various agencies and each subsystem within the system.
3. Describe the system's responsibilities to the community, factors in crime causation, the social implications of crime and communication barriers between the system and the community.
4. Articulate the differences between the major criminological theories of the causes of crime and how those theories relate to policies toward crime and criminal behavior.
5. Analyze legal concepts and make rational decisions about case processing. Demonstrate knowledge of the rules of evidence, legal definitions, and concepts of evidentiary law. Apply basic investigative proficiencies.
6. Demonstrate critical thinking and analytical skills acquired in the social sciences in preparation for continuance of college-level education.

REQUIRED COURSES Units

CJ 001 Introduction to Criminal Justice.	3
CJ 002 Concepts of Criminal Law	3
CJ 011 Community Relations	3
CJ 051 Criminal Investigation.	3
CJ 052 Investigative Report Writing	3
CJ 053 Legal Aspects of Evidence	3
CJ 058 Fundamentals of Crime and Delinquency	3
CJ 059 Interviewing and Counseling.	3
Select six units from the elective list below	6
Total Units	30

Select six (6) units from the following Units

CJ 057 Criminal Justice Career Development.	3
CJ 060 Probation and Parole	3
CJ 062 Legal Aspects of Correction	3
CJ 091 Vocational Work Experience – Corrections	1 - 3

Recommended Electives

CIS 050 Microcomputer Applications
COMM 010 Interpersonal Communication
COUN 062 Helping Skills: Creating Alliances & Facilitating Change
ENGL 004 Critical Thinking and Composition: Language in Context
ENGL 051 Technical Writing
HUMN 003 Journey in a Multicultural Landscape
HS 051 Introduction to Human Services
HS 053 Serving Special Populations
OCED 090 Occupational Work Experience
OCED 091 General Work Experience
OT 054A Beginning Keyboarding A
OT 054B Beginning Keyboarding B
OT 055A Intermediate Keyboarding/Word Processing A
OT 055B Intermediate Keyboarding/Word Processing B
SOCS 022 Ethnic, Racial and Minority Group Relations in Harmony and Conflict
SOCS 030 Peace, Non Violence and Conflict Resolution
SPAN 001 First Semester Spanish
SPAN 002 Second Semester Spanish

Criminal Justice

Criminal Justice, Law Enforcement

Program Description

This program was established with the cooperation of the Solano County Criminal Justice Advisory Committee and offers courses for both pre-service and in-service students. All instructors have experience in law enforcement, and courses are scheduled day or evening to accommodate full-time and part-time students seeking to acquire or upgrade skills in the field.

Certificate of Achievement and Associate in Science Degree

The Certificate of Achievement can be obtained upon completion of the 30-unit major listed below. The Associate in Science Degree can be obtained upon completion of 60 units, including the major, general education requirements, and electives. All courses in the major must be completed with a grade of C or better or a P if the course is taken on a Pass/No Pass basis.

Program Outcomes

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

1. Demonstrate an understanding of the American Criminal Justice system and the scope of responsibilities of the various local, state, and federal law enforcement agencies beginning with arrest through parole.
2. Articulate the system's objectives, the crime problem, and role expectations of criminal justice personnel, and describe the various agencies and each subsystem within the system.
3. Describe the system's responsibilities to the community, factors in crime causation, the social implications of crime and communication barriers between the system and the community.
4. Articulate the differences between the major criminological theories of the causes of crime and how those theories relate to policies toward crime and criminal behavior.
5. Analyze legal concepts and make rational decisions about case processing. Demonstrate knowledge of the rules of evidence, legal definitions, and concepts of evidentiary law. Apply basic investigative proficiencies.
6. Demonstrate critical thinking and analytical skills acquired in the social sciences in preparation for continuance of college-level education

REQUIRED COURSES Units

CJ 001 Introduction to Criminal Justice.	3
CJ 002 Concepts of Criminal Law	3
CJ 011 Community Relations	3
CJ 051 Criminal Investigation.	3
CJ 052 Investigative Report Writing	3
CJ 053 Legal Aspects of Evidence	3
CJ 058 Fundamentals of Crime and Delinquency	3
CJ 059 Interviewing and Counseling.	3
Select six units from the elective list below	6
Total Units	30

Select six (6) units from the following Units

CJ 055 Traffic Control	3
CJ 056 Juvenile Procedures	3
CJ 057 Criminal Justice Career Development.	3
CJ 064 Principles and Procedures of the Criminal Justice System	3
CJ 090 Vocational Work Experience - Law Enforcement	1 - 3

Recommended Electives

CIS 050 Microcomputer Applications
ENGL 004 Critical Thinking and Composition: Language in Context
ENGL 051 Technical Writing
OCED 090 Occupational Work Experience
OCED 091 General Work Experience
OT 054A Beginning Keyboarding A
OT 054B Beginning Keyboarding B
OT 055A Intermediate Keyboarding/Word Processing A
OT 055B Intermediate Keyboarding/Word Processing B
SOCS 022 Ethnic, Racial and Minority Group Relations in Harmony and Conflict
SPAN 001 First Semester Spanish
SPAN 002 Second Semester Spanish

Criminal Justice

CJ 001 3 Units
Introduction to Criminal Justice
Course Advisory: SCC minimum English and Math standards. Introduction to Criminal Justice presents an overview of informal and formal means of social control. It is a study of the history, evolution, philosophy, structure, operation and role of the criminal justice system and its component sub-systems (law enforcement, courts, corrections). It also explores the history of the U.S. Constitution and application of constitutional principles; theories of crime causation and criminal behavior. Another component of this course is the study of professional ethics, education and training for professionals in the criminal justice system. Required for all Criminal Justice majors. *Three hours lecture.*

CJ 002 3 Units
Concepts of Criminal Law
Course Advisory: SCC minimum English and Math standards; CJ 001. A study of the history, philosophy and development of law and various legal systems; case law and legal research; corpus delicti, mental elements, capacity to commit crimes, and defenses; classification of crimes and penalties; elements of major crimes. *Three hours lecture.*

CJ 011 3 Units
Community Relations
Course Advisory: SCC minimum English and Math standards. An exploration of actual and perceived special roles of criminal justice agencies and individual practitioners; interrelationships and role expectations of criminal justice practitioners and various individuals and groups; propaganda and pressure groups. Principal emphasis will be placed upon the development of the professional image of the criminal justice system and upon development of positive relationships between members of the criminal justice system and the public. *Three hours lecture.*

CJ 051 3 Units
Criminal Investigation
Course Advisory: SCC minimum English and Math standards; CJ 001. Fundamentals of investigation, crime scene search and recording, collection and preservation of evidence, scientific aid; interviews and interrogation, follow-up and case preparation. *Three hours lecture.*

CJ 052 3 Units
Investigative Report Writing
Course Advisory: Eligibility for ENGL 001; CJ 001; CJ 002; CJ 051. Presents investigative report writing in criminal justice relative to police, probation, institutional and parole activities. Includes practical experience in preparing field notes, statements, and reports. *Three hours lecture.*

CJ 053 3 Units
Legal Aspects of Evidence
Course Advisory: SCC minimum English and Math standards; CJ 001. A study of the origin, development, philosophy and constitutional basics of evidence; constitutional and procedural considerations affecting arrest, search and seizure; kinds of degrees of evidence and rules governing admissibility; judicial decisions interpreting individual rights and case studies. *Three hours lecture.*

CJ 055 3 Units
Traffic Control
Course Advisory: SCC minimum English and Math standards; CJ 001. A study of traffic law enforcement, regulations and control; fundamentals of traffic accident investigation, and an overview of the California Vehicle Code. *Three hours lecture.*

CJ 056 3 Units
Juvenile Procedures
Course Advisory: SCC minimum English and Math standards; CRIMJ 1. Presents the organization, function, and jurisdiction of juvenile agencies; the processing and detention of juveniles; juvenile case disposition; juvenile statutes and court procedures. *Three hours lecture.*

CJ 057 3 Units
Criminal Justice Career Development
Course Advisory: SCC minimum English and Math standards; CJ 001. Examines criminal justice career positions, employment standards and current occupational opportunities in the field. Includes practical aspects of various jobs and provides information and practice in entrance examination taking, oral interviews, and general preparation for various occupations within the criminal justice field. *Three hours lecture.*

CJ 058 3 Units
Fundamentals of Crime and Delinquency
Course Advisory: SCC minimum English and Math standards; CJ 001. Introduction to major types of criminal behavior, patterns of career offenders, factors which contribute to the production of criminality of delinquency. Includes methods used in dealing with violators in the justice system; the changing roles of police courts and after-care process of sentence, probation, prisons, and parole; changes of the law in crime control and treatment processes. *Three hours lecture.*

Criminal Justice

CJ 059 3 Units
Interviewing and Counseling
Course Advisory: SCC minimum English and Math standards; CJ 001. Overview of the interviewing and counseling techniques available to practitioners in law enforcement, the courts, and corrections emphasizing communication and practical skills. *Three hours lecture.*

CJ 060 3 Units
Probation and Parole
Course Advisory: Eligibility for ENGL 001; CJ 001; CJ 002; CJ 051. Presents the philosophy and history of correctional services. A survey of the correctional sub-systems of institutions by type and function, probation concepts and parole operations. A discussion of correctional employee responsibilities as applied to offender behavior modifications through supervisory control techniques. Covers rehabilitation goals as they affect individual and intimate cultural groups in both confined and field settings. *Three hours lecture.*

CJ 062 3 Units
Legal Aspects of Correction
Course Advisory: SCC minimum English and Math standards; CJ 058. Presents the legal aspects of corrections and code provisions relative to all phases of the correctional system. *Three hours lecture.*

CJ 064 3 Units
Principles and Procedures of the Criminal Justice System
Course Advisory: SCC minimum English and Math standards; CJ 001. Detailed study of the role and responsibility of each sub-system within the criminal justice system; an examination of the philosophy, history, structure, operation and interrelation of each sub-system component; a description of procedure from initial entry of the individual into the system to the final disposition. *Three hours lecture.*

CJ 090 1.00 to 3.00 Units
Vocational Work Experience - Law Enforcement
Course Advisory: CJ 001. Volunteer service in a variety of governmental and private criminal justice agencies related to Law Enforcement. One unit of credit may be earned for each 75 hours paid or 60 hours unpaid work per semester to a maximum of 3 units per semester. Students who enroll in CJ090 may not enroll in CJ 091 during the same semester. This is a credit/no credit only course. **NOTE: Combined units for all work experience courses shall not exceed 12. One hour lecture and five to twenty hours weekly by arrangement. To determine the correct number of units in which to enroll, refer to the following formula for paid employment*: Full Semester Sections: 1 unit = 5 hours per week 2 units = 10 hours per week 3 units = 15 hours per week *unpaid work requires fewer hours per week.**

CJ 091 1.00 to 3.00 Units
Vocational Work Experience - Corrections
Course Advisory: CJ 001. Volunteer service in a variety of governmental and private criminal justice agencies related to Corrections. One unit of credit may be earned for each 75 hours paid or 60 hours unpaid work per semester to a maximum of 3 units per semester. Students enrolled in CJ 091 may not enroll in CJ 090 during the same semester. This is a credit/no credit only course. **NOTE: Combined units for all work experience courses shall not exceed 12. One hour lecture and five to twenty hours weekly by arrangement. To determine the correct number of units in which to enroll, refer to the following formula for paid employment*: Full Semester Sections: 1 unit = 5 hours per week 2 units = 10 hours per week 3 units = 15 hours per week *unpaid work requires fewer hours per week.**

Drafting

Drafting Technician

Program Description

This program is designed to provide students with entry-level skills in the fields of mechanical, electrical, civil and architectural drafting.

Certificate of Achievement and Associate in Science Degree

A Certificate of Achievement can be obtained upon completion of the 30-unit major listed below. The Associate in Science Degree can be obtained by completing a total of 60 units, including the major, general education requirements, and electives. All courses in the major must be completed with a grade of C or better or a P if the course is taken on a Pass/No Pass basis.

Program Outcomes

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

1. Demonstrate proficiency at reading, drawing and dimensioning industry standard drawings in the fields of Mechanical, Civil, Architectural, and Electronic drafting and design.
2. Demonstrate proficiency using industry standard computer aided drafting/design CADD software programs.

REQUIRED COURSES Units

DRFT 045 Introduction to Computer-Aided Drafting (CAD).....	3
DRFT 046 Advanced CAD	3
DRFT 050 Basic Drafting	3
DRFT 055 Mechanical Drafting - Level I.....	3
DRFT 060 Architectural Drafting I.....	3
DRFT 075 Electronic Drafting.....	3
DRFT 080 Civil Drafting I.....	3
DRFT 125 Solid Modeling with Solidworks.....	3
IT 140 Industrial Materials	3
IT 151 Vocational Mathematics.....	3
Total Units	30

Recommended Electives

DRFT 056 Descriptive Geometry
DRFT 057 Mechanical Drafting - Level II
DRFT 065 Architectural Drafting II
DRFT 070 Technical Illustration and Design
DRFT 079 Blueprint Reading
DRFT 085 Civil Drafting II
DRFT 092 Special Problems
DRFT 130 Advanced Printed Circuit Board Design
DRFT 135 Structural & Detail Drafting
DRFT 140 Surveying
HORT 030 Landscape Design I
INTD 052 Drafting and Perspective Drawing for Interiors
OCED 090 Occupational Work Experience
OCED 091 General Work Experience

NOTE: Many of the advanced courses will require CAD. It is important to take DRFT 045 (Intro. to CAD) as early in your program as possible. College credit may be obtained with credit by examination in DRFT 045, 050, and 060 or they may be waived.

Drafting

Survey Technician/Civil Drafting Technician

Program Description

This program is designed to provide students with entry-level skills in the fields of Surveying Technician, Civil Drafting Technician, and/or mapping technician.

Certificate of Achievement and Associate in Science Degree

A Certificate of Achievement can be obtained upon completion of 27 core requirement units. An Associate of Science Degree may be obtained by completing 27 core units in addition to 15 units of restricted elective courses and 21 units of General Education.

Program Outcomes

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

1. Demonstrate proficiency at reading, drawing and dimensioning industry standard drawings in the fields of Mechanical, Civil, Architectural, and Electronic drafting and design.
2. Demonstrate proficiency using industry standard computer aided drafting/design CADD software programs.

REQUIRED COURSES Units

DRFT 045 Introduction to Computer-Aided Drafting (CAD)	3
DRFT 046 Advanced CAD	3
DRFT 050 Basic Drafting	3
DRFT 060 Architectural Drafting I	3
DRFT 080 Civil Drafting I	3
DRFT 085 Civil Drafting II	3
DRFT 140 Surveying	3
GEOL 010 Introduction to Geographic Information Systems	3
OR	
GEOG 010 Introduction to Geographic Information Systems	3
IT 151 Vocational Mathematics	3
Total Units	27

Electives for Associate of Science degree

DRFT 056 Descriptive Geometry
DRFT 065 Architectural Drafting II
DRFT 070 Technical Illustration and Design
DRFT 079 Blueprint Reading
DRFT 092 Special Problems
GEOL 001 Physical Geology
GEOL 002 Geology Laboratory
GEOL 005 Geology of California

***Course advisory for all courses: Solano Community College minimum English and Math Standards.**

***Drafting 050 should be taken in the first semester of study.**

English

Program Description

This program teaches writing, critical thinking, reading, and research skills as they apply to the areas of composition, creative writing, and the analysis of literature, the latter of which is presented through genre, survey, figure, and thematic courses.

Associate in Arts Degree

The Associate in Arts Degree can be obtained by completing a total of 60 units, including the 18-unit major listed below, general education requirements, and electives. All courses in the major must be completed with a grade of C or better or a P if the course is taken on a Pass/No Pass basis.

Program Outcomes

Students who complete an Associate Degree will be able to:

1. Demonstrate an ability to compose and communicate using appropriate rhetorical patterns and writing strategies.
2. Demonstrate college-level reading, writing, and analytical skills, such as the ability to use texts to generate and analyze arguments, collect, evaluate and synthesize evidence and proofs, and to understand the value of critical thinking and its applications.
3. Demonstrate an understanding of the importance and influence of literature's study of the human condition in shaping and reflecting intellectual history and cultural identity.
4. Demonstrate, through the study and analysis of literature from a variety of cultural or ethnic backgrounds and sexual orientations, an ability to recognize and examine assumptions about difference and social norms and an understanding of how the experience of reading literature from different perspectives can better prepare one for meaningful participation in a diverse global community.
5. Explore and demonstrate creative writing potential including the practice and study of diverse literatures and publishing.

REQUIRED COURSES Units

The courses are listed in the suggested sequence.

ENGL 002 Critical Thinking and Writing About Literature	3
Total Units	3

One genre course from the list below: Units

ENGL 021 Introduction to Poetry	3
ENGL 023 Introduction to the Modern Novel	3
ENGL 024 Introduction to the Short Story	3
ENGL 025 Introduction to Drama as Literature	3

Two survey courses from the list below: Units

ENGL 030 Survey of American Literature I	3
ENGL 031 Survey of American Literature II	3
ENGL 040 Survey of English Literature	3
ENGL 041 Survey of English Literature	3

Electives selected from the list of Recommended Electives

ENGL 004 Critical Thinking and Composition: Language in Context
ENGL 005 Advanced Composition
ENGL 006 Creative Writing I
ENGL 007 Creative Writing II
ENGL 012 Modern Women Writers
ENGL 016 Masterpieces of Western World Literature
ENGL 018 Introduction to Mythology
ENGL 021 * Introduction to Poetry
ENGL 023 * Introduction to the Modern Novel
ENGL 024 * Introduction to the Short Story
ENGL 025 * Introduction to Drama as Literature
ENGL 030 * Survey of American Literature I
ENGL 031 * Survey of American Literature II
ENGL 032 Introduction to Native American Literature
ENGL 033 Survey of African American Literature in the United States
ENGL 034 African American Novel and Drama in the United States
ENGL 035 Latina/o Literature
ENGL 036 Multi-Ethnic Literature in America
ENGL 037 Survey of Asian American Literature
ENGL 040 * Survey of English Literature
ENGL 041 * Survey of English Literature
ENGL 044 Introduction to Shakespeare
ENGL 049 English Honors
ENGL 058 Creative Writing: The Literary Magazine
AMST 001 An Interdisciplinary Study of American Culture
AMST 002 An Interdisciplinary Study of American Culture
* If not previously taken for the major

English

ENGL 013 3 Units

Mystery Fiction

Prerequisite: ENGL 001 with a minimum grade of C. Examines the origins of mystery fiction and the great fictional detectives, surveys the various schools of mystery fiction, and explores reader fascination with crime and detection in fiction. *Three hours lecture.*

ENGL 014 3 Units

The Bible as Literature

Prerequisite: ENGL 001 with a minimum grade of C. A general survey of narratives, drama, poetry, biography, history, culture, and prophecy of the 'Old Testament,' 'The Apocrypha,' and the 'New Testament' with emphasis on literary interpretation of their content and techniques. *Three hours lecture.*

ENGL 016 3 Units

Masterpieces of Western World Literature

Prerequisite: ENGL 001 with a minimum grade of C. A study of a selection of major works in Western World literature from the Greeks to the present, excluding British Isles and American writers. This course will examine these selected major works, introducing the student to some of the most important literary efforts in Western World literature, as well as the works' historical and cultural contributions. Critical papers and examinations are required. *Three hours lecture.*

ENGL 018 3 Units

Introduction to Mythology

Prerequisite: ENGL 001 with a minimum grade of C. A survey of the major elements of mythology, its history and development as part of the human experience with a central focus on Western mythology, its origins and development as well as its appearance in and influence on literature. Examinations and papers are required. *Three hours lecture.*

ENGL 021 3 Units

Introduction to Poetry

Prerequisite: ENGL 001 with a minimum grade of C. A study of poetry as a form of literature and art. This course examines the elements of poetry, the historical development of the genre, and the major themes treated by poetry. Examinations and critical papers are required. *Three hours lecture.*

ENGL 023 3 Units

Introduction to the Modern Novel

Prerequisite: ENGL 001 with a minimum grade of C. A study of selected novels written during the 20th Century, including the development of the modern novel as a form of literature and the specific techniques and themes employed by novelists. Critical papers and examinations are required. *Three hours lecture.*

ENGL 024 3 Units

Introduction to the Short Story

Prerequisite: ENGL 001 with a minimum grade of C. A study of the short story as a form of literature, examining the historical development of the short story, the literary elements of the genre, and the major themes treated by the short story. Examinations and critical papers are required. *Three hours lecture.*

ENGL 025 3 Units

Introduction to Drama as Literature

Prerequisite: ENGL 001 with a minimum grade of C. A study of the types of dramatic literature/tragedy, comedy, and tragi-comedy/through a historical survey of representative dramas. Students will read, analyze, compare and contrast selected plays in class. Examinations and critical papers are required. *Three hours lecture.*

ENGL 030 3 Units

Survey of American Literature I

Prerequisite: ENGL 001 with a minimum grade of C. A survey of literature written in the United States from the time of early settlement to the end of the Civil War. Through focus on significant works of diverse writers, attention is given to major literary movements and to understanding, comparing, and contrasting the diverse political, religious, social, and cultural elements of literature in the United States. Written examinations and critical papers are required. *Three hours lecture.*

ENGL 031 3 Units

Survey of American Literature II

Prerequisite: ENGL 001 with a minimum grade of C. A survey of literature written in the United States from the end of the Civil War to the present. Through focus on significant works of diverse writers, attention is given to significant literary movements and to understanding, comparing and contrasting the diverse political, religious, social and cultural elements of literature in the United States. Written examinations and critical papers are required. *Three hours lecture.*

ENGL 032 3 Units

Introduction to Native American Literature

Prerequisite: ENGL 001 with a minimum grade of C. A study of representative literature by various Native American writers. Critical papers and written examinations are required. *Three hours lecture.*

English

ENGL 033 3 Units

Survey of African American Literature in the United States

Prerequisite: ENGL 001 with a minimum grade of C. A study of representative selections of poetry, short fiction, short drama, and essays written by African Americans from 1760 to the present. The ethnic context, artistic techniques, and literary themes will be studied. Critical papers and written examinations are required. *Three hours lecture.*

ENGL 035 3 Units

Chicana/o Literature

Prerequisite: ENGL 001 with a minimum grade of C. An introduction to contemporary and traditional literature created by Chicana/os, including an exploration of the political, social, cultural, historical, and psychological issues relevant to understanding gender, race, and ethnicity. Written examinations and critical papers are required. *Three hours lecture.*

ENGL 036 3 Units

Multi-Ethnic Literature in America

Prerequisite: ENGL 001 with a minimum grade of C. A study of representative literature by various American multicultural writers: Asian American, African American, European American, Latina/o, and Native American. Written examinations and critical papers are required. *Three hours lecture.*

ENGL 037 3 Units

Survey of Asian American Literature

Prerequisite: ENGL 001 with a minimum grade of C. A study of representative selections of poetry, fiction, short drama, and non-fiction by Asian American writers. The course examines the ethnic context, artistic technique, and literary themes. Critical papers and examinations are required. *Three hours lecture.*

ENGL 038 3 Units

The California Experience in Literature

Prerequisite: ENGL 001 with a minimum grade of C. A study of literature written by California writers, including historical and cultural backgrounds, variety of regional and ethnic experiences, and unifying themes, concepts, and dreams. *Three hours lecture.*

ENGL 040 3 Units

Survey of English Literature I

Prerequisite: ENGL 001 with a minimum grade of C. The study of works of major British authors from the Anglo-Saxon period through the Eighteenth Century, in poetry, prose, and drama. The course focuses on the development of a literature in English and explores how this literature responds to and shapes its historical and cultural context. It introduces students to the use of critical theory in the analysis of literature. Examinations and critical papers are required. *Three hours lecture.*

ENGL 041 3 Units

Survey of English Literature II

Prerequisite: ENGL 001 with a minimum grade of C. A study of major works in poetry, prose, and drama from approximately 1798 to the present. The course focuses on the Romantic Movement, the Victorian Age, early 20th Century, modernism, postwar literature, post-colonial literature, and late 20th Century post-modernism. It examines the shifting relationship between literature and its historical and cultural contexts. It introduces students to questions of canon formation and the use of critical theory in the analysis of literature. Examinations and critical papers are required. *Three hours lecture.*

ENGL 044 3 Units

Introduction to Shakespeare

Prerequisite: ENGL 001 with a minimum grade of C. An introduction to Shakespearean drama and poetry through a study of representative comedies, histories, tragedies, and sonnets. Students will be concerned with dramatic and poetic principles as well as with an understanding of the historical context into which Shakespearean drama fits. Examinations and critical papers are required. *Three hours lecture.*

ENGL 046 3 Units

American Sign Language 1

Prerequisite: Eligibility for ENGL 001. An introductory course on the culture and language of the deaf in this country. The course includes the acquisition of Fingerspelling skills and basic functional vocabulary of ASL. In addition to fluency in these two separate skills, the student will acquire basic knowledge of ASL syntax and nonverbal aspects of ASL, a history of the deaf in the country and deaf education, variations in Manual Communication, and the Culture of the Deaf. There will be both written and signed examinations, a research project, homework assignments, and individual examinations to demonstrate competency in both expressive and receptive ASL. Students will be expected to acquire a vocabulary of approximately 500 words (signs) and be proficient in Fingerspelling. *Three hours lecture.*

English

ENGL 380 3 Units

Advanced English Fundamentals

Prerequisite A score of 90-101 within the last three years on the sentence skills sections of the assessment test.

Course Advisory ENGL 353. Principles and practice of English composition, emphasizing analytical paragraphs and essays; critical reading, thinking, and writing; principles of essay and paragraph construction; grammar and punctuation; construction of effective sentences. This is a Pass/No Pass only course. *Three hours lecture.*

Learning Resources

LR 010 1 Unit

Introduction to Library Research and Information Competency

Course Advisory: Eligibility for ENGL 001 and SCC minimum Math standards. An introduction to Information Competency skills necessary to use research tools and to select, locate, retrieve and evaluate information. *One hour lecture.*

LR 011 1.5 Units

Internet Explored! Advanced Information Competency

Course Advisory: Eligibility for ENGL 001, Computer literacy (familiarity with basic computer functions). An advanced information competency course evaluating information and exploring information technology in society including Internet, World Wide Web, search engines (e.g., Google, Ask, Live), retrieval systems, and electronic publishing. Formerly LR 051. *One and one-half hours lecture.*

LR 012 1.5 Units

Information and Society

Course Advisory: Eligibility for ENGL 001; Computer literacy (familiarity with basic computer functions). LR001, LR010, or LR011. Exploration of the social, cultural, and political context of information and information technologies like the Internet, World Wide Web, search engines, retrieval systems, electronic publishing, and distribution of media, including newspapers, books, and music. *One and one-half hours lecture.*

LR 500

Topics in Research and Information Competency

A series of workshops introducing students to the fundamentals of Library Research & Information Competency. See the current schedule of classes for topics offered. *One hour weekly by arrangement.*

Reading

ENGL 062 3 Units

Analytical Reading

Prerequisite: Eligibility for ENGL 370. Course Advisory: ENGL 353. A college-level reading course designed to improve and enhance the student's ability to understand inferential reading passages. Emphasis is on the development of critical reading skills, including the ability to understand the author's point of view and to engage in textual analysis. In addition, the student should develop the ability to successfully critique college-level reading material by analyzing a variety of prose structures. *Three hours lecture.*

ENGL 320 0.50 to 1.50 Units

Reading Improvement Lab

Designed to identify students' individual reading needs and to provide individualized instruction. Students will be assigned a worktext based on assessment in consultation with a Reading instructor. Credit will be earned when student has successfully completed the assigned course of study and appropriate number of lab hours as specified in each student's contract. This is an open entry/open exit, credit/no credit course. *Two hours activity weekly per unit.*

ENGL 331 3 Units

Vocabulary Strategies for Reading Comprehension

Course Advisory: CPT Reading score of 35 to 49. A vocabulary skills development course designed to help students learn new words to understand reading. This course will emphasize strategies for word analysis and dictionary use to identify, learn, use, and retain meanings of unfamiliar words. NOTE: This is a credit/no credit only course. *Three hours lecture.*

ENGL 353 3 Units

Textbook Reading Strategies

Course Advisory: CPT Reading score of 50 or above. Reading strategies and practice to improve understanding, enlarge vocabulary, and improve retention. Students will learn how to comprehend main idea-supporting detail relationships, use the knowledge they already have, recognize organizational patterns and author's purpose, and respond thoughtfully through discussion and writing. To develop skills in college study reading, primary emphasis is on reading materials typically found in textbooks. NOTE: This is a credit/no credit only class. *Three hours lecture.*

English

English As a Second Language

ESL 006 3 Units

ESL Composition Skills

Prerequisite: Minimum grade of C in ESL 078 or 079.

Course Advisory: ESL Assessment Test Score: Level 1. An advanced class for non-native speakers of English which offers practice in academic writing. Emphases include paragraph and essay logic, writing from sources, advanced sentence structure, and vocabulary building. Frequent compositions, quizzes, graded exercises, and a final exam are required. This course is a prerequisite for English 350 for those students who score 31-75 on the ESL assessment test. *Three hours lecture.*

ESL 055 3 Units

Advanced ESL Reading

Prerequisite: Minimum grade of C in ESL 078 or ESL 079

or ESL Assessment Test Score Level 1. A class for advanced non-native speakers of English involving the active, problem-solving process of intensive reading and focusing on the coordination of a number of skills to assist the student in drawing information from a content-oriented, college-level text. Students will also practice critical, extensive reading and writing at their individual level and pace using outside texts from the ESL collection at the Solano College Library. Comprehension tasks, exercises, quizzes, a final exam and weekly written journals are required for successful completion. *Three hours lecture.*

ESL 077 3 Units

Conversation/Pronunciation Skills

Corequisite: Concurrent enrollment in ESL 077L.

Prerequisite: Minimum grade of C in ESL 372, 373, or 374.

Course Advisory: ESL Assessment Test Score: At or above Level 2. Offers practice in acquiring patterns of American English grammar and pronunciation for the purpose of conversing clearly and completely. Includes practice in critically evaluating semantic and syntactic contrasts among various languages represented by students. *Three hours lecture.*

ESL 077L

0.5 Unit

ESL 077 Lab

Corequisite: ESL 077. *Course Advisory:* Familiarity with basic reading and writing skills: English alphabet letter names, numbers, and ability to follow directions.

Provides structured listening comprehension and pronunciation practice, basic grammar practice, and elementary word processing practice for students new to the English language who wish to improve their own ability to speak and understand clearly. Instruction is individualized. Materials for the lab may be purchased in the bookstore. This is an open entry / open exit, Pass/No Pass only course. *One and one-half hours lab.*

ESL 078 3 Units

Intermediate ESL Reading

Prerequisite: Minimum grade of C in ESL 372, 373, or 374.

Course Advisory: ESL Assessment Test Score: At or above Level 2. Offers development in reading and vocabulary improvement for the intermediate ESL student. College-level reading passages range from narration to argumentation. Students practice the phonetic structure of the English sound and spelling systems to decrease confusion in reading comprehension. Graded exercises, quizzes, comprehension tasks, unit tests, and a final exam are required for successful completion of this course.

Three hours lecture.

ESL 079 3 Units

Intermediate Sentence Structure:

The English Verb System

Prerequisite: Minimum grade of C in ESL 372, 373, or 374.

Course Advisory: ESL Assessment Test Score: At or above Level 2. An intermediate English course for non-native speakers focusing on the correct use of basic English sentence structures in oral communication. Knowledge of the structures reinforced and verified through written assignments. *Three hours lecture.*

ESL 087 3 Units

Advanced Sentence Structure: Written English

Prerequisite: Minimum grade of C in ESL 078 or 079, or

ESL Assessment Test Score: Level 1. An advanced English course for non-native speakers focusing on the correct use of basic English structures in written communication. Knowledge of the structures reinforced and verified through written assignments. Continuation of ESL 079. *Three hours lecture.*

English

ESL 100 3 Units
Health Professionals: Exploring Career Goals in Health Care
Prerequisite: Eligibility for placement in ESL 077,078,079. Course Advisory: SCC minimum English and Math standards. Designed for health care professionals with low-intermediate English language proficiency. Integrated language skills on themes such as career options and requirements in health care, job resumes and interviews in health care, and phone and email communication in health care settings. *Three hours lecture.*

ESL 101 3 Units
Health Professionals: Communicating with Patients and Families
Prerequisite: Eligibility for placement in Level II ESL courses which are ESL 077, ESL 078, and ESL 079. Designed for health care professionals with low-intermediate English language proficiency. Integrated language skills on themes such as discussion of treatment options with patients, patient-centered communication techniques, and strategies for communicating with special-needs patients. *Three lecture hours.*

ESL 330 0.5-1.5 Unit
ESL Lab
Course Advisory: Familiarity with basic reading and writing skills: English alphabet letter names, numbers, and ability to follow directions. Provides structured listening comprehension and pronunciation practice, basic grammar practice, and elementary word processing practice for students new to the English language who wish to improve their own ability to speak and understand clearly. This is an open entry / open exit, Pass/No Pass only course. *One one-half to four one-half hours activity.*

ESL 372 3 Units
Fundamentals of ESL Reading
Course Advisory: Familiarity with basic reading and writing skills, English alphabet letter names, numbers, and ability to follow directions and ESL Assessment Test Score: Level 3. Offers practice in high beginning level reading comprehension, vocabulary acquisition and writing skills development for the ESL student who is still developing fluency. *Three hours lecture.*

ESL 373 3 Units
ESL Basic Oral Communication Skills
Course Advisory: Familiarity with basic reading and writing skills, English alphabet letter names, numbers, and ability to follow directions and ESL Assessment Test Score: Level 3. For students still developing fluency in spoken English, this course offers practice in mastering the patterns of spoken American English through study of the English sound system (pronunciation), conversation strategies, related grammar, writing, and spelling at a high-beginning level of proficiency with oral communication and listening as the focus. *Three hours lecture.*

ESL 374 3 Units
Fundamentals of ESL Grammar
Course Advisory: Familiarity with basic reading and writing skills, English alphabet letter names, numbers, and ability to follow directions and ESL Assessment Test Score: Level 3. The major goals of this course are increasing fluency and comprehension in speaking, listening, reading and writing English through the careful, guided study of grammar: Present, future and past verb tenses, singular and plural nouns, constructing simple sentences, special verbs and patterns, idioms to facilitate communication, spelling and study skills for learning a language. Attendance, participation, completion of quizzes and homework assignments requiring reading and writing will determine the student's success in completing the course. *Three hours lecture.*

Ethnic Studies

Program Description

This major is an interdisciplinary program which provides an opportunity for students to pursue organized studies of minority groups in American Society and to foster and expand general understanding of these groups. The courses allow for a wide latitude of study to meet a variety of interests with courses which fulfill competence in and an understanding of the unique contributions of American ethnic groups; interpretation of American ethnic culture as manifested in its history, its literature, and its social, economic, political, and philosophical development. (The course descriptions may be found under the appropriate disciplines.)

Associate in Arts Degree

The Associate in Arts Degree can be obtained by completing a total of 60 units, including the required courses in one of the majors listed below, the general education requirements, and electives. All courses in the major must be completed with a grade of C or better or a P if the course is taken on a Pass/No Pass basis.

Program Outcomes

Students who complete an Associate Degree will be able to:

1. Increase understanding of diverse ethnic groups in American society.
2. Understanding the impact of culture and the significance of history, and literature.
3. Develop competence as it pertains to various ethnic groups including an understanding of their social, economic, political and philosophical development.
4. Competence in understanding the unique contributions of ethnic groups in American Society.

REQUIRED COURSES Units

African-American Studies

ENGL 033 Survey of African American Literature in the United States.	3
<i>OR</i>	
ENGL 034 African American Novel and Drama in the United States	3
HIST 028 African American History to 1877	3
<i>OR</i>	
HIST 029 African American History Since 1865.	3
SOCS 022 Ethnic, Racial and Minority Group Relations in Harmony and Conflict	3
SOC 023 Sociology of African Americans.	3
<i>OR</i>	
SOCS 023 The African-American Family	3
Any course listed in any Ethnic Studies major	6

Asian-American Studies Units

ENGL 037 Survey of Asian American Literature.	3
HIST 032 History of the Philippines	3
SOCS 022 Ethnic, Racial and Minority Group Relations in Harmony and Conflict.	3
Any courses listed in any Ethnic Studies Major	9

Latino Studies Units

ENGL 035 Latina/o Literature	3
HIST 030 History of Mexico	3
HIST 031 Mexican American/Chicano History.	3
<i>OR</i>	
SOCS 022 Ethnic, Racial and Minority Group Relations in Harmony and Conflict	3
SOCS 025 Mexican-American Experience	3
SPAN 001 First Semester Spanish	5
<i>OR</i>	
SPAN 002 Second Semester Spanish	5
<i>OR</i>	
SPAN 003 Third Semester Spanish	5
<i>OR</i>	
SPAN 004 Fourth Semester Spanish	5
<i>OR</i>	
Any courses listed in the Ethnic Studies Program	6

Native-American Studies. Units

ENGL 032 Introduction to Native American Literature ..	3
SOCS 022 Ethnic, Racial and Minority Group Relations in Harmony and Conflict.	3
SOCS 027 Native American Experience	3
Any courses listed in any Ethnic Studies Major	6

Ethnic Studies

Ethnic Studies Combination Units

AMST 001 An Interdisciplinary Study
of American Culture 3

OR

AMST 002 An Interdisciplinary Study
of American Culture 3

SOCS 022 Ethnic, Racial and Minority Group
Relations in Harmony and Conflict. 3

SPAN 001 First Semester Spanish 5

SPAN 002 Second Semester Spanish 5

SPAN 003 Third Semester Spanish 5

OR

SPAN 004 Fourth Semester Spanish 5

Electives selected from the following list 12

Select 12 units from the following

(all 3-unit courses): Units

ENGL 032 Introduction to
Native American Literature 3

ENGL 033 Survey of African American
Literature in the United States. 3

ENGL 034 African American Novel and
Drama in the United States 3

ENGL 035 Latina/o Literature 3

ENGL 036 Multi-Ethnic Literature in America 3

HIST 028 African American History to 1877 3

OR

HIST 029 African American History Since 1865. 3

HIST 030 History of Mexico 3

HIST 031 Mexican American/Chicano History 3

HIST 032 History of the Philippines 3

MUSC 007 Jazz and Popular Music in
America: Ragtime to Rock. 3

PSYC 024 Psychology of African Americans 3

SOC 023 Sociology of African Americans. 3

SOCS 025 Mexican-American Experience 3

SOCS 027 Native American Experience 3

Recommended Electives for all Ethnic Studies Programs

AMST 001 An Interdisciplinary Study of American Culture

AMST 002 An Interdisciplinary Study of American Culture

ANTH 002 Cultural Anthropology

COUN 055 Valuing Diversity

ENGL 032 Introduction to Native American Literature

ENGL 037 Survey of Asian American Literature

HIST 030 History of Mexico

JAPN 101 Conversational Japanese

JAPN 102 Conversational Japanese

PLSC 005 Constitutional Rights in a Multicultural Society

SOC 002 Social Issues and Problems

SPAN 025 Introduction to Latin-American Culture:
An Exploration of Identity Through Essay, Film,
and Short Story

THEA 013 Diversity in American Theatre: A Contemporary
Focus

Fashion Design

Associate Degree

Not offered in this program.

FASHION DESIGN

FDES 062 3 Units

Clothing Construction

Course Advisory: SCC minimum English and Math standards. The study of custom clothing construction techniques including pattern adjustment, fabric selection and equipment usage. Evaluation is based on clothing constructed, sample skills, and written exams. *Two hours lecture, three hours lab.*

FDES 063 3 Units

Costume History

Course Advisory: SCC minimum English and Math standards. The study of world costume from the earliest time to the present. Evaluation is based on written examinations, written summaries, and classroom participation. *Three hours lecture.*

FDES 065 1 Unit

Alterations and Fit in Ready-to-Wear

Course Advisory: SCC minimum English and Math standards. The study of alterations and fit in ready-to-wear clothing. Restyling, marking, costing and construction techniques will be applied to men, women and children's clothing. Evaluation will be based on written examinations, garment alterations, and classroom participation. *One-half hour lecture, one and one-half hour lab.*

Film and Television

Film and Television

TV 050 3 Units

Survey of Broadcasting

Course Advisory: SCC minimum English standard.

Introduction to radio and television as mediums of mass communication. The history, development and structure of radio and television are studied, and their impact on society and culture. Students are required to demonstrate knowledge of course content through written tests and projects. *Three hours lecture.*

TV 055 3 Units

Beginning Television Production

Prerequisite: TV 050 or concurrent enrollment. Offers introductory training in the fundamentals of TV studio production, including producing, directing, scriptwriting, performing, production crewing, set graphics and designing. TV production projects are required. *Three hours lecture.*

TV 056 3 Units

Advanced Television Production

Prerequisite: TV 055 or previous television production experience. Course Advisory: SCC minimum English standard. Presents the fundamentals of on-location and studio production applied to news, public affairs, and dramatic programs. Students are required to produce, direct, write, and crew on TV programs. *Three hours lecture, one hour lab.*

TV 060 3 Units

Television and Film Writing

Course Advisory: ENGL 001. Presents the fundamental principles, techniques and formats of writing for film and TV, including analysis and study of professionally written scripts. Scriptwriting assignments for news, public affairs, editorials, public service announcements, commercials, documentaries, and dramas are required. *Three hours lecture.*

TV 061 3 Units

Advanced Film Writing

Prerequisite: TV 060 or presentation of a treatment or well structured story line acceptable to the instructor.

Script writing for the motion picture, including dramatic structure, scene and sequence structure, and character development. Each student will complete an original script for a full length motion picture. *Three hours lecture.*

TV 099 1.00 to 3.00 Units

Telecommunications Honors

Prerequisite: Completion of 24 units of college credit with a minimum GPA of 3.3; a minimum of 5 units in the discipline with a grade of B or better; an ability to work independently; permission of the division Dean based on instructor availability. Allows the advanced student to work independent of the structured classroom environment in areas of special concern during hours set by arrangement with instructor. Students are required to complete their independent study goals as arranged through contract with their instructor at the beginning of the semester. *Three to nine hours weekly by arrangement.*

Fine Arts

Program Description

An interdisciplinary program designed to provide a broad exposure to the fine arts. The program includes courses in Theatre Arts, Telecommunications, Music and Art. (The individual course descriptions may be found under the appropriate disciplines.)

Associate in Arts Degree

The Associate in Arts Degree can be obtained by completing a total of 60 units, including the 18-unit major listed below, the general education requirements and electives. (The individual course descriptions may be found under the appropriate disciplines.) All courses in the major must be completed with a grade of C or better or a P if the course is taken on a Pass/No Pass basis.

Program Outcomes

This information is not available at the time of printing. Please check online for current information as it is available.

REQUIRED COURSES Units

ART 010 Art Appreciation	3
MUSC 007 Jazz and Popular Music in America: Ragtime to rock	3
OR	
MUSC 008 Music Appreciation	3
THEA 001 Principles and Theory of Acting	3
OR	
THEA 010 History of Theatre 1	3
TV 050 Survey of Broadcasting	3
OR	
CINA 010 The Art of Cinema	3
Select three Units from selection one below	3
Select three units from selection two below	3
Total Units	18

Selection One: Select three units

from the following: Units	
MUSC 005 Music Fundamentals	3
MUSC 010 Concert Band	2
MUSC 014 Jazz Ensemble	2
MUSC 020 Choir	2
MUSC 025 Chamber Choir	2
MUSC 026 Vocal Jazz Ensemble	2
MUSC 027 Elementary Piano Part I	1.5
MUSC 028 Elementary Piano Part II	1.5
MUSC 029 Intermediate Piano Part I	1.5
MUSC 030 Intermediate Piano Part II	1.5

Selection Two: Select three units

from the following: Units	
ART 004 Life Drawing	2 - 3.5
ART 006 Design Principles in 2-Dimensions	3.5
ART 015 Intermediate Drawing	2 - 3.5
ART 023 Introduction to Ceramics: Hand Building	2 - 3.5
ART 026 Introduction to Ceramics: Wheel Throwing Techniques	2 - 3.5
ART 031 Sculpture	2 - 3.5

Recommended Electives

- COMM 001 Introduction to Public Speaking
- COMM 015 Oral Interpretation of Literature
- THEA 003 Stagecraft
- THEA 005 Applied Drama
- THEA 007 Directing
- TV 055 Beginning Television Production

Fire Technology

Program Description

This program was established under direction of Solano County fire protection agencies and offers both an intensive training course culminating in a Certificate of Achievement and a well-rounded educational program leading to the Associate in Science Degree. Instructors in this program are experienced members of the fire service field. In addition, a Fire Technology Academy for recently recruited fire service personnel and pre-service students is conducted periodically. The curriculum consists of courses selected from the regular fire technology course offerings.

Certificate of Achievement and Associate in Science Degree

A Certificate of Achievement can be obtained upon completion of the 30-unit major with a grade of C or better in each course. The Associate in Science Degree can be obtained upon completion of a total of 60 units, including the major, the general education requirements, and electives. All courses in the major must be completed with a grade of C or better or a P if the course is taken on a Pass/No Pass basis.

Program Outcomes

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

1. Identify minimum qualifications and entry-level skills for fire fighter hiring.
2. Demonstrate knowledge of fire service history, culture and diversity.
3. Demonstrate the ability to analyze, appraise and evaluate fire and emergency incidents and identify components of emergency management and fire fighter safety.
4. Identify and comprehend laws, regulations, codes and standards that influence fire department operations, and identify regulatory and advisory organizations that create and mandate them, especially in the areas of fire prevention, building codes and ordinances, and firefighter health and safety.
5. Analyze the causes of fire; determine extinguishing agents and methods; differentiate the stages of the fire and fire development; and compare methods of heat transfer.
6. Calculate flow requirements for fire apparatus; diagram a pump and plumbing schematic for fire apparatus; and apply mathematic formulae to hydraulics problems.
7. Identify and describe common types of building construction and conditions associated with structural collapse and fire fighter safety.
8. Differentiate between fire detection and fire suppression systems; design and diagram a wet and dry fire protection system; and identify alarm system components and their operations.

REQUIRED COURSES Units

FIRE 050 * Principles of Emergency Services	3
FIRE 051 Fire Behavior & Combustion	3
FIRE 053 Fire Prevention	3
FIRE 054 Fire Protection Systems	3
FIRE 055 Fundamentals of Fire Service Operations	3
FIRE 056 Building Construction For The Fire Service.	3

Select 12 units from the following electives: Units

ECTN 102 Electrical Safety	1 - 3
FIRE 060 Wildland Pyrophyte Taxonomy.	3
FIRE 083 Fire Candidate Physical Fitness	2 -2.5
FIRE 102 * Fire Service Safety Practices.	3
FIRE 112 Hazardous Materials I.	3
FIRE 113A Wildland Firefighter Academy	18
FIRE 114 Fire Apparatus Maintenance	3
FIRE 117 Confined Space Awareness.	2
FIRE 118 Confined Space Rescue	2
FIRE 119 Trench Rescue	2
FIRE 134 Prevention IA	2.5

FIRE 135 Prevention IB Inspection/ Fire Prot. Systems & Spec Haz	2.5
FIRE 140 Fire Technology Academy	24
FIRE 145 Fire Investigation I.	2
FIRE 146 Fire Investigation II	2
FIRE 148Q Confined Space Awareness	2
FIRE 148S Fire Management 2C	2
FIRE 148T Rescue Systems I	2
FIRE 148U Strike Team Leader (S-334)	2
FIRE 150 Fire Command 1A	2
FIRE 151 Fire Command 1B	2
FIRE 155 Basic ICS (I-200)	1
FIRE 161 Fire Management I.	2
FIRE 170 Fire Service Instructor 1A	2
FIRE 171 Fire Service Instructor 1B	2
FIRE 190 Emergency Response to Terrorism	3
FIRE 250 Logistics Section Chief-I450	3
FIRE 251 Supply Unit Leader SEMS/ICS	3
OCED 090 Occupational Work Experience	1 - 8
Total Units.	30

Some courses may not be offered. Please contact the Dean of the Vacaville Center for alternate courses if necessary.

* Fire service personnel may take Fire Technology electives in lieu of these courses providing they are a current EMT and CPR card holder.

Fire Technology

Information on State Fire Marshal Certification

The following Solano College courses satisfy the *course* requirements for the indicated State Fire Marshal Certification:

- Investigator I* –FIRE 145 & 146
- Public Education Officer I* –FIRE 134 & 135
- Fire Instructor I* –FIRE 170 & 171
- Prevention Officer I* –FIRE 134, 135, & 136
- Prevention Officer II* –FIRE 174, 196, 176
- Chief Officer* –FIRE 165, 166, 167, 168, 185, 186, 187, 188, 189

Hazardous Substance and Waste Handling Technician

Program Description

A Certificate of Achievement in Hazardous Substance and Waste Handling can be obtained by completing the courses listed below. Training meets OSHA requirements for workers handling hazardous substances. An Associate of Science Degree is not available with this option.

Program Outcomes

This information is not available at the time of printing. Please check online for current information as it is available.

REQUIRED COURSES	Units
FIRE 050 Principles of Emergency Services	3
FIRE 102 Fire Service Safety Practices	3
FIRE 112 Hazardous Materials I	3
FIRE 115 Hazardous Waste Operations	2
FIRE 116 Hazardous Substance Management	3
FIRE 123 Fire Service Principles and Procedures I	1
IMGT 172 Industrial Safety	3
OR	
IMGT 173 Occupational Safety & Health	0
Total Units	18

Recommended Electives

- FIRE 114 Fire Apparatus Maintenance
- OCED 091 General Work Experience

Some courses may not be offered. Please contact the Dean of the Vacaville Center for alternate courses if necessary.

Wildland Fire Technology Job-Direct Certificate

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

REQUIRED COURSES	Units
FIRE 060 Wildland Pyrophyte Taxonomy	3
FIRE 113A Wildland Firefighter Academy	18
Total Units	21

Fire Technology

FIRE 050 3 Units
Principles of Emergency Services
Course Advisory: SCC minimum English standard.
Presents an introduction to fire protection; career opportunities in fire protection and related fields; philosophy and history of fire protection; fire loss analysis; organization and function of public and private fire protection services; fire departments as part of local government; laws and regulations affecting the fire service; fire service nomenclature; specific fire protection functions; basic fire chemistry and physics; introduction to fire protection systems; introduction to fire strategy and tactics. This is a Fire Technology core course and must be completed with a final grade of C or better in order to receive an Associate Degree or Certificate of Achievement in Fire Technology. *Three hours lecture.*

FIRE 051 3 Units
Fire Behavior & Combustion
Course Advisory: SCC minimum English standard.
Provides fundamental information and knowledge of the physical and chemical characteristics of matter, fire, hazardous materials, weapons of mass destruction identification, and basic extinguishment theory. This is a Fire Technology core course and must be completed with a final grade of C or better in order to receive an Associate Degree or Certificate of Achievement in Fire Technology. *Three hours lecture.*

FIRE 053 3 Units
Fire Prevention
Course Advisory: SCC minimum English standard.
Presents the history and philosophy of fire prevention, organization and operation of a fire prevention bureau, use of fire codes, identification and correction of fire hazards, and the relationship of fire preventions with fire safety education and detection and suppression systems. This is a Fire Technology core course and must be completed with a final grade of C or better in order to receive an Associate Degree or Certificate of Achievement in Fire Technology. *Three hours lecture.*

FIRE 054 3 Units
Fire Protection Systems
Course Advisory: SCC minimum English standard.
Provides information relating to the features of design and operation of fire detection and alarm systems, heat and smoke control systems, special protection and sprinkler systems, water supply for fire protection, and portable fire extinguishers. This is a Fire Technology core course and must be completed with a final grade of C or better in order to receive an Associate Degree or Certificate of Achievement in Fire Technology. *Three hours lecture.*

FIRE 055 3 Units
Fundamentals of Fire Service Operations
Course Advisory: SCC minimum English standard.
Provides the student with the fundamentals of fire department organization, management, and resources, and the use of those resources to control various emergencies. This is a Fire Technology elective course and may be used, if necessary, in order to complete the fire technology electives portion of the Associate Degree or Certificate of Achievement in Fire Technology. *Three hours lecture.*

FIRE 056 3 Units
Building Construction for the Fire Service
Course Advisory: SCC minimum English and Math standards. Presents all of the major components of the common types of structures used for business and residential purposes that will provide the student with the basic building construction knowledge to safely perform rescue operations and suppress fires in structures and their surrounding appurtenances. This course must be completed with a final grade of C or better in order to receive an Associate Degree or Certificate of Achievement in Fire Technology. *Three hours lecture.*

FIRE 057 4 Units
Fire Service Safety and Survival Practices
Course Advisory: Eligibility for ENGL 001. Prerequisite: FIRE 050 with a minimum grade of C. Designed to provide: 1. Past, present and future firefighter death and injury statistics and investigation reports in the United States. 2. Knowledge of firefighter safety programs, risk management techniques and the dangers associated with working in Immediately Dangerous to Life and Health (IDLH) atmospheres 3. The need for cultural and behavioral changes relating to firefighter safety and survival techniques. This course will have a 3 hour lab per week that includes working off of ladders, elevated surfaces, and in confined spaces. Formerly FIRE 102. *Three hours lecture, three hours lab.*

FIRE 060 3 Units
Wildland Pyrophyte Taxonomy
Course Advisory: SCC minimum English and Math standards. Provides basic identification of the most common and dangerous wildland pyrophyte plant species and their corresponding firefighting mitigation practices. Prepares the rural homeowner living in the wildland areas of California and the wildland firefighter with the information necessary to safely suppress wildland fires and protect structures in advance of wildland fires. *Three hours lecture, one hour lab.*

Fire Technology

FIRE 083 2.00 or 2.50 Units
Fire Candidate Physical Fitness
Course Advisory: SCC minimum English and Math standards. Provides lifelong fitness knowledge to gain employment with a federal, state, county, city or special district fire agency. Provides certification with the Fire Service Joint Labor Management Wellness/Fitness Initiative 'Candidate Physical Ability Test.' (Same as KINE 083) *One hour lecture, two or three hours activity.*

FIRE 113A 18 Units
Wildland Firefighter Academy
Corequisite: Fire 60 Wildland Pyrophyte Taxonomy
Prerequisite: (1) Completion of Fire/PE 83 course or certificate of completion of the USDA Forest Service PACK physical agility test or C-PAT physical agility test. (2) Fire 128 Emergency Medical First Responder for the fire Services or American Red Cross First Responder for the Professional. (3) MATH 330 or equivalent; eligibility for ENGL 370. (4) Dean Approval will be required for all Letters of Request for Admission into Fire 113A. Course Advisory: Completion of English 001. This course presents the basic principles, and safety requirements and techniques of wild land fire prevention, human behavior issues on firelines and fire control. It covers legal areas of wild land fire protection, emergency situation leadership, fire prevention and mutual aid systems for federal wild land fire management and control personnel. This course is recommended for fire technology, forestry, conservation, public land stewards, wildlife preserve workers, and wildlife majors. Successful completion of this course will result in the student obtaining the nationally recognized seasonal fire fighting certificates required by the USDA Forest Service, the Bureau of Land Management, the National Park Service, the Bureau of Indian Affairs, and other federal firefighting agencies. Additionally, successful students will receive an EMT 212 Emergency medical Technician (Basic) Certificate of Completion. Field trips (labs) will be required. *Twelve hours lecture, eight hours lab.*

FIRE 113B 18 Units
Fire Tech Academy
Prerequisite: FIRE 50; FIRE 113A; Fire 128 or EMT 212; Proof of Completion of Fire/PE 83 or USFS PACK Test or C-Pat Test within the previous 12 month period; Completion and Submission of the Solano Community College Fire 113B Fire Tech Academy Application including application guidelines, application form, personal biography. Course Advisory: SCC minimum English and Math standards. Prospective Firefighter I Academy students will be required to fill out a Personal Health History Questionnaire that depicts the student's health history. Based upon the information found in said questionnaire, a medical examination may be required. A course containing the contents of Fire 115, 123, 124, 125, 126, 127, 129, 130, 131, and Low Angle Rope Rescue Operational. Upon successful completion of this course, the student will become eligible for certification by the State Fire Marshal's Office as a Fire Fighter I. Formerly FIRE 140. *Fifteen hours lecture and nine hours lab.*

FIRE 114 3 Units
Fire Apparatus Maintenance
Course Advisory: Eligibility for ENGL 001 and SCC minimum Math standards. Introduces fire technology students to basic fire apparatus maintenance and troubleshooting techniques typically associated with the lubrication, coolants, drive train, engine, tires, batteries, and other moving parts of a piece of firefighting apparatus. *Three hours lecture.*

FIRE 114A 2.5 Units
Fire Service Driver/Operator 1A
Prerequisite: Either: (1) State Fire Marshal Certification as a Firefighter I or (2) written proof of at least 2 years' experience in good standing in an organized fire entity, or completion of Fire 114 and possession of a valid California Driver's License with a Class B firefighter restricted (minimum). Course Advisory: SCC minimum English and Math standards. An in-depth course designed by the California State Fire Marshal's Office to provide the student with basic knowledge and manipulative skills necessary to safely and effectively drive, maintain and make minor repairs to a Type I, Type II and Type III fire engine during emergency and non-emergency situations as a single resource or in strike team configuration. [Special Note: This course was developed and is owned by the State of California-Office of the State Fire Marshal(CSFM) and can only be taught for Certification by a CSFM certified and registered instructor using only CFSM developed lesson plans, books and instructor materials.] This course is a State Fire Marshal Certified Course and all successful students will be awarded a State Fire Marshal Certificate. *Four hours lecture (10 week course).*

Fire Technology

FIRE 114B 2.5 Units
Fire Apparatus Driver/Operator 1B
Prerequisite: Either: (1) State Fire Marshal Certification as a Firefighter I or (2) written proof of at least 2 years experience in good standing in an organized fire entity, or completion of Fire 114 and possession of a valid California Driver's License with a Class B firefighter restricted (minimum). Course Advisory: SCC minimum English and Math standards. An in depth course designed by the California State Fire Marshal's Office to provide the student with basic knowledge and manipulative skills necessary to safely and effectively operate, maintain and make minor repairs to fire apparatus pumps during emergency and non-emergency situations.
[Special Note: This course was developed and is owned by the State of California-Office of the State Fire Marshal(CSFM) and can only be taught for Certification by a CSFM certified and registered instructor using only CFSM developed lesson plans, books and instructor materials.] This course is a State Fire Marshal Certified Course and all successful students will be awarded a State Fire Marshal Certificate. *Four hours lecture (10 week course).*

FIRE 115 2 Units
Hazardous Waste Operations
Course Advisory: SCC minimum English and Math standards. Study of hazardous waste identification and handling techniques. Prepares individuals to identify a product, select safety equipment to wear, and how to mitigate clean-up procedures. *Two hours lecture, one hour lab.*

FIRE 116 3 Units
Hazardous Substance Management
Course Advisory: SCC minimum English standard. Designed to give business personnel, hazardous substance handlers, and others an overview of federal and state organizations responsible for hazardous waste and substance laws. An introduction to the Occupational Safety and Health Administration (OSHA) 29CFR1910.120 worker right to know laws will also be covered. Participants will be trained to identify and utilize the different hazardous materials identification systems. *Three hours lecture.*

FIRE 117 2 Units
Confined Space Awareness
Course Advisory: SCC minimum English and Math standards. Upon successful completion of this course the student will be aware of the hazards associated with confined space and how to properly mitigate these hazards. *Forty hours lecture (1 week course).*

FIRE 118 2 Units
Confined Space Rescue
Course Advisory: SCC minimum English and Math standards. Upon successful completion of this course the student will have acquired all the required skills and knowledge necessary to perform a safe and properly executed confined space rescue under emergency conditions. *Forty hours lecture (1 week course).*

FIRE 119 2 Units
Trench Rescue
Course Advisory: SCC minimum English and Math standards. The student must be able to identify the hazards associated with trench rescue and master the skills necessary to mitigate those hazards as demonstrated in actual trench rescue manipulative skills sessions. Demonstration of critical thinking thought processes relative to safety during a simulated trench rescue will be an essential element of the course. Each student must bring to the class an approved safety helmet, safety glasses, gloves, hearing protection, and lug soled 8 inch high leather boots with steel toes and shank. *Forty hours lecture (1 week course).*

FIRE 123 1 Unit
Fire Service Principles and Procedures I
A study of the related tools and equipment used in fire suppression and rescue work. *Sixteen hours lecture, five hours lab (1 week course).*

FIRE 124 1 Unit
Fire Service Principles and Procedures II
Course Advisory: SCC minimum English standard. Presents the application of the basic skills in connecting, elevating and controlling hose lines and streams. *Sixteen hours lecture, eight hours lab (1 week course).*

FIRE 125 1 Unit
Fire Service Principles and Procedures III
Course Advisory: SCC minimum English standard. Designed to train personnel in volunteer and paid fire departments. Includes laying single and multiple lines of hose, coupling hose, loading hose, connecting and operating hose devices, and connecting hose lines to auxiliary appliances. *Sixteen hours lecture, five hours lab (1 week course).*

Fire Technology

FIRE 126 1 Unit
Fire Service Principles and Procedures IV
Course Advisory: SCC minimum English standard.
Designed to train personnel in volunteer and paid fire departments. Includes operation of stream appliances, hose operations above and below street level, salvage covers, fold and carry covers, spread and hand covers, improvising with covers, protecting building contents, and operation of air moving equipment. *Sixteen hours lecture, five hours lab (1 week course).*

FIRE 127 1 Unit
Fire Service Principles and Procedures V
Course Advisory: SCC minimum English standard.
Designed to train personnel in volunteer fire departments. Includes use of water removal tools and equipment, removal of debris and hazards, collection and preservation of evidence, operation of fire protection systems, identification of hazardous and explosive materials, use of life lines and belts, and traffic control. *Sixteen hours lecture, five hours lab (1 week course).*

FIRE 128 3 Units
Emergency Medical First Responder for the Fire Service
Course Advisory: SCC minimum English and Math standards. Intended as a prerequisite for the stand alone EMT 212 course and as a prerequisite for EMT 212 included as part of FIRE 113A the Wildland FIRE Academy, FIRE 128 provides the student with the basic, pedagogical emergency care procedures for sick and injured victims as a first responder including but not limited to: cuts, abrasions, broken bones, trauma injuries, burns and respiratory /cardiovascular emergencies. *Two and one-half hours lecture, one and one-half hours lab.*

FIRE 129 1 Unit
Fire Control I
Course Advisory: SCC minimum English standard. Study of how fires start, spread and are controlled. *Twenty-four hours lecture (1 week course).*

FIRE 130 1 Unit
Fire Control II
Course Advisory: SCC minimum English and Math standards. Study of the identification of fire problems, use of equipment and personnel in search, rescue, and lifesaving situations created by fire. *Twenty-four hours lecture (1 week course).*

FIRE 131 1 Unit
Fire Control III
Course Advisory: SCC minimum English standard.
Designed to prepare company officers or potential officers to supervise fire-ground operations, control serious fires, and deal with other emergencies requiring a sound knowledge of the principles of strategy and tactics. *Twenty-one hours lecture (1 week course).*

FIRE 132 2 Units
Pump Operation and Fire Hydraulics
Course Advisory: SCC minimum English standard.
Presents the principles of hydraulics as they relate to pumps used in fire fighting and appurtenant manipulative skills that accompany these principles. *Thirty-two hours lecture, eight hours lab (1 week course).*

FIRE 134 2.5 Units
Prevention 1A
Prerequisite: Either: (1) Completion of ALL SCC Fire Technology Fire Core Courses with a grade C or better: FIRE 050; FIRE 051; FIRE 053; FIRE 054; FIRE 055 and FIRE 056, or (2) State Certification as a Firefighter I and II. Course Advisory: SCC minimum English standard. An in depth course designed by the California State Fire Marshal's Office to provide the student with knowledge of : (1) the responsibility and authority for fire prevention inspections and related activities, (2) principles and procedures used to correct fire hazards, (3) occupancy classifications and types of building construction, (4) basic 'means of egress' requirements, (5) operational readiness of fire rated assemblies, (6) general fire safety provisions, (7) public relations as it relates to fire prevention inspections. [Special Note: This course was developed and is owned by the State of California-Office of the State Fire Marshal(CSFM) and can only be taught for Certification by a CSFM certified and registered instructor using only CFSM developed lesson plans, books and instructor materials.] *Four hours lecture (10 week course).*

Fire Technology

FIRE 147A 3 Units
Pre-Fire Fuels Management
Course Advisory: SCC minimum English and Math standards. A study of fuel modeling within California as it applies to predicted flame lengths and flame depths, catastrophic fire potential and their resultant challenges in terms of wildland fire control, structure loss potential and subsequent defensible space requirements. Safety training will be incorporated throughout the course. *Two hours lecture, three hours lab.*

FIRE 147B 3 Units
Fire Operations in the Wildland Urban Interface
Corequisite: FIRE 060. Course Advisory: SCC minimum English and Math standards. Presents the fundamentals, objectives, and effects of basic wildland/urban interface pre-fire planning and suppression techniques. Study of past catastrophic wildland/urban interface fires and basic wildland fire weather and behavior will be used to establish a baseline of understanding modern pre-fire planning and suppression techniques. Safety training will be incorporated throughout the course. Field trips are required. *Two hours lecture, three hours lab.*

FIRE 150 2 Units
Fire Command 1A
Prerequisite: This is a course belonging to and controlled by the California State Fire Marshal (SFM) through its State Fire Training Division and that division controls all aspects of the administration of this course including prerequisite. The SFM prerequisite for this course are proof of (1) completion of ALL Fire Technology Core Courses with a grade of C or better: FIRE 050; FIRE 051; FIRE 053; FIRE 054; FIRE 055; FIRE 065, or (2) attainment of an Associate Degree in Fire Technology. Dean approval based on SFM guidelines. Course Advisory: SCC minimum English standard. Presents the fire science principles and techniques applied to fire control and extinguishment; effective and efficient use of manpower, equipment, communications at fires and fire-related emergencies; pre-fire planning methods and techniques, and control and extinguishing methods for fires of all types. *Two to sixteen hours lecture, four to thirty-two hours activity (1 to 8 week course).*

FIRE 151 2 Units
Fire Command 1B
Prerequisite: FIRE 150 - Fire Command 1A
Course Advisory: SCC minimum English standard. Presents the fire science principles and techniques applied to fire control and extinguishment; effective and efficient use of manpower, equipment, communications at fire and fire-related emergencies; pre-fire planning methods, techniques of control and extinguishing methods for fires of all types. The principles and techniques described are related to hazardous materials incidents. *Two to sixteen hours lecture, four to thirty-two hours activity (1 to 8 week course).*

FIRE 152 2 Units
Fire Management 2C
Prerequisite: FIRE 165 - Fire Management 2A
Organization and Development Course Advisory: SCC minimum English and Math standards. Upon successful completion of this course, the student will have acquired all the necessary knowledge and skills to successfully deal with (a) representatives, officers and agents of organized labor unions, (b) labor relations representatives and, (c) subordinate personnel while administering progressive disciplinary measures, reprimanding and dismissing said personnel. Formerly FIRE 148S. *Two to sixteen hours lecture, four to thirty-two hours activity (1 to 8 week course).*

FIRE 153 2 Units
Rescue Systems I
Prerequisite: Low Angle Rope Rescue. Dean approval based on State Fire Marshals guidelines. Course Advisory: SCC minimum English and Math standards. Provides the required knowledge and manipulative skills necessary to safely and effectively perform rescues from elevated and subterranean surfaces. Formerly FIRE 148T. *Two to sixteen hours lecture, four to thirty-two hours activity (1 to 8 week course).*

FIRE 154 2 Units
Strike Team Leader (S-334)
Prerequisite: Qualified Fire Officer. Dean approval based on State Fire Marshals guidelines. Course Advisory: SCC minimum English and Math standards. Presents the methodologies and job performance requirements to adequately function as a Strike Team Leader in a Mutual Aid and Wildland Fire Capacity. Formerly FIRE 148U. *Two to sixteen hours lecture, four to thirty-two hours activity (1 to 8 week course).*

Fire Technology

FIRE 155 1 Unit
Basic ICS (I-200)
Course Advisory: SCC minimum English and Math standards. This is a course belonging to and controlled by the California State Fire Marshal (SFM) through its State Fire Training Division and that division controls all aspects of the administration of this course including prerequisite. The SFM prerequisite for this course is Dean approval based on proof of (1) Firefighter I Certification or (2) Documented member in Good Standing for at least two years in an organized fire entity. A course containing the contents of the Incident Command System (FIREScope I-200) including establishing the identity of command and resource section assignments of planning, operations, safety, logistics, resources, finance administration and communications. *Twelve hours lecture (1 to 8 week course).*

FIRE 161 2 Units
Fire Management I
Prerequisite: This is a course belonging to and controlled by the California State Fire Marshal (SFM) through its State Fire Training division and that division controls all aspects of the administration of this course including prerequisite. The SFM prerequisite for this course are proof of (1) Firefighter I Certification or (2) Documented member in Good Standing for at least two years in an organized fire entity. Dean approval based on SFM guidelines. Course Advisory: SCC minimum English standard. Study of fire company functions, operations, and public safety responsibilities; duties, functions, and responsibilities of fire company personnel; fire company personnel instruction, training, and administration; fire company records, reports and public relations with an emphasis on the company officers' role. *Two to sixteen hours lecture, four to thirty-two hours activity (1 to 8 week course).*

FIRE 165 2 Units
Management 2A Organization and Development
Prerequisite: FIRE 161 - Fire Management I. Course Advisory: SCC minimum English and Math standards. Prepares students to recognize and react to the different internal and external personality traits. Student will be taught to utilize fire service management principles in handling the different personality traits. *Two to sixteen hours lecture, four to thirty-two hours activity (1 to 8 week course).*

FIRE 166 2 Units
Management 2B Finance for Chief Officer
Prerequisite: FIRE 165 - Management 2A Organization and Development. Course Advisory: SCC minimum English and Math standards. Teaches the student to analyze, prioritize and adjust budget requests. Students will be taught to assemble, reinforce, and sell their budget proposals. *Two to sixteen hours lecture, four to thirty-two hours activity (1 to 8 week course).*

FIRE 168 2 Units
Management 2D Master Planning
Prerequisite: FIRE 165 - Management 2A Organization and Development. Course Advisory: SCC minimum English and Math standards. Fire service program planning, master planning, forecasting, systems analysis, and policy analysis. *Two to sixteen hours lecture, four to thirty-two hours activity (1 to 8 week course).*

FIRE 169 2 Units
Management 2E Issues and Concepts
Prerequisite: FIRE 165 - Management 2A Organization and Development. Course Advisory: SCC minimum English and Math standards. Prepares students to work with the different legislative bodies and be familiar with urban politics. Special emphasis is placed on preparing students to work with different public agencies. *Two to sixteen hours lecture, four to thirty-two hours activity (1 to 8 week course).*

FIRE 170 2 Units
Fire Service Instructor 1A
Prerequisite: This is a course belonging to and controlled by the California State Fire Marshal (SFM) through its State Fire Training Division and that division controls all aspects of the administration of this course including prerequisite. The SFM prerequisite for this course are proof of (1) completion of ALL Fire Technology Core Courses with a grade of C or better: FIRE 050; FIRE 051; FIRE 053; FIRE 054; FIRE 055; FIRE 065, or (2) attainment of an Associate Degree in Fire Technology. Dean approval based on SFM guidelines. SCC minimum English and Math standards. Provides a variety of methods and techniques to help fire service personnel select, develop and organize material for in-service programs. Includes methods of evaluation and an opportunity to apply major principles of learning through practice demonstrations. Designed for fire company officers who conduct in-service training programs. *Two to sixteen hours lecture, four to thirty-two hours activity (1 to 8 week course).*

Fire Technology

FIRE 171 2 Units
Fire Service Instructor 1B
Prerequisite: FIRE 170 - Fire Service Instructor 1A.
Course Advisory: SCC minimum English standard.
Designed to give the student more sophistication in the development, implementation and evaluation of in-service programs in the fire service. *Two to sixteen hours lecture, four to thirty-two hours activity (1 to 8 week course).*

FIRE 174 2 Units
Prevention 2A Systems and Building Components
Prerequisite: This is a course belonging to and controlled by the California State Fire Marshal (SFM) through its State Fire Training Division and that division controls all aspects of the administration of this course including prerequisite. The SFM prerequisite for this course are proof of (1) Firefighter I Certification and Firefighter II Certification. Dean approval based on (SFM) guidelines.
Course Advisory: SCC minimum English and Math standards. Designed for personnel who are seeking employment or are currently employed in the fire service or other related industrial fields. Emphasis is placed on utilizing codes relative to extinguishing or alarm systems and the evaluation of fire resistive building construction. *Two to sixteen hours lecture, four to thirty-two hours activity (1 to 8 week course).*

FIRE 176 2 Units
Prevention 2C Special Hazard Occupancies
Prerequisite: This is a course belonging to and controlled by the California State Fire Marshal (SFM) through its State Fire Training Division and that division controls all aspects of the administration of this course including prerequisite. The SFM prerequisite for this course are proof of (1) Firefighter I Certification and Firefighter II Certification. Dean approval based on (SFM) guidelines.
Course Advisory: SCC minimum English and Math standards. Special fire prevention challenges. This course addresses industrial ovens, finishing processes, welding, refrigeration systems, and medical gases. *Two to sixteen hours lecture, four to thirty-two hours activity (1 to 8 week course).*

FIRE 177 2 Units
Investigation 2A Criminal & Legal Procedures
Prerequisite: This is a course belonging to and controlled by the California State Fire Marshal (SFM) through its State Fire Training Division and that division controls all aspects of the administration of this course including prerequisite. The SFM prerequisite for this course are proof of (1) Firefighter I Certification and Firefighter II Certification. Dean approval based on (SFM) guidelines.
Course Advisory: SCC minimum English and Math standards. Enables the student to effectively gather the required information for a search warrant and present it properly to a magistrate. Through mock trial, students learn proper court room demeanor and cross-examination skills. *Two to sixteen hours lecture, four to thirty-two hours activity (1 to 8 week course).*

FIRE 180 2.5 Units
Public Education I Systematic Planning and Communication Skills
Prerequisite: Firefighter I and II Certification, OR A documented member in good standing for at least two (2) years in an organized fire entity, OR Completion of all SCC Fire Technology Core Courses with a Grade of C or better; namely, FIRE 050, FIRE 051, FIRE 053, FIRE 054, FIRE 055, and FIRE 056. Course Advisory: SCC minimum English standard. Topics include systematic planning process for public education, use of CFIRS to analyze local fire problems, communication skills, program evaluation, working with the media, integrating programs into schools, gaining community support, fire safety for children, interviewing and counseling juveniles, fire setters, creating and using audio visual resources, and ideas and resource sharing. *Four hours lecture (10 week course).*

FIRE 185 2 Units
Fire Command 2A Command Tactics at Major Fires
Prerequisite: This is a course belonging to and controlled by the California State Fire Marshal (SFM) through its State Fire Training Division and that division controls all aspects of the administration of this course including prerequisite. The SFM prerequisite for this course are proof of (1) Firefighter I Certification and Firefighter II Certification. Dean approval based on (SFM) guidelines.
Course Advisory: SCC minimum English and Math standards. Designed for chief officers and company officers, it prepares the student to use management techniques and the incident command system when commanding multiple alarms or large numbers of suppression forces. Applies to CHIEF OFFICER and accredited by CFSTES. *Two to sixteen hours lecture, four to thirty-two hours activity (1 to 8 week course).*

Fire Technology

FIRE 186 2 Units
Command 2B Command of Major HAZ-MAT Incidents
Prerequisite: This is a course belonging to and controlled by the California State Fire Marshal (SFM) through its State Fire Training Division and that division controls all aspects of the administration of this course including prerequisite. The SFM prerequisite for this course are proof of (1) Firefighter I Certification and Firefighter II Certification. Dean approval based on (SFM) guidelines. Course Advisory: SCC minimum English and Math standards. Prepares officers to manage serious hazardous materials incidents. The course includes areas of discussion on information and databases; organizations, agencies and institutions involved in hazardous materials response and research; planning for hazardous materials problems; legislation, litigation and liabilities of hazardous materials responses. *Two to sixteen hours lecture, four to thirty-two hours activity (1 to 8 week course).*

FIRE 187 2 Units
Fire Command 2C High Rise Emergencies
Prerequisite: This is a course belonging to and controlled by the California State Fire Marshal (SFM) through its State Fire Training Division and that division controls all aspects of the administration of this course including prerequisite. The SFM prerequisite for this course are proof of (1) Firefighter I Certification and Firefighter II Certification. Dean approval based on (SFM) guidelines. Course Advisory: SCC minimum English and Math standards. Designed for Chief Officers, company officers and fire fighters. The course prepares personnel to utilize the Incident Command System as well as tactics and strategy procedures in mitigating high rise emergencies. Emphasis is placed on pre-fire planning and internal fire protection systems. *Two to sixteen hours lecture, four to thirty-two hours activity (1 to 8 week course).*

FIRE 188 2 Units
Command 2D Disaster Planning
Prerequisite: This is a course belonging to and controlled by the California State Fire Marshal (SFM) through its State Fire Training Division and that division controls all aspects of the administration of this course including prerequisite. The SFM prerequisite for this course are proof of (1) Firefighter I Certification and Firefighter II Certification. Dean approval based on (SFM) guidelines. Course Advisory: SCC minimum English and Math standards. Designed to prepare fire service personnel in planning for large scale disasters. Included are principles of disaster planning and management, fire service emergency plans, emergency operations centers, roles of local, state, and federal emergency management agencies. *Two to sixteen hours lecture, four to thirty-two hours activity (1 to 8 week course).*

FIRE 189 2.5 Units
Fire Command 2E Wildland Fire Fighting Tactics
Course Advisory: SCC minimum English and Math standards. A study of command techniques used in selecting and utilizing resources during wildland fire fighting. This is a component of the State Fire Marshall's Advanced Fire Command series. Field trips are required. *Two and one-half hours lecture.*

FIRE 190 3 Units
Emergency Response to Terrorism
Course Advisory: Eligibility for ENGL 001. Designed for first responders to weapons of mass destruction incidents, this course will provide a basic understanding of the identification, rescue, and exclusion zones applicable to these incidents. *Three hours lecture.*

FIRE 196 2 Units
Prevention 2B Interpreting Codes
Prerequisite: This is a course belonging to and controlled by the California State Fire Marshal (SFM) through its State Fire Training Division and that division controls all aspects of the administration of this course including prerequisite. The SFM prerequisite for this course are proof of (1) Firefighter I Certification and Firefighter II Certification. Dean approval based on (SFM) guidelines. Course Advisory: SCC minimum English and Math standards. Covers in-depth information about the fire and life safety standards of buildings as related to the UBC and Title 19 and 24. Types of construction, occupancy classifications, egress, interior finishes. Applied to Fire Prevention II and accredited by CFSTES. *Two to sixteen hours lecture, four to thirty-two hours activity (1 to 8 week course).*

Fire Technology

FIRE 250

3 Units

Logistics Section Chief-I450

Course Advisory: SCC minimum English and Math standards. Provides the training necessary to perform as a Logistics Section Chief trainee on typical emergency incidents such as hazardous materials spills, wildland fires, earthquakes, and other calamities. Each student must attain a score of 80% on each unit test and final test in order to receive a NWCG Certificate as a Logistics Section Chief. *Forty-eight hours lecture (1 week course).*

FIRE 251

3 Units

Supply Unit Leader SEMS/ICS

Course Advisory: SCC minimum English and Math standards. Students who successfully pass this course with an 80% or higher score will be certified as mastering the NWCG Supply Unit Leader course of study. This places the student as a 'trainee' Supply Unit Leader and requires the student to perform successfully on one emergency incident as a trainee in order to become qualified as a Supply Unit Leader. With this the course the student is eligible to apply for the 'Red Card' certification as a Supply Unit Leader. *Three hours lecture.*

Foreign Languages

Foreign Languages, General

Program Description

This program introduces the fundamentals of language learning (listening, speaking, reading, writing, and culture) with emphasis on language production, grammar, syntax, vocabulary acquisition, and exposure to the culture. This program provides study in more than one language.

Associate of Art Degree

The Associate in Arts Degree can be obtained by completing a total of 60 units, including a minimum of 20 units from the courses listed below in at least two different languages, the general education requirements, and electives. All courses in the major must be completed with a grade of C or better or a P if the course is taken on a Pass/No Pass basis.

Program Outcomes

Students who complete an Associate Degree will be able to:

1. Read, write, speak, listen, and engage with the target culture in more than one language, at the novice-mid to advanced proficiency levels (depending on course level), as prescribed by the ACTFL Proficiency Guidelines and the ILR Culture Proficiency Guidelines. (Minimum of 20 units)

REQUIRED COURSES Units

French

FREN 001 First Semester French 5

OR

FREN 031 First Semester French, Part 1 3

AND

FREN 032 First Semester French, Part 2 3

FREN 002 Second Semester French 5

FREN 003 Third Semester French 5

FREN 004 Fourth Semester French 5

FREN 011 Conversational French 3

FREN 012 Intermediate French Conversation 3

German

GRMN 001 First Semester German 5

OR

GRMN 031 First Semester German, Part 1 3

AND

GRMN 032 First Semester German, Part 2 3

GRMN 002 Second Semester German 5

OR

GRMN 033 Second Semester German, Part 1 3

AND

GRMN 034 Second Semester German, Part 2 3

GRMN 003 Third Semester German 5

GRMN 004 Fourth Semester German 5

GRMN 011 Conversational German 3

GRMN 012 Intermediate German Conversation 3

Spanish Units

SPAN 001 First Semester Spanish 5

OR

SPAN 031 First Semester Spanish, Part 1 3

AND

SPAN 032 First Semester Spanish, Part 2 3

SPAN 002 Second Semester Spanish 5

OR

SPAN 033 Second Semester Spanish, Part 1 3

AND

SPAN 034 Second Semester Spanish, Part 2 3

SPAN 003 Third Semester Spanish 5

SPAN 004 Fourth Semester Spanish 5

SPAN 011 Conversational Spanish 3

SPAN 012 Intermediate Spanish Conversation 3

Latin Units

LATN 001 Latin Fundamentals 3

LATN 002 Latin Fundamentals 3

LATN 003 Latin Fundamentals 3

Foreign Languages

Foreign Languages, Individual

Program Description

This program introduces the fundamentals of language learning (listening, speaking, reading, writing, and culture) with emphasis on language production, grammar, syntax, vocabulary acquisition, and exposure to the culture. This program requires study be accomplished in one language only.

Associate in Arts Degree

The Associate in Arts Degree can be obtained by completing a total of 60 units, including a minimum of 18 units in one of the languages listed below, the general education requirements, and electives. All courses in the major must be completed with a grade of C or better or a P if the course is taken on a Pass/No Pass basis.

Program Outcomes

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

1. Read, write, speak, listen, and engage with the target culture at the novice-mid to advanced-low proficiency levels (depending on course level), as prescribed by the ACTFL Proficiency Guidelines and the ILR Culture Proficiency Guidelines

REQUIRED COURSES

Foreign Language, French Units

FREN 001 First Semester French	5
FREN 002 Second Semester French	5
FREN 003 Third Semester French	5
FREN 004 Fourth Semester French	5
FREN 011 Conversational French	3
FREN 012 Intermediate French Conversation	3
FREN 031 First Semester French, Part 1	3
FREN 032 First Semester French, Part 2	3
FREN 049 French Honors.	1 - 3

Foreign Language, German Units

GRMN 001 First Semester German	5
GRMN 002 Second Semester German	5
GRMN 003 Third Semester German	5
GRMN 004 Fourth Semester German	5
GRMN 011 Conversational German	3
GRMN 012 Intermediate German Conversation	3
GRMN 031 First Semester German, Part 1	3
GRMN 032 First Semester German, Part 2	3
GRMN 033 Second Semester German, Part 1	3
GRMN 034 Second Semester German, Part 2	3
GRMN 049 German Honors 1	3

Foreign Language, Spanish Units

SPAN 001 First Semester Spanish	5
SPAN 002 Second Semester Spanish	5
SPAN 003 Third Semester Spanish	5
SPAN 004 Fourth Semester Spanish	5
SPAN 011 Conversational Spanish.	3
SPAN 012 Intermediate Spanish Conversation	3
SPAN 025 Introduction to Latin-American Culture: An Exploration of Identity Through Essay, Film, and Short Story.	3
SPAN 031 First Semester Spanish, Part 1	3
SPAN 032 First Semester Spanish, Part 2	3
SPAN 033 Second Semester Spanish, Part 1	3
SPAN 034 Second Semester Spanish, Part 2	3
SPAN 049 Spanish Honors.	1 - 3
SPAN 061M Beginning Spanish, Part 1 for Medical Workers.	3
SPAN 062M Beginning Spanish, Part 2 for Medical Workers.	3
SPAN 063M Beginning Spanish, Part 3 for Medical Workers.	3
SPAN 064M Beginning Spanish, Part 4 for Medical Workers.	3
SPAN 001S Spanish for Spanish Speakers 1	5
SPAN 002S Spanish for Spanish Speakers 2	5

Foreign Languages

French

FREN 001 5 Units

First Semester French

Course Advisory: SCC minimum English standard.

NOTE: Not open for credit to students who have had two or more years of high school French with a grade of B or better within the last three years or to students who have completed FRNCH 031 and/or 032. Introduces the fundamental elements of the language (listening, speaking, reading, writing and culture) with emphasis on language production, grammar, syntax, acquisition of a practical vocabulary, and exposure to the Francophone culture. Exams, quizzes, written and oral assignments and completion of the activities manual will be used to evaluate student progress. *Five hours lecture.*

FREN 002 5 Units

Second Semester French

Prerequisite: FREN 001 with a C or better, or FREN 032 with a C or better, or two years of high school French.

NOTE: Not open to students who have completed FREN 033 and/or 034. Continuation of FREN 001 introducing the fundamentals of French (listening, speaking, reading, writing and culture) with increased emphasis on writing and continued stress on language production, pronunciation, grammar, syntax, acquisition of a practical vocabulary, and exposure to the Francophone culture. Exams, quizzes, written assignments and completion of the activities manual will be used to evaluate student progress. *Five hours lecture.*

FREN 003 5 Units

Third Semester French

Prerequisite: FREN 002 with a C or better, or FREN 034 with a C or better, or three years of high school French with a C or better. Continuation of FREN 002, that expands the student's knowledge of the language (listening, speaking, reading, writing and culture) with emphasis on language production, grammar, syntax, and acquisition of a practical vocabulary, and exposure to Francophone culture. In addition, students will read and discuss short selections taken from a literary and cultural anthology. Exams, quizzes, written and oral assignments and completion of the activities manual will be used to evaluate student progress. *Five hours lecture.*

FREN 004 5 Units

Fourth Semester French

Prerequisite: FREN 003 with a grade of C or better.

Continuation of French 003. Reviews and expands knowledge of elements previously learned, while introducing new material. Exposure to the culture and thinking of the French-speaking world. Extensive work is done in reading, writing and conversing in French. Regular Quizzes, exams, written and oral assignments required. *Five hours lecture.*

FREN 011 3 Units

Conversational French

Prerequisite: FREN 002 or FREN 034 with a grade of C or better. Designed to promote competency in the oral use of the language and to increase fluency by reinforcing previously learned materials and by expanding vocabulary and patterns of speech. This course emphasizes the practical application of the language, not grammar acquisition or review. *Three hours lecture.*

FREN 012 3 Units

Intermediate French Conversation

Prerequisite: FREN 011 with a grade of C or better, or the equivalent. This course is a continuation of FREN 011, and is designed to promote competency in the oral use of the language and to increase fluency by expanding beyond previously learned materials, vocabulary and patterns of speech. The course emphasizes the practical application of the language, not grammar acquisition or review, exposing students to global awareness through a rich variety of Francophone cultural sources. *Three hours lecture.*

FREN 031 3 Units

First Semester French, Part 1

NOTE: Not open for credit to students who have received credit for FREN 001 or to students who have had two or more years of high school French with a grade of B or better within the past three years. NOTE: In order to fulfill the one semester of French 001 requirement of some universities, transfer students must complete the sequence of FREN 031-032. *Course Advisory: SCC minimum English standard.* Introduces the basic elements of the language (listening, speaking, reading, writing and culture) with emphasis on language production, grammar, syntax, vocabulary building, and exposure to the Francophone culture. Exams, quizzes, written and oral assignments and completion of the activities manual will be used to evaluate student progress. *Three hours lecture.*

Foreign Languages

FREN 032 3 Units
First Semester French, Part 2
Prerequisite: FREN 031 with a C or better, or one year of high school French. NOTE: Not open for credit to students who have completed FREN 001 or who have had two or more years of high school French with a grade of B or better within the last three years. NOTE: In order to fulfill the one-semester French 001 requirement of some universities, transfer students must complete the sequence of FREN 031 and 032. Continuation of FREN 031 introducing the fundamental elements of the language (listening, speaking, reading, writing and culture) with continued emphasis on language production, grammar, syntax, vocabulary building, and exposure to the French culture. Exams, quizzes, written assignments and completion of the activities manual will be used to evaluate student progress. *Three hours lecture.*

FREN 049 1.00 to 3.00 Units
French Honors
Prerequisite: Completion of 24 units of college credit with a minimum GPA of 3.3; a minimum of 5 units in the discipline with a grade of B or better; an ability to work independently; permission of the Division Dean based on instructor availability. Independent study and research, by arrangement with the instructor, in specified fields of study in French or creative writing in French. *Three to nine hours weekly by arrangement with instructor and division Dean.*

German

GRMN 001 5 Units
First Semester German
Course Advisory: SCC minimum English standard. NOTE: Not open for credit to students who have had two or more years of high school German with a grade of B or better within the last three years or to students who have completed GRMN 031 and/or 032. Introduces the fundamental elements of the language (listening, speaking, reading, writing and culture) with emphasis on language production, grammar, syntax, acquisition of a practical vocabulary, and exposure to the German culture. Exams, quizzes, written assignments and completion of the activities manual will be used to evaluate student progress. *Five hours lecture.*

GRMN 002 5 Units
Second Semester German
Prerequisite: GRMN 001, or 032, or two years of high school German or the equivalent all with a grade of C or better. NOTE: Not open to students who have completed GRMN 033 and/or 034. Continuation of GRMN 001, presenting the fundamentals of German (listening, speaking, reading, writing and culture), with increased emphasis on writing and continued stress on language production, pronunciation, grammar, syntax, acquisition of a practical vocabulary, and exposure to the German culture. Exams, quizzes, written assignments, and completion of the activities manual will be used to evaluate student progress. *Five hours lecture.*

GRMN 003 5 Units
Third Semester German
Prerequisite: GRMN 002, or GRMN 034, or three years of high school German all with a grade of C or better. Completes the students' introduction to the fundamentals of German, reviewing and refining many of the concepts covered in GRMN 001 and 002 so that students are prepared to deal with more advanced grammar, reading, writing and conversation in German. Exposure to the culture and thinking of the German-speaking peoples is accomplished through the reading of literature by representative German, Austrian and Swiss writers. Exams, quizzes, written assignments and completion of the activities manual will be used to evaluate student progress. *Five hours lecture.*

GRMN 004 5 Units
Fourth Semester German
Prerequisite: GRMN 003 with a C or better, or four years of high school German with a C or better. Continues the review and expansion of students' knowledge of basic German begun in GRMN 003, while emphasizing several fine points of more advanced German grammar for closer study. Exposure to the culture and thinking of the German-speaking peoples is accomplished through the reading of literature by representative German, Austrian and Swiss writers. Exams, quizzes, written assignments and completion of the activities manual will be used to evaluate student progress. *Five hours lecture.*

GRMN 011 3 Units
Conversational German
Prerequisite: GRMN 002 or GRMN 034 with a grade of C or better. Designed to promote competency in the oral use of the language and to increase fluency by reinforcing previously learned materials and by expanding vocabulary and patterns of speech. *Three hours lecture.*

Foreign Languages

GRMN 012 3 Units
Intermediate German Conversation
Prerequisite: GRMN 011 with a grade of C or better.
A continuation of GERMN 011, designed to promote competency in the oral use of the language and to increase fluency by reinforcing previously learned materials and by expanding vocabulary and patterns of speech. The course emphasizes the practical application of the language, not grammar acquisition or review, exposing students to global awareness through a rich variety of cultural sources from the German-speaking world. *Three hours lecture.*

GRMN 031 3 Units
First Semester German, Part 1
Course Advisory: SCC minimum English standard.
NOTE: Not open for credit to students who have had two or more years of high school German with a grade of B or better within the last three years or to students who have completed GRMN 001. Introduces the basic elements of the language (listening, speaking, reading, writing and culture) with emphasis on language production, grammar, syntax, vocabulary building, and exposure to the German culture. Exams, quizzes, written assignments and completion of the activities manual will be used to evaluate student progress. **NOTE: In order to fulfill the one-semester German 001 requirement of some universities, transfer students must complete the sequence of GRMN 031 and 032.** *Three hours lecture.*

GRMN 032 3 Units
First Semester German, Part 2
Prerequisite: GRMN 031 or one year of high school German with a minimum grade of C. **NOTE: Not open for credit to students who have had two or more years of high school German with a grade of B or better within the last three years or to students who have completed GRMN 001.** Continuation of GRMN 031, presenting an introduction to the fundamental elements of the language (listening, speaking, reading, writing and culture) with continued emphasis on language production, grammar, syntax, vocabulary building, and exposure to the German culture. Exams, quizzes, written assignments and completion of the activities manual will be used to evaluate student progress. **NOTE: In order to fulfill the one-semester German 1 requirement of some universities, transfer students must complete the sequence of GRMN 031-032.** *Three hours lecture.*

GRMN 033 3 Units
Second Semester German, Part 1
Prerequisite: GRMN 001 or GRMN 032 with a minimum grade of C. **NOTE: Not open for credit to students who have received credit for GRMN 002.** Continuation of GRMN 001 (or GRMN 032), presenting the fundamentals of German (listening, speaking, reading, writing and culture), with increased emphasis on writing and continued stress on language production, pronunciation, grammar, syntax, acquisition of a practical vocabulary, and exposure to the Germanic culture. Exams, quizzes, written assignments and completion of the activities manual will be used to evaluate student progress. *Three hours lecture.*

GRMN 034 3 Units
Second Semester German, Part 2
Prerequisite: GRMN 033 with a minimum grade of C. **Not open for credit to students who have received credit for GRMN 002.** Continuation of GRMN 033, presenting the fundamentals of German (listening, speaking, reading, writing and culture), with increased emphasis on writing and continued stress on language production, pronunciation, grammar, syntax, acquisition of a practical vocabulary, and exposure to the Germanic culture. Exams, quizzes, written assignments and completion of the activities manual will be used to evaluate student progress. *Three hours lecture.*

GRMN 049 1.00 to 3.00 Units
German Honors
Prerequisite: Completion of 24 units of college credit with a minimum GPA of 3.3; a minimum of 5 units in the discipline with a grade of B or better; an ability to work independently; permission of the Division Dean based on instructor availability. Independent study and research, by arrangement with the instructor, in specified fields of study in German or creative writing in German. *Three to nine hours weekly by arrangement with instructor and division Dean.*

Foreign Languages

Italian

ITAL 031 3 Units

First Semester Italian, Part 1

Course Advisory: SCC minimum English standard. Introduces the basic elements of the language (listening, speaking, reading, writing and culture), with emphasis on language production, grammar, syntax, vocabulary building, and exposure to Italian culture. Exams, quizzes, written assignments and completion of the activities manual will be used to evaluate student progress. **NOTE: In order to fulfill the one-semester foreign language requirement of some universities, transfer students must complete the sequence of ITAL 31 and 32. Three hours lecture.**

ITAL 032 3 Units

First Semester Italian, Part 2

Prerequisite: ITAL 031 with a grade of C or better. Course Advisory: SCC minimum English standard. Continuation of ITAL 031 introducing students to the fundamental elements of the language (listening, speaking, reading, writing and culture), with emphasis on language production, grammar, syntax, vocabulary building, and exposure to Italian culture. Exams, quizzes, written assignments and completion of the activities manual will be used to evaluate student progress. *Three hours lecture.*

ITAL 033 3 Units

Second Semester Italian, Part 1

Prerequisite: ITAL 032 with a grade of C or better. Course Advisory: SCC minimum English standard. Continuation of ITAL 032 presenting the fundamentals of Italian (listening, speaking, reading, writing and culture), with increased emphasis on writing and continued stress on language production, pronunciation, grammar, syntax, acquisition of a practical vocabulary, and exposure to Italian culture. Exams, quizzes, written assignments and completion of the activities manual will be used to evaluate student progress. *Three hours lecture.*

ITAL 034 3 Units

Second Semester Italian, Part 2

Prerequisite: ITAL 033 with a C or better. Course Advisory: SCC minimum English standard. Continuation of ITAL 033 presenting the fundamentals of Italian (listening, speaking, reading, writing and culture), with increased emphasis on writing and continued stress on language production, pronunciation, grammar, syntax, acquisition of a practical vocabulary, and exposure to Italian culture. Exams, quizzes, written assignments and completion of the activities manual will be used to evaluate student progress. *Three hours lecture.*

Japanese

JAPN 101 3 Units

Conversational Japanese

Course Advisory: SCC minimum English standard. A practical course stressing essentials of vocabulary, pronunciation and basic conversation patterns; the students will be introduced to aspects of Japanese culture. *Three hours lecture.*

JAPN 102 3 Units

Conversational Japanese

Prerequisite: JAPN 101 with a grade of C or better. A continuation of JAPN 101 which reviews and expands on the previously learned vocabulary, pronunciation, grammar, and conversation patterns. A high emphasis will be on the spoken language in realistic situations. *Three hours lecture.*

Latin

LATN 001 3 Units

Latin Fundamentals

Course Advisory: SCC minimum English standard. Introduction to the Latin language - to its sonorous quality, its treasury of words, its inflectional system, and the logic of its syntax. *Three hours lecture.*

LATN 002 3 Units

Latin Fundamentals

Prerequisite: LATN 001. Continued introduction to the Latin language - to its treasury of words, its inflectional system, the logic of its syntax, its ability to clarify difficult grammatical concepts for students of modern languages, its legacy of English derivatives and of the nomenclatures of scholarship, the sciences, and the arts. *Three hours lecture.*

LATN 003 3 Units

Latin Fundamentals

Prerequisite: LATN 001 and 002. Advanced study of the Latin Language and Literature; advanced study of syntax and complex sentence structures in Latin; reading from original Latin authors including Caesar, Cicero, Catullus and Horace. *Three hours lecture.*

Foreign Languages

LATN 049

1 Unit

Latin Honors

Prerequisite: Completion of 24 units of college credit with a minimum GPA of 3.3; a minimum of 5 units in the discipline with a grade of B or better; an ability to work independently; permission of the Division Dean based on instructor availability. Independent study and research, by arrangement with the instructor, in specified fields of study in Latin or creative writing in Latin. *Three to nine hours weekly by arrangement with instructor and division Dean.*

Spanish

SPAN 001

5 Units

First Semester Spanish

NOTE: Not open for credit to students who have had two or more years of high school Spanish with a grade of B or better within the last three years or to students who have completed SPAN 001S, or SPAN 031 and/or 032, or SPAN 061M and/or 062M. *Course Advisory: SCC minimum English standard.* Introduces the fundamental elements of the language (listening, speaking, reading, writing and culture) with emphasis on language production, grammar, syntax, acquisition of a practical vocabulary, and exposure to the Hispanic culture. The students will interact with authentic language in a cultural context. *Five hours lecture.*

SPAN 001S

5 Units

Spanish for Spanish Speakers 1

Prerequisite: Designed for heritage speakers. Intermediate proficiency in speaking, writing, listening and reading, as determined by the ACTFL guidelines. Prior consent of instructor required. **NOTE: Not an entry-level language class. Open to heritage students who have proficiency in the language, but have had little or no formal training; or other linguistically qualified students who have completed two full semesters of college Spanish, or the equivalent; or by consent of instructor.** *Course Advisory: SCC minimum English and Math standards.* This course, which is conducted entirely in Spanish, is the first part of a two-semester sequence designed for heritage speakers of Spanish, or other linguistically qualified students, who are proficient in the language, but who have had little or no formal language training. It provides instruction that builds upon students' existing skills in reading, writing, speaking, listening and cultural knowledge. The course will underscore accuracy in the use of linguistic registers, hone aural comprehension, provide instruction in oral and written communication, expand word usage and vocabulary, and increase cultural awareness, so that students are able to address topics that go beyond the personal sphere. *Five hours lecture.*

SPAN 002

5 Units

Second Semester Spanish

Prerequisite: Minimum grade of C in SPAN 001, or SPAN 001S, or SPAN 032, or SPAN 062M, or two years of high school Spanish. **NOTE: Not open to students who have completed SPAN 002S, or SPAN 033 and/or 034, or SPAN 063M and/or 064M.** Continuation of SPAN 001. Continues students' introduction to the fundamentals of Spanish (listening, speaking, reading, writing and culture) with increased emphasis on writing and continued stress on language production, pronunciation, grammar, syntax, acquisition of a practical vocabulary through authentic language in a cultural context. *Five hours lecture.*

SPAN 002S

5 Units

Spanish for Spanish Speakers 2

Prerequisite: SPAN 001S with a grade of C or better, or by consent of instructor. **NOTE: Designed for heritage speakers. Intermediate proficiency in speaking, writing, listening and reading, as determined by the ACTFL guidelines. Open to students who have completed SPAN 001S or SPAN 003 or the equivalent, or consent by instructor.** *Course Advisory: SCC minimum English and Math standards.* This course, which is conducted entirely in Spanish, is the second part of a two-semester sequence designed for heritage speakers of Spanish, or other linguistically qualified students, who are proficient in the language, but who have had little or no formal language training. It provides instruction that builds upon students' existing skills in reading, writing, speaking, listening and cultural knowledge. The course will underscore accuracy in the use of linguistic registers, hone aural comprehension, provide instruction in oral and written communication, expand word usage and vocabulary, and increase cultural awareness, so that students are able to address topics that go beyond the personal sphere. *Five hours lecture.*

Foreign Languages

SPAN 031 3 Units
First Semester Spanish, Part 1
Course Advisory: SCC minimum English standard.
NOTE: Not open for credit to students who have received credit for SPAN 001, or SPAN 001S, or SPAN 061M, or who have had two or more years of high school Spanish with a grade of B or better within the last three years. NOTE: In order to fulfill the one-semester Spanish 001 requirement of some universities, transfer students must complete the sequence of Spanish 031 and 032. Introduces the basic elements of the language (listening, speaking, reading, writing and culture) with emphasis on language production, grammar, syntax, vocabulary building, and exposure to the Hispanic culture. Exams, quizzes, written assignments and completion of the activities manual will be used to evaluate student progress. *Three hours lecture.*

SPAN 032 3 Units
First Semester Spanish, Part 2
Prerequisite: SPAN 031 or SPAN 061M with a C or better.
NOTE: Not open for credit to students who have received credit for SPAN 001, or SPAN 001S, or SPAN 062M, or who have had two or more years of high school Spanish with a grade of B or better within the last three years. NOTE: In order to fulfill the one-semester Spanish 001 requirement of some universities, transfer students must complete the sequence of Spanish 031 and 032. Continuation of Spanish 031, presenting the fundamental elements of the language (listening, speaking, reading, writing and culture) with continued emphasis on language production, grammar, syntax, vocabulary building, and exposure to the Hispanic culture. Exams, quizzes, written assignments and completion of the activities manual will be used to evaluate student progress. *Three hours lecture.*

SPAN 033 3 Units
Second Semester Spanish, Part 1
Prerequisite: SPAN 001, or SPAN 001S, or SPAN 032, or SPAN 062M with a grade of C or better. Not open for credit to students who have received credit for SPAN 002, SPAN 002S, or SPAN 063M. Continuation of Spanish 001 (or Spanish 032), presenting the fundamentals of Spanish (listening, speaking, reading, writing and culture), with increased emphasis on writing and continued stress on language production, pronunciation, grammar, syntax, acquisition of a practical vocabulary, and exposure to the Hispanic culture. Exams, quizzes, written assignments and completion of the activities manual will be used to evaluate student progress. *Three hours lecture.*

SPAN 034 3 Units
Second Semester Spanish, Part 2
Prerequisite: SPAN 033 or SPAN 063M with a grade of C or better. NOTE: Not open for credit to students who have received credit for SPAN 002 or SPAN 002S. Continuation of Spanish 033, presenting the fundamentals of Spanish (listening, speaking, reading, writing and culture), with increased emphasis on writing and continued stress on language production, pronunciation, grammar, syntax, acquisition of a practical vocabulary, and exposure to the Hispanic culture. Exams, quizzes, written assignments and completion of the activities manual will be used to evaluate student progress. *Three hours lecture.*

SPAN 049 1.00 to 3.00 Units
Spanish Honors
Prerequisite: Completion of 24 units of college credit with a minimum GPA of 3.3; a minimum of 5 units in the discipline with a grade of B or better; an ability to work independently; permission of the Division Dean based on instructor availability. Independent study and research, by arrangement with the instructor, in specified fields of study in Spanish or creative writing in Spanish. *Three to nine hours weekly by arrangement with instructor and Division Dean.*

SPAN 061M 3 Units
Beginning Spanish, Part 1 for Medical Workers
Course Advisory: SCC minimum English standard.
NOTE: Students who complete this course with a C or better will not be able to receive credit for SPAN 031, SPAN 001, or SPAN 001S. Introduces the basic elements of the language (listening, speaking, reading, writing and culture), with emphasis on language production in a medical setting. Grammar, syntax, and vocabulary building will be taught with the aim of producing oral and written competency in a medical setting. Exams, quizzes, and written assignments will be used to evaluate student progress. *Three hours lecture.*

SPAN 062M 3 Units
Beginning Spanish, Part 2 for Medical Workers
Prerequisite: SPAN 061M, SPAN 031, with a C or better.
Course Advisory: SCC minimum English standard.
NOTE: Students who complete this course with a C or better will not be able to get credit for SPAN 032, SPAN 001, or SPAN 001S. Introduces the basic elements of the language (listening, speaking, reading, writing and culture), with emphasis on language production in a medical setting. Grammar, syntax, and vocabulary building will be taught with the aim of producing oral and written competency in a medical setting. Exams, quizzes, and written assignments will be used to evaluate student progress. *Three hours lecture.*

Foreign Languages

SPAN 063M

3 Units

Beginning Spanish, Part 3 for Medical Workers

Prerequisite: SPAN 062M, or SPAN 032, or SPAN 001, or SPAN 001S with a C or better. *Course Advisory:* SCC minimum English standard. **NOTE: Not open to students who have completed SPAN 002, or SPAN 002S, or SPAN 033.** Continuation of SPAN 062M, presenting the fundamentals of Spanish (listening, speaking, reading, writing and culture), with increased emphasis on writing and continued stress on language production in a medical setting. Grammar, syntax, and vocabulary building will be taught with the aim of producing oral and written competency in a medical setting. Exams, quizzes, and written assignments will be used to evaluate student progress. *Three hours lecture.*

SPAN 064M

3 Units

Beginning Spanish, Part 4 for Medical Workers

Prerequisite: SPAN 063M or SPAN 033. *with a C or better*
Course Advisory: SCC minimum English standard.
NOTE: Not open to students who have completed SPAN 002, or SPAN 002S, or SPAN 034. Continuation of SPAN 063M, presenting the fundamentals of Spanish (listening, speaking, reading, writing and culture), with increased emphasis on writing and continued stress on language production in a medical setting. Grammar, syntax, and vocabulary building will be taught with the aim of producing oral and written competency in a medical setting. Exams, quizzes, and written assignments will be used to evaluate student progress. *Three hours lecture.*

Foreign Languages

FLNG 101

2 Units

Cross Age Teaching

Corequisite: Concurrent enrollment in 1 unit of OCED 090. *Prerequisite:* Students must have completed French 002, German 002, or Spanish 002 with a grade of C or better. Weekly seminars will explore how children learn and develop understanding in French, German and Spanish. Working with a peer partner or partners, students will prepare lesson plans and develop curriculum. Through a co-requisite OCED 090, students will work in elementary school classes in Solano County to provide language instruction based on the lesson plans developed. *Two hours lecture.*

History

Program Description

This program emphasizes the development of various societies through a chronological study of the major social, political, economic, and cultural forces which have shaped these societies. Students in this program may study a variety of historical fields including United States, World, Western Civilization, Native-American, Philippine, African-American, Mexican and Mexican-American, California, and Women's History.

Associate in Art Degree

The Associate in Arts Degree can be obtained upon completion of a total of 60 units, including the 18-unit major, general education requirements and electives. All courses in the major must be completed with a grade of C or better or a P if the course is taken on a Pass/No Pass basis.

Program Outcomes

Students who complete an Associate Degree will be able to:

1. Recognize and define a variety of major economic, social, cultural and political events and trends in history.
2. Analyze the significant causal factors that contributed to the shaping of a variety of historical movements, events and trends.
3. Interrogate and analyze primary historical evidence, including textual documents, artifacts and visual images.

REQUIRED COURSES	Units
HIST 002 World History to 1600.	3
<i>OR</i>	
HIST 004 History of Western Civilization to 1500.	3
HIST 003 Modern World History	3
<i>OR</i>	
HIST 005 History of Western Civilization Since 1500	3
HIST 017 History of the United States to 1865.	3
<i>AND</i>	
HIST 018 History of the United States from 1865	3
Select six units from the electives below.	6
Total Units	18

Electives selected from the following categories .. Units

I. United States

HIST 010 California History	3
HIST 028 African American History to 1877	3
HIST 031 Mexican American/Chicano History	3
HIST 037 Women in American History	3

II. World History .. Units

HIST 002 World History to 1750.	3
HIST 003 Modern World History	3
HIST 004 History of Western Civilization to 1500.	3
HIST 005 History of Western Civilization Since 1500	3
HIST 030 History of Mexico	3

III. Ethnicity and Gender Studies .. Units

HIST 028 African American History to 1877	3
HIST 029 African American History Since 1865.	3
HIST 031 Mexican American/Chicano History	3
HIST 037 Women in American History	3

History

HIST 002 3 Units
World History to 1600
Course Advisory: Eligibility for ENGL 001; SCC minimum Math standard. An integrated study of world civilizations from their beginnings to 1500. Emphasis will be placed on a critical assessment of the cultural achievements, belief systems and economic, political and social structures of the major global civilizations. We will also study the interconnections that linked these cultures into an integrated world system during the early modern period. *Three hours lecture.*

HIST 003 3 Units
Modern World History
Course Advisory: Eligibility for ENGL 001; SCC minimum Math standard. An integrated study of modern global history since 1500. Emphasis will be placed on the emergence of an interconnected world system in the modern era and the impact of that system on societies and cultures around the globe. The ongoing tension between tradition and modernity 'shaped by wars, revolutions, and economic transformations' forms the central theme of the course. *Three hours lecture.*

HIST 004 3 Units
History of Western Civilization to 1500
Course Advisory: Eligibility for ENGL 001. Survey of the history of the development of western culture and civilization to the Reformation. Emphasis will be on analyzing the major social, political, economic and cultural forces which have shaped European societies. *Three hours lecture.*

HIST 005 3 Units
History of Western Civilization Since 1500
Course Advisory: Eligibility for ENGL 001. Survey of the history of western civilization from 1500 to the present. Emphasis will be on analyzing the major social, political, economic and cultural forces which have shaped modern European history. *Three hours lecture.*

HIST 010 3 Units
California History
Course Advisory: Eligibility for ENGL 001. Survey of California history from the pre-colonial, Native American period to the modern state. Particular emphasis will be placed on the interplay of geographic, economic, political, social and cultural forces that shaped both the development of this diverse state and the experiences of a wide range of peoples who have inhabited it. *Three hours lecture.*

HIST 017 3 Units
History of the United States to 1865
Course Advisory: Eligibility for ENGL 001. This course is a survey of the history of the United States from its Native American, African and European origins through the period of the Civil War and Reconstruction. Emphasis is placed upon the analyzing the major economic, social, political, and cultural events, movements and trends that shaped historical developments, examining cause and effect relationships and interpreting primary and secondary sources. *Three hours lecture.*

HIST 018 3 Units
History of the United States from 1865
Course Advisory: Eligibility for ENGL 001. This course is a survey of the history of the United States from Reconstruction to the present. It examines the major economic, social, political, and cultural events that shaped the United States and their impact on American life. This course also examines the United States' increasing involvement in world affairs. Special emphasis is placed on analyzing the cause and effect relationships in U.S. history and on the historical interpretation of events and trends in U.S. history. *Three hours lecture.*

HIST 028 3 Units
African American History to 1877
Course Advisory: Eligibility for ENGL 001. This is a survey course of the African-American experience in the United States from African origins to 1877. An emphasis is placed on the role of Africans in the settlement of North America, a comparison of colonial slave systems, and African-American strategies of resistance and self-help. The course will examine the contributions of African Americans to the social, political, and economic development of the United States. *Three hours lecture.*

HIST 029 3 Units
African American History Since 1865
Course Advisory: Eligibility for ENGL 001. This course is a survey of the political, social, and economic history of African Americans from Reconstruction (1865) to the present. An emphasis is placed on the transition of African Americans from slavery to freedom, segregation, migration and urbanization, black ideology and leadership, and African American protest movements of the twentieth century. The course will closely examine the role of African-Americans in shaping the American nation. *Three hours lecture.*

History

HIST 030

3 Units

History of Mexico

Course Advisory: ENGL 370; SCC minimum Math standard. A survey of Mexican history from the pre-colonial period to the present. This course will emphasize the varied economic, social, cultural, and political conditions and events that have combined to shape modern Mexico. Analysis of cause-effect and comparative relationships among major historical developments will be given special emphasis. Student success will be determined on completion of significant amounts of reading, writing, and critical analysis. *Three hours lecture.*

HIST 031

3 Units

Mexican American/Chicano History

Course Advisory: Eligibility for ENGL 001; SCC minimum Math standard. A survey of Mexican American/Chicano history from the pre-Columbian civilizations of Mexico to the present. Course will emphasize the economic, social, cultural, and political conditions and events that have shaped the history of Mexican Americans/Chicanos in the United States. Special attention is given to the contributions of Mexican Americans and Mexican immigrants to the multi-cultural development of the United States. *Three hours lecture.*

HIST 037

3 Units

Women in American History

Course Advisory: Eligibility for ENGL 001. A multi-cultural survey of American history from pre-colonial times to the present examining the impact of ethnic and cultural diversity, class, and gender on the lives of women. *Three hours lecture.*

Horticulture

Horticulture and Plant Science

Program Description

This program is designed to provide theory and practical experience needed to enter the horticulture field or prepare for advancement or certification. It also offers some of the basic courses required of horticulture majors transferring to four-year institutions. This program offers certificates and degrees in six Ornamental Horticulture areas.

Certificate of Achievement and Associate in Science Degree

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

Program Outcomes

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

1. Design a landscape.
2. Lay out a landscape.
3. Estimate the cost of a landscape.

REQUIRED COURSES	Units
HORT 006 Identification and Ecology of Landscape Plant Materials.	4
HORT 030 Landscape Design I.	3
HORT 050 Introduction to Horticulture	3
HORT 055 Soils and Fertilizers.	3
HORT 056 Landscape Pest Control and Management ...	4
HORT 070 Landscape Construction and Estimation	3
HORT 071 Irrigation Principles	3
Total Units	23

For Human Development, see Child Development and Family Studies (CDFS)

Landscape Worker Job-Direct Certificate

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

REQUIRED COURSES	Units
HORT 006 Identification and Ecology of Landscape Plant Materials.	4
HORT 050 Introduction to Horticulture	3
HORT 071 Irrigation Principles	3
Total Units	10

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

Horticulture

HORT 006 4 Units
Identification and Ecology of Landscape Plant Materials
Course Advisory: HORT 050 recommended and SCC minimum English and Math standards. Study of the identification, growth habits, cultural requirements, and evaluation of landscape plant materials used for ornamental purposes in Western landscapes. Laboratory experience will emphasize the identification and use of the plant materials in various landscape settings. A collection will be required. *Three hours lecture, three hours lab.*

HORT 030 3 Units
Landscape Design I
Prerequisite: A grade of C or better in HORT 006. Course Advisory: HORT 050; SCC minimum English and Math standards. Introduction to the skills and techniques of landscape design principles and practices. Laboratories will stress drafting techniques through design projects. Field trips required. *Two hours lecture, three hours lab.*

HORT 031 3 Units
Landscape Design II
Prerequisite: A grade of C or better in HORT 030. Course Advisory: HORT 050; SCC minimum English and Math standards. Presents the association of plant materials according to design principles and their environmental requirements with attention to groupings, arrangements and planting about buildings and other landscape structures. Landscape drafting will be stressed in the laboratory projects culminating in a term design project. Mandatory field trips. *Two hours lecture, three hours lab.*

HORT 050 3 Units
Introduction to Horticulture
Course Advisory: SCC minimum English and Math standards. Introduction and preview of the nursery, florist, and landscaping industries including elemental landscape design, flower arranging, plant identification, plant propagation, landscape tools, turf care, pest control, soil testing and basic botany. Laboratory experience will develop beginning techniques in propagation, soil testing, and turf and shrub maintenance. Mandatory field trips will be taken to various phases of the industry. *Two hours lecture, three hours lab.*

HORT 055 3 Units
Soils and Fertilizers
Course Advisory: SCC minimum English and Math standards. Study of the relationships of soils and fertilizers to proper plant growth and emphasizes analysis of soils and fertilizers. Field laboratories will develop management techniques in testing and application through exercises and field trip observations. *Two hours lecture, three hours lab.*

HORT 056 4 Units
Landscape Pest Control and Management
Course Advisory: SCC minimum English and Math standards. Study of horticultural pests, insects, weeds, diseases and other non-pathogenic causes common to the Solano County area emphasizing identification, cultural, rotational, natural and chemical control methods. Mandatory field trips and laboratory experiences will provide experiences in detection, identification and techniques necessary to manage and control various species of plant pests. A collection is required. *Three hours lecture, three hours lab.*

HORT 070 3 Units
Landscape Construction and Estimation
Course Advisory: SCC minimum English and Math standards; HORT 050. Study of the construction of patios, decks, walks, retaining walls, raised planters, mowstrips, fences, overhead structures, masonry work, sprinkler layout and other landscape features with emphasis on building code specifications. Previews contractor's licensing. Site development and construction skills will be developed during the laboratory. *Two hours lecture, three hours lab.*

HORT 071 3 Units
Irrigation Principles
Course Advisory: SCC minimum English and Math standards; HORT 055. Study of the principles and management of water development and use in agricultural and horticultural production with special emphasis on water supplies, measurement, movement through soils, application methods, amounts needed and problems of distribution. The field laboratories will develop management techniques through exercises and field trip observations. *Two hours lecture, three hours lab.*

HORT 301A 2 Units
Adaptive Horticulture - Basic Skills and Practices
Course Advisory: This course is for students with learning difficulties. A horticulture and vocational training class adapted for students with special learning needs. Students will learn basic horticulture skills in a garden, nursery, and landscape setting. Safety training will be incorporated throughout the course. Students will receive a letter grade for this course. There will be 1 or more field trips for this course. *Two hours lecture, four hours lab and four hours activities (8 week course).*

Human Services

For Human Development, see Child Development and Family Studies.

Program Description

This program is designed to equip students with the basic knowledge and skills necessary for the variety of jobs in the field of Human Services. These courses are intended to provide entry-level skills and training for students who are interested in employment in mental health, social welfare, developmental services, corrections, alcohol and drug treatment, or child/adolescent treatment services.

Certificate of Achievement and Associate of Arts Degree

A Certificate of Achievement can be obtained upon completion of the 23-unit major with a grade of C (2.0) or better in each course. The Associate of Arts Degree can be obtained upon completion of 60 units, including the major with a grade of C (2.0) or better in each course, general education requirements, and electives. All courses in the major must be completed with a grade of C or better or a P if the course is taken on a Pass/No Pass basis.

Program Outcomes

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

1. Development of basic knowledge within the field of Human Services.
2. Development of cultural competency, group facilitation, and case management skills.
3. Application of Human Services knowledge and skills.

REQUIRED COURSES	Units
COUN 062 Helping Skills: Creating Alliances & Facilitating Change	3
COUN 064A Practicum I	4
COUN 064B Practicum II	4
HS 051 Introduction to Human Services	3
HS 052 Introduction to Group Processes	3
HS 053 Serving Special Populations	3
HS 055 Introduction to Case Management	3
Total Units	23

Recommended Electives

COUN 055 Valuing Diversity
CJ 001 Introduction to Criminal Justice
CJ 011 Community Relations
CJ 058 Fundamentals of Crime and Delinquency
CDFS 062 Introduction to Early Childhood Education
CDFS 038 Child Development
CDFS 039 School Years and Adolescent Development
CDFS 052 Children with Special Needs
CDFS 070 Lifespan Human Development
PSYC 001 Introduction to Psychology
PSYC 002 Biological Psychology
PSYC 005 Abnormal Psychology
PSYC 010 Psychology of Woman
PSYC 020 Personal and Social Behavior
PSYC 034 Human Sexual Behavior
PSYC 040 Drugs, Society & Behavior
PSYC 065 Introduction to the Psychology of Aging
OCED 090 Occupational Work Experience
SOCS 022 Ethnic, Racial and Minority Group Relations in
Harmony and Conflict
SOCS 023 The African-American Family
SOCS 025 Mexican-American Experience
SOCS 027 Native American Experience
SOC 001 Introduction to Sociology
SOC 002 Social Issues and Problems
SOC 040 Sociology of the Family

Human Services

HS 051 3 Units
Introduction to Human Services
Course Advisory: Eligibility for ENGL 001 and SCC minimum Math standard. Provided is an overview of the history and purpose of human services. Students will familiarize themselves with skills needed to provide optimum services to diverse consumer populations in areas such as social welfare, mental health, substance use, rehabilitation, and child, adult and elder care. Political and economic aspects inclusive of roles and functions of local human services agencies systems will be examined. *Three hours lecture.*

HS 052 3 Units
Intro Group Process
Course Advisory: COUN 062; eligibility for ENGL 001; SCC minimum Math standard. An introduction to the theory and dynamics of group interaction including psychoeducational, support, and therapeutic context. The various stages and process of group development are studied using both a conceptual and experiential approach. This course is intended to assist persons who will function as leaders in a variety of small group situations. *Three hours lecture.*

HS 053 3 Units
Special Populations
Course Advisory: Eligibility for ENGL 001 and SCC minimum Math standard. The study of the values, problems, issues, concerns and counseling needs of special population groups including, but not limited to age, gender, ethnicity, socioeconomic status, physical or psychiatric disability, sexual orientation, and chemical dependency characteristics. The course provides students with the insight, knowledge and skills necessary to work with diverse populations in human services settings. *Three hours lecture.*

HS 055 3 Units
Case Management
Prerequisite: COUN 062. Course Advisory: Eligibility for ENGL 001 and SCC minimum Math standard. An introductory course which acquaints students to the basic concepts and skills of case management. This course provides an introduction to the history and purpose of case management, case management concepts, legal and ethical considerations of case management, service planning and delivery, careers in case management and other topics. *Three hours lecture.*

Industrial Education

Mechatronics

Program Description

Mechatronics is the blending of electronics, mechanics, electrical, and computers to produce a well-rounded technician capable of handling the complex maintenance and operations tasks demanded by modern manufacturing, transportation, communication, and other industries. The modularization of electro-mechanical devices no longer requires in-depth specialization of a single field of study as more emphasis is placed on troubleshooting and replacement skills for maintenance and generalized knowledge of how systems work together for operations and purchasing and planning.

Certificate of Achievement and Associate of Arts Degree

A Certificate of Achievement can be obtained upon completion of the 42 unit major listed below. The Associate in Science Degree can be obtained by completing a total of 60 units, including the 42 unit major, the general education requirements, and electives. All courses in the major must be completed with a grade of C or better or a P if the course is taken on a Pass/No Pass basis.

Program Outcomes

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

1. Safely operate a variety of testing instruments and diagnostic tools.
2. Recognize complex systems and understand their function, operation, advantages and disadvantages.
3. Analyze complex systems and diagnose/troubleshoot problems.

REQUIRED COURSES	Units
CIS 001 Introduction to Computer Science.	3
IT 050 Alternative Energy Technologies	3
IT 101 How Things Work	3
IT 151 Vocational Mathematics.....	3
MT 120 Principles of Analog Electronics	3
MT 122 Principles of Digital Electronics	3
MT 130 Principles of Mechanical Power Systems	3
MT 132 Principles of Fluid Power Systems	3
MT 140 Principles of Industrial Electrical Systems.....	3
MT 142 Principles of Electrical Machinery	3
MT 162 Robotic Manufacturing Systems	3
MT 164 Programmable Logic Controllers.....	3
Electives Selected from List A.....	6
Total Units	42

List A (select 6 units)

ACR 100 Air Conditioning and Refrigeration	3
OR	
ACR 101 Air Conditioning and Refrigeration	3
DRFT 045 Introduction to Computer-Aided Drafting (CAD).....	3
DRFT 050 Basic Drafting	3
DRFT 079 Blueprint Reading.....	3
IT 110 Modern Welding	3
IT 120 Electrical Safety	3
IT 140 Industrial Materials.....	3
OCED 090 Occupational Work Experience	1 - 8

Industrial Education

Air Conditioning & Refrigeration

ACR 100 3 Units

Air Conditioning and Refrigeration

Course Advisory: SCC minimum English standard. A study of compression systems, controls, refrigerants, various refrigeration systems, and commercial applications designed to develop the ability to understand and apply the basic principles required to maintain and service this type of specialized equipment. *Three hours lecture.*

ACR 101 3 Units

Air Conditioning and Refrigeration

Course Advisory: ACR 100; SCC minimum English standard. The maintenance and servicing of commercial air conditioning and refrigeration systems with the study of techniques applied to refrigerant handling, systems controls, and compression systems. *Three hours lecture.*

Industrial Management

IT 050 3 Units

Alternative Energy Technologies

Course Advisory: SCC minimum English and Math standards. Introduces the topics of power generation, transmission, and consumption of both conventional and alternative energy sources. Students will be exposed to an in-depth analysis of the design and use of fossil fuel based systems and then compare those systems to alternatives. Energy use in transportation, industrial, commercial, and residential applications will be examined. *Three hour lecture.*

IT 101 3 Units

How Things Work

Course Advisory: SCC minimum English and Math standards. Provides an understanding of how the technology in our lives works using only basic concepts and rudimentary mathematics. This course considers objects from our daily environment and focuses on their principles of operation, histories, and relationships to one another. Students learn about common technologies through lecture, classroom discussion, and laboratory experiments. *Two hours lecture, three hours lab.*

IT 110 3 Units

Modern Welding

Course Advisory: SCC minimum English standard. Designed to acquaint the student with the fields of arc and acetylene welding, the tools and equipment used, shop safety and employment opportunities. *Two hours lecture, three hours lab.*

IT 111 3 Units

Modern Welding

Prerequisite: IT 110. Designed to acquaint the student with MIG and TIG welding methods and knowledge necessary to weld in all positions utilizing the mild steel, low hydrogen electrodes, metal inert gas and tungsten inert gas techniques. *Two hours lecture, three hours lab.*

IT 120 1.00 to 3.00 Units

Electrical Safety

Course Advisory: SCC minimum English and Math Standards. A survey of the proper use, handling, and hazards associated with electrical and electronic equipment. The student will be introduced to the current generally accepted (National Electrical Safety Code) safety practices and procedures associated with power transmission, industrial, and consumer electrical and electronic equipment. Formerly ECTN 102. Open entry-open exit. *One to Three hours lecture.*

IT 130 1 Unit

Fundamentals of Wire and Cabling

Course Advisory: SCC minimum English and Math standards. Presents the principles and practices of copper cable wiring technology. Includes instruction in the design, installation, and maintenance of copper wiring systems for intelligent control systems, lighting and appliance control devices, communication, and networking. Also includes instruction in household and institutional power wiring. Formerly ECTN 111. *One hour lecture, one hour lab.*

IT 132 1 Unit

Fundamentals of Fiber Optics

Course Advisory: SCC minimum English and Math standards. Presents the principles and practices of fiber optics and optoelectronic technology. Includes instruction in the design, installation, and maintenance of fiber optic cabling and control systems and optoelectronic control systems for computer communication and networking systems. Formerly ECTN 112. *One hour lecture, one hour lab.*

IT 134 1 Unit

Fundamentals of Wireless Communication

Course Advisory: SCC minimum English and Math standards. Presents the principles and practices of wireless communication technology. Includes instruction in the design, installation, and maintenance of wireless communication and network systems. Emphasis is placed on system reliability, security, and cost containment concerns. Formerly ECTN 113. *One hour lecture, one hour lab.*

Industrial Education

IT 140 3 Units
Industrial Materials
Course Advisory: SCC minimum English standard. A broad overview of the characteristics and comparative qualities of naturally occurring, alloyed and man-made materials used in industry. Testing and practical use of materials are required. *Two hours lecture, three hours lab.*

IT 151 3 Units
Vocational Mathematics
Course Advisory: SCC minimum English and Math standards. Focuses on mathematical functions, plane and solid geometry, measurement systems, algebra, and trigonometry applied to specific vocational areas. *Three hours lecture.*

Maintenance Technician Industrial Technology

MT 120 3 Units
Principles of Analog Electronics
Course Advisory: SCC minimum English and Math standards. Introduces the topic of analog electronics as it applies to mechatronics. Studies include an introduction to DC and AC circuitry as well as advanced electronic components, instruments used in the operation, installation, and troubleshooting of electronic systems, schematic diagrams, and breadboarding. Students will construct several kits as part of the class. *Two hours lecture, three hours lab.*

MT 122 3 Units
Principles of Digital Electronics
Course Advisory: SCC minimum English and Math standards. Introduces the topic of digital electronics as it applies to mechatronics. Studies include an introduction to digital numbering systems, digital codes and logic, registers, memories, Boolean Algebra, and integrated circuits as well as advanced topics in computerized control systems. Students will construct several kits as part of the class. *Two hours lecture, three hours lab.*

MT 130 3 Units
Principles of Mechanical Power Systems
Course Advisory: SCC minimum English and Math standards. Introduces the topic of mechanical power systems and mechanical power transmission as it applies to mechatronics. Studies include mechanical theory, mechanical power, thermal systems, hand tools, precision measuring instruments, and mathematics applied to mechanical power systems. Includes studies in manufacturing technology using modern manufacturing equipment and software simulators. *Two hours lecture, three hours lab.*

MT 132 3 Units
Principles of Fluid Power Systems
Course Advisory: SCC minimum English and Math standards. Introduces the topic of hydraulic and pneumatic systems as they apply to mechatronics. Studies include fluid power systems theory, pumps, actuators, accumulators, filters, meters, valves, control devices, and mathematics applied to fluid power systems. Includes studies in manufacturing technology using modern manufacturing equipment and software simulators. *Two hours lecture, three hours lab.*

MT 140 3 Units
Principles of Industrial Electrical Systems
Course Advisory: SCC minimum English and Math standards. Introduces the topic of DC, single-phase and three-phase AC circuits as they apply to mechatronics. Introduces commercial/industrial electrical installations that meet National Electrical Code requirements. Students will complete labs and wiring projects. Lab, electrical and worksite safety is emphasized. *Two hours lecture, three hours lab.*

MT 142 3 Units
Principles of Electrical Machinery
Prerequisite: MT 120 with a grade of C or better or MT 140 with a grade of C or better. Course Advisory: SCC minimum English and Math standards. Introduces the topic of electrical machinery as it applies to mechatronics. Studies include direct-current and alternating-current generators, alternators, transmission equipment, and motors. Students will complete labs and electrical machinery projects. Lab, electrical and worksite safety is emphasized. *Two hours lecture, three hours activities.*

MT 162 3 Units
Robotic Manufacturing Systems
Course Advisory: SCC minimum English and Math standards. Presentation of physical principles applied to automated manufacturing systems. Students will develop solutions to manufacturing problems using robots, programmable logic controllers (PLC) and computer numerical control (CNC) manufacturing machines. Students will also apply safety-oriented work habits to the completion of laboratory projects while working individually and in groups. *Two hours lecture, three hours lab.*

Industrial Education

MT 164 3 Units
Programmable Logic Controllers
Course Advisory: SCC minimum English and Math standards. Introduces the student to process control via Programmable Logic Controllers (PLC's). Content includes the popular Allen-Bradley PLC systems and the most common command instructions for the RSLogix 5, RSLogix 500, RSLogix 5000, Micrologix 1000, SLC5 and SLC 500 as well as ControlLogix processors. Troubleshooting and electrical safety are emphasized. *Two hours lecture, three hours lab.*

MT 201 1 Unit
Introduction to the Wind Industry
Course Advisory: SCC minimum English and Math standards. Introduces the prospective wind field technician to electrical generation, alternative energy sources, and the wind industry in particular. Students will learn about the opportunities and responsibilities of the wind field technician. Topics covered in subsequent courses in the program will be introduced. *One hour lecture.*

MT 202 1 Unit
OSHA Required Safety for the Wind Industry
Prerequisite: MT 201 with a grade of C or better. Course Advisory: SCC minimum English and Math standards. Introduces the prospective wind field technician to the OSHA required safety topics for wind field technicians. Along with personal safety and injury prevention students are introduced to the aspects of proper tool and equipment use as well as the requirements for working in a safe environment. *One hour lecture.*

MT 203 1 Unit
CPR, First Aid, and Safety in the Wind Park
Prerequisite: MT 201 with a grade of C or better. Course Advisory: SCC minimum English and Math standards. Introduces the prospective wind field technician to safety and emergency procedures required for wind technicians. Topics include CPR, first aid, tower rescue, and general safety practices in the wind park. *One hour lecture.*

MT 204 1 Unit
Electrical Measuring Equipment for Wind Turbines
Prerequisite: MT 201 with a grade of C or better. Course Advisory: SCC minimum English and Math standards. Introduces the prospective wind field technician to the tools and equipment used to measure electrical systems on a wind turbine. Students will be exposed to analog, digital, mechanical, and passive measuring equipment. The capabilities and limitations of various metering equipment will be presented with the safe use of tools and equipment being the primary focus. *One hour lecture.*

MT 205 1 Unit
Direct Current for Wind Turbines
Prerequisite: MT 201 with a grade of C or better. Course Advisory: SCC Minimum English and Math standards. An introduction to direct current electrical systems as used on wind turbines. The student is also introduced to schematic symbols and diagrams used to describe the wind turbine's electrical systems. *One hour lecture.*

MT 206 1 Unit
Alternating Current for Wind Turbines
Prerequisite: MT 201 with a grade of C or better. Course Advisory: SCC Minimum English and Math standards. An introduction to alternating current electrical systems as used on wind turbines. The student is introduced to transformers, converters, and inverters, single and three-phases electrical systems essential to the operation of wind turbines. *One hour lecture.*

MT 207 1 Unit
High Power Systems for Wind Turbines
Prerequisite: MT 201 with a grade of C or better. Course Advisory: SCC minimum English and Math standards. An introduction to the safe handling of high power systems in the wind industry. Students are introduced to the safety procedures for working with high energy electrical and electrostatic discharge, compressed gasses, and hydraulics. *One hour lecture.*

MT 208 1 Unit
Electronics for Wind Turbines
Prerequisite: MT 201 with a grade of C or better. Course Advisory: SCC minimum English and Math standards. Introduces the prospective wind field technician to electronics and fiber optics. Provides an introduction to analog, digital and semiconductor electronics, fiber optics technology, and soldering. *One hour lecture.*

MT 209 1 Unit
Electromechanical Systems for Wind Turbines
Prerequisite: MT 201 with a grade of C or better. Course Advisory: SCC minimum English and Math standards. Introduces the prospective wind field technician to mechanical and electrical systems that make up the wind turbine. The preventative maintenance practices of moving and stationary parts and electrical systems are introduced. *One hour lecture.*

MT 210 1 Unit
PLC's and Transformers for Wind Turbines
Prerequisite: MT 201 with a grade of C or better. Course Advisory: SCC minimum English and Math standards. Introduces the prospective wind field technician to programmable logic controllers, substations and transformers. *One hour lecture.*

Industrial Education

MT 211 1 Unit

Wind Turbine Maintenance Practices

Prerequisite: MT 201 with a grade of C or better. Course

Advisory: SCC minimum English and Math standards.

Introduces the prospective wind field technician to the maintenance practices particular to wind turbines. Topics also include troubleshooting techniques, documentation, and service reporting. *One hour lecture.*

MT 212 1 Unit

Wind Turbine Airfoils and Composites

Prerequisite: MT 201 with a grade of C or better. Course

Advisory: SCC minimum English and Math standards.

Introduces the prospective wind field technician to airfoils. Students will learn how airfoils are used to capture wind energy and how to maintain rotors and airfoils on wind turbines. *One hour lecture.*

MT 213 1 Unit

Wind Turbine Operations

Prerequisite: MT 201 with a grade of C or better. Course

Advisory: SCC minimum English and Math standards.

An introduction to the operations of wind turbines and the wind park. Students are exposed to Supervisory Control and Data Acquisition (SCADA) systems used to control wind turbines, meteorology, and graphs and charts used to predict wind turbine performance. *One hour lecture.*

Interdisciplinary Studies

(For Learning Resources – See English) (For Learning Skills – See Counseling)

Program Description

This major is designed for students who are not certain of their specific academic major goals and do not have immediate transfer plans. It would enable them to earn the Associate Degree by completing general education and an 18-unit area of academic focus.

- I. All students will complete the Solano College Option A GE Pattern: Minimum 22 semester units.
- II. All students will complete an 18-unit Area of Emphasis from the selections below.
- III. Electives may be necessary to total 60 overall units required for the Associate degree.
- IV. All courses for this major must be completed with a grade of C or better or a P if the course is taken on a pass-no pass basis.

Program Outcomes

Students who complete an Associate Degree will be able to:

1. Discern the relationship between personal perspective and evidence-based evaluation of information.
2. Discover the nature and common themes of the disciplines represented by an academic area of emphasis.
3. Acquire a knowledge base that encourages lifelong learning in order for them to effectively adapt to a complex and changing society.

Areas of Emphasis

1. 18 units required from one Area of Emphasis listed below.
2. Courses selected cannot also be used to fulfill GE areas.
3. Courses numbered 1-49 transfer to UC, CSU and most independent and out-of-state colleges. Courses numbered 50-99 transfer to CSU and some independent and out-of-state colleges and universities. Courses numbered 100-199 are associate degree applicable but usually do not transfer to baccalaureate-granting institutions.

Interdisciplinary Studies

Arts and Humanities

Minimum 18 units required

Minimum six units from the Arts and six units from Humanities

Maximum three units of credit for studio/performance courses

Courses in this area are designed to cultivate intellect, imagination, sensibility and sensitivity. Students will study great works of the human imagination and will examine their own esthetic and creative experience. Awareness and appreciation of humanistic disciplines will be explored and encouraged. Students will be exposed to the study of human culture from a variety of perspectives.

ARTS

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

ART Studio: 004, 006, 007, 008, 014, 016, 017, 019, 020, 021, 023, 026, 029, 031, 032, 034, 035, 037, 038, 039, 040, 041, 042, 043

CINA 010, 011

CINA Performance: 015

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

MUSC Studio: 009, 010, 011, 014, 015, 016, 017, 018, 019, 020, 023, 024, 025, 026, 027, 028, 031, 032, 033, 034, 035A, 035B, 038, 039, 041A, 041B, 042A, 042B

PHOT Performance: 030

PHOT 035

THEA Performance: 001, 002

THEA 006, 010, 011, 013, 048A

TV 050

TV Performance: TV 055, 060

HUMANITIES

AMST 001, 002

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

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

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

ITAL 031, 032

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

LATN 001, 002, 003

PHIL 003, 004

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

Interdisciplinary Studies

Communication

Minimum 18 units required

Minimum three units from each of three different disciplines

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

BUS 092

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

COUN 062

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

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

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

HS 052

ITAL 031, 032

JOUR 001, 002, 011, 060

LATN 001, 002, 003

PHIL 005

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

SOCS 030, 051

TV 050, 060, 061

Interdisciplinary Studies

Science and Quantitative Reasoning

Minimum 18 units required

Minimum six units from Science and six units from Quantitative Reasoning

Chemistry courses may not be used in both areas must choose one area.

This emphasis is intended to involve inquiry into the physical universe and its life form with consideration of facts and principles which form the foundations of living and non-living systems. Students will explore scientific methodologies as investigative tools, the acquisition and use of evidence, and the past and present influences of science on world civilizations. Understanding and analysis of basic mathematical and quantitative reasoning concepts will be explored. This area includes courses in areas such as computer science, math, and science.

SCIENCE

ANTH 001

ASTR 010, 020, 030, 040

BIO 001, 002, 004, 005, 012, 012L, 014, 015, 016, 018, 019

CHEM 001, 002, 003, 004, 010, 011, 051, 160

ENGR 017, 030, 045

GEOG 001, 001L

GEOL 001, 002, 005

HORT 050

KINE 020V

KINE 020W

NUTR 010

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

PHSC 012

PSYC 002

QUANTITATIVE REASONING

CIS 001, 015, 020, 022, 023, 035, 050, 055, 057, 060, 073, 078

CHEM 001, 002, 010, 160

GEOG 10 (GEOL 10)

MATH 002, 004, 011, 012, 020, 021, 022, 023, 030, 031, 040, 051, 102, 103, 104, 112, 114

PSYC 004

Social Science

Minimum 18 units required

Minimum three units from each of three different disciplines

This emphasis examines people and their interactions with each other, within their social and political institutions and as members of the larger society. Course work will explore behavior - sometimes the behavior of an individual, other times the behavior of a system, society, or culture. Topics and discussion will stimulate critical thinking about ways people have thought and acted in response to their upbringing, environment and society.

AMST 001, 002

ANTH 002, 007

COMM 012

COUN 055, 058, 062, 083

CJ 001, 002, 011

ECON 001, 002, 010

GEOG 002, 004

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

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

HS 051, 052, 053

IR 001

JOUR 011

PLSC 001, 002, 003, 005, 016, 019

PSYC 001, 002, 004, 005, 010, 020, 024, 030, 034, 065

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

SOC 001, 002, 023, 030, 040

Interdisciplinary Studies

Wellness and Self Development

Minimum 18 units required

Minimum six units from Wellness and six units from Self Development

Maximum three units of credit for Physical Education activity and Athletics courses

This emphasis is designed to equip students with information and tools for lifelong wellness and self development as integrated beings. Students will be well acquainted with the vast landscape of wellness and self development, taking into account the psychological, biological, developmental, physical factors, and they will be able to make effective decisions about optimizing their own wellness, lifestyle, and performance.

WELLNESS

ATHL 001, 002A, 002B, 003, 004, 010, 015, 016A, 016B, 017, 020

BIO 004, 005, 016

HED 002, 003

NUTR 010, 012

KINE 020A, 020H, 020S, 020V, 020W

KINE Activity: 001A, 001D, 002A, 002B, 002C, 002D, 002E, 003A, 003C, 003D, 003E, 004A, 004B, 004C, 004D, 004E, 004F, 004H, 004J, 004K, 004M, 004N, 004P, 005C, 005G, 005J, 005K, 005M, 005N, 005P, 006A, 006B, 006C, 006E, 006F, 007A, 007C, 007D, 007E, 007F, 008A, 008B, 008C, 008F, 008G, 009A, 009B, 009C, 009E, 009F, 009G, 009H, 009P, 078

SELF DEVELOPMENT

CDFS 038, 039, 040, 053, 070

COUN 007, 050, 055, 058, 060, 062, 063, 083, 098

HS 051, 052, 053

LR 001, 010, 011, 051

PSYC 001, 005, 010, 020, 024, 030, 034, 040, 065

SOCS 051

International Relations

Program Description

The International Relations program provides an interdisciplinary, integrated approach to an understanding of modern global society and events, preparing the student for a variety of perspectives in a rapidly changing world. Students pursue global interests in language, history, culture, business, government, fine arts, literature, science, and other studies. Students in International Relations will prepare for transfer to universities offering International Relations majors or related fields. Course work will also broaden their perspective and skills to enter the business world. This is an interdisciplinary program so the descriptions for the individual courses can be found under the appropriate disciplines.

Associate in Arts Degree

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

Program Outcomes

This information is not available at the time of printing. Please check online for current information as it is available.

REQUIRED COURSES	Units
ECON 001 Principles of Economics (Macroeconomics) . . .	3
ECON 002 Principles of Economics (Microeconomics) . . .	3
FOREIGN LANGUAGE (Choose from FREN, GRMN, or SPAN numbered 001-034) *	10
GEOG 004 World Geography	3
HIST 005 History of Western Civilization Since 1500	3
IR 001 Global Interdependence	3
Select three units from the electives below	3
Total Units	28

Select three (3) units from the following:

ANTH 002 Cultural Anthropology	3
ART 001 Art History	3
ART 003 World Art	3
BIO 012 Environmental Science	3
BUS 060 Introduction to International Business	3
ENGL 016 Masterpieces of Western World Literature . . .	3
FOREIGN LANGUAGE—Any course numbered 001-034 not used above	3 - 5
HIST 003 Modern World History	3
GEOG 002 Cultural Geography	3
PLSC 002 Introduction to Comparative Government. . . .	3

*A passing score on any foreign language standardized proficiency examination can be substituted for the foreign language requirement.

IR 001 3 Units

Global Interdependence

Course Advisory: Eligibility for ENGL 001, PLSC 001, ENGL 062. This is the gateway course for the International Relations Major. Designed to give students a foundation for the study of international relations, it provides a backdrop to understanding global interdependence, its causes and consequences. Included are political, economic, historical, philosophical, cultural, geographical, and environmental dimensions of interdependence. This course adopts a multidisciplinary perspective and may feature guest speakers or presentations from a variety of disciplines. *Three hours lecture.*

Journalism

Program Description

Journalism teaches critical thinking and communication skills that enable students to translate events and issues of importance accurately and responsibly. Students who may benefit from the major are those anticipating careers in newspapers; television or film; photojournalism; layout, computer graphics or graphic design; advertising or public relations; or media management.

Associate in Arts Degree

An Associate in Arts Degree can be obtained upon completion of 60 units, including the required core courses, program electives, and courses in one of four emphasis areas (a total of 24 units); and completion of the general education requirements and electives. All courses in the major must be completed with a grade of C or better or a P if the course is taken on a Pass/No Pass basis.

Program Outcomes

Students who complete an Associate Degree will be able to:

1. Demonstrate the fundamental research and critical thinking skills necessary to analyze and interpret current issues in a professional media environment.
2. Utilize written, oral and visual communication skills to analyze, interpret and produce accurate news and opinions across a variety of platforms.
3. Recognize fundamental legal and ethical aspects of journalism and apply them to real-life circumstances.
4. Demonstrate a working knowledge of the fundamental technological applications of media production.

REQUIRED COURSES	Units
JOUR 001 Newswriting and Reporting	3
JOUR 002 Introduction to Feature and Magazine Writing	3
JOUR 011 Introduction to Mass Communication	3
JOUR 060 Publications Laboratory	3
Program electives	12
Total Units	24

NOTE: Courses with an * have prerequisites or advisories other than eligibility for ENGL 001.

Program electives are intended to improve students' critical thinking and communication skills and to give them tools to succeed in the workplace. Students must take at least three units in each of the following areas:

Area I

COMM 006 Argumentation and Debate	3
ENGL 002 Critical Thinking and Writing About Literature	3
ENGL 004 Critical Thinking and Composition: Language in Context	3
MATH 011 Elementary Statistics	4
PHIL 005 Critical Thinking: The Philosophic Grounds of Literacy	3

Area II

ART 006 Design Principles in 2-Dimensions	3.5
ART 007 Design-Color	3.5
ART 052 Lettering and Layout	2 - 3.5
ART 056 Graphic Design I	3.5
ART 057 Graphic Design II	3.5
COMM 001 Introduction to Public Speaking	3
ENGL 006 Creative Writing 1	3
ENGL 058 Creative Writing: The Literary Magazine	3
JOUR 050 Grammar and Style for Media Writers	1
PHOT 030 Beginning Photography	3
PHOT 056 Photojournalism & Documentary Photography	3

PHOT 070 Beginning Digital Photography	3
THEA 050 Performance for the Camera	3
TV 055 Beginning Television Production	3
TV 056 Advanced Television Production	3
TV 060 Television and Film Writing	3

Area III

OCED 090 Occupational Work Experience	1 - 8
Any modern foreign language	

Recommended Electives

Any course from a second emphasis area	
Any foreign language	
JOUR 060 Publications Laboratory	2 - 3
MATH 011 * Elementary Statistics	4
OCED 090 Occupational Work Experience	1 - 8
OCED 091 General Work Experience	1 - 6

Journalism

JOUR 062 2.0 to 3.0 Units

Publications Laboratory III

Course Advisory: Eligibility for English 001. Intermediate journalism students will provide editorial leadership and in-depth coverage for the student news publications, The Tempest newspaper and the SolanoTempest.net website, as a practical laboratory that produces a journalistic product for distribution to a college-wide audience. Journalistic ethics and legal aspects will be covered. Students will work primarily in three of the following areas: editorial leadership, indepth coverage, researching, writing and editing articles, taking photographs, creating illustrations, creating multimedia stories, or designing pages and graphics. Students are limited to four classes within the Publications Laboratory family. *Five to seven hours lab, one to two hours activity.*

JOUR 064 1 Unit

Publications Portfolio

Course Advisory: Eligibility for ENGL 001. Students with prior instruction in reporting, editing, photography, illustration, design or digital media will integrate their journalism skills to provide editorial leadership and/or create published works for the student news publications, The Tempest newspaper and the SolanoTempest.net website, while learning the basic principles of preparing a professional portfolio. An intermediate class for students preparing for employment in journalism and related fields. Students are limited to four classes within the publications family. *Three hours lab.*

JOUR 099 1.00 to 3.00 Units

Journalism Honors: Field Study

Prerequisite: Completion of 24 units of college credit with a minimum GPA of 3.3; a minimum of 5 units in the discipline with a grade of B or better; an ability to work independently; and permission of the Division Dean based on instructor availability. Course Advisory: Eligibility for ENGL 1 and SCC minimum Math standard. An independent study class designed for students who have successfully completed at least two journalism classes and wish to do field work. The student works by arrangement with the instructor. *Three to nine hours weekly by arrangement.*

Kinesiology

(Formerly Physical Education)

Physical Education

Program Description

This program offers students activity curriculum, technical skills, and professional development courses to develop fitness or to prepare students for transfer in various fields, including physical education.

Associate in Science Degree

The Associate in Science Degree can be obtained by completing a total of 60 units, including the 30-unit major, general education requirements and electives. All courses for this major must be completed with a grade of C or better or a P if the course is taken on a Pass/No Pass basis.

Program Outcomes

Students who complete an Associate Degree will be able to:

1. Understand the psychological, physiological, and social benefits of physical activity.
2. Demonstrate an understanding of the 5 basic components of fitness (including the F.I.T.T.) and the R.I.C.E. principle.
3. Demonstrate an understanding of the current trends and practices in human performance and the importance of diet and exercise for lifetime fitness.

REQUIRED COURSES	Units
BIO 004 Human Anatomy	5
BIO 005 Introductory Physiology	5
HED 002 Health Education	3
OR	
HED 003 Women's Health Issues	3
PE 020A Foundations of Physical Education	3
PE 020H Care and Prevention of Athletic Injuries	3
PE 020S Advanced First Aid and Emergency Care	2
PE 020V Introduction to Sports Science	3
PE Activity Courses *	6
Total Units	30

*At least one activity course selected from four of the seven listed categories: Aquatics (002A, 002B, 002C, 002D, 002E), Combatives (003A, 003C, 003D, 003E), Dance (004A, 004B, 004C, 004D, 004E, 004H, 004J, 004K, 004N), Fitness Courses (005C, 005G, 005J, 005K, 005M, 005N, 005P, 006A, 006E, 006F, 006C, 078), Individual sports (007A, 007C, 007D, 007E, 007F), Racquet Sports (008A, 008B, 008C, 008E, 008F), and Team Sports (009A, 009B, 009C, 009E, 009F, 009G, 009H, 009P, or Intercollegiate Athletics course).

Recommended Electives

ANTH 001 Physical Anthropology
NUTR 010 Nutrition
MATH 011 Elementary Statistics
PE 004F Hip-Hop Dance
PE 004M Intermediate Ballet
PE 005D Circuit Training
PE 006F Intermediate Yoga
PE 007B Beginning Road Bicycling
PE 020W Concepts of Physical Fitness
PE 020D Baseball Theory and Practice I
AND
PE 020E Baseball Theory and Practice II
PE 020F Football Theory and Practice I
AND
PE 020G Football Theory and Practice II
PE 020P Softball Theory and Practice I
AND
PE 020J Softball Theory and Practice II

PE 020M Volleyball Theory and Practice I
AND
PE 020N Volleyball Theory and Practice II
PE 020Q Soccer Theory and Practice I
AND
PE 020R Soccer Theory and Practice II
PE 020X Basketball Theory and Analyses I
AND
PE 020Y Basketball Theory and Analyses II
PE 048G Performance Dance Ensemble
PE 055 Sports Medicine- Athletic Training
Internship/Practicum
PE 057 Introduction to Sports Psychology
PE 071 Back Care and Injury Management
Any activity course listed above not used to satisfy requirements of the major.

SOCS 022 Ethnic, Racial and Minority Group Relations in
Harmony and Conflict. 3

For PE courses, see corresponding KINE courses. Please contact the Dean of Human Performance and Development for clarification.

Kinesiology

Sports Medicine/Fitness Science – (Transfer)

Program Description

Designed to allow students to transfer into baccalaureate programs in Physical Education or related areas with a Sports Medicine emphasis. The broad field of Sports Medicine/Fitness Science includes post-baccalaureate employment opportunities in teaching, athletic training, physical therapy, sports rehabilitation, biomechanics, exercise physiology, motor learning, sports orthopedics, sports podiatry, sports psychology, cardiac rehabilitation, EKG technician, and fitness technician.

Associate in Science Degree

The Associate in Science Degree can be obtained upon completion of a total 60 units, including the 33-34-unit major, the general education requirements, and electives. All courses for this major must be completed with a grade of C or better or a P if the course is taken on a Pass/No Pass basis.

Program Outcomes

Students who complete an Associate Degree will be able to:

1. Understand the psychological, physiological, and social benefits of physical activity.
2. Demonstrate an understanding of the 5 basic components of fitness (including the F.I.T.T.) and the R.I.C.E. principle.
3. Demonstrate an understanding of the current trends and practices in human performance and the importance of diet and exercise for lifetime fitness.

REQUIRED COURSES	Units
BIO 005 Introductory Physiology	5
BIO 004 Human Anatomy	5
CHEM 010 Intermediate Chemistry	4
PE 020A Foundations of Physical Education	3
PE 020H Care and Prevention of Athletic Injuries	3
PE 020S Advanced First Aid and Emergency Care	2
PE 020V Introduction to Sports Science	3
PE 020W Concepts of Physical Fitness	3
PE Activity courses *	2-3
NUTR 010 ** Nutrition	3
Total Units	33 – 34

*At least one activity course selected from four of the seven listed categories: Aquatics (002A, 002B, 002C, 002D, 002E), Combatives (003A, 003C, 003D, 003E), Dance (004A, 004B, 004C, 004D, 004F, 004H, 004J, 004K, 004N), Fitness Courses (005C, 005G, 005J, 005K, 005M, 005N, 005P, 006A, 006E, 006F, 006C, 078), Individual Sports (007A, 007C, 007D, 007E, 007F), Racquet Sports (008A, 008B, 008C, 008E, 008F), and Team Sports (009A, 009B, 009C, 009E, 009F, 009G, 009H, 009P, or Intercollegiate Athletics course).

**For those transferring to UC in preparation for a physical therapy major, it is recommended that CHEM 011-Basic Organic Chemistry & Biochemistry be taken in place of NUTR 010.

Recommended Electives

CIS 001 Introduction to Computer Science
HED 002 Health Education
MATH 011 Elementary Statistics
PE 055 Sports Medicine—Athletic Training Internship/Practicum
PE 057 Introduction to Sports Psychology
PSYC 020 Personal and Social Behavior

For PE courses, see corresponding KINE courses. Please contact the Dean of Human Performance and Development for clarification.

Kinesiology

KINESIOLOGY

(Formerly Physical Education)

Sequence courses (Beginning, Intermediate) may not be taken concurrently; and sequence courses may not be taken out of sequence.

KINE 002A 1.00 or 1.50 Units

Beginning Swimming

Course Advisory: SCC minimum English and Math standards. Covers the fundamental techniques of swimming, terminology, water adjustment, fluid mechanics, and water safety. Swimming strokes include freestyle and backstroke. Skills and written exams are used to evaluate student achievement. Formerly PE 002A. *One-half hour lecture, one and one-half hours or two and one-half hours activity.*

KINE 002B 1.00 or 1.50 Units

Intermediate Swimming

Prerequisite: KINE 002A. *Course Advisory:* SCC minimum English and Math standards. Covers the intermediate techniques of swimming, terminology, and fluid mechanics. Swimming strokes include freestyle, backstroke, breaststroke, and butterfly. Racing starts, flip turns, and touch turns are taught on a beginning level. Interval training concepts are introduced. Skills and written exams are used to evaluate student achievement. Formerly PE 002B. *One-half hour lecture, one and one-half hours or two and one-half hours activity.*

KINE 002D 1.50 or 2.00 Units

Swim for Fitness

Course Advisory: SCC minimum English and Math standards. Designed to provide life-long fitness through cardiovascular endurance training and skill development in basic aquatics skills. The major components which make up a swimming workout and the concepts of interval training and sprint and distance training are included. Skills exams and written exams serve to evaluate student achievement. Formerly PE 002D. *One hour lecture, one or two hours activity.*

KINE 002E 1.00 or 1.50 Units

Aqua Aerobics

Course Advisory: SCC minimum English and Math standards. A comprehensive fitness program with the focus on aerobic conditioning via aquatic exercise designed to improve muscular strength, endurance and cardiovascular fitness. Exercises conducted in the water will utilize the resistance of water and equipment to develop strength and conditioning. Formerly PE 002E. *One-half hour lecture, one and one-half hour or two and one-half hours activity.*

KINE 003A 1.00 or 1.50 Units

Beginning Self Defense

Course Advisory: SCC minimum English and Math standards. Designed to equip the student with basic skills and knowledge for protection against physical assault. Includes basic fighting techniques, falls and recoveries, and disengagements with counter-attacks. Also included are developing a self-defense consciousness and knowledge about self-defense and the law. Skills exam is used to evaluate student achievement. Formerly PE 003A. *One-half hour lecture, one and one-half hours or two and one-half hours activity.*

KINE 003C 1.00 or 1.50 Units

Foil Fencing

Course Advisory: SCC minimum English and Math standards. Includes the fundamental skills, strategies, and rules of (French) foil fencing. The early history, evolution of hand weaponry, the dueling sword, the French and Italian techniques, French terminology, and etiquette are included. Written exams and skills exams serve to evaluate student achievement. Required Equipment: Glove; cup protection (men). Formerly PE 003C. *One-half hour lecture, one and one-half hour or two and one-half hours activity.*

KINE 003D 1.00 or 1.50 Units

Beginning Judo

Course Advisory: SCC minimum English and Math standards. A basic judo course including techniques such as falls, holds, chokes, grips, grip breaks, balance breaks, and application of reverse locks. Strategies for the judo contest are included such as defenses, counters, break-up throws, take-downs, and general mat work. A historical overview of the martial arts is offered with an emphasis on the evolution of modern-day judo. Written and skills exams are used to measure student achievement. Required field trip. Formerly PE 003D. *One-half hour lecture, one and one-half or two and one-half hours activity.*

KINE 003E 1.00 or 1.50 Units

Intermediate Judo

Prerequisite: KINE003D. *Course Advisory:* SCC minimum English and Math standards. An intermediate judo course that covers advanced throwing and grappling techniques. Combinations, transitions, and strategies will also be covered. Competition at the local level tournaments will be an option for interested students. Formerly PE 003E. *One-half hour lecture, one and one-half hour or two and one-half hours activity.*

Kinesiology

KINE 004A 1.50 or 2.00 Units
Beginning Contemporary Modern Dance
Course Advisory: SCC minimum English and Math standards. An introduction to basic contemporary modern dance techniques. This class will focus on proper contemporary modern dance alignment, terminology, center work, movement across the floor, composition and self expression through movement. Students will study posture and alignment for dance, alignment reference points and basic postural muscles. Students will develop physical strength, flexibility, coordination, and an increase in movement memory. Students will explore a variety of common accompaniments for contemporary modern dance. Basic music notation will be presented in preparation for future dance composition. The history of Modern Dance is included. Interval skills exams and written exams serve to measure student achievement. Formerly PE 004A. *One hour lecture, one or two hours activity.*

KINE 004B 1.50 or 2.00 Units
Beginning Tap Dance
Course Advisory: SCC minimum English and Math standards. An introductory course that includes body placement, body balance, rhythm, coordination, musicality, and a repertoire of the traditional tap (foot) techniques. This course presents lecture information on music, music analysis, understanding basic components of fitness as related to dance, nutrition and basic first aid and injury prevention. This history of tap dance as an indigenous American dance form is included. Skills exams and written exams are used to evaluate student achievement. Formerly PE 004B. *One hour lecture, one or two hours activity.*

KINE 004C 1.50 or 2.00 Units
Intermediate Tap Dance
Prerequisite: KINE 004B. Course Advisory: SCC minimum English and Math standards. This course explores intermediate tap dance step, patterns, combinations, and choreography. Music theory concepts as they apply to the syncopated rhythms of tap dance are included. The history of tap dance as an indigenous American dance form is discussed. Interval performance exams are used to evaluate student achievement. Written exams are used to evaluate the student's knowledge of technique, music theory, rhythmic patterns, and the historical and cultural significance of tap dance in America. Students will learn to appreciate this dance form via attendance at a dance concert or musical theater performance. Formerly PE 004C. *One hour lecture, one hour or two hours activity.*

KINE 004D 1.50 or 2.00 Units
Jazz Dance Technique
Prerequisite: PE 004H Course Advisory: SCC minimum English and Math standards. Designed for students who have vocational or avocational interests in dance. Course emphasis is on the skill development and analysis of intermediate-level and advanced-level techniques and patterns. Selected technique syllabi of various dance artists will be presented and studied. Jazz idioms, styles, and the historical and cultural development are included. Participation in the annual dance concert is encouraged. Interval skills exams and written exams serve to evaluate student achievement. Recommended for Theatre Arts majors. *One hour lecture, one to two hours activity.* Formerly PE 004D.

KINE 004E 3 Units
Dance Production
Course Advisory: SCC minimum English and Math standards. Designed for dance students interested in public performance. Experiences in student choreography are included in addition to participation in the annual college dance concert. Interval skills exams and written exams serve to evaluate student achievement. Recommended for Theatre Arts Majors. Formerly PE 004E. *One hour lecture, seven hours lab, one hour weekly by arrangement.*

KINE 004F 1.50 or 2.00 Units
Beginning Hip-Hop Dance
Course Advisory: SCC minimum English and Math standards. Introduces students to the fundamentals of beginning hip-hop dance style. Students will learn general patterns as well as the basics of creating their own style and routines. Information describing the history and cultural development of hip-hop as a dance form will be presented. Formerly PE 004F. *One hour lecture, one to two hours activity.*

KINE 004G 2 Units
Dance Choreography
SCC minimum English and Math standards. A performance dance ensemble class for the experienced dance student. It is advised that the student have some training in hip-hop, ballet, jazz, ballroom, ethnic or other styles of dance experience. There is an opportunity for student choreography. This class gives an opportunity for public performance. Recommended for Dance/Theatre or related arts majors. *One hour lecture, three hours activity.*

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KINE 004H 1.50 or 2.00 Units
Beginning Jazz Dance
Course Advisory: Minimum standards: SCC minimum English standard. Covers basic jazz techniques, styles, terminology, and history. This course presents lecture information on posture for the dancer, music analysis, understanding basic components of fitness as related to dance, nutrition and injury prevention, and choreography dance notation. The course focuses on sequential development of basic jazz patterns in preparation for future dance composition. Interval skills exams and written exams serve to evaluate student achievement. Formerly PE 004H. *One hour of lecture, one or two hours of activity.*

KINE 004J 1.50 or 2.00 Units
Beginning Ballroom Dance
Course Advisory: SCC minimum English and Math standards. In this course students will gain a solid foundation and knowledge of the basic skills and techniques of ballroom dance. This class will also be an introduction, short history, demonstration, and instruction of popular ballroom dances. Following good practice of exercise in dance execution, the students benefit from the activity and the cultural experiences. Dances selected from the following: Cha-Cha, Rumba, Nightclub Two-Step, East & West Coast Swing, Lindy-Hop, Salsa, Tango, Waltz, Samba, and Fox Trot. Attention on proper techniques in both lead and follow dance positions including, proper form, footwork, alignment, and correct posture. Music is varied to broaden the experience with different tempo and styles. No prior experience in dance required; partner not required. Formerly PE 004J. *One hour lecture, one or two hours activity.*

KINE 004K 1.50 or 2.00 Units
Beginning Ballet
Course Advisory: SCC minimum English and Math standards. An introduction to beginning classical ballet dance forms, positions, body alignment, patterns, and barre work. The lesson is conducted with the associated French terminology for all movements and steps. The history of ballet is presented and significant choreographers and ballets are discussed. Students will study proper dance posture, the muscular system as it relates to ballet movement and proper nutritional guidelines for the dancer. Basic first aid and injury prevention and treatment for self-care injuries will also be included in lectures. Performance exams and written exams are given to evaluate student achievement. Students will be required to submit a term project on the history of Ballet. Formerly KINE 004K. *One hour lecture, one or two hours activity.*

KINE 004M 1.50 or 2.00 Units
Intermediate Ballet
Course Advisory: SCC minimum English and Math standards. The student will be exposed to second derivative skills and will expand technical development for artistic growth. Emphasis is on style and the aspects of interpretation of movement needed for development of the classical dancer. Skills exams and written exams are given to evaluate student achievement leading to studio recital or performance. Text required. Formerly PE 004M. *One half hour lecture, two and one half or three hours activity.*

KINE 004N 1.50 or 2.00 Units
Beginning Swing Dance
Course Advisory: SCC minimum English and Math standards. An introductory experience of the popular American social dances known as 'Swing' and an exploration of the cultural scene that created them. The course surveys historical dance varieties and East Coast/West Coast regional differences as well as the latest trends and styles. Instruction, history, and open dancing will be included in class. Attention is paid to proper technique in both lead and follow dance positions; footwork alignment and posture. Formerly PE 004N. *One hour lecture, one or two hours activity.*

KINE 004P 1.50 or 2.00 Units
Intermediate Jazz Dance
Prerequisite: KINE 004H with a minimum grade of C.
Course Advisory: SCC minimum English and Math standards. Covers intermediate-level jazz techniques, styles, and terminology. Students will gain increased knowledge of dance posture and of the muscular functions of the major muscles that effect basic dance movements. Intermediate musical analysis will include 6 count phrasing. The course focuses on sequential development of intermediate jazz dance patterns in preparation for dance composition. Interval skills exams and written exams serve to evaluate student achievement. Formerly PE 004P. *One hour lecture, one or two hours activity.*

KINE 004S 2 Units
Intermediate Swing Dance
Prerequisite: KINE 004N with a minimum grade of C.
Course Advisory: SCC minimum English and Math standards. This is an Intermediate course in swing dance. Students will gain a higher level of understanding and improved techniques, terminology, steps, lifts, patterns, rhythms, music and history of the various types of swing dances. A partner is not required. *One hour lecture, one or two hours activity.*

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KINE 005N 1.00 or 1.50 Units
Intermediate Weight Training
Prerequisite: KINE 005M with a minimum grade of C.
Course Advisory: SCC minimum English and Math standards. Intermediate weight training courses for men and women that will help individuals define and concentrate on personalized goals. Special emphasis will be directed at determining students' needs and helping them write and follow an exercise program designed to meet those needs. Pre-tests, post-tests and fitness measurements will be used to assess progress. Formerly PE 005N. *One-half hour lecture, and one and one-half or two and one-half hours activity.*

KINE 005P 1.00 or 1.50 Units
Step Aerobics
Course Advisory: SCC minimum English and Math standards. An aerobic exercise program utilizing four inch, six inch, and eight inch step platforms. Class format includes warm-up, pre-aerobics, peak aerobics, aerobic cool down as determined by musical beats per minute (BPM). Body toning, strength building and flexibility components of the workout will be included to provide the student with a well-rounded fitness program. Fitness exams, written, exams, written assignments, and/or participation serve to measure student achievement. Formerly PE 005P. *One-half hour lecture, one and one-half or Two and one-half hours activity.*

KINE 005Q 1.00 or 1.50 Units
Elite Fitness Training
Course Advisory: SCC minimum English and Math standards. Kokoro is "unbeatable spirit" in Japanese. This is the ultimate goal of Elite Fitness Training for the serious person who wants to find the warrior within; it includes training the mind, body, emotions, senses and spirit. Formerly PE 005Q. *One-half hour lecture, one and one-half or two and one-half hours lab.*

KINE 005R 1.00 or 1.50 Units
Core Conditioning Training
Course Advisory: SCC minimum English and Math standards. A fitness course focusing on core conditioning in which students in physically demanding sports, fitness activities and professions learn to balance their conditioning over the entire body. This course will help improve performance by developing utilizing the principles of power, agility, core strength, and speed. Formerly PE 005R. *One-half hour lecture, one and one-half or two and one-half hours lab.*

KINE 006A 1.00 or 1.50 Units
Cardio Kickboxing
Course Advisory: SCC minimum English and Math standards. An aerobic exercise program utilizing non-contact kickboxing techniques. Class format includes warm-up, pre-aerobics, peak aerobics and aerobic cool down as determined by musical beats per minutes (BPM). Hand weights, step boxes, and other equipment may be used for additional lower and upper body strength and conditioning. A flexibility cool-down will conclude the exercise session. Formerly PE 006A. *One-half hour lecture, one and one-half or Two and one-half hours activity.*

KINE 006B 1.00 or 1.50 Units
Introduction to Qigong
Course Advisory: SCC minimum English and Math standards. A course designed to acquaint the student with the basic 64-movement patterns of Dayan Qigong (pronounced cheegong) - one of the most popular forms of Qigong taught in China today. Students will learn the names and locations of accupressure points and how to do self-massage to activate the meridian system of the body. Students will learn both 'stillness in action' through the physical movements and 'action in stillness' through sitting, standing and walking meditations. This class is available for students with all levels of abilities and can be adapted for students with mobility issues. Formerly PE 006B. *One-half hour lecture, one and one-half or two and one-half hours activity.*

KINE 006C 1.00 or 1.50 Units
Pilates for Fitness
Course Advisory: SCC minimum English and Math standards. A fitness course that utilizes Pilates techniques that can increase strength, flexibility and endurance. Pilates exercises can improve posture, alignment coordination and balance. This course is targeted to improve core strength and overall fitness. Formerly PE 006C. *One-half hour lecture, one and one-half or two and one-half hours activity.*

KINE 006E 1.50 or 2.00 Units
Fundamentals of Yoga
Course Advisory: SCC minimum English and Math standards. Development of basic yoga postures, breathing practices, stretching and relaxation techniques as method to improve flexibility, decrease stress and improve physical and mental well-being. Formerly PE 006E. *One hour lecture, one or two hours activity.*

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KINE 006F 1.50 or 2.00 Units
Intermediate Yoga
Prerequisite: KINE 006E with a minimum grade of C.
Course Advisory: SCC minimum English and Math standards. This course will expand upon the techniques and philosophies of beginning yoga. Students will be exposed to intermediate postures, various specific yoga systems and additional philosophies of yoga from the masters. Formerly PE 006F. *One hour lecture, one or two hours activity.*

KINE 006G 1.00 or 1.50 Units
Tai Chi
Course Advisory: SCC minimum English and Math standards. An introduction to the discipline of Physical Education through Tai Chi exercises, including well-known short forms consisting of 24 postures. Basic exercise physiology, nutrition, fundamentals of strength development, flexibility and meditation concepts as related to Tai Chi and health and wellness are also covered. Formerly PE 006G. *One-half hour lecture, one and one-half to two and one-half hours activity.*

KINE 007A 1.00 or 1.50 Units
Beginning Bowling
Course Advisory: SCC minimum English and Math standards. Covers the fundamental techniques of bowling, terminology, rules, scoring, etiquette, and history. Practice and class competitions are provided to enhance skill development and strategy. Written exams and skills exams serve to evaluate student achievement. Formerly PE 007A. *One-half hour lecture, one and one-half to two and one-half hours activity.*

KINE 007B 1.00 or 1.50 Units
Beginning Road Bicycling
Course Advisory: SCC minimum English and Math standards. An introduction to basic road bicycling terminology, equipment, and riding techniques. History of bicycling is included. Interval skills examinations and written examinations serve to measure student achievement. Formerly PE 007B. *One-half hour lecture, one and one-half or three hours activity.*

KINE 007C 1.00 or 1.50 Units
Beginning Mountain Biking
Course Advisory: SCC minimum English and Math standards. Introduction to basic mountain biking terminology, equipment, and riding techniques. History of bicycling is included. Interval skills examinations and written examinations serve to measure student achievement. Formerly PE 007C. *One hour lecture, one or two hours activity.*

KINE 007F 1.00 or 1.50 Units
Beginning Archery
Course Advisory: SCC minimum English and Math standards. Covers the fundamental techniques of archery, terminology, accessories, and history of the sport. Practice and class competitions are provided to enhance skill development. Written and skills exams serve to evaluate student achievement. Formerly PE 007F. *One-half hour lecture, one and one-half to two and one-half hours activity.*

KINE 008A 1.00 or 1.50 Units
Beginning Tennis
Course Advisory: SCC minimum English and Math standards. Lectures and demonstrations cover the fundamental techniques of tennis: forehand, backhand, basic serve, and volley. Terminology, rules, and history are included. Practice, skill drills, and class competition in both singles and doubles are provided to enhance skill development and game strategy. Skills exams and written exams serve to evaluate student achievement. Formerly PE 008A. *One-half hour lecture, one and one-half to two and one-half hours activity.*

KINE 008B 1.00 or 1.50 Units
Intermediate Tennis
Prerequisite: KINE 008A with a minimum grade of C.
Course Advisory: SCC minimum English and Math standards. Lecture and demonstration cover the intermediate techniques of tennis: overhead smash, drop shot, chop volley, serves, and offensive and defensive lobs. Strategy for competitive play is emphasized. Skills exams and written exams serve to evaluate student achievement. Formerly PE 008B. *One-half hour lecture, one and one-half to two and one-half hours activity.*

KINE 008C 1.00 or 1.50 Units
Beginning Racquetball
Course Advisory: SCC minimum English and Math standards. Lectures and demonstrations on the fundamental techniques and skills such as grips, forehand and backhand strokes, serves, the serve return, and the kill shot. Scoring, game rules, game strategy, and court etiquette are included. Drills and class competitions are provided to enhance skill development and game strategy. Skills exams and written final exam serve to evaluate student achievement. Formerly PE 008C. *One-half hour lecture, one and one-half to two and one-half hours activity.*

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KINE 008E 1.00 or 1.50 Units
Beginning Badminton
Course Advisory: SCC minimum English and Math standards. Lecture and demonstrations on the basic skills: forehand, backhand, service, the clears and the smash. Also covered are singles and doubles strategy. History, terminology, rules and scoring, and care and selection of equipment are included. Skills exams and written exams serve to evaluate student achievement. Formerly PE 008E. *One-half hour lecture, one and one-half or two and one-half hours activity.*

KINE 008F 1.00 or 1.50 Units
Intermediate Badminton
Prerequisite: KINE 008E. Course Advisory: SCC minimum English and Math standards. Lecture and demonstrations cover intermediate skills: clears-cross court, down the line and reverse cross-court; drops - at the net, from the backcourt and from the mid-court; service - forehand and backhand. Also covered are offensive and defensive techniques of the smash. Training drills, agility, endurance and court coverage for competitive play will be taught. Skill exams and written exams serve to evaluate student achievement. Formerly PE 008F. *One-half hour lecture, one and one-half to two and one-half hours activity.*

KINE 009A 1.00 or 1.50 Units
Beginning Basketball
Course Advisory: SCC minimum English and Math standards. Lectures and demonstration cover the fundamental skills of basketball: shooting, passing, dribbling, rebounding, and footwork. Offensive and defensive drills are practiced in preparation for low-level competition in class. The history, rules, and terminology of the game are included. Skills exams and written exams serve to evaluate student achievement. Formerly PE 009A. *One-half hour lecture, one and one-half or two and one-half hours activity.*

KINE 009B 1.00 or 1.50 Units
Indoor/Outdoor Soccer
Course Advisory: SCC minimum English and Math standards. Covers the fundamental techniques of soccer, terminology, rules, and history. Practice, skills drills, and class competitions are provided to enhance skill development and game strategy. A written final exam and skills exams serve to evaluate student achievement. Formerly PE 009B. *One-half hour lecture, one and one-half to two and one-half hours activity.*

KINE 009C 1.00 or 1.50 Units
Intermediate Soccer
Prerequisite: KINE 0098B with a minimum grade of C. Course Advisory: SCC minimum English and Math standards. Covers intermediate soccer skills. Through team competition, emphasis is placed upon offensive and defensive tactics and strategies. Develop knowledge and understanding of the current collegiate soccer rules and fitness. Formerly PE 009C. *One-half hour lecture, one and one-half to two and one-half hours activity.*

KINE 009E 1.00 or 1.50 Units
Intermediate Basketball
Prerequisite: KINE 009A with a minimum grade of C. Course Advisory: SCC minimum English and Math standards. Lecture and demonstration cover second derivative skills and philosophies of basketball: court leadership, team offenses and defenses, motivation, team strategies, court decorum and sportsmanship. Skill exams and written exams serve to evaluate student achievement. Formerly PE 009E. *One-half hour lecture, one and one-half to two and one-half hours activity.*

KINE 009F 1.00 or 1.50 Units
Beginning Baseball
Course Advisory: SCC minimum English and Math standards. Using a lecture and lab format the class covers the fundamental skills of baseball: throwing, catching, fielding, catching fly balls, hitting, bunting, base running, sliding, and playing defensive positions. Offensive and defensive drills practiced in preparation for low-level competition in class. History, rules, and terminology are included. Skills exams and written exams serve to evaluate student achievement. Formerly PE 009F. *One-half hour lecture, one and one-half to two and one-half hours activity.*

KINE 009G 1.00 or 1.50 Units
Softball
Course Advisory: SCC minimum English and Math standards. Covers the fundamental techniques of softball, terminology, rules, and history. Practice, skill drills, and class competitions are provided to enhance skill development and game strategy. Skills exams and a written final exam serve to evaluate student achievement. Students must provide their own glove. Formerly PE 009G. *One-half hour lecture, one and one-half to two and one-half hours activity.*

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KINE 009H 1.00 or 1.50 Units
Beginning Volleyball
SCC minimum English and Math standards. Covers the basic skills: serve, pass, set attack, and block. Skill development is emphasized. This course presents lecture information on team play, rules, history, and basic game strategy. Physical conditioning is an integral part of the course. Skills exams and written exams serve to evaluate student achievement. Formerly PE 009H. *One-half hour lecture, one and one-half to two and one-half hours activity.*

KINE 009P 1.00 or 1.50 Units
Intermediate Volleyball
Prerequisite: KINE 009H with a minimum grade of C.
Course Advisory: SCC minimum English and Math standards. Covers the intermediate skills: serve, pass, set, attack, and block. The course focuses on offensive and defensive tactics and strategies in preparation for high-level competitive play. A comprehensive physical conditioning program is included to prepare the player for the rigors of volleyball activity. Formerly PE 009P. *One-half hour lab, one and one-half to two and one-half hours activity.*

KINE 020A 3 Units
Introduction to Kinesiology
Course Advisory: SCC minimum English and Math standards. An introduction to the field of Kinesiology as a profession and as an academic discipline. The course covers, the purposes, philosophical and historical foundations, biological and biomechanical foundations, and the sociological and psychological foundations of Physical Education. The course also focuses on educational preparation, the job market, and alternative careers in Physical Education. Written exams and writing assignments serve to evaluate student achievement. Formerly PE 020A. *Three hours lecture.*

KINE 020D 2 Units
Baseball Theory and Practice I
Course Advisory: SCC minimum English and Math standards. A comprehensive baseball course designed for the athlete and coach. The course includes the theories and applications of offensive and defensive strategies, the game plan as it relates to the statistical performance of a particular team, and the use of scouting in assessing the skills and weaknesses of the opposing coach and team. Skills exams and written exams serve to evaluate athlete achievement. Formerly PE 020D. *One hour lecture, two hours activity.*

KINE 020E 2 Units
Baseball Theory and Practice II
Course Advisory: SCC minimum English and Math standards. A continuation of Kinesiology 020D. A comprehensive baseball course designed for the athlete and coach. The course includes advanced theories and applications of offensive and defensive strategies, the evaluation of the game plan as it relates to the statistical information and skill performance of a team, and the use of assembling advanced scouting reports to assess the skills and weaknesses of the opposing coach and team. Skills exams and written exams serve to evaluate the student. Formerly PE 020E. *One hour lecture, two hours activity.*

KINE 020F 2 Units
Football Theory and Practice I
Course Advisory: SCC minimum English and Math standards. Comprehensive course for athletes and coaches of football in preparation for intercollegiate competition. The course focuses on the analyses and applications of the principles underlying all football techniques, the psychology involved in the development of winners, and the scientific and empirical principles of training. Skills exams and written exams serve to evaluate athlete achievement. Formerly PE 020F. *One hour lecture, two hours activity.*

KINE 020G 2 Units
Football Theory and Practice II
Course Advisory: SCC minimum English and Math standards. A continuation of Kinesiology 020F. An advanced course for athletes and coaches of football in preparation for intercollegiate competition. The course focuses on the analyses and applications of the principles underlying offensive and defensive strategies and formation of game plans. Skills and written exams are used evaluate student learning. Formerly PE 020G. *One hour lecture, two hours activity.*

KINE 020H 3 Units
Care and Prevention of Athletic Injuries
Course Advisory: SCC minimum English and Math standards. An introduction to the field of Athletic Training as a profession and as an academic discipline. Designed to train students in the recognition, rehabilitation, and prevention of athletic injuries. Emphasis is on learning and applying a variety of taping techniques and athletic training therapies. Written examinations and practical examinations serve to evaluate student achievement. Required of Kinesiology majors and minors. Formerly PE 020H. *Three hours lecture.*

Kinesiology

KINE 020J 2 Units
Softball Theory and Practice II
Course Advisory: SCC minimum English and Math standards. A continuation of Kinesiology 020P. An advanced softball course designed for the athlete and coach. The course includes advanced theories and applications of offensive and defensive strategies, evaluation of the game plan as it relates to statistical information and skill performance of a team. It also covers assembling advanced scouting reports to assess the opposition. Skill exams and written exams serve to evaluate the student. Formerly PE 020J. *One hour lecture, two hours lab.*

KINE 020M 2 Units
Volleyball Theory and Practice I
Course Advisory: SCC minimum English standard. Study of the theories of offensive and defensive strategies of competitive volleyball. Athletes will study, analyze, and practice offensive and defensive skills and strategies in preparation for seasonal, intercollegiate competition. Skills exams and written exams serve to evaluate athlete achievement. Formerly PE 020M. *One hour lecture, two hours activity.*

KINE 020N 2 Units
Volleyball Theory and Practice II
Course Advisory: SCC minimum English standard. A continuation of PE 020M A study of advanced theories of offensive and defensive strategies of competitive volleyball. Students will analyze advanced offensive and defensive strategies and will develop in-depth scouting procedures. Skills exams and written exams serve to evaluate student achievement. Formerly PE 020N. *One hour lecture, two hours activity.*

KINE 020P 2 Units
Softball Theory and Practice I
Course Advisory: SCC minimum English and Math standards. Comprehensive course designed for the intercollegiate softball athlete and for the coach of fastpitch softball. The course focuses on the theories, analyses, and applications of offensive and defensive skills and strategies. Written exams and practical exams serve to evaluate athlete achievement. Formerly PE 020P. *One hour lecture, two hours activity.*

KINE 020Q 1.50 or 2.00 Units
Soccer Theory and Practice I
Course Advisory: SCC minimum English and Math standards. A comprehensive course designed for the intercollegiate soccer athlete and for the coach of soccer. The course focuses on the theories, analyses, and application of offensive and defensive skills and strategies. Written exams and practical exams serve to evaluate the student achievement. Formerly PE 020Q. *One hour lecture, one to two hours activity.*

KINE 020R 1.50 or 2.00 Units
Soccer Theory and Practice II
Course Advisory: SCC minimum English and Math standards; KINE 020Q or equivalent soccer experience. Continuation of Kinesiology 020Q. A study of advanced theories of offensive and defensive strategies of competitive soccer. Students will analyze advanced offensive and defensive strategies and will develop in-depth scouting procedures. Skill exams and written exams serve to evaluate student achievement. Formerly PE 020R. *One hour lecture, one to two hours activity.*

KINE 020S 2 Units
Advanced First Aid and Emergency Care
Course Advisory: SCC minimum English and Math standards. A course designed to prepare individuals who may administer emergency care to the injured and ill. Upon successful completion of the course, students will be knowledgeable in Advanced First Aid and Emergency Care and cardiopulmonary resuscitation (CPR) for infants, children, and adults. Upon successful completion of the appropriate exam, the student will be eligible for certification in First Responder First Aid and CPR. Required of Physical Education/Kinesiology majors and minors. Formerly PE 020S. *Two hours lecture, one hour lab.*

KINE 020V 3 Units
Introduction to Sports Science
Course Advisory: SCC minimum English and Math standards. A course covering the basic elements of sport sciences including: kinesiology, motor learning, biomechanics, exercise physiology, sports medicine, sport psychology and training theory. Formerly PE 020V. *Three hours lecture.*

Kinesiology

KINE 020W 3 Units
Concepts of Physical Fitness
Course Advisory: SCC minimum English and Math standards. A comprehensive fitness course that includes the study of the human organism and its reactions to fitness and physical activity. The course focuses on the physiological adaptations, exercise training/prescriptions, nutrition, ergogenic aids, environmental factors, and the major medical and health conditions. Written exams and measurements of activity serve to evaluate student achievement. Formerly PE 020W. *Three hours lecture.*

KINE 020X 2.5 Units
Basketball Theory and Analyses I
Course Advisory: SCC minimum English and Math standards. A comprehensive basketball theory course designed for coach and athlete. The course includes the theories and analyses of offensive and defensive strategies, the development of the offensive and defensive game plan as it relates to statistical data, and spontaneous adjustments in offensive and defensive. Written exams serve to evaluate student achievement. Formerly PE 020X. *Two hours lecture, one hour lab.*

KINE 020Y 2.5 Units
Basketball Theory and Analyses II
Course Advisory: SCC minimum English and Math standards. A continuation of KINE 020X. A comprehensive basketball theory course designed for coach and athlete. The course includes the advanced theories and analyses of offensive and defensive strategies and the development of the game plan using statistical data and the scouting report. Written exams and skill exams serve to evaluate student achievement. Formerly PE 020Y. *Two hours lecture, one hour lab.*

KINE 055 2 Units
Sports Medicine — Athletic Training Practicum
Prerequisite: KINE 020H. Course Advisory: SCC minimum English and Math standards. Supervised volunteer athletic experience which provides students with the opportunity for immediate recognition and treatment of sports injuries. Emphasis is on taping techniques and rehabilitation which enables athletes to return to competition. Formerly PE 055. *One hour lecture, three hours weekly by arrangement.*

KINE 057 3 Units
Introduction to Sports Psychology
Introduction to psychological concepts, strategies and skills designed to help individuals overcome the barriers to optimal athletic performance. Skills such as imagery, goal setting, cognitive restructuring, attentional focusing, arousal regulation, and coping will be presented. With this course students establish a goal(s) and work toward it while fostering a winning environment. Formerly PE 057. *Three hours lecture.*

KINE 071 0.5 to 1.50 Units
Back Care and Injury Management
Course Advisory: SCC minimum English and Math standards. A course designed for students with interest in back care or managing a back injury. Individualized and group exercises will focus on functional motor control, balance, coordination, flexibility, developmental movement, individually developed exercises and strength and endurance for students with back injuries. There will be an emphasis on encouraging independence in personal health and teaching lifelong fitness knowledge and skills. Formerly PE 071. *One-half hour lecture, one-half or two and one-half hours activity.*

KINE 078 1.0 or 1.50 Units
Fit Ball Training
Course Advisory: SCC minimum English and Math standards. A fitness course that utilizes fitness ball techniques that can increase strength, flexibility, endurance and lean body composition. Fitness ball exercises can help to improve and develop functionality and agility through strengthening weak muscles as well as core muscles. Students will learn to safely and effectively execute strengthening exercises for all the major muscle groups with and without hand weights, flexibility exercises and balancing exercises. Skill exams and written exams serve to evaluate student achievement. Formerly PE 078. *One-half hour lecture, one and one-half or two and one-half hours activity.*

KINE 083 2.0 or 2.50 Units
Fire Candidate Physical Fitness
Course Advisory: SCC minimum English and Math standards. Provides lifelong fitness knowledge to gain employment with a federal, state, county, city or special district fire agency. Provides certification with the Fire Service Joint Labor Management Wellness/Fitness Initiative "Candidate Physical Ability Test." Formerly PE 083. *One hour lecture and two or three hours activity.*

Kinesiology

Kinesiology/Athletics/ Health Education Intercollegiate Athletics

ATHL 001 2 Units
Women's Intercollegiate Volleyball (Fall)
Course Advisory: SCC minimum English and Math standards. A comprehensive course designed for the student athlete covering advanced intercollegiate volleyball skills. The course includes the theories and analyses of offensive and defensive strategies, skill acquisition, development of fitness skills and mental preparation for competition. Repeatable 3 times. *Ten hours lab.*

ATHL 002A 1 Unit
Women's Fall Intercollegiate Basketball
Course Advisory: SCC minimum English and Math standards. A comprehensive course designed for the student athlete covering advanced intercollegiate basketball skills. The course includes the theories and analyses of offensive and defensive strategies, acquisition and development of physical skills, and mental preparation for competition. Repeatable 3 times. *Ten hours lab (12 week course).*

ATHL 002B 1 Unit
Women's Spring Intercollegiate Basketball
Course Advisory: SCC minimum English and Math standards. A comprehensive course designed for the student athlete covering advanced intercollegiate basketball skills. The course includes the theories and analyses of offensive and defensive strategies, acquisition and development of physical skills, and mental preparation for competition. Repeatable 3 times. *Ten hours lab (9 week course).*

ATHL 003 2 Units
Women's Intercollegiate Softball
Course Advisory: SCC minimum English and Math standards. A comprehensive course designed for the student athlete covering advanced softball skills. The course includes the theories and analyses of offensive and defensive strategies, skill acquisition, development of fitness skills and mental preparation for competition. Repeatable 3 times. *Ten hours lab.*

ATHL 004 2 Units
Women's Intercollegiate Soccer (Fall)
Course Advisory: SCC minimum English and Math standards. A comprehensive course designed for the student-athlete covering advanced intercollegiate soccer skills. The course includes the theories and analysis of offensive and defensive strategies, skill acquisition, development of fitness skills and mental preparations for competition. Repeatable 3 times. *Ten hours lab.*

ATHL 010 1 Unit
Men's and Women's Intercollegiate Swimming and Diving
Course Advisory: SCC minimum English and Math standards. A comprehensive course designed for the student athlete covering advanced intercollegiate swimming and diving skills. The course includes theories and analyses of skill acquisition, development of fitness skills and mental preparation for competition. Repeatable 3 times. *Ten hours lab.*

ATHL 015 2 Units
Men's Intercollegiate Baseball
Course Advisory: SCC minimum English and Math standards. A comprehensive course designed for the student athlete covering advanced intercollegiate baseball skills. The course includes the theories and analyses of offensive and defensive strategies, skill acquisition, development of fitness skills and mental preparation for competition. Repeatable 3 times. *Ten hours lab.*

ATHL 016A 1 Unit
Men's Intercollegiate Basketball (Fall)
Course Advisory: SCC minimum English and Math standards. A comprehensive course designed for the student athlete covering advanced intercollegiate basketball skills. The course includes the theories and analyses of offensive and defensive strategies, acquisition and development of physical skills, and mental preparation for competition. Repeatable 3 times. *Ten hours lab (12 week course).*

ATHL 016B 1 Unit
Men's Intercollegiate Basketball (Spring)
Course Advisory: SCC minimum English and Math standards. A comprehensive course designed for the student athlete covering advanced intercollegiate basketball skills. The course includes the theories and analyses of offensive and defensive strategies, acquisition and development of physical skills, and mental preparation for competition. Repeatable 3 times. *Ten hours lab (9 week course).*

Kinesiology

ATHL 017

2 Units

Men's Intercollegiate Football (Fall)

Course Advisory: SCC minimum English and Math standards. A comprehensive course designed for the student athlete covering advanced intercollegiate football skills. The course includes the theories and analyses of offensive, defensive, and kicking team strategies, acquisition and development of physical skills, and mental preparation for competition. Repeatable 3 times. *Ten hours lab.*

ATHL 020

2 Units

Men's and Women's Intercollegiate Water Polo

Course Advisory: SCC minimum English and Math standards. A comprehensive course designed for the student athlete covering advanced intercollegiate water polo skills. The course includes the theories and analyses of offensive and defensive strategies, skill acquisition, development of physical skills, and mental preparation for competition. Repeatable 3 times. *Ten hours lab.*

Management

Program Description

This program is designed to emphasize training to improve thought processes and to provide familiarity with the analytical tools of management, sound decision-making, and how to get things done through and with people. Also, this option is designed for initial employment upon graduation and for job advancement opportunities.

Certificate of Achievement and Associate in Science Degree

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

Program Outcomes

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

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

REQUIRED COURSES Units

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

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

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

Recommended Electives

OCED 090 Occupational Work Experience

Management

Retail Management

Program Description

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

Certificate of Achievement and Associate in Science Degree

A Certificate of Achievement in Retail Management can be obtained by completing the 30-31-unit major listed below. The Associate in Science Degree can be obtained by completing a total of 60 units, including the major, general education requirements, and electives. All courses for this major must be completed with a grade of C or better or a P if the course is taken on a Pass/No Pass basis.

Program Outcomes

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

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

REQUIRED COURSES Units

Recommended sequence

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

Recommended Electives

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

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

Management

Small Business Management

Program Description

This program is designed for those planning to start their own business, buy an existing business, buy a franchise, or who already own their own business. This option emphasizes learning the concepts and practical skills necessary to be a successful, professional entrepreneur. Specifically designed for working adults, the courses emphasize a systematic approach to business which focuses on the integration of theoretical and practical skills.

Certificate of Achievement and Associate in Science Degree

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

Program Outcomes

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

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

REQUIRED COURSES Units

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

Recommended Electives

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

Marketing

MKT 174

3 Units

Retail Merchandising

Course Advisory: SCC minimum English and Math standards. A comprehensive study of the principles and practices of merchandising management of product/services, with emphasis on store location analysis, layout, customer services, buying, sales promotion, consumer credit, and understanding consumer needs and wants. Course includes practical applications related to start-up of a new business and legal constraints of organizing, selling, advertising, consumer relations and personnel practices. *Three hours lecture.*

Mathematics

Program Description

Successful completion of this major will assure competence in mathematics through differential and integral calculus, providing an adequate background for employment in many technological and scientific areas as well as providing a firm foundation for students planning advanced study.

Associate in Arts Degree

An Associate in Arts Degree can be obtained upon completion of 60 units, including the 20-21-unit major listed below, general education requirements, and electives. All courses for this major must be completed with a grade of C or better or a P if the course is taken on a Pass/No Pass basis.

Program Outcomes

Students who complete an Associate Degree will be able to:

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

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

Mathematics

Associate in Science in Mathematics for Transfer

Program Description

Successful completion of this major will assure competence in mathematics through differential and integral calculus, providing an adequate background for employment in many technological and scientific areas as well as providing a firm foundation for students planning to pursue a baccalaureate degree in mathematics.

Associate in Science in Mathematics for Transfer

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

To earn this AS-T degree, students must:

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

Program Outcomes

Students who complete an Associate Degree will be able to:

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

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

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

Mathematics

MATH 022 4 Units
Analytic Geometry and Calculus III
Prerequisite: A grade of C or better in MATH 021. *Course Advisory:* SCC minimum English standard. Math 022, the third of the three-semester sequence in Analytic Geometry and Calculus for students majoring in mathematics, engineering, and most physical sciences, is a study of three-dimensional analytic geometry, vectors and vector-valued functions, functions of several variables, the calculus of these functions, and vector analysis including Green's and Stokes' theorems. *Four hours lecture.*

MATH 023 4 Units
Differential Equations
Prerequisite: A grade of C or better in MATH 021. *Course Advisory:* SCC minimum English standard. This course covers ordinary differential equations emphasizing linear differential equations and systems with applications to engineering, physics, and chemistry. Included are La Place transforms and power series methods of solution. *Four hours lecture.*

MATH 030 3 Units
Analytic Geometry and Calculus
Prerequisite: A grade of C or better in MATH 104. *NOTE:* Not open to students who have completed MATH 020 with a grade of C or better. *Course Advisory:* SCC minimum English standard. MATH 030 and 031 is a two-semester sequence in analytic geometry and calculus for students majoring in business, biological, and social sciences. This is not the calculus course for students majoring in mathematics, engineering or the physical sciences. MATH 030 covers differential and integral calculus of a single variable. Topics include limits, continuity, derivatives of algebraic and transcendental functions and their applications, integrals and their applications, and plane analytic geometry. Lab hours may be scheduled as TBA depending upon the section. Students are expected to complete both the lecture and lab portions of the course. *Three hours lecture, one hour lab.*

MATH 031 3 Units
Analytic Geometry and Calculus
Prerequisite: MATH 030 with a grade of C or better. *Course Advisory:* SCC minimum English standard. A continuation of the calculus of functions of one variable (MATH 030). Topics included are the fundamental theorem of calculus, techniques of integration, numerical methods of integration, functions of several variables, elementary differential equations, and infinite series. Lab hours may be scheduled or TBA depending on the section. Students are expected to complete both the lecture and lab portion of the course. *Three hours lecture, one hour lab.*

MATH 040 3 Units
Introduction to Linear Algebra
Prerequisite: A grade of C or better in MATH 020 or 030. *NOTE:* A relatively high degree of mathematical maturity is required for this course. *Course Advisory:* SCC minimum English standard and MATH 021. An introduction to linear algebra, with a focus on finite dimensional real vector spaces. Topics include systems of linear equations and matrices, linear transformations, general vector spaces, eigenvectors and eigenvalues and associated eigenspaces, inner products and orthogonality. *Three hours lecture.*

MATH 051 3 Units
Trigonometry
Prerequisite: A grade of C or better in MATH 103 and 104. *Course Advisory:* SCC minimum English standard. Presents the essentials of plane trigonometry to prepare students for subsequent studies in physics, calculus or related technical programs. Topics include definitions of the trigonometric functions and inverse trigonometric functions, solutions of triangles and applied problems, graphs, trigonometric identities and equations, and the trigonometric form of complex numbers. Lab hours may be scheduled or TBA depending on the section. Students are expected to complete both the lecture and the lab portions of the course. *Three hours lecture, one hour lab.*

MATH 103 3 Units
Plane Geometry
Prerequisite: A grade of C or better in MATH 330 or MATH 330B. *Course Advisory:* SCC minimum English standard. The study of Euclidean (plane) geometry through conjecture, proof, and problem solving. Topics include the mathematical relationships of angles, parallels, triangles, quadrilaterals, circles, and solids. Additionally, coordinate geometry transformations are covered. Lab hours may be scheduled or TBA depending on the section. Students are expected to complete both the lecture and lab portions of the course. *Three hours lecture, one hour lab.*

Mathematics

MATH 330

5 Units

Elementary Algebra

Prerequisite: A grade of C or better in MATH 320. Course Advisory: SCC minimum English standard. Introductory examination of the structure of the number system.

Covers such topics as an introduction to set operations, the field axioms of the real numbers, and the properties of the whole number exponents. Emphasizes operations with fundamental expressions, solutions of first-degree equations, inequalities and linear systems. Introduces absolute value, radical and quadratic equations, applied problems involving first and second degree equations in one variable, point-slope and slope-intercept equations of lines and their graphs, and the concepts of relations and functions. Not open to students who have passed MATH 330A. Lab hours may be scheduled or TBA depending on section. Students are expected to complete both the lecture and lab portions of the course. Formerly MATH 102. *Five hours lecture, one hour lab.*

MATH 330A

3 Units

Elementary Algebra Part I

Prerequisite: A grade of C or better in MATH 320. Course Advisory: SCC minimum English standard. Introductory examination of the structure of the number system.

Covers such topics as an introduction to the concept of set operations, the field axioms of the real numbers, order of operations, properties of whole number exponents, variables, variable expressions, operations with monomials, definition of a polynomial, addition and subtraction of polynomials, linear equations, graphing linear equations, linear inequalities, and systems of linear equations, solutions of first degree equations and inequalities in one variable, and applications. A student must take MATH 330B to complete Elementary Algebra. Students who pass MATH 330A are not eligible for MATH 330. Lab hours may be scheduled or TBA depending on the section. Students are expected to complete both the lecture and the lab portions of the course. Formerly MATH 107. *Three hours lecture, one hour lab.*

MATH 330B

3 Units

Elementary Algebra Part II

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

Course Advisory: SCC minimum English standard.

Covers such topics as multiplication and division of polynomials, factoring, solving quadratic equations by factoring, operations with rational expressions, simplifying rational expressions, solutions of equations containing rational expressions, roots, radicals and the quadratic formula, and introduction to functions. Successful completion of Math 330B completes Elementary Algebra. Lab hours may be scheduled or TBA depending on the section. Students are expected to complete both the lecture and lab portions of the course. Formerly MATH 108. *Three hours lecture, one hour lab.*

MATH Special Topics

These courses, numbered 048, 098, 148 or 198 depending upon their transferability, are courses of contemporary interest centered on changing knowledge and important issues in the field. Announcements of Special Topics courses appear in the Schedule of Classes.

Music

Music-Instrumental

Program Description

Students may select from three music programs—Instrumental, Theory-Composition, or Vocal. Music majors are urged to take class lessons or private instruction in their specialization each semester.

Associate in Arts Degree

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

Program Outcomes

Students who complete an Associate Degree will be able to:

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

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

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

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

*MUSC 010 required first semester of enrollment

Music

Music-Theory-Composition

Program Description

Students may select from three music programs—Instrumental, Theory-Composition, or Vocal. Music majors are urged to take class lessons or private instruction in their specialization each semester.

Associate in Arts Degree

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

Program Outcomes

Students who complete an Associate Degree will be able to:

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

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

Selection One (Select One Course)	Units
MUSC 030 Intermediate Piano Part II	1.5

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

*MUSC 010 is required the first semester of enrollment

Music

Music—Vocal

Program Description

Students may select from three music programs—Instrumental, Theory- Composition, or Vocal. Music majors are urged to take class lessons or private instruction in their specialization each semester.

Associate in Arts Degree

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

Program Outcomes

Students who complete an Associate Degree will be able to:

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

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

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

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

*MUSC 010 is required the first semester of enrollment

Music

MUSC 009 Wind Ensemble <i>Course Advisory: SCC minimum English standard; play a band instrument.</i> This course offers the study and performance of various styles of wind ensemble literature. Wind ensemble literature, rehearsal technique, and performance practices are examined. Public performances and/or field trips are required. Repeatable 3 times. <i>One hour lecture, two hours lab and one hour weekly by arrangement.</i>	2 Units	MUSC 015 Stage Band <i>Course Advisory: SCC minimum English standard; play a jazz instrument.</i> An instrumental ensemble class analyzing and performing stage band music. This class requires public performance. Repeatable 3 times. <i>One hour lecture, two hours lab and one hour weekly by arrangement.</i>	2 Units
MUSC 010 Concert Band <i>Course Advisory: SCC minimum English standard; play a band instrument.</i> This course offers the study and performance of various styles of concert band literature. Concert band literature, rehearsal technique, and performance practices are examined. Public performances and/or field trips are required. Repeatable 3 times. <i>One hour lecture, two hours lab and one hour weekly by arrangement.</i>	2 Units	MUSC 016 Symphony Orchestra <i>Course Advisory: SCC minimum English standard; ability to play an orchestral instrument.</i> An opportunity for qualified instrumentalists to perform as part of a symphony orchestra in public performances. A wide variety of musical literature is covered. Public performances and/or field trips are required. This is an open-entry, open-exit course. Repeatable 3 times. <i>One and one-half to three hours lab.</i>	0.50 or 1.00 Units
MUSC 011 Symphonic Band <i>Course Advisory: SCC minimum English standard; play a band instrument.</i> This course offers the study and performance of various styles of symphonic band literature. Symphonic band literature, rehearsal technique, and performance practices are examined. Public performances and/or field trips are required. Repeatable 3 times. <i>One hour lecture, two hours lab and one hour weekly by arrangement.</i>	2 Units	MUSC 017 Chamber Orchestra <i>Course Advisory: SCC minimum English standard; play an orchestral instrument.</i> An instrumental ensemble class analyzing and performing large quantities of chamber orchestra music. Public performances and/or field trips are required. Repeatable 3 times. <i>One hour lecture, two hours lab and one hour weekly by arrangement.</i>	2 Units
MUSC 013 Multicultural Music in America <i>Course Advisory: SCC minimum English standard.</i> A survey of multicultural music in America, including listening to and analyzing examples of multicultural music in relations to social, technical, and historical trends, including the role of music in influencing American attitudes toward ethnic identity, stereotyping, and racial prejudice. This course also examines the uniquely American style resulting from the interaction among musicians of many cultural, racial, national, and ethnic backgrounds. Repeatable 3 times. <i>Three hours lecture.</i>	3 Units	MUSC 018 Beginning Steel Drum Band <i>Course Advisory: SCC minimum English and Math standards.</i> An ensemble class with emphasis on music from the Caribbean. Regular rehearsal and performances using steel drums. This class also presents a comparison of Caribbean musical performance styles. Public performances and/or field trips required. Repeatable 3 times. <i>One hour lecture, two hours lab and one hour weekly by arrangement.</i>	2 Units
MUSC 014 Jazz Ensemble <i>Course Advisory: SCC minimum English standard; play a jazz instrument.</i> An instrumental ensemble class analyzing and performing jazz music. This class requires public performance. Repeatable 3 times. <i>One hour lecture, two hours lab and one hour weekly by arrangement.</i>	2 Units	MUSC 019 Instrumental Ensemble <i>Course Advisory: Ability to read music and play an instrument.</i> The study and performance of representative music literature for strings, woodwinds, brass and small mixed group ensembles. Includes improvisation, reading, ensemble practice and outside performance when possible. Repeatable 3 times. <i>Two hours lecture, one hour lab.</i>	2 Units
		MUSC 020 Choir Study and performance of a variety of a cappella and accompanied choral literature. Attendance at public performances required. Repeatable 3 times. <i>One hour lecture, two hours lab and one hour weekly by arrangement.</i>	2 Units

Music

MUSC 031 1.5 Units
Class Lessons in Woodwinds
Course Advisory: SCC minimum English standard. Class instruction in woodwind instruments. Music majors are required to take one unit of instruction in their major instrument for graduation. Four units are recommended for transfer majors. This class requires outside practice. *One hour lecture, one hour activity.*

MUSC 032 1.5 Units
Class Lessons in Brass
Class instruction in brass instruments. Music majors are required to take one unit of instruction in their major instrument for graduation. Four units are recommended for transfer majors. This class requires outside practice. *One hour lecture, one hour activity.*

MUSC 033 1 Unit
Class Lessons in Strings
Class instruction in strings. Transfer students are required to study four semesters in their major instrument. *One hour lecture, one hour activity.*

MUSC 034 2 Units
Class Lessons in Percussion
Class instruction in percussion instruments. Music majors are required to take one unit of instruction in their major instrument. Transfer majors are required to study four semesters in their major instrument. This class requires outside practice. *One hour lecture, two hours activity.*

MUSC 035A 1.5 Units
Beginning Voice I
Course Advisory: SCC minimum English standard. Group work on the fundamental techniques of singing, including literature of traditional/folk, art, musical theater and popular classics. Includes analysis of individual problems and the opportunity for solo performance. Transfer voice majors should study voice each semester. *One hour lecture, one hour activity.*

MUSC 035B 1.5 Units
Beginning Voice II
Prerequisite: MUSC 035A or equivalent skills. *Course Advisory: SCC minimum English standard.* A continuation of MUSC 035A. Group work on the fundamental techniques of singing, including study of standard vocal literature for solo performance, with increased emphasis in developing vocal and performance skills. *One hour lecture, one hour activity.*

MUSC 036A 1.5 Units
Intermediate Voice I
Prerequisite: MUSC 035B or evidence of equivalent skills.
Course Advisory: SCC minimum English standard. A continuation of MUSC 035B with emphasis on the development of vocal technique and interpretation. Repertoire includes classical compositions from the English, Italian, and German languages. Analysis of individual vocal problems and performance skills is included. *One hour lecture, one hour activity.*

MUSC 036B 1.5 Units
Intermediate Voice II
Prerequisite: MUSC 036A or equivalent skills. A continuation of MUSC 036A with emphasis on vocal technique and interpretation. Solo repertoire appropriate to intermediate level includes standard voice literature. Analysis of individual vocal problems and performance skills is included. *One hour lecture, one hour activity.*

MUSC 038 1.5 Units
Class Lessons in Beginning Guitar
Presents the principles and techniques of fundamental guitar performance. The course stresses first position techniques, notereading, scales, fingerboard knowledge, chord positions, picking and strum techniques, and performance of selected musical literature appropriate to the beginning level. **NOTE: Combined enrollments in MUSC 038, 039 and 062 may not exceed 4 units.** *One hour lecture, two hours activity.*

MUSC 039 1.5 Units
Class Lessons in Intermediate Guitar
Prerequisite: MUSC 038 or equivalent as assessed by instructor and ability to read simple guitar music. Presents the intermediate instruction level in guitar performance techniques and musical skill. The course covers 3rd and 5th positions, solo performance, musical notation exercise and application, musical interpretation and style, and intermediate literature. **NOTE: Combined enrollments in MUSC 038, 039 and 062 may not exceed 4 units.** *One hour lecture, two hours activity.*

Music

MUSC 041A 1.5 Units
Music Majors Piano
Course Advisory: Note reading and SCC minimum English and Math standards. Instruction, practice and application of the techniques of piano performance. Emphasis will be placed on a variety of keyboard skills including harmonic progressions, scales, fingerings, drills and exercises, sight reading, and keyboard ear-training. The course will also present musical analysis, performance strategies, suggested rehearsal techniques, independent coordination, and memorization. The class is specially designed to accompany the music major and, therefore, is very specific in harmonic understanding, theory, melodic development and usage, and piano practice. *One hour lecture, one hour activity.*

MUSC 041B 1.5 Units
Music Majors Piano
Prerequisite: MUSC 041A. Course Advisory: SCC minimum English standard. Instruction, practice and application of the techniques of piano performance at the intermediate level designed for music majors. Emphasis will be placed on continuation of keyboard skills including simple and complex modulation, harmonic progressions using seventh chords and larger sonorities, all major and minor scales plus other forms, exercises and drills, sight reading, rehearsal techniques, accompanying skills, arrangement and advanced ear-training. The class specifically relates to advanced theoretical concepts realized at the keyboard with a continued attention to performance and the use of the piano as a teaching tool. *One hour lecture, one hour activity.*

MUSC 042A 1.5 Units
Jazz & Pop Piano
Prerequisite: MUSC 027, 028, or equivalent as determined by instructor. Instruction, practice, performance, and application of the techniques of Jazz and Pop piano performance. Emphasis will be placed on establishing the foundations for an improvised approach as well as a review of available literature. The course will focus on the concepts of jazz and popular styles involving the realization of lead sheets, chord voicing, applied scale theory, rhythmic structure, arrangement techniques, improvisation, and accuracy in the development of all styles considered. *One hour lecture, one hour activity.*

MUSC 042B 1.5 Units
Jazz & Pop Piano
Prerequisite: MUSC 027, 028, or equivalent as determined by instructor. Course Advisory: MUSC 042A. Instruction, practice, performance, and application of the techniques and principles of intermediate jazz and popular piano styles and skills. Emphasis will be directed to continuing the presentation made in 042A. Focus will be centered around arranging, improvisations, voicings, dialogue, hand formats, performance of literature, written projects and a further introduction to styles. The realization of lead sheets, sight reading, ear training, transcriptions of solos, fingerings, scale theory, exercises, and performance strategies will all be discussed. *One hour lecture, one hour activity.*

MUSC 049 1.00 to 3.00 Units
Music Honors
Prerequisite: Completion of 24 units of college credit with a minimum GPA of 3.3; a minimum of 5 units in the discipline with a grade of B or better; an ability to work independently; permission of the Division Dean based on instructor availability. Course Advisory: SCC minimum English standard. An independent study course in a selected musical area for sophomore students. The student works by arrangement with the instructor on an outlined program of study. A contract between student and instructor which details the specific area of interest including goals and schedule for project completion is required. *Three to nine hours weekly by arrangement.*

MUSC 051 1.5 Units
Jazz and Popular Solo Voice
Course Advisory: SCC minimum English standard; MUSC 035A or other solo voice experience. The study and performance of songs in the popular and jazz idiom. Areas covered will include musical phrasing, emotional expression, popular vocal styling, stage presence and the use of sound reinforcement systems. This class requires public performance and/or field trips. *One hour lecture, one hour activity.*

MUSC 052 2 Units
Sound Recording
Course Advisory: SCC minimum English standard. Designed for musical performers and students interested in recording specifically. Development of recorded performances in the studio environment. Emphasis on acoustics, vocal and instrumental recording requirements, control board management, microphone techniques, organization and supervision of the recording session, mixing and mixdown. Particular attention is given to the 'hands-on' experience in recording engineering and the overall recording process, including production, musical arrangement, mixdown, and studio demeanor. *One hour lecture, three hours lab.*

Nursing

Nursing, Registered

Program Description

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

Associate in Science Degree

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

Program Outcomes

Students who complete an Associate Degree will be able to:

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

Program Requirements and Courses

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

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

Admission Procedures

Prerequisites

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

Please note that these courses may also have prerequisites:

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

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

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

Other required courses in the Nursing Major include

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

OR

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

Nursing

Application Steps:

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

ENGL 001 College Composition

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

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

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

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

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

PLEASE BRING

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

Note: We need ALL transcripts

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

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

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

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

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

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

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

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

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

Nursing

Retention in Program:

1. Students are required to undergo criminal background checks and drug screens. Health Sciences may be unable to place students in a clinical setting if they have a positive criminal background check or drug screen; therefore, the student may be dropped from the nursing program.
2. If a student's conduct poses potential harm to the well-being of clients or is disruptive to the classroom or lab environment, the student may be terminated from the nursing program.
3. If a student's physical or emotional health appears to be such that he or she cannot meet the objectives of the program in nursing, the student may be asked to leave the nursing program.
4. In order to remain in the program and to graduate, a student must maintain a letter grade of C or better in the theory and the clinical portions of the nursing program.
5. Maintain current CPR, TB screening, clear criminal background check and drug screen.

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

REQUIRED COURSES Units

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

NURS 058 Mediated Skills Development 0.5 -1.5

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

First Year Courses Units

NURS 050A Fundamentals of Nursing 5

NURS 050B Basic Human Needs 6

HUDV 070 * Lifespan Human Development 3

NUTR 010 * Nutrition 3

NURS 052 * Pharmacology for Nursing 3

NURS 054 Maternal-Child Nursing 5

NURS 055 Nursing of Adults I 5

PSYC 001 ** Introduction to Psychology 3

OR

SOCS 022 Ethnic, Racial and Minority Group

Relations in Harmony and Conflict 3

*Course must be completed prior to entry into NURS 054

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

Second Year Courses

NURS 060 Nursing of Adults II/

Medical-Surgical Nursing 5

NURS 061 Psychiatric and Mental Health Nursing 5

NURS 063 Advanced Medical Surgical

and Community Nursing 7

NURS 064 Issues and Leadership

in Health Care Today 2

NURS 065 Role Transition in Practice 2.5

Concurrent Courses

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

ENGL 062 Analytical Reading 3

OR

meet the reading requirement

Communications course other than ENGL 001 3

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

Nursing

Career Mobility

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

Program Requirements and Courses

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

Program Information

Licensed vocational nurses have two career mobility options:

Associate Degree Option:

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

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

Prerequisites

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

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

OR

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

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

Thirty-Unit Option:

By choosing this option:

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

Prerequisites

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

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

Nursing

Application Steps

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

ENGL 001 College Composition

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

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

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

NUTR 010 Nutrition

CDFS 070* Lifespan Human Development

NURS 052 Pharmacology

PSYC 001 or SOCS 022 Ethnic Race Relations

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

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

PLEASE BRING:

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

Note: We need ALL transcripts

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

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

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

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

Nursing

Other Requirements

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

Prior to First Class Meeting, Students Must Have:

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

Retention in Program:

1. Students are required to undergo criminal background checks and drug screens. Health Sciences may be unable to place students in a clinical setting if they have a positive criminal background check or drug screen; therefore, the student may be dropped from the nursing program.
2. If a student's conduct poses potential harm to the well-being of clients or is disruptive to the classroom or lab environment, the student may be terminated from the nursing program.
3. If a student's physical or emotional health appears to be such that he or she cannot meet the objectives of the program in nursing, the student may be asked to leave the nursing program.
4. In order to remain in the program and to graduate, a student must maintain a grade of C or better in the theory and the clinical portions of the nursing program.
5. Maintain current CPR, TB screening, clear criminal background check and drug screen.

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

Certified Nursing Assistant Job-Direct Certificate

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

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

Emergency Medical Technician I Job-Direct Certificate

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

REQUIRED COURSES	Units
EMT 112 Emergency Medical Technician (Basic)	7
Total Units	7

Nursing

Emergency Medical Technician I

EMT 112 7 Units

Emergency Medical Technician (Basic)

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

EMT 128 3 Units

Emergency Medical Responder

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

EMT 213 1 Unit

Emergency Medical Technician (Basic) Refresher

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

Nursing

NURS 050A 5 Units

Fundamentals of Nursing

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

Nursing

NURS 050B

6 Units

Basic Human Needs

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

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

NURS 052

3 Units

Pharmacology for Nursing

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

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

NURS 054

5 Units

Maternal-Child Nursing

Corequisite: Concurrent enrollment in NURS 058B.

Prerequisite: NURS 050A & 050B, NURS 052, NUTR 010, and HUDV 070 with grades of C or better. Course

Advisory: Basic Computer navigation skills and frequent internet access is required. A family centered course with emphasis on nursing care of women and children. The focus includes the antepartal, intrapartal, postpartal, neonatal and pediatric client, both sick and well. This course provides students the opportunity to synthesize and utilize nursing knowledge and skills in providing care to clients in a variety of settings. Concepts of homeostasis, communication, and growth and development are integrated throughout the course. The nursing process is utilized with concepts of legal aspects, pharmacology, clinical skills, safety and asepsis, crisis intervention, health teaching, and self-evaluation. Clinical assignments and self-study modules are offered concurrently with theory. This course must be completed successfully with a grade of C or better to advance in the nursing program. *Five hours lecture, fifteen hours lab (8 week course).*

NURS 055

5 Units

Nursing of Adults I

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

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

Nursing

NURS 058A

1 Unit

Skills Lab I

Corequisite: NURS050A with a minimum grade of C.

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

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

NURS 058B

1 Unit

Skills Lab II

Corequisite: NURS 055 or enrollment in NURS 054 -

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

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

Nursing

NURS 058C

0.5 Unit

Skills Lab III

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

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

NURS 058D

0.5 Unit

Skills Lab IV

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

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

NURS 058E

1 Unit

Skills Lab for LVN Transition Students

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

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

NURS 060

5 Units

Nursing of Adults II/Medical-Surgical Nursing

Corequisite: Concurrent enrollment in NURS 058C.

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

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

Nursing

NURS 230

4 Units

Emergency Care Nursing

Prerequisite: RN or LVN licensure and NURSE 219.

Course Advisory: SCC minimum English and Math standards. Basic Computer navigation skills and frequent internet access is required. Prepares staff nurses with essential knowledge and skills to function effectively within an emergency department. Topics include the emergency care of patients with: respiratory, cardiovascular, shock, neurological, orthopedic, abdominal, ENT, obstetrical, gynecological, genitourinary, pediatric, environmental, endocrine, trauma, psychological, psychiatric, abuse, and toxicologic emergencies. For each topic, pertinent physical and laboratory assessments, priorities of nursing care, interventions, and standards for documentation are explored. *Four hours lecture.*

Occupational Education

Program Description

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

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

OCED 090 1 - 8 Units • Occupation Work Experience

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

Full Semester Sections

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

12-Week Sections

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

8-Week Sections

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

*unpaid work requires fewer hours per week

OCED 091 1 - 6 Units • General Work Experience

Corequisite: Student must be enrolled in 7 units (including Work Experience). Student must be available to work from 5-30 hours or more per week for a licensed business for a semester total of 75 hours per unit for paid work and 60 hours per unit for unpaid work. Job does not need to be related to major. **Course Advisory:** SCC minimum English and Math standards. To qualify for General Work Experience credit, the student must be available to work from 5 to 30 hours per week at a job with a licensed business. Student will attend a weekly coordination seminar, develop job-oriented objectives and remain currently enrolled in at least seven units, including General Work Experience. Includes all occupational education certificate and degree programs. Qualified students who are not working may seek placement assistance from the Student Placement Office. 1 unit of credit may be earned for each 75 hours paid or 60 hours unpaid work per semester to a maximum of 6 units per semester. Students enrolled in OCED 091 may not enroll in OCED 090 during the same semester. Combined units in all work experience courses shall not exceed 16. **NOTE* CSU will accept up to 12 units for transfer.** To determine the correct course length and number of units in which to enroll, refer to the following formula for paid employment*:

Full Semester Sections

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

12-Week Sections

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

8-Week Sections

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

*unpaid work requires fewer hours per week

Occupational Education

OCED 101

1 Unit

Occupational Soft Skills

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

Office Technology

Program Description

Students may select from four programs in Office Technology: Administrative Assistant, Legal Specialist, or Medical Office Specialist. These programs are designed to develop a management support person with technical and communication skills. Time-management and problem-solving abilities are emphasized along with a “team member” approach for a career in today’s business environment.

Certificate of Achievement and Associate in Science Degree

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

Administrative Assistant

Program Outcomes

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

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

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

Office Technology

Medical Office and Coding Specialist

Program Outcomes:

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

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

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

Recommended Electives:

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

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

Office Technology

General Office Assistant Job-Direct Certificate

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

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

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

Medical Front Office Clerk Certificate of Achievement

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

Certificate of Achievement

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

Program Outcomes

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

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

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

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

*Courses should be taken in sequence.

Office Technology

OT 054A 1.5 Units

Beginning Keyboarding A

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

OT 054B 1.5 Units

Beginning Keyboarding B

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

OT 055A 1.5 Units

Intermediate Keyboarding/Word Processing A

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

OT 055B 1.5 Units

Intermediate Keyboarding/Word Processing B

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

OT 056 1 Unit

Advanced Keyboarding/Word Processing

Prerequisite: Completion of all modules of OT 055 with a grade of C or CR or better; or pass placement test. Course Advisory: SCC minimum English and Math standards. This advanced, individualized applications course is designed to prepare students for professional work in the secretarial field with a heavy emphasis on word processing applications using a microcomputer. Speed will be built to a minimum of 50 words per minute. This is an open entry / open exit course. *Three hours lecture, two hours lab.*

OT 059 3 Units

Medical Keyboarding and Computer Applications

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

OT 060 3 Units

Administrative Medical Assistant

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

OT 061 3 Units

Health Insurance

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

Office Technology

OT 063 3 Units
Introduction to ICD-9-CM Coding
Prerequisite: OT 101; NURSE 111. Course Advisory: SCC minimum English standard. Introductory course in the basic principles of coding disease and procedures using the International Classification of Disease, 9th Edition Clinical Modification (ICD-9-CM) and ICD-9-CM coding handbook for entry-level coders. Current ICD-9-CM books only will be utilized in this course. The impact of coding on reimbursement will be discussed. *Three hours lecture.*

OT 064 3 Units
Intermediate ICD-9-CM Coding
Prerequisite: OT 063 (or successful completion of a challenge test). Course Advisory: SCC minimum English standard. This course will build on the previous knowledge gained in OT 063 and address more complex issues related to ICD-9-CM Coding. Class lectures and practical applications will focus on using actual medical records and applying higher level coding skills. The Prospective Payment System and Diagnosis Related Groups (DRGs) will be introduced. *Three hours lecture.*

OT 066 3 Units
CPT-IV Coding
Prerequisite: NURSE 111, OT 101. Course Advisory: SCC minimum English and Math standards. Course that covers the principles and mechanics of coding professional services rendered using the Current Procedural Terminology (CPT-IV) coding system and its relationship to the Health Care Financing Administration Common Procedure (HCPCS) Coding System. *Three hours lecture.*

OT 100 1 Unit
Skill Building on the Computer Keyboard
Course Advisory: Ability to touch type at 20 wpm; SCC minimum English and Math standards. Individualized skill building keyboarding course taught on the microcomputer. Speed and accuracy skills are enhanced on the alphabet, punctuation, and numbers. The unit of study includes identifying the specific needs of the individual and then assigning diagnostic drills, skill-development practice and pre-and post-testing. The skill building goal will be to increase typing speed or straight copy 3- to 5-minute timed writings between 5 to 10 words per minute above the starting rate with an accuracy level of not more than one error per minute. This is an open entry / open exit course. *One hour lecture, one half hour lab.*

OT 101 3 Units
Study of Human Diseases for Medical Assistants
Course Advisory: SCC minimum English standard. Study of the pathological process, imparting basic knowledge to paramedical personnel. The student will study the basic concepts, terminology, etiology and characteristics of pathological processes. Diseases are classified according to both causative agents and the body system to which they relate. *Three hours lecture.*

OT 151 3 Units
Office Systems & Procedures
Prerequisite: Typing rate of 50 words per minute and microcomputer word processing skills. Corequisite: One unit of OCCED 90. Course Advisory: SCC minimum English and Math standards. An advanced level course designed to complete the training of Office Technology program students in office systems and procedures. Course should be taken during the student's final semester of the program or as a refresher for experienced business students. One unit of work experience will be required in the specialty area of the student's major. *Three hours lecture.*

OT 162 1 Unit
Ten-Key
Course Advisory: SCC minimum English and Math standards. Individualized course offering the fundamentals of operating the ten-key microcomputer number keypad. The touch system of operation and continuous speed and accuracy development are emphasized throughout the course. This is an open entry / open exit course. *One hour lecture, one-half hour lab.*

Photography

Photography, Professional

Program Description

Pre-employment training in professional photography is designed to prepare students for self-employment and employment in the private and public sectors and covers a broad spectrum of photographic fields, e.g., advertising illustration, industrial, portraiture, medical, commercial, photojournalism, and landscape.

Certificate of Achievement and Associate in Science Degree

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

Program Outcomes

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

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

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

Recommended Electives:

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

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

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

Photography

Camera equipment for photography classes is not provided by the College. Students registering for these courses must have available a 35 mm camera or equivalent. Material costs are approximately \$100 per course.

PHOT 030 3 Units

Beginning Photography

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

PHOT 031 3 Units

Intermediate Photography

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

PHOT 035 3 Units

Art of Photography

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

PHOT 051 0.50 or 1.00 Units

Photography Laboratory

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

PHOT 052 3 Units

Alternative Photography

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

PHOT 056 3 Units

Photojournalism & Documentary

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

PHOT 057 3 Units

Special Projects

Prerequisite: PHOT 052 or advanced class. Courses in special projects that are of historical and contemporary interest. Application through assignments to develop technical skills in subject areas not normally covered in other photography classes. *Two hours lecture, three hours lab.*

PHOT 070 3 Units

Beginning Digital Photography

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

Physics

For Physical Education, see Kinesiology

Program Description

The focus of this program is on developing an understanding of and appreciation for the basic laws of our physical universe. This is done largely through the development of conceptual understanding, problem solving skills, and laboratory investigations.

Associate in Science Degree

The Associate in Science Degree can be obtained by completing a total of 60 units, including the 35 - 39-unit major listed below, the general education requirements, and electives. All courses for this major must be completed with a grade of C or better or a P if the course is taken on a Pass/No Pass basis.

Program Outcomes

Students who complete an Associate Degree will be able to:

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

REQUIRED COURSES Units

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

Biological Science

Course selected from the following list. 3 - 5

Biological Science:

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

Physical Science

Course selected from the following list. 3-5

Physical Science:

ASTR 010, 020, 030, 040

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

GEOG 001, 001L

GEOL 001, 002, 005

PHSC 012

Total Units 35 - 39

Physics

PHYS 002 5 Units
General Physics (Non-calculus)
Prerequisite: MATH 051 or MATH 004 with a grade of C or better. Course Advisory: Eligibility for ENGL 001.
PHYS 002 & 004, a two-semester sequence in introductory physics using math through trigonometry, is recommended for teachers, technicians, pre-dentistry, pre-medical, and biology majors, and others who need a general physics course. It covers the study of motion, energy, momentum, gravitation, solids, fluids, thermodynamics and the gaseous state, vibration, wave motion, and sound. Experiments relating to the topics covered will be performed and students will analyze the experiments. Field trip may be required. *Four hours lecture/discussion, three hours lab.*

PHYS 004 5 Units
General Physics (Non-calculus)
Prerequisite: PHYS 002 with a grade of C or better. Course Advisory: Eligibility for ENGL 001. PHYS 002 & 004, a two-semester sequence in introductory physics using math through trigonometry, is recommended for teachers, technicians, pre-dentistry, pre-medical, and biology majors, and others who need a general physics course. A study of electricity, magnetism, light and optics, and modern physics. Students learn to analyze and solve problems appropriate for this level in these topics. Experiments relating to the topics covered will be performed and students will analyze the experiments. Field trip may be required. *Four hours lecture, three hours lab.*

PHYS 006 5 Units
Physics for Science and Engineering
Prerequisite: MATH 021 (may be taken concurrently). Course Advisory: Eligibility for ENGL 001 and High School Physics, or PHYS 002 with a grade of C or better.
The Physics 006,007,008 sequence is a three-semester offering in introductory physics requiring math through calculus. This sequence satisfies the lower division physics requirement for majors in physics, chemistry, geology or other physical sciences, and engineering. A study of mechanics, gravitation, vibration and fluids. Students will learn to analyze and solve problems appropriate for this level in these topics. Experiments relating to the topics covered will be performed. *Four hours lecture, three hours lab.*

PHYS 007 5 Units
Physics for Science and Engineering
Prerequisite: A grade of C or better in both PHYS 006 and MATH 021. Course Advisory: Eligibility for ENGL 001.
The PHYS 006,007,008 sequence is a three-semester offering in introductory physics requiring math through calculus. This sequence satisfies the lower division physics requirement for majors in physics, chemistry, geology or other physical sciences, and engineering. A continuation of PHYS 006, covering the topics of electricity, magnetism, wave motion, and sound. Students will learn to analyze and solve problems appropriate for this level in these topics. Experiments relating to the topics covered will be performed. *Four hours lecture, three hours lab.*

PHYS 008 5 Units
Physics for Science and Engineering
Prerequisite: A grade of C or better in both PHYS 006 and MATH 021. Course Advisory: Eligibility for ENGL 001.
The Physics 006, 007, 008 sequence is a three-semester offering in introductory physics requiring math through calculus. This sequence satisfies the lower division physics requirement for majors in physics, chemistry, geology or other physical sciences, and engineering. A continuation of PHYS 006 and PHYS 007, covering heat, optics, relativity, and modern physics. Students will learn to analyze and solve problems appropriate for this level in these topics. Experiments relating to the topics covered will be performed and students will analyze the experiments. Field trip may be required. *Four hours lecture, three hours lab.*

PHYS 010 3 Units
Descriptive Physics
Course Advisory: SCC minimum English standard; MATH 330 or MATH 330B. An introductory physics course for both the non-science and the beginning science student. Includes topics such as nuclear physics, relativity, mechanics, properties of matter, quantum physics, heat, light, electricity, and magnetism. Written assignments, tests, and a comprehensive final exam will be used to evaluate student success. Field trip may be required. *Three hours lecture.*

Political Science

Program Description

This program examines the theory and practice of government and the powerful personalities that affect governmental decisions. This interplay of individual citizens, public leaders, elections, and world events makes political inquiry relevant today. The program provides a broad base for the analysis of how government resolves social conflict within the United States and around the world.

Associate in Science Degree

The Associate in Arts Degree may be obtained upon completion of a total of 60 units, including the 18-unit major, general education requirements and electives. All courses for this major must be completed with a grade of C or better or a P if the course is taken on a Pass/No Pass basis.

Program Outcomes

Students who complete an Associate Degree will be able to:

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

REQUIRED COURSES Units

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

Selection One:

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

Political Science

PLSC 001 3 Units
Introduction to American Government
Course Advisory: ENGL 001 and SCC minimum Math standard. Introduction to the theory and practice of American politics, this course includes an analysis of the operation of national, state, and local governments, as well as the U.S. and California Constitutions. *Three hours lecture.*

PLSC 002 3 Units
Introduction to Comparative Government
Course Advisory: PLSC 001; ENGL 001; SCC minimum Math standard. The political institutions of selected industrialized and developing nations are examined comparatively. Emphasis is on the formation of political institutions; government; political culture; ethnic groups; citizen and interest participation; political parties; and modern bureaucratic public policy roles. *Three hours lecture.*

PLSC 005 3 Units
Constitutional Rights in a Multicultural Society
Course Advisory: PLSC 001; ENGL 001; SCC minimum Math standard. Introduction to Constitutional rights, this course will highlight the impact of European, Native American, African American, Asian American, and Latino American cultures on United States and California law and government. The effect of the legislative, executive, and judicial branches will be explored. Cross-cultural issues will also be an integral part of this inquiry, including the freedom of expression, religious culture, and the politics of ethnic groups. Satisfies B or E requirements for graduation. *Three hours lecture.*

PLSC 006 3 Units
Basic Concepts in Political Thought
Course Advisory: ENGL 001 or ENGL 062. An inquiry into fundamental political concepts in political thought (e.g. justice, freedom, equality, power, authority, obligation and citizenship) as expressed by major political thinkers. Includes the study of basic skills, criticism, and method in political inquiry relevant to the life and education of citizens. Critical reading and writing are required. *Three hours lecture.*

PLSC 016 3 Units
The American Legal System
Course Advisory: PLSC 001; ENGL 001; SCC minimum Math standard. Introduction to the American legal system and influence of other legal systems, emphasizing the evolution of legal concepts in response to the changing environment. The American judicial system will be analyzed to include civil and criminal procedure, torts & contracts, as well as current legal issues including the death penalty, insanity defense, drugs, environmental law, right to die, forensic evidence and role of juries. *Three hours lecture.*

PLSC 019 3 Units
Human Rights and Sexual Orientation
Course Advisory: ENGL 001. An introduction to gay/lesbian studies with an analysis of a variety of concepts and theories in relation to political science, gay rights and the law, the politics of AIDS, health issues, the political/religious right, marriage and family, and current gay agenda issues. *Three hours lecture.*

PLSC 048G 3 Units
Human Rights: A Global Perspective
Course Advisory: Completion of ENGL 001, SCC minimum Math standards. An introduction to the developing systems, laws and norms for the promotion and the protection of human rights in the world today. This course will also provide a foundation for understanding legal, political, and economic aspects of human rights. Topics will include ideological and cultural perspectives; sources of violations; the United Nations, regional, and national systems; women's human rights; and the role of non-governmental organizations. Overall the course will be looking at prevailing concepts, institutions, rules, procedures, problems, and Human Rights potentialities. *Three hours lecture.*

PLSC 049 1.00 to 3.00 Units
Political Science Honors
Prerequisite: Completion of 24 units of college credit with a minimum GPA of 3.3; a minimum of 6 units in the discipline with a grade of B or better; an ability to work independently; permission of the division Dean based on instructor availability. Independent study project which results in a critical examination of government, politics, or law. *Three to nine hours weekly by arrangement.*

PLSC 050 1 Unit
Student Leadership
Course Advisory: SCC minimum English and Math standards. A class devoted to the practical application of the governmental process through participation in the student government program. Open to all students. *Two hours activity, one hour weekly by arrangement.*

Psychology

PSYC 004 3 Units
Research Methods in Behavioral Science
Prerequisite: PSYC 001 or PSYC 002 or SOC 001. Course Advisory: Eligibility for ENGL 001; MATH 011.
Introduction to basic methods in the behavioral sciences. Assumptions and goals of science are considered as well as several specific research techniques or designs. The ethics of research with human and animal subjects will be covered. *Three hours lecture.*

PSYC 005 3 Units
Abnormal Psychology
Prerequisite: PSYC 001. Course Advisory: ENGL 062, eligibility for ENGL 001, and SCC minimum Math standard. Theoretical approaches to the explanation of psychological disorders. Survey of selected disorders in DSM IV, including psychoses, anxiety disorders, and depression. Survey of major therapeutic methods. *Three hours lecture.*

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

PSYC 010 3 Units
Psychology of Woman
Course Advisory: PSYC 001. Study of contemporary women from a biological, psychological and sociological perspective. Theory and research pertaining to female development will be presented and critically examined. Open to all students. *Three hours lecture.*

PSYC 020 3 Units
Personal and Social Behavior
Course Advisory: SCC minimum English and Math standards. Study of human behavior in the process of adjusting to life's changes. The emphasis is on normal and abnormal adaptations to the various challenges which life presents. Issues related to the major schools of thought and their views towards a healthy personality effective and ineffective behavior, behavioral disorders, psychotherapy, relationship, careers and personal growth. *Three hours lecture.*

PSYC 024 3 Units
Psychology of African Americans
Course Advisory: SCC minimum English standard.
Examination of the principles and findings of psychology as they relate to the behavior and experience of African Americans. Emphasis upon theories and dimensions of personality, self-concept, normality, and the psychological effects of racism. *Three hours lecture.*

PSYC 030 3 Units
Introduction to Social Psychology
Course Advisory: PSYC 001; Eligibility for ENGL 001 and SCC minimum Math standard. This course will explore how thoughts, feelings, and behavior of individuals are influenced by the actual, imagined, or implied presence of others. Focus will be on the social factors that influence human behavior; other people, institutions, situations and the social and physical structures people have created. A review of the various perspectives unique to social psychologists and a variety of classical research in social psychology will be studied. *Three hours lecture.*

PSYC 034 3 Units
Human Sexual Behavior
Course Advisory: SCC minimum English standard.
Objective exploration of the various issues pertaining to human sexual behavior from the perspective of the behavioral and social sciences. Some of the major topics to be discussed include history of sexuality, attitudes, behaviors, life styles, psychosexual development, role and identity, sexual dysfunctions, therapy and treatment. *Three hours lecture.*

PSYC 040 3 Units
Drugs, Society & Behavior
Course Advisory: Eligibility for ENGL 001 and SCC minimum Math standard. The course will cover the historical, sociological, psychological, physiological, pharmacological and legal aspects of drugs. Emphasis will be placed on the effects of stimulants, sedative-hypnotics, narcotics, hallucinogens, alcohol, marijuana and inhalants. Various education, prevention and treatment approaches will be discussed. *Three hours lecture.*

PSYC 049 1.00 to 3.00 Units
Psychology Honors
Prerequisite: Completion of 24 units of college credit with a minimum GPA of 3.3; a minimum of 5 units in the discipline with a grade of B or better; an ability to work independently; permission of the division Dean based on instructor availability. Independent study designed for honor students who intend to major in psychology. *Three to nine hours weekly by arrangement.*

Real Estate

Program Description

This program offers courses needed to qualify for the state of California salesperson license examination as well as for the broker's examination. A full range of real estate courses is offered including real estate finance, appraisals, etc. The courses are taught by qualified real estate professionals.

Certificate of Achievement and Associate in Arts

A Certificate of Achievement can be obtained by completing the 24-unit major. The Associate in Science degree can be obtained by completing 60 units, including the major, general education requirements, and electives. The major consists of 18 units selected from the courses listed below plus 6 units selected from the list of recommended electives which have been approved by the California Department of Real Estate. All courses for this major must be completed with a grade of C or better or a P if the course is taken on a Pass/No Pass basis.

Program Outcomes

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

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

REQUIRED COURSES Units

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

Select 6 units from this list of Recommended Electives:

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

Real Estate

RE 164 3 Units
Real Estate Principles
Course Advisory: SCC minimum English and Math standards. Study of the characteristics of real estate from physical, legal, and economic standpoints. Course material is designed to assist those preparing for the real estate salespersons and brokers license examination. *Three hours lecture.*

RE 171 3 Units
Real Estate Economics
Course Advisory: SCC minimum English and Math standards. Study of the economic aspects of real estate and their effects on real estate markets, urban growth and finance. Particular emphasis is made on governmental and agency controls on development of regional and local areas, past and future. *Three hours lecture.*

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

RE 173 3 Units
Legal Aspects of Real Estate
Course Advisory: SCC minimum English and Math standards. Comprehensive study and analysis of California law as applied to the legal problems involved in real estate transactions. Includes contract, agency, and finance devices. *Three hours lecture.*

RE 174 3 Units
RE Finance
Course Advisory: SCC minimum English and Math standards. Comprehensive study and analysis of money markets, interest rates, and financing as applied to real estate transactions. *Three hours lecture.*

RE 175 3 Units
Principles of Appraisal
Course Advisory: SCC minimum English and Math standards. Entry level appraisal course introducing students to basic appraisal principles, and the Uniform standards of Professional Appraisal Practice. Content includes: Influences on value, legal considerations, economic principles, real estate markets and analysis, valuation process, property description, highest and best use analysis, appraisal statistics, sales comparison and cost approaches to value. *Three hours lecture.*

RE 176 3 Units
Advanced Residential Appraisal Practice
Prerequisite: RE 175. Course Advisory: SCC minimum English and Math standards. Advanced appraisal course covering the principles, procedures and techniques needed to appraise all types of residential properties up to four units. The contents include: Review of basic appraisal principles, use of all Federal National Mortgage Association (FNMA) forms, basic income and expense estimating, gross rent multipliers, appraisal ethics and the Uniform standards of Professional Appraisal Practice (USPAP). Student will appraise a custom home, a condominium and a small income residential property. *Three hours lecture.*

RE 177 3 Units
Income Property Appraisal and Analysis
Prerequisite: RE 175. Advanced appraisal course covering the principles, procedures and techniques needed to appraise commercial property, including large apartment buildings. The course content will include review of basic appraisal principles, income and expense estimating, operating expense ratios, direct capitalization, cash flow estimates, measures of cash flow and discounted cash flow analysis. The use of financial calculator will be required. *Three hours lecture.*

Science, General

Program Description

This program is designed to provide students with a basic science background, preparing them to move into a curriculum at a four-year institution leading to a degree in such fields as chemistry, biology, physics, geology, or health sciences. This program is a path for immediate entry into science-based technology careers.

Associate in Arts

The Associate in Arts Degree can be obtained by completing a total of 60 units, including a minimum of 18 units in the major, the general education requirements, and electives. The major consists of courses selected from the lists below and must include twelve (12) units in courses with laboratory work and at least one course in each of the areas Biological Science and Physical Science. All courses for this major must be completed with a grade of C or better or a P if the course is taken on a Pass/No Pass basis.

Program Outcomes

Students who complete the Associate Degree will be able to:

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

BIOLOGICAL SCIENCE

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

PHYSICAL SCIENCE

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

**Laboratory Class*

Science, General

Anthropology

ANTH 001 3 Units

Physical Anthropology

Course Advisory: SCC minimum English standard. An introduction to physical anthropology covering evolutionary theory, human disease and genetics, human variation and adaptation, primatology, primate and hominid evolution. *Three hours lecture.*

ANTH 002 3 Units

Cultural Anthropology

Course Advisory: SCC minimum English standard. Introduction to the study of human culture, with an emphasis on the changing relations between individual people, families, and other social groups, and various types of social inequality. We will also study cultural institutions from around the world, such as religion and magic, political and economic change, varieties of art forms, and the cultural future. *Three hours lecture.*

ANTH 007 3 Units

Prehistoric Archaeology

Course Advisory: SCC minimum English and Math standards. An introduction to the theories and methods of anthropological archaeology, with an emphasis on and an overview of prehistory. This course will stress the evolution of social systems and technology. Case studies from around the world will illustrate the various ways archaeology deciphers past behavior. *Three hours lecture.*

ANTH 049 2 Units

Anthropology Honors

Prerequisite: Completion of 24 units of college credit with a minimum GPA of 3.3; a minimum of 5 units in the discipline with a grade of B or better; an ability to work independently; and permission of the Division Dean based on instructor availability. Open to students qualified to do advanced work in the field. The program may include research, directed reading, field work, or other advanced study. *Six hours weekly by arrangement.*

Astronomy

ASTR 010 3 Units

General Astronomy

Course Advisory: Eligibility for ENGL 001; SCC minimum Math standard. An introductory study of the universe, including the properties and evolution of galaxies, stars, pulsars, black holes, quasars, the sun, planets, and life in the universe. Field trip may be required. *Three hours lecture.*

ASTR 020 1 Unit

Astronomy Laboratory

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

ASTR 030 3 Units

The Solar System

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

ASTR 040 3 Units

Stars, Galaxies, and Cosmology

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

Geography

GEOG 001 3 Units

Physical Geography

Course Advisory: SCC minimum English standard. An introductory study of the Earth's natural environment. The course includes a detailed analysis of weather, geologic landforms, climate, natural vegetation, the oceans and other natural environmental elements. Special emphasis is given to the human impact on the environment. Field trips may be required. *Three hours lecture.*

GEOG 001L 1 Unit

Physical Geography Laboratory

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

Science, General

GEOG 002

3 Units

Cultural Geography

Course Advisory: Eligibility for ENGL 001. Introduction to humans and their impact on the land. This course includes a detailed evaluation of man's cultural world with special emphasis given to man's religions, political states, population problems, and economic systems. A field trip may be required. However, if the student cannot attend the field trip, there will be an optional research paper assignment. *Three hours lecture.*

GEOG 004

3 Units

World Geography

Course Advisory: Eligibility for ENGL 001. Geographic study of the world's major regions. Special emphasis is given to the major problems confronting humanity in these regions including an analysis of population growth, hunger and poverty, modification and destruction of the natural environment, and natural resource and energy problems. A field trip may be required with the course. However, if a student cannot attend the trip, there will be an optional research paper assignment. *Three hours lecture.*

GEOG 006

3 Units

California Geography

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

GEOG 010

3 Units

Introduction to Geographic Information Systems

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

Geology

GEOL 001

3 Units

Physical Geology

Course Advisory: Eligibility for ENGL 001 and SCC minimum Math standard. Presents a study of the composition of the earth and the processes responsible for its present characteristics. Topics covered include plate tectonics, rocks and minerals, volcanism, metamorphism, sedimentation, weathering, erosion, landforms, earthquakes, glaciers, mineral resources. Field trips may be taken to areas of geological interest. A written research project, tests, and a comprehensive final examination will be used to evaluate student success. This course satisfies the physical science requirements for colleges and universities. Online work may be required. *Three hours lecture.*

GEOL 002

1 Unit

Geology Laboratory

Prerequisite: GEOL 001 or 005 (either may be taken concurrently). *Course Advisory: SCC minimum English and Math standards.* Topics include the identification of rocks and minerals as hand specimen and the study of geologic maps, landforms, and structures. Field trips will be taken to areas of geologic interest. Laboratory projects, written assignments and reports, and examinations will be used to evaluate student success. *Three hours lab and discussion, plus field trips by arrangement.*

GEOL 005

3 Units

Geology of California

Course Advisory: Eligibility for ENGL 001 and SCC minimum Math standard. An introductory course on the geology of California covering its geologic provinces, minerals (including gold), rocks, geologic hazards including earthquakes, and the development of scenic landscapes. Field trips will be taken to areas of geologic interest. A field trip report will be required. If the student cannot attend the trip, they will have a research paper option. *Three hours lecture.*

Science, General

GEOL 010

3 Units

Introduction to Geographic Information Systems

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

GEOL 049

1.00 to 3.00 Units

Geology Honors

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

Physical Science

PHSC 012

4 Units

Introduction to Principles of Physical Science

Course Advisory: Eligibility for ENGL 001; SCC minimum Math standard. An introduction to the physical universe from atomic particles to the stars, with emphasis on the basic principles of physics, chemistry, astronomy, and the geo-sciences. This is a general education course in the physical science area for non-science majors that satisfies the physical science requirement for most universities and colleges. Field trips may be required. *Three hours lecture, three hours lab.*

Social Sciences

Program Description

This program offers students the opportunity to study aspects of the human experience and the intricate relationship among them.

Associate in Arts Degree

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

Program Outcomes

Students who complete an Associate Degree will be able to:

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

REQUIRED COURSES Units

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

Sociology

Program Description

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

Associate in Arts Degree

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

Program Outcomes

Students who complete an Associate Degree will be able to:

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

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

Selection One: Select 6 units from the following:

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

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

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

Recommended Electives:

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

Sociology

Associate in Arts in Sociology for Transfer

Program Description

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

Associate in Arts in Sociology for Transfer

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

To earn this AA-T degree, student must:

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

Program Outcomes

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

REQUIRED COURSES Units

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

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

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

Area 2 - Select 6 units from the following Units

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

Area 3 - Select 3 units from the following Units

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

Total Units 18 – 19

Theatre Arts

For Speech see Communication Studies

Program Description

This program is designed to provide a foundation in theater arts for the student who wishes to enter the entertainment industry. Students may choose from two emphasis areas —Acting and Technical.

Associate in Arts Degree

The Associate in Arts Degree in Theatre Arts can be obtained by completing a total of 60 units, including the 18-unit major in one of the emphasis areas listed below, the general education requirements, and electives. All courses for this major must be completed with a grade of C or better or a P if the course is taken on a Pass/No Pass basis.

Program Outcomes

Students who complete an Associate Degree will be able to:

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

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

Selection One: Select seven units in the following:
THEA 001 Principles and Theory of Acting 3
AND
THEA 002 Principles and Theory of Acting 3

Selection Two: One unit in any of the following . . Units
THEA 005 Applied Drama 2 2 - 3
THEA 047 Technical Production 1 1 - 3

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

Recommended Elective:
THEA 013 Diversity in American Theatre: A Contemporary Focus

Theatre Arts

- THEA 001** 3 Units
Principles and Theory of Acting
Course Advisory: SCC minimum English standard. Fundamentals of acting are presented and training is given in acting mechanics, pantomime, improvisation, and oral interpretation based on the comparison and analysis of plays and short scenes. *Three hours lecture.*
- THEA 002** 3 Units
Principles and Theory of Acting
Prerequisite: THEA 001. Course Advisory: Eligibility for ENGL 001. Presents the fundamentals of acting in greater depth, with emphasis placed on specific style of acting and the interpretation of structure, form, and style of plays as they relate to characterizations. *Three hours lecture.*
- THEA 003** 3 Units
Stagecraft
Course Advisory: SCC minimum English and Math standards. Presents a general introduction to the practices of theatre production, including costume, makeup, props, lighting, scenic and audio design and operation. Student will participate in the planning, design, construction and operation of a theatrical event as determined by the instructor. Repeatable 1 time. *Two hours lecture, three hours lab.*
- THEA 004** 2 Units
Stage Movement
Course Advisory: SCC minimum English standard. Presents the fundamental principles of movement for the drama student including stage movement, character development and interrelationships, ensemble exercises and dramatic improvisation. *Four hours activity.*
- THEA 005** 2.00 to 3.00 Units
Applied Drama
Prerequisite: Audition for actors only. Course Advisory: SCC minimum English standard. The study and rehearsal of dramatic, comedic and musical works for the stage which includes: classical plays, contemporary dramas and comedies, revues, poetry presentations and one-acts. Students participate as actors, ensemble members and/or accompanists. This is an open-entry, open-exit course. Repeatable 3 times. *Two unit option requires 19.3 hours lab, three unit option requires an additional 9.5 hours. (5 week course).*
- THEA 006** 3 Units
Introduction to Theatre: Understanding Drama
Course Advisory: SCC minimum English and Math standards. Understanding and appreciation of both the distinctive and collaborative contributions of playwright, actor, director, and designer to the total work of dramatic art. Study of the plays from the major periods of dramatic art in their cultural contexts. Written exams and a paper are required. Audience oriented, non-performance course. *Three hours lecture.*
- THEA 007** 3 Units
Directing
Course Advisory: Eligibility for ENGL 001. Introduction to the theory and practice of play direction which will culminate in the first-hand direction of a one-act play, to be publicly performed, in which all of the requisite directorial elements are synthesized. *Two hours lecture, three hours lab.*
- THEA 008** 2 Units
Stage Make-Up
Course Advisory: SCC minimum English standard. Instruction, practice, and application of techniques of stage make-up. Emphasis is placed on role analysis as a basis for make-up design, principles of light and shade as they relate to the creation of youth and aging effects, integration and application of the principles of color usage as they relate to stage lighting and costumes. Also included is a study and comparison of various types of make-up and equipment, development of a make-up kit, special effects, the creation of wigs and moustaches and a survey of make-up fashions to be used in period productions. Repeatable 2 times. *One hour lecture, three hours lab.*
- THEA 010** 3 Units
History of Theatre 1
Course Advisory: Eligibility for ENGL 001 and SCC minimum Math standards. Presents the history of theatre from ancient Greece up to the Restoration. Emphasizes the literature of theatre as affected by the society, culture, and politics during the period in which it was created. Field trip may be required. *Three hours lecture.*
- THEA 011** 3 Units
History of Theatre 2
Course Advisory: Eligibility for ENGL 001 and SCC minimum Math standard. Presents the history of theatre from the Restoration to the present. Emphasizes the literature of theatre as affected by the society, culture, and politics during the period in which it was created. Field trip may be required. *Three hours lecture.*

Theatre Arts

THEA 048D

4 Units

Theatre Lab-Drama

Course Advisory: Entrance by audition only. The rehearsal and performance process for dramatic works for the stage, including classical, contemporary and experimental dramas, both full-length and one acts. Students participate as performers in principal, features and/or ensemble roles. *Three hours lab, nineteen hours by arrangement (9 week course).*

THEA 050

3 Units

Performance for the Camera

Course Advisory: SCC minimum English standard. A professional approach to the basics of on-camera acting. Areas of concentration include commercials, public service announcements, corporate videos, news reporting, and feature films. The course includes an in-depth approach to careers in media with concentration on agents, casting directors, resumes, pictures and the necessary tools for building a life as an actor. *Three hours lecture.*

THEA 062

1.00 to 3.00 Units

Theatrical Costume Practicum

Course Advisory: SCC minimum English and Math standards. A practicum course that covers the fundamentals of costume construction and its integration into the theatre process. Each student will be given an increasing level of responsibilities in accordance with individual abilities. Areas of responsibility may include: Co-Costume Designer, Assistant Designer, Cutter, Tailor, First Hand, Stitcher, Millner, Cobbler, Crafts Artisan, Wig/Hair Stylist, Make-up Artist, Wardrobe Supervisor, or Dresser. Successful completion of the costume production process may culminate in a crew assignment. This is an open entry / open exit course. Repeatable 3 times. *Three hours lab, zero to six hours weekly by arrangement.*

THEA 108

2 Units

Advanced Theatre Touring Company

Prerequisite: THEA 106 with a minimum grade of C, THEA 034/048C may be substituted for THEA 106.

Entrance by audition. Advanced Theatre Touring Company students will gain experience touring throughout Solano County, performing from the American Musical Theatre repertoire. Travel is required to various Solano County venues for performances. *One hour lecture, two hours lab, one hour by arrangement.*

University Studies

University Studies with Emphasis

Program Description

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

Students are encouraged to develop a transfer plan in consultation with a counselor and to refer to www.assist.org for current articulation of Solano Community College and university courses.

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

General Education GE Units

I. Option B: IGETC

Minimum 34 semester units

Complete units necessary to meet full IGETC certification requirements.

II. Option C: CSU/GE/Breadth Pattern

Minimum 39 semester units

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

Areas of Emphasis

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

Elective Units

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

Program Outcomes:

Students completing an Associate Degree will be able to:

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

University Studies

Arts and Humanities

Minimum 18 units required

Minimum six units from the Arts and six units from Humanities

Maximum three units of credit for studio/performance courses

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

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

ARTS

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

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

CINA 010, 011

CINA Performance: 015

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

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

PHOT 035

THEA 006, 010, 011, 013, 048A

THEA Performance: 001, 002, 003, 020

TV 050

HUMANITIES

AMST 001, 002

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

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

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

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

ITAL 031, 032

LATN 001, 002, 003

PHIL 003, 004

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

COMM 015

University Studies

Communication

Minimum 18 units required

Minimum three units from each of three different disciplines

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

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

BUS 092

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

COUN 062

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

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

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

HS 052

ITAL 031, 032

JOUR 001, 002, 011, 060

LATN 001, 002, 003

PHIL 005

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

SOCS 030, 051

TV 050, 060, 061

University Studies

Liberal Studies for Elementary Teacher Preparation

Minimum 18 units required

Minimum three units from each of four different disciplines

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

AMST 001, 002
ANTH 002, 007
ART 001, 002, 003, 006, 010, 011, 012, 014, 017, 023, 031, 039
ASTR 010
BIO 003, 004, 005, 012, 014, 015, 016, 019
CHEM 010
CINA 010, 011
CDFS 038, 039, 070, 071
ECON 001
ENGL 012, 016, 030, 031, 032, 033, 034, 035, 036, 037, 038, 040, 041
GEOG 002, 004
GEOL 001, 002
HED 002
HIST 002, 003, 004, 005, 010, 017, 018, 028, 029, 037
HUMN 003
MATH 002, 004, 011, 012
MUSC 005, 007, 008, 013
PHIL 001, 003, 004, 005
PHYS 010
PHSC 012
PLSC 001, 005
PSYC 001, 002, 005, 010, 024
SOC 001, 002, 023, 040
SOCS 022
THEA 001, 010, 011, 013

University Studies

Science and Quantitative Reasoning

Minimum 18 units required

Minimum six units from Science and six units from Quantitative Reasoning

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

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

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

Program Outcomes:

Students completing the Associate Degree will:

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

SCIENCE

ANTH 001

ASTR 010, 020, 030, 040

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

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

ENGR 017, 030, 045

GEOG 001, 001L

GEOL 001, 002, 005

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

PHSC 012

PSYC 002

QUANTITATIVE REASONING

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

CHEM 001, 002, 010

DRFT 056

GEOG 010 (GEOL 010)

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

PSYC 004

University Studies

Social Science

Minimum 18 units required

Minimum three units from each of three different disciplines

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

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

AMST 001, 002

ANTH 002, 007

COUN 055, 058, 062, 083

CJ 001, 002, 011

ECON 001, 002, 010

GEOG 002, 004

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

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

HS 051, 052, 053

IR 001

JOUR 011

PLSC 001, 002, 005, 016, 019

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

SOC 001, 002, 023, 030, 040

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

COMM 012

TV 050

Welding

Welding, Industrial Technician

Program Description

Designed to upgrade the skills of persons employed as welders, providing advanced training in a variety of welding applications.

Certificate of Achievement and Associate in Science Degree

A Certificate of Achievement can be obtained upon completion of the 24-unit major listed below. The Associate in Science Degree can be obtained by completing a total of 60 units, including the major, general education requirements, and electives. All courses for this major must be completed with a grade of C or better or a P if the course is taken on a Pass/No Pass basis. Certification of students as "Code Welders" is available at a nominal cost to the student.

Program Outcomes

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

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

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

Select 18 units from the following Units

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

Recommended Electives:

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

Welding

Welding Technician

Program Description

Designed to prepare the graduate for employment as a welder or a welder helper in the metal trades. The major types of welding covered are shielded arc, acetylene gas welding, metal inert gas, tungsten inert gas, automatic and semi-automatic welding machines.

Certificate of Achievement and Associate in Science Degree

A Certificate of Achievement can be obtained upon completion of the 49-unit major listed below. The Associate in Science Degree can be obtained by completing a total of 69 units, including the major and the general education requirements. All courses for this major must be completed with a grade of C or better or a P if the course is taken on a Pass/No Pass basis. Certification of students as "Code Welders" is available at a nominal cost to the student.

Program Outcomes

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

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

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

Recommended Electives:

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

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

Welding Equipment Operator Job-Direct Certificate

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

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

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

Administration

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

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Board Secretary

The College's Governing Board meets the first and third Wednesdays of each month at 6:30 p.m. in the Board Room, locations are to be determined, please check the Governing Board Web site for the most current meeting information. All meetings, with the exception of closed sessions, are open to public participation. Minutes of previous meetings and current agendas are available from the Superintendent-President's Office and on the Solano Community College District Web site (www.solano.edu).

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Shemila R. Johnson *Outreach &
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Faculty & Educational Administration

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Long, James B.—School of Liberal Arts
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Glossary

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

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

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

Add - Officially enrolling in a course.

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

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

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

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

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

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

Canvas - The Learning Management System used by Solano College to deliver online courses. Class materials, assignments and communications are accessed through the Canvas website.

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

Class Section - See "CRN."

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

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

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

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

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

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

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

Course Number (CRN) - Course should read "006" (three digits) Honors - should read "049" or "099" (three digits) and "HIST 017H."

Course Reference Number (CRN) - This is identified in the class schedule by a specific CRN number (formerly class section).

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

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

CSU - California State University System. The CSU web site is www.calstate.edu.

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

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

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

Glossary

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

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

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

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

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

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

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

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

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

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

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

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

Honors - These courses are designated with the course number "049" or "099" in the discipline in which they are offered. These courses have prerequisites. Please see the dean of the appropriate discipline area for more information.

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

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

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

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

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

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

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

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

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

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

Matriculation - A process which brings a college and a student who enrolls for credit into an agreement for the purpose of realizing the student's educational objective. A primary part of matriculation is the assessment, orientation, and counseling of new non-exempt students. The following students are exempted from the matriculation process:

- 1) Students who have completed an Associate degree or higher;
- 2) students who seek to enroll in noncredit courses only;
- 3) students indicating an education goal of job skills (to maintain current job), personal interest (not for employment), complete credits for high school, or maintain certificate or license (i.e., nursing, real estate).

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

MySolano - A web-based portal for students to look up classes, register for classes, get grades, request transcripts, get news and information, email and more. Visit www.solano.edu.

Glossary

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

Online Courses - Courses offered by Solano College that can be completed entirely online through the Internet. Instructor and student interact in a variety of ways (email, chat rooms, discussion boards). Course content and assignments are equivalent to comparable courses taught on campus. Online courses follow the same semester schedule as on-campus classes; they are not self-paced. However, students have more flexibility over their study time in an online course. Some online courses may require occasional on-campus meetings for orientations or exams.

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

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

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

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

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

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

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

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

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

SCC Minimum Mathematics Standard - Eligibility for enrollment in Math 102 or Math 330 (Elementary Algebra).

Schedule of Classes - A list of courses offered for a particular semester, which can be found online at www.solano.edu, and which list by subject, course number, CRN, course title, units, instructor, time, and location.

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

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

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

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

TAA - Transfer Admission Agreements.

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

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

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

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

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

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

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

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

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

Passed/Earned Hours (PH/EH) - Total number of units in the courses for which a student has received a grade of A, B, C, D, F, or CREDIT.

UC - The University of California System. The UC web site is www.ucop.edu.

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

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

Withdrawal - Dropping one or more classes.

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Important Dates and Deadlines

**Dates and Deadlines are found
on our homepage at
www.solano.edu**

**View the “Full Term Dates/Deadlines”
Google calendar and/or
select “View Academic Calendar”
for pdf’s and additional information.**

**View course offerings online at
www.solano.edu**

**Students must check their
individually assigned priority time and date in
MySolano under the Student Tab.
Select “When Can I Register?”**

Need help?

*Visit, call or email us and
we will be happy to assist you!*

***Late Registration:** You can still register for a class once it begins on a space-available basis for a limited time. Go to the class(es) or email instructors of online classes (format: firstname.lastname@solano.edu) and ask the instructor for an Add Code. Then login to MySolano and add your class. Add Codes may be used through midnight on the Last Date to Enroll/Last Date of Late Registration. If you do not hear from an online instructor within a few days, they do not have room to add you.

Late Start Classes: There are classes that begin each month throughout the semester. Open registration for these classes is available until midnight prior to the class start date if seats are available. Late registration will apply when the class starts.

Parking Information

PARKING PERMITS: Semester parking permits can be purchased online through My Solano or at www.solano.edu. Parking permits are not transferable from one person to another. It is against the law to alter, forge, reproduce, sell, or loan your parking permit to another person. Parking permits are required each semester and during summer sessions. Faculty/Staff and reserved parking is enforced 7 days a week, 24 hours a day. All permits (semester and daily) must be clearly displayed. Motorcycles may park in designated motorcycle areas without cost or permits. Motorcycles parked in other areas require permits at the vehicle price.

PARKING ENFORCEMENT: During the first week of the fall/spring semester and during the first week of summer session, parking permits are not enforced in designated student parking areas with the exception for reserved parking, such as Ride Share, Visitors, Faculty and Staff, Disabled, etc. Thereafter, permit parking is enforced Monday-Friday, 7 a.m.—10 p.m. You must have a valid permit clearly displayed while parked on Solano Community College District property, including the Vacaville Center and the Vallejo Center. All other regulations and vehicle code violations are enforced 24 hours a day, 7 days a week.

FAIRFIELD CAMPUS, VACAVILLE AND VALLEJO CENTERS: A parking permit is required to park at the Fairfield Campus, and the Vacaville and Vallejo Centers. Permits are \$20 per each semester and \$6 for Summer sessions. Parking for students is provided in clearly designated areas of the campus. Certain parking areas are reserved for visitors, for faculty and staff who hold permanent parking permits, and for handicapped persons. Student parking is provided in Lots 1, 2, 3, 4, 5, and 6.

DAILY PARKING PERMITS: Daily parking permits may be purchased from the permit dispensers located in each student lot at a cost of \$1 per day (\$1 bills or coins accepted). New daily permits must be purchased each day. If a permit dispenser is out of service, purchase a permit in an adjacent lot and notify the Police in Bldg. 1800B or call (707) 864-7131. Daily permits are valid in student parking only. Daily permits are interchangeable between the Fairfield campus and the Vacaville and Vallejo Centers.

Handicap Parking: A current parking permit along with a handicap placard or plates are required to park in handicap parking. The placard/plates and parking permit must be clearly displayed.

RIDESHARE PERMITS: Rideshare permits are issued by the Student Development Office in Bldg. 1400, Room 1425. Vehicles displaying valid rideshare permits may park in the spaces reserved for rideshare participants and not in any other lots. If you do not have a rideshare permit, you may not park in the rideshare spaces. Rideshare vehicles must have 3 or more participants.

VISITOR PARKING: Limited 30-minute visitor parking is available at the Fairfield campus, and Vacaville and Vallejo Centers in designated areas. For visits longer than 30 minutes, purchase a daily permit and move your vehicle to another stall in the parking lot. Do not park in rideshare or faculty/staff lots. Visitor parking is not to be used by faculty, staff, or students.

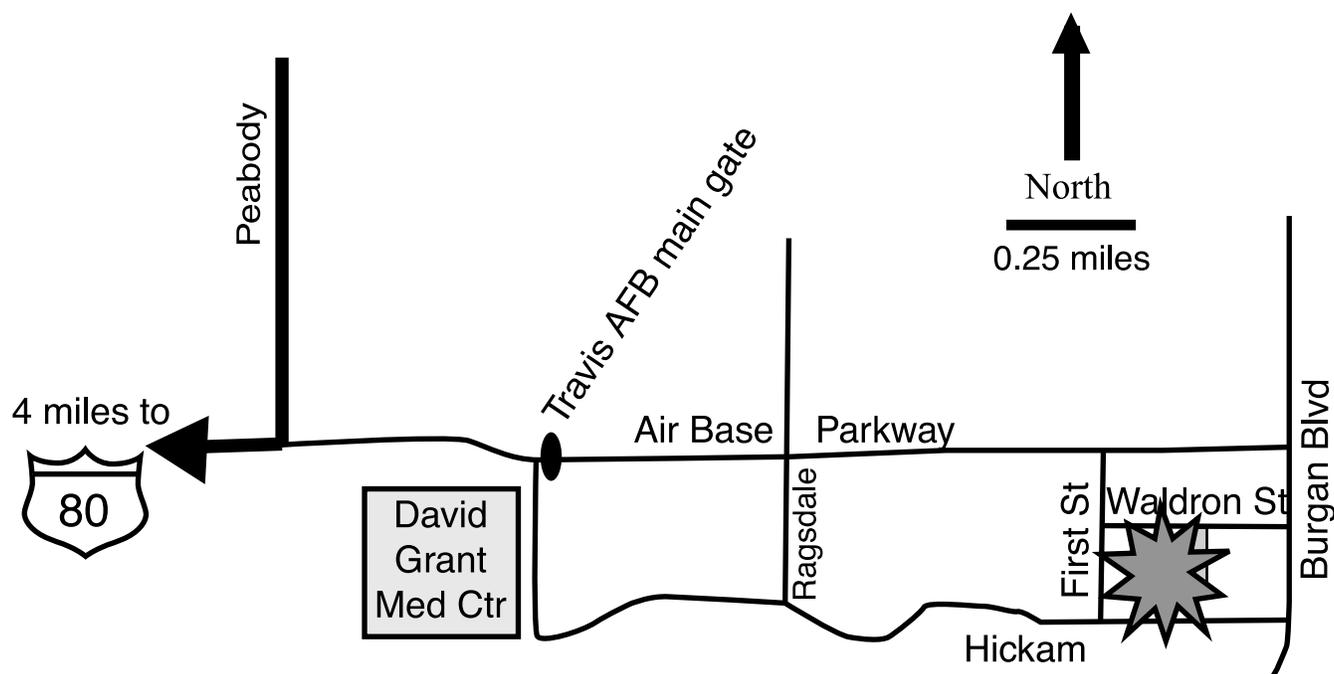
GENERAL INFORMATION: Parking permits are good for all Solano College campus locations. Permits must be located as directed on the permit directions. Parking fees are subject to change. Parking brochures are available at the Police Department. An appeal process to contest citations is available. Got to www.solano.edu/police/parking.html and click the Interactive Appeal Process Form link. For questions, call (707) 864-7131.

PARKING LOT INFORMATION:

- **FACULTY/STAFF:**
Fairfield: Lots A-F, other designated areas
Vacaville/Vallejo: Designated parking
- **STUDENT:**
Fairfield: Lots 1-7
Vacaville/Vallejo: Designated Lots
- **COSMETOLOGY PATRON PARKING:**
(West side Lot D) Must have Patron Parking Permit from Cosmetology Department 8:30 am-10:00 pm
- **DISABLED PARKING:**
Must have disabled placard or plates AND Solano College parking permit or daily meter ticket
- **RIDESHARE:** (3 or more passengers)
Special permit required. For more information, contact Student Development in Bldg 1400 (across from the Bookstore)
- **VISITORS PARKING:**
30 minutes only. If longer than 30 minutes, purchase daily meter ticket and move vehicle to regular parking lot. No Faculty/Staff or Student parking allowed.
- **CHILD CARE PARKING:**
15 minutes only. For dropping off or pickup up only. If longer than 30 minutes, purchase daily meter ticket and move vehicle to regular parking lot. No Faculty/Staff or Student parking allowed.

Campus Maps

Travis Air Force Air Base Map



The Travis AFB University Center is located in Building 249 at 530 Hickam Avenue on Travis Air Force Base. To get to the Center, take the Air Base Parkway exit off of I-80 and follow it until it ends at the Travis Main Gate. Instructions for obtaining a pass are located below. After obtaining a pass, proceed through the Main Gate, staying on the same street. Turn right onto First Avenue, then left on Waldron Street. About half way down the length of the street, turn right into the parking lot. Drive to the back of the lot; you will see the University Center on your right. You may park in any vacant space.

TRAVIS AIR FORCE BASE GATE PROCEDURE:

Due to base security measures, all non-military students must be registered in a class that meets at Travis AFB to receive a pass to enter the base. Students already registered for Travis classes will be able to obtain their base pass at the **Visitor Control Center**, 615 Airbase Parkway, located on the left-hand side before the main gates. The office is open Monday through Friday 6:00 am - 9:00 pm. Students will be able to obtain their **base pass the day class begins. Please be advised it could take at least one hour or more to obtain a base pass.**

All registered students are required to present all of the documents listed below:

1. A current driver's license
2. Valid car registration (this must be the vehicle you will drive to class each week)
3. Proof of your enrollment in a class at Travis (your registration printout showing your classes).
4. Travis AFB personnel may require other forms of identification as needed.

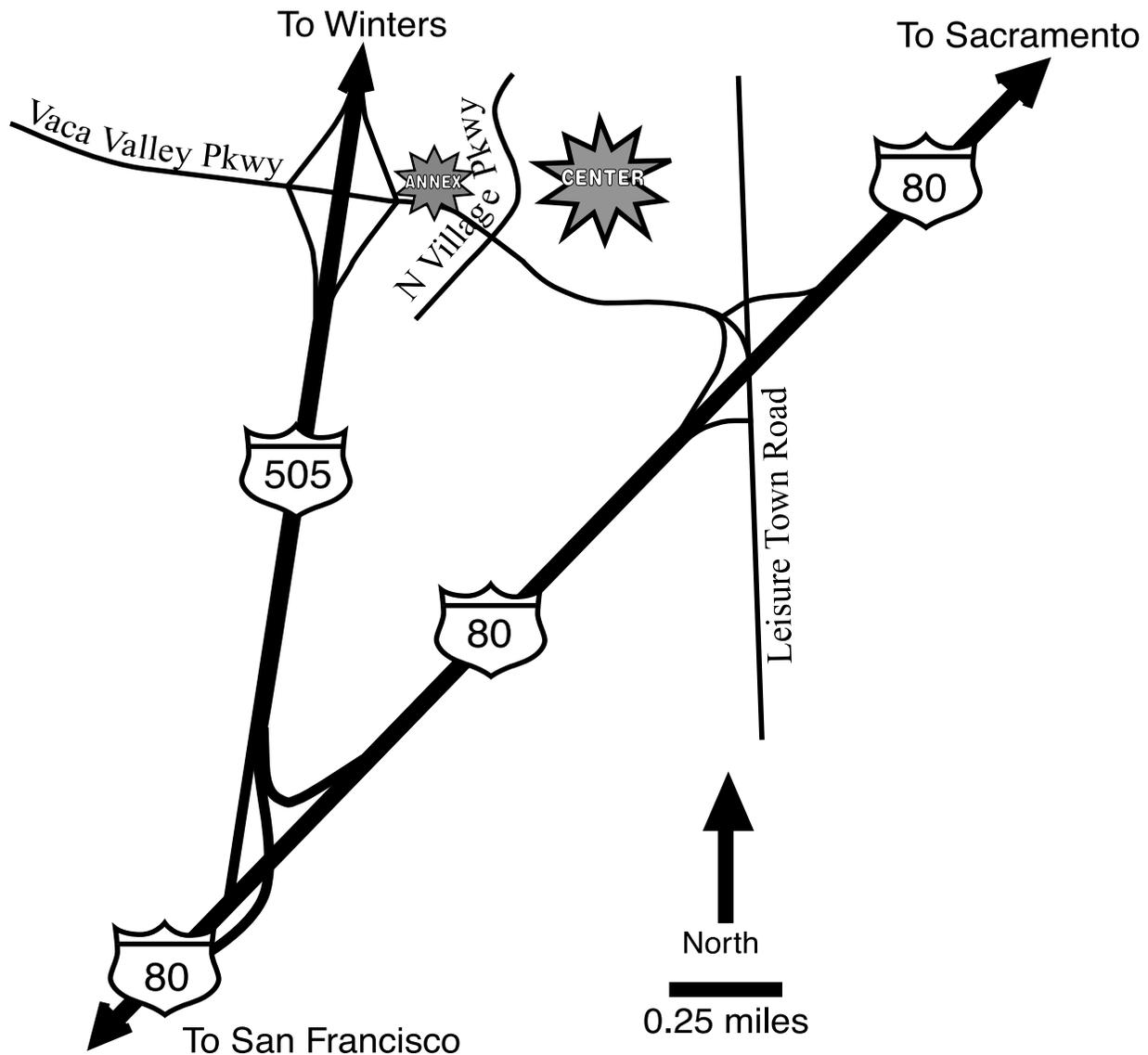
IMPORTANT: Students must have their own transportation. Anyone in an automobile without military ID, or an authorized semester pass, will not be admitted on TAFB.

If you wish to add a Travis class, you must contact the instructor to obtain an "Add [Authorization] Code" and enroll in the course prior to being admitted to the Base. Once enrolled you must contact the SCC Travis office to inform them.

For additional information or inquiries, please call the SCC Travis Office at (707) 863-7878.

Campus Maps

Vacaville Map



The Solano Community College Vacaville Center is located north of the City of Vacaville at 2001 North Village Parkway. Turn onto North Village Parkway (formerly known as 1990 Akerly Drive), just off of Vaca Valley Parkway. Center information and driving directions are also available on our website, please go to: www.solano.edu/campus_sites/vaca_center.html

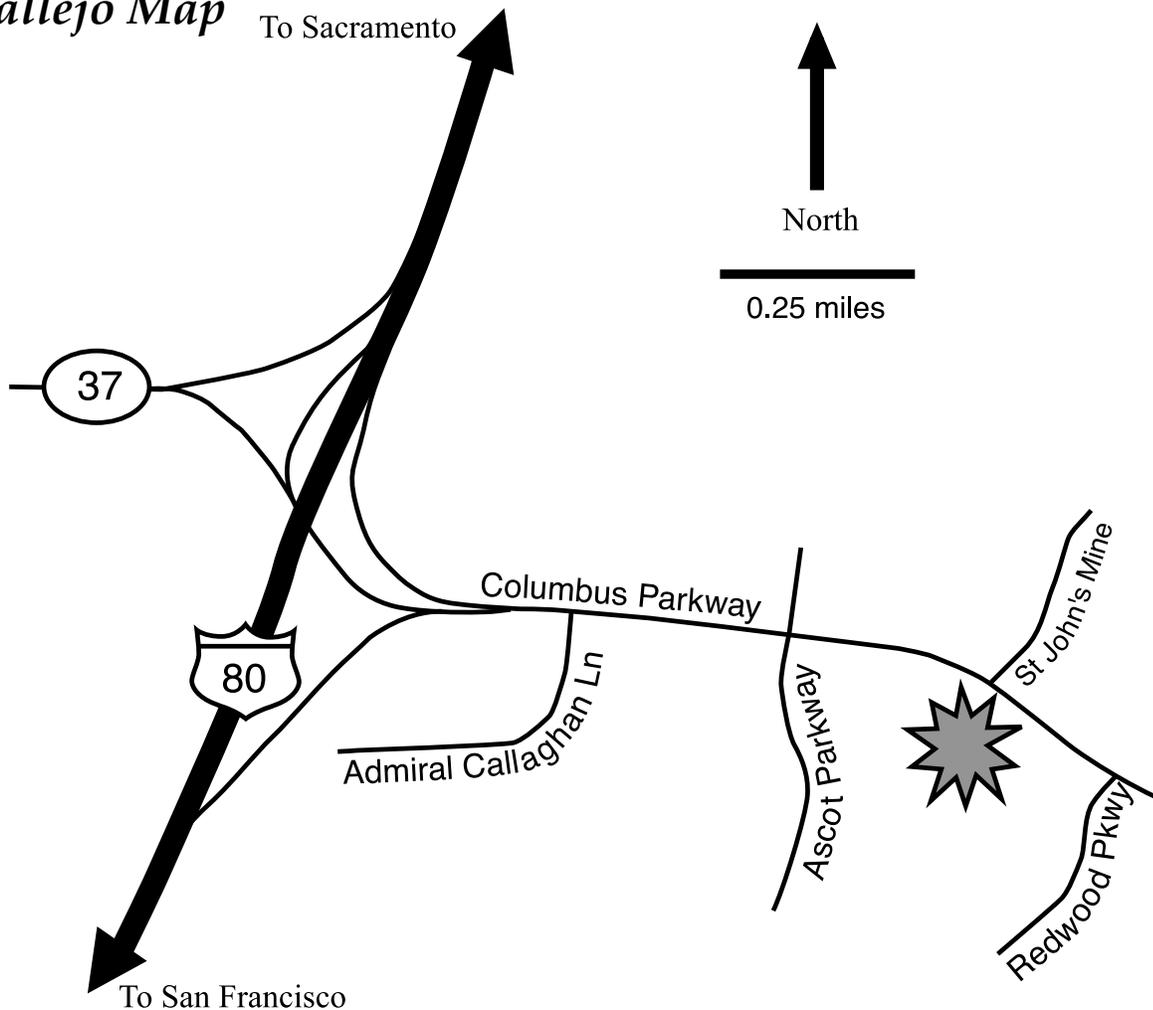
DIRECTIONS FROM FAIRFIELD/VACAVILLE: Take I-80 East to I-505 and drive about 1/2 mile to the Vaca Valley Parkway exit. Turn right at the exit ramp stoplight on to Vaca Valley Parkway and go one block to North Village Parkway. Turn left at the stoplight on to North Village Parkway; the parking lot entrance to the Center is visible on the right side of the street within a distance of 1/2 block.

DIRECTIONS FROM DAVIS/DIXON: Take I-80 West to the Leisure Town Road exit. Turn right onto Vaca Valley Parkway. Continue straight for approximately 1/2 mile to North Village Parkway and turn right at the stoplight. Turn right into the parking lot entrance to the Center.

PARKING: Semester parking passes are \$20 per vehicle and may be purchased online through your MySolano account. The permit is valid for the Fairfield campus and the Vallejo and Vacaville Centers. Daily parking permits are available for \$1 from the machines located in the parking lots. Daily permits are valid for all campus locations.

Campus Maps

Vallejo Map



The Solano Community College Vallejo Center is located at 545 Columbus Parkway.

Directions from Fairfield/Vacaville/Davis/Dixon: Take I-80 toward San Francisco and exit at Columbus Parkway. The Solano Community College Vallejo Center is located approximately 1 & 1/2 miles on your right.

Directions from Pleasant Hill/Concord/Walnut Creek: Take 680 North to 780 West. From 780 West take I-80 East toward Sacramento. Exit at Columbus Parkway. The new Solano Community College Vallejo Center is located approximately 1 & 1/2 miles on your right.

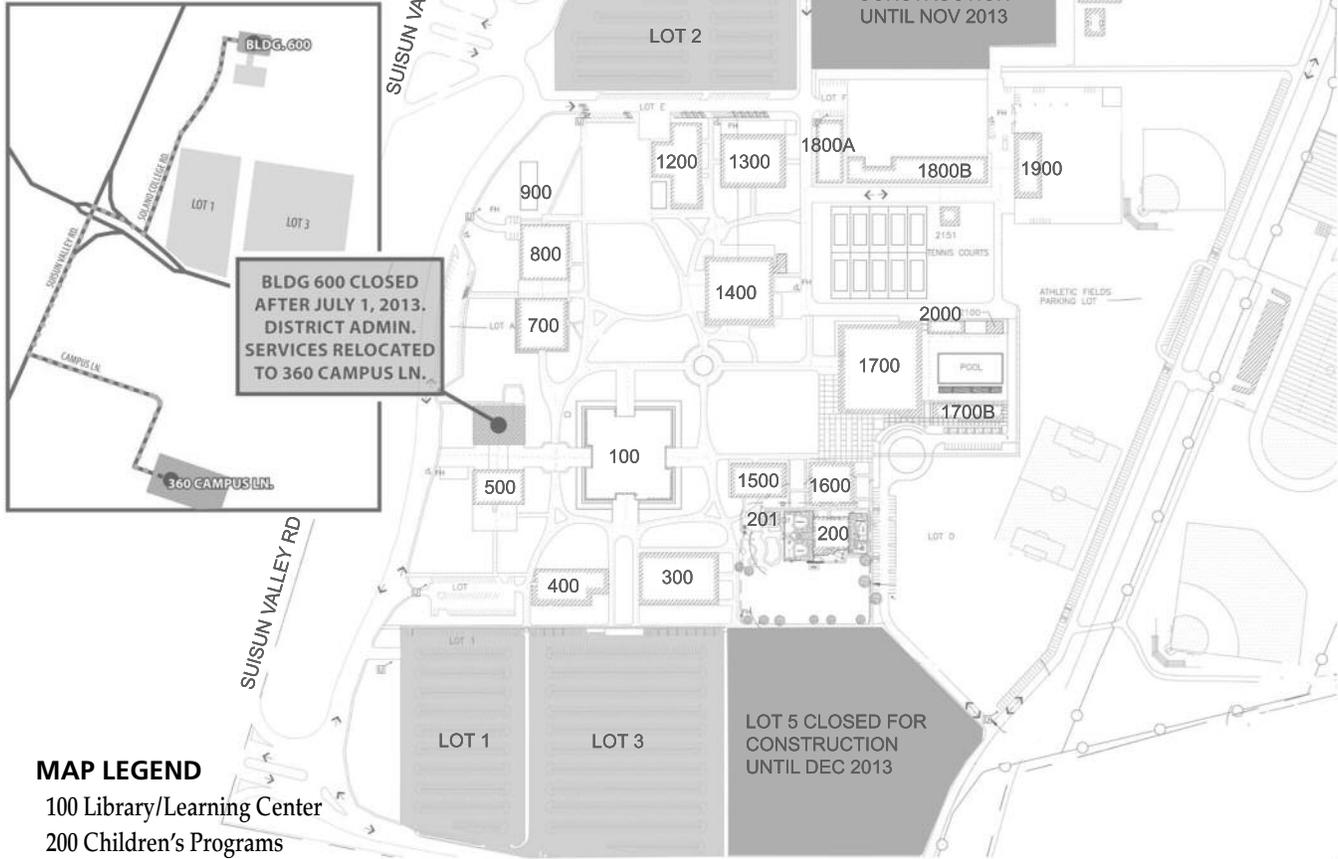
Parking: Parking at the Vallejo Center is \$20 per vehicle. The permit is valid for the Fairfield campus and the Vallejo and Vacaville Centers. Daily parking permits are available for \$1 from the machine located in the parking lot and are valid for all campus locations. Parking is enforced 24 hours a day.

Fairfield Campus

4000 Suisun Valley Road, Fairfield, CA 94534

(707) 864-7000

www.solano.edu



MAP LEGEND

- 100 Library/Learning Center
- 200 Children's Programs
- 300 Mathematics & Science
- 400 Student Services
- 500 Business, Computer Science & Career Technical Education
- 600 Administration
- 700 Humanities/Fine Arts
- 800 Health Occupations/Public Safety & Family Studies
- 900 Faculty Office
- 1000 Horticulture
- 1100 Police
- 1200 Music/Theatre
- 1300 Fine & Applied Arts & Behavioral Sciences
- 1400 Bookstore/Cafeteria/Student Union
- 1500 Engineering/Math
- 1600 Cosmetology/Fine Arts
- 1700 Athletics/Kinesiology
- 1800 Career Technical Education
- 1900 Facilities/Warehouse

SERVICES-ROOM

- | | |
|---|---|
| Admission & Records - 400 | Financial Aid - 425 |
| ASSC & Student Union - 1400 | Foundation - 614 |
| Assessment Center - 442 | Information - 401 |
| Boardroom - 626 | Instruction Office - 600 |
| Bookstore - 1400 | Learning/Tutoring Center - 100 |
| Business & Personnel Office - 600 | Library - 100 |
| Cafeteria - 1400 | MESA Program - 434 |
| CalWORKs - 426 | Student Health Services - 1400 |
| CARE Program - 426 | Student Services - 433 |
| Career & Employment Services - 437 | Superintendent/President's Office - 627 |
| Community Services & Training/Vistas - 1638 | Theatre - 1200 |
| Counseling - 404 | Transfer Center - 438 |
| Disability Services Program - 407 | Veteran's Affairs - 429 |
| EOPS - 426 | Workforce & Economic Development - 151 |

Offices located in building 600 are temporarily located at 320 Campus Lane, Fairfield during the 2013-14 academic year.

Solano Community College is located on Suisun Valley Road, just off Interstate 80, nine miles northeast of Vallejo (take I-80 east), and five miles southwest of Fairfield. Buses serve the campus from Vallejo, Benicia, Fairfield, Vacaville and Dixon.

Telephone Directory

(707) Area Code • 864-7000 Main Line

Web site: www.solano.edu

Solano Community College's main telephone line is an automated system.

All our direct lines and extensions have 24-hour voicemail.

Aeronautics	864-7185	Superintendent-President	864-7112
Academic & Student Affairs	864-7102	Switchboard	864-7000
Admissions & Records	864-7171	Travis Center	864-7878
Assessment Center	864-7118	Tech Services & Support	864-7267
Athletics	864-7126	Theatre Box Office	864-7100
Bookstore	864-7111	Transfer Center	864-7158
CalWORKS	864-7000, ext. 4645	Vacaville Center	863-7872
Career Technical Education & Business	864-7108	Vallejo Center	642-8188
Cafeteria Office	646-2874	Veterans Affairs	864-7105
Campus Police	864-7131	Work Experience	864-7139
Child Studies & Family Development	864-7183	Workforce & Economic Development	864-4477
Community Services	864-7115	Foundation	864-7177
Community Education	864-7160		
Facility Rentals	864-7000	Fax Numbers:	
	ext. 4400	Admissions & Records (A&R)	646-2053
Cosmetology Receptionist	864-7180	Bookstore	864-1357
Counseling & Guidance	864-7101	Business Office/Fiscal Services	646-2056
Criminal Justice Coordinator	864-7000, ext. 4703	Community Services	646-2074
Disabled Services	864-7136	Counseling Office	646-2065
Early Childhood Education	864-7183	EOPS	646-2069
English/Foreign Languages	864-7107	Financial Aid	646-2071
Financial Aid	864-7103	Fire Science	646-2060
Liberal Arts	864-7114	Fiscal Services	646-2056
Fire Academy	864-7000, x4615	Graphics (main fax)	864-0361
Regional & International		Human Resources	646-2075
Fire Technology Outreach Coordinator	864-7148	Library	646-2076
Health Services (Nurse)	864-7163	Maintenance	646-2051
Horticulture	864-7211/864-4308	Nursing	646-2090
Human Resources Office	864-7128	Placement/Students	646-2070
Library	864-7132	Small Business Dev. Center	864-8025
Maintenance and Operations	864-7196	Superintendent/President	646-2085
Sciences	864-7110	Theater	646-2087
Nursery School		Vacaville Center	646-2089
Nursing	864-7108	Vallejo Center	646-2077
Occupational Work Experience	864-7139	Veteran's Office	646-2092
Parking Information	864-7131	Work Experience	646-2080
Human Performance & Development	864-7126	Workforce Development	646-2093
Small Business Development Center			
360 Campus Lane, Suite 102, Fairfield	864-3382		
Special Services:			
EOPS/CARE	864-7145		
Student Development	864-7168		
Student Placement Services	864-7124		
Student Services	864-7102		

COLLEGE E-MAIL

You can e-mail Solano Community College faculty and staff by using this formula: (first name.last name)@solano.edu. Ex: john.doe@solano.edu



FAIRFIELD CAMPUS:
4000 Suisun Valley Road, Fairfield, CA 94534
707.864.7000 FAX 707.864.7175



VACAVILLE CENTER:
2001 North Village Parkway, Vacaville, CA 95688
707.863.7872 FAX 707.646.2089



VALLEJO CENTER:
545 Columbus Parkway, Vallejo, CA 94591
707.642.8188 FAX 707.646.2077