

ACCT 120 Computerized Accounting - QuickBooks

Units: 2.0 **Hours:** 1 lecture 3.0 Laboratory
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. **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.

ACCT 121 Spreadsheet - MS Excel

Units: 1.0 OR 2.0 **Hours:** 1.0 OR 2.0 Lecture
Transferable: CSU

Introduction to the computer spreadsheet software. A hands-on approach to learning terms, commands, and applications of a spreadsheet program. This course will help prepare students for taking the Excel MOUS (Microsoft Office User Specialist) exams. This course has the option of a letter grade or pass/no pass. May be repeated once for credit when the software changes. Also listed as CSIS 121. **ADVISORY:** CSIS 1 or CSIS 2 or equivalent computer experience.

ACCT 190 Occupational Work Experience/Accounting

Units: 1.0 TO 4.0 **Hours:** 5.0 TO 20.0 Laboratory
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. **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.

Acting: see Theatre Arts

ADMINISTRATION OF JUSTICE

AJ 6 Introduction to Conflict Resolution

Units: 3.0 **Hours:** 3.0 Lecture
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. **ADVISORY:** English 250 and English 260.

AJ 10 Introduction to the Administration of Justice

Units: 3.0 **Hours:** 3.0 Lecture
Transferable: CSU, UC; CAN:AJ2

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. **ADVISORY:** Eligible for English 250 and English 260.

AJ 12 Criminal Procedures

Units: 3.0 **Hours:** 3.0 Lecture
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. **ADVISORY:** Eligible for English 250 and English 260.

AJ 14 Criminal Law

Units: 3.0 **Hours:** 3.0 Lecture
Transferable: CSU, UC; CAN:AJ4

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. **ADVISORY:** Eligible for English 250 and English 260.

AJ 16 Introduction to Evidence

Units: 3.0 **Hours:** 3.0 Lecture
Transferable: CSU; CAN:AJ6

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. **ADVISORY:** Eligible for English 250 and English 260.

AJ 18 Community and Human Relations

Units: 3.0 **Hours:** 3.0 Lecture
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. **ADVISORY:** Eligible for English 250 and English 260.

AJ 19 Introduction to Investigation

Units: 3.0 **Hours:** 3.0 Lecture
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. **ADVISORY:** Eligible for English 250 and English 260.

AJ 20 Juvenile Law and Procedure

Units: 3.0 **Hours:** 3.0 Lecture
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. **ADVISORY:** Eligible for English 250 and English 260.

AJ 21 Narcotics and Drug Abuse

Units: 3.0 **Hours:** 3.0 Lecture
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. **ADVISORY:** Eligible for English 250 and English 260.

AJ 24 Administration of Justice Interviewing & Report Writing

Units: 3.0 **Hours:** 3.0 Lecture
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. **ADVISORY:** Eligible for English 250 and English 260.

AJ 32 Crime and Delinquency

Units: 3.0 **Hours:** 3.0 Lecture
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. **ADVISORY:** Eligible for English 250 and English 260.



AJ 100A Basic Police Academy

Units: 22.5 **Hours:** 25.7 lecture 13.3 Laboratory
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. **REQUIRED:** P.O.S.T. requirement.

AJ 105P Standards and Training for Corrections

Units: .5 OR 1.0 **Hours:** 5.0 OR 10.0 Lecture, 15.0 OR 30.0 Laboratory
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. **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.

AJ 129P PC 832 Without Firearms

Units: 1.0 **Hours:** 10.0 lecture 30.0 Laboratory
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. **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. May be repeated once for credit.

AJ 170 Introduction to Correctional Administration

Units: 3.0 **Hours:** 3.0 Lecture
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. **ADVISORY:** Eligible for English 250 and English 260.

AJ 171 Institutional Supervision and Treatment of the Offender

Units: 3.0 **Hours:** 3.0 Lecture
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. **ADVISORY:** Eligible for English 250 and English 260.

AJ 172 Fundamentals of Interviewing and Counseling

Units: 3.0 **Hours:** 3.0 Lecture
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. **ADVISORY:** Eligible for English 250 and English 260.

AJ 173 Fundamentals of Probation and Parole

Units: 3.0 **Hours:** 3.0 Lecture
Transferable: CSU

Theory and techniques of probation/parole supervision, including historical development with emphasis on recent programs, research, and development in the field. **ADVISORY:** Eligible for English 250 and English 260.

AJ 176 Criminal Street Gangs

Units: 3.0 **Hours:** 3.0 Lecture
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. **ADVISORY:** Eligible for English 250 and English 260.

AJ 179P Juvenile Counselor Core

Units: 4.0 **Hours:** 30.0 lecture 14.0 Laboratory
Transferable: CSU

The Juvenile Counselor Core Course is designed to meet the California Board of Corrections requirements, entry level. Also listed as JLE 179.

AJ 190 Occupational Work Experience/Administration of Justice

Units: 1.0 TO 4.0 **Hours:** 5.0 TO 20.0 Laboratory
Transferable: CSU

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ALLIED HEALTH

See also: Health Education (HE)

AH 3 The Person in the Life Cycle

Units: 3.0 **Hours:** 3.0 Lecture
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. **PREREQUISITE:** Eligible for English 250 and English 260.

AH 8 General Microbiology

Units: 5.0 **Hours:** 4.0 lecture 3.0 Laboratory
Transferable: CSU, UC; CSU-GE:B2, B3, IGETC:5B; GAV-GE:B2, B3; CAN: BIO14

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. **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.

General Education Requirements, pages 47-57