

ACCT 105 Payroll Accounting**Units:** 2 **Hours:** 2 Lecture**Advisory:** Eligible for Mathematics 205, completion of Accounting 101.**Transferable:** CSU

An introduction to the calculating, journalizing, paying and reporting of employee earnings, employee withholding and employer payroll tax expenses. The course emphasizes procedures which conform to federal and state legal requirements. This course has the option of a letter grade or pass/no pass.

ACCT 111 Introduction to Income Tax**Units:** 3 **Hours:** 3 Lecture**Advisory:** Eligible for English 250, English 260 and Mathematics 205.**Transferable:** CSU

A study of theory, philosophy, and principles of income tax law and procedures for computing the tax liability. It includes practice in solving typical individual tax problems. This course has the option of a letter grade or pass/no pass.

ACCT 120 Computerized Accounting - QuickBooks**Units:** 2 **Hours:** 1 Lecture, 3 Laboratory**Advisory:** CSIS 1 or CSIS 2 or the equivalent computer experience. ACCT 20 or ACCT 101 or ACCT 103 or ACCT 105 or the equivalent accounting experience.**Transferable:** CSU

An introduction to computer-assisted accounting. Hands-on use of a microcomputer menu-driven accounting package to do general ledger, sales journal, cash receipts journal, cash payments journal, purchases journal, payroll, receivables, payables and related financial reports. This course has the option of a letter grade or pass/no pass. Repeatable whenever a new software package is adopted. This course is also listed as CSIS 120.

ACCT 190 Occupational Work Experience/Accounting**Units:** 1-4 **Hours:** 20 Laboratory**Required:** Declared vocational major. Concurrent enrollment in seven or more units (including CWE units, except for summer school. For summer school, enrollment in one other class is required). Minimum 2.00 G.P.A.**Transferable:** CSU

College credit for learning experience obtained on the job in accordance with a training plan developed cooperatively between the employer, college and student. 75 hours per semester per unit or 60 hours per semester for unpaid experience. This is a pass/no pass course. May be taken for a maximum of 16 work experience units.

Acting: see Theatre Arts

ADMINISTRATION OF JUSTICE

AJ 6 Introduction to Conflict Resolution**Units:** 3 **Hours:** 3 Lecture**Advisory:** English 250 and English 260.**Transferable:** CSU; CSU-GE: D7; GAV-GE: D2

Introduction to Conflict Resolution introduces students to conflict resolution and mediation. Integrating theory and practice, students will assess core concepts about the causes and resolution of conflict, and will practice communication skills for conflict resolution. Students will examine how ethnicity, gender, and class affect power in conflict situations. They will be able to formulate appropriate conflict resolution strategies, and will develop and practice various basic co-mediation skills. This course has the option of a letter grade or pass/no pass. This course is also listed as POLS 6 and PSYC 6 and CMUN 6.

AJ 10 Introduction to the Administration of Justice**Units:** 3 **Hours:** 3 Lecture**Advisory:** Eligible for English 250 and English 260.**Transferable:** CSU; UC; CAN: AJ 2

The history and philosophy of justice as it evolved throughout the world; in-depth study of the American system and various sub-systems; roles and role expectations of criminal justice agents in their interrelationships in society; concepts of crime causations, punishments and rehabilitation; ethics, education and training for professionalism in the social system.

AJ 12 Criminal Procedures**Units:** 3 **Hours:** 3 Lecture**Advisory:** Eligible for English 250 and English 260.**Transferable:** CSU

Legal processes from pre-arrest, arrest through trial, sentencing and correctional procedures; a review of the history of case and common law; conceptual interpretations of law as reflected in court decisions; a study of case law methodology and case research as the decisions impact upon the procedures of the justice system.

AJ 14 Criminal Law**Units:** 3 **Hours:** 3 Lecture**Advisory:** Eligible for English 250 and English 260.**Transferable:** CSU; UC; CAN: AJ 4

Historical development, philosophy of law and constitutional provisions; definitions, classifications of crime, and their applications to the system of administration of justice; legal research, review of case law, methodology, and concepts of law as a social force. Explores crimes against persons, property, and the state.

AJ 16 Introduction to Evidence**Units:** 3 **Hours:** 3 Lecture**Advisory:** Eligible for English 250 and English 260.**Transferable:** CSU

Origin, development, philosophy and constitutional basis of evidence; constitutional and procedural considerations affecting arrest, search and seizure; kinds and degrees of evidence and rules governing admissibility; judicial decisions interpreting individual rights and case studies viewed from a conceptual level.

AJ 18 Community and Human Relations**Units:** 3 **Hours:** 3 Lecture**Advisory:** Eligible for English 250 and English 260.**Transferable:** CSU; UC

The relationship of criminal justice agents and the community; causal and symptomatic aspects of community understanding; lack of cooperation and mistrust; study of behavioral causes; ways to develop and maintain amicable relationships.

AJ 19 Introduction to Investigation**Units:** 3 **Hours:** 3 Lecture**Advisory:** Eligible for English 250 and English 260.**Transferable:** CSU

Fundamentals of investigation; techniques of crime scene search and recording; collection and preservation of physical evidence; modus operandi processes; sources of information; interview and interrogation, and follow-up investigation.

AJ 20 Juvenile Law and Procedure**Units:** 3 **Hours:** 3 Lecture**Advisory:** Eligible for English 250 and English 260.**Transferable:** CSU

Techniques of handling juvenile offenders and victims; prevention and repression of delinquency; diagnosis and referral; organization of community resources. Juvenile law and juvenile court procedure.

AJ 21 Narcotics and Drug Abuse**Units:** 3 **Hours:** 3 Lecture**Advisory:** Eligible for English 250 and English 260.**Transferable:** CSU

Designed to explore the Administration of Justice system and drug problems: drug identification, drug user recognition, drug effects, narcotic enforcement, drug prosecution, drug treatment, rehabilitation and education.

AJ 24 Administration of Justice Interviewing & Report Writing**Units:** 3 **Hours:** 3 Lecture**Advisory:** Eligible for English 250 and English 260.**Transferable:** CSU

General course using various methods to develop students' abilities in note taking, interviewing, information gathering, report writing mechanics and organization and critical evaluation. Students will interview individuals and will write and analyze police reports to meet the standards of the Criminal Justice System.

AJ 32 Crime and Delinquency**Units:** 3 **Hours:** 3 Lecture**Advisory:** Eligible for English 250 and English 260.**Transferable:** CSU

An introduction to major types of criminal behavior, characteristics of offenders, factors which contribute to crime and delinquency; the criminal justice process: the function of law enforcement, the courts, probation, parole and institutions; changes in crime control and treatment processes, the role of society.

AJ 100A Basic Police Academy**Units:** 22.5 **Hours:** 25.7 Lecture, 13.3 Laboratory**Required:** P.O.S.T. requirement.**Transferable:** CSU

A Basic Police Academy consisting of 900 hours meeting the standards established by the Commission on Peace Officer Standards and Training (P.O.S.T.) for peace officer training. This Basic Police Academy is being requested by the Santa Clara County Sheriff's Office.

AJ 105P Standards and Training for Corrections**Units:** .5-1 **Hours:** 10 Lecture, 30 Laboratory

Required: Title 15, Division 1, Chapter 1, Subchapter 1, Sections 100 through 358 of the California Code of Regulations states in part: Agencies eligible for participation in STC include those of any county, city and county, or city defined as: county probation departments; county or city jails designated as Types I, II, III or IV by Title 15 CCR; or, juvenile institutions that operate as a separate entity or under jurisdiction of a county probation department, as described in Section 872 and 885 of the Welfare and Institutions Code. Staff deemed eligible for inclusion in the STC Program (those regulated by STC), are those that occupy regular budgeted positions in an agency.

Transferable: csu

This is a 32 to 40 hour variable unit course designed to meet advisory board, state standards, and agency education and training objectives for probation officers, and adult and juvenile institution staff. This course may be repeated for credit to meet training mandates. Subjects/topics include: legal and procedural issues; communication; safety and security protocols, medical and mental/emotional issues; managing casework; and, management and supervision issues. Subjects/topics may change with advisory board, state standards, and agency education and training objectives.

AJ 129P PC 832 Without Firearms**Units:** 1 **Hours:** 10 Lecture, 30 Laboratory

Required: Title 15, Division 1, Chapter 1, Subchapter 1, Sections 100 through 358 of the California Code of Regulations states in part: Agencies eligible for participation in STC include those of any county, city and county, or city defined as: county probation departments; county or city jails designated as Types I, II, III or IV by Title 15 CCR; or, juvenile institutions that operate as a separate entity or under jurisdiction of a county probation department, as described in Section 872 and 885 of the Welfare and Institutions Code. Staff deemed eligible for inclusion in the STC Program (those regulated by STC), are those that occupy regular budgeted positions in an agency.

Transferable: CSU

This class is designed for "defined" peace officers other than sworn law enforcement personnel. This course satisfies PC 832 requirements for entry level but does NOT include firearms. This course is certified by State Board of Corrections Standards of Training. The curriculum covers professional orientation, laws of arrest, search, seizure, evidence, preliminary investigations, communications and arrest techniques.

AJ 170 Introduction to Correctional Administration**Units:** 3 **Hours:** 3 Lecture**Advisory:** Eligible for English 250 and English 260.**Transferable:** CSU

A survey of the field of correctional science. Historical development, current concepts and practice; explanations of criminal behavior; functions and objectives of the criminal justice system concerned with institutional, probation, and parole processes as they modify the offender's behavior; survey of professional career opportunities in public and private agencies.

AJ 171 Institutional Supervision and Treatment of the Offender**Units:** 3 **Hours:** 3 Lecture**Advisory:** Eligible for English 250 and English 260.**Transferable:** CSU

A survey of the basic knowledge and skills required of "corrections" personnel including treatment and supervision of offenders: programs, procedures, legal issues, and research in the correctional setting.

AJ 172 Fundamentals of Interviewing and Counseling**Units:** 3 **Hours:** 3 Lecture**Advisory:** Eligible for English 250 and English 260.**Transferable:** CSU

A survey of the basic theories and techniques employed in interviewing and counseling by the correctional worker, traces the development of a meaningful relationship between client and caseworker, explores the various types of counseling employed with a correctional relationship, including group counseling.

AJ 173 Fundamentals of Probation and Parole**Units:** 3 **Hours:** 3 Lecture**Advisory:** Eligible for English 250 and English 260.**Transferable:** CSU

Theory and techniques of probation/parole supervision, including historical development with emphasis on recent programs, research, and development in the field.

AJ 176 Criminal Street Gangs**Units:** 3 **Hours:** 3 Lecture**Advisory:** Eligible for English 250 and English 260.**Transferable:** CSU

This course is designed to explore historical developments, origins, philosophy and current trends and activities in criminal street gangs within California; explore areas of violence, recruitment, drug use, graffiti and attire; emphasis placed on organization within gangs and racial backgrounds including types of solutions in the criminal justice system use to combat street gangs.

AJ 190 Occupational Work Experience/Administration of Justice**Units:** 1-4 **Hours:** 20 Laboratory**Required:** Declared vocational major. Concurrent enrollment in seven or more units (including CWE units, except for summer school. For summer school, enrollment in one other class is required). Minimum 2.00 G.P.A.**Transferable:** CSU

College credit for learning experience obtained on the job in accordance with a training plan developed cooperatively between the employer, college and student. 75 hours per semester per unit or 60 hours per semester for unpaid experience. This is a pass/no pass course. May be taken for a maximum of 16 work experience units.

ALLIED HEALTH**AH 3 The Person in the Life Cycle****Units:** 3 **Hours:** 3 Lecture**Prerequisite:** Eligible for English 250 and English 260.**Transferable:** CSU; UC; CSU-GE: E2; GAV-GE: E2, F

Interaction of social, emotional, intellectual, and physical attributes related to the development and realization of human potential across the life span.

AH 8 General Microbiology**Units:** 5 **Hours:** 4 Lecture, 3 Laboratory**Prerequisite:** Biological Science 10 or 15 with a grade of credit or C or better.**Advisory:** Chemistry 30A; eligible for English 250, English 260 and Mathematics 205.**Transferable:** CSU; UC; CSU-GE: B2, B3; IGETC: 5B; GAV-GE: B2, B3; CAN: BIO 14

An introduction to microbiology with an emphasis on bacteriology. Includes the study of morphology and physiology of microorganisms, a survey of infectious diseases, immunology and techniques for culture and control of microorganisms. This course is also listed as BIO 8.

AH 9 Human Physiology**Units:** 5 **Hours:** 4 Lecture, 3 Laboratory**Prerequisite:** Biological Science 7 or 15 with a grade of credit or C or better or equivalent.**Advisory:** Chemistry 30A; eligible for English 250 and English 260 and Mathematics 205.**Transferable:** CSU; UC; CSU-GE: B2, B3; IGETC: 5B; GAV-GE: B2, B3; CAN: BIO 12

A study of the functions of the major organs and organ systems of the human body, emphasizing control at the cellular level, integration of systems and homeostasis of the human body. This course is also listed as BIO 9.

AH 11 Nutrition**Units:** 3 **Hours:** 3 Lecture**Prerequisite:** Eligible for English 250 and English 260.**Advisory:** Chemistry 30A and Mathematics 205.**Transferable:** CSU; UC; CSU-GE: E2; GAV-GE: E2, F; CAN: FCS 2

This course is designed to meet the needs of the Allied Health student and the general education student alike. The major aim of this course is to help the student acquire relevant information about nutrition which they can use professionally and/or personally. The course will cover the practical aspects of normal nutrition, ways to promote sound eating habits throughout the life cycle, and physiological contribution nutrients make to body structure and function. This course is also listed as BIO 11.

AH 15 Survey of Human Anatomy and Physiology**Units:** 5 **Hours:** 4 Lecture, 3 Laboratory**Advisory:** Eligible for English 250, English 260, Biological Science 10 and Mathematics 205.**Transferable:** CSU; UC; CSU-GE: B2, B3; IGETC: 5B; GAV-GE: B2, B3

An introductory study of the structure and function of the human body. Includes study at the cellular and organ system levels, emphasizing integration of systems. Note that a cadaver will be observed in this course. This course is also listed as BIO 15.

AH 16 Intravenous Therapy/Blood Withdrawal**Units:** 2 **Hours:** 2 Lecture**Prerequisite:** Successful completion of Allied Health 64, Allied Health 44, (with a grade of C or better) or equivalent.**Transferable:** CSU

Theoretical applications and clinical experience to safely administer intravenous therapy. Principles and practices in intravenous therapy. (Approved by the Board of Vocational Nursing for certification in IV Therapy and Blood Withdrawal.) Approved for 36 hours of continuing education credit. (BRN #00892)

AH 30 Standard First Aid and Cardiopulmonary Resuscitation**Units:** 2 **Hours:** 2 Lecture**Transferable:** CSU; UC; GAV-GE: E2

First aid training to prepare people to meet the needs of emergencies when medical assistance is delayed. Incorporates the techniques of cardiopulmonary resuscitation. Includes information on the care of wounds, fractures, burns, poisoning, shock, as well as elementary rescue transportation. A satisfactory grade qualifies the student for a Red Cross Standard First Aid card and the Red Cross CPR card. May be repeated three times for credit.

AH 32 Basic Cardiac Life Support**Units:** 1 **Hours:** 1 Lecture**Transferable:** CSU

Course designed to teach students skills in adult, child and infant cardiopulmonary resuscitation. Specifically designed for health professionals. Successful completion will result in certification by the American Heart Association or American Red Cross. This is a pass/no pass course. May be repeated up to three times for credit.

AH 43 Interactive and Mental Health Nursing**Units:** 10 **Hours:** 5.5 Lecture, 13.5 Laboratory**Prerequisite:** Admission to the RN program and California IV certification.**Transferable:** CSU

The dynamics of leadership and management in nursing, including concepts of basic mental health. Progresses from basic mental health knowledge and skills to the refinements involved in psychiatric nursing practice as it relates to all age groups. Incorporates nursing concepts and nursing experiences relative to human sexuality, child abuse and cultural and ethnic diversity.

AH 44 Compensatory Nursing Practice**Units:** 10 **Hours:** 5.5 Lecture, 13.5 Laboratory**Prerequisite:** Successful completion of Allied Health 43 and an active valid, unrestricted California LVN license.**Transferable:** CSU

Concepts and principles of the nursing process applied to preventive, remedial, supportive, rehabilitative, and teaching aspects in meeting the health needs of the patient requiring compensatory nursing interventions. Incorporates nursing concepts and experiences with all age groups, including senior adults.

AH 45 RN Grad Preceptorship**Units:** 6 **Hours:** 2 Lecture, 32 Laboratory**Prerequisite:** Certification of completion of RN program, interim permit, and eligible for national licensing examination (NCLEX-RN).**Transferable:** CSU

This is an organized and planned course of study in which acute care staff nurse preceptors facilitate transition from graduate nurse to staff nurse. The course includes a classroom component, a clinical component and supporting activities such as evaluation meetings of the student, preceptor, and the faculty liaison. This is a pass/no pass course.