

SACRAMENTO CITY COLLEGE

2017-2018 CATALOG ADDENDUM
JUNE 2017



FORWARD
THE NEXT HUNDRED YEARS

Sacramento City College

2017-2018 Catalog Addendum, June 2017



The Addendum to the 2017-2018 Sacramento City College Catalog contains changes that offer new educational opportunities for students and other important updates.

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Non-Discrimination Policy - Los Rios Community College District

The Los Rios Community College District, in compliance with all pertinent Titles and Sections of the Civil Rights Act of 1964, the Educational Amendments of 1972, the Rehabilitation Act of 1973, Americans with Disabilities Act, and all other applicable federal, state and local laws, does not discriminate on the basis of race, color, marital status, religion, sexual preference, national origin, sex, age over forty, handicap or Vietnam-era veteran status, physical or mental disability, nor shall any student be discriminated against for conversing in a language other than English, in any of its functions or activities, including employment, educational programs and services, admissions and financial aid.

It is the policy of the Los Rios Community College District to take action to guarantee that no qualified student or prospective student or any person having an educational relationship with the District shall be unlawfully discriminated against, harassed, or excluded from any benefits, activities, or programs on the grounds of ethnic group identification, race, color, gender, sexual orientation, sexual identity, religion, age (over forty), national origin, ancestry, disability, political affiliation or belief, military and veteran status, or marital status, nor shall any students be discriminated against for conversing in a language other than English. However, students shall be required to speak English when the use of English is necessary for educational or communication purposes. Sexual harassment is a form of unlawful discrimination based on sex and is prohibited in the District/College programs and activities under Title IX of the Education Amendments of 1972, 20 U.S.C., sections 1681 and following (Title IX).

Such non-discrimination policies extend to all of the functions and activities of the Los Rios Community College District including employment and employment selection, educational programs, services, admissions, and financial aid. Student equity in all academic and vocational programs is a primary goal of the college.

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

Students and employees who believe they have suffered discrimination based on any of the above reasons may file a complaint with the appropriate office. Note: In addition to complaints being filed by students or employees, discrimination complaints may be initiated by individuals or entities, such as a family member, representative, organization, or other third party wishing to file on behalf of an individual or group alleged to have suffered unlawful discrimination or harassment. The complaint will not be dismissed or removed if it is not presented on the form provided by the Office of the Chancellor.

Americans with Disabilities Act (ADA)/504 Officer:

Julia Jolly, Associate Vice President of Instruction(916) 558-2407

Disciplinary Officers:

Debra Luff, Associate Vice President of Enrollment and Student Services(916) 558-2139

Michael Poindexter, Vice President of Student Services(916) 558-2142

Equity Officer:

Julia Jolly, Associate Vice President of Instruction(916) 558-2407

Sexual Harassment Officer:

Julia Jolly, Associate Vice President of Instruction(916) 558-2407

Student Grievance Officer:

Julia Jolly, Associate Vice President of Instruction(916) 558-2407

Title IX Coordinator:

Julia Jolly, Associate Vice President of Instruction(916) 558-2407

Política contra la discriminación

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

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

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

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

Estudiantes y empleados que creen han sufrido de discriminación basado en cualquiera de las razones arriba indicadas, pueden presentar una queja a la oficina correspondiente. Nota: Adicionalmente a las quejas presentadas por estudiantes o empleados, quejas de discriminación pueden ser iniciadas por individuos o entidades, tales como un miembro de la familia, un representante, una organización, o cualquier otra persona que desee presentarla a favor de un individuo o un presunto grupo/persona que haya sufrido discriminación o acoso. La queja no será rechazada o eliminada si no es presentada en la forma proveída por la Oficina del Canciller.

Computer Information Science

CISA, CISC, CISN, CISP, CISS, CISW

Degrees:

- A.S. – Computer Science
- A.S. – Information Processing
- A.S. – Information Systems Security
- A.S. – Management Information Science
- A.S. – Network Administration
- A.S. – Network Design
- A.S. – Web Developer

Division of Business and Computer Information Science

Deborah Saks, Dean
 Business Building 213
 916-558-2581

Certificates of Achievement:

- Advanced CISCO Networking
- Business Information Worker
- Computer Science
- Front-End Web Developer
- Information Processing Specialist
- Information Processing Technician
- Information Systems Security
- Management Information Science
- Network Administration
- Network Design
- PC Support
- Programming
- Web Developer
- Web Production Specialist

Business Information Worker

Certificate of Achievement

Program Information

The Business Information Worker Certificate is designed to prepare students for entry-level office and administrative support in a variety of organizations.

Career Opportunities

Students who successfully complete the Business Information Worker Certificate are prepared for entry-level positions in general office environments in a variety of fields.

Upon completion of this program, the student will be able to:

- demonstrate keyboarding proficiency typing with a minimum of 35 wpm.
- describe how a computer works including identification of the various hardware components.
- design, diagram, and construct simple file and folder path structures on local storage device or network storage areas.
- demonstrate an understanding of different file types.
- create, save, and access files and folders using local software, and illustrate an understanding in using file management utilities.
- create, save, and access files in the Cloud, using a Content Management Systems (CMS), and cloud applications and storage areas.
- construct and modify solutions for personal, educational, or business needs applying use of office workplace computer applications.
- construct projects efficiently generating solutions using various workplace computer applications and shortcuts.
- demonstrate the use of electronic mail (e-mail), using attachments and uploading and downloading files and folders, including extracting data.

- demonstrate the mechanics and use of word processing software to organize and present data in a multi-column, multi-page newsletter format including banners, borders, tables, text effects and embedded graphics.
- demonstrate appropriate pagination and word processing features to apply a formal (MLA/APA/Chicago) style of documentation in the creation of a multi-section research paper or report with Table of Contents, Index, and Bibliography.
- choose appropriate Excel tools such as pivot tables, pivot charts, and templates to workbooks for data analysis.
- analyze business situations and determine appropriate methods to deliver negative and positive messages.
- analyze trends in technologies and evaluate their effects on organizational data analysis.
- create audience centric business documents to enhance readability.

Required Program

Required Program	Units
BUS 310 Business Communications	3
BUSTEC 100.2 Keyboarding Skills: Intermediate	1
BUSTEC 100.3 Keyboarding Skills: Advanced	1
CISA 305 Beginning Word Processing	2
CISA 315 Introduction to Electronic Spreadsheets	2
CISC 310 Introduction to Computer Information Science.....	3
CISC 320 Operating Systems.....	1
Total Required Units	13

Certificate of Achievement

The Certificate of Achievement may be obtained by completion of the required program with grades of “C” or better.

College Personnel

Administrators and Senior Leadership Members

Code of Ethics

The administrators at Sacramento City College (SCC) join our community of faculty, classified staff, and students in demonstrating the core values of SCC — working together, pursuing excellence, and inspiring achievement.

We pledge to:

- conduct ourselves in a professional manner that is open and free of unlawful discrimination and harassment of any kind,
- invite participation and promote cooperation, trust, problem-solving, and positive interpersonal relationships,
- assume accountability for the development, implementation, and outcomes of decisions we make on behalf of the SCC and the Los Rios Community College District; and
- make data-informed decisions with the ultimate goal of promoting the highest standards of student learning and success.

Approved April 2015

College President

Michael Gutierrez

Vice Presidents

Administration
Instruction
Student Services

To Be Announced
Steven L. Boyd, Ed.D.
Michael C. Poindexter

Associate Vice Presidents

Economic and Workforce Development
Enrollment and Student Services
General Education and Outreach Programs

Gabriel Meehan
Debra J. Luff, Ed.D.
Julia Jolly

Deans

Advanced Technology
Behavioral and Social Sciences
Business and Computer Information Science
Counseling and Student Success
Davis Center
Financial Aid and Student Services
Humanities and Fine Arts
Information Technology
Kinesiology, Health, and Athletics
Language and Literature
Learning Resources
Mathematics/Statistics and Engineering
Planning, Research, and Institutional Effectiveness
Science and Allied Health
Student Equity and Success
West Sacramento Center

Donnetta Webb
Carl-Petter Sjovold, Ph.D., Interim
Deborah L. Saks, Ph.D.
Andre V. Coleman, Ph.D.
Donald Palm
Christine V. Hernandez
Chris R. Iwata
Elaine Ader, Ph.D.
Mitchell L. Campbell
Albert Garcia, Ed.D.
Kevin M. Flash
Daniel Styer, Ph.D.
Marybeth Buechner, Ph.D.
James Collins, J.D.
Molly Springer, Ed.D.
Art Pimentel

Additional Senior Leadership Members

Administrative Services Director
College Advancement Director
College Store Manager
Communications and Public Information Officer
Los Rios Police Captain
Nursing Program Director
HSI-SAGE Director
HSI-STEM Director

Margaret Lednický
Dan McCarty
Randy Clem
To Be Announced
John McPeek
Carel Mountain, D.N.P.
Lorena Ruedas, Ed.D.
Martin Ramirez

Administrators

Gutierrez, Michael (2017)

College President
B.A., Princeton University
MPaff, University of Texas at Austin

McCarty, William (Dan) (2016)

Interim Director, Advancement
B.A., University of Colorado, Boulder
M.B.A., Colorado State University, Fort Collins

Sjovold, Carl-Petter (2001)

Interim Dean, Behavioral and Social Sciences
Certificate, Online Instruction, Cerro Coso College
B.A., University of California, Berkeley
M.A., Ph.D., University of California, Davis

New Faculty

Boyd, Halsey (2017)

Mathematics Lab Coordinator
B.S., M.S., University of Calgary

Daley, Carlin (2017)

Occupational Therapy Assistant
M.S., University of Southern California
M.S., Pepperdine University
Ph.D., University of Southern California

Dhanda, Randeep (2017)

Nursing
A.S., Carrington College

Figuroa, Larissa (2017)

Dental Hygiene
Certificate, University of the Pacific School of Dentistry
B.S., University of the Pacific School of Dentistry
M.S., University of California, Davis

Goodchild, Rebecca (2017)

Public Services Librarian
B.A., California State University, Sacramento
M.A., San Jose State University

Gossett, Julie (2017)

Nursing
A.S., Mt. San Antonio Community College
B.S., University of Phoenix

Kaina, Abdelaziz (2017)

Computer Information Science
Certificate, Denver Technical College
M.S., Keller Graduate School of Management
M.S., New Mexico Institute of Mining & Technology

Maeda, Richard (2017)

Nursing
B.A., B.S., DeVry University

Mukarram, Abida (2017)

Computer Information Science
M.S., University of Bombay
Ph.D., University of Oxford

Ngassam, Valery (2017)

Physics/Astronomy
B.S., University of Yaoundo'e I
M.S., University of Douala
M.S., University of Yaound'e I
Ph.D., University of Paris XI Orsay

Perez, Carlos (2017)

Electronics Technology
M.S., California State University, Los Angeles
Ph.D., University of Texas, El Paso

Spritzer, Terrie (2017)

Learning Disabilities (DSPS)
B.A., California State University, Northridge
M.A., University of Southern California
M.S., Alliant International University