CERRO COSO
COMMUNITY COLLEGE

2015-2016
CATALOG

www.cerrocoso.edu

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3000 College Heights Blvd.
Ridgecrest, CA 93555

www.cerrocoso.edu

760-384-6100

If this material is needed in alternate format for people with disabilities, please contact ACCESS Programs at (760) 384-6250.

Disclaimer

Cerro Coso Community College reserves the right to modify its programs, tuitions and fees, admission and graduation requirements, schedules, and other policies, procedures and regulations stated in this catalog without notice.

Cerro Coso Community College is a member of the Kern Community College District

Cerro Coso Community College Publication Staff :
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Accreditation

Cerro Coso Community College
is accredited by the
Western Association of Schools and Colleges
and is fully approved by the
Board of Governors,
California Community Colleges
and other state and federal agencies.
The University of California,
California State Universities
and other Universities
and colleges grant credit to lower division
transfer courses completed at
Cerro Coso Community College.

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Welcome to Cerro Coso Community College. We are excited that you made us your choice and we want to make your time with us a meaningful experience that will assist you in reaching your goal. The college community at Cerro Coso is made up of dedicated faculty and staff at all our campuses and centers. You are provided the opportunity to embrace learning inside and outside of the classroom and will find that your education and services are not place- and time-bound if you choose to take advantage of our virtual campus, 'CC Online'.

The motto of Cerro Coso Community College is to educate, innovate, inspire and serve. As a student you will experience this through the learning environment and by the support services provided you by our excellent faculty and staff. Many of our staff are alumni of Cerro Coso and have chosen to work at the college to serve and encourage you along the way.

There are many opportunities to become involved while attending Cerro Coso. You can take part in student senate/government and clubs, student activities, student ambassadors, attend sporting events, guest lectures, or become members of the Honors Program or Phi Theta Kappa. Information about college events and these groups can be found on our website, http://www.cerrocoso.edu.

You will find your educational experience to be one of excellence whether you are preparing to transfer, to become gainfully employed, or to gain additional workforce skills. Most importantly we encourage you to take full advantage of the community college experience we offer and to become a lifelong learner.

I wish you success as you embark upon this higher education journey and look forward to celebrating each milestone you reach!

Jill Board
President

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ABOUT THE COLLEGE

History

Cerro Coso Community College was established in 1973 as a separate college within the Kern Community College District. Cerro Coso Community College has five instructional sites (Eastern Sierra Centers in Bishop and Mammoth Lakes, Indian Wells Valley, Kern River Valley, and East Kern), which together form the largest geographical service area (18,000+ square miles) of any community college in California and which serve a population of approximately 85,000. A leader in online education, Cerro Coso Community College has been offering online courses since 1997 and offers 13 Associate degrees entirely online and as many as 160+ courses online each year, with approximately 180 sections per semester. Cerro Coso Community College is a member college of the Kern Community College District and is fully accredited by the Western Association of Schools and Colleges and approved by the University of California and the State Department of Education.

Values

The Values at Cerro Coso Community College provide the foundation for all student, academic, and community activities.

Educate

- We are committed to student's learning and achievement,

Innovate

- We encourage individual and collective creativity in a rapidly changing world:
- We implement best practices that facilitate and encourage innovation and success;

Inspire

- We model a culture of life-long learning;

Serve

- We celebrate the diversity of each individual: student, staff, and faculty;
- We strive to deliver equitable services to all students at all sites; and
- We foster community partnerships and the relationships we build with them.

Vision

Cerro Coso Community College will be recognized as a leader in higher education, a source of programs and services for tomorrow's workforce, a model for student learning, and a partner with its diverse clientele and communities.

Mission

The mission of Cerro Coso Community College is to provide tailored programs and equitable services to the students in the communities and rural areas we serve. We demonstrate a conscious effort to produce and support student success and achievement through traditional and distance delivery. To accomplish this mission we will provide:

- degrees and certificates in transfer and career technical education,
- remedial instruction,
- comprehensive support services,
- learning opportunities that develop ethical and effective citizenry, and
- continuing education that is compatible with the institutions primary mission.

Strategic Goals, 2015-2018

The Cerro Coso Community College Strategic Plan for 2012-2015 focuses on five strategic goals. These goals are:

1: Student Success

1.1 Increase Completion

1.2 Improve Milestone Achievements

1.3 Increase Student Engagement

2: Equity

2.1 Close Achievement Gaps

3: Access

3.1 Optimize Student Enrollment

3.2 Be the Higher Education Option of First Choice

4: Community Connections

4.1 Provide Workforce and Economic Development Programs that Respond to Local Industry

4.2 Reflect the Communities We Serve

5: Organization Effectiveness

5.1 Provide Effective Professional Development

5.2 Meet and Exceed Internal and External Standards and Requirements

5.3 Increase Trust and Create a Collaborative Culture

5.4 Improve Facilities and Maintenance

5.5 Improve Institutional Effectiveness

5.6 Generate Revenue

Accreditation

Cerro Coso 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, California, an institutional accrediting body recognized by the Commission on Recognition of Postsecondary Accreditation and the U.S. Department of Education. It meets all standards of the California State Department of Education. The college and its programs are also approved by the California Community College Board of Governors, the Board of Vocational Nursing and Psychiatric Technicians, and the California Department of Education for the enrollment of veterans. The University of California, the California State University System, and other universities and colleges give full credit for appropriate courses completed at Cerro Coso Community College.

Student Right-To-Know

In compliance with the Student Right-To-Know (SRTK) Act of 1990 (Public Law 101-542), it is the policy of the Kern Community College District and Cerro Coso Community College to make available its completion and transfer rates to all current and prospective students. These rates are based on a limited cohort (or group) of students which are tracked for a three-year period. The cohort is limited because it includes only students who entered Cerro Coso Community College in the fall term as first-time, full-time students seeking a degree, certificate or transfer. Students included in the 2010 SRTK Cohort were tracked from Fall 2010 through Spring 2013 to determine their academic outcomes during the time period.

A student is included in the Completion Rate if they attained a certificate or degree or became "transfer prepared" within the three-year period. Transfer-prepared is defined as having completed 60 transferable units with a GPA of 2.0 or better.

A student is included in the Transfer Rate if, within the three-year tracking period, they transferred to another postsecondary institution prior to receiving a certificate or degree or becoming "transfer-prepared".

The table below compares Cerro Coso Community College's Completion and Transfer Rates to the statewide community college average.

	2010 SRTK Cohort	
	Cerro Coso	State-Wide
Completion Rate	13.50%	26.26%
Transfer Rate	12.24%	13.59%

These rates do not represent the completion and transfer rates of the entire student population at Cerro Coso Community College, nor do they account for student outcomes occurring after this three-year tracking period. For more information on SRTK methodology, interpretation, and rates at other community colleges, you can visit the College Chancellor's Office website at **http://srtk.cccco.edu/**.

Academic Freedom

The district, the colleges, and unit members will adhere to the following in regard to academic freedom:

1. Education in a democracy depends upon earnest and unceasing pursuit of truth.
2. Faculty members shall be free to exercise academic freedom, including freedom of investigation, freedom of discussion in the classroom, freedom to select texts and other instructional materials, freedom of assignment of instructional exercises, and freedom of evaluation of student efforts.
3. Faculty members acknowledge that in the exercise of academic freedom they have a responsibility to be accurate and comprehensive in making reports, to be fair-minded in making interpretations and judgments, to respect the freedoms of other persons, to exclude irrelevant matters from classroom discussions and instructional exercises, and to make appropriate distinctions between statements of fact made as faculty subject matter specialists and opinions made as private citizens.
4. The college recognizes the fundamental right of the faculty member to be free from any censorship or restraint which might interfere with the faculty member's obligation to pursue truth and maintain their intellectual integrity in the performance of their teaching functions.

Equal Employment Opportunity Statement

In accordance with the requirements of the Civil Rights Act, Cerro Coso Community College provides services and benefits to students regardless of race, color, national origin, ancestry, gender, age, religion, marital status, medical condition, or disability. The lack of English language skills will not be a barrier to administration and participation in vocational education programs. (Title VI and VII of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 503 and 504 of the Rehabilitation Act of 1973, as amended and the Americans with Disabilities Act of 1990.)

All persons have the right to seek admission to and complete an educational program at Cerro Coso Community College. Interference with students' access and successful completion of their education by any person through unlawful discriminatory conduct will not be tolerated. The college will initiate disciplinary action against persons found to have interfered with a students' education through any means of illegal or immoral intimidation.

Kern Community College District will afford reasonable accommodations for applicants and employees to enable qualified individuals to perform essential job functions. Students with disabilities will be accommodated to ensure accessibility and full participation in educational programs. To request reasonable accommodations, applicants and employees should contact the Human Resources Manager at (760) 384-6229. Students should contact the ACCESS Programs Office at (760) 384-6250.

Unlawful Discrimination

Inquiries regarding the equal opportunity policies, the filing of grievances, reasonable accommodation in employment, academic adjustments or auxiliary aids and services, or to request a copy of the grievance procedures covering discrimination complaints, may be directed to:

Vice President of Student Services Coordinator, Title IX (pertaining to gender equity, including sexual harassment)

Coordinator, Title VI and Section 504/ADA (pertaining to race, color, or national origin, and disability)

Cerro Coso Community College
3000 College Heights Blvd.
Ridgecrest, CA 93555

(760) 384-6249
(760) 384-6110 (TDD Only)

A complaint of alleged unlawful discrimination may be filed within one year of the alleged discrimination. For complaint forms or additional information, contact one of the following:

Human Resources Manager
Cerro Coso Community College
3000 College Heights Blvd.
Ridgecrest, CA 93555

(760) 384-6229
(760) 384-6110 (TDD Only)

Additional inquiries pertaining to federal, state, and local equal opportunity laws, and the governing board policies of Cerro Coso Community College or Kern Community College District (KCCD Board Policy Section 11-D) may be directed to the following office:

Vice-Chancellor, Human Services
Kern Community College District
2100 Chester Avenue
Bakersfield, CA 93301

(661) 336-5140

Declaración De Igualdad De Oportunidad

De acuerdo con los requisitos de la acta de derechos civiles, Cerro Coso Community College provee servicios y beneficios a todos estudiantes sin impedimento de raza, color, origin nacional, ancestria, género, edad, religión, estado civil, condición marital, o impedimento. La falta de capacidad de hablar inglés no ser un obstáculo par la admisión vocacionales. (Título VI y VII del Acto Civilde Derechos Civiles de 1974; Titulo IX de los Enmiendas de Educación de 1972; las Secciones 503 y 504 del Acto de Rehabilitacion del 1973, como modificado.)

Toda persona tiene el derecho de solicitar admisión y completar un programa educativo en Cerro Coso Community College. No se tolerada interferencia alguna con el acceso y termino exitoso de su educación a ninguna persona o estudiante por medio de conducta discriminatoria ilegal. El colegio iniciara acción disciplinarían contra las personas que sean descubirtas interferiendo con la educación de los estudiantes por medio de cualquier forma de intimidación ilegal o inmoral.

Discriminación Ilegal

Para mayor información acerca de la política de igualdad de oportunidades, la presentación de una queja, las instalaciones

adecuadas en el empleo, los ajustes académicos o los servicios y ayudas auxiliaries, o para pedir una copia de los procedimientos de quejas relativas a la discriminación, pueden dirigirse a:

Vice Presidente de los Servicios del Estudiante, Coordinadora del Título IX (relativo al sexo)

Coordinadora del Título VI y Sección 504/ADA (relativos a raza, color, nacionalidad o discapacidades).

Cerro Coso Community College
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Ridgecrest, CA 93555

(760) 384-6249
(760) 384-6110 (TDD Only)

Una queja de discriminación ilegal supuesta se puede ser registrada dentro del termino de un ano de ocurrida la supuesta discriminación. Para obtener formas de quejas o información adicional usted puede ponerse en contacto con la siguiente persona:

Human Resources Manager
Cerro Coso Community College
3000 College Heights Blvd.
Ridgecrest, CA 93555

(760) 384-6229
(760) 384-6110 (TDD Only)

Para preguntas adicionales referente a las leyes acción afirmativa y igualdad de oportunidad, ya sean al nivel federal, estatal, o local, y referente a la política del consejo de gobierno de Cerro Coso Community College o del Districto Escolar de la Comunidad de Kern, puede ponerse en contacto con siguiente oficina:

Vice-Chancellor, Human Services
Kern Community College District
2100 Chester Avenue
Bakersfield, CA 93301

(661) 336-5140

Students with Disabilities

Cerro Coso Community College will make reasonable accommodations and/or academic adjustments to ensure that students with disabilities have an equal opportunity to participate in the college's courses, programs, and activities, including extracurricular activities. Students with disabilities who are requesting academic accommodations or auxiliary aids should contact the ACCESS Programs Office at (760) 384-6250. Participation by students with disabilities in ACCESS Programs is voluntary. Any student choosing not to participate in the program may elect an alternate path for services through the Office of Student Learning. See the Vice President of Student Services for options or alternatives to services otherwise provided by ACCESS Programs.

Confidentiality of Student Records

Student records are protected by the Family Educational Rights and Privacy Act, state law, and Kern Community College District Board Policy from access by casual or unauthorized persons. Access to records is provided to the student, appropriate college staff members, persons having written consent of the student, or by court order or subpoena.

The Privacy Act affords Cerro Coso Community College the right to release such "Directory Information" as the student's name, address, e-mail address, photographs, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended. If a student does not want this information released, the student must check the confidentiality requested box on the admission/update forms.

Present and former Cerro Coso Community College students are given the right to inspect, review, and challenge the contents of all educational records related to them. No information contained in their educational records may be released without their consent, except to those agencies or individuals authorized by the Act.

Students wishing to inspect, review, or challenge any of their educational records must contact Admissions and Records (760) 384-6357.

Policy Concerning Sexual Harassment

Cerro Coso Community College is fully committed to all federal, state, and local human rights and equal opportunity laws. Title VII of the Civil Rights Act of 1964, amended 1991, and Title IX of the Educational Amendments of 1972 are strictly enforced. This legislation specifically prohibits sexual discrimination in employment, and educational programs and services respectively.

Students have the right to gain access to and complete an educational program at Cerro Coso Community College. Interference with students' admission to and successful completion of their education by any person through unlawful sexual conduct will not be

tolerated. The college will initiate disciplinary action against persons found to have interfered with a student's education through any means of sexual harassment or intimidation.

Outreach Programs and Services

The Counseling Office conducts and coordinates campus tours for prospective students, high school visitations, and contacts with community groups for recruiting purposes, and represents the college at various events and activities.

ADMISSIONS AND REGISTRATION

Applying to College

Academic Eligibility

Graduates of accredited high schools, holders of a Certificate of Proficiency or GED certificates, or persons 18 years of age or older who are able to profit from the college instructional programs are eligible for admission to Cerro Coso Community College. Admission with previously earned credits will be granted upon evidence of official transcripts showing satisfactory scholarship and an honorable dismissal from an accredited postsecondary institution. The student should ask all previous colleges of attendance to send transcripts directly to Cerro Coso Community College's Admissions and Records Office.

Special Admission for K-12 Students

Students who are enrolled in K-12 programs may be admitted by Special Admission-Attending this college while still enrolled in grades K-12 upon recommendation of the school principal or designee, and with parent consent. Cerro Coso Community College is authorized to restrict the admission or enrollment of K-12 students based on age, completion of a specified grade level, and demonstrated eligibility for instruction using approved assessment methods and procedures adopted by the Board of Governors. After submitting a college application or update form, students must obtain a Concurrent Enrollment Form, from the Cerro Coso Community College Counseling Office, have it appropriately filled out by their school principal or designee, secure a parent signature, and then meet with a college counselor for approval. Cerro Coso Community College enrollment fees of $46/unit are waived for K-12 students. Non-resident tuition will apply if the K-12 student is an international student, is not a California resident or has not lived in California for one year and one day prior to enrolling at Cerro Coso Community College. Please see the Tuition and Fees section in this catalog. By enrolling in a college level course, the K-12 student is agreeing that he or she will be responsible for communicating with their instructors, studying at least two hours for every hour of course (minimum), turning in college level assignments complete and on time, and purchasing all textbooks within the first week of course(s). If the K-12 student is uncertain about carrying out any of these responsibilities, a college course may not be the best option for him or her, at this time. Please contact a college counselor if you have any questions.

International Students

Prior to admission to the college, all students from non-English speaking countries must achieve a qualifying score on the Test of English as a Foreign Language (TOEFL). Students should apply to take this test by writing to the TOEFL Program, Educational Testing Service, Princeton, New Jersey, 08540. Information will be mailed to the student regarding the test, including a list of test centers in the United States and overseas.

In addition to the above, foreign students are required to submit all high school and college transcripts, three letters of reference or evidence of a local sponsoring agent (i.e., faculty member, coach, or local families participating in exchange programs, etc.), and documentary evidence of adequate financial support at least two months prior to the start of the semester, along with the $50.00 application fee. Upon receipt of required documents and the college's acceptance, the college will submit the request to the Student Exchange and Visitor Information System (SEVIS) to generate the student's I-20 for a F-1 visa application. The I-20 will then be sent to the student for submission to the student's embassy/consulate to obtain the student's F-1 visa. Once the F-1 visa is approved, the student then will follow the application and registration procedures listed for new students. Students admitted under an F-1 visa are required to pay non-resident tuition, the capital outlay fee, the enrollment fee, and all are required to purchase a health and accident insurance policy. International students must make their own accommodations and transportation arrangements prior to attending Cerro Coso Community College.

Contacts, processes, and forms for the above can be located at **http://www.cerrocoso.edu/admissions/**international-students or an International

Student Packet can be sent to you upon request.

Residency Determination

Generally, California residency status is established by one of the following conditions:

- If the applicant is under the age of 18, his/her parents must have resided within the state of California for 12 consecutive months **with the intent to stay** preceding the first day of the semester.
- If the applicant is 18 but not yet 19 years of age, both the applicant and the applicant's parents must have resided within the state of California for 12 consecutive months **with the intent to stay** preceding the first day of the semester.
- If the applicant is 19 years or older, the applicant must have resided within the state of California for 12 consecutive months **with the intent to stay** preceding the first day of the semester.

Active duty military students stationed outside California that maintain their California residency are California residents for enrollment purposes.

Non-California Residents

Students who are not residents of the state of California as of the day immediately preceding the first day of classes in any given semester will be required to pay out-of-state tuition fees.

Active duty military and their dependents stationed in California are treated as California residents for enrollment purposes.

Minors (under 18 years of age and not married) will be required to pay the out-of-state tuition fees if their parents or legal guardian reside outside the state even though such minors may have lived in the state of California for one year or more. Non-residents who wish to become residents of California must reside in the state for one year and one day prior to the beginning of the semester and show evidence of the **intent to establish residency during that same time** (e.g. a filed CA state income tax form, a driver's license valid for the past one year and one day).

Change of Residence Status

To change residency status to California resident a student must show physical presence in California with intent to stay in California for one year proceeding the first day of the semester.

A residency determination form with at least two forms of documentation must be submitted to the Admissions and Records office to begin review of residency status. The documents submitted must support:

1. Physical Presence in California
   - Student/parent (as applicable) must have documentation of physical presence in California one year preceding the first day of the semester.
   - Student leaving California temporary for educational purposes must show that California was claimed as residency at institution attended
   - Student does not have conduct inconsistent with a claim of California residency. (see below)

     NOTE: Physical presence within California solely for educational purposes does not constitute establishing California residence regardless of the length of that presence.
2. Intent to stay in California

In addition to physical presence in California for one year preceding the semester, a student must show they intended to make California the home for other than temporary purposes for one year preceding the semester. At least two documents will be required to review your request for residency. Examples of showing intention to stay are:

- Obtaining a California driver's license one year preceding semester
- Possessing California motor vehicle license plates
- Registering to vote in California one year preceding semester
- Paying California taxes as a California resident for the entire year
- Rental agreement/ house payment for one year preceding the semester

Conduct inconsistent with a claim of California residence includes:

- Keeping an out of state driver's license
- Attending an out-of-state institution as a resident of that other state
- Being the petitioner for a divorce in another state
- Declaring nonresidence for state income tax purposes
- Living in other state between school semesters
- Registered to vote in another state

- Employment in another state using that state for income tax purposes

NOTE: Additional documentation may be requested upon review.

Admissions Form

An admissions form may be completed on the college web page at **http://www.cerrocoso.edu/studentservices/admissions**. It must be filed prior to registration. The application should include the prospective student's social security number. The Social Security number will not appear on course roll sheets.

Use of Identification Numbers

All students are assigned an identification number when a completed admissions form is submitted to the Office of Admissions and Records. Students may use the assigned number to access their academic records.

Personal Identification Number

When prospective students complete their admission forms online, they will be asked to create a personal identification number (PIN). The number must meet the conditions below and should be a PIN that is confidential and nobody else will know. This will be the student's universal PIN for logging into all Cerro Coso Community College Student Accounts.

- Must be 8-20 characters long.
- Must contain letters (case-sensitive) and numbers.
- Must not contain special characters e.g. @, space, -, /, !
- Must not contain a character sequence e.g. 1234 or abcd.
- Must not contain a sequence of same characters e.g. 55555.

MATRICULATION

Student Rights and Responsibilities

The matriculation process at Cerro Coso Community College is intended to assist students in establishing appropriate educational goals and provide support services to help them achieve these goals. Students eligible for matriculation will be provided an orientation, assessment, and evaluation of basic skills, counseling, and completion of an educational plan and follow-up services. All first time college students should complete orientation, assessment, counseling, and initiate educational planning prior to registering for courses and may NOT enroll during priority registration unless they have completed the matriculation process.

Cerro Coso Community College has as its basic role in the Matriculation Program the responsibility to develop an efficient process to encourage student participation in college services, programs and learning experiences that will aid in achieving academic success.

Students have the responsibility to inform the college of their educational and career goals. If you are undecided in either or both areas, our staff can assist you in clarifying your goals. Listed below are the basic components of your partnership with Cerro Coso Community College.

You agree to:

- State a broad educational intent upon enrollment, e.g., AA/AS degrees or transfer, etc.
- Declare a specific educational goal within a reasonable period of time following admission, with the deadline being during the term after which you complete 15 units of course work.
- Attend courses regularly and complete assigned work.
- Successfully complete your courses and maintain progress toward an educational goal.

Cerro Coso Community College agrees to:

- Process your application for admission.
- Provide orientation services addressing questions concerning college procedures, course scheduling, academic expectations, financial assistance and other relevant issues.
- Provide for assessment of your skills in conjunction with counseling/ advisement.
- Provide assessment for math, reading, and English placement
- Provide evaluation of your educational progress, which is available through counseling and other support services.
- Provide a wide variety of course offerings, including pre-collegiate basic skills.

- Provide advisement of all nonexempt students with particular emphasis on students enrolled in pre-collegiate basic skills who have not declared a specific educational goal, as well as to students who have been placed on probation.

Additional Rights of Students

1. Right to appeal requirements of any prerequisite based on unavailability of the necessary course.
2. Right to acknowledge any prerequisite believed to be discriminatory through the appropriate office.
3. Right to challenge matriculation regulations/ procedures. Students have the right to waive one or more of the following: assessment, orientation, and/or counseling/ advisement.
4. Right to be provided alternative services for the matriculation process, if necessary, for ethnic and language minority students and students with disabilities.

If you have questions regarding your rights, see the Director of Student and Counseling Services in the Counseling Office.

Matriculation Status

Students are required to complete assessment, orientation, counseling, and a Student Education Plan (SEP) at Cerro Coso Community College in order to be a fully-matriculated student.

- Students with an Associate Degree or higher are considered fully matriculated.
- A student is exempt from assessment upon satisfactory completion of course work equivalent to college level English or college level math.
- A student may be exempt based on special circumstances. These will be reviewed on an individual basis upon appeal to the Vice President of Student Services.

All students are welcome to participate in orientation, assessment, counseling, and completion of a SEP. The procedures designed under the Matriculation Program are not intended to exclude any student from available college services.

Note that students who have fully matriculated are given priority registration status.

Assessment Policies for Students with Disabilities

The college will make reasonable accommodations and/or academic adjustments to ensure that students with disabilities have an equal opportunity to participate in the college's courses, programs, and activities, including extracurricular activities. For more information on the academic accommodations, auxiliary aides and other resources available to students with verified disabilities, contact ACCESS Programs at (760) 384-6250.

Participation by students with disabilities in ACCESS Programs is voluntary. Any student choosing not to participate in the program may elect an alternative path for support services through the Office of Student Learning. See Vice President of Student Services.

Exemptions

Only students who have completed an Associate Degree or higher may be exempted from orientation, assessment and counseling; however, an exempt student wishing to enroll in a course with a test score prerequisite must participate in the college's assessment of English, reading, and math skills.

A student may also decline to participate in the matriculation process, but relinquishes the right to participate in early registration and may not be able to enroll in courses that have prerequisite requirements. Information is available in the Counseling Office.

Students have the right to challenge or appeal any allegation of violation of matriculation regulations.

Student Educational Plans

Students are encouraged to meet with a counselor to develop a Student Educational Plan early in their enrollment. After the first semester of attendance, students are required to complete a Student Educational Plan (SEP) to identify their educational goals and the courses, services, and programs that will be used to achieve them, in order to receive priority registration. These plans may be revised at any time.

Other Ways to Earn Credits

Academic Exceptions Policy

The Academic Exceptions Policy provides a process by which students may petition for exceptions to the stated requirements of a Cerro Coso Community College certificate or degree. The petitioning students bear the primary responsibility for initiating this process and ensuring that all necessary documentation and required signatures are provided.

NOTE: All students are advised that any exceptions allowed by Cerro Coso Community College are subject to review and re-evaluation (including denial) by any other college or university to which they may later transfer.

Exceptions may be requested under the following conditions:

1. A single course required for the certificate or degree has not been offered in a timely manner such that students cannot complete their degree when they have otherwise met all requirements for the certificate or degree.
2. A course taken at Cerro Coso Community College or elsewhere, which is not an equivalent course for credit toward the certificate or degree but is related and of equal rigor, may be substituted. Substitution is the recommended option.
3. Substantial revisions in program requirements have eliminated a course and the course is no longer being offered, but using the new program requirements would require additional courses and would not be the student's preferred catalog choice. (See Catalog Rights)

Students must have completed a minimum of 12 units at Cerro Coso Community College and have a cumulative GPA of 2.0 or better in order to submit an Academic Exceptions Petition.

Students may NOT petition for the waiver of any general education requirement.

Petitions may be obtained in the Counseling Office.

Credits Transferred from Other Institutions

Cerro Coso Community College only accepts transfer credits from schools that are accredited by Regional Accrediting Commissions of Schools and Colleges. Transcripts from foreign institutions must be evaluated by an approved international academic credential evaluation service. Information is available at the Counseling Office.

Credit earned from other regionally accredited institutions may be transferred to Cerro Coso Community College upon admission. Students will provide official transcripts in a sealed envelope from the institution or electronically through e-transcripts California. Transcripts submitted become the property of Cerro Coso Community College and cannot be returned to the student nor be forwarded to another institution. Students planning to graduate or transfer with certification from Cerro Coso Community College must submit all official transcripts to Cerro Coso Community College. Transcripts should be sent to:

Cerro Coso Community College
c/o Admissions and Records Office
3000 College Heights Blvd.
Ridgecrest, CA 93555

An evaluation of submitted transcripts can be requested at the counseling office of the student's local campus.

Evaluations made and credits allowed by Cerro Coso Community College are subject to review and evaluation by any college or university to which a student may transfer.

Non-Accredited Colleges

Transfer credit will be denied in the case where transfer work is completed at an institution that is not accredited or is not accredited by a recognized accrediting body.

Advanced Placement Program

Advanced Placement (AP) is a program of college level courses and exams for high school students. Cerro Coso Community College grants credit toward its associate degrees for the successful completion of examinations of the Advanced Placement Program of the College Entrance Examination Board. Students who score a three, four, or five may be granted up to six semester units of college credit per examination in accordance with established college standards and upon approval of the appropriate faculty chair. AP credit is awarded as non-GPA applicable transfer units earned. Additional information may be obtained

from the Counseling Office (760) 384-6219.

Credit by Examination

Credit may be granted to any student who satisfactorily passes an examination approved by discipline faculty and conducted by a designated authority of the College. Such credit may be granted only to a student who is registered at the College and is in good standing, and only for a course listed in the College catalog.

The nature and content of the examination shall be determined solely by faculty in the discipline who normally teach the course for which credit is to be granted in accordance with procedures approved by the curriculum committee. The faculty shall determine that the examination adequately measures mastery of the course content as set forth in the outline of record.

A separate examination shall be conducted for each course for which credit is to be granted. Credit may be awarded for prior experience or prior learning only in the individually identified courses for which examinations are conducted.

The student's academic record shall be clearly annotated to reflect that credit was earned by examination.

Grading shall be according to the regular grading system approved by the Board of Trustees.

Units for which credit is given pursuant to the provisions of this section shall not be counted in determining the twelve (12) semester hours of credit in residence required for an associate degree.

The District may charge the student a fee for administering the examination, but this fee shall not exceed the enrollment fee for the course for which credit by examination is to be awarded.

To apply for Credit by Examination a student obtains a Credit by Examination Application form in the Counseling Office on the Ridgecrest campus or from the college office at other sites.

College Level Examination Program (CLEP)

The College Level Examination Program is a means through which academic credit may be given for nontraditional forms of educational experience. Those who may have reached a college level of education through home or correspondence study, on-the-job training, television courses, military service, or other means may take the CLEP examinations. Credit for the subject area examinations will be awarded upon approval of the appropriate faculty chair. Subject examinations are equated with specific courses listed in the current College Catalog.

Cerro Coso Community College recognizes the College Level Examination Program conducted by the College Entrance Examination Board in accordance with the following policies:

- **General Examinations**: A maximum of 27 units earned through the General Examination may be applied to the Associate Degree General Education requirement. A student must have completed 12 units of work at Cerro Coso Community College before CLEP credit will be awarded. By passing any of the examinations listed below, a student may earn college credit applicable to the Associate in Arts or Associate in Science degree as follows:

Examination Title	GE Category	Sem. Units
English Comp. *(with essay)*	Language and Rationality	4
Humanities	Humanities	6
Natural Science	Natural Sciences	6
Social Science/ History -	Social Sciences	6
Mathematics	Language and Rationality	6

- **Subject Examinations:** By passing approved examinations, a student may earn college credit applicable to the Associate in Arts or Associate in Science degree. If a CLEP Subject Examination covers the materials in an existing Cerro Coso Community College course, the CLEP Subject Examination will be the challenge examination for that course. Subject examinations, if applicable, will satisfy general education requirements, but they will not meet minimum proficiency requirements.

NOTE: Current CLEP English/ No Essay may NOT be used to meet English C101 graduation requirement.

Additional information on the college's CLEP policy is available in the Counseling Office and the Learning Assistance Center.

International Baccalaureate Diploma Program

The International Baccalaureate Organization's Diploma Program

is a comprehensive and rigorous two-year curriculum for university-bound students between the ages of 16 and 19. After completing the courses at the participating high school, students take the related IB examination, and the information is printed on their high school transcripts. Cerro Coso Community College recognizes the high scholastic quality of the International Baccalaureate Diploma Program and awards credit or placement as approved. Students who plan to enroll at Cerro Coso Community College should submit a copy of their official IB transcript to the Counseling Office for evaluation.

Military Credit

First aid is waived and two units of physical education credit will be awarded for the equivalent of basic training for military personnel now on active duty or veterans who have received a discharge other than dishonorable. Upon verification, evaluation of appropriate records, and department recommendation, credit may be granted for military schools and experience in accordance with the recommendations of the American Council on Education.

Servicemembers Opportunity Colleges (SOC)

Cerro Coso Community College participates as a Servicemember's Opportunity College (SOC). As a SOC, Cerro Coso has adopted policies and practices that are fair, equitable, and effective in recognizing the special and often limiting conditions faced by military students. Cerro Coso agrees to transfer practices for servicemembers that minimizes the loss of credit and avoids duplication of course work, while maintaining the integrity of college programs.

Tech Prep Program

The Tech Prep Program is an integral part of School to Career efforts in Kern, Tulare, and Inyo counties. It is a consortium of 4 community colleges, 40 comprehensive high schools, 4 regional occupation centers, 22 continuation/independent study high schools, and 4 adult schools.

The Cerro Coso Community College Tech Prep Program provides opportunities for a smooth transition from high school into an Associate degree or certificate program at the community college without the need to repeat articulated courses.

Students who have fulfilled the requirements of the articulation agreement will receive the appropriate number of Cerro Coso Community College units of credit for each course completed.

Know Before Registering

Course Admission Policy

The policy of the college is that, unless specifically exempted by statute or regulation, every course, course section, or course reported for state aid, wherever offered and maintained by the college, shall be fully open to enrollment and participation by any person who has been admitted to the college and, when applicable, a relevant program, and who meets established prerequisites.

Study Load

The usual academic load per semester for a full-time college student is a minimum of 12 units (6 units for Summer Session). Nineteen units constitute a maximum study load (7 units for Summer Session). Only students with proven academic ability should enroll for a maximum study program. Permission to exceed the maximum study load must be obtained from the Vice President of Student Services or designee.

Minimum Study Loads

Study Loads apply for full semester length courses only. For short-term courses, please consult with a counselor. The college does not specify a minimum load except when the student desires to meet certain requirements such as:

1. Financial Aid Unit Requirements/Veterans or Dependents of Veterans:

   Regular Semester
   Full-time - 12 units
   Three-fourths time - 9-11½ units
   One-half time - 6-8½ units
   Less than half time* - 5½ units or less

   Summer Session
   Please see counselor

   *Less than one-half time and active duty is limited to tuition and fees only under Chapters 30, 33, and 35.
2. "F-1" Visa - 12 units per semester is the full-time load to maintain visa status.
3. Intercollegiate Athletics - 12 units or more per semester are required to meet

eligibility for intercollegiate athletic participation.

4. Student government participation requires six (6) units.
5. Federal or College Work Study requires six (6) units for eligibility to participate.

Distance Education

Distance education is education that uses one or more technologies to deliver instruction to students who are separated from the instructor and to support regular and substantive interaction between the students and the instructor, synchronously and asynchronously.

At Cerro Coso, distance education consists of courses offered from a wide variety of disciplines using three non-traditional delivery methods: Interactive TV, Online, and Hybrid. Dependent upon semester scheduling, Distance Education provides additional educational options to anyone seeking a college education: students dealing with family and/or job commitments, time limitations or transportation difficulties, individuals willing to explore a less traditional presentation of course content, and students who choose to not come to campus for traditionally presented courses. Regardless of the mode of delivery, students receive the same course content described in the catalog.

With Interactive TV courses, instructors may teach from an origination site at any of the campuses, using real-time two-way video/two-way audio technology (TVs). Students benefit from interactivity with students enrolled at one or more remote locations.

Cerro Coso Community College offers a variety of online courses and programs, allowing students to self-select educational opportunities free from any geographical and time boundaries. It is vital that students have a foundational understanding of computer usage, dependable access to the internet, and working knowledge of sending and receiving email. It is also vital that students electing to take online classes understand that they are expected to engage in regular and substantive interaction with the instructor throughout the course and that some courses require proctored exams.

Hybrid courses use the internet as the predominant delivery method combined with traditional face-to-face (F2F) classroom sessions. Students must be able to come to the Cerro Coso Community College campus for an orientation and sessions during the semester as well as have access to the Internet.

Regardless of delivery method, Cerro Coso Community College complies with the federal and accreditation policies that institutions offering distance education courses or programs 1) have processes in place to ensure that the student registering for a course is the same student who participates in the course or receives course credit, and 2) require regular and effective contact between instructor and student.

Information is available by calling Counseling Student Services (760) 384-6219.

Course Requisites: Prerequisites, Co-requisites, and Advisories

Complete course prerequisites, co-requisites, and advisories are listed in the course descriptions and are intended to ensure students a reasonable chance of success. For more information please contact the Counseling Office.

A **prerequisite** is a course or courses, skills, or a body of knowledge that students should possess prior to enrolling in a course or program. Prerequisites indicate the Cerro Coso Community College course(s) that must be taken prior to enrollment in a given course or program. Prerequisite requirements must be met before enrollment is permitted.

Prerequisite courses must be completed with a grade of “C” or better.

A **co-requisite** is a course or courses students are required to take simultaneously in order to enroll in another course. Co-requisites represent skills or a body of knowledge that students must acquire through concurrent and continued enrollment in another course or courses in order to receive a grade of “C” or better in the course requiring the co-requisite.

An **advisory** is a condition of enrollment which students are advised, but not required, to meet before or concurrently with enrollment in a course or educational program. An advisory suggests skills, or a body of knowledge with which students would achieve a greater depth or breadth of knowledge or skill development, but without which

students are still likely to receive a satisfactory grade.

A student may challenge any prerequisite or co-requisite on one or more of the following grounds:

1. The prerequisite or co-requisite has not been established according to the district's process of establishing prerequisites and co-requisites;
2. The prerequisite or co-requisite violates Title V, Article 2.5, Section 55201 (Policies for Prerequisites);
3. The prerequisite or co-requisite is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner;
4. The student has the knowledge or ability to succeed in the course or program despite not meeting the stated prerequisite or co-requisite;
5. The student will be subject to undue delay in attaining the goal stated in the student's educational plan because the prerequisite or co-requisite course has not been made reasonably available.

The determination of whether a student meets a prerequisite or co-requisite shall be made prior to the student's enrollment in the course.

The student is responsible and bears the burden for showing that grounds exist for the challenge. The challenge must be made in writing, to the Director of Student and Counseling Services, prior to the student's enrollment in the challenged course.

The Director of Student and Counseling Services, in collaboration with the appropriate faculty shall resolve challenges within five (5) school days of the receipt of the challenge.

If space is available in a course when a student files a challenge, the college shall reserve a seat for the student if the challenge is ultimately upheld. If no space is available in the course when a challenge is filed, and the challenge is upheld, the student shall be permitted to enroll if space is available, when the student registers for the subsequent term.

Prerequisite challenge forms are available in the Counseling Office for students seeking to challenge a course prerequisite and online at **http://www.cerrocoso.edu/studentservices/registration** prerequisites-and-co-requisites.

Remedial Coursework Limitation

Remedial coursework refers to pre-collegiate basic skills courses defined as courses in reading, writing, computation, learning skills, and English as a Second Language, which are designated as non-degree credit courses. No student shall receive more than thirty (30) semester units of credit for remedial coursework within the Kern Community College district, except for the following: 1) students currently enrolled in one or more courses of English as a Second Language, 2) students identified by the college as having a qualifying disability.

Registering for Courses

Registering by Web

All early and open registration takes place on Cerro Coso Community College's web registration system. Detailed instructions for the use of this system can be found in the Cerro Coso Community College website at **http://www.cerrocoso.edu/**. Contact the Counseling Center with any questions (760) 384-6219.

Students must be officially registered or on the official waitlist before attending courses. Students may look up their registration appointment date online by logging into their InsideCC account.

Early Registration Appointments

New students and continuing students who were registered on Monday of the third week of courses are assigned early registration appointments for the following semester in the following order:

Students who belong to specific groups or special programs and who have completed matriculation as follows:

- Day 1 through Day 2—Veterans, former Foster Youth, EOPS, DSPS, and CalWORKs
- Day 3—Honor Students
- Day 4 through Day 10—continuing students with less than 100 units attempted (excluding students on Academic Standing Probation 2)

- Day 11 through Day 14—new students not mentioned above
- Day 15—Open Registration (may be tiered over three days giving priority to students who have completed some but not all matriculation components)

Waitlist

The electronic waitlist allows students to be placed on a waitlist when registering if the course is full. It also moves waitlisted students into a course when seats become available. If seats become available and students are moved into the course, they are automatically registered for the course and sent an email notification to their college-assigned email address of their registration and informed that enrollment fees are due.

Late Add Policy

All courses are closed for enrollment after the first course meeting. Late adds are granted for extenuating circumstance only. Examples of verifiable extenuating circumstances may be: accidents, illness, death of an immediate family member, or other circumstances beyond the control of the student. A late add petition must be signed by the student, instructor, and the Vice President of Academic Affairs. Documentation of extenuating circumstance will be required.

Repeating a Course

Certain Cerro Coso Community College courses are identified in the course description sections of the catalog as repeatable.

Other courses may be repeated once for credit if a grade lower than "C" or its equivalent has been earned. A student who has repeated a course under this condition may file a petition through the Counseling office and with the Office of Admissions and Records to have the previous grade and credit disregarded in the calculation of the GPA.

If a student earns any combination of "D," "F," "NP" or "W" on two attempts in a course, that student can only register for a third time with the approval of the Vice President of Student Services. If a course is not passed on the third attempt, it may not be retaken within the Kern Community College District.

In Compliance with Title 5 California Code of Regulations, Section 56029, certain course repeats may be authorized for students with disabilities following DSPS policies and procedures.

Courses may also be repeated if the previous grade is at least in part a result of extenuating circumstances such as a verified case of illness, accident, or other circumstances beyond the control of the student and if a significant lapse of time (five years) has occurred since the course was taken. Approval to repeat under these circumstances must be obtained through the college Vice President of Student Services. In these circumstances, the previous grade will not be disregarded in the calculation of the GPA.

The college can provide no assurance that repeated courses will be treated in a similar manner by other educational institutions.

Auditing a Course

The audit option is designed to help students achieve educational goals related to the college's core missions of transfer, workforce preparation, and basic skills remediation. It is not designed as a work-around to repeatability limitations in physical education and performance arts. No audit requests will be approved for such activity courses. Students wishing to audit a graded course may do so only under the following conditions and only with the signature of the instructor and the permission of the Vice President of Academic Affairs.

1. Course attendance as an auditor shall be permitted only after students enrolling for credit toward a degree or certificate have had an opportunity to enroll.
2. No student auditing a course shall be permitted to change enrollment status in that course to receive credit.
3. Course attendance as an auditor shall be permitted only after payment of the appropriate audit fees. Auditors do not pay out-of-state tuition.

Petition for audit forms are available in the Counseling Centers and Admissions and Records Office at each campus

Changing Name, Address, Telephone, Email

Students may change their name by bringing photo identification to the Office of Admissions and Records. They may change their address, telephone number, or e-mail address on the web by logging onto InsideCC. Once logged in, they must select the "Student" tab, select "Banner Self Service", and finally, select "Personal Information".

Holds That Prevent Registration

Financial Holds

A hold will be placed on a student's record whenever that student is delinquent or has failed to pay any debt owed to the college or failed to return any library books or other college property or equipment. Students with holds will not be allowed to register; receive transcripts, certificates, or diplomas; have transcripts forwarded; and/or receive other services related to student records. When the student has cleared the obligation with the college the hold will be removed.

Academic Standing

Students who are not in good academic standing will have a hold placed on their record until they meet with a counselor to make plans to improve their grades. These holds will prevent registration.

Students living in the local service area will be required to attend a Probation/ Disqualification Workshop on campus in order for the hold to be lifted for registration.

Probation

Academic Probation—a student who has attempted at least 12 cumulative semester units and has earned a cumulative semester grade point average below 2.0 shall be placed on academic probation.

Progress Probation—a student who has attempted at least 12 cumulative semester units shall be placed on progress probation when the percentage of all units for which entries of "W", "I", "NC" and "NP" reaches or exceeds 50 percent.

Students transferring from other collegiate institutions will be placed on probation according to these same standards.

Students on probation may be limited to specific courses and to the number of units for which they may register.

The academic status of each student is printed on the student transcript, which is updated at the conclusion of each academic term.

Removal from Probation

A student on academic probation for a grade point deficiency shall be removed from probation when the student's cumulative grade point average is 2.0 or higher.

A student on progress probation shall be removed from probation when the percentage of "W", "I", "NC" and "NP"units falls below 50 percent.

Disqualification

Any student who is placed on academic probation for three semesters of enrollment shall be disqualified for admission to courses the following semester unless, during the last semester of enrollment, the student earned a grade point average of 2.0 or higher, in which case the student shall be placed on continued probation.

Any student who is placed on progress probation for three semesters of enrollment shall be disqualified for admission to courses the following semester, unless during the last semester of enrollment, the percentage of units with entries of '"W", "I", "NC" and "NP" was less than 50 percent, in which case the student shall be placed on continued probation.

Readmission

A student who is disqualified is ineligible to attend Cerro Coso Community College. Readmission may be considered after the disqualified student attends a Probation/Disqualification workshop and completes a Petition for Readmission with a Counselor and the Petition for Readmission is approved by the Vice President of Student Services or designee. A readmitted student will be restricted to specific courses or programs and a limitation will be placed on the number of units attempted. Contact the Counseling Office for specific Probation/Disqualification workshop dates.

College Tuition, Fees, and Fee Refunds

Note: All fees and tuition charges are current as of May 2015 and subject to change pending California legislative action and/ or KCCD Board action.

Enrollment Fee

California does not charge tuition for a community college education. However, all California Community College students are charged a state-mandated enrollment fee of $46 a unit with no cap on the fee; e.g., 10 units = $460.00, 12 units = $552.00, etc.

Non-Resident Tuition

All non-resident students will be charged out-of-state tuition at the rate of $200 per unit. This is in addition to the required enrollment fee. Non-resident tuition will be assessed immediately up to and including a maximum of 15 units or a total of $3,000.00 per semester. In addition, a Capital Outlay fee of $42.00 per unit will be charged to all non-resident students, both foreign and domestic. While there is no tuition for California residents, out-of-state and international students who are not legal residents of California are required to pay a tuition fee at an annual or per semester unit rate as established each year by the Kern Community College District Board of Trustees.

Enrollment Fee Deadline

Enrollment fees are due at the time of registration. However, there is a ten (10) day grace period from the date of registration to pay accrued fees.

Student Representation Fee

A student representation fee of $1.00 will be assessed of all students each semester or session. This fee is used for any purpose related to representing the views of students with governmental bodies (local, state or federal). This fee can also be used to provide leadership training opportunities to students at Cerro Coso Community College.

Refund of Student Representation Fee

Students may, for religious, political, financial, or moral reasons, request a waiver of the Student Representation Fee by completing the Student Representation Waiver Application, or by obtaining and submitting the application at the Business Office at each campus.

Instructional/ Special Materials Fees

Students obtain required supplemental course materials from the instructor or purchase supplies from any outside source of their choosing (in lieu of paying the designated material fee).

Refunds

Tuition and course enrollment fees are refunded if a student drops a course:

Within 2 weeks after the starting date (NOT THE ADD DATE) of the semester for full term course; or

Prior to a date calculated to be 10% from the starting date of a course less than semester length. For example, if a course is 10 days or less in length, a student must withdraw before the second meeting to be credited a refund.

It is the student's responsibility to withdraw from a course in a timely manner. A student entitled to receive an enrollment fee refund must apply for the refund before the end of the second consecutive semester of nonattendance (summer session is not considered a semester), and must use the appropriate campus refund form.

All applications for refunds must be submitted to the Business Office before a refund can be processed.

Parking Fees

Parking on the Indian Wells Valley (Ridgecrest) campus is restricted to parking permit holders during the academic year, including summer session. A semester parking permit is $20 and a summer permit is $10.

Parking permits are not required on weekends. Visitor parking and handicapped parking is enforced at all times

Drop for Non-Payment

Prior to the last day of open registration, students will be dropped for non-payment of enrollment fees of one hundred dollars ($100.00) or more ten (10) days after the date that they registered for the particular course(s). Students whose unpaid enrollment fees total less than one hundred dollars ($100.00) will not be dropped for non-payment, but will have holds placed on their transcripts, grades, and diplomas until their enrollment fees are paid.

Non-attendance or non-payment does not release students from their responsibility and may result in failing grades being awarded and fees owed.

Beginning with the first day of the term, students will not be dropped for non-payment of enrollment fees; however, they will have holds placed on their transcripts, grades, diplomas, and registration privileges until their enrollment fees are paid.

Students will receive an email to their college assigned email address, to notify them if they

have been dropped for non-payment of fees.

Any account balance older than 120 days may be subject to the collections process.

Textbooks

Students may need to buy textbooks, laboratory manuals, notebooks, writing materials, and miscellaneous supplies as determined by their instructors.

It is estimated that the cost of books and supplies will be $550 to $650 per semester for a 15-unit schedule. Books may be purchased or rented at Barnes & Noble college bookstore (760) 384-6352 which is open year-round except during college holidays.

Staying in Class

First Day Drop

Onsite students MUST show up on the first day of the course if they are registered for the course or if they are on the waitlist. Students who DO NOT attend the first course meeting will be DROPPED from the course or the waitlist. Students who attend the first session may be moved from the waitlist to the course based on the enrollments available and the students' position on the waitlist. Students dropped for non-attendance will not be able to re-enroll.

Online students who are registered for an online course may log in to their course starting the Friday before the semester begins and MUST login by 8:00 pm on the first day of an online course or they will be DROPPED from the course.

It is the student's responsibility to attend the first day or to notify the instructor in advance.

Active Participation and Attendance Policies

Regular active participation is expected of all students enrolled in the college.

Students not actively participating in a course may be dropped from the course. The active participation practice for each course is established by the instructor and communicated in the course syllabus. Instructors are responsible for maintaining accurate records of active participation.

A student shall be dropped by the instructor for lack of active participation prior to the census (20%) date and any time up to the 60% date when the student is not actively participating according to the practice established by the instructor and communicated in the syllabus.

A student also shall be dropped by the instructor anytime up to the 60% date when he or she has been absent from or not actively participating in class for the total of two consecutive weeks, or the equivalent amount of time for a short-term class.

Students MAY be dropped when non-consecutive absences number the equivalent of two weeks of the course, or the equivalent amount of time for a short-term class, recorded from the first day of instruction.

While it is the responsibility of instructors to communicate attendance and participation practices and to apply them to all students, it is the responsibility of the student to be aware of his or her current attendance/participation status.

Students who have been absent or not actively participating in a course should notify the instructor of the reason. Notification in no way relieves the students of responsibility for work missed. Faculty members may give consideration to excusing students from courses to participate in scheduled college activities—e.g. athletics, music, field trips, etc. The student must make arrangements in advance to make up the work to be missed.

Withdrawing from Courses

Students may officially withdraw from any course or courses in which they no longer wish to be enrolled. After registration has been completed, and within the withdrawal date guidelines, students may drop from a course or courses through the web registration system, InsideCC. Non-attendance or non-payment does not release the student from this responsibility and may result in a failing grade being awarded and fees owed.

A student may drop a course and receive a "W" up to and including the last day of the 10th week of instruction or the first 60% of the term, whichever is less.

Courses dropped prior to the third week or first 20% of the term will not be included as part of the student's permanent record. For courses dropped from the third week to the withdrawal deadline date, a "W" will be recorded. After the withdrawal deadline, a grade symbol other than a "W" will be recorded. It is not appropriate to use an "I" (incomplete) as a withdrawal grade.

Although a "W" will not be used to calculate grade point average, excessive "W's" shall be used as factors in progress probation and disqualification.

- A student who drops a course prior to the 10% date may apply for a refund.
- A student who drops a course prior to the 20% date will avoid notation of the course on the student's permanent record.
- A student who withdraws from a course prior to the 60% date will receive a "W" in the course

Drop dates for short-term and summer courses vary. Check with the instructor for specific dates.

Official withdrawal from a course is accomplished through logging on to the web registration system, InsideCC, and dropping the course. Simply ceasing to attend a course does not constitute withdrawal.

Withdrawal after Deadline

A student may contact the Vice President of Student Services regarding the procedure to drop or withdraw after the final withdrawal date deadline if there are verifiable extenuating circumstances. Examples of verifiable extenuating circumstances may be: accidents, illness, death of an immediate family member, or other circumstances beyond the control of the student. This must be done by the last day of courses and prior to the beginning of the final examination period for the term in which the withdrawal will apply. A withdrawal petition must be signed by the student, instructor, and the Vice President of Student Services. Documentation of extenuating circumstance will be required.

In the case of students who are members of an active or reserve military service, and who received orders compelling a withdrawal from courses, the college shall permit withdrawal at any time during the term with no adverse impact on a student's academic record or enrollment status.

Students in any other situations will be required to keep their grade, meet the contract of their incomplete grades if appropriate, and pay their fees.

Final Examinations

A final examination or evaluation is required in all courses. Instructors will give final examinations or evaluations at the regularly scheduled time.

STUDENT SERVICES

Counseling and Advising

The college counseling staff provides assistance to each student in planning an academic program of study for a certificate, an associate degree or for transfer. The rapid changes in requirements and prerequisites for institutions and careers make continuing guidance a necessary part of students' academic lives. All students are encouraged to define educational objectives and plan how to achieve them.

Counselors can also provide students with special counseling and guidance in matters pertaining to adjustment to college, improving study skills, and career planning.

Counselors are available for assistance before and during each semester on a drop-in or appointment basis.

Call your local Counseling Center to arrange to meet with a counselor or educational advisor. Assistance is also available online at **http://www.cerrocoso.edu/studentservices/counseling**.

Ridgecrest
(760) 384-6219

Lake Isabella
(760) 379-5501

East Kern (Edwards AFB, Tehachapi, California City, Mojave)
(661) 258-8644

Bishop
(760) 872-1565

Mammoth Lakes
(760) 934-2875

CC Online
(760) 384-6219

FINANCIAL AID

Financial Assistance

The primary purpose of the financial aid program at Cerro Coso Community College is to provide assistance to students who, without such aid, would be unable to attend college. The program is administered in accordance with a nationwide policy and philosophy of financial aid for education. State and federal grants and student jobs are available to students. Through the generous contributions of various individuals and groups in the community, other short term loans and grants are also available. These funds are awarded in the form of scholarships or short term loans on the basis of need and academic performance.

All students who wish to participate in federal or state financial assistance programs must adhere to the following procedures:

Step 1 - The Financial Aid Application. Fill out the Free Application for Federal Student Aid (FAFSA) or Renewal Application at FAFSA on the Web each academic year. (**http://www.fafsa.ed.gov**/) A Student Aid Report from the U. S. Department of Education will be sent to you and each school you list on your FAFSA. The Cerro Coso Community College Title IV school code (010111) must be listed on your FAFSA.

For AB540 students: complete the confidential California Dream Act Application instead of the FAFSA. Additional information is available at: **http://www.csac.ca.gov/dream_act.asp**. You will have a separate PIN process. **Do not apply for a Department of Education PIN.**

Step 2 - Student Report. Students will receive an email notification when the college receives the Student Aid Report (SAR). Students should check their InsideCC account for updates on their financial aid process.

Step 3 - The Verification Process. The Federal Processing Center selects applications for a process called verification. Please understand that during the verification process, you may be asked to provide additional documents or clarification of your original FAFSA information. If the result is a change to your Expected Family Contribution (EFC), you will be required to submit appropriate changes to your FAFSA. Please note that changes made on your FAFSA can take an additional two weeks to process; therefore, IT IS VERY IMPORTANT TO PROVIDE ACCURATE INFORMATION WHEN COMPLETING YOUR FAFSA TO HELP EXPEDITE ANY VERIFICATION REQUESTED.

Step 4 - Satisfactory Progress. Students that apply for financial aid will be reviewed to determine if they are maintaining Satisfactory Academic Progress (SAP). To meet SAP, students must achieve a cumulative Grade Point Average (GPA) of 2.0 or better and complete 67% of all units attempted prior to attempting a total of 90 cumulative units. In addition, students must be following their Student Educational Plan

(SEP) approved by a Cerro Coso Community College Counselor.

Step 5 - Award Notification. Award notification can be viewed on the student's InsideCC account. Award amounts are based on full-time enrollment.

Step 6 - Financial Aid Disbursements. Disbursements are scheduled twice each semester. Students should keep their personal information up to date.

All financial aid students will need to determine which one of these three ways they wish to have their financial aid funds forwarded:

1. Direct Deposit in the current bank contracted to process all financial aid funds. (24 hours)
2. Electronically forwarded to your banking account in a bank other than the contracted bank. (7-10 business days)
3. Paper check mailed to you (up to 21 days)

Financial Aid Programs

The Financial Aid Office has multiple programs available to students. Below is a brief description of the various sources of financial aid available:

Part-time Student Employment—an opportunity for students to obtain entrance level job skills and experience. All student employees are paid at current minimum wage rates.

Federal Work Study (FWS)—is federally-funded, part-time student employment for students eligible and receiving a Federal Pell Grant.

All forms of student employment are subject to the following eligibility requirements:

- Enrollment of at least 1/2 time (6 units in Fall or Spring, 3 units in Summer)
- Maintenance of a minimum 2.0 GPA
- Completion of less than 90 units

The Federal Pell Grant—is a federal program designed to provide financial assistance to U.S. citizens or permanent residents currently enrolled in a post-secondary educational institution.

Supplemental Educational Opportunity Grant (SEOG)—a grant available to a limited number of students who have the lowest Expected Family Contribution (EFC) and the highest unmet need. SEOG awards are awarded throughout the academic year to provide equal opportunity for qualifying students.

CARE Grants—are grants funded through the State of California and are available to students meeting a specific academic and economic need.

Board of Governors Waiver (BOGW)—is a state-funded program designed to assist students who are California residents in meeting the cost of the enrollment fee charged at California community colleges.

Bureau of Indian Affairs Grant (BIA)—provides financial assistance to Native American students who enroll in full-time college programs. In order to qualify, a student must be at least one-fourth American Indian, Eskimo, or Aleut. Those who believe that they qualify should contact the appropriate BIA area or agency office maintaining tribal records.

CAL Grants—the State of California sponsors the following awards under the Cal Grant Program:

- **Cal Grant A** provides tuition for students from low- and middle-income families with financial need and academic ability. Cal Grant A recipients attending a California community college will have their awards reserved until they transfer to a 4-year college or university.
- **Cal Grant B** is intended to aid high potential students from low-income families. The student must be enrolled in a course of study which lasts at least nine months and be taking at least six units of course work.
- **Cal Grant C** is to help students from low- and middle-income families to attend vocational programs and schools. Students may apply if enrolled in vocational programs or designated manpower shortage occupations if such programs last between four months and two years.

A student can receive only one Cal Grant award.

Short-Term Emergency Loans—Small short-term, no-interest loans are available to eligible students for emergency purposes throughout the year. This loan fund is maintained through donations from the Student Government of Cerro Coso Community College and various community clubs and organizations.

Scholarships—Community individuals and organizations have contributed monies to develop various college scholarships. Please visit the Cerro Coso Community College

Financial Aid website link for more information on applying for scholarships.

Satisfactory Academic Progress Policy (SAP) For Financial Aid Programs

Federal regulations require that all students who receive federal financial aid make Satisfactory Academic Progress (also referred to as SAP throughout this policy and the Office of Financial Aid website) toward achieving a certificate or a degree. For financial aid purposes, progress is measured by the student's cumulative grade point average, percentage of units earned in relation to those attempted, and the length of the academic program.

SAP will be checked for all students after every semester, regardless of whether financial aid was received. Progress is evaluated based on all courses taken at Porterville College, Bakersfield College, and Cerro Coso College plus transfer units from prior colleges/universities.

In order to assure that students make progress toward earning a certificate or degree both in terms of number of units completed and cumulative GPA, our school employs the following financial aid satisfactory progress policy:

1. **Academic Requirements**. Students meeting all of the following requirements are considered to be acceptable for SAP and can be considered for financial aid or reinstatement of financial aid:
   a. Qualitative Measure- Maintain a minimum cumulative Grade Point Average (GPA) of 2.00. A, B, C, D, and F grades are used to calculate a student's GPA.
   b. Quantitative Measure (Pace of Progression)- Receive credit for at least 67% of the total units attempted. Withdrawals (W), Incompletes (I or IP), No Credit (N, NC, or NP), Report Delay (RD) and Failing (F) grades are considered units attempted. Transferable units accepted by the institution from prior colleges or universities will be included when determining a student's pace of progression.
   c. Maximum Timeframe- Have attempted less than 150% of the maximum cumulative units required for completion of their program, for example: Most certificate programs require 30 units to graduate; the maximum timeframe to complete the program would be 45 units. Most degree or transfer programs require 60 units or more to graduate; the maximum timeframe to complete the program would be 90 attempted units.
   i. Up to 30 units of remedial coursework may be excluded from the student's cumulative units attempted.
   ii. Repeated coursework and courses disregarded under Academic Renewal/Grade Forgiveness will be excluded from units attempted. Students may only receive federal financial aid funding for one repeat of a previously taken course.
   iii. All transferred units accepted by the institution from prior colleges or universities will be included when determining a student's maximum timeframe.
   iv. If, at any point in time, it is determined that the student cannot complete their course of study within the maximum timeframe, the student will be immediately disqualified from future financial aid for the remainder of his or her program, even if he or she is meeting the current SAP standards outlined above.
2. **Financial Aid Warning**. If a student does not meet all cumulative academic requirements outlined in Section I at the end of a graded semester, the student will be placed on WARNING status. Students who are placed on WARNING status may continue to receive financial aid for one semester, after which the student must meet the requirements outlined in Section I. Students who complete a semester on WARNING must have their academic progress reviewed before their financial aid eligibility for the following semester is determined. Due to the short time period between semesters, there will be at least a three week delay in the notification of eligibility. If eligible, any disbursement of student aid will also be delayed.
3. **Financial Aid Suspension**. If a student does not meet all cumulative academic requirements outlined in Section I at the end of the FINANCIAL AID WARNING semester, or it is determined that the student

will not be able to graduate within 150% maximum time frame limit, the student will be placed on financial aid SUSPENSION. Generally, a student who is suspended from financial aid may reestablish financial aid eligibility by meeting all cumulative SAP criteria outlined in Section I.

Students placed on SUSPENSION status are not eligible to receive financial aid except for a BOG fee waiver, if eligible. Students who complete a semester on SUSPENSION must have their academic progress reviewed before their financial aid eligibility is determined for the following semester. Due to the short time period between semesters, there will be at least a three week delay in the notification of eligibility. If eligible, any disbursements of student aid will also be delayed.

4. **Appealing Financial Aid/ Reinstatement of Financial Aid.** Under certain conditions, students placed on SUSPENSION may file an appeal for consideration of reinstatement of financial aid eligibility. The following are examples of reasons a student may file an appeal:
   - Unable to complete their course of study within the maximum timeframe because of a change of academic major
   - Documented serious injury, illness, or medical condition requiring doctor's care
   - Death of an immediate family member (copy of death certificate required)
   - Documented extenuating circumstances that were beyond the student's control

   The following are not considered extenuating circumstances beyond a student's control:
   - Personal problems not requiring professional intervention
   - Poor time management
   - Transportation problems
   - Unaware of academic progress policies or other college requirements
   - Not following assessment test recommendations
   - Not following an academic counselor's recommendations
   - Child care problems

   To file an appeal, the student must submit a Petition for Reinstatement of Financial Aid with a statement indicating the circumstance(s) that prevented the student from making SAP and what has changed to allow the student to make SAP during or by the next evaluation period, and an approved Educational Plan. Supporting documentation must be submitted for any semesters where there was a lack of progress.

   The Financial Aid Office reserves the right to limit the number of academic appeals a student may file to one appeal per semester. Once denied, the student may not be allowed to submit another appeal until the next semester. All decisions made by the Financial Aid Committee or Director are final and there is no higher appeal process.

Satisfactory Academic Progress Appeal Process

Financial aid eligibility may be reinstated when a student raises their cumulative GPA to a 2.00 and achieve a cumulative completion rate of 67% of all units attempted. Reinstatement of financial aid eligibility may also occur upon approval of a Satisfactory Academic Progress Appeal.

Financial Aid Probation status is only granted upon the approval of a Financial Aid Satisfactory Academic Progress (SAP) Appeal. Students may receive financial aid for one term. Students on PROBATION must meet the following requirements each semester to maintain financial aid eligibility: meet SAP standards by the end of that semester to remain eligible for subsequent financial aid, be enrolled in and attending an eligible program for the purpose of completing a certificate program, an AA/AS degree, or transfer requirements, and follow an approved Educational Plan.

Appeals may result in any one of the following actions:

- Reinstatement on Probation
- Denial of Reinstatement

Maximum Time Frame Extension Appeal Process

Students have the right to request an extension of their financial aid eligibility if they exceed or expect to exceed the maximum units allowed for their degree or certificate. Students will need to complete an appeal form and include an Educational

Plan. Submission of an appeal does not guarantee approval.

If an appeal is approved, coursework will be limited to courses required for the completion of the certificate or degree. In addition, a student must maintain a minimum cumulative GPA of 2.00 and successfully complete all courses listed on their Educational Plan. Failure to meet the requirements of the approved maximum time frame appeal will result in suspension of financial aid eligibility.

If a Maximum Time Frame Appeal is denied, the decision made by the Financial Aid Committee or Director is final and there is no higher appeal process.

Lifetime Eligibility for Pell Grant

Please note effective July 1, 2012, new federal regulations limit the receipt of a Pell Grant to a lifetime limit of up to 6 full-time years (600%). This includes community colleges, vocational schools and four year public and private universities. This limit will be tracked by the U.S. Department of Education.

Regardless of the Pell Grant amount, if you receive the full year amount then you have received 100%. For example, your Pell Grant for the year is $4,000 and you receive $2,000 in Fall, $1,000 in Spring and the remaining $1,000 in Summer. You have received the entire $4000 or 100% for the year.

The 600% total eligibility applies at all schools and colleges. However, once you have earned a Bachelor's Degree, you are no longer eligible for a Pell Grant even if you haven't received the entire 600% eligibility. In addition, you must also meet and maintain Satisfactory Academic Progress Policy standards to remain eligible each year.

Cerro Community College OneCard

All students will receive a OneCard. Students enrolled in on site courses on the Ridgecrest campus will receive a OneCard with MasterCard/US Bank logo. Financial aid students will have disbursement options based on the card received.

ACCESS Programs

Disabled Student Programs and Services (DSPS)

The Disabled Student Program and Services provides assistance for students with various types of disabilities (visual and hearing impairments, speech and communication problems, physical and brain injuries, learning disabilities, psychological problems, etc.) as well as for persons referred for training by rehabilitation agencies.

Extended Opportunity Programs and Services (EOPS)

The EOPS Program is specially funded by the state for the purpose of assisting full-time students who have educational, economic, social, cultural, or language problems which may hinder their academic progress in school.

EOPS is designed to accomplish the goals of helping to retain full-time students for further academic study, training students for employment, and providing supportive services so that each student receives the maximum opportunity to succeed. Supportive services include tutoring, peer mentoring, advising, career and professional guidance, grants, and part-time employment.

Cooperative Agencies Resources for Education (CARE)

Included as a part of EOPS, CARE is a program designed to enhance educational opportunities for single parent, head of household, TANF recipients who seek to enhance their employability, minimize their welfare dependence, and establish economic self-sufficiency through enrollment in an educational program.

For further information on any aspect of ACCESS Programs, contact the Counseling Center at the Ridgecrest campus or the college office at other sites.

California Work Opportunities and Responsibility to Kids (CalWORKs)

The CalWORKs Program is designed to provide participants with quality education programs and employment training experiences that lead to economic self-sufficiency. This is accomplished by offering work-study positions, child care referrals, and career counseling, in coordination with local Social Service agencies. Students who are enrolled at Cerro Coso Community College, receive TANF benefits, are at least 18 years old, and in good academic standing

are eligible to participate in the program.

Veterans' Services

Cerro Coso Community College maintains a full-time program of Veterans' Services to assist veteran students and their dependents.

Eligibility for educational benefits is determined through an application process by the Veterans Administration (VA).

Benefits payable through the VA are determined by your term of service in the military. The Montgomery GI Bill (MGIB), [Chapter 30] and the Post 9/11 GI Bill [Post 9/11] are currently offered for returning veterans. Vocational Rehabilitation [Chapter 31 Voc. Rehab] is available to disabled veterans and requires a referral from a qualified vocational rehabilitation counselor. Dependents of veterans who are deceased or are 100% disabled, as determined by the VA, may be eligible for educational benefits under the Dependents Education Act [DEA Chapter 35]; the steps listed below need to be followed. Students in reserve status [Chapter 1606/1607] may qualify for reimbursement for a portion of their educational costs.

All veteran students and student dependents of veterans who wish to receive educational benefits through the Veteran's Administration must complete these steps:

1. Fill out the application for federal VA benefits at **http://www.gibill.va.gov**/. The VA may require first-time applicants to send a copy of their DD214 form to Muskogee, OK (VA Regional Office, PO Box 8888, Muskogee, OK 74402-8888 before their application can be processed.
2. Contact a college counselor or educational advisor to establish an appropriate educational objective and initiate a Student Educational Plan (SEP) The VA requires a Program Approval and the SEP update to be completed with an educational advisor or counselor for every semester that the student receives benefits. Contact the Counseling Office at (760) 384-6219.
3. Order official transcripts from any previously attended regionally accredited institution, including military transcripts. Admission with previously earned credits will be granted upon official transcripts showing satisfactory scholarship and honorable dismissal from the institution previously attended. The counseling staff evaluates and applies appropriate credit to your Student Educational Plan. The inclusion of accepted, accredited units from submitted official transcripts, including military transcripts is required on the SEP update by the second semester of attendance. Please have official transcripts mailed to:

   Cerro Coso Community College
   c/o Office of Admissions and Records
   3000 College Heights Blvd.
   Ridgecrest, CA 93555

NOTE: These steps are in addition to the steps necessary to become a matriculated student at Cerro Coso Community College. See "Matriculation" on page 9.

ATTENTION ALL MALE STUDENTS: Federal regulations require that all males between the ages of 18 and 26 be registered with Selective Service in order to receive federal financial aid funding.

Documenting Your Education

Academic Credit

Coursework is measured in terms of semester units. Generally, a unit equals 18 hours of lecture or 54 hours of lab work or activity per semester. Lecture courses require outside-of-class work that is equal to 2 hours per each hour of lecture. For example, a 3-unit lecture course meets 3 hours per week for a full-term class. This same class would require about 6 additional hours of outside-of-classroom work such as reading, homework, paper writing, research, etc., for a total number of hours per week of 9.

Grading System

Evaluation of student achievement is made in relation to the attainment of specific course objectives. At the beginning of a course, the instructor will explain the course objectives and the basis upon which grades are determined.

Grades and grade points are earned in each course on a semester basis and the student's level of achievement is recorded on his/her permanent transcript of record by one of the following: (Title V, Sections 51301, 51302, 51306)

Grade	Interpretation	Grade Points
A	Excellent	4 per unit
B	Good	3 per unit
C	Satisfactory	2 per unit
D	Passing, less than satisfactory	1 per unit
F	Failing	0 per unit
P	Pass *("C" level work or above issued beginning Spring 2009)*	Not computed in GPA
NP	No Pass *(less than satisfactory or failing)* issued beginning Spring 2009	No computed in GPA
W	Withdrawal *(Excessive "W's" shall be used as factors in academic probation and disqualification*	No computed in GPA
I	Incomplete *(See below)*	Not computed in GPA
IP	In Progress *(See below)*	Not computed in GPA

I - A grade of "I" indicates the student has not completed the requirements of the course. Incomplete academic work for unforeseeable, emergency, and justifiable reasons at the end of the term may result in an "I" symbol being entered in the student's record. The condition for removal of the "I" shall be stated by the instructor in a written record. This record shall contain the conditions for removal of the "I" and the grade assigned in-lieu of its removal. This record must be given to the student with a copy on file with the registrar until the "I" is made up or the time limit has passed.

IP - The "IP" indicates the course extends beyond the normal end of an academic term and work is in progress, or the student has applied for in-progress status in those courses listed as open-entry/open-exit courses and has been approved by the instructor to register and complete course requirements in a succeeding semester in order to receive credit and a course grade. In open-entry/open-exit courses, the instructor must submit an evaluative grade which will be entered on the permanent record if the student does not re-enroll in that course during the subsequent attendance period. The "IP" cannot be given more than twice for any particular course.

Pass/No Pass Grading

Pass/No Pass (P/NP) is a grading system which allows students to take courses outside of their major field without the risk of jeopardizing their grade point average. Students who elect P/NP grading will only be granted credit in the course if they earn the equivalent of "C" or better; if they earn less than a "C" grade, no credit will be awarded. In either case, no letter grades are given and the results are not computed in determining a student's grade point average.

Regulations and procedures for Pass/No Pass (P/NP) Grading are: (Title V, Section 55752)

1. P/NP grading may not be used for courses in a student's major field.
2. Units earned shall not be used to calculate grade point averages. However, units attempted for which "NP" is recorded shall be considered in probation and disqualifiation procedures.
3. A student must file or rescind a petition in the Office of Admissions and Records to take a course under P/NP grading no later than the first 20% of the term.
4. Students planning to transfer to a 4-year college or university should note the following:

a. "P" grades cannot be used in determining your GPA at the University of California or comparable institutions.
b. The four-year school a student plans to attend should be consulted to determine whether or not it will accept "P" units.
c. Some state colleges and universities stipulate that courses used to satisfy General Education requirements may not be taken for this type of grading.

Grade Point Average (GPA)

GPA = total grade points earned divided by total semester units attempted. "Total grade points earned" is obtained by multiplying the grade point value of the specific letter grade (A = 4.0) by the unit value of the course. A student's work is considered satisfactory when an average grade of "C" (grade point value of 2.0) or better is maintained.

Grades

Grades are available to students via InsideCC online. Students needing an unofficial hard copy of their grades for employers, etc., may print a copy from their InsideCC account under Student Records, Academic Transcripts.

In the absence of error, fraud, incompetence, or bad faith, the determination of the student's grades by the instructor shall be final once they have been filed in the Office of Admissions and Records.

All grade records are maintained in the Admissions and Records office at the Ridgecrest campus.

Grade Changes

The instructor of each course shall determine the grade to be awarded to each student. The determination of the student's grade by the instructor shall be final in the absence of mistake, fraud, bad faith, or incompetence. A judgment to change or expunge a grade for reasons of fraud, bad faith, or incompetence shall be made by the Vice President of Academic Affairs after consultation with the student, the instructor, and the Department Chair. All parties noted above shall be notified in writing of any changes. Reasons for any grade change shall be documented.

Academic Renewal

A maximum of 20 units of substandard grades ("D" and "F") previously recorded, which are not reflective of a student's present demonstrated ability, may be disregarded for the purpose of determining the grade point average (GPA). This may be accomplished under the following conditions:

1. At least five years have elapsed since the course work to be disregarded was completed.
2. Following the most recent grade to be disregarded a student must have:

a. completed a minimum of 12 units at a regionally accredited institution with a minimum of a 2.0 GPA
b. and where more than 12 units have been completed the student's cumulative GPA (not including the grades to be disregarded) must be a minimum of a 2.0 GPA.

3. The student must complete a petition for Academic Renewal with the assistance of a Cerro Coso Community College Educational Advisor or Counselor for submittal to the Academic Petitions Committee. The petition must certify in writing all of the following:

a. that the past course work they wish to have disregarded is substandard and not representative of present scholastic ability and level of performance
b. that the level of performance represented by the substandard course work was due to extenuating circumstances.

If approved, the substandard coursework will be disregarded in the computation of the grade point average and an annotation made on the permanent record. The permanent academic record shall remain a true and complete academic history and the coursework disregarded under this policy will remain on the permanent record. Students should be aware that all course work is subject to reevaluation by each subsequent college attended.

Academic renewal may not be used to raise the GPA in order to qualify for graduation with honors. Academic renewal may not be applied to courses which have previously been used to meet certificate, degree, and/or transfer certification requirements.

If the substandard course work has been taken at another college, the student should make every effort to determine whether that college has an academic renewal ("forgiveness") policy covering substandard course work.

College Transcripts

Each student who has an academic record on file at Cerro Coso Community College is entitled to two official transcripts of record without charge. After two free transcripts have been provided for the student, all additional copies are $4.00 each. Rush transcripts are $8.00.

Upon written application an official transcript of all work completed at Cerro Coso Community College will be prepared and forwarded in accordance with the wishes of the student. Students have the right to notify the college that their date of birth (DOB) not be included in their transcripts. However, DOB is a very useful identifier, and students are encouraged to have it displayed on transcripts. Under no circumstances can Cerro Coso Community College release or mail a transcript originally issued by another educational institution. Electronic transcript requests are submitted online or requests may be submitted on the appropriate form at Admissions and Records.

Academic Honesty

Academic Honesty

The administration, faculty, and staff at Cerro Coso Community College believe that students are entitled to the finest education that the college can make available to them. At the same time, however, a student's

achievement and proficiency in subject matter must include the realization that there are standards of academic honesty which should prevail in all one's endeavors.

Accordingly, this realization further requires that each student exert every effort to maintain these standards.

Plagiarism and Cheating

Source: Regulations at California State University, Long Beach, General Catalog, 1990-1991, page 56.

Definition of Plagiarism

Plagiarism is defined as the act of using the ideas or work of another person or persons as if they were one's own, without giving credit to the source. Such an act is not plagiarism if it is ascertained that the ideas were arrived at through independent reasoning or logic or where the thought or idea is common knowledge.

Acknowledgment of an original author or source must be made through appropriate references, i.e., quotation marks, footnotes, or commentary. Examples of plagiarism include, but are not limited to, the following: the submission of a work, whether in part or in whole, completed by another, failure to give credit for ideas, statements, facts, or conclusions which rightfully belong to another; in written work, failure to use quotation marks when quoting directly from another, whether it be a paragraph, a sentence, or even part thereof; close and lengthy paraphrasing of another's writing or programming. A student who is in doubt about the extent of acceptable paraphrasing should consult the instructor.

Students are cautioned that, in conducting their research, they should prepare their notes by (a) either quoting material exactly (using quotation marks) at the time they take notes from a source; or (b) departing completely from the language used in the source, putting the material into their own words. In this way, when the material is used in the paper or project, the student can avoid plagiarism resulting from verbatim use of notes. Both quoted and paraphrased materials must be given proper citations.

Definition of Cheating

Cheating is defined as the act of obtaining or attempting to obtain or aiding another to obtain academic credit for work by the use of any dishonest, deceptive or fraudulent means. Examples of cheating during an examination include, but are not limited to, the following: copying, either in part or in whole, from another's test or examination; discussion of answers or ideas relating to the answers on an examination or test unless such discussion is specifically authorized by the instructor; giving or receiving copies of an examination without the permission of the instructor; using or displaying notes, cheat sheets, or other information or devices inappropriate to the prescribed test conditions, as when a test of competence includes a test of unassisted recall of information, skill, or procedure; allowing someone other than the officially enrolled student to represent the same. Also included are plagiarism, as defined, and altering or interfering with the grading procedures.

It is often appropriate for students to study together or to work in teams on projects. However, such students should be careful to avoid the use of unauthorized assistance, and to avoid any implication of cheating, by such means as sitting apart from one another in examinations, presenting the work in a manner which clearly indicates the effort of each individual, or such other method as is appropriate to the particular course.

The Academic Senate of Cerro Coso Community College enforces the District Policy 4F8G as the following:

Every instructor has the responsibility and authority for dealing with such instances of cheating and plagiarism as may occur in class. An instructor who determines that a student has cheated or plagiarized has a responsibility for reporting the misconduct. The student may face a range of sanctions as stated in the college's Student Conduct Policy. Finally, it must be understood that a student who knowingly aids in another student's cheating or plagiarism e.g., permitting the other student to copy a paper or examination question, is as guilty as the other of the offense.

A student charged with cheating or plagiarism is entitled to appeal that charge by means of the college's Student Conduct Policies and Procedures.

Academic Help

Learning Resource Center (LRC)

The LRC comprises the Library, the Learning Assistance Center (LAC), instructional classrooms, and a virtual branch of the Kern County Law Library. Unless otherwise posted, the LRC is open Monday through Friday.

Learning Assistance Center (LAC)

The LAC, located on the second floor of the Learning Resource Center at the Indian Wells Valley campus, provides a variety of instructional support services for students enrolled in academic and vocational courses: tutorial assistance for all courses offered through the college, make-up testing (if permitted by the course instructor) for students unable to take exams during course time, and computerized instruction for students needing assistance with English and math.

Free, self-paced, individualized GED preparation is available to students who enroll in courses at Cerro Coso Community College. Cerro Coso community College facilitates GED testing. Contact the Counseling for more information.

A program of computer-assisted language instruction is available to English-as-a-Second-Language (ENSL) students. Students can practice reading, writing, speaking, and listening skills.

Other LAC services include test administration services for CLEP examinations and proctoring of exams from other institutions.

Library

The Library assists students and faculty with print, non-print, and online resources in support of instructional and educational goals. The library provides access to information in a variety of ways and formats. In addition to over 53,000 books and e-books in the collection, the library subscribes to over 2 dozen online full-text periodical and multi-media databases. The library is fully automated, with access to the catalog and databases not only on campus but off-campus as well as via the Internet at **http://www.cerrocoso.edu/library**. Reference librarians are available during library hours to assist library users with research needs.

Services available to all library users include:

- Library research workshops
- Research pod computers (9)
- Study rooms for group work (rooms are available on a first-come basis)
- Photocopying and computer printing (fee for use)
- Internet and computer access via computers in research pod, on-loan laptop computers, and via wifi available throughout the LRC
- Telephone reference service (760) 384-6131
- Ask a Librarian 24/chat at **http://www.cerrocoso.edu/library**

Students and staff use their current OneCard for library circulation privileges. Community members may also have circulation privileges after completing a form and showing current California picture identification.

Academic Excellence

President's List

Special recognition is accorded students who maintain a 3.75 grade point average during a semester in which they complete at least 40 grade points earned from enrollment in Cerro Coso Community College courses. Students whose academic achievement is at this level are placed on the President's List by the Office of Academic Affairs and Student Services and are given general recognition on campus and in the community.

Honors Program

The Cerro Coso Honors Program is designed to serve highly motivated students who are interested in a challenging and rewarding academic experience, preparing them for transfer to a four-year college. Honors Program students benefit from priority registration at Cerro Coso, scholarship opportunities, priority admissions at many universities, and other advantages through the Honors Program's transfer agreements with many UC, CSU, and private universities.

To be eligible, students must have a minimum 3.25 GPA, including at least 12 units of UC-transferable courses from three or more disciplines, be eligible for English C101, and submit a completed application. To be certified as an Honors Program graduate, students must complete at least 16 honors units, either through honors classes or contracts, maintain a minimum 3.25 GPA, and meet the Cerro Coso graduation requirements or the transfer

requirements to a four-year college.

Applications, a list of upcoming classes, forms, and information are available at **http://www.cerrocoso.edu/academics/honors-program**.

Contact: Christine Swiridoff (760) 384-6312 or **honors@cerrocoso.edu**

Phi Theta Kappa Honor Society

Cerro Coso Community College is the Beta Kappa Chi chapter of Phi Theta Kappa, the International Honor Society of the Two Year College, founded in 1918. Its mission is to encourage the academic achievement of two-year college students and provide development opportunities through participation in leadership and service. Phi Theta Kappa also offers more than $36 million in scholarships to its members. To be eligible, students must have a minimum 3.50 GPA in 12 or more units of degree- or transfer-level coursework and must maintain a minimum 3.25 GPA until graduation.

To become a member of Phi Theta Kappa, eligible students complete an application and pay the one-time membership fees.

Contact: Christine Swiridoff, (760) 384-6312 or **cswirido@cerrocoso.edu**

Campus Life

Student Activities Program

The purpose of the Student Activities Program is to provide students with an environment in which to enhance identification, affiliation, friendship, and responsibility; to assist with the delivery of services which will facilitate the completion of educational goals; and to provide students with an organization through which they may have self-governance and participate in co-curricular and extracurricular activities.

The Student Government of Cerro Coso (SGCC) is the official student organization, with membership open to all students. The SGCC, through its governing body, the Student Senate, promotes the Student Activities Program at the college. A system of self-government has been established by which the students, through democratic action, formulate and execute resolutions and programs and prepare the student body's annual budget. Students have the opportunity to serve as a club representative or student Senator, to hold office, and to join other college student organizations.

Cerro Coso Community College students can purchase the Coyote Card each semester at the time of registration. Those funds, in turn, support the Student Activities Program which benefits the college and contributes to the welfare of all students. Members are also entitled to reduced or free admission to various on-campus and off-campus events sponsored by the SGCC and discounts at various local businesses.

Student Clubs and Organizations

Student clubs and organizations, sponsored by appropriate faculty or other staff members, may be formed when there is a purpose and sufficient student interest is demonstrated. Information concerning organizational procedures is available in the Student Activities Office and from individual Student Senate executive council members.

Cerro Community College OneCard

Students are invited to purchase a Student Government sticker for their card for $8.00 per semester. This sticker signifies membership in the Student Government of Cerro Coso Community College and entitles student to membership in the Community Discount Program, SGCC events, and discount admission to museums, galleries, theaters, ski packages, and computer/software sales. Funds collected support the student association, student clubs, co-curricular events, and scholarships. The Student Government sticker can be purchased at the Admission and Records Office, Business Office, or by selecting it online and adding it to your total balance. To receive the sticker, go to the Office of Student Activities or Administrative Office at your campus.

Online Student Requesting Student Government Sticker

If you are an online student and would like a Student Government sticker for your OneCard please do the following:

Email our Student Government office and provide:

- Student ID# or SSN
- Term for which enrolled
- Proof of payment for Student Government Sticker

Send the information above to:

Anna Sue Eldridge
aeldridg@cerrocoso.edu
(760) 384-6353

Or mail to:

Office of Student Government
3000 College Heights Blvd.
Ridgecrest, CA 93555

If you have any questions, please call our Student Government office at (760) 384-6353.

Child Development Center

Cerro Coso Community College offers Child Development Centers/Lab Schools in Ridgecrest and in California City. The Child Development Centers/ Lab Schools provide care and developmentally appropriate experiences for toddlers and preschool-age children in full-day, full-year programs. We also offer a part-day, part-year program for 3-5 year old children. Child Development programs are open to all families. Children of working parents or college students may qualify for state subsidized child care according to family income and size.

The Child Development Centers/ Lab Schools also provide high quality programs where Cerro Coso students majoring in Child Development can work directly with infants, toddlers, and/or preschool-age children to apply the theory learned in Child Development courses to real life experience working with children.

Students seeking to enroll in Child Development Laboratory courses that require the student to be in contact with children must furnish such consents and information (including, but not limited to, all names used by the student, social security numbers, birth date and addresses) as may be required to carry out background checks, and provide access to the results by the District (and the Center, as necessary).

Student Housing

The South Gateway Student Apartments are located adjacent to the Eastern Sierra College Center's Mammoth Lakes campus and are available for single or double occupancy. These apartments, with spectacular views, are managed by the Mammoth Lakes Foundation whose mission is to support higher education and cultural enrichment in the Eastern Sierra. For more information on cost and the application process log on to **http://www.mammothstudentapartments.org/** or call the Mammoth Lakes Foundation at (760) 934-3781.

No student housing facilities are available at any of the other Cerro Coso Community College campuses. A listing of possible living accommodations for students in the nearby communities may be obtained in the Counseling Office. The college, however, assumes no legal responsibility for providing or supervising off-campus housing facilities for students.

Student Complaint

The Student Complaint Procedures are established so that students can resolve difficulties/problems they encounter in college-related activities. Student complaints are taken seriously; therefore, the complaint must be of a compelling, substantive, and verifiable nature. Repeated filings of the same complaint, filings of a frivolous nature, or capricious complaints against school personnel will be considered abuse of the student conduct and/or complaint process. Such repeated filings will be referred to the College President for a decision.

These procedures apply to student complaints such as:

- Course content
- Access to classes
- Verbal or physical abuse by faculty, staff, or students
- Faculty member refusal to confer with student(s)
- Harassment

These procedures do not apply to student complaints which involve:

- Unlawful Discrimination (See Policy 11D4)
- Sexual Harassment (See Policy 11D2)
- Assignment of grades (See Policy 4C4C for final grade changes)

For the complete Student Complaint Policy see Board Policy 4F10 and Procedure 4F10 (a and b).

California Community College Chancellor's Office Student Complaint Process

Most complaints, grievances, or disciplinary matters should be resolved at the campus level. This is the quickest and most successful way of resolving issues involving a California Community College (CCC).

You are encouraged to work through the campus complaint process first before escalating issues to any of the following

resources. Issues that are not resolved at the campus level may be presented:

To the Accrediting Commission for Community and Junior Colleges (ACCJC) at **http://www.accjc.org/complaint-process** if your complaint is associated with academic program quality and accrediting standards. ACCJC is the agency that accredits the academic programs of the California Community Colleges.

To the CCC Chancellor's Office by completing the web form, available at **http://www.california communitycolleges.cccco.edu/ComplaintsForm.aspx#complaintForm**, if your complaint does not concern CCC's compliance with academic program quality and accrediting standards.

Student Conduct

The Board of Trustees of the Kern Community College District, in support of public education and the exercise of general supervision of the campuses of the district, believes that student conduct must reflect the standards of good behavior expected by society. Since public education is furnished by the people of the district, it becomes a privilege for students to have this opportunity to further their education.

Students shall respect constituted authority. This shall include conformance to state laws, board regulations, college regulations, and applicable provisions of civil law.

Students are expected to observe high personal standards of decency, morality, honesty, and social relationships. Student conduct should reflect consideration for the rights of others, and students are expected to cooperate with all members of the Cerro Coso Community College community. (KCCD Board Policy 4F8B)

Failure to respect the standards as set forth by Cerro Coso Community College may be cause for disciplinary action.

Copies of the Cerro Coso Community College Student Conduct Policy may be found in the Cerro Coso Community College Student Handbook and on the college website.

Career Planning/ Placement Services

Career Planning/Placement Services assist individuals in making career decisions. These services, located in the Counseling Center, are open to all students and visitors from the community. Services include computerized career information and search programs, a career information library, occupational interest inventories, individual counseling, and courses in career planning. The Cerro Coso Community College Job Development Specialist is available for information relating to job seeking skills, interview and resume writing techniques, and current employment opportunities. Appointments are available with the Job Development Specialist in the Career and Transfer Center at the Ridgecrest campus or by calling (760) 384-6276 or by going to **http:/www.cerrocoso.edu/studentservices/career-center**.

Career and Transfer Center

The Career and Transfer Center provides information on career planning, job development skills, and transfer options. The center is available to all prospective, current, and alumni Cerro Coso Community College students.

Career Services include:

- Self-assessment surveys to determine career interests
- Resume writing
- Job interview skills
- Mock interviews
- Career planning
- Job search
- Full-time, part-time, temporary, or summer employment opportunities (on and off campus)
- Internships

Transfer Services include:

- CSU and UC application assistance
- Transfer research materials
- Transfer Admissions Guarantee Program(TAG)/ Transfer Alliance Program (TAP) with UCLA
- Workshops
- Virtual campus tours
- College and university representative visits
- Counselor assistance

GENERAL EDUCATION AND GRADUATION

Getting a Degree

Students have many different goals in mind when they enroll at Cerro Coso Community College. Some plan to earn a certificate to enhance their job skills, while others want to earn a two-year degree, and some plan to transfer to a four-year university. Cerro Coso Community College offers the following certificate and degree programs:

- Associate in Arts and Associate in Science degrees can be used to obtain necessary skills for a range of possible careers, or they may be used to transfer to a four-year institution.
- Certificates of Achievement are awarded to students who complete formal instructional programs that are designed to prepare them for a specific field of endeavor, typically a career field with prospects of employment. These programs most often consist of at least 18 units but some are as low as 12.
- Job Skills Certificates are awarded upon the satisfactory completion of coursework less than 18 units in a specific area of study.

Each degree requires students to meet all graduation and general education requirements. Students who plan to seek immediate employment rather than to transfer usually choose to meet the Cerro Coso Community College General Education Requirements on page 41.

Students who wish to transfer to a four-year school select the California State University General Education Breadth (see page 42) to transfer to a California State University or the Intersegmental General Education Transfer Curriculum (IGETC) (see page 43) to transfer to either a University of California Campus or a California State University Campus.

Graduation with an Associate Degree

The California State Board of Education has authorized the Kern Community College District Board of Trustees to confer the Associate in Arts degree and the Associate in Science degree upon students receiving the recommendation of Cerro Coso Community College faculty. The Associate in Arts degree (AA) is awarded primarily in the liberal arts areas and is intended for students who plan to transfer to a four-year college or university. The Associate in Science degree (AS) is awarded in well-defined programs in science, technical, and vocational fields of study.

A candidate for either degree must complete the requirements outlined below (1 through 6) and must file a petition at the beginning of the semester in which all requirements will be completed. An alternate plan is to complete the Intersegmental General Education Transfer Curriculum (IGETC) or CSU General Education Certification and a minimum of 60 transferable units.

1. Total Units: Satisfactory completion of a minimum of 60 associate degree semester units. Units applied to meet graduation requirements cannot include pre-collegiate basic skills courses. These courses are not degree applicable. See Course Numbering System on page 90 for more information.
2. Scholarship: A cumulative grade point average (GPA) of 2.0 (“C” average) in all courses required for the degree.
3. Residence: At least 12 of the 60 semester units must be completed at Cerro Coso Community College.
4. Major: Satisfactory completion of at least 18 semester units in a major program of study. Course work used to satisfy general education requirements can also be used to satisfy major field requirements. All major courses must be completed with a “C” or better.
5. Minimum Proficiencies for Graduation: All associate degree students must meet required levels of proficiency standards in the areas of writing, reading, and mathematics for graduation from Cerro Coso Community College. Levels are determined by the multiple measures assessment process in which a student meets with a counselor and discusses the results of the assessment test as well as other factors including other college coursework and high school grades. During the first semester of enrollment, students should take courses which will lead to the required level of proficiency and continue in

such courses until Level 1 is attained. Required course work on each level must be successfully completed with a grade of "C" or better before moving to the next level (see charts on pages 38 and 39). The levels of proficiency in each area are outlined below.

Writing/Reading - On the basis of level attained through the assessment process, the courses required to reach proficiency Level 1 in writing and reading are as follows:

Level 1 - Minimum Standards satisfied.

Level 2 - ENGL C101 or ENGL C151 (course credit may be applied to graduation requirement in Language and Rationality)

Level 3 - ENGL C070 (course credit applicable to Associate Degree as an elective)

Level 4 - ENGL C040 (course credit not applicable to Associate Degree; does not apply to graduation)

Level 5 - ENGL C030 (course credit not applicable to Associate Degree; does not apply to graduation)

Mathematics - On the basis of the math level attained through the assessment process, the courses required to reach proficiency Level 1 are as follows:

Level 1 - Minimum standards satisfied. No math course required.

Level 2 - MATH C055, C056, C057

Level 3 - MATH C050

Level 4 - MATH C040 (course credit not applicable to Associate Degree; does not apply to graduation)

Level 5 - MATH C020 (course credit not applicable to Associate Degree; does not apply to graduation)

Experience in Advanced Mathematics: Students can also meet Minimum Proficiency through one of the following ways:

Have an official record of a grade of "C" or better in a course with a prerequisite of MATH C050 or higher, such as MATH C056, MATH C057, MATH C101, or equivalent from another college.

- Have a grade of "B" or better in both semesters of second-year high school algebra taken within the last two (2) years.
- Receive an appropriate score on the Algebra placement test.

6. General Education: Complete the General Education pattern (see TABLE A - GENERAL EDUCATION REQUIREMENTS-AA/AS DEGREE on page 41).

General Education

The awarding of an Associate Degree at Cerro Coso Community College is intended to represent more than an accumulation of units. It is intended to lead students through patterns of learning experiences designed to develop certain capabilities and insights. Among these are the ability to think and to communicate clearly and effectively both orally and in writing, to use mathematics, to understand the modes of inquiry of the major disciplines, to be aware of other cultures and times, to achieve insights gained through experience in thinking about ethical problems, and to develop the capacity for self-understanding.

Central to an Associate Degree, General Education reflects the conviction of Cerro Coso Community College that those who receive their degrees share certain basic principles, concepts, and methodologies both unique to and shared by the various disciplines. College-educated persons must be able to use this knowledge when evaluating and appreciating the physical environment, the culture, and the society in which they live. General Education should lead to better self-understanding and involve students in actively examining values inherent in proposed solutions to major social problems.

General Education Learning Outcomes

Upon successful completion of the Cerro Coso local General Education pattern, students will be able to:

Natural Sciences:

- Effectively communicate scientific results, including graphically, verbally, and in writing.
- Demonstrate competency of the Scientific Method, including the experimental and empirical methodologies characteristic of science and the modern methods and tools used in scientific inquiry.

Social and Behavioral Sciences:

- Describe the method of inquiry used by the social and behavioral sciences.
- Evaluate the operation of societies and social sub-groups.

Humanities:

- Describe how people throughout the ages and in different cultures have responded to themselves and the world around them in artistic and cultural creation.
- Evaluate the significance of artistic and cultural constructions.

Language and Rationality:

- Use clear and precise language to express logical thought.
- Use a complex symbol system to solve problems.

Information Competency:

- Explain the fundamentals of the research process and documentation style.
- Clearly identify types of information needed to address a research problem and evaluate the credibility of sources.

Diversity:

- Describe and analyze the effects of race, ethnicity, class, gender, sexuality, disability, and/or religion on human interactions.

Health and Wellness:

- Analyze and apply the principles of health and wellness.

Multiple Majors

Two degrees in two different majors may be granted if all requirements for both majors are satisfied and an appropriate application for graduation is completed. All requirements for both degrees must be completed within the semester during which the student applies for graduation.

Additional Associate Degrees

Students who hold one Associate degree may qualify for another degree under the conditions that they:

Complete all current graduation general education requirements, either through acceptance of previous college credits or by additional course work, and

Complete all required major field courses in a recognized general major or occupational/career program as outlined in this catalog. If a student meets the foregoing prerequisites, a second degree may be awarded upon completion of a minimum of 18 units subsequent to the completion of the requirements for the previous degree.

When students return to Cerro Coso Community College for an additional degree, they must follow requirements in the catalog for the year in which they return, even if they are continuously enrolled.

TRANSFER

General Education Options to Transfer

Universities and colleges prescribe their standards of eligibility for transfer. Students expecting to transfer to a four year institution should carefully check entrance requirements. Cerro Coso Community College students who maintain high scholarship and who complete the required pattern of courses may expect to make a satisfactory transfer to the institution of their choice and achieve junior standing. Students planning to eventually transfer to a four-year institution should make an appointment with a college counselor or educational advisor at the earliest possible date to plan an appropriate course of study.

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) or Associate in Science (AS-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 semester or 90 quarter units.

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.

Independent California Colleges and Universities

Students who transfer to independent colleges or universities find that they are given academic credit for most, if not all, of their community college courses. Virtually all institutions give full credit for general education courses and usually for other courses designed for transfer by the community college.

Some colleges and universities stipulate a certain number of completed units before considering students eligible for transfer. Others do not and will accept students at any time. The requirements are outlined in the respective college catalogs available online and in the Career and Transfer Center at the Ridgecrest campus.

University of California (UC)

Transfer students may fulfill the lower division breadth and general education requirements for the University of California by completing the Intersegmental General Education Transfer Curriculum (IGETC).

Students who were ineligible for the University of California on the basis of their high school records may be admitted by achieving a grade point average of 2.40 in a minimum of 60 units of community college work designated as baccalaureate level including making up any missing college preparatory subject requirements.

Students may transfer a maximum of 70 community college units to a UC. After 70 units of transferable credit have been earned, no further unit credit will be granted for community college courses, although courses may still be used to satisfy subject matter requirements.

Intersegmental General Education Transfer Curriculum (IGETC)—The Intersegmental Committee of the Academic Senates approved the Intersegmental General Education Transfer Curriculum (IGETC). The IGETC is a series of courses that community college students can use to satisfy lower division general education requirements at any CSU or UC campus.

Prior to transferring, the student must request that the Cerro Coso Community College's Office of Admissions and Records send an IGETC Certification to the appropriate campus. This Certification is subject to change if the student does not maintain continuous enrollment at Cerro Coso Community College.

California State University (CSU)

Students who were ineligible for the California State University on the basis of their high school record may be admitted by achieving a grade point average of 2.0 in a minimum of 60 units of community college work designated as baccalaureate level including making up any missing college preparatory subject requirements.

Students may transfer a maximum of 70 community college units to a state university. After 70 units of transferable credits have been earned, no further unit credit will be granted for community college courses, although courses may still be used to satisfy subject matter requirements.

California State University Certification Requirement—Students desiring transfer to the California State University system may conform to either (1) the Intersegmental General Education Transfer Curriculum (IGETC) or (2) CSU General Education Certification. A course taken at another participating institution may be included on Cerro Coso Community College's certification list if the course would have been certified at the other institution. Students should consult the catalog of the state university of their choice for specific general education information. In some instances, courses required for a given major may not be used for general education purposes even though they are included in the general education list of acceptable courses. Students are advised to consult with their counselors for additional information.

ASSIST

ASSIST is a web-based articulation and transfer planning system that can be accessed at **http://www.assist.org/**. It describes how course credits earned at one California community 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. For further information, see a counselor.

C-ID Course Identification Number

The Course Identification Numbering System (C-ID) is a

statewide numbering system independent from the course numbers assigned by local California community colleges. In other words, the C-ID designation can be used to identify comparable courses at different community colleges. However, students should always go to **http://www.assist.org/** to confirm how each college's course will be accepted at a particular four-year college or university for transfer credit.

The C-ID numbering system is useful for students attending more than one community college and is applied to many of the transferable courses students need as preparation for transfer. Because these course requirements may change and because courses may be modified and qualified for or deleted from the C-ID database, students should always check with a counselor to determine how C-ID designated courses fit into their educational plans for transfer.

Students may consult the ASSIST database at **http://www.assist.org/** for specific information on C-ID course designations. Counselors can always help students interpret or explain this information.

Finishing College

Certifications Assessment Center

The Cerro Coso Community College Assessment Center offers the Accuplacer Placement Exam and the Prometric Pearson VUE. Students may call the Counseling Office for schedule information.

Applying for Graduation

Students must complete a petition for graduation request during the semester in which all requirements will be completed. Petitions are available in the Counseling office at the student's local campus or by request through Online Counseling. Students must verify their eligibility to graduate with a counselor or academic advisor. Students who qualify will receive their diploma in the mail approximately eight weeks after the end of the semester.

Commencement Ceremonies

Commencement ceremonies are held once each year in May. Students who complete their degree requirements during the fall or spring prior to the ceremony or who will complete them in the following summer are eligible to participate. Students planning to complete during the following summer must:

- need less than seven (7) units for completion
- submit documentation of registration for the required course(s) if the course will be taken at another institution

Withdrawing from the College

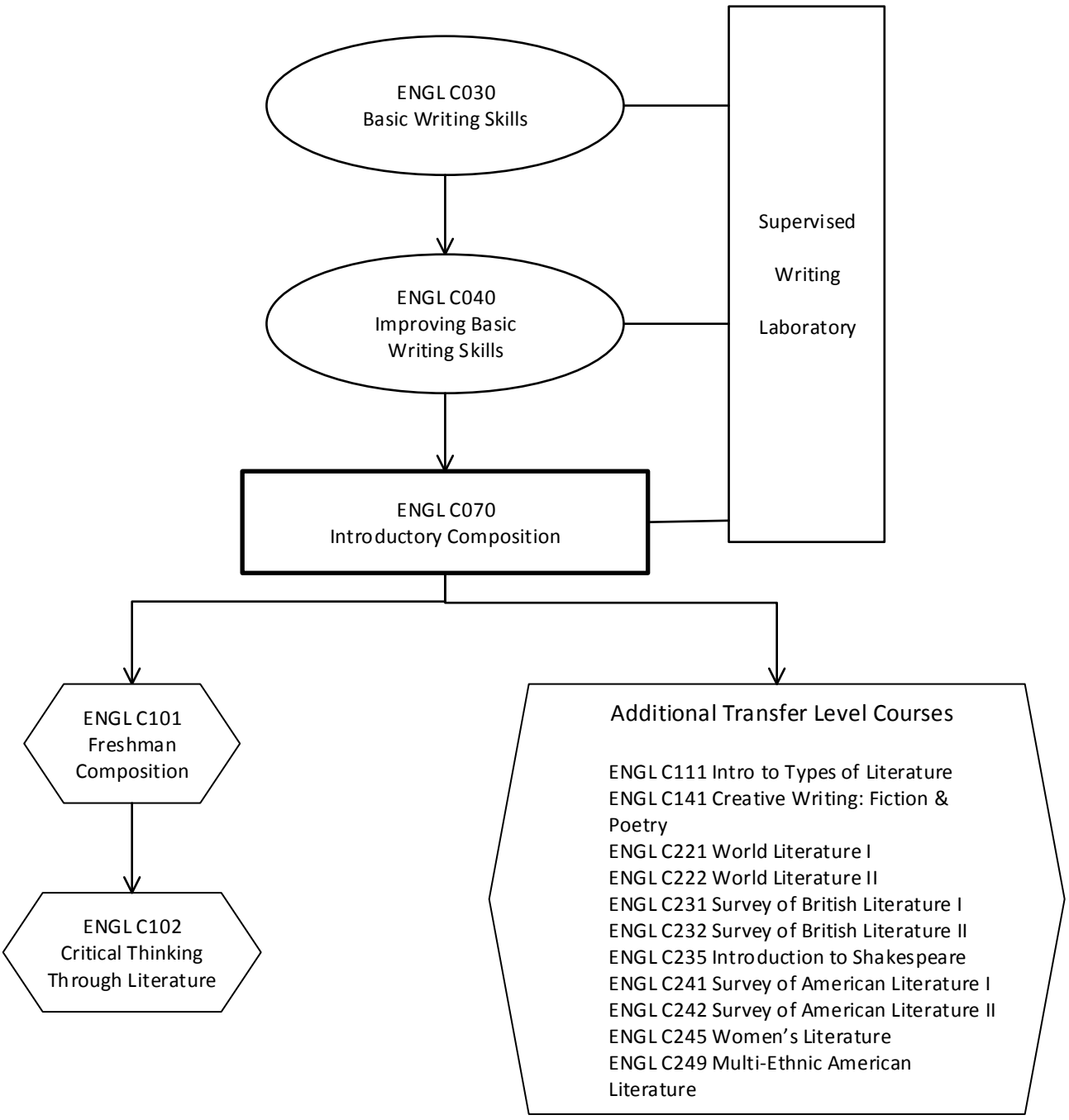
Students who find it necessary to withdraw from the college are required to return all checked-out supplies, equipment, and library books, and pay all fines and debts owed the college.

Any account balance older than 120 days may be subject to the collections process.

Verification of Enrollment or Degrees

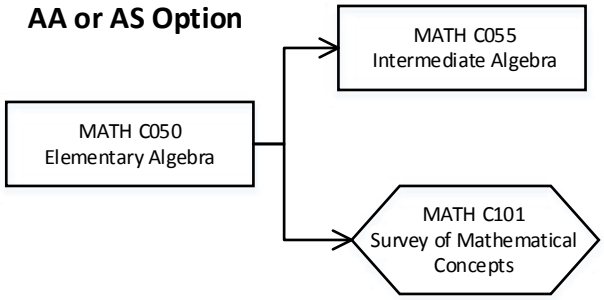
The Office of Admissions and Records will complete a verification of enrollment upon written request by the student.

ENGLISH COURSE SEQUENCES

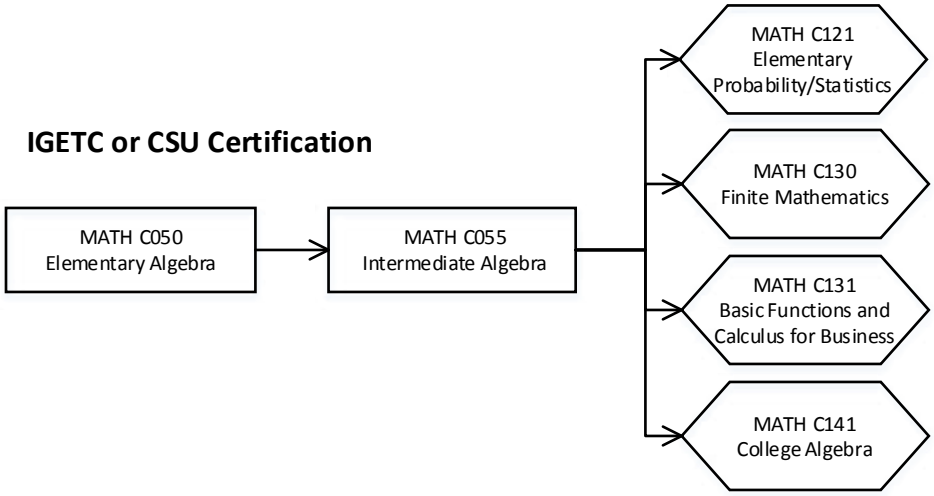


MATHEMATICS COURSE SEQUENCES

AA or AS Option



IGETC or CSU Certification



Math, Science, Engineering Pathway

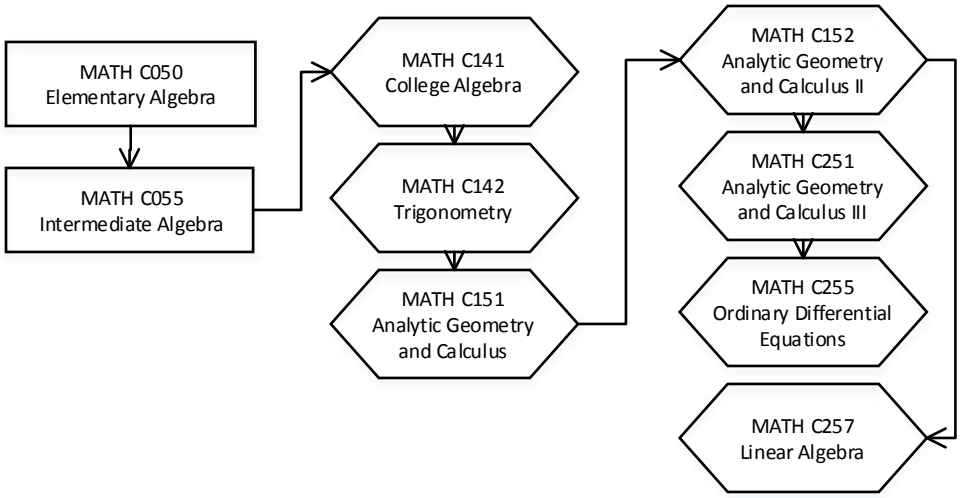


TABLE A - GENERAL EDUCATION REQUIREMENTS-AA/AS DEGREE

Area 1: Natural Science

(Choose one of the following two options):

OPTION I: Two courses/ minimum 6 units; at least one course from each area (life and physical science).

OPTION II: One course/ minimum 4 units; lecture with corresponding lab from either area (life or physical science).

Life Sciences:
ANTH C121
BIOL C101
BIOL C101H
BIOL C105 (L)
BIOL C105H
BIOL C111 (L)
BIOL C111H (L)
BIOL C112 (L)
BIOL C112H (L)
BIOL C121
BIOL C125 (L)
BIOL C141
BIOL C145
BIOL C251 (L)
BIOL C255 (L)
BIOL C262 (L)

Physical Sciences:
CHEM C101 (L)
CHEM C111 (L)
CHEM C113 (L)
CHEM C113H (L)
CHEM C221 (L)
CHEM C223 (L)
CHEM C223H (L)
GEOG C101
GEOG C102 (L)
GEOG C111 (L)
GEOL C111 (L)
PHSC C101
PHSC C105
PHSC C111
PHSC C115 (L)
PHSC C121
PHSC C122 (L)
PHSC C125 (L)
PHSC C131
PHSC C132 (L)
PHYS C111 (L)
PHYS C113
PHYS C211

Area 2: Social and Behavioral Science

Two courses/min. 6 units/ each course from different subgroup.

Social:
ADMJ C101
ANTH C111
ANTH C121
ANTH C121H
ANTH C131
CHDV C104
CHDV C105
CHDV C106,
PSYC C101
PSYC C101H
PSYC C112
PSYC C211
PSYC C241
PSYC C251
SOCI C101
SOCI C131 (D)

Economics & Political:
ECON C101
ECON C102
ECON C103
POLS C101
POLS C101H

Historical:
HIST C103
HIST C103H
HIST C104
HIST C104H
HIST C118
HIST C131
HIST C131H
HIST C132
HIST C132H

Interdisciplinary Studies:
FILM/SPAN C211
SOCI C210 (D)
SOCI C220 (D)

Ethnic Studies:
HIST C209 (D)

Area 3: Humanities

Two courses/min. 6 units/ each course from different subgroup.

Active Participation:
ART C111
ART C115
ART C121
ART C131
ART C141
ART C151
ART C231
ENGL C141
MUSC C121
MUSC C122
MUSC C126
MUSC C131
MUSC C151

Arts:
ART C101 (D)
ART C105
ART C106
ART C106H
MUSC C101
MUSC C101H
MUSC C118
MUSC C173 (D)

Literature:
ENGL C102
ENGL C102H
ENGL C111
ENGL C111H
ENGL C221
ENGL C222
ENGL C231
ENGL C232
ENGL C235
ENGL C235H
ENGL C241
ENGL C242
ENGL C245 (D)
ENGL C245H (D)
ENGL C249 (D)

Philosophy:
PHIL C101
PHIL C141
PHIL C161
PHIL C164
PHIL C205

Foreign Language:
ASL C101
ASL C102
FREN C101
LATN C101
LATN C102
LATN C201
LATN C202
SPAN C100
SPAN C101
SPAN C102
SPAN C110
SPAN C171
SPAN C180

Interdisciplinary Studies:
FILM/SPAN C211 (D)
SOCI C210 (D)
SOCI C220 (D)

Area 4: Language & Rationality

Two courses/min. 6 units/ one course from each group- "C" or better.

English Composition:
ENGL C101

Analytical Thinking:
ENGL C102
MATH C055
MATH C056
MATH C057
MATH C101
MATH C121
MATH C121H
MATH C130
MATH C131
MATH C141
MATH C142
MATH C151
MATH C255
MATH C257
PHIL C205

Area 5: Information Competency

One course/minimum 1 unit OR pass IC Proficiency Exam.

Information Competency.
IC C075
PROFICIENCY EXAM

Area 6: Diversity

One of the following courses or any diversity general education class (D).

Diversity:
ART C101
BSAD C152
CHDV C125
CHDV C241
DMA C113
ENGL C245
ENGL C245H
ENGL C249
FILM/SPAN C211
HCRS C250
HIST C209
HMSV C102
MUSC C173
SOCI C131
SOCI C210
SOCI C220

Area 7: Health & Wellness

Choose from the following options:

OPTION I: One course from the following:

CHDV C121
HCRS C121
HSCI C101

OPTION II: Completion the following:

THREE 1-unit P.E. Activity Classes

TABLE B - CSU GENERAL EDUCATION CERTIFICATION

Area A: English Language Communication & Critical Thinking

3 courses; minimum 9 units required.

Complete ONE course in Area A1, A2 and A3 with a grade of "C" or better.

A1. Oral Communication

SPCH C101

A2. Written Communication

ENGL C101
CLEP
AP

A3. Critical Thinking

ENGL C102
ENGL C102H
PHIL C205

Area B: Scientific Inquiry & Quantitative Reasoning

3 courses; min. 10 units required.

Complete ONE course in Area B1 and ONE course from Area B2; one course MUST have corresponding lab or must be listed in Area B3.

Complete ONE Math course from Area B4 with a grade of "C" or better.

B1. Physical Science

CHEM C101
CHEM C111
CHEM C113
CHEM C113H
CHEM C221
GEOG C101
GEOG C111
GEOL C111
PHSC C101
PHSC C105
PHSC C111
PHSC C115
PHSC C121
PHSC C125
PHSC C131
PHYS C111
PHYS C113
PHYS C211
CLEP
AP

B2. Life Science

ANTH C121
BIOL C101
BIOL C101H
BIOL C105
BIOL C105H
BIOL C111
BIOL C111H
BIOL C112
BIOL C112H
BIOL C121
BIOL C125
BIOL C141
BIOL C145
BIOL C251
BIOL C255
BIOL C262
CLEP
AP

B3. Laboratory

ANTH C122
BIOL C105
BIOL C105H
BIOL C111
BIOL C111H
BIOL C112
BIOL C112H
BIOL C125
BIOL C145
BIOL C251
BIOL C255
BIOL C262
CHEM C101
CHEM C111
CHEM C113
CHEM C221
GEOG C102
GEOG C111
GEOL C111
PHSC C105
PHSC C115
PHSC C122
PHSC C125
PHSC C132
PHYS C111
PHYS C113
PHYS C211

B4. Mathematics/Quantitative Reasoning

MATH C121
MATH C121H
MATH C130
MATH C131
MATH C141
MATH C142
MATH C151
MATH C152
MATH C251
MATH C255
MATH C257
CLEP
AP

Area C: Arts & Humanities

3 courses; min. 9 units required

Select ONE course from Area C1 and ONE from Area C2. Select a THIRD from either area.

C1. Arts

ART C101
ART C105
ART C106
ART C106H
ART C111
ART C121
ART C131
ART C141
ART C151
MUSC C101
MUSC C101H
MUSC C118
MUSC C131
MUSC C151
MUSC C173
CLEP
AP

C2. Humanities

ASL C101
ASL C102
ENGL C111
ENGL C141
ENGL C221
ENGL C222
ENGL C231
ENGL C232
ENGL C235
ENGL C235H
ENGL C241
ENGL C242
ENGL C245
ENGL C245H
ENGL C249
FILM C211
FREN C101
LATN C101
LATN C102
LATN C201
LATN C202
PHIL C101
PHIL C141
PHIL C161
PHIL C164
SPAN C100
SPAN C101
SPAN C102
SPAN C110
SPAN C180
SPAN C211
CLEP
AP

Area D: Social Sciences

3 courses; min. 9 units required

Select ONE course from THREE DIFFERENT sub-groups.

D1. Anthropology & Archeology

ANTH C111
ANTH C121
ANTH C131
ANTH C141

D2. Economics

ECON C101
ECON C102
ECON C103
AP

D3. Ethnic Studies

ANTH C141
HIST C209
SOCI C151
SOCI C210

D4. Gender Studies

SOCI C131
SOCI C151

D6. History

HIST C103
HIST C103H
HIST C104
HIST C104H
HIST C118
HIST C131
HIST C131H
HIST C132
HIST C132H
HIST C209
CLEP
AP

D7. Interdisciplinary Social or Behavioral Science

CHDV C104
CHDV C105
CHDV C106
PSYC C271

D8. Political Science

POLS C101
POLS C101H
POLS C102

D9. Psychology

PSYC C101
PSYC C101H
PSYC C211
PSYC C220
PSYC C241
CLEP

D10. Sociology & Criminology

ADMJ C101
SOCI C101
SOCI C210
CLEP

Area E: Lifelong Learning & Self-Development

3 courses; minimum 5 units required

Select ONE course from E1 and TWO courses from E2.

E1. Integrated Organism

CHDV C106
HSCI C101
PSYC C211
PSYC C251

E2. Activity

TWO Physical Education ACTIVITY courses.

U.S. History, Constitution, & Government

The CSU system requires students to demonstrate their competence in U.S. History, Constitution and State, and Local Government (Title V, Admin. Code, Section 40404).

U.S. History

HIST C131
HIST C131H
HIST C132
HIST C132H
AP

NOTE: HIST C131 and C132 can be double counted in Area D6.

Constitution & Government

POLS C101
POLS C101H
AP

TABLE C - INTERSEGMENTAL GE TRANSFER CURRICULUM

Area 1: English Communication

CSU: 3 courses/minimum 9 units; Complete ONE course in Area A, B and C with a grade of "C" or better.

A. English Composition

ENGL C101
AP

B. Critical Thinking/ Communication

ENGL C102
ENGL C102H

C. Oral Communication

CSU transfer only

SPCH C101

Area 2: Mathematical Concepts & Quantitative Reasoning

1 course; minimum 3 units required

Must be completed with a grade of "C" or better.

MATH C121
MATH C121H
MATH C130
MATH C131
MATH C141
MATH C151
MATH C152
MATH C251
MATH C255
MATH C257
AP

Area 3: Arts & Humanities

3 courses; minimum 9 units required

Select ONE course from Area 3A and ONE from Area 3B. Select a THIRD from either area.

A. Arts

ART C101
ART C105
ART C106
ART C106H
MUSC C101
MUSC C101H
MUSC C118
MUSC C173
AP

B. Humanities

ENGL C111
ENGL C221
ENGL C222
ENGL C231
ENGL C232
ENGL C235
ENGL C235H
ENGL C241
ENGL C242
ENGL C245
ENGL C245H
ENGL C249
FILM C211
HIST C103
HIST C103H
HIST C104
HIST C104H
HIST C209
LATN C201
LATN C202
PHIL C101
PHIL C141
PHIL C161
PHIL C164
SPAN C211
AP

Area 4: Social & Behavioral Sciences

3 courses; minimum 9 units required

Select ONE course from at least TWO DIFFERENT sub-groups.

A. Anthropology/Archaeology

ANTH C111
ANTH C121
ANTH C131
ANTH C141

B. Economics

ECON C101
ECON C102
ECON C103
AP

C. Ethnic Studies

ANTH C141
SOCI C151
SOCI C210

D. Gender Studies

SOCI C151

F. History

HIST C118
HIST C131
HIST C131H
HIST C132
HIST C132H
CLEP
AP

G. Interdisciplinary Social & Behavioral Sciences

CHDV C104
CHDV C106

H. Political Science, Government & Legal Institutions

POLS C101
POLS C101H
POLS C102

I. Psychology

PSYC C101
PSYC C101H
PSYC C211
PSYC C220
PSYC C241
PSYC C251
PSYC C271

J. Sociology & Criminology

SOCI C101
SOCI C131
SOCI C210

Area 5: Physical & Biological Sciences

2 courses; minimum 7 units required

Select ONE course from the Physical Sciences and ONE course from the Biological Sciences. One of the courses from either group MUST be taken with its corresponding lab. Lab courses taken before the corresponding lecture WILL NOT be accepted.

A. Physical Science

CHEM C101
CHEM C111
CHEM C113
CHEM C113H
CHEM C221
GEOG C101
GEOG C111
GEOL C111
PHSC C101
PHSC C105
PHSC C111
PHSC C115
PHSC C121
PHSC C125
PHSC C131
PHYS C111
PHYS C113
PHYS C211

B. Biological Science

ANTH C121
BIOL C101
BIOL C101H
BIOL C105
BIOL C105H
BIOL C111
BIOL C111H
BIOL C112
BIOL C112H
BIOL C121
BIOL C125
BIOL C141
BIOL C145
BIOL C251
BIOL C255
BIOL C262

C. Laboratory Activity

BIOL C105
BIOL C105H
BIOL C111
BIOL C111H
BIOL C112
BIOL C112H
BIOL C125
BIOL C145
BIOL C251
BIOL C255
BIOL C262
CHEM C101
CHEM C111
CHEM C113
CHEM C113H
CHEM C221
GEOG C111
GEOL C111
PHSC C105
PHSC C115
PHSC C125
PHYS C111
PHYS C113
PHYS C211

Area 6: Language other than English

UC transfer only

Proficiency equivalent to two years of high school study in the same language with a "C" or better OR select ONE of the following courses.

Language Other Than English

ASL C101
ASL C102
LATN C102
LATN C201
LATN C202
SPAN C101
SPAN C102
SPAN C180

U.S. History, Constitution, & American Ideals

1 course from each area

CSU requirement only

NOTE: Courses used to meet this requirement may be used to satisfy requirements for IGETC. It is at the discretion of each CSU campus to allow double-counting in this area and AREA 4.

I. Constitution

POLS C101
POLS C101H

2. History

HIST C131
HIST C131H
HIST C132
HIST C132H

Notes

ALL courses completed for IGETC MUST be completed with a "C" or better. Each course must have a minimum of 3 semester/4 quarter units. UC credit may be limited.

1) No credit given for an introductory course if it was taken after the more advanced course;

2) credit may be limited for course with overlapping content;

3) duplicate credit WILL NOT be awarded for both the Honors and regular section of a course. Certification is NOT a UC admission requirement or guarantee.

General Education Requirements-AA/AS Degree

OVERALL REQUIREMENTS
Students must complete a minimum of 60 degree applicable units to include a minimum of 26 units of General Education.

1. A minimum grade-point average of 2.0 ("C") is required to meet the AA/AS degree requirements.

2. A minimum grade of "C" or better is required in each English, reading and math course, as well as each course taken to complete Major requirements.

3. A minimum of 12 units must be completed at Cerro Coso Community College.

***NOTE: Courses may not be used to satisfy more than one General Education requirement except in the area of Diversity.**

MAJOR REQUIREMENTS
Satisfactory completion of at least 18 semester units of study in a specific discipline or in related disciplines. Course work used to satisfy general education requirements can also be used to satisfy major field requirements and must be completed with a grade of "C" or better.

a. Associate in Arts degree: a general education major consisting of a program of study intended primarily to prepare the student for transfer to a four-year institution.

b. Associate in Science degree: a science or occupational/career major consisting of a program of 18 or more units of designated courses representing a single area of concentration.

GRADUATION EVALUATION
It is the student's responsibility to meet with a counselor to request a Graduation Evaluation and Petition to Graduate during the semester that they plan to finish their degree requirements.

Official transcripts of any coursework completed at an institution other than Cerro Coso must be on file prior to completion of a Graduation Evaluation.

***NOTE: These are NOT the general education requirements for transfer. If you plan to transfer to a four-year institution, please contact a counselor.**

ADDITIONAL ASSOCIATE DEGREES
Students who hold one Associate degree may qualify for another degree under the conditions that they:

1. Complete all current graduation general education requirements, either through acceptance of previous college credits or by additional course work, and

2. Complete all required major field courses in a recognized general major or occupational/career program as outlined in this catalog. If a student meets the foregoing prerequisites, a second degree may be awarded upon completion of a minimum of 18 units subsequent to the completion of the requirements for the previous degree.

**Two degrees may be awarded to a student within the same semester if all requirements for both degrees are completed within that same semester.

Note: AA degree graduates from the Community College of the Air Force (CCAF) are eligible to earn an AA degree from Cerro Coso.

CSU General Education Certification

MINIMUM ADMISSION REQUIREMENTS FOR CSU TRANSFER STUDENTS:
1. Complete 60 semester units of transferable college (courses numbered 100-299, baccalaureate transferability is subject to review by individual transfer institutions) with a GPA of at least 2.0, in order to be eligible for CSU admission.

2. Complete a minimum of 30 and maximum of 39 semester units from the CSU general education pattern. To be eligible for admission to the CSU campuses, students must complete Area A1, A2, A3, and B4 of the general education pattern.

Completion of the CSU GE Certification will satisfy the course requirements for the minimum admission requirements. Although not required for admission to the CSU, students are encouraged to complete the CSU GE Certification Pattern prior to transfer. For impacted or competitive CSU campuses and majors, there may be additional requirements such as completion of specific major courses, completion of certain general education courses by certain semesters, and/or higher grade point averages (see a counselor for more details). Students considering transfer should see a counselor and go to www.assist.org/ and www.csumentor.edu.

CSU GE CERTIFICATION
Certification means that Cerro Coso Community College has verified that a student has completed the lower division general education requirements for the California State University. Certification is important because without it students will be held to the general education requirements specific to the CSU campus to which the student transfers. Coursework from other colleges and universities may be considered for certification, but will need to be evaluated by a Cerro Coso Community College counselor or advisor.

ASSOCIATE ARTS DEGREE
Completion of the CSU General Education Certification and 60 transferable units with a GPA of 2.0, will meet all requirements for an AA degree at Cerro Coso Community College. The CVHEC (Central Valley Higher Education Consortium) Transfer Associate Degree **guarantees admission** to any one of the CVHEC universities: CSU Bakersfield, Fresno, Stanislaus; Fresno Pacific University; University of the Pacific or University of California, Merced. This guarantee applies to admission to the university, rather than to a specific program or major. This associate degree is not recommended for majors that require extensive lower division preparation. Consult with your counselor and visit **http://www.CollegeNext.org/**.

ADVANCED PLACEMENT EXAMINATIONS
Information about AP Exams and how the credit will be applied to the CSU GE Certification is in the College Catalog, which can be obtained at **http://www.cerrocoso.edu/** or see a Cerro Coso counselor for more details.

Intersegmental General Education Transfer Curriculum

MINIMUM ADMISSION REQUIREMENTS FOR UC TRANSFER STUDENTS:
1. Complete 60 semester units of transferable college credit (courses numbered 100-299, baccalaureate transferability is subject to review by individual transfer institutions) with a GPA of at least 2.4.
2. Complete the following course pattern, earning a grade of "C" or better in each course:
A. Two transferable courses in English composition: ENGL 101 AND ENGL 102
B. One transferable course in mathematical concepts & quantitative reasoning: MATH C121, C121H, C130, C131, C141, C151, C152, C251, C255, C257
C. Four transferable courses chosen from at least two of the following subject areas:
a) Arts & Humanities; b) Social & Behavioral Sciences; c) Physical & Biological Sciences
Completion of the IGETC will satisfy the course pattern requirement for the minimum admission requirements listed above (#2). The IGETC is most advantageous for transfers who have not yet decided on a major or a campus. Once a student has identified a major, it is important for the student to work toward fulfilling any required preparatory courses, particularly in professional or "high unit" majors that select applicant on the basis of satisfaction of lower division major requirements. Students pursuing these types of programs should note that it is more important to complete the required preparatory courses than it is to complete the IGETC.

In general, it is not advisable for transfer students preparing for engineering majors (at any campus) to use the IGETC. Students entering "high unit" majors, such as those in the sciences, can follow the IGETC at some UC campuses (see IGETC Exceptions below), but must be careful to complete any needed lower division major preparation. For example, majors in the sciences not only have specific science prerequisites, but also have substantial mathematics requirements. Students pursuing these types of programs should use the GE-Breadth requirements for the specific major and campus of their choice an complete the Minimum Admissions Requirements listed above (see a counselor for course selection). Students considering transfer should see a counselor and go to **http://www.assist.org/.**

IGETC CERTIFICATION
Certification means that Cerro Coso Community College has verified that a student has completed the lower division general education requirements for the University of California and California State University. Certification is important because without it students will be held to the general education requirements specific to the UC and CSU campus to which the student transfers. Coursework from other colleges and universities may be considered for certification, but will need to be evaluated by a Cerro Coso Community College counselor.

ASSOCIATE OF ARTS DEGREE
Completion of the IGETC and 60 transferable units (including a minimum of 18 units in an area of emphasis), with a GPA of2.0 or higher, will meet all requirements for an AA in Liberal Arts at Cerro Coso Community College.

ADVANCED PLACEMENT EXAMINATIONS
Information about AP Exams and how the credit will be applied to the CSU GE Certification is in the College Catalog, which can be obtained at **http://www.cerrocoso.edu/** or see a Cerro Coso counselor for more details.

CATALOG RIGHTS

Students graduating within five (5) academic years of initial enrollment shall have the option of completing either: (a) the degree requirements of the College catalog in effect at the time of initial enrollment; or (b) any set of revised degree requirements published in a subsequent Cerro Coso catalog. Students graduating more than five (5) academic years after initial enrollment must adhere to the specific degree requirements in effect in any Cerro Coso catalog within the five-year period prior to the students' graduation. To maintain catalog rights, the student must maintain continuous enrollment (no absence of two or more semesters) during the five (5) year period.
Catalog rights apply only to Cerro Coso graduation and program requirements. If other institutions change their requirements for entrance, graduation, satisfaction of general education patterns, or in other ways it may be necessary for the student to meet the new requirements upon transfer, even if continuous enrollment has been maintained.

COLLEGE CREDIT FOR ADVANCED PLACEMENT (AP) TESTS

Students may earn credit for College Entrance Examination Board (CEEB) Advanced Placement (AP) Tests with scores of 3, 4, or 5. AP credit can be used to meet IGETCE, CSU GE, and Associate degree general education (GE) and/or major requirements. Students must have the College Board send AP exam results to the Admissions Office {hand carried copies will not be accepted) for use on the AA or GE patterns.

Course credit and units granted at Cerro Coso Community College may differ from course credit an units granted by another institution.

EXAM	Course Equivalency / GE Area for Cerro Coso SEP	CSU GE	CSU – UNITS EARNED TOWARD TRANSFER	IGETC	UC – UNITS EARNED TOWARD TRANSFER
Art History	ART C105 or ART C106; GE Humanities 3 semester units	Area C1 or C2 3 semester units	6 semester units	Area 3A or 3B 3 semester units	8 quarter / 5.3 semester units
Art *(Studio)*	No Course equivalency; GE Elective 3 semester units	N/A	3 semester units	N/A	8 quarter / 5.3 semester units
Biology	Biology C105; GE Natural Sciences 4 semester units	Area B2 or B3 4 semester units	6 semester units	Area 5B *(with lab)* 4 semester units	8 quarter / 5.3 semester units
Calculus AB	Score of 3 – MATH C142 Score of 4 or 5 – MATH C151 GE Language and Rationality 5 semester units	Area B4 3 semester units	3 semester units*	Area 2A 3 semester units	8 quarter / 5.3 semester units**
Calculus BC	Score of 3 – MATH C151 Score of 4 or 5 – MATH C152 GE Language and Rationality 5 semester units	Area B4 3 semester units	6 semester units*	Area 2A 3 semester units	8 quarter / 5.3 semester units**
AP CALCULUS EXAM LIMITATIONS:			***Only one exam may be used toward transfer**		****Maximum credit 8 quarter / 5.3 semester units for both**
Chemistry	CHEM C101; GE Natural Sciences 4 semester units	Areas B1 and B3 4 semester units	6 semester units	Area 5A *(with lab)* 4 semester units	8 quarter / 5.3 semester units
Chinese Language & Culture	No course equivalency; GE Humanities 3 semester units	Area C2 3 semester units	6 semester units	Area 3B and 6A 3 semester units	8 quarter / 5.3 semester units
Computer Science A	Score of 3 – CSCI C101 3 semester units Score of 4 or 5 – CSCI C101 and C267 6 semester units*	N/A	3 semester units	N/A	2 quarter / 1.3 semester units***
Computer Science AB	Score of 3 – CSCI C101 and C267 6 semester units* Score of 4 or 5 – CSCI C267 3 semester units	N/A	6 semester units*	N/A	4 quarter / 2.7 semester units***
AP CS EXAM LIMITATIONS:	**Maximum 6 semester units for both**		****Maximum one exam toward transfer**		*****Maximum 4 quarter / 2.7 semester units for both**
Economics – Macroeconomics	ECON C102; GE Social and Behavioral Sciences 3 semester units	Area D2 3 semester units	3 semester units	Area 4B 3 semester units	4 quarter / 2.7 semester units
Economics – Microeconomics	ECON C103; GE Social and Behavioral Sciences 3 semester units	Area D2 3 semester units	3 semester units	Area 4B 3 semester units	4 quarter / 2.7 semester units
English – Language & Composition	ENGL C101; GE Language and Rationality 3 semester units	Area A2 3 semester units	6 semester units	Area 1A 3 semester units	8 quarter / 5.3 semester units*

EXAM	Course Equivalency / GE Area for Cerro Coso SEP	CSU GE	CSU – UNITS EARNED TOWARD TRANSFER	IGETC	UC – UNITS EARNED TOWARD TRANSFER
English – Literature & Composition	ENGL C101 or ENGL in Area 3B GE Language and Rationality or Humanities 3 semester units	Area A2 and C2 6 semester units	6 semester units	Area 1A or 3B 3 semester units	8 quarter / 5.3 semester units*
AP ENGLISH EXAM LIMITATIONS:					**8 quarter / 5.3 semester units maximum for both**
Environmental Science	No course equivalency; GE Natural Sciences 3 semester units	Area B2 and B3 *(if taken prior to Fall 2009)* or Area B1 and B3 *(regardless of when taken)* 4 semester units	4 semester units	Area 5A *(with lab)* 3 semester units	4 quarter / 2.7 semester units
French Language	No Course equivalency; GE Humanities 5 semester units	Area C2 3 semester units	6 semester units	Area 3B and 6A 3 semester units	8 quarter / 5.3 semester units
French Literature	No Course equivalency; GE Humanities 3 semester units	Area C2 *(if taken prior to Fall 2009)* 3 semester units	6 semester units	Area 3B and 6A 3 semester units	8 quarter / 5.3 semester units
German Language	No Course equivalency; GE Humanities 5 semester units	Area C2 3 semester units	6 semester units	Area 3B and 6A 3 semester units	8 quarter / 5.3 semester units
Government & Politics – Comparative	No Course equivalency; GE Social and Behavioral Sciences 3 semester units	Area D8 3 semester units	3 semester units	Area 4H 3 semester units	4 quarter / 2.7 semester units
Government & Politics – U.S.	POLS C101; GE Social and Behavioral Sciences 3 semester units	3 semester units	Area D8 and US 2* 3 semester units	Area 4H 3 semester units	4 quarter / 2.7 semester units
History – European	HIST C103 or C104; GE Social and Behavioral Sciences 3 semester units	Area C2 or D6 3 semester units	Area 3B or 4F 3 semester units	6 semester units	8 quarter / 5.3 semester units
History – U.S.	HIST C131 or HIST C132: GE Social and Behavioral Sciences 3 semester units	Area C2 or D6 3 semester units	6 semester units	Area 3B or 4F 3 semester units	8 quarter / 5.3 semester units
History – World	No Course equivalency; GE Social and Behavioral Sciences 3 semester units	Area C2 or D6 3 semester units	6 semester units	Area 3B or 4F 3 semester units	8 quarter / 5.3 semester units
Human Geography	No Course Equivalency; GE Natural Sciences 3 semester units	Area D5 3 semester units	3 semester units	Area 4E 3 semester units	4 quarter / 2.7 semester units
Italian Language & Culture	No Course equivalency; GE Humanities 5 semester units	Area C2 *(if taken prior to Fall 2010)* 3 semester units	6 semester units	Area 3B and 6A 3 semester units	8 quarter / 5.3 semester units
Japanese Language & Culture	No Course equivalency; GE Humanities 6 semester units	Area C2 3 semester units	6 semester units	Area 3B and 6A 3 semester units	8 quarter / 5.3 semester units
Latin – Vergil	No Course equivalency; GE Humanities 5 semester units	Area C2 3 semester units	3 semester units	Area 3B and 6A 3 semester units	4 quarter / 2.7 semester units
Latin – Literature	No Course equivalency; GE Humanities 3 semester units	Area C2 *(if taken prior to Fall 2009)* 3 semester units	6 semester units	Area 3B and 6A 3 semester units	4 quarter / 2.7 semester units

EXAM	Course Equivalency / GE Area for Cerro Coso SEP	CSU GE	CSU – UNITS EARNED TOWARD TRANSFER	IGETC	UC – UNITS EARNED TOWARD TRANSFER
Music Theory	No Course equivalency; GE Humanities 3 semester units	Area C1 *(if taken prior to Fall 2009)* 3 semester units	6 semester units	N/A	8 quarter / 5.3 semester units
Physics B	No Course equivalency; GE Natural Sciences 4 semester units	Area B1 and B3 4 semester units	6 semester units*	Area 5A *(with lab)* 4 semester units	8 quarter / 5.3 semester units
Physics C – Mechanics	No Course equivalency; GE Natural Sciences 4 semester units	Area B1 and B3 4 semester units	4 semester units*	Area 5A *(with lab)* 3 semester units	4 quarter / 2.7 semester units
Physics C – Magnetism	No Course equivalency; GE Natural Sciences 4 semester units	Area B1 and B3 4 semester units	4 semester units*	Area 5A *(with lab)* 3 semester units	4 quarter / 2.7 semester units
AP PHYSICS EXAM LIMITATIONS:			***Maximum 4 semester units toward GE and 6 semester units toward transfer**		****Maximum 8 quarter/5.3 semester units for both**
Psychology	PSYC C101; GE Social and Behavioral Sciences 3 semester units	Area D9 3 semester units	3 semester units	Area 4I 3 semester units	4 quarter / 2.7 semester units
Spanish Language	No Course equivalency; GE Humanities 5 semester units	Area C2 3 semester units	6 semester units	Area 3B and 6A 3 semester units	8 quarter / 5.3 semester units
Spanish Literature	No Course equivalency; GE Humanities 3 semester units	Area C2 3 semester units	6 semester units	Area 3B and 6 3 semester units	8 quarter / 5.3 semester units
Statistics	MATH C121; GE Language and Rationality 4 semester units	Area B4 3 semester units	3 semester units	Area 2 3 semester units	4 quarter / 2.7 semester units

AA: Students should be aware that AP test credit is evaluated by corresponding it to an equivalent Cerro Coso Community College course, e.g. History C131. A student who receives AP credit and then takes the equivalent Cerro Coso Community College course will have the unit credit for such duplication deducted prior to being awarded the Associate degree. Credit by Advanced Placement exam is noted and listed first on a student's transcript, with units assigned and no grade.

CSU GE: The Advanced Placement examinations may be incorporated into the certification of CSU General Education=Breath requirements by any certifying institution. All CSU campuses will accept the minimum units shown and apply then toward fulfillment of the designated General Education-Breath area if the examination is included as part of a full or subject-area certification. Please note that individual CSU campuses may choose to grant more units than those specified toward completion of General Education-Breath requirements.

IGETC: AP exams must be used in area indicated regardless of where the certifying college's discipline is located.

PROGRAMS OF STUDY

The philosophy of Cerro Coso Community College is that the educational program of students should be composed of courses of study meaningful to them and appropriate to their unique life goals. Cerro Coso Community College offers the following certificate and degree programs:

- Associate in Arts and Associate in Science degrees can be used to obtain necessary skills for a range of possible careers, or they may be used to transfer to a four-year institution.
- Certificates of Achievement are awarded to students who complete formal instructional programs that are designed to prepare them for a specific field of endeavor, typically a career field with prospects of employment. These programs most often consist of at least 18 units but some are as low as 12.
- Job Skills Certificates are awarded upon the satisfactory completion of coursework less than 18 units in a specific area of study.

Associate degrees can be attained in specific majors offering specialization and depth of instruction. Students earning these major degrees must complete 60 total units in some combination of major coursework with a "C" or better and general education requirements.

Students who do not wish to pursue a specialization can still attain an Associate in Liberal Arts by taking 18 units in a designated Area of Emphasis. Liberal Arts options are offered in the areas of Arts & Humanities, Social & Behavioral Sciences, and Mathematics & Science. All of the prescribed coursework within each of these degrees is baccalaureate-applicable and considered appropriate for students who plan to continue their education at a 4-year college or university.

Students should discuss the lower division requirement of specific transfer institutions with a counselor or educational advisor.

California Community Colleges are now offering associate degrees for transfer to the CSU. These may include Associate in Arts (AA-T) or Associate in Science (AS-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 semester or 90 quarter units.

The AA-T and AS-T Degrees for Transfer offered by Cerro Coso are clearly designated in the pages that follow. 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.

Note: Not all of the majors or programs described in this section are offered at all Cerro Coso Community College sites. Please consult with a counselor or staff member in the Counseling Center or with the counselor/educational advisor at the site where you are enrolled when selecting a degree objective or other program of study.

All programs offered by the college are approved by the Kern Community College Board of Trustees and the California Community College Chancellor's Office.

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Administration of Justice Associate in Science Degree for Transfer (AS-T)

The Associate in Science Degree in Administration of Justice for Transfer (60 units total, 18 units in the major) prepares students for transfer to complete work for a bachelor's degree in criminal justice or economic crime investigation. Students will be able to describe the individual functions and components of the modern criminal justice system; use introductory concepts of legal research to locate, analyze, and discuss the content of statutory and case law; and explain the underlying cause of antisocial and criminal behavior. Proper selection of curriculum electives further enables students to study other academic disciplines, such as political science, sociology, and public administration. This program is appropriate for students considering law school as well as certain careers in law enforcement. To complete the degree, students must fulfill both of the following requirements:

1. Completion of 60 semester units that are eligible for transfer to the California State University, including both of the following:
   a. The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth Requirements.
   b. A minimum of 18 semester units in a major or area of emphasis, as determined by the Kern Community College District Board of Trustees.
2. Obtainment of a minimum grade point average of 2.0

Please note that our local Cerro Coso general education pattern MAY NOT be used to fulfill the requirements of this degree and that all required courses for the degree must be transferable to CSU.

Program Learning Outcomes

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

- Describe the individual functions and integrations of the components of the criminal justice system: police, courts, and corrections.
- Use legal research skills to locate, analyze, and discuss the content of statutory and case law.
- Examine criminal justice and/or social science data and explain their significance.
- Explain the underlying causes of antisocial and criminal behavior.
- Apply Constitutional principles to the practice of criminal justice.
- Articulate, either orally or in writing, concepts or theories applicable to the criminal justice system.

Courses

Note: Some courses within the major may have a required prerequisite. If you feel you have equivalent knowledge and skills to those included in the prerequisite course through professional experience, licensure or certification, you have the opportunity to submit a Prerequisite Challenge to be reviewed by the faculty chair. For the Prerequisite Challenge to be considered, you must submit documentation/verification to substantiate the basis for the challenge. Please consult a counselor for more information regarding Prerequisite Challenge.

Area A - Complete the following courses:

ADMJ C101	Introduction to Administration of Justice	3 Units
ADMJ C105	Concepts of Criminal Law	3

Area B - Select at least 6 units from the following courses:

ADMJ C115	Legal Aspects of Evidence	3 Units
ADMJ C121	Community Relations	3
ADMJ C125	Principles of Investigation	3
ADMJ C131	Juvenile Procedures	3
ADMJ C151	Introduction to Corrections	3
ADMJ C230	Forensic Crime Scene Investigation	4

Area C - Select at least 6 units from the following courses:

MATH C121	Elementary Probability and Statistics	4 Units
or MATH C121H	Elementary Probability and Statistics – Honors	5
PSYC C101	General Psychology	3
or PSYC C101H	General Psychology – Honors	4
SOCI C101	Introduction to Sociology	3

Complete one of the following general education patterns:

OPTION B	CSU General Education Breadth
OPTION C	IGETC - Intersegmental General Education Transfer Curriculum

Business Administration Associate in Science Degree for Transfer (AS-T)

The Associate in Science in Business Administration for Transfer degree (60 units total, 24-26 units in the major) prepares students for transfer at the junior level to California State University programs and colleges offering Bachelor's degrees in Business, Business Administration, Management Information Systems, or other related degrees. Upon completion of this degree the student will be able to demonstrate a general understanding of business, business operations, business organization, and

business procedures and apply critical thinking skills to technical and economic issues in a global business environment.

To complete the degree, students must fulfill both of the following requirements

1. Completion of 60 semester units that are eligible for transfer to the California State University, including both of the following:
   a. The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth Requirements.
   b. A minimum of 18 semester units in a major or area of emphasis, as determined by the Kern Community College District Board of Trustees.
2. Obtainment of a minimum grade point average of 2.0.
3. Completion in all courses for the major or area of emphasis must be a "C" or better. A "P" (Pass) grade is not an acceptable grade for courses in the major.

Please note that our local Cerro Coso general education pattern MAY NOT be used to fulfill the requirements of this degree and that all required courses for the degree must be transferable to CSU.

This program prepares students for careers in Business Administration.

This program is designed to prepare students for transfer to a baccalaureate degree granting institution where students can major in Business Administration, Computer Information Systems, Management Information Systems, Marketing, Management, and other related majors. Students that graduate with a Bachelor's degree in Business Administration or a related area are prepared to work in any business environment.

Program Learning Outcomes

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

- Explain the nature of business, business operations, business organization, and business procedures.
- Apply critical thinking skills (analysis, synthesis, and evaluation) to technical and economic issues in a business environment.
- Recognize and demonstrate skills necessary to function effectively in the global economy.

Courses

Note: Some courses within the major may have a required prerequisite. If you feel you have equivalent knowledge and skills to those included in the prerequisite course through professional experience, licensure or certification, you have the opportunity to submit a Prerequisite Challenge to be reviewed by the faculty chair. For the Prerequisite Challenge to be considered, you must submit documentation/verification to substantiate the basis for the challenge. Please consult a counselor for more information regarding Prerequisite Challenge.

Required Core:

BSAD C101	Financial Accounting	4 Units
BSAD C102	Managerial Accounting	4
ECON C102	Macroeconomics	3
ECON C103	Microeconomics	3
BSAD C131	Busienss Law	3

List A - Select one of the following courses:

MATH C121	Elementary Probability and Statistics	4 Units
or MATH C121H	Elementary Probability and Statistics – Honors	5
MATH C131	Basic Functions and Calculus for Business	4

List B - Select any course not already used from List A or one of the following courses:

CSCI C101	Introduction to Computer Information Systems	3 Units
BSAD C100	Introduction to Business	3

Complete one of the following general education patterns:

OPTION B	CSU General Education Breadth
OPTION C	IGETC - Intersegmental General Education Transfer Curriculum

Business
Associate in Science Degree

The Business Associate in Science Degree (60 units total, 25 units in the major) is designed to develop skills for an increasingly challenging business environment. This degree is intended to provide a student with a broad preparation for a career in business. Upon completion of this degree, the student will be able to demonstrate a general understanding of business, apply critical thinking skills to technical issues, make legal and ethical decisions in a business environment, analyze issues involved in operating a business in complex, diverse, and international environments, and demonstrate an understanding of financial management.

This degree is not specifically designed for transfer. Students wishing to transfer are advised to consider the Business Administration Associate in Science Degree for Transfer (AS-T).

Courses required for the Associate degree major at Cerro Coso Community College may not be the same as those required for a major at a four-year school. If you do plan to transfer, consult a

counselor and visit **http://www.assist.org/** to identify the courses needed for the major at your transfer school and to develop a plan that will best meet your goals.

You must complete a minimum of 60 units, including the courses listed in the major and general education requirements, with an overall GPA of 2.0 or better, and a grade of "A," "B," or "C," in all courses for the major. A minimum of 12 units must be completed at Cerro Coso Community College.

This program prepares students for careers in Business. Employment preparation for such fields as Budget Analyst, Management Analyst, Manager/ Supervisor, Loan Officer, Business Owner.

Program Learning Outcomes

Upon successful completion of the program, the student will be able to

- Explain the importance of the functional areas of business, business operations, business organizations, and business procedures.
- Apply critical thinking skills (analysis, synthesis, evaluation) to complex issues in a business environment.
- Make legal and ethical decisions in a business context.
- Analyze the issues involved in operating a business in complex, diverse, and international environments.
- Explain the importance of financial management.

Courses

Note: Some courses within the major may have a required prerequisite. If you feel you have equivalent knowledge and skills to those included in the prerequisite course through professional experience, licensure or certification, you have the opportunity to submit a Prerequisite Challenge to be reviewed by the faculty chair. For the Prerequisite Challenge to be considered, you must submit documentation/verification to substantiate the basis for the challenge. Please consult a counselor for more information regarding Prerequisite Challenge.

Complete all of the following courses:

BSAD C100	Introduction to Business	3 Units
BSAD C101	Financial Accounting	4
BSAD C110	Introduction to Personal Finance	3
BSAD C131	Business Law	3
BSAD C152	Managing Diversity in the Workplace	3
BSAD C171	Introduction to Marketing	3
BSAD C251	Principles of Management and Organizations	3
CSCI C101	Introduction to Computer Information Systems	3

Complete one of the following general education patterns:

OPTION A	Cerro Coso Local General Education Pattern
OPTION B	CSU General Education Breadth
OPTION C	IGETC - Intersegmental General Education Transfer Curriculum

Business Certificate of Achievement

The Business Certificate of Achievement (25 units) is designed to develop skills for an increasingly challenging business environment. This degree is intended to provide a student with a broad preparation for a career in business. Upon completion of this degree, the student will be able to demonstrate a general understanding of business, apply critical thinking skills to technical issues, make legal and ethical decisions in a business environment, analyze issues involved in operating and working in a business in complex, diverse, and international environments, and demonstrate an understanding of financial management.

Complete each course to be applied toward the certificate with a "C" or better. Complete a minimum of 12 units in residence at Cerro Coso Community College.

This program prepares students for careers in Business. Employment preparation for such fields as Budget Analyst, Management Analyst, Manager/ Supervisor, Loan Officer, Business Owner.

Program Learning Outcomes

Upon successful completion of the program, the student will be able to

- Explain the importance of the functional areas of business, business operations, business organizations, and business procedures.
- Apply critical thinking skills (analysis, synthesis, evaluation) to complex issues in a business environment.
- Make legal and ethical decisions in a business context.
- Analyze the issues involved in operating a business in complex, diverse, and international environments.
- Explain the importance of financial management.

Courses

Note: Some courses within the major may have a required prerequisite. If you feel you have equivalent knowledge and skills to those included in the prerequisite course through professional experience, licensure or certification, you have the opportunity to submit a Prerequisite Challenge to be reviewed by the faculty chair. For the Prerequisite Challenge to be considered, you must submit documentation/verification to substantiate the basis for the challenge. Please consult a counselor for more information regarding Prerequisite

Challenge.

Complete all of the following courses:

BSAD C100	Introduction to Business	3 Units
BSAD C101	Financial Accounting	4
BSAD C110	Introduction to Personal Finance	3
BSAD C131	Business Law	3
BSAD C152	Managing Diversity in the Workplace	3
BSAD C171	Introduction to Marketing	3
BSAD C251	Principles of Management and Organizations	3
CSCI C101	Introduction to Computer Information Systems	3

Disclosures

Gainful Employment information for this program may be found at **http://www.cerrocoso.edu/academics/programs**.

Business Office Technology Associate in Science Degree

The Business Office Technology Associate in Science Degree (60 units total, 30 units in the major) is designed for students preparing for challenging positions as administrative assistants and office managers through courses in communication, industry standard computer applications, business, and bookkeeping in order to meet the needs of the technologically dynamic office.

This degree is not specifically designed for transfer. Students wishing to transfer are advised to consider the Business Administration AS-T degree.

Courses required for the Associate degree major at Cerro Coso Community College may not be the same as those required for a major at a four-year school. If you do plan to transfer, consult a counselor and visit **http://www.assist.org/** to identify the courses needed for the major at your transfer school and to develop a plan that will best meet your goals.

You must complete a minimum of 60 units, including the courses listed in the major and general education requirements, with an overall GPA of 2.0 or better, and a grade of "A," "B," or "C," in all courses for the major. A minimum of 12 units must be completed at Cerro Coso Community College.

This program prepares students for careers in Business Office Technology: office assistant, receptionist, data entry clerk, mail room clerk, sales clerk, filing clerk, inventory clerk, counter clerk, clerk I, clerk II, bookkeeper, accounts receivable clerk, accounts payable clerk, payroll clerk, office manager entry level.

Program Learning Outcomes

Upon successful completion of the program, the student will be able to

- Display business standards for efficiency, time management, and quality of work while projecting a professional image including ethical standards with respect to privacy, confidentiality, and personal behavior both independently and in group situations.
- Apply fundamental principles of spelling, grammar, and punctuation to a wide variety of business communication messages, documents, and reports appropriate for the intended audience.
- Select, apply, and adapt computer software tools such as word processing, spreadsheet, database, accounting, presentation, and desktop publishing, to business related tasks and assess the logic of the results.
- Analyze and record a variety of business financial transactions including but not limited to petty cash, accounts receivable, accounts payable, payroll, and process through the accounting cycle from journalizing to financial statesments.
- Apply standard records management procedures when establishing and maintaining systems to classify, organize, store, and retrieve hard copy and electronic files.
- Demonstrate active listening skills to accurately condense and record verbal information, instructions, and ideas.

Courses

Note: Some courses within the major may have a required prerequisite. If you feel you have equivalent knowledge and skills to those included in the prerequisite course through professional experience, licensure or certification, you have the opportunity to submit a Prerequisite Challenge to be reviewed by the faculty chair. For the Prerequisite Challenge to be considered, you must submit documentation/verification to substantiate the basis for the challenge. Please consult a counselor for more information regarding Prerequisite Challenge.

Complete all of the following courses:

BSAD C070	Business Mathematics	3 Units
BSAD C072	Introduction to Accounting	3
BSAD C145	Business Communication	3
BSOT C100	Introduction to Business Office Technology	3
BSOT C121	Beginning Word	1
BSOT C123	Beginning Excel	1
BSOT C125	Beginning Access	1
BSOT C127	MS PowerPoint	1
BSOT C129	Microsoft Outlook	1
BSOT C132	Intermediate Computer Keyboarding	1
BSOT C133	Advanced Computer Keyboarding	1
BSOT C135	Beginning Adobe Acrobat	1

BSOT C151	Intermediate Word	1
BSOT C153	Intermediate Excel	1
BSOT C154	Office Personnel Seminar	3
BSOT C155	Intermediate Access	1
BSOT C161	Advanced Word	1
BSOT C163	Advanced Excel	1
BSOT C165	Advanced Access	1
CSCI C070	Computer Literacy	1

Complete one of the following general education patterns:

OPTION A	Cerro Coso Local General Education Pattern
OPTION B	CSU General Education Breadth
OPTION C	IGETC - Intersegmental General Education Transfer Curriculum

Business Office Technology Certificate of Achievement

The Business Office Technology Certificate of Achievement (30 units) is designed to prepare learners for employment in challenging positions as administrative assistants and office managers through courses in communication, industry standard computer applications, business, office procedures, and bookkeeping in order to meet the needs of the technologically dynamic office.

Complete each course to be applied toward the certificate with a "C" or better. Complete a minimum of 12 units in residence at Cerro Coso Community College.

This program prepares students for careers in Business Office Technology: office assistant, receptionist, data entry clerk, mail room clerk, sales clerk, filing clerk, inventory clerk, counter clerk, clerk I, clerk II, bookkeeper, accounts receivable clerk, accounts payable clerk, payroll clerk, office manager entry level.

Program Learning Outcomes

Upon successful completion of the program, the student will be able to

- Display business standards for efficiency, time management, and quality of work while projecting a professional image including ethical standards with respect to privacy, confidentiality, and personal behavior both independently and in group situations.
- Apply fundamental principles of spelling, grammar, and punctuation to a wide variety of business communication messages, documents, and reports appropriate for the intended audience.
- Select, apply, and adapt computer software tools such as word processing, spreadsheet, database, accounting, presentation, and desktop publishing, to business related tasks and assess the logic of the results.
- Analyze and record a variety of business financial transactions including but not limited to petty cash, accounts receivable, accounts payable, payroll, and process through the accounting cycle from journalizing to financial statesments.
- Apply standard records management procedures when establishing and maintaining systems to classify, organize, store, and retrieve hard copy and electronic files.
- Demonstrate active listening skills to accurately condense and record verbal information, instructions, and ideas.

Courses

Note: Some courses within the major may have a required prerequisite. If you feel you have equivalent knowledge and skills to those included in the prerequisite course through professional experience, licensure or certification, you have the opportunity to submit a Prerequisite Challenge to be reviewed by the faculty chair. For the Prerequisite Challenge to be considered, you must submit documentation/verification to substantiate the basis for the challenge. Please consult a counselor for more information regarding Prerequisite Challenge.

Complete all of the following courses:

BSAD C070	Business Mathematics	3 Units
BSAD C072	Introduction to Accounting	3
BSAD C145	Business Communication	3
BSOT C100	Introduction to Business Office Technology	3
BSOT C121	Beginning Word	1
BSOT C123	Beginning Excel	1
BSOT C125	Beginning Access	1
BSOT C127	MS PowerPoint	1
BSOT C129	Microsoft Outlook	1
BSOT C132	Intermediate Computer Keyboarding	1
BSOT C133	Advanced Computer Keyboarding	1
BSOT C135	Beginning Adobe Acrobat	1
BSOT C151	Intermediate Word	1
BSOT C153	Intermediate Excel	1
BSOT C154	Office Personnel Seminar	3
BSOT C155	Intermediate Access	1
BSOT C161	Advanced Word	1
BSOT C163	Advanced Excel	1
BSOT C165	Advanced Access	1
CSCI C070	Computer Literacy	1

Disclosures

Gainful Employment information for this program may be found at **http://www.cerrocoso.edu/academics/programs**.

Business Office Technology: Administrative Office Assistant Certificate of Achievement

Business Office Technology Administrative Office Assistant Certificate of Achievement (18 units): This course of study equips the student with the range of skills necessary to perform the duties of an entry level administrative assistant in today's technological office. Completers master skills in communication, bookkeeping, office skills, and an essential selection of intermediate computer applications for business. Those completing the Office Assistant Certificate may choose to continue with the Business Office Technology Associate in Science Degree.

Complete each course to be applied toward the certificate with a grade of "C" or better. Complete a minimum of 12 units in residence at Cerro Coso Community College.

This program prepares students for careers in Office Technology. Employment preparation for such careers as Office Assistant, Receptionist, Data entry clerk, Mail room clerk, Sales clerk, Filing clerk, Inventory clerk, Counter clerk, Clerk I, Clerk II, Bookkeeper, Accounts Receivable Clerk, Accounts Payable clerk, Payroll clerk.

Program Learning Outcomes

Upon successful completion of the program, the student will be able to

- Display business standards for efficiency, time management, and quality of work while projecting a professional image including ethical standards with respect to privacy, confidentiality, and personal behavior both independently and in group situations.
- Apply fundamental principles of spelling, grammar, and punctuation to a wide variety of business communication messages, documents, and reports, appropriate for the intended audience.
- Demonstrate intermediate skills and problem solving ability in the use of industry standard applications and technology such as Microsoft Word, Excel, Access, and PowerPoint, to office related tasks.
- Analyze and record a variety of business financial transactions such as petty cash, bank deposits, accounts receivable, and accounts payable.
- Demonstrate active listening skills to accurately condense and record verbal information, instructions, and ideas.

Courses

Note: Some courses within the major may have a required prerequisite. If you feel you have equivalent knowledge and skills to those included in the prerequisite course through professional experience, licensure or certification, you have the opportunity to submit a Prerequisite Challenge to be reviewed by the faculty chair. For the Prerequisite Challenge to be considered, you must submit documentation/verification to substantiate the basis for the challenge. Please consult a counselor for more information regarding Prerequisite Challenge.

Complete all of the following courses:

BSAD C070	Business Mathematics	3 Units
BSAD C072	Introduction to Accounting	3
BSAD C145	Business Communication	3
BSOT C100	Introduction to Business Office Technology	3
BSOT C129	Microsoft Outlook	1
BSOT C132	Intermediate Computer Keyboarding	1
BSOT C135	Beginning Adobe Acrobat	1
BSOT C151	Intermediate Word	1
BSOT C153	Intermediate Excel	1
BSOT C155	Intermediate Access	1

Business Office Technology: Office Clerk Certificate of Achievement

Business Office Technology Office Clerk Certificate of Achievement (12 units): This course of study prepares the student to perform basic competencies as an entry level office clerk whether or not the individual has previous office experience. This certificate of achievement is a foundation for the Office Assistant Certificate and the Business Office Technology Certificate or Associate of Science Degree.

Complete each course to be applied toward the certificate with a grade of "C" or better. Complete a minimum of 12 units in residence at Cerro Coso Community College.

This program prepares students for careers in Business Office Technology. Employment preparation for such careers as Office Clerk, Receptionist, Data entry clerk, Mail room clerk, Sales clerk, Filing clerk, Inventory clerk, Counter clerk, Clerk I.

Program Learning Outcomes

Upon successful completion of the program, the student will be able to

- Display business standards for efficiency, time management, and quality of work while projecting a professional image including ethical standards

with respect to privacy, confidentiality, and personal behavior both independently and in group situations.

- Demonstrate introductory skills in the use of software tools such as Microsoft Word, Excel, and Access, to entry level office related tasks such as letter and report creation, basic spreadsheet creation/edit, and data entry.
- Demonstrate accuracy and efficiency using a desktop calculator to perform business mathematics calculations appropriate for routine office tasks requiring calculation.
- Demonstrate active listening skills to accurately condense and record verbal information, instructions, and ideas.

Courses

Note: Some courses within the major may have a required prerequisite. If you feel you have equivalent knowledge and skills to those included in the prerequisite course through professional experience, licensure or certification, you have the opportunity to submit a Prerequisite Challenge to be reviewed by the faculty chair. For the Prerequisite Challenge to be considered, you must submit documentation/verification to substantiate the basis for the challenge. Please consult a counselor for more information regarding Prerequisite Challenge.

Complete all of the following courses:

BSAD C070	Business Mathematics	3 Units
BSOT C100	Introduction to Business Office Technology	3
BSOT C121	Beginning Word	1
BSOT C123	Beginning Excel	1
BSOT C125	Beginning Access	1
BSOT C127	MS PowerPoint	1
BSOT C131	Basic Computer Keyboarding	1
CSCI C070	Computer Literacy	1

Child Development Associate Teacher Certificate of Achievement

The Child Development Associate Teacher Certificate of Achievement (12 units) is designed to provide students with the minimal level of education to work with children in a group setting and includes required classes in the core areas (development; child, family, and community; curriculum).

The California Child Development Permit Matrix requirements are reflected in our program allowing students to qualify for the permits required or teaching in programs governed by Title V and funded by contracts with the State of California. Permits are issued by the State Department of Education, California Commission on Teacher Credentialing (not Cerro Coso) and include: Assistant Teacher and Associate Teacher.

All professionals working with children are required to have a clean criminal record, to demonstrate freedom from tuberculosis (TB), and to demonstrate the physical ability to perform all of the duties of a professional position working directly with children.

Complete each course to be applied toward the certificate with a grade of "C" or better. Complete a minimum of 12 units in residence at Cerro Coso Community College.

The requirements for this program are complex. You MUST meet with a Child Development faculty member AND a counselor.

Program Learning Outcomes

Upon successful completion of the program, the student will be able to

- Understand, observe, analyze development from a theoretical perspective including the realms of physical, socio-emotional, and cognitive development from conception through adolescence.
- Develop curriculum appropriate to the individual developmental needs of children from infancy through school-age and across a variety of categories: aesthetic, affective, cognitive, language, physical, and social.
- Demonstrate classroom management skills working with both small and large groups of children.
- Assess and practice a variety of program models.
- Address diversity issues, including special needs, with children, families, and programs in a constructive way.
- Take a leadership role in both the profession of Child Development and the in the community through an understanding of advocacy.

Courses

Note: Some courses within the major may have a required prerequisite. If you feel you have equivalent knowledge and skills to those included in the prerequisite course through professional experience, licensure or certification, you have the opportunity to submit a Prerequisite Challenge to be reviewed by the faculty chair. For the Prerequisite Challenge to be considered, you must submit documentation/verification to substantiate the basis for the challenge. Please consult a counselor for more information regarding Prerequisite Challenge.

Complete all of the following courses:

CHDV C100	Principles and Practices of Teaching	3 Units
CHDV C102	Introduction to Materials and Curriculum	3
CHDV C104	Child, Family, and Community	3
CHDV C106	Child Growth and Development	3

Permit

STATE OF CALIFORNIA CHILD DEVELOPMENT PERMIT: The California Commission on Teacher Credentialing grants permits in accordance with the Child Development Permit Matrix. Applications are separate from Cerro Coso Community College and must be submitted to California Commission on Teacher Credentialing. Contact any Child Development faculty member or visit the California Commission on Teacher Credentialing website at **http://www.ctc.ca.gov/** for more information regarding the Permit Matrix and Professional Growth Advisors. For all Permits, all course work must be completed with a grade of "C" or better.

Associate Teacher Permit: Associate Teacher Certificate of Proficiency requirements plus experience requirement of 50 days of 3+ hours per day within 2 years.

Child Development Teacher Certificate of Achievement

The Child Development Teacher Certificate of Achievement (24 units)is designed to provide students with the minimal level of education to work with children in a group setting and includes required classes in the core areas (development; child, family, and community; curriculum).

The California Child Development Permit Matrix requirements are reflected in our program allowing students to qualify for the permits required for teaching in programs governed by Title V and funded by contracts with the State of California. Permits are issued by the State Department of Education, California Commission on Teacher Credentialing (not Cerro Coso) and include: Assistant Teacher, Associate Teacher, and Teacher Permits.

All professionals working with children are required to have a clean criminal record, to demonstrate freedom from tuberculosis (TB), and to demonstrate the physical ability to perform all of the duties of a professional position working directly with children.

Complete each course to be applied toward the certificate with a grade of "C" or better. Complete a minimum of 12 units in residence at Cerro Coso Community College.

The requirements for this program are complex. You MUST meet with a Child Development faculty member AND a counselor.

This program prepares students for careers in Child Development Teacher. Employment preparation for such jobs as Child Development Assistant, Associate Teacher, Teacher, or other educational paraprofessional working in infant, toddler, preschool or school-age care.

Program Learning Outcomes

Upon successful completion of the program, the student will be able to

- Understand, observe, analyze development from a theoretical perspective including the realms of physical, socio-emotional, and cognitive development from conception through adolescence.
- Develop curriculum appropriate to the individual developmental needs of children from infancy through school-age and across a variety of categories: aesthetic, affective, cognitive, language, physical, and social.
- Demonstrate classroom management skills; working with both small and large groups of children.
- Demonstrate an understanding of the health, safety, and nutrition requirements of programs and children from infancy through school age.
- Analyze assessment techniques commonly used in the field of Child Development.
- Assess and practice a variety of program models.
- Address diversity issues, including special needs, with children, families, and programs in a constructive way.
- Take a leadership role in both the profession of Child Development and the in the community through an understanding of advocacy.

Courses

Note: Some courses within the major may have a required prerequisite. If you feel you have equivalent knowledge and skills to those included in the prerequisite course through professional experience, licensure or certification, you have the opportunity to submit a Prerequisite Challenge to be reviewed by the faculty chair. For the Prerequisite Challenge to be considered, you must submit documentation/verification to substantiate the basis for the challenge. Please consult a counselor for more information regarding Prerequisite Challenge.

Core units as laid out in the Child Development Associate Teacher Certificate of Achievement:

CHDV C100	Principles and Practices of Teaching	3 Units
CHDV C102	Introduction to Materials and Curriculum	3
CHDV C104	Child, Family, and Community	3
CHDV C106	Child Growth and Development	3

Complete all of the following courses:

CHDV C121	Health, Safety and Nutrition	3
CHDV C125	Diversity in Education	3
CHDV C200	Observation and Assessment	3

CHDV C203 Practicum - Field Experience 3

Permit

STATE OF CALIFORNIA CHILD DEVELOPMENT PERMIT: The California Commission on Teacher Credentialing grants permits in accordance with the Child Development Permit Matrix. Applications are separate from Cerro Coso Community College and must be submitted to California Commission on Teacher Credentialing. Contact any Child Development faculty member or visit the California Commission on Teacher Credentialing website at **http://www.ctc.ca.gov** for more information regarding the Permit Matrix and Professional Growth Advisors. For all Permits, all course work must be completed with a grade of "C" or better.

Teacher Permit Requirements: Teacher Certificate requirements plus experience of 175 days of 3+ hours per day within 4 years plus 16 general education units in English/Language Arts, Math/ Science, Social Sciences, and Humanities/Fine Arts.

Disclosures

Gainful Employment information for this program may be found at **http://www.cerrocoso.edu/academics/programs**.

Child Development Master Teacher Certificate of Achievement

The Child Development Master Teacher Certificate of Achievement (33 units) is designed to provide students with a complete educational foundation to work as a curriculum specialist with children in a group setting and includes required classes in the core areas (development; child, family, and community; curriculum); six specialization units in the curriculum area of the student's choice; and adult supervision units.

The California Child Development Permit Matrix requirements are reflected in our program allowing students to qualify for the permits required or teaching in programs governed by Title V and funded by contracts with the State of California. Permits are issued by the State Department of Education, California Commission on Teacher Credentialing (not Cerro Coso) and include: Assistant Teacher, Associate Teacher, Teacher and Master Teacher Permits.

All professionals working with children are required to have a clean criminal record, to demonstrate freedom from tuberculosis (TB), and to demonstrate the physical ability to perform all of the duties of a professional position working directly with children.

Complete each course to be applied toward the certificate with a grade of "C" or better. Complete a minimum of 12 units in residence at Cerro Coso Community College.

The requirements for this program are complex. You MUST meet with a Child Development faculty member AND a counselor.

This program prepares students for careers in Child Development Master Teacher. Employment preparation for such jobs as Child Development Assistant, Associate Teacher, Teacher, Master Teacher (curriculum specialist) or other educational paraprofessional working in infant, toddler, preschool or school-age care.

Program Learning Outcomes

Upon successful completion of the program, the student will be able to

- Understand, observe, analyze development from a theoretical perspective including the realms of physical, socio-emotional, and cognitive development from conception through adolescence.
- Develop curriculum appropriate to the individual developmental needs of children from infancy through school-age and across a variety of categories: aesthetic, affective, cognitive, language, physical, and social.
- Demonstrate classroom management skills working with both small and large groups of children.
- Demonstrate an understanding of the health, safety, and nutrition requirements of programs and children from infancy through school age.
- Analyze assessment techniques commonly used in the field of Child Development.
- Assess and practice a variety of program models.
- Address diversity issues, including special needs, with children, families, and programs in a constructive way.
- Take a leadership role in both the profession of Child Development and in the community through an understanding of advocacy.

Courses

Note: Some courses within the major may have a required prerequisite. If you feel you have equivalent knowledge and skills to those included in the prerequisite course through professional experience, licensure or certification, you have the opportunity to submit a Prerequisite Challenge to be reviewed by the faculty chair. For the Prerequisite Challenge to be considered, you must submit documentation/verification to substantiate the basis for the challenge. Please consult

a counselor for more information regarding Prerequisite Challenge.

Complete all of the following courses:

CHDV C100	Principles and Practices of Teaching	3 Units
CHDV C102	Introduction to Materials and Curriculum	3
CHDV C104	Child, Family, and Community	3
CHDV C106	Child Growth and Development	3
CHDV C121	Health, Safety and Nutrition	3
CHDV C125	Diversity in Education	3
CHDV C200	Observation and Assessment	3
CHDV C203	Practicum - Field Experience	3

In addition, complete the following course:

CHDV C281	Adult Supervision	3

Complete 6 units in one of the following specializations:

Infant Care Specialization

CHDV C105	Infant and Toddler Development	3 Units
CHDV C205	Infant and Toddler Curriculum	3

School Age Care Specialization

CHDV C107	School Age Development	3 Units
CHDV C207	School Age Curriculum	3

Children with Exceptional Needs Specialization

CHDV C241	The Exceptional Child	3 Units
HMSV C102	Cultural Competence in Human Services	3

Children with Exceptional Needs Specialization

CHDV C111	Principles of Child Guidance	3 Units
CHDV C145	Language and Literature	3
or CHDV C149	Play and Meaning	3

Permit

STATE OF CALIFORNIA CHILD DEVELOPMENT PERMIT: The California Commission on Teacher Credentialing grants permits in accordance with the Child Development Permit Matrix. Applications are separate from Cerro Coso Community College and must be submitted to California Commission on Teacher Credentialing. Contact any Child Development faculty member or visit the California Commission on Teacher Credentialing website **http://www.ctc.ca.gov** for more information regarding the Permit Matrix and Professional Growth Advisors. For all Permits, all course work must be completed with a grade of "C" or better.

Master Teacher Permit: Teacher Permit requirements plus 2 units Adult Supervision plus 6 specialization units plus experience of 350 days of 3+ hours per day within 4 years plus 16 general education units in English/Language Arts, Math/ Science, Social Sciences, and Humanities/Fine Arts.

Child Development Site Supervisor Certificate of Achievement

The Child Development Site Supervisor Certificate of Achievement (33 units) is designed to provide students with a complete educational foundation to work as an administrator of programs serving children in a group setting and includes required classes in the core areas (development; child, family, and community; curriculum); six administration units; and adult supervision units.

The California Child Development Permit Matrix requirements are reflected in our program allowing students to qualify for the permits required or teaching in programs governed by Title V and funded by contracts with the State of California. Permits are issued by the State Department of Education, California Commission on Teacher Credentialing (not Cerro Coso) and include: Assistant Teacher, Associate Teacher, Teacher and Site Supervisor Permits.

All professionals working with children are required to have a clean criminal record, to demonstrate freedom from tuberculosis (TB), and to demonstrate the physical ability to perform all of the duties of a professional position working directly with children.

Complete each course to be applied toward the certificate with a grade of "C" or better. Complete a minimum of 12 units in residence at Cerro Coso Community College.

The requirements for this program are complex. You MUST meet with a Child Development faculty member AND a counselor.

Program Learning Outcomes

Upon successful completion of the program, the student will be able to

- Understand, observe, analyze development from a theoretical perspective including the realms of physical, socio-emotional, and cognitive development from conception through adolescence.
- Develop curriculum appropriate to the individual developmental needs of children from infancy through schoolage and across a variety of categories: aesthetic, affective, cognitive, language, physical, and social.
- Demonstrate classroom management skills working with both small and large groups of children.
- Demonstrate an understanding of the health, safety, and nutrition requirements of programs and

children from infancy through school age.

- Analyze assessment techniques commonly used in the field of Child Development.
- Assess and practice a variety of program models.
- Address diversity issues, including special needs, with children, families, and programs in a constructive way.
- Take a leadership role in both the profession of Child Development and the in the community through an understanding of advocacy.

Courses

Note: Some courses within the major may have a required prerequisite. If you feel you have equivalent knowledge and skills to those included in the prerequisite course through professional experience, licensure or certification, you have the opportunity to submit a Prerequisite Challenge to be reviewed by the faculty chair. For the Prerequisite Challenge to be considered, you must submit documentation/verification to substantiate the basis for the challenge. Please consult a counselor for more information regarding Prerequisite Challenge.

Complete all the following courses:

CHDV C100	Principles and Practices of Teaching	3 Units
CHDV C102	Introduction to Materials and Curriculum	3
CHDV C104	Child, Family, and Community	3
CHDV C106	Child Growth and Development	3
CHDV C111	Principles of Child Guidance	3
CHDV C121	Health, Safety and Nutrition	3
CHDV C125	Diversity in Education	3
CHDV C251	Administration of Child Development Programs I	3
CHDV C252	Administration of Child Development Programs II	3
CHDV C281	Adult Supervision	3

Select 3 units from the following:

CHDV C200	Observation and Assessment	3 Units
CHDV C203	Practicum - Field Experience	3

Permit

STATE OF CALIFORNIA CHILD DEVELOPMENT PERMIT: The California Commission on Teacher Credentialing grants permits in accordance with the Child Development Permit Matrix. Applications are separate from Cerro Coso Community College and must be submitted to California Commission on Teacher Credentialing. Contact any Child Development faculty member or visit the California Commission on Teacher Credentialing website at **http://www.ctc.ca.gov/** for more information regarding the Permit Matrix and Professional Growth Advisors. For all permits, all course work must be completed with a grade of "C" or better.

Site Supervisor Permit: AA degree or 60 units which includes 24 ECE/CHDV units with core courses plus 6 administration units plus 2 adult supervision units. Plus experience of 4 years including at least 100 days supervising adults.

Computer Information Systems Associate in Science Degree

The Computer Information Systems Associate in Science Degree (60 units total, 28 units in the major) is designed for students pursuing professional employment in computer information systems for business. Students are prepared to pursue a career in network, systems, or database administration; technical and applications support; and computer programming. Designed for both full and part-time students, this program is appropriate to both those currently employed and those seeking to enter this field.

Students completing the CIS AS degree are prepared to transfer to a baccalaureate program in Computer Information Systems, Management Information Systems, or related programs.

Courses required for the Associate degree major at Cerro Coso Community College may not be the same as those required for the corresponding major at a four-year school. Consult a counselor and visit **http://www.assist.org/** to identify the courses needed for the major at your transfer school and to develop a plan that will best meet your goals.

You must complete a minimum of 60 units, including the courses listed in the major and general education requirements, with an overall GPA of 2.0 or better, and a grade of "A," "B," or "C," in all courses for the major. A minimum of 12 units must be completed at Cerro Coso Community College.

Your transfer institution may require some of the major courses to be taken for a grade. Please consult a counselor and **http://www.assist.org/** to determine any limitations on Pass/No Pass grading in major preparation courses.

Completion of the Cerro Coso local General Education Pattern DOES NOT prepare a student for transfer. If you are planning to transfer to a four-year school, depending on your transfer goal, you should select Option B or C only. For more information refer to the general education section of the catalog.

Career Opportunities in Computer Information Systems: Computer Programmer, Computer Repair (A+ Certified), Computer Operator, Computer

Support Specialist, Network Technician, Help Desk Technician.

Program Learning Outcomes

Upon successful completion of the program, the student will be able to

- Demonstrate sufficient understanding and application of business and related information technology concepts for entry level employment and advancement in the field. This includes an understanding of the fundamentals of computers and computer nomenclature and why they are essential components in business and society.
- Demonstrate an understanding of the global system in which computer information systems are practiced including the role of ethics and the impact on society as well as contemporary issues.
- Demonstrate preparedness for entry level employment in the field of information technology. This includes areas of focus such as computer hardware, software, networks, and security, or programming.
- Demonstrate a basic understanding of relational databases and concepts, including design, creation, and data manipulation.

Courses

Note: Some courses within the major may have a required prerequisite. If you feel you have equivalent knowledge and skills to those included in the prerequisite course through professional experience, licensure or certification, you have the opportunity to submit a Prerequisite Challenge to be reviewed by the faculty chair. For the Prerequisite Challenge to be considered, you must submit documentation/verification to substantiate the basis for the challenge. Please consult a counselor for more information regarding Prerequisite Challenge.

Complete all of the following courses:

BSAD C100	Introduction to Business	3 Units
CSCI C101	Introduction to Computer Information Systems	3
CSCI C241	Introduction to Telecommunications	3
CSCI C251	Introduction to Visual Basic Programming	3
CSCI C270	Introduction to Database Design and Management	3
MATH C130	Finite Mathematics	4
or MATH C121	Elementary Probability and Statistics	4
or MATH C131	Basic Functions and Calculus for Business	4

Select 9 units from the following courses:

CSCI C140	A+ Essential Skills for Computers	2 Units
CSCI C141	A+ Standard Skills for IT Technician	2
CSCI C143	Network + Fundamentals of Networks	3
CSCI C146	Security + Fundamentals of Networks	3
CSCI C265	Introductory C++ Programming	3
CSCI C267	Introduction to Java Programming	3
CSCI C280	Web Development with PHP and MySQL	3

Complete one of the following general education patterns:

OPTION A	Cerro Coso Local General Education Pattern
OPTION B	CSU General Education Breadth
OPTION C	IGETC - Intersegmental General Education Transfer Curriculum

Computer Information Systems Certificate of Achievement

The Computer Information Systems Certificate of Achievement (28 units) is designed for students pursuing professional employment in computer information systems for business. This certificate provides students with skills to enter the job market as help desk providers, computer support specialists, or entry level programmers.

Complete each course to be applied toward the certificate with a "C" or better. Complete a minimum of 12 units in residence at Cerro Coso Community College.

Program Learning Outcomes

Upon successful completion of the program, the student will be able to

- Demonstrate sufficient understanding and application of business and related information technology concepts for entry level employment and advancement in the field. This includes an understanding of the fundamentals of computers and computer nomenclature and why they are essential components in business and society.
- Demonstrate an understanding of the global system in which computer information systems are practiced including the role of ethics and the impact on society as well as contemporary issues.
- Demonstrate preparedness for entry level employment in the field of information technology. This includes areas of focus such as computer hardware, software, networks, and security, or programming.
- Demonstrate a basic understanding of relational databases and concepts, including design, creation, and data manipulation.

Courses

Note: Some courses within the major may have a required prerequisite. If you feel you have equivalent knowledge and skills to those included in the prerequisite course through professional experience, licensure or certification, you have the opportunity to submit a Prerequisite Challenge to be reviewed by the faculty chair. For the Prerequisite Challenge

to be considered, you must submit documentation/verification to substantiate the basis for the challenge. Please consult a counselor for more information regarding Prerequisite Challenge.

Complete all of the following courses:

BSAD C100	Introduction to Business	3 Units
CSCI C101	Introduction to Computer Information Systems	3
CSCI C241	Introduction to Telecommunications	3
CSCI C251	Introduction to Visual Basic Programming	3
CSCI C270	Introduction to Database Design and Management	3
MATH C130	Finite Mathematics	4
or MATH C121	Elementary Probability and Statistics	4
or MATH C131	Basic Functions and Calculus for Business	4

Select a minimum of 9 units from the following courses:

CSCI C140	A+ Essential Skills for Computers	2 Units
CSCI C141	A+ Standard Skills for IT Technician	2
CSCI C143	Network + Fundamentals of Networks	3
CSCI C146	Security + Fundamentals of Networks	3
CSCI C265	Introductory C++ Programming	3
CSCI C267	Introduction to Java Programming	3
CSCI C280	Web Development with PHP and MySQL	3

Disclosures

Gainful Employment information for this program may be found at **http://www.cerrocoso.edu/academics/programs**.

Early Childhood Education Associate in Science Degree for Transfer (AS-T)

The Associate in Science in Early Childhood Education for Transfer degree (AS-T) (60 units total, 24 units in the major) is designed for students interested in infant, toddler, preschool or school-age education and prepares students for transfer to the CSU System.

To complete the degree, students must fulfill both of the following requirements

1. Completion of 60 semester units that are eligible for transfer to the California State University, including both of the following:
   a. The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth Requirements.
   b. A minimum of 18 semester units in a major or area of emphasis, as determined by the Kern Community College District Board of Trustees.
2. Obtainment of a minimum grade point average of 2.0.
3. Completion in all courses for the major or area of emphasis must be a "C" or better. A "P" (Pass) grade is not an acceptable grade for courses in the major.

Please note that our local Cerro Coso general education pattern MAY NOT be used to fulfil the requirements of this degree and that all required courses for the degree must be transferable to CSU.

Students may earn an Associate in Science in Early Childhood Education for Transfer degree. Students may earn an Associate Teacher Certificate, Teacher Certificate, Master Teacher Certificate or Site Supervisor Certificate for completing a defined course of study that requires fewer units than the Associate in Science in Child Development for Transfer degree. The California Child Development Permit Matrix requirements are reflected in our program allowing students to qualify for the permits required for teaching in programs governed by Title V and funded by contracts with the State of California. Permits are issued by the State Department of Education, California Commission on Teacher Credentialing (not Cerro Coso) and include: Assistant Teacher, Associate Teacher, Teacher, Master Teacher, and Site Supervisor.

All professionals working with children are required to have a clean criminal record, to demonstrate freedom from tuberculosis (TB), and to demonstrate the physical ability to perform all of the duties of a professional position working directly with children.

The requirements for this program are complex. You MUST consult with a Child Development faculty member AND a counselor.

Courses required for the Associate degree major at Cerro Coso Community College may not be the same as those required for the corresponding major at a four-year school. Consult a counselor and visit **http://www.assist.org** to identify the courses needed for the major at your transfer school and to develop a plan that will best meet your goals. You must complete a minimum of 60 transferrable units, including the courses listed in the major and general education requirements, with an overall GPA of 2.0 or better, and a grade of "A," "B," or "C," in all courses for the major. A minimum of 12 units must be completed at Cerro Coso Community College. Your transfer institution may require some

of the major courses to be taken for a grade. Please consult a counselor and **http://www.assist.org** to determine any limitations on Pass/No pass grading in major preparation courses.

STATE OF CALIFORNIA CHILD DEVELOPMENT PERMIT: The California Commission on Teacher Credentialing grants permits in accordance with the Child Development Permit Matrix. Applications are separate from Cerro Coso Community College and must be submitted to California Commission on Teacher Credentialing. Contact any Child Development faculty member or visit the California Commission on Teacher Credentialing website at **http://www.ctc.ca.gov** for more information regarding the Permit Matrix and Professional Growth Advisors. For all Permits, all course work must be completed with a grade of "C" or better.

This program prepares students for careers in Child Development, Early Childhood Education. Transfer preparation for such fields as child development, elementary education, education.

Program Learning Outcomes

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

- Understand, observe, analyze development from a theoretical perspective: including the realms of physical, socio-emotional, and cognitive development; from conception through adolescence.
- Develop curriculum appropriate to the individual developmental needs of children from infancy through school-age and across a variety of categories; aesthetic, affective, cognitive, language, physical, and social.
- Demonstrate classroom management skills; working with both small and large groups of children.
- Demonstrate an understanding of the health, safety, and nutrition requirements of programs and children from infancy through school-age.
- Analyze assessment techniques commonly used in the field of Child Development.
- Assess and practice a variety of program models.
- Address diversity issues, including special needs, with children, families, and programs in a constructive way.
- Take a leadership role in both the profession of Child Development and the in the community through an understanding of advocacy.

Courses

Note: Some courses within the major may have a required prerequisite. If you feel you have equivalent knowledge and skills to those included in the prerequisite course through professional experience, licensure or certification, you have the opportunity to submit a Prerequisite Challenge to be reviewed by the faculty chair. For the Prerequisite Challenge to be considered, you must submit documentation/verification to substantiate the basis for the challenge. Please consult a counselor for more information regarding Prerequisite Challenge.

Complete all the following courses.

CHDV C100	Principles and Practices of Teaching	3 Units
CHDV C102	Introduction to Materials and Curriculum	3
CHDV C104	Child, Family, and Community	3
CHDV C106	Child Growth and Development	3
CHDV C121	Health, Safety and Nutrition	3
CHDV C125	Diversity in Education	3
CHDV C200	Observation and Assessment	3
CHDV C203	Practicum - Field Experience	3

Complete one of the following general education patterns:

OPTION B	CSU General Education Breadth
OPTION C	IGETC - Intersegmental General Education Transfer Curriculum

Emergency Medical Technician Job Skills Certificate

The Emergency Medical Technician job certificate (7 units) is designed to provide career pathways into Emergency Medical Services through pre-hospital and clinical education from basic body systems to the intricate and often changing emergent medical care provided to the sick and injured. Successful completion of this job certificate provides a wide range of components for those interested in entering the job market directly or progressing to Paramedic, nursing or moving into pre-medicine to become a Physician Assistant or Medical Doctor.

Complete each course to be applied toward the certificate with a grade of "C" or better.

Program Learning Outcomes

Upon successful completion of the program, the student will be able to

- Identify the correct sequence of assessments and treatments for patients experiencing cardiopulmonary arrest.
- Identify the etiology, pathophysiology and signs and symptoms of disorders of all body systems.
- Identify critical medical patient conditions using standardized medical patient assessments.
- Identify critical traumatic patient conditions using standardized trauma patient assessments.
- Demonstrate leadership during the management of

critical patient conditions.

- Demonstrate the ability to utilize resources to resolve medical and trauma patient conditions.

Courses

Note: Some courses within the major may have a required prerequisite. If you feel you have equivalent knowledge and skills to those included in the prerequisite course through professional experience, licensure or certification, you have the opportunity to submit a Prerequisite Challenge to be reviewed by the faculty chair. For the Prerequisite Challenge to be considered, you must submit documentation/verification to substantiate the basis for the challenge. Please consult a counselor for more information regarding Prerequisite Challenge.

Complete all of the following courses:

EMTC C070	CPR for the Healthcare Provider	0.5 Units
EMTC C105	Emergency Medical Technician	6.5

Engineering Associate in Science Degree

The Engineering Associate in Science Degree (60 units total, 33 units in the major) is designed to lay the foundation in mathematics and physics needed for transfer to a broad range of engineering programs, while providing flexibility to tailor additional course of study to a particular 4-year degree program. Students will apply the scientific method to physics and engineering problems, as well as analyse and use basic engineering problem solving methods. See a counselor and consult **http://www.assist.org/** for the complete list of courses required for your engineering field and university—the requirements typically total many more than 33 units and the general education areas are often modified.

Courses required for the associate degree major at Cerro Coso Community College may not be the same as those required for the major at a four-year school. If you plan to transfer, consult a counselor and **http://www.assist.org/** to identify the courses needed for the major at your transfer school and to develop a plan that will best meet your goals.

You must complete a minimum of 60 units, including the courses listed in the major and general education requirements, with an overall GPA of 2.0 or better, and a grade of "A," "B," or "C," in all courses for the major. A minimum of 12 units must be completed at Cerro Coso Community College.

Your transfer institution may require some of the courses to be taken for a grade. Please consult a counselor and **http://www.assist.org/** to determine any limitations on Pass/No Pass grading in major preparation courses.

Completion of the Cerro Coso local General Education Pattern DOES NOT prepare a student for transfer. If you are planning to transfer to a four-year school, depending on your transfer goal, you should select Option B or C only. For more information refer to the general education section of the catalog.

Program Learning Outcomes

Upon successful completion of the program, the student will be able to

- Demonstrate math and physics preparation for upper division Engineering courses.
- Apply the scientific method to physics and engineering problems.
- Analyze and use basic engineering problem solving methods required in various engineering disciplines.
- Perform hands-on laboratory and/or field experiments of all Engineering classes safely.

Courses

Note: Some courses within the major may have a required prerequisite. If you feel you have equivalent knowledge and skills to those included in the prerequisite course through professional experience, licensure or certification, you have the opportunity to submit a Prerequisite Challenge to be reviewed by the faculty chair. For the Prerequisite Challenge to be considered, you must submit documentation/verification to substantiate the basis for the challenge. Please consult a counselor for more information regarding Prerequisite Challenge.

Complete all of the following courses:

ENGR C110	Introduction to Engineering	4 Units
MATH C151	Analytic Geometry and Calculus I	5
MATH C152	Analytic Geometry and Calculus II	5
PHYS C111	Mechanics	5
PHYS C113	Electricity and Magnetism	5

Select at least 9 units from the following courses:

CHEM C111	General Inorganic Chemistry I	5 Units
CSCI C265	Introductory C++ Programming	3
ENGR C120	Introduction to Materials Science	4
ENGR C185	Digital Logic and Design	4
ENGR C210	Engineering Mechanics: Statics	3
ENGR C230	Engineering Circuit Analysis	4
MATH C251	Analytic Geometry and Calculus III	5
MATH C255	Ordinary Differential Equations	4
PHYS C211	Waves, Optics and Modern Physics	5

Complete one of the following general education patterns:

OPTION A	Cerro Coso Local General Education Pattern
OPTION B	CSU General Education Breadth
OPTION C	IGETC - Intersegmental General Education Transfer Curriculum

English Associate in Arts Degree for Transfer (AA-T)

The Associate in Arts in English for Transfer degree (AA-T) (60 units total, 19-21 units in the major) provides students with effective learning opportunities that help them acquire the knowledge, skills, and experiences required of an educated, literate citizen. A student earning the AA-T in English explores the areas of American, British and international literature; literary analysis of genres from various historical periods; and composition and rhetoric. The English major provides a broad and balanced curriculum designed to foster critical reading and writing practices, wide-ranging interpretative abilities, and greater historical and cultural awareness. Majoring in English prepares for careers in teaching, journalism, publishing and editing, technical writing, public relations, and advertising. It also serves as excellent general preparation for careers in law, communications, government, and a variety of business environments.

The Associate in Arts in English for Transfer degree creates a pathway for students who plan to complete a Bachelor of Arts in English at a California State University. With the completion of the degree, students will possess foundational knowledge and skills that comprise the core content of the first two years of many four-year programs in English.

To complete the degree, students must fulfill both of the following requirements:

1. Completion of 60 semester units that are eligible for transfer to the California State University, including both of the following:
   a. The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth Requirements.
   b. A minimum of 19 semester units in a major or area of emphasis, as determined by the Kern Community College District Board of Trustees.
2. Obtainment of a minimum grade point average of 2.0
3. Completion in all courses for the major or area of emphasis must be a "C" or better. A "P" (Pass) grade is not an acceptable grade for courses in the major.

Please note that our local Cerro Coso general education pattern may not be used to fulfill the requirements of this degree and that all required courses for the degree must be transferable to CSU.

This program prepares students for careers in teaching, journalism, publishing and editing, technical writing, public relations, and advertising.

The degree also prepares more generally for various other careers, including law, communications, government, and a number of business environments.

Program Learning Outcomes

Upon successful completion of the program, the student will be able to

- Read critically a variety of literary works in English, including diverse voices and cultures.
- Identify key elements of literary genres in order to analyze and interpret texts.
- Relate literary works to their historical, cultural, and aesthetic contexts.
- Define, identify, and analyze literary and dramatic techniques in a variety of works.
- Compose formal written analyses of texts that demonstrate appropriate academic discourse and the conventions of literary analysis.

Courses

Note: Some courses within the major have a required prerequisite. If you feel you have equivalent knowledge and skills to those included in the prerequisite course through professional experience, licensure or certification, you have the opportunity to submit a Prerequisite Challenge to be reviewed by the Department Chair. For the Prerequisite Challenge to be considered, you must submit documentation and verification to substantiate the basis for the challenge. Please see a counselor for more information about the Prerequisite Challenge process.

Select one of the following two courses:

ENGL C102	Critical Thinking Through Literature	4 Units
or ENGL C102H	Critical Thinking Through Literature - Honors	5

List A - Select two of the following courses:

ENGL C221	World Literature: Antiquity to 17th Century	3 Units
ENGL C222	World Literature: 17th Century to Present	3
ENGL C231	Survey of British Literature I: Beginning-1785	3
ENGL C232	Survey of British Literature II: 1785-Present	3
ENGL C241	Survey of American Literature I: Beginning-1865	3
ENGL C242	Survey of American Literature II: 1865-Present	3

List B - Select one course not already used from List A and one of the following courses; or two of the following courses.

ENGL C141	Introduction to Creative Writing	3 Units
ENGL C235	Introduction to Shakespeare	3

or ENGL C235H	Introduction to Shakespeare - Honors	4
ENGL C245	Women's Literature	3
ENGL C249	Multi-Ethnic American Literature	3

List C - Select any course not already used from List A or B.

Complete one of the following general education patterns:

OPTION B	CSU General Education Breadth
OPTION C	IGETC—Intersegmental General Education Transfer Curriculum

General Sciences Associate in Arts Degree

The General Sciences Associate in Arts Degree (60 units total, 20-25 units in the major) is designed to prepare students for upper-division course work after transfer to a four-year science degree program. There are several emphases to the General Sciences Degree in order to meet the needs of students interested in biology, chemistry, and physical sciences. Students will demonstrate mastery of the scientific method, including experimental and empirical methodologies characteristic of modern science.

You must complete a minimum of 60 units, including the courses listed in the major and general education requirements, with an overall GPA of 2.0 or better, and a grade of "A," "B," or "C," in all courses for the major. A minimum of 12 units must be completed at Cerro Coso Community College.

Your transfer institution may require some of the major courses to be taken for a grade. Please consult a counselor and **http://www.assist.org/** to determine any limitations on Pass/No Pass grading in major preparation courses.

Completion of the Cerro Coso local General Education Pattern DOES NOT prepare a student for transfer. If you are planning to transfer to a four-year school, depending on your transfer goal, you should select Option B or C only. For more information refer to the general education section of the catalog.

Program Learning Outcomes

Upon successful completion of the program, the student will be able to

- Demonstrate proficient preparation for upper division science courses at the appropriate transfer institution in the chosen emphasis: biology, chemistry, or physical science.
- Perform hands-on laboratory and/or field experiments of all science classes safely.
- Demonstrate mastery of the Scientific Method, including the experimental and empirical methodologies characteristic of science and the modern methods and tools used in scientific inquiry.
- Demonstrate an ability to communicate scientific results, including as appropriate graphically, verbally and in writing.

Courses

Note: Some courses within the major may have a required prerequisite. If you feel you have equivalent knowledge and skills to those included in the prerequisite course through professional experience, licensure or certification, you have the opportunity to submit a Prerequisite Challenge to be reviewed by the faculty chair. For the Prerequisite Challenge to be considered, you must submit documentation/verification to substantiate the basis for the challenge. Please consult a counselor for more information regarding Prerequisite Challenge.

BIOLOGY EMPHASIS: The biology emphasis provides students with the core science courses needed for transfer to a four-year institution. Graduates with a biology emphasis are prepared for further studies which allow work in a variety of fields including: biochemistry, biotechnology, botany, ecology, entomology, genetics, health, immunology, medicine, molecular biology, oceanography, pharmacy, teaching, wildlife management, zoology and related clinical fields. Physics requirements for biology majors can vary among institutions. Students should check with a counselor concerning requirements for specific transfer institutions.

Complete all of the following courses:

BIOL C111	General Biology	5 Units
BIOL C112	General Biology II	5
CHEM C111	General Inorganic Chemistry I	5
CHEM C113	General Inorganic Chemistry II	5

Complete one of the following general education patterns:

OPTION A	Cerro Coso Local General Education Pattern
OPTION B	CSU General Education Breadth
OPTION C	IGETC - Intersegmental General Education Transfer Curriculum

CHEMISTRY EMPHASIS: This emphasis provides students who are planning on majoring in chemistry, materials science, or chemical engineering at a four-year university with the first two years of their core chemistry classes. Students should check with a counselor concerning requirements for specific transfer institutions.

Complete all of the following courses:

CHEM C111	General Inorganic Chemistry I	5 Units
CHEM C113	General Inorganic Chemistry II	5

CHEM C221	Organic Chemistry I 5
CHEM C223	Organic Chemistry II 5

Complete one of the following general education patterns:

OPTION A	Cerro Coso Local General Education Pattern
OPTION B	CSU General Education Breadth
OPTION C	IGETC - Intersegmental General Education Transfer Curriculum

PHYSICAL SCIENCES EMPHASIS: Provides students who are planning on majoring in physics, geology, astronomy, or other physical sciences with the necessary lower division courses in mathematics and physics. The Math, Chemistry, and Physics requirements for transfer vary among institutions and students should check with a counselor for the specific requirements.

Complete all of the following courses:

MATH C151	Analytic Geometry and Calculus I.....5 Units
MATH C152	Analytic Geometry and Calculus II.....5
PHYS C111	Mechanics.....5
PHYS C113	Electricity and Magnetism 5
PHYS C211	Waves, Optics and Modern Physics 5

Complete one of the following general education patterns:

OPTION A	Cerro Coso Local General Education Pattern
OPTION B	CSU General Education Breadth
OPTION C	IGETC - Intersegmental General Education Transfer Curriculum

Human Services Associate in Science Degree

The Human Services Associate in Science Degree (60 units total, 23 units in the major) prepares students for employment in a broad range of human services settings. It consists of six core courses and two additional specialized electives courses to develop competencies for specific employment settings.

This degree is not specifically designed for transfer. Courses required for the associate degree major at Cerro Coso Community College may not be the same as those required for the major at a four-year school. If you plan to transfer, consult a counselor and **http://www.assist.org/** to identify the courses needed for the major at your transfer school and to develop a plan that will best meet your goals.

You must complete a minimum of 60 units, including the courses listed in the major and general education requirements, with an overall GPA of 2.0 or better, and a grade of "A," "B," or "C," in all courses for the major. A minimum of 12 units must be completed at Cerro Coso Community College.

This program prepares students for careers in Social and Human Services. Employment preparation for careers as Adult or Child Case Manager I, Recovery Specialist I, Family Education Advocate, Juvenile Corrections Officer I, Special Education Tutors, Aging and Elder Advocate, and other occupations in the social and human services field.

Program Learning Outcomes

Upon successful completion of the program, the student will be able to

- Articulate the broad concerns and practices of human services industries.
- Demonstrate four core sets of human services skills: conducting an interview, writing an incident report, participating in team meetings, and providing necessary support and referrals to consumers.
- Assess situations for appropriate entry level professional, legal, and ethical responses.
- Use supervisory feedback for improved performance.
- Analyze the cultural components of a human services situation and recommend culturally appropriate interventions.

Courses

Note: Some courses within the major may have a required prerequisite. If you feel you have equivalent knowledge and skills to those included in the prerequisite course through professional experience, licensure or certification, you have the opportunity to submit a Prerequisite Challenge to be reviewed by the faculty chair. For the Prerequisite Challenge to be considered, you must submit documentation/verification to substantiate the basis for the challenge. Please consult a counselor for more information regarding Prerequisite Challenge.

Complete all of the following courses:

HMSV C101	Introduction to Human Services.....3 Units
HMSV C102	Cultural Competence in Human Services 3
HMSV C103	Preparation for Field Work in Human Services 3
HMSV C104	Field Work in Human Services 4
HMSV C116	Case Management.....3
CSCI C070	Computer Literacy 1

Select 6 units from the following courses:

CHDV C106	Child Growth and Development .....3 Units
CHDV C241	The Exceptional Child 3
HMSV C113	Intervention Skills in Human Services 3
PSYC C101	General Psychology.....3
PSYC C112	Psychology of Substance Abuse.....3
PSYC C211	Lifespan Development.....3
PSYC C241	Abnormal Psychology 3

Complete one of the following general education patterns:

OPTION A	Cerro Coso Local General Education Pattern
OPTION B	CSU General Education Breadth
OPTION C	IGETC - Intersegmental General Education Transfer Curriculum

Human Services Worker Certificate of Achievement

Human Services Worker Certificate of Achievement (27 units): Any student completing the courses required for the Human Services major qualifies for a certificate in Human Services Worker. The program prepares students for employment in a broad range of human services careers. Certificate consists of seven core courses and two electives.

Complete each course to be applied toward the certificate with a grade of "C" or better. Complete a minimum of 12 units in residence at Cerro Coso Community College.

This program prepares students for careers in Social and Human Services. Employment preparation for careers, such as Adult Case Manager I, Recovery Specialist I, Family Education Advocate, Juvenile Corrections Officer I, Special Education Tutors, Child Case Manager, Human Services Assistant, Social Worker I and all other types of social and human services occupations with adults, adolescents, children or the elderly.

Program Learning Outcomes

Upon successful completion of the program, the student will be able to

- Articulate the broad concerns and practices of human services industries.
- Demonstrate four core sets of human services skills: conducting an interview, writing an incident report, participating in team meetings, and providing necessary support and referrals to consumers.
- Assess situations for appropriate entry level professional, legal, and ethical responses.
- Use supervisory feedback for improved performance.
- Analyze the cultural components of a human services situation and recommend culturally appropriate interventions.

Courses

Note: Some courses within the major may have a required prerequisite. If you feel you have equivalent knowledge and skills to those included in the prerequisite course through professional experience, licensure or certification, you have the opportunity to submit a Prerequisite Challenge to be reviewed by the faculty chair. For the Prerequisite Challenge to be considered, you must submit documentation/verification to substantiate the basis for the challenge. Please consult a counselor for more information regarding Prerequisite Challenge.

Complete all of the following courses:

HMSV C101	Introduction to Human Services	3 Units
HMSV C102	Cultural Competence in Human Services	3
HMSV C103	Preparation for Field Work in Human Services	3
HMSV C104	Field Work in Human Services	4
HMSV C116	Case Management	3
CSCI C070	Computer Literacy	1
ENGL C070	Introductory Composition	4

Select 6 units from the following courses:

CHDV C106	Child Growth and Development	3 Units
CHDV C241	The Exceptional Child	3
HMSV C113	Intervention Skills in Human Services	3
PSYC C101	General Psychology	3
PSYC C112	Psychology of Substance Abuse	3
PSYC C211	Lifespan Development	3
PSYC C241	Abnormal Psychology	3

Disclosures

Gainful Employment information for this program may be found at **http://www.cerrocoso.edu/academics/programs**.

Kinesiology Associate in Arts Degree for Transfer (AA-T)

The Associate in Arts Degree in Kinesiology for Transfer (60 units total, 23-24 units in major) prepares students for transfer to baccalaureate institutions, where they may complete a Bachelor's degree in Kinesiology or related disciplines. This program is designed to provide students with an introduction to the academic discipline dealing with the art and science contained in human movement. The course of study provides a foundation in the fundamentals of human anatomy, physiology, movement, and the refinement of individual fitness and sport related skills. Opportunities are provided for students to expand their understanding and expertise in a variety of areas. To complete the degree, students must fulfill both of the following requirements:

1. Completion of 60 semester units that are eligible for transfer to the California State University, including both of the following:
   a. The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth Requirements.
   b. A minimum of 18 semester units in a major or area of emphasis, as determined by the Kern Community College District Board of Trustees.

2. Obtainment of a minimum grade point average of 2.0

Please note that our local Cerro Coso general education pattern MAY NOT be used to fulfill the requirements of this degree and that all required Courses for the degree must be transferable to CSU.

Program Learning Outcomes

Upon successful completion of the program, the student will be able to

- Analyze the anatomical and physiological principles of human movement in exercise and sport settings.
- Explain the structure and function of the human body.
- Apply the principles of physical fitness development and maintenance and assess the body's systematic responses to physical activity.
- Define the importance and benefits of life-long physical activity and wellness.
- Apply techniques of, and demonstrate an advanced level of knowledge, in at least three areas of physical sport skills.

Courses

Note: Some courses within the major may have a required prerequisite. If you feel you have equivalent knowledge and skills to those included in the prerequisite course through professional experience, licensure or certification, you have the opportunity to submit a Prerequisite Challenge to be reviewed by the faculty chair. For the Prerequisite Challenge to be considered, you must submit documentation/verification to substantiate the basis for the challenge. Please consult a counselor for more information regarding Prerequisite Challenge.

Complete the following courses:

BIOL C251	Human Anatomy	4 Units
BIOL C255	Human Physiology	4
PHED C101	Introduction to Kinesiology	3

Choose a minimum of 12 units from below with at least 3 units from Area A:

Area A - Movement Based Courses: (maximum 3) select a maximum of one (1) course from any three (3) of the following areas for a maximum of three units:

Fitness

PHED C103	Aerobic Dance I	1 Unit
PHED C104	Aerobic Dance II	1
PHED C105	Weight Training I	1
PHED C106	Weight Training II	1
PHED C107	General Conditioning I	1
PHED C108	General Conditioning II	1

Individual Sports

PHED C109	Golf I	1 Unit
PHED C110	Golf II	1
PHED C113	Tennis I	1
PHED C114	Tennis II	1

Team Sports

PHED C115	Volleyball I	1 Unit
PHED C116	Volleyball II	1
PHED C123	Softball I	1
PHED C124	Softball II	1

Area B - Additional Program Requirements: Select two courses (9-10 units) from the below listed course offerings:

CHEM C111	General Inorganic Chemistry I	5 Units
CHEM C221	Organic Chemistry I	5
MATH C121	Elementary Probability and Statistics	4
or MATH C121H	Elementary Probability and Statistics – Honors	5
PHYS C111	Mechanics	5

Complete one of the following general education patterns:

OPTION B	CSU General Education Breadth
OPTION C	IGETC - Intersegmental General Education Transfer Curriculum

Liberal Arts: Arts & Humanities Associate in Arts Degree

The Liberal Arts: Arts & Humanities Associate in Arts Degree (60 units total, 18 units in the area of emphasis) is designed for students who wish to have a broad knowledge of liberal arts and sciences plus additional coursework in an area of emphasis. This emphasis allows students to satisfy general education requirements as well as focus on transferable course work. It is ideal for students who plan on transferring to California State University (CSU) or University of California (UC) for a major in education or for a major that Cerro Coso does not offer. Please consult with a counselor for information regarding your intended major at the specific college or university of your choice.

Courses in the Liberal Arts: Arts & Humanities AA degree emphasize the study of cultural, literary, and humanistic activities, and artistic expression of human beings. Students evaluate and interpret the ways in which people through the ages in different cultures have responded to themselves and the world around them in artistic and cultural creation. Students also learn to value aesthetic understanding and incorporate these concepts when constructing value judgments. This degree is appropriate for students intending to transfer into such majors as Art History, English, Humanities, and Philosophy. If you have questions about whether this degree is an appropriate choice for your major, please consult with a counselor or educational advisor.

A minimum of 18 units are required in one Area of Emphasis listed below. For depth of study, 2 or more courses in one discipline required. For breadth of study, courses must be taken from 2 or more disciplines within the Area of Emphasis. Courses selected may also be used to fulfill GE areas, refer to each transfer institution policy.

Courses required for the Associate degree major at Cerro Coso Community College may not be the same as those required for the corresponding major at a four-year school. Consult a counselor and visit **http://www.assist.org/** to identify the courses needed for the major at your transfer school and to develop a plan that will best meet your goals.

You must complete a minimum of 60 units, including the courses listed in the area of emphasis and general education requirements, with an overall GPA of 2.0 or better, and a grade of "A," "B," or "C," in all courses of the area of emphasis. A minimum of 12 units must be completed at Cerro Coso Community College.

Your transfer institution may require some of the courses to be taken for a grade. Please consult a counselor and **http://www.assist.org/** to determine any limitations on Pass/No pass grading in major preparation courses.

Completion of the Cerro Coso Local General Education Pattern DOES NOT prepare a student for transfer. If you are planning to transfer to a four-year school, depending on your transfer goal, you should select Option B or C only. Please consult with a counselor or educational advisor if you have any questions about which option is right for you.

Program Learning Outcomes

Upon successful completion of the program, the student will be able to

- Describe how people throughout the ages and in different cultures have responded to themselves and the world around them in artistic and cultural creation.
- Evaluate the significance of artistic and cultural constructions.

Courses

Note: Some courses within the major may have a required prerequisite. If you feel you have equivalent knowledge and skills to those included in the prerequisite course through professional experience, licensure or certification, you have the opportunity to submit a Prerequisite Challenge to be reviewed by the faculty chair. For the Prerequisite Challenge to be considered, you must submit documentation/verification to substantiate the basis for the challenge. Please consult a counselor for more information regarding Prerequisite Challenge.

Select at least 18 units from the following courses:

For depth of study, 2 or more courses in one discipline required. For breadth of study, courses must be taken from 2 or more disciplines within the Area of Emphasis.

ART C101	Introduction to Art	3 Units
ART C105	History of Western Art I	3
ART C106	History of Western Art II	3
or ART C106H	History of Western Art II – Honors	4
ART C111	Two Dimensional Design	3
ART C115	Three Dimensional Design	3
ART C121	Drawing I	3
ART C131	Painting I	3
ART C141	Ceramics I	3
ART C151	Sculpture I	3
ASL C100	Deaf History	3
ASL C101	American Sign Language I	4
ASL C102	American Sign Language II	4
ENGL C102	Critical Thinking Through Literature	4
or ENGL C102H	Critical Thinking Through Literature – Honors	5
ENGL C111	Introduction to Types of Literature	3
ENGL C141	Introduction to Creative Writing	3
ENGL C221	World Literature: Antiquity to 17th Century	3
ENGL C222	World Literature: 17th Century to Present	3
ENGL C231	Survey of British Literature I: Beginnings-1785	3
ENGL C232	Survey of British Literature II: 1785-Present	3
ENGL C235	Introduction to Shakespeare	3
or ENGL C235H	Introduction to Shakespeare–Honors	4
ENGL C241	Survey of American Literature I: Beginnings-1865	3
ENGL C242	Survey of American Literature II: 1865-Present	3
ENGL C245	Women's Literature	3
ENGL C249	Multi-Ethnic American Literature	3
FILM C211	Hispanic Cinema	3
FREN C101	Beginning French I.	5
HIST C103	Western Civilization	3
or HIST C103H	Western Civilization I – Honors	4
HIST C104	Western Civilization II	3
or HIST C104H	Western Civilization II – Honors	4
LATN C101	Elementary Latin I	4
LATN C102	Elementary Latin II	4
LATN C201	Intermediate Latin I	4
LATN C202	Intermediate Latin II	4
MUSC C101	Music Appreciation	3
or MUSC C101H	Music Appreciation – Honors	4
MUSC C118	History of American Popular Music	3
MUSC C122	Piano II	2
MUSC C126	Guitar	2
MUSC C131	Orchestra	2
MUSC C141	Community Band	2
MUSC C151	Choir	2
MUSC C173	Appreciation of Jazz	3
PHIL C101	Introduction to Philosophy	3
PHIL C141	Ethics	3
PHIL C161	Introduction to Religious Studies	3

PHIL C164	Survey of World Religions	3
PHIL C205	Critical and Comparative Reasoning	4
SOCI C210	Diversity and Film	3
SOCI C220	Perspectives on Race, Class and Gender	3
SPAN C100	Basic Conversational Spanish	3
SPAN C101	Elementary Spanish I	5
SPAN C102	Elementary Spanish II	5
SPAN C110	Review of Elementary Spanish	5
SPAN C171	Intermediate Conversation	3
SPAN C180	Spanish for Native Speakers	3
SPAN C211	Hispanic Cinema	3
SPCH C101	Elements of Speech	3
SPCH C105	Interpersonal Communication	3
THEA C101	Introduction of Theatre	3
THEA C103	Introduction to Play Reading	3

Complete one of the following general education patterns:

OPTION A	Cerro Coso Local General Education Pattern
OPTION B	CSU General Education Breadth
OPTION C	IGETC - Intersegmental General Education Transfer Curriculum

Liberal Arts: Mathematics & Science Associate in Arts Degree

Liberal Arts: Mathematics & Science Associate in Arts Degree (60 units total, 18 units in the area of emphasis): The Liberal Arts degrees are designed for students who wish to have a broad knowledge of liberal arts and sciences plus additional coursework in an "Area of Emphasis". This emphasis allows students to satisfy general education requirements as well as focus on transferable course work. It is ideal for students who plan on transferring to California State University (CSU) or University of California (UC) for a major in education or for a major that Cerro Coso does not offer. Please consult with a counselor for information regarding your intended major at the specific college or university of your choice.

Courses in the Liberal Arts: Mathematics & Science AA Degree 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 completing this degree may be able to transfer to a four-year degree program in teaching, various health career programs, or environmental studies.

Courses required for the Associate degree major at Cerro Coso Community College may not be the same as those required for the corresponding major at a four-year school. Consult a counselor and visit **http://www.assist.org/** to identify the courses needed for the major at your transfer school and to develop a plan that will best meet your goals.

You must complete a minimum of 60 units, including the courses listed in the area of emphasis and general education requirements, with an overall GPA of 2.0 or better, and a grade of "A," "B," or "C," in all courses of the area of emphasis. A minimum of 12 units must be completed at Cerro Coso Community College.

Your transfer institution may require some of the major courses to be taken for a grade. Please consult a counselor and **http://www.assist.org/** to determine any limitations on Pass/No pass grading in major preparation courses.

Completion of the Cerro Coso local General Education Pattern DOES NOT prepare a student for transfer. If you are planning to transfer to a four-year school, depending on your transfer goal, you should select Option B or C only. For more information refer to the general education section of the catalog.

Program Learning Outcomes

Upon successful completion of the program, the student will be able to

- Demonstrate a general understanding of the nature of science, the methods applied in scientific investigations, and the value of those methods in developing a rigorous understanding of the physical world.
- Apply multiple approaches to problem solving, using algebraic, graphical, and numerical methods to solve applied problems in other areas of mathematics, natural sciences, computer graphics, and computer animation.
- Demonstrate mastery of the Scientific Method, including the experimental and empirical methodologies characteristic of science and the modern methods and tools used in scientific inquiry.
- Perform hands-on laboratory and/or field experiments of all science classes safely.
- Identify the difference between science and other fields of knowledge. Perform a critical analysis of a topic in order to determine science from pseudoscience.

Courses

Note: Some courses within the major may have a required prerequisite. If you feel you have equivalent knowledge and skills to those included in the prerequisite course through

professional experience, licensure or certification, you have the opportunity to submit a Prerequisite Challenge to be reviewed by the faculty chair. For the Prerequisite Challenge to be considered, you must submit documentation/verification to substantiate the basis for the challenge. Please consult a counselor for more information regarding Prerequisite Challenge.

Select at least 18 units from the following courses. At least one course must be from Mathematics and at least two courses from the sciences, including one laboratory or field experience course (*).

ANTH C121	Physical Anthropology	3 Units
or ANTH C121H	Physical Anthropology - Honors	4
BIOL C101	Principles of Biology	3
or BIOL C101H	Principles of Biology – Honors	4
BIOL C105*	Concepts of Biology	4
or BIOL C105H*	Concepts of Biology – Honors	5
BIOL C111*	General Biology	5
or BIOL C111H*	General Biology I – Honors	6
BIOL C112 *	General Biology II	5
or BIOL C112H*	General Biology II – Honors	6
BIOL C125 *	Survey of Anatomy and Physiology	4
or BIOL C121	Survey of Anatomy and Physiology Lecture	3
BIOL 145 *	Environmental Studies	4
or BIOL C141	Environmental Studies Lecture	3
BIOL C251 *	Human Anatomy	4
BIOL C255 *	Human Physiology	4
BIOL C262 *	General Microbiology	4
CHEM C101 *	Introduction to Chemistry	4
CHEMC111 *	General Inorganic Chemistry I	5
CHEM C113 *	General Inorganic Chemistry II	5
or CHEM C113H*	General Inorganic Chemistry II – Honors	6
CHEM C221 *	Organic Chemistry I	5
CHEM C223 *	Organic Chemistry II	5
or CHEM C223H*	Organic Chemistry II – Honors	6
GEOG C101	Physical Geography Lecture	3
GEOG C102 *	Physical Geography Laboratory	1
GEOG C111 *	Physical Geography	4
GEOL C111 *	Physical Geology	4
MATH C121	Elementary Probability and Statistics	4
or MATH C121H	Elementary Probability and Statistics – Honors	5
MATH C130	Finite Mathematics	4
MATH C131	Basic Function and Calculus for Business	4
MATH C141	College Algebra	4
MATH C142	Trigonometry	4
MATH C151	Analytic Geometry and Calculus I	5
MATH C152	Analytic Geometry and Calculus II	5
MATH C251	Analytic Geometry and Calculus III	5
MATH C255	Ordinary Differential Equations	4
MATH C257	Linear Algebra	4
PHSC C105 *	General Earth Sciences	4
or PHSC C101	General Earth Sciences Lecture	3
PHSC C115 *	Physical Science	4
or PHSC C111	Physical Science Lecture	3
PHSC C121	Astronomy Lecture	3
PHSC C122*	Astronomy Laboratory	1
PHSC C125*	Astronomy	4
PHSC C131	Introduction to Meteorology	3
PHSC C132*	Introduction to Meteorology Laboratory	1
PHYS C111*	Mechanics	5
PHYS C113*	Electricity and Magnetism	5
PHYS C211*	Waves, Optics and Modern Physics	5
CSCI C251	Introduction to Visual Basic Programming	3
CSCI C252	Introduction to Computer Science	3
CSCI C265	Introductory C++ Programming	3

Complete one of the following general education patterns:

OPTION A	Cerro Coso Local General Education Pattern
OPTION B	CSU General Education Breadth
OPTION C	IGETC - Intersegmental General Education Transfer Curriculum

Liberal Arts: Social & Behavioral Sciences Associate in Arts Degree

The Liberal Arts: Social & Behavioral Sciences Associate in Arts Degree (60 units total, 18 units in the area of emphasis) is designed for students who wish to have a broad knowledge of liberal arts and sciences plus additional coursework in an area of emphasis. This area of emphasis would be an ideal choice for students who plan on transferring to the California State University (CSU) or University of California (UC) as students can satisfy general education requirements, plus focus on transferable course work that relates to majors at these institutions. Please consult with a counselor for information regarding your intended major at the specific college or university of your choice.

Courses in the Liberal Arts: Social & Behavioral Sciences AA degree emphasize the perspectives, concepts, theories and methodologies of the disciplines that comprise study in the Social and Behavioral Sciences. Students study about themselves and others as members of a larger society. Topics and discussion to stimulate critical thinking about ways people have acted in response to their societies allow students to evaluate how societies and social subgroups operate. This area of emphasis is appropriate for students intending to transfer into such majors as Anthropology, Economics, History, Political Science, and Sociology. If you have questions about whether this area of emphasis is an appropriate choice for your major, please consult with a counselor or educational advisor.

A minimum of 18 units are required in one Area of Emphasis listed below. For depth of study, 2 or more courses in one discipline required. For breadth of study, courses must be taken from 2 or more

disciplines within the Area of Emphasis. Courses selected may also be used to fulfill GE areas, refer to each transfer institution policy.

Courses required for the associate degree major at Cerro Coso Community College may not be the same as those required for the major at a four-year school. Consult a counselor and visit **http://www.assist.org/** to identify the courses needed for the major at your transfer school and to develop a plan that will best meet your goals.

You must complete a minimum of 60 units, including the courses listed in the area of emphasis and general education requirements, with an overall GPA of 2.0 or better, and a grade of "A," "B," or "C," in all courses of the area of emphasis. A minimum of 12 units must be completed at Cerro Coso Community College.

Your transfer institution may require some of the major course to be taken for a grade. Please consult a counselor and **http://www.assist.org/** to determine any limitations on Pass/No Pass grading in preparation courses.

Completion of the Cerro Coso Local General Education pattern DOES NOT prepare a student for transfer. If you are planning to transfer to a four-year school depending on your transfer goal you should select Option B or C only. Please consult with a counselor or educational advisor if you have any questions about which option is right for you.

Program Learning Outcomes

Upon successful completion of the program, the student will be able to

- Identify and apply methods, such as observation, hypothesis development, experimentation, evaluation of evidence, or measurement and data collection, used by social scientists to study human behavior.
- Identify and analyze theories explaining the individual, social, historical, political, or economic activities of men and women.

Courses

Note: Some courses within the major may have a required prerequisite. If you feel you have equivalent knowledge and skills to those included in the prerequisite course through professional experience, licensure or certification, you have the opportunity to submit a Prerequisite Challenge to be reviewed by the faculty chair. For the Prerequisite Challenge to be considered, you must submit documentation/verification to substantiate the basis for the challenge. Please consult a counselor for more information regarding Prerequisite Challenge.

Select at least 18 units from the following courses:

For depth of study, 2 or more courses in one discipline required. For breadth of study, courses must be taken from 2 or more disciplines within the Area of Emphasis.

ADMJ C101	Introduction to Administration of Justice	3 Units
ANTH C111	Cultural Anthropology	3
ANTH C121	Physical Anthropology	3
or ANTH C121H	Physical Anthropology - Honors	4
ANTH C131	Archaeology	3
CHDV C104	Child, Family and Community	3
CHDV C105	Infant and Toddler Development	3
CHDV C106	Child Growth and Development	3
ECON C101	Introduction to Economics	3
ECON C102	Macroeconomics	3
ECON C103	Microeconomics	3
HIST C103	Western Civilization I	3
or HIST C103H	Western Civilization I – Honors	4
HIST C104	Western Civilization II	3
or HIST C104H	Western Civilization II – Honors	4
HIST C131	History of United States I	3
or HIST C131H	History of United States I – Honors	4
HIST C132	History of United States II	3
or HIST 132H	History of United States II – Honors	4
HIST C209	History of Mexico	3
HIST C218	California History	3
MATH C121	Elementary Probability and Statistics	4
POLS C101	American Government	3
or POLS C101H	American Government – Honors	4
PSYC C101	General Psychology	3
or PSYC C101H	General Psychology – Honors	4
PSYC C211	Lifespan Development	3
PSYC C241	Abnormal Psychology	3
PSYC C251	Human Sexuality	3
PSYC C271	Research Methods in the Social and Behavioral Sciences	3
SOCI C101	Introduction to Sociology	3
SOCI C131	Sociology of Gender	3
SOCI C210	Diversity and Film	3
SOCI C220	Perspectives on Race, Class and Gender	3

Complete one of the following general education patterns:

OPTION A	Cerro Coso Local General Education Pattern
OPTION B	CSU General Education Breadth
OPTION C	IGETC - Intersegmental General Education Transfer Curriculum

Management Associate in Science Degree

The Management Associate in Science Degree (60 units total, 32 units in the major) is designed to provide students with the management skills necessary to succeed in today's technological business environment. Upon completion of this degree, the student will be able to demonstrate a general understanding of business, apply critical thinking skills to technical and managerial issues, make ethical decisions in a managerial context, and

apply management, supervision, and leadership skills in a diverse and complex environment.

This degree is not specifically designed for transfer. Students wishing to transfer are advised to consider the Business Administration AS-T degree.

Courses required for the Associate degree major at Cerro Coso Community College may not be the same as those required for a major at a four-year school. If you do plan to transfer, consult a counselor and visit **http://www.assist.org/** to identify the courses needed for the major at your transfer school and to develop a plan that will best meet your goals.

You must complete a minimum of 60 units, including the courses listed in the major and general education requirements, with an overall GPA of 2.0 or better, and a grade of "A," "B," or "C," in all courses for the major. A minimum of 12 units must be completed at Cerro Coso Community College.

Program Learning Outcomes

Upon successful completion of the program, the student will be able to

- Demonstrate a general understanding of the nature of business.
- Apply critical thinking skills (analysis, synthesis, evaluation) to technical and managerial issues in a business environment.
- Demonstrate the ability to make ethical decisions in a managerial context.
- Recognize skills necessary to provide management, supervision, and leadership in a diverse and complex environment.

Courses

Note: Some courses within the major may have a required prerequisite. If you feel you have equivalent knowledge and skills to those included in the prerequisite course through professional experience, licensure or certification, you have the opportunity to submit a Prerequisite Challenge to be reviewed by the faculty chair. For the Prerequisite Challenge to be considered, you must submit documentation/verification to substantiate the basis for the challenge. Please consult a counselor for more information regarding Prerequisite Challenge.

Complete all of the following courses:

BSAD C100	Introduction to Business	3 Units
BSAD C101	Financial Accounting	4
BSAD C102	Managerial Accounting	4
BSAD C131	Business Law	3
BSAD C145	Business Communication	3
BSAD C155	Human Resource Management	3
BSAD C220	Principles of Project Management	3
BSAD C222	Problem Solving, Decision Making, and Computer Applications in Business	3
BSAD C251	Principles of Management and Organizations	3
CSCI C101	Introduction to Computer Information Systems	3

Complete one of the following general education patterns:

OPTION A	Cerro Coso Local General Education Pattern
OPTION B	CSU General Education Breadth
OPTION C	IGETC - Intersegmental General Education Transfer Curriculum

Management Certificate of Achievement

The Management Certificate of Achievement (32 units) is designed to provide the non-degree seeking student with the management skills necessary to succeed in today's technological business environment. Upon completion of this certificate, the student will be able to demonstrate a general understanding of business, apply critical thinking skills to technical and managerial issues, make ethical decisions in a managerial context, and apply management, supervision, and leadership skills in a diverse and complex environment.

Complete each course to be applied toward the certificate with a "C" or better. Complete a minimum of 12 units in residence at Cerro Coso Community College.

Program Learning Outcomes

Upon successful completion of the program, the student will be able to

- Demonstrate a general understanding of the nature of business.
- Apply critical thinking skills (analysis, synthesis, evaluation) to technical and managerial issues in a business environment.
- Demonstrate the ability to make ethical decisions in a managerial context.
- Recognize skills necessary to provide management, supervision, and leadership in a diverse and complex environment.

Courses

Note: Some courses within the major may have a required prerequisite. If you feel you have equivalent knowledge and skills to those included in the prerequisite course through professional experience, licensure or certification, you have the opportunity to submit a Prerequisite Challenge to be reviewed by the faculty chair. For the Prerequisite Challenge to be considered, you must submit documentation/verification to substantiate the basis for the challenge. Please consult a counselor for more information regarding Prerequisite Challenge.

Complete all of the following courses:

BSAD C100	Introduction to Business	3 Units

BSAD C101	Financial Accounting	4
BSAD C102	Managerial Accounting	4
BSAD C131	Business Law	3
BSAD C145	Business Communication	3
BSAD C155	Human Resource Management	3
BSAD C220	Principles of Project Management	3
BSAD C222	Problem Solving, Decision Making, and Computer Applications in Business	3
BSAD C251	Principles of Management and Organizations	3
CSCI C101	Introduction to Computer Information Systems	3

Mathematics Associate in Science Degree for Transfer (AS-T)

The Associate in Science Degree in Mathematics for Transfer (60 units total, 22 units in major) prepares students for transfer to the CSU System to earn a baccalaureate in applied or theoretical mathematics, mathematics education, statistics, engineering, natural or physical science, or economics. Upon successful completion of the program students will be able to apply advanced mathematical concepts such as extending the concepts of derivatives, differentials, and integrals to include multiple independent variables, solving simple differential equations of the first and second order, and analyzing and modeling the behaviors of physical phenomena using calculus. Baccalaureate options for students include General Mathematics, Applied Mathematics, Mathematics Education, Statistics, Physics, Chemistry, Biology, Computer Science, Engineering, Computer Information Systems, Management Information Systems, and Economics. To complete the degree, students must fulfill both of the following requirements:

1. Completion of 60 semester units that are eligible for transfer to the California State University, including both of the following:
   a. The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth Requirements.
   b. A minimum of 18 semester units in a major or area of emphasis, as determined by the Kern Community College District Board of Trustees.
2. Obtainment of a minimum grade point average of 2.0

Please note that our local Cerro Coso general education pattern MAY NOT be used to fulfill the requirements of this degree and that all required Courses for the degree must be transferable to CSU.

Program Learning Outcomes

Upon successful completion of the program, the student will be able to

- Use the Cartesian, polar, cylindrical, and spherical coordinate systems effectively.
- Use scalar and vector products in applications.
- Use vector-valued functions to describe motion in space.
- Extend the concepts of derivatives, differentials, and integrals to include multiple independent variables.
- Solve simple differential equations of the first and second order.
- Analyze and model the behaviors of physical phenomena by applying advanced calculus concepts.
- Apply broad mathematical concepts to practical applications.

Courses

Note: Some courses within the major may have a required prerequisite. If you feel you have equivalent knowledge and skills to those included in the prerequisite course through professional experience, licensure or certification, you have the opportunity to submit a Prerequisite Challenge to be reviewed by the faculty chair. For the Prerequisite Challenge to be considered, you must submit documentation/verification to substantiate the basis for the challenge. Please consult a counselor for more information regarding Prerequisite Challenge.

Complete the following courses:

MATH C151	Analytic Geometry and Calculus I	5 Units
MATH C152	Analytic Geometry and Calculus II	5
MATH C251	Analytic Geometry and Calculus III	5

Choose a minimum of 7 units from below with at least 4 units from Area A:

Area A

MATH C255	Ordinary Differential Equations	4 Units
MATH C257	Linear Algebra	4

Area B

MATH C121	Elementary Probability and Statistics	4 Units
or MATH C121H	Elementary Probability and Statistics – Honors	5
PHYS C111	Mechanics	5
CSCI C251	Introduction to Visual Basic Programming	3
CSCI C252	Introduction to Computer Science	3
CSCI C265	Introductory C++ Programming	3

Complete one of the following general education patterns:

OPTION B	CSU General Education Breadth
OPTION C	IGETC - Intersegmental General Education Transfer Curriculum

Medical Assisting Associate in Science Degree

Medical Assisting Associate of Science Degree (60 units total, 32 units in the major) is designed around the Model Curriculum established by the California Community Colleges Chancellor's Office for preparation for the State Exam for Medical Assistants (CCBMA). This program provides the students with the opportunity to develop the necessary administrative and clinical skills needed to be an effective medical assistant.

Courses required for the Associate degree major at CCCC may not be the same as those required for the major at a four-year school. If you plan to transfer, consult a counselor and www.assist.org/ to identify the courses needed for the major at your transfer school and to develop a plan that will best meet your goals.

You must complete a minimum of 60 units, including the courses listed in the major and general education requirements, with an overall GPA of 2.0 or better, and a grade of "A," "B," "C," or "P" in all courses for the major. A minimum of 12 units must be completed at Cerro Coso Community College.

This program prepares students for careers in Medical Assisting. According to the United States Bureau of Labor Statistics, Medical Assisting is one of the nation's fastest growing careers with an expected growth of 34% between 2012 and 2018. Approximately 62 percent of medical assistants work in physician offices; 13 percent work in public and private hospitals including inpatient and outpatient facilities; 11 percent work in other health practitioner settings, such as chiropractor's and optometrist's offices.

Program Learning Outcomes

Upon successful completion of the program, the student will be able to

- Research online and traditional reference materials effectively to stay informed about emerging trends and breakthroughs in healthcare issues related to the medical assistant's role in healthcare.
- Perform Medical Assisting procedures competently, such as OSHA standards, electronic technologies, and medical records.
- Achieve entry level Medical Assisting competencies, such as verbal communication, medical and surgical aseptic, basic banking procedures, medical insurance, and physical assessments which satisfy industry needs.
- Identify State of California regulations that govern the healthcare industry for Medical Assistants.
- Exhibit depth and breadth of knowledge of concepts and principles of medical assisting.

Courses

Note: Some courses within the major have a required prerequisite. If you feel you have equivalent knowledge and skills to those included in the prerequisite course through professional experience, licensure or certification, you have the opportunity to submit a Prerequisite Challenge to be reviewed by the Department Chair. For the Prerequisite Challenge to be considered, you must submit documentation and verification to substantiate the basis for the challenge. Please see a counselor for more information about the Prerequisite Challenge process.

Complete all of the following courses:

Medical Assisting Core Courses

CSCI C070	Computer Literacy	1 Units
HCRS C130	Communication in Healthcare	2
HCRS C131	Medical Law and Ethics for Medical Assistants	1.5
HCRS C132	Electronic Health Record	1.5
HCRS C150	Medical Terminology for Health	3

Administrative Medical Assisting

BSOT C121	Beginning Word	1
BSOT C123	Beginning Excel	1
HCRS C133	Medical Office Procedures	3
HCRS C134	Medical Insurance and Billing	3
HCRS C135	Basic ICD and CPT Coding	2
HCRS C142	Medical Assistant Administrative Externship	1.5

Clinical Medical Assisting

HCRS C136	Clinical Medical Assisting I	3
HCRS C137	Clinical Medical Assisting II	3
HCRS C138	Medication Administration for Medical Assisting	2
HCRS C139	Laboratory Procedures	2
HCRS C143	Clinical Medical Assistant Externship	1.5

Complete one of the following general education patterns:

OPTION A	Cerro Coso Local General Education Pattern
OPTION B	CSU General Education Breadth
OPTION C	IGETC - Intersegmental General Education Transfer Curriculum

Medical Assisting: Administrative Medical Assisting Certificate of Achievement

Administrative Medical Assisting Certificate of Achievement (20.5 units) is designed around the Model Curriculum established by the California Community Colleges Chancellor's Office for preparation for the State Exam for Medical Assistants (CCBMA). This program provides the students with the opportunity to develop the

necessary administrative skills needed to be an effective medical assistant. This Certificate focuses on the physician's front office including receptionist, office management, billing, and coding.

Each course for this certificate must be completed with a grade of "C" or better, or with a grade of "P" if the course is taken on a pass/no pass basis.

This program prepares students for careers in Medical Assisting. According to the United States Bureau of Labor Statistics, Medical Assisting is one of the nation's fastest growing careers with an expected growth of 34% between 2012 and 2018. Approximately 62 percent of medical assistants work in physician offices; 13 percent work in public and private hospitals including inpatient and outpatient facilities; 11 percent work in other health practitioner settings, such as chiropractor's and optometrist's offices.

Program Learning Outcomes

Upon successful completion of the program, the student will be able to

- Research online and traditional reference materials effectively to stay informed about emerging trends and breakthroughs in healthcare issues related to the medical assistant's administrative role.
- Perform Administrative Medical Assisting procedures competently, such as OSHA standards, electronic technologies, and medical records.
- Achieve entry level Administrative Medical Assisting competencies, such as verbal communication, basic banking procedures, and medical insurance which satisfy industry needs.
- Identify State of California regulations that govern the healthcare industry for Medical Assistants.

Courses

Note: Some courses within the major have a required prerequisite. If you feel you have equivalent knowledge and skills to those included in the prerequisite course through professional experience, licensure or certification, you have the opportunity to submit a Prerequisite Challenge to be reviewed by the Department Chair. For the Prerequisite Challenge to be considered, you must submit documentation and verification to substantiate the basis for the challenge. Please see a counselor for more information about the Prerequisite Challenge process.

Complete all of the following courses:

Medical Assisting Core Courses

CSCI C070	Computer Literacy	1 Units
HCRS C130	Communication in Healthcare	2
HCRS C131	Medical Law and Ethics for Medical Assistants	1.5
HCRS C132	Electronic Health Record	1.5
HCRS C150	Medical Terminology for Health	3

Administrative Medical Assisting

BSOT C121	Beginning Word	1
BSOT C123	Beginning Excel	1
HCRS C133	Medical Office Procedures	3
HCRS C134	Medical Insurance and Billing	3
HCRS C135	Basic ICD and CPT Coding	2
HCRS C142	Medical Assistant Administrative Externship	1.5

Medical Assisting: Clinical Medical Assisting Certificate of Achievement

The Clinical Medical Assisting Certificate of Achi8evement (20.5 units) is an integral multi-skilled member of the health care team, working under the supervision of the health care provider. The Clinical Medical Assisting has an interdependent role acting as an agent for the health care provider and a consumer advocate by providing professional and technical support in an empathetic and caring manner. This Certificate focuses on the physician's back office including patient assessment, physician's laboratory, and medication administration. It is designed around the Model Curriculum established by the California Community Colleges Chancellor's Office for preparation for the State Exam for Medical Assistants (CCBMA). This program provides the students with the opportunity to develop the necessary clinical skills needed to be an effective medical assistant.

Each course for this certificate must be completed with a grade of "C" or better, or with a grade of "P" if the course is taken on a pass/no pass basis.

This program prepares students for careers in Medical Assisting. According to the United States Bureau of Labor Statistics, Medical Assisting is one of the nation's fastest growing careers with an expected growth of 34% between 2012 and 2018. Approximately 62 percent of medical assistants work in physician offices; 13 percent work in public and private hospitals including inpatient and outpatient facilities; 11 percent work in other health practitioner settings, such as chiropractor's and optometrist's offices.

Program Learning Outcomes

Upon successful completion of the program, the student will be able to

- Research online and traditional reference materials effectively to stay informed about emerging trends and breakthroughs in healthcare issues related to the medical assistant's clinical role.
- Perform Clinical Medical Assisting procedures

competently, such as OSHA standards, electronic technologies, and medical records.

- Achieve entry level Clinical Medical Assisting competencies, such as verbal communication, medical and surgical aseptic technique, and physical assessments which satisfy industry needs.
- Identify State of California regulations that govern the healthcare industry for Medical Assistants.

Courses

Note: Some courses within the major have a required prerequisite. If you feel you have equivalent knowledge and skills to those included in the prerequisite course through professional experience, licensure or certification, you have the opportunity to submit a Prerequisite Challenge to be reviewed by the Department Chair. For the Prerequisite Challenge to be considered, you must submit documentation and verification to substantiate the basis for the challenge. Please see a counselor for more information about the Prerequisite Challenge process.

Complete all of the following courses:

Medical Assisting Core Courses

CSCI C070	Computer Literacy	1 Units
HCRS C130	Communication in Healthcare	2
HCRS C131	Medical Law and Ethics for Medical Assistants	1.5
HCRS C132	Electronic Health Record	1.5
HCRS C150	Medical Terminology for Health	3

Clinical Medical Assisting

HCRS C136	Clinical Medical Assisting I	3
HCRS C137	Clinical Medical Assisting II	3
HCRS C138	Medication Administration for Medical Assisting	2
HCRS C139	Laboratory Procedures	2
HCRS C143	Clinical Medical Assistant Externship	1.5

Paralegal Studies Associate in Science Degree

The Paralegal Studies Associate in Science Degree (60 units total, 32 units in the major): This program is designed to prepare students for work in the legal environment as either professional paralegals or legal assistants. Students receive training in all aspects of the legal system including the court system, legal research, client interviews, legal briefs, and court procedures. Employment preparation for career opportunities with private attorneys, local court jurisdictions, corporate law offices, and self-employment as an independent paralegal or document preparer.

This degree is not specifically designed for transfer. Courses required for the associate degree major at Cerro Coso Community College may not be the same as those required for the major at a four-year school. If you plan to transfer, consult a counselor and **http://www.assist.org/** to identify the courses needed for the major at your transfer school and to develop a plan that will best meet your goals.

You must complete a minimum of 60 units, including the courses listed in the major and general education requirements, with an overall GPA of 2.0 or better, and a grade of "A," "B," or "C," in all courses for the major. A minimum of 12 units must be completed at Cerro Coso Community College.

This program prepares students for careers in Paralegal Studies. Employment preparation for career opportunities with private attorneys, local court jurisdictions, corporate law offices, and self-employment as an independent paralegal or document preparer.

Program Learning Outcomes

Upon successful completion of the program, the student will be able to

- Analyze data and information to assist attorneys with client's case throughout the legal process.
- Locate and analyze relevant primary and secondary legal sources in electronic and print media.
- Apply investigative functions and techniques to gather information from witnesses and other sources.
- Process legal documents and maintain legal schedules.
- Draft and organize legal documents and records including pretrial preparation.

Courses

Note: Some courses within the major may have a required prerequisite. If you feel you have equivalent knowledge and skills to those included in the prerequisite course through professional experience, licensure or certification, you have the opportunity to submit a Prerequisite Challenge to be reviewed by the faculty chair. For the Prerequisite Challenge to be considered, you must submit documentation/verification to substantiate the basis for the challenge. Please consult a counselor for more information regarding Prerequisite Challenge.

Complete all of the following courses:

BSAD C131	Business Law	3 Units
PARA C101	Introduction to Paralegal Studies	3
PARA C112	Legal Research & Writing I	3
PARA C122	Legal Research & Writing II	3
PARA C130	Civil Litigation & Procedure I	3
PARA C140	Civil Litigation & Procedure II	3
PARA C190	Legal Ethics	3
PARA C210	California and Federal Civil Procedure Legal Forms	3

Select a minimum of 8 units from the following courses:

PARA C150	Law Office Management	3 Units
PARA C220	Bankruptcy Law	3

PARA C230	Probate Law	3
PARA C240	Criminal Law & Procedure	3
PARA C250	Family Law	3
PARA C260	Personal Injury and Tort Litigation	3
PARA C270	Real Property Law	2
PARA C280	Workers' Compensation Law	2

Complete one of the following general education patterns:

OPTION A	Cerro Coso Local General Education Pattern
OPTION B	CSU General Education Breadth
OPTION C	IGETC - Intersegmental General Education Transfer Curriculum

Paralegal Studies Certificate of Achievement

Paralegal Studies Certificate Of Achievement (32 units): This program is designed to prepare students for work in the legal environment as either professional paralegals or legal assistants. Students receive training in all aspects of the legal system including the court system, legal research, client interviews, legal briefs, and court procedures. Employment preparation for career opportunities with private attorneys, local court jurisdictions, corporate law offices, and self-employment as an independent paralegal or document preparer.

Each course for this certificate must be completed with a grade of "C" or better, or with a grade of "P" if the course is taken on a pass/no pass basis.

This program prepares students for careers in Paralegal: Paralegals, Legal Assistant, Legal secretary, Title Examiner, Legal Support Worker.

Program Learning Outcomes

Upon successful completion of the program, the student will be able to

- Analyze data and information to assist attorneys with client's case throughout the legal process.
- Locate and analyze relevant primary and secondary legal sources in electronic and print media.
- Apply investigative functions and techniques to gather information from witnesses and other sources.
- Process legal documents and maintain legal schedules.
- Draft and organize legal documents and records including pretrial preparation.

Courses

Note: Some courses within the major may have a required prerequisite. If you feel you have equivalent knowledge and skills to those included in the prerequisite course through professional experience, licensure or certification, you have the opportunity to submit a Prerequisite Challenge to be reviewed by the faculty chair. For the Prerequisite Challenge to be considered, you must submit documentation/verification to substantiate the basis for the challenge. Please consult a counselor for more information regarding Prerequisite Challenge.

Complete all of the following courses:

BSAD C131	Business Law	3 Units
PARA C101	Introduction to Paralegal Studies	3
PARA C112	Legal Research & Writing I	3
PARA C122	Legal Research & Writing II	3
PARA C130	Civil Litigation & Procedure I	3
PARA C140	Civil Litigation & Procedure II	3
PARA C190	Legal Ethics	3
PARA C210	California and Federal Civil Procedure Legal Forms	3

Select a minimum of 8 units from the following courses:

PARA C150	Law Office Management	3 Units
PARA C220	Bankruptcy Law	3
PARA C230	Probate Law	3
PARA C240	Criminal Law & Procedure	3
PARA C250	Family Law	3
PARA C260	Personal Injury and Tort Litigation	3
PARA C270	Real Property Law	2
PARA C280	Workers' Compensation Law	2

Disclosures

Gainful Employment information for this program may be found at **http://www.cerrocoso.edu/academics/programs**.

Psychology Associate in Arts Degree for Transfer (AA-T)

The Associate in Arts in Psychology for Transfer (60 units total, 19-23 units in the major): This course of study prepares students for transfer to the CSU System to earn a baccalaureate in applied or basic psychology. Upon successful completion of the program students will be able to apply psychological principles to the development of interpersonal, social and occupational skills, compare and contrast major theoretical perspectives in psychology and evaluate psychological and social and cultural data using the scientific method. Baccalaureate options for students include basic psychology, applied psychology, elementary and secondary education, human resources and social work. To complete the degree, students must fulfill both of the following requirements.

1. Completion of 60 semester units that are eligible for transfer to the California State University, including both of the following:
   a. The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth Requirements.

b. A minimum of 18 semester units in a major or area of emphasis, as determined by the Kern Community College District Board of Trustees.

2. Obtainment of a minimum grade point average of 2.0

Please note that our local Cerro Coso general education pattern may not be used to fulfill the requirements of this degree and that all required courses for the degree must be transferable to CSU.

Program Learning Outcomes

Upon successful completion of the program, the student will be able to

- The student will be able to apply psychological principles to the development of interpersonal, social, and occupational skills.
- The student will be able to compare and contrast the major theoretical perspectives in psychology.
- The student will be able to evaluate psychological data and apply the scientific method to psychological theory.

Courses

Note: Some courses within the major have a required prerequisite. If you feel you have equivalent knowledge and skills to those included in the prerequisite course through professional experience, licensure or certification, you have the opportunity to submit a Prerequisite Challenge to be reviewed by the Department Chair. For the Prerequisite Challenge to be considered, you must submit documentation and verification to substantiate the basis for the challenge. Please see a counselor for more information about the Prerequisite Challenge process.

Complete all of the following courses:

MATH C121	Elementary Probability and Statistics	4
or MATH C121H	Elementary Probability and Statistics - Honors	5
PSYC C101	General Psychology	3
or PSYC C101H	General Psychology Honors	4
PSYC C271	Research Methods in the Social and Behavioral Sciences	3

List A - Select one course:

BIOL C105	Concepts of Biology	4
or BIOL C105H	Concepts of Biology Honors	5
PSYC C220	Physiological Psychology	3

List B - Select one course or any list A course not used above:

PSYC C211	Lifespan Development	3

List C - Select one course or any course not selected above:

PSYC C241	Abnormal Psychology	3
PSYC C251	Human Sexuality	3
SOCI C101	Introduction to Sociology	3

Complete one of the following general education patterns:

OPTION B	CSU General Education Breadth
OPTION C	IGETC—Intersegmental General Education Transfer Curriculum

Studio Arts Associate in Arts Degree for Transfer (AA-T)

The Associate in Arts Degree in Studio Arts for Transfer (60 units total, 24 units in major) prepares students for transfer to complete work for a baccalaureate degree in Arts, Studio Arts, Fine Arts, Art History, or Art Education. Upon successful completion of the program, students will know how to analyze and interpret the formal, technical, and expressive aspects of a work of art, whether as a viewer or creator. They will also demonstrate proficiency in basic art techniques. The program is appropriate for students going on to professional art school, as well as those completing their studies in fine arts, design fields (such as graphic and media arts, industrial and product design), art education, or art therapy. To complete the degree, students must fulfill both of the following requirements:

1. Completion of 60 semester units that are eligible for transfer to the California State University, including both of the following:
   a. The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth Requirements.
   b. A minimum of 18 semester units in a major or area of emphasis, as determined by the Kern Community College District Board of Trustees.
2. Obtainment of a minimum grade point average of 2.0

Please note that our local Cerro Coso general education pattern MAY NOT be used to fulfill the requirements of this degree and that all required courses for the degree must be transferable to CSU.

Program Learning Outcomes

Upon successful completion of the program, the student will be able to

- Demonstrate knowledge of the arts through associated terminology, historical practices and contemporary developments.
- Identify the formal, technical and expressive aspects in visual artworks, using critical skills to describe, analyze, interpret and evaluate such works.
- Demonstrate proficiency in basic foundation level art techniques and practices.
- Use a wide range of materials and means of

expression to communicate visual ideas, including traditional or digital studio practices.

Courses

Note: Some courses within the major have a required prerequisite. If you feel you have equivalent knowledge and skills to those included in the prerequisite course through professional experience, licensure or certification, you have the opportunity to submit a Prerequisite Challenge to be reviewed by the Department Chair. For the Prerequisite Challenge to be considered, you must submit documentation and verification to substantiate the basis for the challenge. Please see a counselor for more information about the Prerequisite Challenge process.

Complete all of the following courses:

ART C106	History of Western Art II	3 Units
ART C111	Two Dimensional Design	3
ART C115	Three Dimensional Design	3
ART C121	Drawing I	3

Select 3 units from the following courses:

ART C105	History of Western Art I	3
ART C101	Introduction to Art	3

Select 9 units from the following courses:

ART C131	Painting I	3
ART C141	Ceramics I	3
ART C151	Sculpture I	3
ART C221	Drawing II	3
ART C231	Painting II	3
ART C240	Ceramics II	3

Complete one of the following general education patterns:

OPTION B	CSU General Education Breadth
OPTION C	IGETC—Intersegmental General Education Transfer Curriculum

Vocational Nursing Associate in Science Degree

Vocational Nursing Associate in Science Degree (60 units total, 47.5 units in the major): This course of study is an intensive program totaling 1,662 hours approved by the Board of Vocational Nursing and Psychiatric Technicians. The hours include anatomy and physiology, psychology, certified nurse aide (CNA), nursing theory, and supervised clinical nursing experiences. Concepts integrated throughout the first semester of the program include: fundamentals of nursing, geriatrics, nutrition, and pharmacology. Nursing care of clients with various adult medical-surgical conditions is integrated throughout three semesters of the program. Course content also includes concepts of growth and development, normal obstetrics and pediatrics. After successful completion of the program, the student is eligible to take the licensure examination provided by the National Council of State Board of Nursing (NCLEX-PN).

All prerequisites must be successfully completed with a grade of "C" or better before entering the program. Students must also possess a current CNA certificate.

For information regarding the process of application and admission in the program, interested students should contact the Counseling Center or the Director of Vocational Nursing Program.

This degree is not specifically designed for transfer. Courses required for the associate degree major at Cerro Coso Community College may not be the same as those required for the major at a four-year school. If you plan to transfer, consult a counselor and **http://www.assist.org/** to identify the courses needed for the major at your transfer school and to develop a plan that will best meet your goals.

You must complete a minimum of 60 units, including the courses listed in the major and general education requirements, with an overall GPA of 2.0 or better, and a grade of "A," "B," or "C," in all courses for the major. A minimum of 12 units must be completed at Cerro Coso Community College.

This program prepares students for careers in Vocational Nursing. Vocational Nurses work in physician offices, acute care settings, and long term care settings.

Program Learning Outcomes

Upon successful completion of the program, the student will be able to

- Identify the etiology, pathophysiology, and signs and symptoms of disorders of all body systems and stages of development.
- Demonstrate an understanding of the nursing process.
- Take a leadership role in both the profession of Vocational Nursing and in the community.
- Successfully pass the State Mandated NCLEX-PN Boards.

Courses

Note: Some courses within the major may have a required prerequisite. If you feel you have equivalent knowledge and skills to those included in the prerequisite course through professional experience, licensure or certification, you have the opportunity to submit a Prerequisite Challenge to be reviewed by the faculty chair. For the Prerequisite Challenge to be considered, you must submit documentation/verification to substantiate the basis for the challenge. Please consult a counselor for more information regarding Prerequisite Challenge.

Complete all of the following courses:

Semester I

HCRS C100	Fundamentals of Nursing	3 Units

HCRS C103	Medical Surgical Nursing	3
HCRS C107	Basic Pharmacology Vocational Nursing	2
HCRS C113	Vocational Nursing Lab I	6
HCRS C070	CPR for the Healthcare Provider	0.5
or EMTC C070	CPR for the Healthcare Provider	0.5

Semester II

HCRS C204	Medical Surgical Nursing II	9 Units
HCRS C214	Clinical Nursing II	6

Semester III

HCRS C205	Medical Surgical Nursing III	3.5 Units
HCRS C206	Maternal/Child Nursing	3
HCRS C207	Advanced Pharmacology	1
HCRS C208	Critical Thinking and Leadership for the Vocational Nurse	1.5
HCRS C216	Clinical Nursing III	6

Select 3 units from the following courses:

HCRS C230	Pharmacology for the Health Professional	3 Units
HCRS C240	Nutrition and Diet Therapy	3
HCRS C250	Cultural Diversity in Health Care	3
HCRS C255	Basic Cardiac Rhythm Interpretation	3
HCRS C260	Ethics for the Health Professional	3

Complete one of the following general education patterns:

OPTION A	Cerro Coso Local General Education Pattern
OPTION B	CSU General Education Breadth
OPTION C	IGETC - Intersegmental General Education Transfer Curriculum

Conditions of Enrollment

Vocational Nursing requires the completion of prerequisite courses for entrance into the program.

BIOL C125	Survey of Anatomy and Physiology	4 Units
or BIOL C251	Human Anatomy	4
and BIOL C255	Human Physiology	4
CSCI C070	Computer Literacy	1
HCRS C055	Certified Nursing Assistant	5
HCRS C150	Medical Terminology for Health	3
PSYC C101	General Psychology	3
or PSYC C101H	General Psychology - Honors	4

Enrollment is through counseling only.

Vocational Nursing Certificate of Achievement

Vocational Nursing Certificate of Achievement (47.5 units): This course of study is an intensive program totaling 1,662 hours approved by the Board of Vocational Nursing and Psychiatric Technicians. The hours include anatomy and physiology, psychology, certified nurse aide (CNA), nursing theory, and supervised clinical nursing experiences. Concepts integrated throughout the first semester of the program include: fundamentals of nursing, geriatrics, nutrition, and pharmacology. Nursing care of clients with various adult medical-surgical conditions is integrated throughout three semesters of the program. Course content also includes concepts of growth and development, normal obstetrics and pediatrics. After successful completion of the program, the student is eligible to take the licensure examination provided by the National Council of State Board of Nursing (NCLEX-PN).

All prerequisites must be successfully completed with a grade of "C" or better before entering the program. Students must also possess a current CNA certificate.

For information regarding the process of application and admission in the program, interested students should contact the Counseling Center or the Director of Vocational Nursing Program.

This program prepares students for careers in Vocational Nursing. Vocational nurses work in physician offices, acute care settings, and long term care settings.

Program Learning Outcomes

Upon successful completion of the program, the student will be able to

- Identify the etiology, pathophysiology, and signs and symptoms of disorders of all body systems and stages of development.
- Demonstrate an understanding of the nursing process.
- Take a leadership role in both the profession of Vocational Nursing and in the community.
- Successfully pass the State Mandated NCLEX-PN Boards.

Courses

Note: Some courses within the major may have a required prerequisite. If you feel you have equivalent knowledge and skills to those included in the prerequisite course through professional experience, licensure or certification, you have the opportunity to submit a Prerequisite Challenge to be reviewed by the faculty chair. For the Prerequisite Challenge to be considered, you must submit documentation/verification to substantiate the basis for the challenge. Please consult a counselor for more information regarding Prerequisite Challenge.

Complete all of the following courses:

Semester I

HCRS C100	Fundamentals of Nursing	3 Units
HCRS C103	Medical Surgical Nursing	3
HCRS C107	Basic Pharmacology Vocational Nursing	2
HCRS C113	Vocational Nursing Lab I	6
HCRS C070	CPR for the Healthcare Provider	0.5
or EMTC C070	CPR for the Healthcare Provider	0.5

Semester II

HCRS C204	Medical Surgical Nursing II	9 Units
HCRS C214	Clinical Nursing II	6

Semester III

HCRS C205	Medical Surgical Nursing III	3.5 Units
HCRS C206	Maternal/Child Nursing	3
HCRS C207	Advanced Pharmacology	1
HCRS C208	Critical Thinking and Leadership for the Vocational Nurse	1.5
HCRS C216	Clinical Nursing III	6

Select 3 units from the following courses:

HCRS C230	Pharmacology for the Health Professional	3 Units
HCRS C240	Nutrition and Diet Therapy	3
HCRS C250	Cultural Diversity in Health Care	3
HCRS C255	Basic Cardiac Rhythm Interpretation	3
HCRS C260	Ethics for the Health Professional	3

Conditions of Enrollment

Vocational Nursing requires the completion of prerequisite courses for entrance into the program.

BIOL C125	Survey of Anatomy and Physiology	4 Units
or BIOL C251	Human Anatomy	4
and BIOL C255	Human Physiology	4
CSCI C070	Computer Literacy	1
HCRS C055	Certified Nursing Assistant	5
HCRS C150	Medical Terminology for Health	3
PSYC C101	General Psychology	3
or PSYC C101H	General Psychology - Honors	4

Enrollment is through counseling only.

Disclosures

Gainful Employment information for this program may be found at **http://www.cerrocoso.edu/academics/programs**.

Web Professional Associate in Science Degree

The Web Professional Associate of Science Degree (60 units total, 33 units in major) prepares students for employment or self-employment in the Web industry by emphasizing standards-based coding and scripting, creative problem solving, usability, accessibility, media production, e-commerce concepts, project management, and networking. Students obtain skills in Adobe Dreamweaver, Fireworks, Flash, Illustrator, and Photoshop, as well as open source products. The curriculum has the objective of developing technical and design skills, a combination of competencies that employers and clients value. Students develop realistic expectations about work conditions through individual and collaborative work-based projects and by learning in the same technological environment in which they will eventually work. The curriculum is also designed to equip students for Certified Internet Web Professional certifications, including the Web Foundations Associate Series, the Web Design Specialist, and the E-commerce Specialist.

This degree is NOT specifically designed for transfer. Courses required for the Associate degree major at Cerro Coso Community College may not be the same as those required for a major at a four-year school. If you do plan to transfer, consult a counselor and visit www.assist.org/ to identify the courses needed for the major at your transfer school and to develop a plan that will best meet your goals.

You must complete a minimum of 60 units, including the courses listed in the major and general education requirements, with an overall GPA of 2.0 or better, and a grade of "A," "B," "C," or "P" in all courses for the major. A minimum of 12 units must be completed at Cerro Coso Community College.

Program Learning Outcomes

Upon successful completion of the program, the student will be able to

- Identify concepts of Internet technology, networking, databases, and electronic communications.
- Demonstrate technical and creative mastery of the creation of Web media, such as graphics, motion graphics, and interactive media.
- Use valid markup, cascading style sheets, semantic encoding, accessibility compliance, and error-free scripting in the creation of Web content.
- Apply design principles to solve visual communication problems.
- Demonstrate lifelong learning skills in effective collaboration, leadership, written communication, management, and information search and retrieval.

Courses

Note: Some courses within the major have a required prerequisite. If you feel you have equivalent knowledge and skills to those included in the prerequisite course through professional experience, licensure or certification, you have the opportunity to submit a Prerequisite Challenge to be reviewed by the Department Chair. For the Prerequisite Challenge to be considered, you must submit documentation and verification to substantiate the basis for the challenge. Please see a counselor for more information about the Prerequisite Challenge process.

Complete all the following courses.

CSCI C101	Intro to Computer Info Systems	3 Units
CSCI C143	Network+ Fundamentals of Networks	3
DMA C102	Digital Imaging	3
DMA C111	Fundamentals of Web Development	3
DMA C113	Accessibility and Usability	3
DMA C117	Web Design w/Dreamweaver	3
DMA C119	Advanced Web Development	3

DMA C211	Web Scripting w/JavaScript	3
DMA C201	E-Commerce	3
DMA C213	Web Development with PHP and MySQL	3
DMA C280	Web Production Management	3

Complete one of the following general education patterns:

OPTION A	Cerro Coso Local General Education Pattern
OPTION B	CSU General Education Breadth
OPTION C	IGETC—Intersegmental General Education Transfer Curriculum

Web Professional Certificate of Achievement

The Web Professional Certificate of Achievement (33 Units) is designed to prepare students for employment or self-employment in the Web industry by emphasizing standards-based coding and scripting, creative problem solving, usability, accessibility, media production, e-commerce concepts, project management, and networking. Students obtain skills in Adobe Dreamweaver, Fireworks, Flash, Illustrator, and Photoshop, as well as open source products. The curriculum has the objective of developing technical and design skills, a combination of competencies that employers and clients value. Students develop realistic expectations about work conditions through individual and collaborative work-based projects and by learning in the same technological environment in which they will eventually work. The curriculum is also designed to equip students for Certified Internet Web Professional certifications, including the Web Foundations Associate Series, the Web Design Specialist, and the E-commerce Specialist.

Each course for this certificate must be completed with a grade of "C" or better, or with a grade of "P" if the course is taken on a pass/no pass basis.

Program Learning Outcomes

Upon successful completion of the program, the student will be able to

- Identify concepts of Internet technology, networking, databases, and electronic communications.
- Demonstrate technical and creative mastery of the creation of Web media, such as graphics, motion graphics, and interactive media.
- Use valid markup, cascading style sheets, semantic encoding, accessibility compliance, and error-free scripting in the creation of Web content.
- Apply design principles to solve visual communication problems.
- Demonstrate lifelong learning skills in effective collaboration, leadership, written communication, management, and information search and retrieval.

Courses

Note: Some courses within the major have a required prerequisite. If you feel you have equivalent knowledge and skills to those included in the prerequisite course through professional experience, licensure or certification, you have the opportunity to submit a Prerequisite Challenge to be reviewed by the Department Chair. For the Prerequisite Challenge to be considered, you must submit documentation and verification to substantiate the basis for the challenge. Please see a counselor for more information about the Prerequisite Challenge process.

Complete all of the following courses.

CSCI C101	Intro to Computer Info Systems	3 Units
CSCI C143	Network+ Fundamentals of Networks	3
DMA C102	Digital Imaging	3
DMA C111	Fundamentals of Web Development	3
DMA C113	Accessibility and Usability	3
DMA C117	Web Design w/Dreamweaver	3
DMA C119	Advanced Web Development	3
DMA C201	E-Commerce	3
DMA C211	Web Scripting with JavaScript	3
DMA C213	Web Development with PHP and MySQL	3
DMA C280	Web Production Management	3

Disclosures

Gainful Employment information for this program may be found at **http://www.cerrocoso.edu/academics/programs**.

Welding Technology Associate in Science Degree

The Welding Technology Associate in Science Degree (60 units total, 21 units in the major) trains students in multiple welding processes and is designed to prepare them for an entry-level welding position in diverse fields. Safe and clean work habits are practiced and personal protective equipment is required. Career areas in which welders work include: mining, manufacturing, marine welding, ship building, metal art sculpting, machine shops, construction, railroads, automotive, as well as the aircraft, aerospace and renewable energy industries.

This degree is not specifically designed for transfer. Courses required for the associate degree major at Cerro Coso Community College may not be the same as those required for the major at a four-year school. If you plan to transfer, consult a counselor and **http://www.assist.org/** to identify the courses needed for the major at your transfer school and to develop a plan that will best meet your goals.

You must complete a minimum of 60 units, including the courses listed in the major and general

education requirements, with an overall GPA of 2.0 or better, and a grade of "A," "B," or "C," in all courses for the major. A minimum of 12 units must be completed at Cerro Coso Community College.

Program Learning Outcomes

Upon successful completion of the program, the student will be able to

- Demonstrate competency in major welding processes used in industry.
- Apply welding processes and the use of hand tools and shop equipment to fabricate projects.
- Recognize and interpret technical drawings in the planning and fabrication of projects.
- Demonstrate appropriate workplace safety policies and procedures during welding and fabrication operations.
- Apply mathematical concepts to solve problems related to an industrial/technical environment.

Courses

Note: Some courses within the major may have a required prerequisite. If you feel you have equivalent knowledge and skills to those included in the prerequisite course through professional experience, licensure or certification, you have the opportunity to submit a Prerequisite Challenge to be reviewed by the faculty chair. For the Prerequisite Challenge to be considered, you must submit documentation/verification to substantiate the basis for the challenge. Please consult a counselor for more information regarding Prerequisite Challenge.

Complete all of the following courses:

DRFT C108	Reading Technical Drawings	3 Units
MCTL C107	Basic Hand Tools	2
MATH C056	Technical Math for Trades	4
WELD C101	Oxyacetylene Welding	3
WELD C102	Shielded Metal Arc Welding (SMAW)	2
WELD C200	Gas Metal Arc Welding (GMAW)	2
WELD C201	Welding Fabrication	3
WELD C203	Gas Tungsten Arc Welding (GTAW)	2

Complete one of the following general education patterns:

OPTION A	Cerro Coso Local General Education Pattern
OPTION B	CSU General Education Breadth
OPTION C	IGETC - Intersegmental General Education Transfer Curriculum

Welding Technology Certificate of Achievement

Welding Technology Certificate of Achievement (21 units): This course of study trains students in multiple welding processes and is designed to prepare them for an entry-level welding position in diverse fields. Safe and clean work habits are practiced and personal protective equipment is required. Any student completing the Courses required for the Welding Technology major qualifies for a certificate in Welding Technology.

Complete each course to be applied toward the certificate with a grade of "C" or better. Complete a minimum of 12 units in residence at Cerro Coso Community College.

Program Learning Outcomes

Upon successful completion of the program, the student will be able to

- Demonstrate competency in major welding processes used in industry.
- Apply welding processes and the use of hand tools and shop equipment to fabricate projects.
- Recognize and interpret technical drawings in the planning and fabrication of projects.
- Demonstrate appropriate workplace safety policies and procedures during welding and fabrication operations.
- Apply mathematical concepts to solve problems related to an industrial/technical environment.

Courses

Note: Some courses within the major may have a required prerequisite. If you feel you have equivalent knowledge and skills to those included in the prerequisite course through professional experience, licensure or certification, you have the opportunity to submit a Prerequisite Challenge to be reviewed by the faculty chair. For the Prerequisite Challenge to be considered, you must submit documentation/verification to substantiate the basis for the challenge. Please consult a counselor for more information regarding Prerequisite Challenge.

Complete all of the following courses:

DRFT C108	Reading Technical Drawings	3 Units
MCTL C107	Basic Hand Tools	2
MATH C056	Technical Math for Trades	4
WELD C101	Oxyacetylene Welding	3
WELD C102	Shielded Metal Arc Welding (SMAW)	2
WELD C200	Gas Metal Arc Welding (GMAW)	2
WELD C201	Welding Fabrication	3
WELD C203	Gas Tungsten Arc Welding (GTAW)	2

Welding Processes Certificate of Achievement

Welding Processes Certificate of Achievement (12 units): This certificate provides a focus on the major welding and cutting processes for building or upgrading skills and is also a foundation for the two-year degree.

Complete each course to be applied toward the certificate with a grade of "C" or better. Complete a minimum of 12 units in residence at Cerro Coso Community College.

Program Learning Outcomes

Upon successful completion of the program, the student will be able to

- Demonstrate competency in major welding processes used in industry.
- Apply welding processes and the use of hand tools and shop equipment to fabricate projects.
- Accurately fabricate items from technical drawings using appropriate math skills.
- Apply and practice workplace safety policies and procedures while learning welding and related skills.

Courses

Note: Some courses within the major may have a required prerequisite. If you feel you have equivalent knowledge and skills to those included in the prerequisite course through professional experience, licensure or certification, you have the opportunity to submit a Prerequisite Challenge to be reviewed by the faculty chair. For the Prerequisite Challenge to be considered, you must submit documentation/verification to substantiate the basis for the challenge. Please consult a counselor for more information regarding Prerequisite Challenge.

Complete all of the following courses:

WELD C101	Oxyacetylene Welding	3 Units
WELD C102	Shielded Metal Arc Welding (SMAW)	2
WELD C200	Gas Metal Arc Welding (GMAW)	2
WELD C201	Welding Fabrication	3
WELD C203	Gas Tungsten Arc Welding (GTAW)	2

COURSE DESCRIPTIONS

Cerro Coso Community College offers a comprehensive program of instruction for students who wish to transfer to four-year institutions, complete an Associate degree, train for specific occupations, or develop basic skills and knowledge.

The following section includes a description of courses which the Board of Trustees has authorized the college to offer.

COURSE CODE INDEX

Course Numbers
Courses are divided into the following major categories:

001-019	Non-credit or Adult Education courses.
020-049	Courses which prepare students to enroll in degree-level courses and/or provide enrichment opportunities. These courses do not carry degree credit.
050-099	Associate-degree and certificate level. Baccalaureate transferability is subject to review by individual transfer institutions.
100-199	Associate-degree and certificate level courses that are generally baccalaureate transferable as freshman level. (Course-by-course designations of transferability are noted in course descriptions according to the key listed below.)
200-299	Associate-degree and certificate courses that are generally baccalaureate transferable as sophomore level.

Course Level and Transfer Codes
The level and transfer applicability of each course is designated by the following letter symbols:

A	Applicable to all Associate degree and certificate programs.
UC	Baccalaureate transferable to the University of California
N	New course submitted to the University of California system for transfer acceptance; verified with the Counseling Center.
CSU	Baccalaureate transferable to the California State University system.
P	Preparatory courses which do not carry degree-level credit.
X	Non-credit courses.

Administration of Justice

ADMJ C062 A 1.00 Unit
Special Topics in Administration of Justice

Repeat Status: Not repeatable

This course is designed to update current peace officers' training with current laws, procedures, and practices. This course does not fulfill core or elective requirements for a certificate or degree in the field of Administration of Justice. 0-18 hours lecture/0-54 hours laboratory.

ADMJ C063 A 0.50 Units
Special Topics in Administration of Justice

Advisory: ENGL C070
Repeat Status: Not repeatable

This course is designed to update current peace officers' training with current laws, procedures, and practices. This course does not fulfill core or elective requirements for a certificate or degree in the field of Administration of Justice. 0-9 hours lecture/0-27 hours laboratory.

ADMJ C101 A/UC/CSU 3.00 Units
Introduction to Administration of Justice

Advisory: ENGL C070
Repeat Status: Not repeatable

This is a comprehensive course on the Criminal Justice System that includes the history and philosophy of the Administration of Justice in America. The course explores the development of the criminal justice system, including all sub-systems, relationship between the sub-systems and their role expectations, theories on crime, adjudication, punishment, rehabilitation, education and training for the continued professionalism of the entire system. 54 hours lecture.

ADMJ C105 A/UC/CSU 3.00 Units
Concepts of Criminal Law

Advisory: ENGL C070
Repeat Status: Not repeatable

In this course students learn the historical development, philosophy, and constitutional provisions of the law and its impact within the criminal justice system. Students develop a working knowledge of legal terms and their definitions. Students look at the classification of crime and its causation. Students conduct analytical research and study of case law decisions. 54 hours lecture.

ADMJ C111 A/UC/CSU 3.00 Units
Principles and Procedures of the Justice System

Advisory: ENGL C070
Repeat Status: Not repeatable

This course surveys and studies the role and responsibilities of each segment within the justice system; including, but not limited to law enforcement, corrections and the judicial system. Legal processes including arrest through trial, sentencing and correctional procedures. Conceptual interpretations of law as reflected in court decisions and how they impact the justice system. 54 hours lecture.

ADMJ C115 A/CSU 3.00 Units
Legal Aspects of Evidence

Advisory: ENGL C070
Repeat Status: Not repeatable

This course is designed to provide a working knowledge of evidence, evidentiary practices and case laws that deal with the admission of evidence. Topics include origin, development and constitutional basis of evidence; constitutional and procedural considerations affecting arrest, search and seizure, kinds of degrees of evidence and the rules that govern the admissibility; judicial decisions interpreting individual rights and case studies. 54 hours lecture.

ADMJ C121 A/UC/CSU 3.00 Units
Community Relations

Advisory: ENGL C070
Repeat Status: Not repeatable

This course studies the factors that create friction between community and the criminal justice agencies. Includes the roles of Administration of Justice practitioners and agencies interrelationships and role expectations among various agencies and the public. Principal emphasis is placed upon the professional image of the criminal justice system and the development of the positive relationships between members of the criminal justice system and the public. 54 hours lecture.

ADMJ C125 A/CSU 3.00 Units
Principles of Investigation

Advisory: ENGL C070
Repeat Status: Not repeatable

This course provides students with an introduction into the ethics and legalities of criminal investigations. Topics include: fundamentals of investigation; techniques of crime scene searches; and aspects in dealing with the public, specific knowledge necessary for handling crime scenes, interviews, evidence, surveillance, follow-up, technical resources and case preparation are also covered. 54 hours lecture.

ADMJ C131 A/CSU 3.00 Units
Juvenile Procedures

Advisory: ENGL C070
Repeat Status: Not repeatable

This is a basic course in the sociological study of crime and its causes as it pertains to juvenile procedures and delinquency. Topics include organization, functions, and jurisdiction of juvenile agencies, processing and detention of juveniles; juvenile case disposition; juvenile status and court procedures. 54 hours lecture.

ADMJ C142 A/CSU 5.00 Units
Basic Peace Officer Academy Module III

Limitation on Enrollment: Must successfully pass a fingerprint check through the California Department of Justice and meet the entry requirements established by the California Commission on Peace Officer Standards and Training (POST) for this course.

Repeat Status: Not repeatable

This course provides basic instruction designed to prepare students for the performance of limited peace officer duties. The curriculum is established through the requirements set by the California Commission on Peace Officer Standards and Training (P.O.S.T.), which include: introduction to law enforcement; administration of justice; criminal law; evidence; community-police relations; patrol procedures; juvenile procedures; defensive tactics; firearms; First Aid/CPR; vehicle operations; domestic violence and related topics. 45 hours lecture/135 hours laboratory.

ADMJ C143 A/CSU 12.00 Units
Basic Peace Officer Academy Modular Format Level II

Limitation on Enrollment: Must successfully pass a fingerprint check through the California Department of Justice and meet the entry requirements established by the California Commission on Peace Officer Standards and Training (POST) for this course.

Prerequisite: ADMJ C142
Repeat Status: Not repeatable

This course is designed to fulfill State of California Peace Officer Standards and Training requirements for Levell I academy certification. This course prepares students to successfully transition to the Basic Academy Modular Level I Course. 180 hours lecture/108 hours laboratory.

ADMJ C145 A/CSU 20.00 Units
Basic Peace Officer Training Academy

Limitation on Enrollment: Prospective students will need to go through the selection process given by the course certification holder, the Kern County Sheriff's Department.

Repeat Status: Not repeatable

This course is designed to fulfill the training requirements established by the California Commission on Peace Officer Standards and Training (POST) for basic peace officer training. 90 hours lecture/810 hours laboratory.

ADMJ C149 A/CSU 10.00 Units
Corrections Core Course

Limitation on Enrollment: Prospective students need to go through the selection process given by the course certification holder.

Advisory: ENGL C040
Repeat Status: Not repeatable

This is a California Standards and Training for Corrections (STC) approved Adult Corrections Officer Core Course. It is 324 hours and includes PC 832 Arrest and Firearms, Defensive Tactics, Force Options, and Officer Safety for Detentions. 108 hours lecture/216 hours laboratory.

ADMJ C151 A/CSU 3.00 Units
Introduction to Corrections

Advisory: ENGL C070
Repeat Status: Not repeatable

A course designed to give students an overview of the role correction's play within the criminal justice system. The course focus is on such topics as: incarceration; alternatives to incarceration; rehabilitation of inmates; juvenile offenders; and legal issues that influence the day-to-day operations of correctional institutions. 54 hours lecture.

ADMJ C202 A/CSU 11.50 Units
Field Training Program

Prerequisite: Completion of the State of California Peace Officer Training Academy
Advisory: ENGL C101
Repeat Status: Not repeatable

The Field Training Program (FTP) is designed to provide a training continuum which integrates the acquired knowledge and skills from the Regular Basic Peace Officer Academy with the practical application of law enforcement services. The FTP introduces a newly assigned officer to the personnel, procedures, policies and purposes of the individual law enforcement agency. The FTP integrates the initial formal and informal training specific to the agency and the day-to-day duties of officers. Student assignment to a patrol car, one-on-one with a certified Field Training Officer. The Field Training Programs emphasis shall be on both training and evaluation of trainees. 40 hours lecture/520 hours laboratory.

ADMJ C211 A/CSU 3.00 Units
Concepts of Enforcement Services

Prerequisite: ENGL C070
Repeat Status: Not repeatable

This course compares roles and expectations of law enforcement from an officer and citizen perspective; exploring the theories, philosophies, and concepts related to the role expectations of the law enforcement officer. The class places a major emphasis upon patrol, traffic and public service responsibilities and their relationship to the justice system. 54 hours lecture.

ADMJ C215 A/CSU 3.00 Units
Patrol Procedures

Prerequisite: ENGL C070
Repeat Status: Not repeatable

This course includes a look into the historical development of the patrol philosophy. Issues of planning for field activities including the function of patrol, traffic enforcement, and other preliminary investigative duties of the field officer will be reviewed. The techniques for planning patrol activities, handling complaints and requests for service will be analyzed. The mechanics of infield interviewing, person and property searches and arrests will be outlined. The course will cover issues relative to the handling of traffic related problems, civil and domestic disturbances and other community crime related incidents. 54 hours lecture.

ADMJ C230 A/CSU 4.00 Units
Forensic Crime Scene Investigation

Advisory: ENGL C101
Repeat Status: Not repeatable

This course enables students to attain a comprehensive understanding of the processes used to respond to, secure, document, and collect evidence at a crime scene. The legal, ethical, and practical issues involving crime scene investigations are covered in great detail. The coursework includes identifying and working a crime scene in the field. 54 hours lecture/54 hours laboratory.

American Sign Language

ASL C100 A/UC/CSU 3.00 Units
Deaf History

Repeat Status: Not repeatable

This course is about studying American Deaf culture; its historical and cultural characteristics, values, and dynamics; its psychological and social impacts upon the lives of Deaf people; Deaf education; and mod¬ern-day perspectives. The focus is on the cultural diversity of the Deaf community within the context of personal and social development, and how this culture has been influenced by forces such as population, resources, social organization, technology, and ideology. 54 hours lecture.

ASL C101 A/UC/CSU 4.00 Units
American Sign Language I

Advisory: ENGL C101
Repeat Status: Not repeatable

This course is an introduction to American Sign Language (ASL), a visual-gesture language used by the deaf community in the United States and Canada, and more importantly, focuses on the development of basic conversation skills emphasizing the culture and history of ASL through in-class and out-of-class requirements. 72 hours lecture.

ASL C102 A/UC/CSU 4.00 Units
American Sign Language II

Prerequisite: ASL C101
Repeat Status: Not repeatable

Students continue to develop and enhance their proficiency in American Sign Language (ASL) usage and knowledge of deaf history and culture. This course encourages students' communicative competency with emphasis on vocabulary and expressive skills through in-class and out-of-class requirements. 72 hours lecture.

Anthropology

ANTH C111 A/UC/CSU 3.00 Units
Cultural Anthropology

Advisory: ENGL C070
Repeat Status: Not repeatable

This course analyzes social and cultural factors of human behavior in the recent past and present. Students compare and contrast cultural traditions, practices and beliefs, and discuss the associated environmental and social factors that shape human cultures. 54 hours lecture.

ANTH C121 A/UC/CSU 3.00 Units
Physical Anthropology

Advisory: ENGL C070
Repeat Status: Not repeatable

This course examines humans as biological organisms from an evolutionary perspective. Areas covered include concepts, methods, findings, and issues in the study of the order primates, including relationships between fossil monkeys, apes and humans, and the significance of genetic diversity among modern populations. 54 hours lecture.

ANTH C121H A/UC/CSU 4.00 Units
Physical Anthropology: Honors

Limitation on Enrollment: Acceptance for the Honors program or eligibility for this honors course as determined in consultation with the instructor

Advisory: ENGL C070
Repeat Status: Not repeatable

This course examines humans as biological organisms from an evolutionary perspective. Areas covered include concepts, methods, findings, and issues in the study of the order primates, including relationships between fossil monkeys, apes and humans, and the significance of genetic diversity among modern populations. The honors course provides more content and requires greater intensity and depth of study than the non-honors class. 72 hours lecture.

ANTH C122 N 1.00 Unit
Physical Anthropology Laboratory

Co-requisite: ANTH C121 or ANTH C121H
Repeat Status: Not repeatable

This laboratory course is offered as a supplement to Physical Anthropology and must be taken concurrently with ANTH C121. Laboratory exercises are designed to

introduce students to the scientific method, and explore genetics, human variation, human and non-human primate anatomy and behavior, the primate/hominin fossil record, and other resources to investigate processes that affect human evolution. 54 hours laboratory.

ANTH C131 A/UC/CSU 3.00 Units
Archaeology

Advisory: ENGL C070
Repeat Status: Not repeatable

This course introduces archaeology as a subfield of anthropology that studies humanity's prehistory, history and present through the study of material remains and the archaeological record of human development from our origins to modern times. 54 hours lecture.

ANTH C141 N 3.00 Units
Native Peoples of North America

Advisory: ENGL C070
Repeat Status: Not repeatable

This course is an anthropological survey of the peoples and cultures of North America. It emphasizes native ecological adaptations, languages, social organizations, religion, world view, and artistic representations. Students critically examine the impact of tribal nations on each other, as well as the interactions with other groups of people. This course examines the roots of present-day conditions of Native communities and the contributions of Native Americans to the cultures of the Americas. 54 hours lecture.

Art

ART C101 A/UC/CSU 3.00 Units
Introduction to Art

Repeat Status: Not repeatable

This course provides a general introduction to art that offers a look at works of art through the study of theory, terminology, themes, design principles, media, techniques, with an introduction to the visual arts across time and diverse cultures. In addition, the student is given studio art experiences dealing with various studio media in order to reinforce the concepts presented. $10 Material Fee. 27 hours lecture/81 hours laboratory.

ART C105 A/UC/CSU 3.00 Units
History of Western Art I

Advisory: ENGL C070
Repeat Status: Not repeatable

This course covers the historical development of art and architecture from the Paleolithic Period to the end of the Middle Ages. 54 hours lecture.

ART C106 A/UC/CSU 3.00 Units
History of Western Art II

Advisory: ENGL C040
Repeat Status: Not repeatable

This course covers the historical development of painting, sculpture, and architecture from Giotto (1300) to the present. It focuses on the important contributions of Western Art. 54 hours lecture.

ART C106H A/UC/CSU 4.00 Units
History of Western Art II – Honors

Advisory: ENGL C040
Repeat Status: Not repeatable

This course covers the historical development of painting, sculpture, and architecture from Giotto (1300) to the present. It focuses on the important contributions of Western Art. The honors section provides more content and requires greater intensity and depth of study than the non-honors class. 72 hours lecture.

ART C111 A/UC/CSU 3.00 Units
Two Dimensional Design

Repeat Status: Not repeatable

This course provides an introduction to the concepts, applications, and historical references related to two-dimensional art and composition, including the study of the basic principles and elements of line, shape, texture, value, color, and spatial illusion. A combined lecture and studio approach provides students with the opportunity to develop a visual vocabulary for creative expression. $10 Material Fee. 27 hours lecture/81 hours laboratory.

ART C115 A/UC/CSU 3.00 Units
Three-Dimensional Design

Repeat Status: Not repeatable

This course is an introduction to the concepts, applications, and historical references related to three-dimensional design and spatial composition, including the study of the elements and organizing principles of design as they apply to three-dimensional space and form. A combined lecture and studio approach provides the student with the opportunity to develop a visual vocabulary for creative expression. The course uses appropriate materials for representational and non-representational three-dimensional studio projects. $20 Material Fee. 27 hours lecture/81 hours laboratory.

ART C121 A/UC/CSU 3.00 Units
Drawing I

Repeat Status: Not repeatable

This is a studio course that introduces the principles, elements, and practices of drawing, employing a range of subject matter and drawing media. A strong focus is placed on perceptually based drawing, observational skills, technical abilities, and creative responses to materials and subject matter. $10 Material fee. 27 hours lecture/81 hours laboratory.

ART C131 A/UC/CSU 3.00 Units

Painting I

Advisory: ENGL C070
Repeat Status: Not repeatable

This course is a beginning level studio arts course introducing the materials, methods, and techniques of painting as a means of creating two dimensional art images. The course focuses on exploration of painting materials, perceptual skills and color theory, paint mixing and technique, as well as creative responses to materials and subject matter. $10 material fee. 27 hours lecture/81 hours laboratory.

ART C141 A/UC/CSU 3.00 Units
Ceramics I

Advisory: ENGL C070
Repeat Status: Not repeatable

This course introduces students to ceramics materials, concepts, and processes including basic design principles, creative development, hand-building, throwing, glaze techniques, firing and ceramic terminology. The course covers aesthetics and creative development of clay objects examining historical, contemporary, and personal modes of expression across cultures. $10 material fee. 27 hours lecture/81 hours laboratory.

ART C151 A/UC/CSU 3.00 Units
Sculpture I

Repeat Status: Not repeatable

This course introduces sculptural principles, concepts, processes and techniques. Modern materials and their relationship to design, form, and three-dimensional space are examined. A combined lecture and studio approach provides students with the opportunity to develop perceptual skills that enable them to create sculptures for personal artistic expression. $20 material fee. 27 hours lecture/81 hours laboratory.

ART C221 A/UC/CSU 3.00 Units
Drawing II

Prerequisite: ART C121
Repeat Status: Not repeatable

This studio course provides an exploration of artistic concepts, styles, and creative expression in intermediate-level drawing, focusing on complex subject matter and concepts and using a variety of drawing mediums, techniques, and methodologies. Students in this course build on fundamental drawing skills to develop personalized approaches to content and materials in exercises covering multiple historical and contemporary approaches to drawing. $10 material fee. 27 hours lecture/81 hours laboratory.

ART C231 A/UC/CSU 3.00 Units
Painting II

Prerequisite: ART C131
Repeat Status: Not repeatable

This course provides students opportunities for advanced projects in painting. $10 material fee. 27 hours lecture/81 hours laboratory.

ART C240 A/UC/CSU 3.00 Units
Ceramics II

Prerequisite: ART C141
Repeat Status: Not repeatable

This course provides an opportunity for advanced work in basic ceramic techniques, glaze and clay formulation, and kiln firing. $20 Material Fee. 27 hours lecture/81 hours laboratory.

Biology

BIOL C101 A/UC/CSU 3.00 Units
Principles of Biology

Advisory: ENGL C070
Repeat Status: Not repeatable

This course provides a biological survey for non-majors. Topics cover principles of organization, cell structure and function, metabolism, genetics, organ systems of plants and animals, ecology, evolution, and biodiversity. 54 hours lecture.

BIOL C101H A/UC/CSU 4.00 Units
Principles of Biology – Honors

Limitation on Enrollment: Acceptance to the Honors Program or eligibility for this honors course as determined by the instructor.

Advisory: ENGL C070
Repeat Status: Not repeatable

This course provides a biological survey for non-majors. Topics cover principles of organization, cell structure and function, metabolism, genetics, organ systems of plants and animals, ecology, evolution, and biodiversity. The honors course provides more content and requires greater intensity and depth of study than the non-honors class. 72 hours lecture.

BIOL C105 A/UC/CSU 4.00 Units
Concepts of Biology

Advisory: ENGL C070
Repeat Status: Not repeatable

This is an introductory course in biological science with laboratory experience for non-majors. The course illustrates the principles of organization, cell structure and function, genetics, metabolism, organ systems, and reproduction (plant and animal), ecology, evolution, and animal behavior. The course is not open to students with credit in BIOL C101. 54 hours lecture/54 hours laboratory.

BIOL C105H A/UC/CSU 5.00 Units
Concepts of Biology – Honors

Limitation on Enrollment: Acceptance to the Honors Program or eligibility for this honors course as determined by the instructor.

Advisory: ENGL C070
Repeat Status: Not repeatable

This is an introductory course in biological science with laboratory experience for non-majors. The course illustrates the principles of organization, cell structure and function, genetics, metabolism, organ systems, and reproduction (plant and animal), ecology, evolution, and animal behavior. The course is not open to students with credit in Biology C101. The honors course provides more content and requires greater intensity and depth of study than the non-honors class. 72 hours lecture/54 hours laboratory.

BIOL C111 A/UC/CSU 5.00 Units
General Biology I

Prerequisite: MATH C055
Advisory: ENGL C070
Repeat Status: Not repeatable

This is an introductory course for students majoring in biological sciences and related subjects. The course covers: principles of cell biology, metabolism, biochemistry, molecular biology, genetics, and physiology. 72 hours lecture/54 hours laboratory.

BIOL C111H A/UC/CSU 6.00 Units
General Biology I – Honors

Limitation on Enrollment: Acceptance to the Honors Program or eligibility for this honors course as determined by the instructor.

Advisory: ENGL C070
Repeat Status: Not repeatable

This is an introductory course for students majoring in biological sciences and related subjects. The course covers: principles of cell biology, metabolism, biochemistry, molecular biology, genetics, and physiology. The honors course provides more content and requires greater intensity and depth of study than the non-honors class. 90 hours lecture/54 hours laboratory.

BIOL C112 A/UC/CSU 5.00 Units
General Biology II

Prerequisite: MATH C055, ENGL C070
Advisory: ENGL C101
Repeat Status: Not repeatable

This is an introductory course for students majoring in biological sciences and related subjects. The course covers Evolutionary Biology, Phylogenetics and Biodiversity, Anatomy and Physiology of Plants, and Ecology. 72 hours lecture/54 hours laboratory.

BIOL C112H A/UC/CSU 6.00 Units
General Biology II – Honors

Limitation on Enrollment: Acceptance to the Honors Program or eligibility for this honors course as determined by the instructor.

Prerequisite: MATH C055, ENGL C070
Advisory: ENGL C101
Repeat Status: Not repeatable

This is an introductory course for students majoring in biological sciences and related subjects. The course covers Evolutionary Biology, Phylogenetics and Biodiversity, Anatomy and Physiology of Plants, and Ecology. The Honors Section will also cover a subset of these topics in greater depth beyond the scope of Biology C112. 90 hours lecture/54 hours laboratory.

BIOL C121 A/UC/CSU 3.00 Units
Survey of Anatomy and Physiology Lecture

Advisory: ENGL C070
Repeat Status: Not repeatable

This course is an introductory anatomy and physiology course for students in health career programs. Emphasis is on the structure and function of human cells, tissues, organs, and organ systems. Human development and heredity are also covered. Not open to students who have completed BIOL C125. 54 hours lecture.

BIOL C125 A/UC/CSU 4.00 Units
Survey of Anatomy and Physiology

Advisory: ENGL C070
Repeat Status: Not repeatable

This course is an introductory anatomy and physiology course for students in health career programs. Emphasis is on the structure and function of human cells, tissues, organs, and organ systems. Human development and heredity are also covered. Laboratory will give hands-on time to learn anatomical structures and perform physiological exercises. Not open to students who have completed BIOL C121. 54 hours lecture/54 hours laboratory.

BIOL C141 A/UC/CSU 3.00 Units
Environmental Studies Lecture

Prerequisite: ENGL C070
Repeat Status: Not repeatable

This course explores environmental science with a focus on the scientific method. It explores human interactions with the environment and their consequences for living and nonliving systems. Topics include ecologic principles, environmental resources and ways of protecting these resources. Critical evaluation of environmental issues and problems is a focus of this course. Not open to students who have completed BIOL C145. 54 hours lecture.

BIOL C145 A/UC/CSU 4.00 Units
Environmental Studies

Prerequisite: ENGL C070
Repeat Status: Not repeatable

This course explores environmental science with a focus on the scientific method. It explores human interactions with the environment and their consequences for living and nonliving systems. Topics include ecologic principles, environmental resources and ways of protecting these resources. Critical evaluation of environmental issues and problems is a focus of this course. Lab, field and computer tools will be used to study the scientific method, experimental design, sampling methods, data gathering and analysis for hands-on experience of environmental sciences. Not open to students who have completed BIOL C141. Field trips required. 54 hours lecture/54 hours laboratory.

BIOL C251 A/UC/CSU 4.00 Units
Human Anatomy

Prerequisite: ENGL C070
Repeat Status: Not repeatable

This course includes the study of microscopic and gross anatomy of body systems including skeletal, muscular, nervous, circulatory, lymphatic, respiratory, digestive, urinary, endocrine, reproductive and integumentary systems. 54 hours lecture/54 hours laboratory.

BIOL C255 A/UC/CSU 4.00 Units
Human Physiology

Prerequisite: ENGL C070
Repeat Status: Not repeatable

This course is designed to provide students with an understanding of the function and regulation of the human body and physiological integration of the organ systems to maintain homeostasis. Course content includes: neural & hormonal homeostatic control mechanisms, musculoskeletal, circulatory, respiratory, digestive, urinary, immune, reproductive, and endocrine systems. 54 hours lecture/54 hours laboratory.

BIOL C262 A/UC/CSU 5.00 Units
General Microbiology

Prerequisite: ENGL C070
Advisory: CHEM C101, BIOL C255
Repeat Status: Not repeatable

This course offers an introduction to major topics and sub-disciplines in microbiology including microbial diversity and classification, microbial anatomy and physiology, microbial genetics, microbial ecology, medical microbiology and immunology, epidemiology and public health, and biotechnology. The course is designed for students interested in health careers. 54 hours lecture/108 hours laboratory.

Business Administration

BSAD C070 A 3.00 Units
Business Mathematics

Advisory: MATH C050
Repeat Status: Not repeatable

This course provides practice with a wide range of mathematical procedures used in various business applications. Students perform calculations both manually and using a calculator to solve problems in accounting, retail, finance and taxation. Learners will require access to a printing calculator with features including: round off/up key, decimal selector for 0 through 6 plus float, memory keys and 10-12 digit keyboard. 54 hours lecture.

BSAD C072 A 3.00 Units
Introduction to Accounting

Advisory: BSAD C070, ENGL C070
Repeat Status: Not repeatable

This course covers basic accounting concepts and procedures required to complete an accounting cycle. Account types, (assets, liabilities, equity, revenue, expenses) as well as procedures for bank reconciliation, petty cash, and payroll are introduced. Learners complete business transactions from day-to-day record keeping to closing entries and preparation of year end documents balance sheet, income statement, and statement of owner's equity for a sample merchandising business. 36 hours lecture, 54 hour laboratory.

BSAD C100 A/CSU 3.00 Units
Introduction to Business

Advisory: ENGL C070
Repeat Status: Not repeatable

This is a survey course in business providing a multidisciplinary examination of how culture, society, economic systems, legal, international, political, financial institutions, and human behavior interact to affect a business organization's policy and practices within the U.S. and a global society. Topics include the impact of these influences on the primary areas of business including the following: organizational structure and design; leadership, human resource management, organized labor practices; marketing; organizational communication; technology; entrepreneurship; legal, accounting, financial practices; the stock and securities market; and therefore affect a business' ability to achieve its organizational goals. 54 hours lecture.

BSAD C101 A/UC/CSU 4.00 Units
Financial Accounting

Advisory: BSAD C072, BSOT C070, MATH C040
Repeat Status: Not repeatable

This is the study of accounting as an information system, examining why it is important and how it

is used by investors, creditors, and others to make decisions. The course covers the accounting information system, including recording and reporting of business transactions with a focus on the accounting cycle, the application of generally accepted accounting principles, the financial statements, and statement analysis. It includes issues relating to asset, liability, and equity valuation, revenue and expense recognition, cash flow, internal controls, and ethics. 72 hours lecture.

BSAD C102 A/UC/CSU 4.00 Units
Managerial Accounting

Advisory: BSAD C070, MATH C040
Prerequisite: BSAD C101
Repeat Status: Not repeatable

This is the study of how managers use accounting information in decision-making, planning, directing operations and controlling. It focuses on cost terms and concepts, cost behavior, cost structure and cost-volume-profit analysis. It includes issues relating to cost systems, cost control, profit planning, and performance analysis in manufacturing and service environments. 72 hours lecture.

BSAD C110 A/CSU 3.00 Units
Introduction to Personal Finance

Advisory: ENGL C070, MATH C050
Repeat Status: Not repeatable

This course introduces students to the principles of personal financial management. Topics include budgeting, career decisions, tax structure, consumer credit, insurance and retirement, purchasing decisions, savings, and investment. 54 hours lecture.

BSAD C131 A/UC/CSU 3.00 Units
Business Law

Advisory: ENGL C070
Repeat Status: Not repeatable

This course covers the fundamental legal principles pertaining to business transactions and is an introduction to the legal process. Topics include sources of law and ethics, contracts, torts, agency, criminal law, business organizations, and judicial and administrative processes. 54 hours lecture.

BSAD C145 A/CSU 3.00 Units
Business Communication

Advisory: CSCI C121, ENGL C070
Repeat Status: Not repeatable

This course presents the principles and techniques of effective written and oral business communication. Students discuss, critique, and practice business-writing strategies to produce messages, letters, reports, and presentations, while developing critical thinking skills. Business communication in a global environment is also emphasized. 54 hours lecture.

BSAD C152 A/CSU 3.00 Units
Managing Diversity - Workplace

Advisory: ENGL C070
Repeat Status: Not repeatable

This course is a survey of the processes involved in creating a workplace environment which is free of bias related to cultural background, gender, lifestyle or other legally relevant classification. Topics include identifying a personal comfort level, skill building in dealing with diversity issues, and the role of diversity in organizational culture. Case studies, exercises for developing competency, and projects are used to assist the students in understanding the material and in developing managerial skills. 54 hours lecture.

BSAD C155 A/CSU 3.00 Units
Human Resource Management

Advisory: BSAD C100, ENGL C070
Repeat Status: Not repeatable

This course introduces the principles and methods of the effective use of human resources in organizations. Students gain an understanding of human resources involved in recruitment, selection, and placement of employees based on training, experience, and abilities. Topics of total compensation, employee-management relations, and global human resources management are also covered. 54 hours lecture.

BSAD C171 A/CSU 3.00 Units
Introduction to Marketing

Advisory: BSAD C145, ENGL C070
Repeat Status: Not repeatable

This course introduces the nature and scope of the marketing activity as demonstrated by an integrated, analytic, and practical study of marketing problems. Topics covered include how to distribute and sell a product or idea; consumer behavioral patterns; strategy, planning, forecasting, and evaluation of the marketing process. 54 hours lecture.

BSAD C220 A/CSU 3.00 Units
Principles of Project Management

Advisory: ENGL C070, BSAD C100, CSCI C101
Repeat Status: Not repeatable

This course introduces students to the principles of project management. Topics include project management theory and project initiation, planning, and implementation. Additionally, techniques for selection, monitoring, and controlling are introduced. Students make extensive use of project management software to track resources, tasks, and milestones. 54 hours lecture.

BSAD C222 A/CSU 3.00 Units
Problem Solving, Decision Making, and Computer Applications in Business

Advisory: BSAD C100, CSCI C101, ENGL C070, MATH C050

Repeat Status: Not repeatable

This course uses computer applications and critical thinking skills to solve real-world business problems. Students integrate the use of word processing, spreadsheet, database, presentation, add-in software, and Internet resources to manage data to solve problems. Emphasis is placed on the use of software tools and analysis and modeling techniques to manage and manipulate data sources for decision making. The course assumes prior successful experience with and knowledge of individual Microsoft Office computer applications programs. 54 hours lecture.

BSAD C251 A/CSU 3.00 Units
Principles of Management and Organizations

Advisory: ENGL C070
Repeat Status: Not repeatable

This course covers the formal organization, its environment and structure. Elements of planning, decision making, organizing, staffing, leading, controlling, and evaluating are covered. Case studies, competency (experiential) exercises, and projects are used to develop managerial skills. This course is a "capstone" for business career students. 54 hours lecture.

Business Office Technology

BSOT C100 A/CSU 3.00 Units
Introduction to Business Office Technology

Advisory: CSCI C070, ENGL C040
Repeat Status: Not repeatable

This course provides the learner with a survey of skills and topics covered in the Business Office Technology Program certificates and degree. Business English, an orientation to industry standard office software, entry level office procedures, and office ethics are covered. Potential completers of the Business Office Technology certificates and degree are introduced to skills and topics relevant to success as an office clerk, administrative assistant, or office manager. 54 hours lecture.

BSOT C121 A/CSU 1.00 Unit
Beginning Word

Prerequisite: CSCI C070
Advisory: ENGL C040
Repeat Status: Not repeatable

This hands-on computer course is designed to provide basic understanding of word processing concepts using Microsoft Word. Learners create, edit, and format documents including business letters, multiple-page reports, newsletters, and cover letters. Mail merge and desktop publishing are also introduced. This course begins preparation for the Microsoft Office Specialist certification exam for Microsoft Word. 9 hours lecture/27 hours laboratory.

BSOT C123 A/CSU 1.00 Unit
Beginning Excel

Advisory: CSCI C070, ENGL C040
Repeat Status: Not repeatable

This hands-on computer course is designed to provide a basic understanding of spreadsheets. Spreadsheet design, creation, revision, formatting and printing are covered. The learner creates basic sales or expense reports, family budgets and basic business related spreadsheet documents using Microsoft Excel features and functions. This course begins preparation for the Microsoft Application Specialist certification exam for Excel. 9 hours lecture/27 hours laboratory.

BSOT C125 A/CSU 1.00 Unit
Beginning Access

Advisory: CSCI C070, ENGL C040
Repeat Status: Not repeatable

This hands-on computer course provides a beginning understanding of the Microsoft Access database management program. Fundamental relational database design and management as well as building and editing basic tables, forms, queries, and reports are introduced. This course begins preparation for the core level Microsoft Access Office Specialist certification exam. 9 hours lecture/27 hours laboratory.

BSOT C127 A/CSU 1.00 Unit
Micrsoft PowerPoint

Advisory: CSCI C070 or CSCI C101 and CSCI C121
Repeat Status: Not repeatable

This is a hands-on microcomputer course designed to provide basic understanding of Microsoft PowerPoint. Topics to be covered include planning, creating, editing, viewing, and printing. This course prepares the student to take the core level Microsoft PowerPoint Office Users Specialist certification exam. 9 hours lecture/27 hours laboratory.

BSOT C129 A/CSU 1.00 Unit
Microsoft Outlook

Advisory: CSCI C070
Repeat Status: Not repeatable

This course introduces students to personal management software integrating electronic mail, contact information, task features, a journal, and scheduling with the calendar functions using Microsoft Outlook. 9 hours lecture/27 hours laboratory.

BSOT C131 A/CSU 1.00 Unit
Basic Computer Keyboarding

Advisory: CSCI C070, ENGL C040
Repeat Status: Not repeatable

Learners are introduced to a computer keyboard with an emphasis on learning and building correct touch typing

techniques for alphanumeric, symbol, and punctuation keys. A foundation for keyboarding speed and accuracy is developed and proofreader's marks are introduced. 9 hours lecture/27 hours laboratory.

BSOT C132 A/CSU 1.00 Unit
Intermediate Computer Keyboarding

Advisory: BSOT C131; ENGL C040
Repeat Status: Not repeatable

Learners in this course build on a basic keyboarding foundation with correct touch typing techniques, including alphabetic, numeric, and symbol keyboarding as well as 10-Key numeric keypad. Skill-building includes introductory formatting of documents using Microsoft Word. Successful completion of this class results in minimum keyboarding speed of 30 wpm net on a three-minute timed writing. 9 hours lecture/27 hours laboratory.

BSOT C133 A/CSU 1.00 Unit
Advanced Computer Keyboarding

Prerequisite: BSOT C132
Repeat Status: Not repeatable

Learners in this course build on an intermediate keyboarding foundation with correct touch typing techniques, including alphabetic, numeric, and symbol keyboarding as well as 10-Key numeric keypad. Skill-building includes formatting of documents and individualized remedial drills. Successful completion of this class results in minimum net keyboarding speed of 45 wpm on a five-minute timed writing. 9 hours lecture/27 hours laboratory.

BSOT C135 A/CSU 1.00 Unit
Beginning Adobe Acrobat

Advisory: CSCI C070
Repeat Status: Not repeatable

This is a hands-on microcomputer course designed to provide basic understanding of Adobe Acrobat. Topics include creating portable document files (PDF), working with PDF files, as well as annotation and editing of files. 9 hours lecture/27 hours laboratory.

BSOT C151 A/CSU 1.00 Unit
Intermediate Word

Advisory: BSOT C121
Repeat Status: Not repeatable

This hands-on computer course is designed to provide an intermediate understanding of word processing concepts using Microsoft Word. Learners create, edit, and format documents including a business plan, form letters, mailing labels, and learn how to collaborate with others on the creation of complex documents. Features of templates, outlines, mail merge, and online distribution of web based documents are also included. This course continues preparation for the Microsoft Office Application Specialist certification exam for Microsoft Word. 9 hours lecture/27 hours laboratory.

BSOT C153 A/CSU 1.00 Unit
Intermediate Excel

Advisory: BSOT C123; ENGL C040
Repeat Status: Not repeatable

This hands-on computer course is designed to provide an intermediate understanding of spreadsheets. Learn how to analyze data through list management, using Autofilter, sort and pivot table features. Work with multiple worksheets and workbooks, and then create a shared workbook, resolve conflicts, and track changes. Finally, plan and prepare an application using Excel's data validation feature and button creation using macros. This course completes topics required in preparation for Microsoft Application Specialist exam for Excel. 9 hours lecture/27 hours laboratory.

BSOT C154 A/CSU 3.00 Unit
Office Personnel Seminar

Prerequisite: BSOT C100, BSAD C070, BSOT C153, BSOT C132, BSOT C161, BSAD C155
Advisory: BSOT C127
Repeat Status: Not repeatable

This is a capstone course designed to integrate and refine office skills. Students gain skills in communication, information processing, time management, ethics, records management, administrative procedures, customer service, and job search. The workplace of today as well as team work, problem-solving, and decision-making skills are emphasized. 54 hours lecture.

BSOT C155 A/CSU 1.00 Unit
Intermediate Access

Advisory: BSOT C125, ENGL C040
Repeat Status: Not repeatable

This hands-on computer course provides an intermediate understanding of the Microsoft Access database management program. Advanced queries, table design, custom forms and reports are covered along with integrating Access with the web and other programs. This course continues the study of skills required to prepare for the Microsoft Application Specialist exam for Access. 9 hours lecture/27 hours laboratory.

BSOT C161 A/CSU 1.00 Unit
Advanced Word

Prerequisite: BSOT C151
Repeat Status: Not repeatable

This hands-on computer course is designed to provide an advanced understanding of word processing concepts using Microsoft Word. Learners create a document template, apply advanced word processing features, import and run Visual Basic for Applications (VBA) macros, create an on-screen forms and calculations

with advanced table techniques, record macros, and work with long documents and subdocuments. This course completes preparation for the Microsoft Office Application Specialist certification exam for Microsoft Word. 9 hours lecture/27 hours laboratory.

BSOT C163 A/CSU 1.00 Unit
Advanced Excel

Prerequisite: BSOT C153
Repeat Status: Not repeatable

This hands-on computer course is designed to provide an advanced understanding of spreadsheets using Microsoft Excel. Data Tables, Scenario Management, using Solver, importing and exporting data, enhancing with Visual Basic for applications and modifying Excel default settings are covered. This course completes preparation for the Microsoft Application Specialist certification exam for Excel. 9 hours lecture/27 hours laboratory.

BSOT C165 A/CSU 1.00 Unit
Advanced Access

Prerequisite: BSOT C155
Advisory: ENGL C040
Repeat Status: Not repeatable

This hands-on computer course provides an advanced understanding of Microsoft Access. Action queries, table relationship properties, and automating tasks with macros are covered. Visual Basic for Applications is introduced to enhance database construction and functionality. Managing with replication and synchronization as well securing with the user level Security Wizard is included. This course completes the study of skills required to prepare for the Microsoft Application Specialist exam for Access. 9 hours lecture/27 hours laboratory.

Chemistry

CHEM C101 A/UC/CSU 4.00 Units
Introduction to Chemistry

Prerequisite: MATH C055
Repeat Status: Not repeatable

This course covers measurement and units in chemistry, properties of matter, the structure of the atom, inorganic compounds, organic compounds, the periodic table, calculations from balanced chemical equations, basic chemical bonding, the ideal gas law, properties of aqueous systems, solutions and other liquids. 54 hours lecture/54 hours laboratory.

CHEM C111 A/UC/CSU 5.00 Units
General Inorganic Chemistry I

Prerequisite: MATH C055
Repeat Status: Not repeatable

This course covers matter and measurement, atoms, molecules, ions, calculations with chemical formulas and equations, aqueous reactions and solution stoichiometry, thermochemistry, the electronic structure of atoms, periodic properties of the elements, concepts of chemical bonding, molecular geometry and bonding theories, the gaseous state, intermolecular forces in solids and liquids, modern materials, and properties of solutions. 72 hours lecture/54 hours laboratory.

CHEM C113 A/UC/CSU 5.00 Units
General Inorganic Chemistry II

Prerequisite: CHEM C111
Repeat Status: Not repeatable

This course covers modern materials, properties of solutions, kinetics, chemical and aqueous equilibrium, acids and bases, environmental chemistry, thermodynamics, electro- chemistry, nuclear chemistry, metallurgy, chemical trends in the periodic chart, coordination compounds, and organic chemistry. 72 hours lecture/54 hours laboratory.

CHEM C113H A/UC/CSU 6.00 Units
General Inorganic Chemistry II – Honors

Limitation on Enrollment: Acceptance to the Honors Program or eligibility for this honors course as determined by the instructor.

Prerequisite: CHEM C111
Repeat Status: Not repeatable

This course covers modern materials, properties of solutions, kinetics, chemical and aqueous equilibrium, acids and bases, environmental chemistry, thermodynamics, electro-chemistry, nuclear chemistry, metallurgy, chemical trends in the periodic chart, coordination compounds, and bioorganic chemistry. The honors course provides more content in the form of advanced topics in chemistry and requires greater intensity and depth of study above and beyond that of the non-honors class. 90 hours lecture/54 hours laboratory.

CHEM C221 A/UC/CSU 5.00 Units
Organic Chemistry I

Prerequisite: CHEM C111
Repeat Status: Not repeatable

This course covers structure and bonding, polar bonds, alkanes, cycloalkanes, stereochemistry, synthesis, structure and reactivity of alkenes, synthesis, structure and reactivity of alkynes, handedness in chemistry, synthesis, structure and reactivity of alkyl halides, carbocations, the concept of resonance, nucleophilic substitutions and eliminations, basic biochemistry, mass spectrometry, infrared, nuclear magnetic resonance and ultraviolet spectroscopy and aromaticity. This Organic Chemistry I course is taught according to standards developed by the American Chemical Society. 72 hours lecture/54 hours laboratory.

CHEM C223 A/UC/CSU 5.00 Units
Organic Chemistry II

Prerequisite: CHEM C221
Repeat Status: Not repeatable

This course covers the chemistry of aromatic compounds alcohols, thiols, ethers, epoxides and sulfides, aldehydes, ketones, carboxylic acid and carboxylic acid derivatives, amino acids, proteins, amines, phenols, carbohydrates, lipids, heterocycles, polymers and biological systems. Pericyclic carbonyl condensation, alpha substitution and other reaction mechanisms are also covered. This Organic Chemistry II course is taught according to the standards developed by the American Chemical Society. 72 hours lecture/54 hours laboratory.

CHEM C223H A/UC/CSU 6.00 Units
Organic Chemistry II – Honors

Limitation on Enrollment: Acceptance to the Honors Program or eligibility for this honors course as determined by the instructor.

Prerequisite: CHEM C221
Repeat Status: Not repeatable

This course covers the chemistry of aromatic compounds, alcohols, thiols, ethers, epoxides and sulfides, aldehydes, ketones, carboxylic acid and carboxylic acid derivatives, amino acids, proteins, amines, phenols, carbohydrates, lipids, heterocycles polymers, biological systems. Pericyclic, carbonyl condensation, alpha substitution and other reaction mechanisms are also covered. This Organic Chemistry II honors course is taught according to the standards developed by the American Chemical Society. This honors course provides more content and requires greater intensity and depth of study than the non-honors Organic Chemistry class. 90 hours lecture/54 hours laboratory.

Child Development

CHDV C100 A/ CSU 3.00 Units
Principles and Practices of Teaching

Advisory: ENGL C070
Repeat Status: Not repeatable

This course provides an examination of the theoretical principles of developmentally appropriate practices applied to programs, environments, with emphasis upon the key role of relationships, constructive adult-child interactions, and teaching strategies in supporting the physical, social, creative, and intellectual development of all children. This course includes a review of the historical roots of early childhood programs and the evolution of the professional practices promoting advocacy, ethics and professional identity. Students are required to observe children in a group setting. 54 hours lecture.

CHDV C102 A/CSU 3.00 Units
Introduction to Materials and Curriculum

Advisory: ENGL C070
Repeat Status: Not repeatable

This course presents an overview of knowledge and skills related to providing appropriate curriculum and environments for infants and young children. Students examine the teacher's role in supporting development by using observation and assessment strategies and emphasizing the essential role of play. An overview of content areas include, but is not limited to: language and literacy, social and emotional learning, sensory learning, art and creativity, math, and science. Students are required to observe children in a group setting. 54 hours lecture.

CHDV C104 A/UC/CSU 3.00 Units
Child, Family and Community

Advisory: ENGL C070
Repeat Status: Not repeatable

This course is an examination of the developing child in a societal context focusing on the interrelationship of family, school, and community and emphasizes historical and socio-cultural factors. The processes of socialization and identity development is highlighted, showing the importance of respectful, reciprocal relationships that support and empower families. Students are required to observe children in a group setting. 54 hours lecture.

CHDV C105 A/CSU 3.00 Units
Infant and Toddler Development

Advisory: ENGL C070
Repeat Status: Not repeatable

This course is a study of infants and toddlers from pre-conception to age three including physical, cognitive, language, social, and emotional growth and development. Students apply theoretical frameworks to interpret behavior and interactions between heredity and environment. This course emphasizes the role of family and relationships in development. Observation of infants and/or toddlers is required. 54 hours lecture.

CHDV C106 A/UC/CSU 3.00 Units
Child Growth and Development

Advisory: CHDV C100, ENGL C070
Repeat Status: Not repeatable

This introductory course examines the major physical, psychosocial, and cognitive/language developmental milestones for children, both typical and atypical, from conception through adolescence. There is an emphasis on interactions between maturational processes and environmental factors. While studying developmental theory and investigative research methodologies, students observe children, evaluate individual differences and analyze characteristics of development at various

stages. Students are required to observe children in a group setting. 54 hours lecture.

CHDV C107 A/CSU 3.00 Units
School Age Development

Advisory: ENGL C070
Repeat Status: Not repeatable

This course provides information on school-age developmental needs and stages, techniques for interacting positively and effectively with children, and ideas to assist in meeting the wide range of children's needs. The design of schedules, policies, the environment and activities are based upon the understanding of children's development, special needs and cultural background. Students are required to observe school-aged children in an out-of-school setting. 54 hours lecture.

CHDV C111 A/CSU 3.00 Units
Principles of Child Guidance

Advisory: ENGL C070
Repeat Status: Not repeatable

This course introduces positive and effective approaches for guiding children's behavior in the classroom and family settings. Students are required to observe children in a group setting. 54 hours lecture.

CHDV C121 A/CSU 3.00 Units
Health, Safety, and Nutrition

Advisory: ENGL C070
Repeat Status: Not repeatable

This course provides an introduction to the laws, regulations, standards, policies and procedures, and early childhood curriculum related to child health safety and nutrition. The key components that ensure physical health, mental health, and safety for both children and staff are identified, along with the importance of collaboration with families and health professionals. The class also focuses on integrating these concepts into everyday planning and program development for all children. Students may be required to observe children in a group setting. 54 hours lecture.

CHDV C125 A/CSU 3.00 Units
Diversity in Education

Advisory: ENGL C070
Repeat Status: Not repeatable

This course examines the development of social identities in diverse societies including theoretical and practical implications of oppression and privilege as they apply to young children, families, programs, classrooms and teaching. Students explore various classroom strategies, emphasizing culturally and linguistically appropriate anti-bias approaches that support all children in becoming competent members of a diverse society. This course includes self-examination and reflection on issues related to social identity; stereotypes and bias; social and educational access; media and schooling. Students are required to observe children and/or environments where children are in a group setting. 54 hours lecture.

CHDV C145 A/CSU 3.00 Units
Language and Literature

Advisory: ENGL C070
Repeat Status: Not repeatable

This course develops the skills of storytelling and story reading for all ages. Special emphasis is on incorporating reading and writing activities into an emergent literacy program that supports children's language development through the use of children's literature. Students are required to observe children in a group setting. 54 hours lecture.

CHDV C149 A/CSU 3.00 Units
Play and Meaning

Advisory: ENGL C070
Repeat Status: Not repeatable

This course delves into the intricacies of play in the classroom and how children use play to develop meaning. Special emphasis is placed on building play into the curriculum for children aged birth to school age. Students are required to observe children in a group setting. 54 hours lecture.

CHDV C200 A/CSU 3.00 Units
Observation and Assessment

Advisory: CHDV C102 and CHDV C104 and CHDV C125; CHDV C105 or CHDV C106 or CHDV C107; and CHDV C145 or CHDV C149
Repeat Status: Not repeatable

This course focuses on the appropriate use of assessment and observation strategies to document growth and development, develop plans and learn how to join with families and professionals in promoting children's success. Recording strategies, rating systems, portfolios, and multiple assessment tools are explored. Students are required to observe children in a group setting. 54 hours lecture.

CHDV C203 A/CSU 3.00 Units
Practicum - Field Experience

Prerequisite: CHDV C100, CHDV C102, CHDV C104, CHDV C106, CHDV C121, CHDV C125, CHDV C200.
Repeat Status: Not repeatable

In this course, students demonstrate developmentally appropriate early childhood teaching competencies under guided supervision. Students utilize practical classroom experiences to make connections between theory and practice, develop professional behaviors, and build a comprehensive understanding of children and families. Child centered, play oriented approaches to teaching, learning, and assessment, as well as knowledge

of curriculum content areas, are emphasized as student teachers design, implement, and evaluate experiences that promote positive development and learning for all young children. Students work in a supervised field experience and are required to perform at least 54 hours of practicum work under the direct supervision of a Master Teacher (or someone who would qualify as a Master Teacher) in an instructor-approved infant/toddler or preschool program. School-age program placement is restricted to before and after school programs or kindergarten. Participation in a placement setting requires proof of tuberculosis (TB) clearance. 36 hours lecture/54 hours laboratory.

CHDV C205 A/CSU 3.00 Units
Infant and Toddler Curriculum

Advisory: ENGL C070
Repeat Status: Not repeatable

Students learn to plan a responsive and relationship-based curriculum for infants and toddlers by connecting information about development and learning to how the teacher makes decisions about the curriculum. The student learns to observe babies and respond in ways that pro¬mote learning and deepen their relationships with their teachers, their parents, and others. The student learns to appreciate that learning for infants and toddlers occurs in spontaneous moments; through brief interactions; and that each shared expression of surprise or joy is a moment of learning. 54 hours lecture.

CHDV C207 A/CSU 3.00 Units
School-Age Curriculum

Advisory: ENGL C070
Repeat Status: Not repeatable

This course provides information on how to implement quality programs for school-age children. Students learn assessment, planning, implementation, and evaluation of programs. Students use standards for quality school-age care to assess quality indicators in the areas of human relationships, indoor and outdoor environments, and curriculum. Students are required to observe school-aged children in out-of-school settings. 54 hours lecture.

CHDV C241 A/CSU 3.00 Units
The Exceptional Child

Advisory: ENGL C070
Repeat Status: Not repeatable

This course provides a broad overview of exceptional development, including descriptions, and practical strategies needed for those who live and work with children with exceptional needs. Students may be required to observe children in a group setting. 54 hours lecture.

CHDV C251 A/CSU 3.00 Units
Administration of Child Development Programs I

Advisory: ENGL C070
Repeat Status: Not repeatable

Students are introduced to the principles, techniques and methods for the efficient administration of child development programs. Topics include: budgeting, personnel leadership and management, health and safety, facility design and layout, and regulations including Title 5 of the California Education Code, Title 22 of the California Code of Regulations and California Health and Safety Code. Students are required to observe licensed or license-exempt programs in their community. 54 hours lecture.

CHDV C252 A/CSU 3.00 Units
Administration of Child Development Programs II

Limitation on Enrollment: Completion of 9 units of Child Development course work including CHDV C251

Advisory: ENGL C070
Repeat Status: Not repeatable

Child Development program administrators are managers responsible for providing oversight for all program operations, as well as leadership in child development and the greater community. This course emphasizes the principles, techniques and methods for creating and maintaining a caring, cooperative workplace that respects human dignity, promotes professional satisfaction, and models positive relationships. Students are required to observe licensed or license-exempt programs in their community. 54 hours lecture.

CHDV C281 A/CSU 3.00 Units
Adult Supervision

Advisory: ENGL C070
Repeat Status: Not repeatable

This course addresses the various components of supervision in the early childhood field from the perspective of administration and mentor teaching. Emphasis is on leadership, advocacy, mentoring, and collaborating in a child care environment to develop positive relationships with staff, families, and children. Students are required to observe supervisors currently working in license and licensed-exempt programs in their community. This course satisfies the adult supervision requirement for the Master Teacher level of the Child Development Permit. 54 hours lecture.

Computer Science

CSCI C070 A 1.00 Unit
Computer Literacy

Advisory: ENGL C040
Repeat Status: Not repeatable

This course is designed for those with little or no computer experience. Learners practice file management, email, instant messaging, Internet browsing and searching. This course includes a brief introduction to industry standard word processing, spreadsheet, and presentation application programs. Computer terminology and identification of fundamental hardware and software applications is introduced. 9 hours lecture/27 hours laboratory.

CSCI C101 A/UC/CSU 3.00 Units
Introduction to Computer Information Systems

Advisory: ENGL C070
Repeat Status: Not repeatable

This course is an examination of information systems and their role in business. Focus is on information systems, database management systems, networking, e-commerce, ethics and security, computer systems hardware and software components. Students develop computer-based solutions to business problems. 36 hours lecture/54 hours laboratory.

CSCI C140 A/CSU 2.00 Units
A+ Essential Skills for Computers

Advisory: CSCI C101
Repeat Status: Not repeatable

This course emphasizes a fundamental technical understanding of personal computer hardware, setup, maintenance, and installation in a personal workgroup environment. This course prepares a student for the CompTIA A+ essentials exam for entry level IT Technicians and services as a building block for further certification oriented technical training. 18 hours lecture/54 hours laboratory.

CSCI C141 A/CSU 2.00 Units
A+ Standard Skills for IT Technician

Prerequisite: CSCI C140
Repeat Status: Not repeatable

This course builds upon the technical understanding of professional computer support and develops competency for troubleshooting in a corporate network environment. This course prepares a student for the CompTIA A+ 220-602 exam for IT Technicians. 18 hours lecture/54 hours laboratory.

CSCI C143 A/CSU 3.00 Units
Network+ Fundamentals of Networks

Advisory: CSCI C141 or 1 year equivalent networking experience
Repeat Status: Not repeatable

This course emphasizes the fundamental technical understanding of computer networks. Network+ is a globally recognized certificate to validate a student's proficiency installing, configuring and troubleshooting basic network hardware, protocols and services. A successful candidate is prepared to take the Network+ certification exam. This course is ideal for prospective candidates in network administration and/or further training in Microsoft, Linux, and/or network routing and switching. 36 hours lecture/54 hours laboratory.

CSCI C146 A/CSU 3.00 Units
Security+ Fundamentals of Networks

Advisory: CSCI C143 or 2 years equivalent experience in the Information Technology field
Repeat Status: Not repeatable

This course emphasizes the fundamental technical understanding of computer and network security principals. Security+ is a globally recognized certificate that validates a student's knowledge in the implementation of practical hardware, software, network and Internet security. A successful candidate is prepared to take the Security+ certification exam. This course is ideal for prospective candidates who want to master practical network and computer security. 36 hours lecture/54 hours laboratory.

CSCI C171 A/CSU 1.00 Unit
Introduction to the Internet

Advisory: CSCI C070
Repeat Status: Not repeatable

This course provides a hands-on introduction to the Internet and World Wide Web, including electronic mail, file transfer protocol (FTP), browser use, web page development, security, e-commerce, search strategies, copyrights, and social networking. 9 hours lecture/27 hours laboratory.

CSCI C241 A/CSU 3.00 Units
Introduction to Telecommunications

Prerequisite: CSCI C101
Repeat Status: Not repeatable

This course is designed to familiarize the student with the techniques, applications and control of modern data communications networks. The course provides the student with a working knowledge of the types of communications systems and their strengths and weaknesses in solving various information network problems. 36 hours lecture/54 hours laboratory.

CSCI C251 A/UC/CSU 3.00 Units
Introduction to Visual Basic Programming

Prerequisite: CSCI C101
Repeat Status: Not repeatable

This course is an introduction to object-oriented programming and the Integrated Development Environment (IDE) of Visual Basic, including fundamentals, logic algorithm development, classes and objects. 36 hours lecture/54 hours laboratory.

CSCI C252 A/UC/CSU 3.00 Units
Introduction to Computer Science

Prerequisite: MATH C055
Advisory: CSCI C101
Repeat Status: Not repeatable

This course explores topics that provide students with a foundation in computer science. This course covers the fundamental issues of algorithms, computer organization, software, computational theory, fundamental object oriented programming and social and ethical issues of computing. 36 hours lecture/54 hours laboratory.

CSCI C254 A/UC/CSU 3.00 Units
Object Oriented Programming

Prerequisite: CSCI C252
Advisory: MATH C151
Repeat Status: Not repeatable

This course follows the Introduction to Computer Science course with a focus on object oriented programming and design. A greater emphasis is placed on abstraction and using programming to solve a wide range of problems. Intermediate data structures are also addressed including trees, graphs, stacks, queues and linked lists. Students learn how to use the program development life cycle to design, code, and test programs. 54 hours lecture.

CSCI C255 A/UC/CSU 3.00 Units
Discrete Structures

Prerequisite: CSCI C252
Repeat Status: Not repeatable

This course covers mathematical topics essential for work in computer science, including number bases, mathematical induction, sets, functions, recursion, probability, graphs, trees, logic, Boolean algebra, and proof techniques. 54 hours lecture.

CSCI C257 A/UC/CSU 3.00 Units
Computer Architecture and Organization

Advisory: CSCI C252
Repeat Status: Not repeatable

This course covers basic hardware and software structure; I/O and main memory organization; internal representation of data; addressing methods; program control; microprocessors and multiprocessors, and RISC architectures. There is some assembly language programming. 54 hours lecture.

CSCI C265 A/UC/CSU 3.00 Units
Introductory C++ Programming

Prerequisite: CSCI C252 or CSCI C251
Repeat Status: Not repeatable

This course is an introduction to C++ object-oriented programming, including fundamentals, logic, algorithm development, classes, functions and inheritance. 36 hours lecture/54 hours laboratory.

CSCI C267 A/UC/CSU 3.00 Units
Introduction to Java Programming

Prerequisite: CSCI C101, MATH C055
Repeat Status: Not repeatable

This course is designed to introduce techniques and principles of problem solving using computer systems with the Java computer programming language. The development of applications and applets with Java is covered using object-oriented programming techniques. 36 hours lecture/54 hours laboratory.

CSCI C270 A/CSU 3.00 Units
Introduction to Database Design and Management

Advisory: CSCI C101, ENGL C070
Repeat Status: Not repeatable

This course provides the students with an introduction to the core concepts in data and information management. It is centered around the core skills of identifying organizational information requirements, modeling them using conceptual data modeling techniques, converting the conceptual data models into relational data models and verifying their structural characteristics with normalization techniques, and implementing and utilizing a relational database using an industrial-strength database management system. The course also covers basic database administration tasks and key concepts of data quality and data security. In addition to developing database applications, the course helps the students understand how large-scale packaged systems are highly dependent on the use of Database Management Systems (DBMSs). Building on the transactional database understanding, the course provides an introduction to data and information management technologies that provide decision support capabilities under the broad business intelligence umbrella. 36 hours lecture/54 hours laboratory.

CSCI C280 A/CSU 3.00 Units
Web Development with PHP and MySQL

Prerequisite: DMA C211
Repeat Status: Not repeatable

This course covers an introduction to the use of the PHP platform to develop dynamic web applications. It covers the origins, syntax and structure of PHP, as well as the PHP-specific commands and objects and their use in PHP development. This course is cross listed with DMA C213. 36 hours lecture/54 hours laboratory.

Counseling

COUN C101 A/UC/CSU 2.00 Units
Tools for College Success

Advisory: ENGL C040
Repeat Status: Not repeatable

This course introduces students to the process of academic and career planning by means of personal and group exercises. Life skills such as critical thinking, resource management, personal assessment and motivational factors are explored. Issues of diversity that may impact the student are raised (e.g. equal access, job opportunities and barriers to education) through class discussions and readings. 36 hours lecture.

Digital Media Arts

DMA C102 A/ UC/CSU 3.00 Units
Digital Imaging

Advisory: CSCI C101, ENGL C070
Repeat Status: Not repeatable

In this course, students apply design principles and color theory in the design and enhancement of digital images, including rich web interface images, digital compositions, and digital photographs. Students become proficient in several imaging software applications, including Adobe Photoshop, Adobe Fireworks, and open source digital imaging applications. Digital input and output devices are also discussed. 36 hours lecture/54 hours laboratory.

DMA C111 A/CSU 3.00 Units
Fundamentals of Web Development

Advisory: CSCI C101, ENGL C040
Repeat Status: Not repeatable

This entry-level course provides students with the skills to create web pages in hypertext markup language (HTML) and cascading style sheets (CSS) using a text editor. This course emphasizes current web standards which include code validation, semantics, and separating content from style. Micro formats and modern web trends are also discussed. 36 hours lecture/54 hours laboratory.

DMA C113 A/CSU 3.00 Units
Accessibility and Usability

Advisory: ENGL C070
Repeat Status: Not repeatable

This course examines Web usability and accessibility and provides students with the skills to analyze and critique Web content on those issues. Students learn the critical service that the internet provides in the lives of disabled individuals, they learn how these individuals access and navigate Web content, and they learn how to design Web sites that accommodate them. 54 hours lecture.

DMA C117 A/CSU 3.00 Units
Web Design with Dreamweaver

Prerequisite: DMA C111
Advisory: DMA C102
Repeat Status: Not repeatable

This course provides students with the opportunity to develop and refine visual design skills, building upon students' previous foundation of digital imaging, XHTML and CSS markup. Students develop an awareness of various web design styles and genre. They also develop proficiency through the intermediate level in the use of web development software, Adobe Dreamweaver. It is essential that students have previous working knowledge of Photoshop or another digital imaging application. DMA C102 is merely an advisory requisite to accommodate students who have acquired such skills through self-study or a course from another college. 36 hours lecture/54 hours laboratory.

DMA C119 A/CSU 3.00 Units
Advanced Web Development

Prerequisite: DMA C111
Advisory: DMA C211
Repeat Status: Not repeatable

This course provides students with the skills to develop content for mobile devices (cell phones, smartphones, PDAs, etc.) using HTML5. Particular emphasis is given to designing for small screens, including interface design, usability, and aesthetic style. 36 hours lecture/54 hours laboratory.

DMA C201 A/CSU 3.00 Units
E-Commerce

Prerequisite: DMA C211
Repeat Status: Not repeatable

This course provides students with a foundation in market analysis, business administration, sales and marketing, management, customer service, product or service development, and financial planning. The course also provides students with an understanding of legal, tax, regulatory, and security issues that apply to e-commerce. Students develop a business concept and create a functioning e-commerce website. 36 hours lecture/54 hours laboratory.

DMA C211 A/CSU 3.00 Units
Web Scripting with JavaScript

Advisory: DMA C111, ENGL C070
Repeat Status: Not repeatable

This course provides students with the skills to create interactive Web pages with JavaScript. Practical application of JavaScript includes navigation rollover effects, manipulating windows, manipulating form data, validating forms, creating drop down menus, and displaying date and time. 36 hours lecture/54 hours laboratory.

DMA C213 A/CSU 3.00 Units
Web Development with PHP and MySQL

Advisory: DMA C211, MATH C040, READ C056
Repeat Status: Not repeatable

This course provides students with the skills to create dynamic webpages with PHP and MySQL. Practical applications of PHP include web form data processing,

work with MySQL databases, and read and write text files. This course is cross listed with CSCI C280. 36 hours lecture/54 hours laboratory.

DMA C280 A/CSU 3.00 Units
Web Production Management

Prerequisite: DMA C111
Advisory: DMA C102, DMA C113, DMA C117
Repeat Status: Not repeatable

This is a course in web design project planning and production. Students work in teams to design and complete a commercial website. Students develop an understanding of team roles, workflow, budgeting, and legal and technical considerations for completing a project. 36 hours lecture/54 hours laboratory.

Drafting

DRFT C108 A/CSU 3.00 Units
Reading Technical Drawings

Advisory: ENGL C040
Repeat Status: Not repeatable

This course provides students with the opportunity to develop skills in reading and interpreting technical drawings used in an industrial environment. Principles of technical drawing are introduced along with standard symbols and abbreviations found in industrial drawings, schematics, and diagrams. Students produce technical sketches without the use of instruments. 54 hours lecture.

Economics

ECON C101 A/UC/CSU 3.00 Units
Introduction to Economics

Advisory: ENGL C070
Repeat Status: Not repeatable

This course covers macro and micro economic concepts as they apply to current economic problems for the non-economics and non-business major. Students analyze the market forces of supply and demand, evaluate economic issues, and examine the efficiency of resource allocation. Economics C101 is a survey of economics for non-economics majors. 54 hours lecture.

ECON C102 A/UC/CSU 3.00 Units
Macroeconomics

Prerequisite: MATH C050
Advisory: ENGL C070, MATH C055
Repeat Status: Not repeatable

This is an introductory course focusing on aggregate economic analysis. Topics include: market systems, aggregate measures of economic activity, macroeconomic equilibrium, money and financial institutions, monetary and fiscal policy, international economics, and economic growth. 54 hours lecture.

ECON C103 A/UC/CSU 3.00 Units
Microeconomics

Prerequisite: MATH C050
Advisory: ENGL C070, MATH C055
Repeat Status: Not repeatable

This is an introductory course focusing on choices of individual economic decision-makers. Topics include scarcity, specialization and trade, market equilibrium, elasticity, production and cost theory, market structures, factor markets, and market failure. 54 hours lecture.

Education

EDUC C004 X 0.00 Units
Supervised Tutoring

Repeat Status: Unlimited.

This class provides tutoring in various academic subjects, through a designated learning center to augment classroom instruction. The course requires a referral from a subject-area instructor, counselor, or Learning Assistance Center instructor. 54 hours open laboratory.

EDUC C005 X 0.00 Units
Exam Preparation for the GED

Repeat Status: Not repeatable

This course is designed to prepare students for the General Educational Development Examination (GED). Instruction is provided for all subject areas of the GED with emphasis on reading, writing, and mathematics and review of general science, humanities, and social studies. Instruction is tailored to student need based on instructor assessment. Students demonstrate progress and readiness for the GED through practice exams. 54 hours laboratory.

EDUC C170 A/CSU 0.50 Units
Tutor Training I

Repeat Status: Not repeatable

The purpose of tutor training is to develop tutoring methods and skills for students who plan to work as tutors. This training can be applied to International Tutor Certification Program requirements from College Reading and Learning Association. This course is open to any student; however, training does not ensure a student will be hired as a tutor. 10 hours lecture.

Electronics Technology

ET C101 A/CSU 4.00 Units
Electrical Circuit Analysis I

Prerequisite: MATH C050
Advisory: MATH C056
Repeat Status: Not repeatable

This course introduces students to the fundamentals of electrical analysis, starting from the concepts of

energy, power, current, voltage and resistance, and their relationship to each other. Students learn circuit analysis principles for series, parallel, and series-parallel networks using Ohm's and Kirchhoff's Laws for both DC and AC circuits. This course has a lab component to allow students to gain hands-on experience in basic circuit analysis. This course is cross listed with RET C 111 . 54 hours lecture/54 hours laboratory.

ET C105 A/CSU 4.00 Units
Electrical Circuit Analysis II

Prerequisite: ET C101 or RET C111
Repeat Status: Not repeatable

The course covers explanation and computation of impedance in circuits with resistive and reactive components and applying impedance in Ohm's and Kirchhoff's Laws for such AC circuits. It also covers low- and high-pass filter concepts for R-C and R-L circuits; transformers; and 3 0 Wye and Delta connected circuits. This course has a lab component to allow students to gain hands-on experience in circuit analysis. This course is cross listed with RET C112. 54 hours Lecture/54 hours laboratory.

ET C212 A/CSU 3.00 Units
Microelectronics

Prerequisite: ET C105
Repeat Status: Not repeatable

This course covers the basic theory and application of diodes (rectifiers, zener, etc.) bipolar transistors (biasing, small signal amplifiers, large signal amplifiers), transistors used as switches, field effect transistors, feedback, frequency effects, and operational amplifiers. 54 hours lecture.

ET C222 A/CSU 3.00 Units
Digital Circuits/Microprocessors

Prerequisite: ET C105
Repeat Status: Not repeatable

Introduction to digital electronics which includes: Boolean Algebra, logic gates, numbering systems, digital codes, arithmetic circuits, memory circuits, counting circuits, multiplexers, microprocessor fundamentals, multi-vibrators, and digital-to-analog interfaces. 54 hours lecture.

Emergency Medical Technology

EMTC C070 A 0.50 Units
CPR for the Healthcare Provider

Repeat Status: Not repeatable

This is a Healthcare Provider - CPR Course that meets the current American Heart Association standards. The course provides training in emergency treatment for life-threatening cardiopulmonary arrest, airway and breathing management, and foreign body obstructed airway for all age groups in a particular setting. This course also includes one and two rescuer CPR, use of barrier devices, AED use and the prevention of disease transmission. Note: This course is cross listed with HCRS C070. 10 hours lecture.

EMTC C105 A/CSU 6.50 Units
Emergency Medical Technician

Advisory: ENGL C101, HCRS C150
Repeat Status: Not repeatable

This course provides instruction in pre-hospital techniques in the evaluation and emergency medical care through the recognition of signs and symptoms of illnesses and injuries. This course also includes instruction in the care rendered on scene and during transportation by EMT personnel. The student shall meet health requirements to participate in the clinical section of the course. Any expenses involved in meeting the health requirement are at the student's expense. Failure to meet the health requirements results in student ineligibility for clinical objectives. Upon successful completion of the mandated course criteria the student receives a Certificate of Completion and this qualifies the student to apply and take the national exam for the Emergency Medical Technician, to ultimately qualify for application within the State of California to become certified. The student must provide a valid American Heart Association Healthcare Provider CPR/AED card to the instructor at the first class session to remain enrolled in this course. 90 hours lecture/81 hours laboratory.

EMTC C106 A/CSU 0.50 Units
First Aid/Cardio Resuscitation/Automated External Defibrillator

Repeat Status: Not repeatable

This course teaches current First Aid instruction for Schools and the Community through discussion, demonstrations, and practical experiences. It includes Emergency Action Steps; breathing and cardiac problem recognition and care; CPR for adult, child, infant; AED Automated External Defibrillator for adult and child, and choking for conscious and unconscious person; wound care; bandaging; shock; poisoning; local poisonous plants and animals; burns; bone and joint injuries including splinting; diabetic emergencies; temperature extremes; and other sudden illnesses. Note: This course is cross listed with HCRS C106. 10 hours lecture.

EMTC C205 A/CSU 1.50 Units
Emergency Medical Technology – Basic Refresher

Prerequisite: EMTC C105 or current certification as an EMT-B
Advisory: ENGL C101
Repeat Status: Not repeatable

A review of the techniques of emergency medical care through recognition of signs and symptoms of illnesses

and injuries. Proper procedures of emergency care and transportation aspects required for Emergency Medical Technician-Basic (EMT-B) personnel. Upon completion of the above objectives and passing the Final Exams, the student will receive a Certificate of Completion and state skills form. This qualifies the student to recertify and/or apply and take the national exam for the EMT-B, to ultimately qualify for application within the State of California. 24 hours lecture/8 hours laboratory.

Engineering

ENGR C110 A/UC/CSU 4.00 Units
Introduction to Engineering

Prerequisite: MATH C141, MATH C142
Repeat Status: Not repeatable

This course provides an introduction to the profession of engineering and its connection with society today and in the future. The development of basic engineering skills for future success in the field is emphasized. Engineering disciplines, functions, and employment opportunities are considered. Application of the engineering problem solving method, teamwork, and the design process are practiced. Typical engineering problems are solved aided by use of computer software. College Courses required for individual engineering majors are illustrated. 54 hours lecture/54 hours laboratory.

ENGR C120 A/UC/CSU 4.00 Units
Introduction to Materials Science

Prerequisite: CHEM C111, PHYS C111
Repeat Status: Not repeatable

This course investigates the relationships between microscopic structures and the macroscopic properties of engineering materials including metals, ceramics, glasses, polymers, and composites. Mechanical, thermal, electrical, magnetic and optical properties are examined. Processes for producing and strengthening various materials are introduced. 54 hours lecture/54 hours laboratory.

ENGR C185 A/UC/CSU 4.00 Units
Digital Logic and Design

Prerequisite: MATH C141, MATH C142
Repeat Status: Not repeatable

This course covers discrete mathematics, logic, Boolean algebra, bi¬nary arithmetic, logic gates, combinatorial logic, and minimization techniques. This course also includes an introduction to sequential circuits, state machines and synchronous state machine design. Students design combinatorial circuits, flipflops, multivibrators, registers, and counters. 54 hours lecture/54 hours laboratory.

ENGR C210 A/UC/CSU 3.00 Units
Engineering Mechanics: Statics

Prerequisite: PHYS C111
Repeat Status: Not repeatable

This course covers the analysis of force systems, equilibrium problems, section properties; graphic, algebraic, and vector methods of problem solution for rigid body mechanics. 54 hours lecture.

ENGR C230 A/UC/CSU 4.00 Units
Engineering Circuit Analysis

Prerequisite: PHYS C113
Repeat Status: Not repeatable

This course covers Ohm's and Kirchhoff's Law, Mesh and Nodal analysis, basic network theorems, RL and RC transients, phasors and steady-state sinusoidal analysis, first and second order circuits, current, voltage and power relationships. This course is designed for students majoring in electrical and electronics engineering. 54 hours lecture/54 hours laboratory.

Engineering Technology

ENTC C151 A 3.00 Units
Introduction to Engineering Design I

Prerequisite: MATH C050
Advisory: ENGL C040
Repeat Status: Not repeatable

In this course, students learn the different facets of engineering design, including history of design, the steps in the design process, proper sketching techniques, and the use of measurement and tools. Students gain working knowledge of geometric shapes and solids, dimensioning, and 3D modeling. Students also learn to calculate area and properties of solids. 36 hours lecture/54 hours laboratory.

ENTC C152 A 3.00 Units
Introduction to Engineering Design II

Prerequisite: ENTC C151
Repeat Status: Not repeatable

In this course, students learn how to reverse engineer a manufactured product by analyzing its structure, function, and operation. They learn the fundamentals of visual design. Students also examine ethical issues in the design and recycling of manufactured objects. 36 hours lecture/54 hours laboratory.

ENTC C153 A 3.00 Units
Principles of Engineering Technology I

Prerequisite: ENTC C152, MATH C057
Repeat Status: Not repeatable

In this course, students apply concepts of engineering in the design, creation, testing, and evaluation of a compound machine. Topics that are covered include

energy-harnessing storage, transportation, and conversion; voltage, current, resistance, conduction, R-values, and radiation; equilibrium of objects at rest or in motion; and materials testing. 36 hours lecture/54 hours laboratory.

ENTC C154 A 3.00 Units
Principles of Engineering Technology II

Prerequisite: ENTC C153
Repeat Status: Not repeatable

In this course, students apply advanced concepts of engineering in the design, creation and testing of a vehicle that stores and releases potential energy for propulsion. Topics include hydraulics, pneumatics, and dynamics, which is concerned with the acceleration of objects in motion. Students learn how engineers use statistics. 36 hours lecture/54 hours laboratory.

ENTC C155 A 3.00 Units
Digital Electronics I

Prerequisite: ENTC C151
Repeat Status: Not repeatable

In this course, students are introduced to basic circuit concepts and the fundamentals of combinational logic. They design several types of integrated circuits, and they use Circuit Design Software (CDS) and a Digital Logic Board (DLB) to simulate and prototype combinational logic designs implemented with programmable logic. 36 hours lecture/54 hours laboratory.

ENTC C156 A 3.00 Units
Digital Electronics II

Prerequisite: ENTC C155
Repeat Status: Not repeatable

In this course, students are introduced to the fundamentals of sequential logic. They use Circuit Design Software (CDS) and a Digital Logic Board (DLB) to simulate and prototype introductory flip-flop applications, medium scale integrated (MSI) circuit counters, and state machines designs implemented with discrete and programmable logic. They also program a microcontroller to maneuver a robot through a design course. 36 hours lecture/54 hours laboratory.

ENTC C157 A 3.00 Units
Civil Engineering and Architecture I

Prerequisite: ENTC C151, MATH C057
Repeat Status: Not repeatable

In this course, students learn the fundamentals of residential architecture, including foundation, framing system, roof design, and insulation. They learn principles of client-centered sustainable and aesthetic design. Students also use 3D architectural design software to document and design a residential building. 36 hours lecture/54 hours laboratory.

ENTC C158 A 3.00 Units
Civil Engineering and Architecture II

Prerequisite: ENTC C157
Repeat Status: Not repeatable

In this course, students learn how commercial building design differs from residential design. Concepts of structural engineering are covered. The criteria and constraints to size and locate new utility service connections are addressed. Codes, regulations, and technical standards are also emphasized. Students synthesize these concepts to create a site design and commercial building design, using 3D architectural design software. 36 hours lecture/54 hours laboratory.

English

ENGL C030 P 4.00 Units
Improving Basic Writing Skills

Prerequisite: Composite placement score in reading and writing of 65-124
Repeat Status: Not repeatable

This course teaches students to develop and organize ideas in short writings, focusing on the importance of coherent, unified, and well-developed paragraphs with topic sentences and effective supporting detail. The course also covers how to build these paragraphs into short essays and how to revise and edit for correctness. Major principles of grammar are reviewed. 72 hours lecture.

ENGL C040 P 4.00 Units
Improving College Writing Skills

Prerequisite: ENGL C030
Repeat Status: Not repeatable

This course, which is preparation for college composition, is designed to teach students to write short compositions (500-750 words each) with clear organization, development, keywords, thesis, topic sentences, and sufficient supporting details. Students become familiar with a variety of rhetorical modes, are introduced to expository and text-based writing, and complete in-class compositions. Major and minor principles of grammar are reviewed. 72 hours lecture.

ENGL C042 P 2.00 Units
Preparation for Introductory Composition

Prerequisite: ENGL C030
Repeat Status: Not repeatable

This course, which accelerates preparation for English C070, is designed to raise students' overall reading and writing skills to college level. Students write short compositions (500-750 words each) with clear organization, development, keywords, thesis, topic sentences, and sufficient details. By completing in-class compositions, students become familiar with a variety of rhetorical modes. Major and minor principles of grammar

and mechanics also are reviewed. 18 hours lecture/54 hours laboratory.

ENGL C070 A 4.00 Units
Introductory Composition

Prerequisite: ENGL C040, ENGL C042
Advisory: IC C075
Repeat Status: Not repeatable

In this course which prepares students to take university-level classes, students analyze and respond to college-level readings, compose expository and argumentative essays for a variety of rhetorical situations, incorporate outside sources into their writing using proper documentation techniques, and revise for coherence, unity, and development. Students write four to five expository essays including a lengthy research paper (total: 3,500 words). 72 hours lecture.

ENGL C101 A/UC/CSU 4.00 Units
Freshman Composition

Prerequisite: ENGL C070
Repeat Status: Not repeatable

In this composition course for transfer to four-year institutions, students write expository and argumentative essays that respond to a variety of rhetorical situations and incorporate university-level research. The course emphasizes critical reading, effective use of language, and analysis of university-level concepts presented in outside sources. Students write four to five expository essays including a lengthy research paper (total: 7,000 words). 72 hours lecture.

ENGL C102 A/UC/CSU 4.00 Units
Critical Thinking through Literature

Prerequisite: ENGL C101
Repeat Status: Not repeatable

In this composition course for transfer to four-year institutions, students develop composition, analytical, and critical reasoning skills through study of literary works (fiction, poetry, drama, and essay). The course emphasizes critical analysis, principles of logic, use of research, and presentation of carefully-reasoned written arguments while developing students' close reading skills and promoting an appreciation for the aesthetic qualities of literature. Students write four to five expository essays demonstrating sophisticated application of critical thinking skills to literature (total: 8,000 words). 72 lecture hours.

ENGL C102H A/UC/CSU 5.00 Units
Critical Thinking through Literature: Honors

Limitation on Enrollment: Acceptance for the Honors program or eligibility for this honors course as determined in consultation with the instructor

Prerequisite: ENGL C101
Repeat Status: Not repeatable

In this composition course for transfer to four-year institutions, students develop composition, analytical, and critical reasoning skills through study of literary works (fiction, poetry, drama, and essay). The course emphasizes critical analysis, principles of logic, use of research, and presentation of carefully-reasoned written arguments while developing students' close reading skills and promoting an appreciation for the aesthetic qualities of literature. Students write four to five expository essays demonstrating sophisticated application of critical thinking skills to literature (total: 8,000 words). The honors course provides more content and requires greater intensity and depth of study than the non-honors course; the honors course also requires at least one extra paper assignment beyond that required in the non-honors course. 90 hours lecture.

ENGL C111 A/UC/CSU 3.00 Units
Introduction to Types of Literature

Advisory: ENGL C070
Repeat Status: Not repeatable

This course introduces students to the analysis and interpretation of imaginative literature, develops their comprehension of structure, theme, and artistic purpose in works of poetry, drama, and fiction, and promotes appreciation and critical understanding of the cultural, historical, and aesthetic qualities of literature. 54 hours lecture.

ENGL C141 A/UC/CSU 3.00 Units
Introduction to Creative Writing

Prerequisite: ENGL C070
Repeat Status: Not repeatable

This course introduces students to the study and craft of creative writing. Participants practice writing in various genres such as fiction and poetry, analyze the works of established and student writers, and participate in peer-review within the workshop environment. 54 hours lecture.

ENGL C221 A/UC/CSU 3.00 Units
World Literature: Antiquity to 17th Century

Prerequisite: ENGL C070
Repeat Status: Not repeatable

This course is a comparative study of selected works, in translation and in English, of literature from around the world, including Europe, the Middle East, Asia, and other areas, from antiquity to the mid or late seventeenth century. 54 hours lecture.

ENGL C222 A/UC/CSU 3.00 Units
World Literature: 17th Century to Present

Prerequisite: ENGL C070
Repeat Status: Not repeatable

This course is a comparative study of selected works, in translation and in English, of literature from around the

world, including Europe, the Middle East, Asia, and other areas, from the mid or late seventeenth century to the present. 54 hours lecture.

ENGL C231 A/UC/CSU 3.00 Units
Survey of British Literature I: Beginnings–1785

Prerequisite: ENGL C070
Repeat Status: Not repeatable

This course studies English literature from Anglo-Saxon times to the end of the Eighteenth Century. 54 lecture hours.

ENGL C232 A/UC/CSU 3.00 Units
Survey of British Literature II: 1785–Present

Prerequisite: ENGL C070
Repeat Status: Not repeatable

This course studies British literature from the Romantic Period to the present. 54 lecture hours.

ENGL C235 A/UC/CSU 3.00 Units
Introduction to Shakespeare

Advisory: ENGL C070
Repeat Status: Not repeatable

This course provides an introduction to Shakespeare's works, including discussion and analysis of selected plays (tragedies, comedies, and histories) and non-dramatic poetry. Some attention may be given to the historical, artistic, literary, theatrical, and social influences of Renaissance England contributing to the development of Shakespeare's literary achievements. 54 hours lecture.

ENGL C235H A/UC/CSU 4.00 Units
Introduction to Shakespeare – Honors

Limitation on Enrollment: Acceptance to the Honors Program or eligibility for this honors course as determined by the instructor.

Advisory: ENGL C070
Repeat Status: Not repeatable

This course provides an introduction to Shakespeare's works, including discussion and analysis of selected plays (tragedies, comedies, and histories) and non-dramatic poetry. Some attention may be given to the historical, artistic, literary, theatrical, and social influences of Renaissance England contributing to the development of Shakespeare's literary achievements. The honors course provides more content and requires greater intensity and depth of study than the non-honors course; the honors course also requires at least one extra research assignment. 72 hours lecture.

ENGL C241 A/UC/CSU 3.00 Units
Survey of American Literature I: Beginnings–1865

Prerequisite: ENGL C070
Repeat Status: Not repeatable

This literature course introduces students to American authors from the Colonial Period to the beginning of the twentieth century. The course emphasizes analyzing texts and studying the intellectual, social, and cultural history of Americans. 54 hours lecture.

ENGL C242 A/UC/CSU 3.00 Units
Survey of American Literature II: 1865–Present

Prerequisite: ENGL C070
Repeat Status: Not repeatable

This literature course introduces students to American authors from the 1865 to the present. The course emphasizes analyzing texts and studying the intellectual, social, and cultural history of Americans. 54 hours lecture.

ENGL C245 A/UC/CSU 3.00 Units
Women's Literature

Prerequisite: ENGL C070
Repeat Status: Not repeatable

This course studies the literary achievements of women writers and examines the extent to which literature mirrors or shapes historical and social attitudes with particular emphasis on the roles, images, and concerns of women as expressed in literature. 54 hours lecture.

ENGL C245H A/UC/CSU 4.00 Units
Women's Literature: Honors

Prerequisite: ENGL C070
Repeat Status: Not repeatable

This course studies the literary achievements of women writers and examines the extent to which literature mirrors or shapes historical and social attitudes with particular emphasis on the roles, images, and concerns of women as expressed in literature. The honors course provides more content and requires greater intensity and depth of study than the non-honors class; the honors course also requires at least one extra research assignment. 72 hours lecture.

ENGL C249 A/UC/CSU 3.00 Units
Multi-Ethnic American Literature

Prerequisite: ENGL C070
Repeat Status: Not repeatable

This course studies the contributions to American literature by African Americans, Latino Americans, Asian Americans, Native Americans, and other ethnic minorities and examines the extent to which literature mirrors or shapes historical and social attitudes with particular emphasis on the roles, images, and concerns of ethnic groups as expressed in literature. 54 lecture hours.

English as a Second Language

ENSL C020 P 2.00 Units
Low Beginning English for Speakers of Other Languages I

Advisory: The use of language other than English as a primary language is advised. Students should be literate in their native language. Also, the ability to speak, understand, read, and write English at a survival level is desirable.
Repeat Status: Not repeatable

This course is beneficial to students at a low beginning skill level. Students learn English vocabulary as well as improve their listening and speaking skills. Using both spoken and written drills and exercises, students learn and practice the basic parts of an English sentence. By giving needs and skills assessments to the students, instructor determine personal goals, ability to benefit from the class and skill level. 18 hours lecture/54 hours laboratory.

ENSL C021 P 2.00 Units
Low Beginning English for Speakers of Other Languages II

Prerequisite: ENSL C020.
Advisory: The use of language other than English as a primary language is advised. Students should be literate in their native language. Also, the ability to speak, understand, read and write English at a survival level is desirable.
Repeat Status: Not repeatable

This course is beneficial to students that are at a high beginning skill level. Students will learn English vocabularies and improve their listening, speaking, reading, and writing skills. Using both spoken and written drills and exercises, students will learn and practice basic English grammar. Needs and skills assessment will be given to determine personal goals, ability to benefit from the class and skill level. This course can be taken four times. 18 hours lecture/54 hours laboratory.

ENSL C022 P 2.00 Units
Low Beginning English for Speakers of Other Languages III

Prerequisite: ENSL C021
Advisory: The use of language other than English as a primary language is advised. Students should be literate in their native language. Also, the ability to speak, understand, read, and write English at a survival level is desirable.
Repeat Status: Not repeatable

This course is beneficial to students at a low-intermediate skill level. Students learn English vocabulary, as well as improve their listening, speaking, reading, and writing skills. Using both spoken and written drills and exercises, students will learn and practice basic English grammar. By giving needs and skills assessments to students, instructors determine personal goals, ability to benefit from the class, and skill level. 18 hours lecture/54 hours laboratory.

Film

FILM C211 A/UC/CSU 3.00 Units
Hispanic Cinema

Advisory: ENGL C070
Repeat Status: Not repeatable

This class studies Hispanic civilization and culture through films, videos and documentaries, as well as varied readings. There is analysis, discussion, and written critique of selected films from Spain, Latin America and the United States. The class covers a variety of cultural issues such as the art, music, history and politics of the Hispanic world. There is an emphasis on issues of multiculturalism and diversity as illustrated by the films and readings on issues such as race, class, gender and immigration issues. Films are subtitled; no knowledge of Spanish is required. 54 hours lecture.

French

FREN C101 A/UC/CSU 5.00 Units
Elementary French I

Advisory: ENGL C070
Repeat Status: Not repeatable

This is an introductory course in which students learn basic grammar and vocabulary for speaking, reading, understanding, and writing at the beginning level as well as the culture and civilization of the French-speaking world. 90 hours lecture.

Geography

GEOG C101 A/UC/CSU 3.00 Units
Physical Geography Lecture

Advisory: ENGL C070
Repeat Status: Not repeatable

This lecture course covers the study of the Earth as an integrated system, including Earth-Sun relationships and motions, weather, climatic types and regions, ecosystems, soils, natural hazards, resource management, landforms, and the ocean. An emphasis is placed on understanding human-land relationships and examining current world problems from a geographical perspective. Not open to students who have completed GEOG C111. 54 hours lecture.

GEOG C102 A/UC/CSU 1.00 Units
Physical Geography Laboratory

Prerequisite: GEOG C101

Co-Requisite: GEOG C101
Advisory: ENGL C070
Repeat Status: Not repeatable

This laboratory course provides practical experience in field methods and enhancement of topics in GEOG C101, such as the Earth as an integrated system, Earth-Sun relationships and motions, weather, climatic types and regions, ecosystems, soils, natural hazards, resource management, landforms, and the ocean. Not open to students who have completed GEOG C111. 54 hours laboratory.

GEOG C111 A/UC/CSU 4.00 Units
Physical Geography

Advisory: ENGL C070
Repeat Status: Not repeatable

This lecture and laboratory course covers the study of the Earth as an integrated system. Lecture topics include Earth-Sun relationships and motions, weather, climatic types and regions, ecosystems, soils, natural hazards, resource management, landforms, and the ocean. An emphasis is placed on understanding human-land relationships and examining current world problems from a geographical perspective. Meanwhile, laboratory provides practical experience in field techniques and supplemental exercises that enhance and reinforce topics covered in lecture. Not open to students who have completed GEOG C101. 54 hours lecture/54 hours laboratory.

Geology

GEOL C111 A/UC/CSU 4.00 Units
Physical Geology

Advisory: ENGL C070
Repeat Status: Not repeatable

This course covers the study of the earth as an integrated system of hydrologic, tectonic, atmospheric, and human processes, including the origin and evolution of continents, mountains, earth materials, oceans, and life forms. It also covers geologic hazards, such as earthquakes, floods, groundwater contamination, and global climate change. Laboratories are designed to complement and reinforce topics covered in the lecture and will apply geologic principles to local geologic and land use issues such as earthquake hazards, flash floods, and the evolution of landforms in eastern California. 54 hours lecture/54 hours laboratory.

Health Careers

HCRS C055 A 5.00 Units
Certified Nursing Assistant

Repeat Status: Not repeatable

This course develops the skills necessary to pass the state mandated test to become a Certified Nurse's Aide (CNA). Topics include legal and ethical responsibilities, bedside care, moving and positioning a resident, general observations of a resident's condition and responsibilities related to care of the elderly resident. Practical bedside skills are practiced by the student in the nursing skills lab. The student gains experience in a long-term care facility. The student must pass the course with a grade of "C" or better to be eligible to take the California CNA exam. 54 hours lecture/108 hours laboratory.

HCRS C057 A 2.00 Units
Home Health Aide

Prerequisite: Certified Nursing Assistant Certificate
Repeat Status: Not repeatable

This course is designed to prepare the student to work with clients in a home setting doing hands-on patient care. This course focuses on the skills for basic care of residents who need assistance with activities of daily living, including bathing, hygiene measures, transfers, bed making, cleaning, and homemaking tasks. The State Department of Licensing requires a grade of C or better. 27 hours lecture/27 hours clinical.

HCRS C068 A 3.00 Units
Medical Assistant Clinical Externship

Prerequisite: HCRS C150
Repeat Status: Not repeatable

The Clinical Externship is a practical application of the theory and skills learned in the classroom and lab. The student participates in office or clinic patient care under the direct supervision of the physician and the office manager and the indirect supervision of the classroom instructor. 160 hours work experience.

HCRS C070 A 0.50 Units
CPR for the Healthcare Provider

Repeat Status: Not repeatable

This is a Healthcare Provider-CPR Course that meets the current American Heart Association standards. The course provides training in emergency treatment for life-threatening cardiopulmonary arrest, airway and breathing management, and foreign body obstructed airway for all age groups in a particular setting. This course also includes one and two rescuer CPR, use of barrier devices, AED use and the prevention of disease transmission. Note: This course is cross listed with EMTC C070. 10 hours lecture.

HCRS C075 A 2.00 Units
Principles of Intravenous Therapy and Blood Withdrawal

Prerequisite Required by Statute: Current California Vocational Nursing License (LVN), or senior standing in a LVN Program, or Interim VN Permittee status. Students must have a current California Vocational Nursing License (LVN), or senior standing in a LVN Program, or Interim VN

Permittee status as mandated by the Board of Vocational Nursing and Psychiatric Technicians.

Repeat Status: Not repeatable

The course is designed to enable the Licensed Vocational Nurse (LVN) to safely initiate and maintain intravenous therapy in a clinical setting. LVNs successfully completing this course will be certified by the California Board of Vocational Nurse Examiners to initiate and superimpose intravenous fluids. Must have a current California Vocational Nursing License or senior standing in a LVN Program, or Interim Permittee Vocational Nurse status. 27 hours lecture/9 hours laboratory.

HCRS C100 A/CSU 3.00 Units

Fundamentals of Nursing

Prerequisite: BIOL C125 and/or BIOL C251 and BIOL C255; CSCI C070; HCRS C055; HCRS C150; PSYC C101 or PSYC C101H;
Co-requisite: HCRS C103; HCRS C107; HCRS C113
Repeat Status: Not repeatable

This theory course begins with an introduction to the roles of the vocational nurse and provides a foundation of basic nursing arts and sciences necessary for the practice of nursing including concepts specific to the gerontological client. Using the nursing process as a framework, concepts of professionalism, growth and development, safety, and health concerns for the adult and geriatric population are discussed. Legal and ethical considerations, cultural diversity, the nursing process, and basic data collection are included as theory topics along with the presentation of basic mental health concepts applicable to the geriatric client. Fundamental nursing skills are discussed in detail with concurrent hands-on practice of skills in the Vocational Nursing Lab I course.54 hours lecture.

HCRS C101 A/CSU 8.00 Units

Vocational Nursing: Medical-Surgical Nursing I

Prerequisite: BIOL C121 and BIOL C122, or BIOL C251 and BIOL C255 ; PSYC C101 or PSYC C101H; HCRS C150; HCRS C055; CSCI C070
Co-requisite: HCRS C111
Advisory: IC C075, MATH C055 or MATH C057 or MATH C101
Repeat Status: Not repeatable

This course covers fundamentals of nursing including nursing theory and process, basic data collection, assessment, legal and ethical considerations, cultural diversity, geriatrics, nutrition and pharmacology. This course is approved by the Board of Vocational Nursing and Psychiatric Technicians (BVNPT) and adheres to all state mandated guidelines. 144 hours lecture.

HCRS C103 A/CSU 3.00 Units

Medical Surgical Nursing

Prerequisite: HCRS C100, HCRS C107, HCRS C113
Repeat Status: Not repeatable

This theory course focuses on the application of the nursing process in common health/illness situations. Using the nursing process as a framework, emphasis is placed on the role of the vocational nurse as a provider of care in assisting the adult and geriatric client with chronic disorders affecting the gastrointesintal, genitourinary, endocrine, and integumentary systems. Topics in basic nutrition are also presented including an overview of basic nutrients, basic therapeutic diets and patient education specific to chronic conditions. Basic mental health concepts are introduced. Concepts in this course are correlated with the clinical settings presented in Vocational Nursing Lab I. 54 hours lecture.

HCRS C106 A/CSU 0.50 Units

First Aid/Cardio resuscitation/Automated External Defibrillator

Repeat Status: Not repeatable

This course teaches current first aid instruction for Schools and the Community through discussion, demonstrations, and practical experiences. It includes Emergency Action Steps; breathing and cardiac problem recognition and care; CPR for adult, child, infant; AED Automated External Defibrillator for adult and child, and choking for conscious and unconscious person; wound care; bandaging; shock; poisoning; local poisonous plants and animals; burns; bone and joint injuries including splinting; diabetic emergencies; temperature extremes; and other sudden illnesses. Note: This course is cross listed with EMTC C106. 10 hours lecture.

HCRS C107 A/CSU 2.00 Units

Basic Pharmacology Vocational Nursing

Co-requisite: HCRS C100, HCRS C103, HCRS C113
Repeat Status: Not repeatable

This course is designed to prepare the vocational nurse to function safely when administering medication. Using the nursing process as the framework, concepts of pharmacology, calculations, and nursing considerations that pertain to the safe administration of medication are presented. 36 hours lecture.

HCRS C110 A/CSU 1.00 Units

Principles of Adult Learners

Limitation in Enrollment: This course is required by the BVNPT for all new nursing faculty. Enrollment in course must be approved by Director of Nursing and Instructor.
Repeat Status: Not repeatable

A study of the variety of teaching techniques which are applicable to classroom instruction and clinical supervision of students pursuing a health profession. Teaching techniques focus on delivery of the theory and content of a program and assessment of student performance in the classroom and in the clinical setting. The range of teaching techniques from general lecture

format to more creative approaches to learning is explored for both theory and clinical courses. 18 hours lecture.

HCRS C113 A/CSU 6.00 Units
Vocational Nursing Laboratory I

Co-requisite: HCRS C100, HCRS C103, HCRS C107
Repeat Status: Not repeatable

This laboratory course focuses on the care role of the vocational nurse in assisting the adult and geriatric client to meet essential activities of daily living. A beginning knowledge of nursing techniques and medication administration with an understanding of the principles, rationales, and procedures for each technique is emphasized. Using the nursing process as a framework, students provide basic care for adult and geriatric clients with various uncomplicated diseases and disorders who require nursing intervention to meet basic human needs. Basic communication techniques for the adult and geriatric client with mental health disorders are integrated throughout. This clinical course includes experience in the skills lab and long term care clinical settings. 324 hours laboratory.

HCRS C121 A/CSU 3.00 Units
Nutrition

Advisory: ENGL C040
Repeat Status: Not repeatable

This course is designed to develop an understanding of the principles of human nutrition, including historical development, underlying physical, mental and emotional health, current world nutrition problems, nutrients and their utilization by the body, and nutritional needs throughout the life cycle. Recent developments in nutrition, food fads and fallacies, and informational nutritional resources are discussed. 54 hours lecture.

HCRS C130 A/CSU 2.00 Units
Communication in Healthcare

Advisory: ENGL C070
Repeat Status: Not repeatable

This course is designed to prepare the student to recognize human behaviors and communicate effectively with clients and other healthcare providers in the workplaced. Topics include verbal, nonverbal communication techniques, listening skills, therapeutic communication skills and communicating with other healthcare providers. This course meets the competency standards for CAAHEP and CCBMA certification. 36 hours lecture.

HCRS C131 A/CSU 1.50 Units
Medical Law and Ethics for Medical Assistants

Advisory: ENGL C070
Repeat Status: Non-repeatable

This course is designed to explore the theories, models and principles that serve as guides for ethical behavior within the medical assistant context. The student explores the complexities of the ethical and legal aspects of patient care related to the medical assistant's practice, all the while emphasizing the importance of principled behavior in personal and professional situations. 27 hours lecture.

HCRS C132 A/CSU 1.50 Units
Electronic Health Record

Advisory: ENGL C070
Repeat Status: Not repeatable

This course covers concepts and techniques for managing and maintaining manual and electronic health records (EHR). Topics include structure and use of health information including data collection and analysis, data sources/sets, archival systems, and quality and integrity of health care data. The focus of this course is system-wide clinical documentation guidelines and regulatory standards. 27 hours lecture.

HCRS C133 A/CSU 3.00 Units
Medical Office Procedures

Prerequisite: HCRS C150, HCRS C130, HCRS C131, HCRS C132
Repeat Status: Not repeatable

This course enables the student to gain a wide range of skills that may be required in a medical front office which is an area that is constantly changing. It covers basic office procedures, which include receptionist, appointments, scheduling, telephone techniques, interpersonal relations, computer data entry, oral communication, and medico-legal doctrines. 54 hours lecture.

HCRS C134 A/CSU 3.00 Units
Medical Insurance and Billing

Prerequisite: HCRS C150, HCRS C130, HCRS C131, HCRS C132
Repeat Status: Not repeatable

This course presents a thorough discussion of office finance management and insurance. Insurance coding and billing prepares the student to undertake the details necessary for implementing the specialized insurance forms utilized in the modern healthcare system. Included in the course insurance exercises are Blue Cross and Blue Shield, Medicaid-MediCal, CHAMPUS, Unemployment and Worker's Compensation, and Health Maintenance Organizations. 54 hours lecture.

HCRS C135 A/CSU 2.00 Units
Basic ICD and CPT Coding

Prerequisite: HCRS C134 or concurrent enrollment
Repeat Status: Not repeatable

This course presents a thorough discussion of basic International Classification of Diseases (ICD) and current procedural terminology (CPT) coding. Procedural coding and International Classification of Diseases prepares the student to undertake the details necessary for implementing the specialized coding needed for billing insurance companies. 36 hours lecture

HCRS C136 A/CSU 3.00 Units
Clinical Medical Assisting I

Prerequisite: HCRS C150, HCRS C130, HCRS C131, HCRS C132
Repeat Status: Not repeatable

This is an introductory course designed to provide basic education and training for the individual who is interested in working as a Clinical Medical Assistant in a medical or clinical back office. Topics include basic infection control; Occupational Safety and Health Act regulations; principles of nutrition; vital signs and height/weight measurements; initial medical record documentation; and maintenance of the clinical facility. Common office practices, such as vital signs are discussed and practiced in the Skills Lab. 45 hours lecture/27 hours laboratory.

HCRS C137 A/CSU 3.00 Units
Clinical Medical Assisting II

Prerequisite: HCRS C136
Repeat Status: Not repeatable

This course is designed to provide advanced education and training for the individual who is interested in working as a Clinical Medical Assistant in a medical or clinical back office. Topics include patient history and interviewing; techniques of assisting the physician with patients; minor surgeries and sterile dressing changes; staple and suture removal; theory of x-ray examination and treatment; patient education; electrocardiographic methods; and first aid. Common office procedures are discussed and practiced in the Skills Lab. Emphasis is placed the role of the medical assistant. 45 hours lecture/27 hours laboratory.

HCRS C138 A/CSU 2.00 Units
Medication Administration for Medical Assisting

Prerequisite: HCRS C136 or concurrent enrollment
Repeat Status: Not repeatable

This course provides basic education and training in medications and administration for the individual who is interested in working as a Clinical Medical Assistant in the medical back office environment. Topics include basic mathematics, terminology, medication orders, medication administration including oral and injection and documentation. Emphasis is on client education and the role of the medical assistant. 27 hours lecture/27 hours laboratory.

HCRS C139 A/CSU 2.00 Units
Laboratory Procedures

Prerequisite: HCRS C136 or concurrent enrollment
Repeat Status: Not repeatable

This introductory laboratory course provides basic education and training for a medical assistant in a physician's office laboratory. The focus of the training includes methods of specimen collection; principles of routine office laboratory tests; techniques for blood tests; microbiology office procedures; and blood withdrawal. 27 hours lecture/27 hours laboratory.

HCRS C142 A/CSU 1.50 Units
Medical Assistant Administrative Externship

Prerequisite: HCRS C133, HCRS C134, HCRS C135 or concurrent enrollment
Repeat Status: Not repeatable

The Clinical Externship is a practical application of the theory and skills learned in the classroom. The student participates in front office procedures under the direct supervision of the physician and the office manager and the indirect supervision of the classroom instructor. 90 hours volunteer work experience.

HCRS C143 A/CSU 1.50 Units
Clinical Medical Assistant Externship

Prerequisite: HCRS C136, HCRS C137
Co-requisite: HCRS C137
Repeat Status: Not repeatable

The Clinical Externship is a practical application of the theory and skills learned in the classroom and lab. The student participates in physician's office or clinic providing patient care under the direct supervision of the physician and the office manager with indirect supervision of the classroom instructor. 90 hours volunteer work experience.

HCRS C150 A/CSU 3.00 Units
Medical Terminology for Health

Repeat Status: Not repeatable

This course is designed to familiarize the student with the language of medicine. The components of medical terminology are highly beneficial for any individual with a healthcare employment objective. The course presents the components of medical works including word roots, combining forms, suffixes, and prefixes. Using medical terminology as a focal point, the systems of the body are discussed. 54 hours lecture.

HCRS C204 A/CSU 9.00 Units
Medical Surgical Nursing II

Prerequisite: HCRS C100, HCRS C103, HCRS C107, HCRS C113
Co-Requisite: HCRS C214.
Repeat Status: Not repeatable

This theory course uses the nursing process as a framework to guide the development of critical thinking skills used to determine nursing actions for adult and geriatric clients with cancer and conditions affecting the cardiovascular, lymphatic, musculoskeletal, endocrine, and respiratory systems. The role of the vocational nurse as a provider of care and manager of care related to leadership, supervision, and rehabilitation are also discussed. This course integrates care of the medical surgical client with mental health disorders. Concepts in this course are correlated to the various clinical settings presented in HCRS C214 Clinical Nursing Lab II. 162 hours lecture.

HCRS C205 A/CSU 3.50 Units
Medical Surgical Nursing III

Prerequisite: HCRS C204
Co-Requisite: HCRS C216
Repeat Status: Not repeatable

Using the nursing process as a framework, this theory course reinforces the critical thinking skills necessary to care for adult and geriatric clients with acute and complex medical surgical disease states, including multisystem involvement. The care for the client with increasingly complex mental health conditions is explored. Role expectations related to being a member of the profession are also discussed. Knowledge of nursing principles and leadership/management techniques to determine and prioritize nursing actions are correlated with the clinical settings presented in HCRS C216 Clinical Nursing III. 63 hours lecture.

HCRS C206 A/CSU 3.00 Units
Maternal and Child Nursing

Co-Requisite: HCRS C207 and HCRS C216
Repeat Status: Not repeatable

This theory course provides an overview of contemporary family centered childbirth and a foundation for pediatric nursing using growth and development concepts as a framework for presenting health problems and special concerns of the pediatric client. This course focuses on the provider and manager of care role for the vocational nurse in assisting families experiencing common health/illness situations associated with their age group. Using the nursing process and developmental theory as a framework, topics and nursing responsibilities for the normal aspects of the child bearing family and the pediatric client are discussed. The course concepts are correlated with the clinical settings in HCRS C216 Clinical Nursing III. 54 hours lecture.

HCRS C207 A/CSU 1.00 Units
Advanced Pharmacology

Co-Requisite: HCRS C206 and HCRS C216
Repeat Status: Not repeatable

This theory course reinforces and emphasizes the basic principles of pharmacology and calculations necessary for safe and effective medication administration. The primary focus is on the pharmacology content and variables that influence drug therapy when caring for the child-bearing family and the pediatric client. Utilization of the pharmacological principles from this course correlates to HCRS C216 Clinical Nursing III. 18 hours lecture.

HCRS C208 A/CSU 1.50 Units
Critical Thinking and Leadership for the Vocational Nurse

Co-Requisite: HCRS C216
Repeat Status: Not repeatable

This theory course focuses on the concepts of critical thinking skills and clinical reasoning strategies utilizing a case study approach. Leadership skills, capabilities, and knowledge essential to the vocational nurse including roles and responsibilities, application of the nursing process to problem solving methods, and supervision and evaluation of the effectiveness and quality of care are discussed. Managerial traits, styles, roles and models are also explored. Critical thinking skills and utilization of the nursing process in clinical decision making are presented and correlated to the Clinical Nursing III course. 27 hours lecture.

HCRS C214 A/CSU 6.00 Units
Clinical Nursing II

Co-Requisite: HCRS C204
Repeat Status: Not repeatable

This clinical lab course concentrates on the application of the nursing process and the continued development of the manager and provider of care roles for adult medical-surgical clients from various cultural and social backgrounds. Clinical experiences build on the basics from first semester as students perform more advanced skills when providing nursing care to clients. Incorporated into the course is the utilization of intermediate assessment, planning, intervention and evaluation under clinical supervision. This clinical course includes acute care and rehabilitation settings which correlate with the topics presented in HCRS C204 Medical Surgical Nursing II. 324 clinical hours.

HCRS C216 A/CSU 6.00 Units
Clinical Nursing III

Co-Requisite: HCRS C205, HCRS C206, HCRS C207, HCRS C208
Repeat Status: Not repeatable

Using the advanced application of the nursing process and developmental theory as a framework to guide the plan of care, students provide care for the childbearing family, pediatric clients and clients with acute medical and surgical illnesses. The care focuses on multiple clients from various ethnic and social backgrounds. Clinical experiences provide opportunities for the demonstration of leadership skills, capabilities and knowledge essential to the role of the vocational nurse as a member of the

health care team and supervisor of other vocational nurses and unlicensed health care givers. Application of critical thinking skills and the utilization of the nursing process in clinical decision making are assessed. This clinical course includes settings in acute care, clinics, physician offices for obstetrics and pediatric clients and acute and sub-acute settings for the care of clients with acute medical and surgical illnesses. Clinical content correlates with the Maternal Child theory course and topics in the Medical Surgical Nursing III and critical thinking courses. 324 clinical hours.

HCRS C230 A/CSU 3.00 Units
Pharmacology for Health Professionals

Advisory: ENGL C070
Repeat Status: Not repeatable

This course presents the components of pharmacology including techniques of administration, dosage calculations, foundations of pharmacology, patient education, health promotion, and a detailed overview of each drug class and commonly used drugs by body system. Pharmacology is an integral part of every aspect of health careers and this course is recommended for any individual with a Health Career objective. 54 hours lecture.

HCRS C240 A/CSU 3.00 Units
Nutrition and Diet Therapy

Advisory: ENGL C070
Repeat Status: Not repeatable

This course is designed to provide the student with an understanding of the fundamentals of nutrition related to the promotion and maintenance for optimal health. Practical applications and treatment of nutrition related pathologies are emphasized. Students are introduced to basic scientific knowledge to enable them to evaluate nutritional issues discussed in the mass media. This course presents case studies with care plans and clinical analysis questions for the healthcare provider. It also incorporates standardized nursing terminology. 54 hours lecture.

HCRS C250 A/CSU 3.00 Units
Cultural Diversity in Health Care

Advisory: ENGL C070
Repeat Status: Not repeatable

This course familiarizes the students with the fundamentals of cultural diversity as an integral part of every aspect of health care. This course is encouraged for any individual with a health career objective. Students explore cross-cultural theory and analyze forms of cultural diversity including gender, age, and family. Students analyze how cultural diversity affects health/illness dynamics and how recognition of ethnocentrism and bias can help improve health care delivery. 54 hours lecture.

HCRS C255 A/CSU 3.00 Units
Basic Cardiac Rhythm Interpretation

Advisory: ENGL C070
Repeat Status: Not repeatable

This course is designed to enable students to interpret basic cardiac rhythms in health care related settings. Heart anatomy, physiology, and dysrhythmias relating to atrial and ventricular dysfunction, basic electrical conduction disorders and treatment plans are presented. 54 hours lecture

HCRS C260 A/CSU 3.00 Units
Ethics for the Health Professional

Advisory: ENGL C070
Repeat Status: Not repeatable

This course explores the theories, models, and principles that serve as guides for ethical behavior within the healthcare content. Ethics is an integral part of every aspect of health careers and this course is encouraged for any individual with a health career objective. The students explore the complexities created by science and technological advances, the variety of health care settings, and the diversity of patients in their care, all while emphasizing the importance of principled behavior in personal and professional situations. Global issues such as health policy, economics, social, gender, transcultural and spiritual considerations are addressed. 54 hours lecture.

Health Science

HSCI C101 A/UC/CSU 3.00 Units
Principles of Health Education

Advisory: ENGL C070
Repeat Status: Not repeatable

This course addresses contemporary public health issues and examines the development of strategies to live a healthy lifestyle. The course offers an overview of chronic and infectious diseases, injury prevention, chemical dependency, nutrition, body composition, fitness, psychological wellness, fertility awareness, conflict resolution, and life transitions. 54 hours lecture.

History

HIST C103 A/UC/CSU 3.00 Units
Western Civilization I

Advisory: ENGL C070
Repeat Status: Not repeatable

This course covers the growth of European civilization. Social, political, and cultural developments are integrated with the introduction of ideas and institutions basic to the understanding of one's own heritage. This course also covers the development of Western Civilization from the

earliest times to the close of the Middle Ages. 54 hours lecture.

HIST C103H A/UC/CSU 4.00 Units
Western Civilization I – Honors

Limitation on Enrollment: Acceptance for the Honors program or eligibility for this honors course as determined in consultation with the instructor

Advisory: ENGL C070
Repeat Status: Not repeatable

This course covers the growth of European civilization. Social, political, and cultural developments are integrated with the introduction of ideas and institutions basic to the understanding of one's own heritage. This course also covers the development of Western Civilization from the earliest times to the close of the Middle Ages. The honors course provides more content and requires greater intensity and depth of study than the non-honors class. 72 hours lecture.

HIST C104 A/UC/CSU 3.00 Units
Western Civilization II

Advisory: ENGL C070
Repeat Status: Not repeatable

This course covers the growth and development of European Civilization from the Renaissance to the present, integrating social, political, and cultural developments of European and the Western heritage. 54 hours lecture.

HIST C104H A/UC/CSU 4.00 Units
Western Civilization: Honors

Limitation on Enrollment: Acceptance for the Honors program or eligibility for this honors course as determined in consultation with the instructor

Advisory: ENGL C070
Repeat Status: Not repeatable

This course covers the growth and development of European Civilization from the Renaissance to the present, integrating social, political, and cultural developments of European and the Western heritage. Honors students meet one extra hour weekly to discuss and evaluate selected primary source materials. 72 hours lecture.

HIST C118 A/UC/CSU 3.00 Units
California History

Advisory: ENGL C070
Repeat Status: Not repeatable

The course covers the political, economic, social and cultural development of California from prehistory to the present. 54 hours lecture.

HIST C131 A/UC/CSU 3.00 Units
History of United States I

Advisory: ENGL C070
Repeat Status: Not repeatable

This course examines the social, political, economic and cultural history of the United States from the establishment of European colonies in the New World through Reconstruction. Special attention is given to the study of select topics, such as the development of American ideologies, institutions, and legal structures. 54 hours lecture.

HIST C131H A/UC/CSU 4.00 Units
History of the United States I – Honors

Limitation on Enrollment: Acceptance to the Honors Program or eligibility for this honors course as determined by the instructor.

Advisory: ENGL C070
Repeat Status: Not repeatable

This course examines the social, political, economic and cultural history of the United States from the establishment of European colonies in the New World through Reconstruction. Special attention is given to the study of select topics, such as the development of American ideologies, institutions, and legal structures. The honors course provides more content and requires greater intensity and depth of study than the non-honors class. 72 hours lecture.

HIST C132 A/UC/CSU 3.00 Units
History of United States II

Advisory: ENGL C070
Repeat Status: Not repeatable

The course examines the social, political, economic and cultural history of history of the United States from Reconstruction to the present. Special attention will be paid to the study of selected topics, such as American institutions, ideologies, and Constitutional development. 54 hours lecture.

HIST C132H A/UC/CSU 4.00 Units
History of the United States II – Honors

Limitation on Enrollment: Acceptance to the Honors Program or eligibility for this honors course as determined by the instructor.

Advisory: ENGL C070
Repeat Status: Not repeatable

The course examines the social, political, economic and cultural history of the United States from Reconstruction to the present. Special attention will be paid to the study of selected topics, such as American institutions, ideologies, and Constitutional development. The honors course provides more content and requires greater intensity and depth of study than the non-honors class. 72 hours lecture.

HIST C209 A/UC/CSU 3.00 Units
History of Mexico

Advisory: ENGL C070
Repeat Status: Not repeatable

The course covers Mexican history from Pre-Columbian period to the present. It includes an analysis of the social, cultural, political, and economic aspects of the Mexican past. 54 hours lecture.

Human Services

HMSV C101 A/CSU 3.00 Units
Introduction to Human Services

Advisory: ENGL C040
Repeat Status: Not repeatable

The purpose of this course is to introduce students to the human service professions and their role in helping people to cope with the problems of living. The course provides a historical overview and contemporary theories, as well as description of service delivery models of human services and allows the student to understand the client as a whole person in a specific context. The course addresses competence, professionalism, legal and ethical issues in human services. 54 hours lecture.

HMSV C102 A/CSU 3.00 Units
Cultural Competence in Human Services

Advisory: ENGL C040
Repeat Status: Not repeatable

This course explores the themes of dominant culture and sub-cultures in relations to human services, with special emphasis on the cultural complexities of individuals and communities and culturally skillful interventions. 54 hours lecture.

HMSV C103 A/CSU 3.00 Units
Preparation for Field Work in Human Services

Prerequisite: HMSV C101
Repeat Status: Not repeatable

In this class students integrate theory about human services occupations into actual workplace practices by role-playing work place situations, interviewing people working in different human services settings, discussing and analyzing workplace situations in order to practice professional responses. Students are prepared for internship in a human services work setting. 54 hours lecture.

HMSV C104 A/CSU 4.00 Units
Field Work in Human Services

Prerequisite: HMSV C103
Repeat Status: Not repeatable

This course provides the student with the complete experience of working in a human services setting. Students have the opportunity to apply information, develop and practice skills, participate in a supervisory relationship, receive performance evaluation, and provide feedback to other human services trainees. Students are required to pass a drug screening, and if required by the agency, may need to have a Live Scan at their own expense. Student may need to fulfill other site specific requirements before beginning the internship. To pass this course students must complete 108 intern hours with a human services agency. 36 hours lecture/108 work experience.

HMSV C113 A/CSU 3.00 Units
Intervention Skills in Human Services

Advisory: ENGL C070
Repeat Status: Not repeatable

The purpose of this course is to introduce the student to assessment and treatment skills used in the helping professions. Topics will include: the helping interview, assessment, goal setting, cognitive interventions, and behavior management techniques. 54 hours lecture.

HMSV C116 A/CSU 3.00 Units
Case Management

Advisory: ENGL C070
Repeat Status: Not repeatable

In this course students are introduced to different models of case management, in the Human Services Field, the core skills which make up case management, the decision making processes of the case management, and the role of the case manager as a human services worker and collaborator with other persons, human services agencies and organizations. 54 hours lecture.

Industrial Technology

INDT C060 A 3.00 Units
Mathematical Applications for Trades

Prerequisite: MATH C040
Repeat Status: Not repeatable

This course introduces the practical mathematical skills needed in a wide variety of trade and technical areas. Basic use of scientific calculators to aid in solving real-world problems is included as well as how to use measuring instruments such as calipers, micrometers, and meters. 54 hours lecture.

Information Competency

IC C075 A 1.00 Unit
Introduction to Library Research and Bibliography

Prerequisite: ENGL C040
Advisory: CSCI C070, READ C056, and concurrent enrollment in ENGL C070.
Repeat Status: Not repeatable

This course presents the fundamentals of the research process and documentation styles. The student is introduced to the organization of information in the library setting and learns to access information through the use of online catalogs and databases. The use of the World Wide Web is covered with particular emphasis on evaluation of information contained in web pages. The course covers the use of printed and electronic reference materials and discusses legal and ethical issues of intellectual property including copyright, fair use, and plagiarism. 9 hours lecture/27 hours laboratory.

Latin

LATN C101 A/UC/CSU 4.00 Units
Elementary Latin I

Advisory: ENGL C070
Repeat Status: Not repeatable

This course covers the basic structures and vocabulary for understanding reading, writing, and speaking Latin. The class covers pronunciation, comprehension, and structure of the language. 72 hours lecture.

LATN C102 A/UC/CSU 4.00 Units
Elementary Latin II

Prerequisite: LATN C101
Repeat Status: Not repeatable

This course continues coverage of the basic structures and vocabulary for understanding reading, writing and speaking Latin. 72 hours lecture.

LATN C201 A/UC/CSU 4.00 Units
Intermediate Latin I

Prerequisite: LATN C102
Repeat Status: Not repeatable

This course covers intermediate level structures and vocabulary development for reading, writing, and speaking Latin. 72 hours lecture.

LATN C202 A/UC/CSU 4.00 Units
Intermediate Latin II

Prerequisite: LATN C201
Repeat Status: Not repeatable

This course conducts a detailed and intensive reading of books I, II, IV and VI of the Aeneid. A running review of basic grammar structures is also a part of the class. 72 hours lecture

Machine Tool Technology

MCTL C107 A/CSU 2.00 Units
Tool and Equipment Operation

Advisory: ENGL C070
Repeat Status: Not repeatable

This course prepares students to identify and properly use a variety of tools and equipment in an industrial environment. Emphasis is placed on safety and the use of the correct tool for a specific task. Students are given hands-on experience with many of the tools and equipment during practical lab exercises and demonstrations. 18 hours lecture/54 hours laboratory.

MCTL C111 A/CSU 3.00 Units
Beginning Machine Shop

Advisory: ENGL C040
Repeat Status: Not repeatable

This course provides a basic introduction to Machine Shop theory and practice, including setup and operation of the lathe, drill press, horizontal and vertical milling machines, metal band saw, and pedestal grinder. The various uses of hand tools and precision measuring tools, layout techniques, and tool sharpening are studied in practical shop applications. $40 Material Fee. 36 hours lecture/54 hours laboratory.

MCTL C112 A/CSU 3.00 Units
Intermediate Machine Shop

Prerequisite: MCTL C111
Repeat Status: Not repeatable

This course provides students with skills in proper and safe use of lathes and milling machines. Students maintain and use comparison and angularity measuring tools and produce parts of moderate complexity to close tolerances. $40 Material Fee. 36 hours lecture/54 hours laboratory.

MCTL C211 A/CSU 3.00 Units
Advanced Machine Shop

Prerequisite: MCTL C112
Repeat Status: Not repeatable

This course provides students with skills in the safe and proper use of precision grinders and band machines. Students also use computer numerical control systems, and gain an understanding of automated manufacturing. $40 Material Fee. 36 hours lecture/54 hours laboratory.

MCTL C212 A/CSU 3.00 Units
Advanced Machine Shop/Tool Problems

Prerequisite: MCTL C211
Repeat Status: Not repeatable

This course provides students with an understanding of quality control techniques in manufacturing. Students describe characteristics of metals and finishes, as well as other manufacturing processes. In this advanced course, students solve a complex manufacturing design problem and produce a product, using appropriate tools and techniques. $40 Material Fee. 36 hours lecture/54 hours laboratory.

Mathematics

MATH C020 P 4.00 Units
Basic Arithmetic Skills

Repeat Status: Not repeatable

Students perform the basic operations of addition, subtraction, multiplication, and division of whole numbers, fractions, and decimals. Students work with the concepts of ratios and percents. 72 hours lecture.

MATH C040 P 4.00 Units
Pre-Algebra

Prerequisite: MATH C020
Repeat Status: Not repeatable

This course covers basic arithmetic, introductory concepts in algebra, and problem solving techniques. Specific topics include addition, subtraction, multiplication and division of signed numbers, percentage, and applications of these skills. The course introduces algebraic concepts, including algebraic operations of polynomials, solving equations, formulas, and an introduction to solving word problems. 72 hours lecture.

MATH C050 A 4.00 Units
Elementary Algebra

Prerequisite: MATH C040
Repeat Status: Not repeatable

This course covers the fundamental algebraic concepts and mathematical processes: first degree equations, special products and factoring, ratios, proportions, radicals, exponents, simultaneous linear equations, quadratic equations, and graphing linear and quadratic functions. 72 hours lecture.

MATH C055 A 4.00 Units
Intermediate Algebra

Prerequisite: MATH C050
Repeat Status: Not repeatable

Intermediate Algebra expands on the skills learned in Elementary Algebra and prepares the student for more advanced work in mathematics and science. The course focuses on exponents, factoring, solving linear and quadratic equations, systems of equations, algebraic fractions, graphs of linear and quadratic equations and inequalities, radicals determinants, function notation, and the exponential and logarithmic functions. 72 hours lecture.

MATH C101 A/CSU 3.00 Units
Survey of Mathematical Concepts

Prerequisite: MATH C050 or one year of high school algebra with a grade of "C" or better.
Advisory: MATH C055, MATH C057
Repeat Status: Not repeatable

Students will explore the history of mathematics, the relationship of mathematics to modern society, elementary theory of probability and statistics, functions and their graphs, number theory, and logic. 54 hours lecture.

MATH C121 A/UC/CSU 4.00 Units
Elementary Probability and Statistics

Prerequisite: MATH C055
Repeat Status: Not repeatable

This course covers data analysis using descriptive and inferential statistics. Graphs and computations include measures of central tendency and dispersion, correlation and regression, and presentation of data on a histogram, scatter plot, box plot, and the normal curve. Probability concepts include those for discrete and continuous random variables. Sampling and hypothesis testing are covered for means and variances. 72 hours lecture

MATH C121H A/UC/CSU 5.00 Units
Elementary Probability and Statistics – Honors

Limitation on Enrollment: Acceptance to the Honors Program or eligibility for this honors course as determined by the instructor.

Prerequisite: MATH C055
Repeat Status: Not repeatable

This course covers elements of descriptive statistics, measures of central tendency, dispersion and presentation of data. Included are concepts of probability, random variables and normally distributed random variables. Sampling error, sampling processes and the distribution of sample means are applied to real life examples. Students will conduct hypothesis testing of means and proportions for one and two populations and linear regression testing using the least squares criterion. Students use descriptive and inferential methods employing linear regression and study one and two way analysis of variance. The honors section provides more content and requires greater intensity and depth of study than the non-honors class. 90 hours lecture.

MATH C130 A/UC/CSU 4.00 Units
Finite Mathematics

Prerequisite: MATH C055
Repeat Status: Not repeatable

Finite Mathematics is designed for students majoring in Business/Economics, Computer Information Systems, and Social Sciences. Topics to be covered include matrices, linear programming, mathematics of finance, sets and Venn diagrams, descriptive statistics, probability and combinations. 72 hours lecture.

MATH C131 A/UC/CSU 4.00 Units
Basic Functions and Calculus for Business

Prerequisite: MATH C055
Repeat Status: Not repeatable

This course emphasizes the concepts of differential calculus and integral calculus as they relate to business and economics. The course integrates rates of change, interest formulas, concepts of demand and elasticity, as well as exponential and logarithmic applications. 72 hours lecture.

MATH C141 A/UC/CSU 4.00 Units
College Algebra

Prerequisite: MATH C055
Repeat Status: Not repeatable

This pre-calculus course is an intensive study of algebraic functions and relations and their graphical representations, exponential and logarithmic functions and their applications, theory of equations, matrices, sequences, series, mathematical induction, the binomial theorem, and an introduction to the theory of limits. 72 hours lecture.

MATH C142 A/CSU 4.00 Units
Trigonometry

Prerequisite: MATH C055
Repeat Status: Not repeatable

Trigonometry is an intensive study of trigonometric and inverse trigonometric functions, the graphical representations of these functions, solving trigonometric equations, verifying identities, solving triangles in the plane and on the sphere, complex numbers and De Moivre's theorem. Topics in analytic geometry in two and three dimensions, such as polar coordinates and vectors, and their applications are also covered. A symbolic manipulation processor or a graphing calculator is strongly recommended. 72 hours lecture.

MATH C151 A/UC/CSU 5.00 Units
Analytic Geometry and Calculus I

Prerequisite: MATH C141, MATH C142
Repeat Status: Not repeatable

This course provides the student with a good foundation in differential and integral calculus with emphasis on both basic skills and applications. Topics covered include functions; limits; derivatives of polynomial, trigonometric, parametric, and implicit functions; applications of differentiation; the indefinite integral; the definite integral; applications of the definite integral. 90 hours lecture.

MATH C152 A/UC/CSU 5.00 Units
Analytic Geometry and Calculus II

Prerequisite: MATH C151
Repeat Status: Not repeatable

This course is a continuation of Analytic Geometry and Calculus I, extending the skills of differentiation and integration by learning new techniques and working with the transcendental functions. Other major topics include sequences, series, polar coordinates and parameterization of plane curves. 90 hours lecture.

MATH C251 A/UC/CSU 5.00 Units
Analytic Geometry and Calculus III

Prerequisite: MATH C152
Repeat Status: Not repeatable

This course is a continuation of Analytical Geometry and Calculus II, extending the skills of differentiation and integration by learning new techniques and working with partial derivatives and double and triple integrals. Other major topics include cylindrical and spherical coordinates, quadric surfaces, vector functions, vector analysis, Green's theorem and Stoke's theorem. 90 hours lecture.

MATH C255 A/UC/CSU 4.00 Units
Ordinary Differential Equations

Prerequisite: MATH C251
Advisory: A computer algebra system or graphing calculator and basic computer skills are strongly recommended
Repeat Status: Not repeatable

This course provides students with a foundations of differential equations of change, motion, and growth within chemical, physical, biological, and business systems with problem solving and applications. Students are introduced to modeling using mathematical software used in industry to solve complex problems. First, second, and higher order differential equations including Euler's Method, Eigenvalues, Numerical Methods, Nonlinear Systems, and La Place Transforms are covered. 72 hours lecture.

MATH C257 A/UC/CSU 4.00 Units
Linear Algebra

Prerequisite: MATH C152
Repeat Status: Not repeatable

This course covers the following topics: systems of linear equations; matrices; n-dimensional real vector spaces; general vector spaces; linear transformations; eigenvalues and eigenvectors; and applications of the above topics. 72 hours lecture.

Music

MUSC C101 A/UC/CSU 3.00 Units
Music Appreciation

Advisory: ENGL C070
Repeat Status: Not repeatable

This course is a survey of art music in Western civilization, tracing the development of Western music from approximately 450 A.D. to the present. Topics studied include the elements of music, basic musical forms, music style periods, and the role of music and musicians within the Western world. Musical examples used in

class are drawn from a variety of musical styles. Concert attendance is required. 54 hours lecture.

MUSC C101H A/UC/CSU 4.00 Units
Music Appreciation Honors

Limitation on Enrollment: Acceptance to the Honors Program or eligibility for this honors course as determined by the instructor.

Advisory: ENGL C101
Repeat Status: Not repeatable

This course is a survey of art music in Western civilization, tracing the development of Western music from approximately 450 A.D. to the present. Topics studied include the elements of music, basic musical forms, music style periods, and the role of music and musicians within the Western world. Musical examples used in class are drawn from a variety of musical styles. The honors course provides more content and requires greater intensity and depth of study than the non-honors course; the honors course also requires at least one extra paper assignment beyond that required in the non-honors. Concert attendance is required. 72 hours lecture.

MUSC C118 A/UC/CSU 3.00 Units
History of American Pop Music

Advisory: ENGL C070
Repeat Status: Not repeatable

This course is an introduction to the historical and stylistic developments of American popular music, with an emphasis on its social, economic and political consequences. This course studies the development of Anglo-American folk music, African-American music, musical theatre, and various rock styles. Concert attendance required. 54 hours lecture.

MUSC C126 A/UC/CSU 2.00 Units
Beginning Guitar

Repeat Status: Not repeatable

This is a beginning-level guitar course designed to familiarize students with the techniques and repertoire of the guitar. Guitar techniques and repertoire include both classical and popular styles. Students learn to play the instrument through the use of technical exercises and reading music notation. Students learn to play simple chord progressions on the guitar using both strumming and finger-style techniques. Students must provide their own guitar. 27 hours lecture/27 hours laboratory.

MUSC C131 A/UC/CSU 1.00 Units
Orchestra

Repeat Status: Repeatable

This course includes the preparation and performance of basic to advanced orchestral works. Participation in a public performance is required. Students are expected to be able to read standard music notation. 54 hours activity.

MUSC C141 A/UC/CSU 1.00 Units
Community Band

Repeat Status: Repeatable

This course includes the preparation and performance of basic to advanced concert band and wind ensemble works. Students are expected to be able to read standard music notation. 54 hours activity.

MUSC C151 A/UC/CSU 1.00 Units
Choir

Repeat Status: Repeatable 3 times

This course includes the preparation and performance of basic to advanced choral works, including one masterwork yearly. Participation in a public performance is required. Students are expected to be able to read standard music notation. 54 hours activity.

MUSC C173 A/UC/CSU 3.00 Units
Appreciation of Jazz

Advisory: ENGL C070
Repeat Status: Not repeatable

This is a survey of 20th Century jazz styles and performers with a historical background of the antecedents of jazz. This course traces the musical and cultural contributions of diverse racial and ethnic groups that lead to the development of jazz, from its roots in West African music and the slave culture in the United States through the blues, Ragtime, Dixieland, Swing, Bop, Cool, Hard Bop, Free jazz and Fusion styles. Concert attendance required. 54 hours lecture.

Paralegal Studies

PARA C101 A/CSU 3.00 Units
Introduction to Paralegal Studies

Advisory: ENGL C070
Repeat Status: Not repeatable

This course introduces students to the field of paralegal studies and examines the role of the paralegal in the legal profession. Students complete practical exercises designed to acquaint them with the varied procedures carried out by paralegals in a typical law practice. Research and case analysis are used to familiarize the student with the various types of law and legal documents. 54 hours lecture.

PARA C112 A/CSU 3.00 Units
Legal Research and Writing I

Advisory: ENGL C070, IC C075
Repeat Status: Not repeatable

This course provides students with the knowledge and tools to properly complete legal research. The class examines both primary and secondary sources. Students learn to use correct citation form and complete several research assignments. There is also emphasis on

researching Federal and state law using both Internet sources and electronic databases. 54 hours lecture.

PARA C122 A/CSU 3.00 Units
Legal Research and Writing II

Prerequisite: PARA C112
Advisory: ENGL C070
Repeat Status: Not repeatable

This course focuses on the principles of drafting legal documents and the fundamentals of legal analysis. Students practice writing legal memorandums, court briefs, and correspondence. Students also learn the tools and elements of legal analysis including statutory analysis, case law briefs, issue identification, and counter-analysis. 54 hours lecture.

PARA C130 A/CSU 3.00 Units
Civil Litigation and Procedure I

Prerequisite: PARA C112
Repeat Status: Not repeatable

This course prepares the paralegal student for the litigation process and the rules that guide that process. Students learn the steps involved in bringing a civil suit to trial and the development of the case to the appellate process. They also examine the process of discovery and the preparation of a pleading. 54 hours lecture.

PARA C140 A/CSU 3.00 Units
Civil Litigation and Procedure II

Prerequisite: PARA C130
Repeat Status: Not repeatable

This course continues the preparation of the paralegal student for the litigation process and the rules that guide that process. Advanced topics to be covered include motions alternative dispute resolution, appeals, and judgments. Additionally, students learn the procedures of a civil case in the state of California. 54 hours lecture.

PARA C150 A/CSU 3.00 Units
Law Office Management

Prerequisite: PARA C101
Advisory: ENGL C070
Repeat Status: Not repeatable

This course prepares students to manage and operate a professional law office. Students practice skills used in managing clients, the calendar, the filing system, and the law library. Other topics include ethics, marketing billing, and office layout. 54 hours lecture.

PARA C190 A/CSU 3.00 Units
Legal Ethics

Prerequisite: PARA C101
Repeat Status: Not Repeatable

This course in legal ethics prepares students to understand complex concepts of legal careers because all legal professionals are required to act with the same professional care as attorneys. Legal ethics provides a thorough and substantive analysis of the major principles that affect how the practice of law is regulated. 54 hours lecture.

PARA C210 A/UC/CSU 3.00 Units
California and Federal Civil Procedure Legal Forms

Advisory: PARA C130 or PARA C140
Repeat Status: Not repeatable

This is a dynamic introduction to legal forms used to initiate California and Federal Civil actions. The course introduces and follows the latest legal form formats of California and the Federal District Courts that are available through the publishers legal form text book and legal form software CD. 54 hours lecture.

PARA C220 A/CSU 3.00 Units
Bankruptcy Law

Prerequisite: PARA C112
Repeat Status: Not repeatable

This course examines the field of bankruptcy law and prepares the student to assist in the bankruptcy process. Students will learn the origins of bankruptcy, types of bankruptcy, common forms used, bankruptcy court procedures and how to research bankruptcy laws. 54 hours lecture.

PARA C230 A/CSU 3.00 Units
Probate Law

Prerequisite: PARA C112
Repeat Status: Not repeatable

This course examines the field of probate law and prepares the student to assist in the administration of an estate. Topics to be covered include wills, conservatorships, guardianships, trusts, estate planning and taxation of estates. 54 hours lecture.

PARA C240 A/CSU 3.00 Units
Criminal Law and Procedure

Prerequisite: PARA C112
Repeat Status: Not repeatable

This course examines the field of criminal law and procedures that prepares the student to assist in preparation of defense or prosecution of criminals while adhering to U.S. Constitutional safeguards for a defendant. Students learn all aspects of a trial from the development of the case to the appellate process and the procedures of the criminal justice system. 54 hours lecture.

PARA C250 A/CSU 3.00 Units
Family Law

Prerequisite: PARA C112
Repeat Status: Not repeatable

This course examines the field of family law. Students examine the legal principles that define relationships, rights and duties within family units. The course includes the history of family law and how it has evolved over the last several decades. 54 hours lecture.

PARA C260 A/CSU 3.00 Units
Personal Injury and Tort Litigation

Prerequisite: PARA C112
Repeat Status: Not repeatable

This course reviews the practice of tort law. Students are introduced to tort liability issues such as assault and battery, negligence, malpractice, product liability, and defamation. The class provides practice with common documents and procedures used in personal injury and other tort cases. 54 hours lecture.

PARA C270 A/CSU 2.00 Units
Real Property Law

Prerequisite: PARA C112
Repeat Status: Not repeatable

This course examines the field of real property law and prepares the student to assist in real estate transactions. Topics to be covered include ownership rules, determination of title, acquisition and transfer of property, financing, and taxation. 36 hours lecture.

PARA C280 A/CSU 2.00 Units
Workers' Compensation Law

Prerequisite: PARA C112
Repeat Status: Not repeatable

This course examines the field of workers' compensation law and prepares the student to assist in torts resulting from work injuries. Topics to be covered include compensation principles, employer-employee relationship, work injuries and accidents and the workers' compensation system. 36 hours lecture.

Personal Development

PDEV C052 A 1.00 Unit
Becoming a Successful Online Student

Repeat Status: Not repeatable

The purpose of this course is to cover the basics of taking an interactive, asynchronous, distance education course via the Internet or other computer based system. Through this course, students use E-mail, participate in online class interactions such as discussion groups and WWW access, and learn about equipment needs and differences between on-line and onsite courses. The goal of this class is to better prepare students for taking online classes by familiarizing students with the online course environment. 9 hours lecture/27 hours laboratory.

PDEV C075 A 1.00 Unit
Career Alternatives

Repeat Status: Not repeatable

Through this course, students evaluate their individual life-style preferences through use of class assessment tools. Students explore the world of work and educational programs, and have an opportunity to develop career decisions and action plans necessary to achieve individual career goals. 18 hours lecture.

PDEV C090 A 1.00 Unit
Becoming A Student Ambassador

Repeat Status: Not repeatable

This course is available to all students interested in acquiring skills necessary to be a student ambassador on campus. The course focuses on developing the interpersonal skills necessary for effective verbal communication and appropriate behavior and dress for the work place. The course provides the necessary information regarding college resources and facilities as well as an understanding of the world of academia to effectively represent the campus in a variety of settings. 18 hours lecture.

PDEV C101 A/UC/CSU 3.00 Units
Becoming a Master Student

Advisory: ENGL C040
Repeat Status: Not repeatable

This course emphasizes effective student skills. It includes time management, note taking, memory skills, textbook reading, exam preparation, and test strategies. It is an introduction to a variety of college resources. Students explore topics such as personal strengths, goal setting, decision making, career choice, and transfer preparation. 54 hours lecture.

PDEV C106 A/CSU 0.50 Units
Orientation to College

Advisory: ENGL C070
Repeat Status: Not repeatable

This course is an introductory orientation to becoming a college student. This course contains information on college life, support services, degree and transfer requirements, campus resources, career and college programs, student expectations, student activities and other knowledge associated student success. Students apply the course information to their educational goals and planning. 9 hours lecture.

PDEV C131 A/CSU 1.00 Unit
Making Transfer Easy

Advisory: ENGL C070
Repeat Status: Not repeatable

This course provides an introduction to the transfer research process designed for planning long term

educational and career goals. Universities, transfer requirements, application process, degrees offered, housing, financial aid, scholarships, and supportive services are evaluated. 18 hours lecture.

Philosophy

PHIL C101 A/UC/CSU 3.00 Units
Introduction to Philosophy

Advisory: ENGL C070
Repeat Status: Not repeatable

This course introduces philosophical ideas and methods concerning knowledge, reality and values. Topics of instruction include the sources and limits of knowledge, and the nature of reality. The course also covers the philosophical perspective of the nature of the self, truth, ethics, religion, science, language, beauty and art, political theory, and mind. 54 hours lecture.

PHIL C141 A/UC/CSU 3.00 Units
Ethics

Advisory: ENGL C070
Repeat Status: Not repeatable

Students learn a variety of philosophical approaches to moral reasoning and decision making in different cultural and historical contents. Students analyze how philosophers throughout history have considered ethical issues and they apply philosophical reasoning to contemporary issues related to ethical problems. 54 hours lecture.

PHIL C161 A/UC/CSU 3.00 Units
Introduction to Religious Studies

Advisory: ENGL C070
Repeat Status: Not repeatable

This course explores and explains the historical role of religion in human life across cultures and examines the place of religion in the global culture of the 21st century. 54 hours lecture.

PHIL C164 A/UC/CSU 3.00 Units
Survey of World Religions

Advisory: ENGL C070
Repeat Status: Not repeatable

In this course students compare a broad range of religious traditions, including Buddhism, Christianity, Hinduism, indigenous and shamanic traditions, Islam, and Judaism, in terms of their common elements of belief and practice, moral philosophy and ethical codes, and historical development, as well as contrasting their distinctive features. 54 hours lecture.

PHIL C205 A/UC/CSU 3.00 Units
Critical and Comparative Reasoning.

Advisory: ENGL C070
Repeat Status: Not repeatable

In this course students identify and apply principles of critical and comparative reasoning to the domain of science, as well as analyze science as a method and discipline within the broader questions of human knowledge and methods of inquiry. 54 hours lecture.

Physical Education

PHED C101 A/UC/CSU 3.00 Units
Introduction to Kinesiology

Advisory: ENGL C070
Repeat Status: Not repeatable

This course examines the history and trends in physical education, kinesiology, fitness, and sport. Areas covered include an orientation to major subfields such as exercise physiology, biomechanics, motor learning, sport sociology, and exercise psychology. The course also explores available career opportunities and pathways in the areas of allied health, sport, fitness, physical therapy, teaching, and coaching. 54 hours lecture.

PHED C103 A/UC/CSU 1.00 Unit
Aerobic Dance I

Repeat Status: Not repeatable

This is a beginning course in aerobic exercise that emphasizes rhythmic movements and body weight activity. The course is designed to assist students in developing cardiovascular endurance, flexibility, and body composition utilizing continuous dance movements. 54 hours activity.

PHED C104 A/UC/CSU 1.00 Unit
Aerobic Dance II

Repeat Status: Not repeatable

This is an intermediate course in aerobic exercise that emphasizes rhythmic movements and calisthenics. This class is designed to condition the heart and muscles through continuous dance exercises. 54 hours activity.

PHED C105 A/UC/CSU 1.00 Unit
Weight Training I

Repeat Status: Not repeatable

This course is designed to assist students in the development of basic weight training fundamentals and techniques. The course includes material specifically related to strength and muscle development. Emphasis is on individualized programs that contour, build, and firm up the human body in the most efficient manner. The course emphasizes proper care and utilization of equipment involved and the importance of safety. 54 hours activity.

PHED C106 A/UC/CSU 1.00 Unit
Weight Training II

Repeat Status: Not repeatable

This intermediate level course is designed to provide knowledge of muscle and strength development. Strong emphasis on weight training program development and adaptation to individual needs is emphasized. 54 hours activity.

PHED C107 A/UC/CSU 1.00 Unit
General Conditioning I

Repeat Status: Not repeatable

This beginning conditioning course is designed to assist students in developing increased cardiovascular function, flexibility, muscular strength, and endurance, using a variety of exercise equipment. The course emphasizes the development of an improved level of physical fitness through an individually designed fitness program. 54 hours activity.

PHED C108 A/UC/CSU 1.00 Unit
General Conditioning II

Repeat Status: Not repeatable

This is an intermediate course in co-educational physical fitness de¬signed to help improve general fitness through exercise. Topics include current scientific trends and methods in fitness and the practical application of physical fitness methods. This course emphasizes the maintenance of an improved level of physical fitness in a group fitness program. 54 hours activity.

PHED C109 A/UC/CSU 1.00 Unit
Golf I

Repeat Status: Not repeatable

This course provides golf instruction and practice in the fundamentals of grip, stance, alignment, backswing, and downswing. Topics also include principles of warm-up, golf club selection and use, player guidelines, scoring, game etiquette, and safety procedures. The course emphasizes the “one basic golf swing” theory and includes extensive practice and play at the local golf course. 54 hours activity.

PHED C110 A/UC/CSU 1.00 Unit
Golf II

Repeat Status: Not repeatable

The course addresses Intermediate golfers with swing habits that are counterproductive to effective ball striking. Corrective measures are explored; drills, training aids and practice plans prescribed. The intermediate level fundamentals of the golf swing and short game techniques of chipping, pitching, putting and bunker play will be addressed. The course emphasizes the “one basic golf swing” theory and includes extensive practice and play at the local golf course. 54 hours activity.

PHED C113 A/UC/CSU 1.00 Unit
Tennis I

Repeat Status: Not repeatable

This is a beginning course in the fundamentals of tennis. This class emphasizes the serve, forehand and backhand ground-strokes, volley, rules of the game and court etiquette. 54 hours activity.

PHED C114 A/UC/CSU 1.00 Unit
Tennis II

Prerequisite: PHED C113
Repeat Status: Not repeatable

This is an advanced course in tennis. This class refines the competitive strokes with special emphasis on the lob, smash (overhead), and advanced singles and doubles play. 54 hours activity.

PHED C115 A/UC/CSU 1.00 Unit
Volleyball I

Repeat Status: Not repeatable

This is a beginning course designed to introduce the fundamental skills of beginning volleyball which consist of serving, passing, setting, offensive and defensive strategies. 54 hours activity.

PHED C116 A/UC/CSU 1.00 Unit
Volleyball II

Repeat Status: Not repeatable

This is an intermediate course designed to refine the fundamental skills of beginning volleyball. Skills include serving, passing, setting, offensive and defensive strategies as well as an introduction to advanced game play. 54 hours activity.

PHED C123 A/UC/CSU 1.00 Unit
Softball I

Repeat Status: Not repeatable

This is a beginning level course designed to introduce basic softball skills. The class emphasizes strategies and fundamental skills of offensive and defensive play including batting, bunting, fielding, and throwing. Students participate in practice drills as well as softball game settings. 54 hours activity.

PHED C124 A/UC/CSU 1.00 Unit
Softball II

Repeat Status: Not repeatable

This is an intermediate course designed for the continuation of basic softball skills. Emphasis is placed on the development of defensive tactics by position and special situations like double plays, backing up, pick-off and relay throws. Students participate in practice drills as well as game setting situations. 54 hours activity.

PHED C129 A/UC/CSU 1.00 Unit
Cardiovascular Fitness I

Repeat Status: Not repeatable

This is a beginning course in cardiovascular fitness using the machines in the fitness lab (rowers, stationary bikes, treadmills and stair steppers). This class is designed for inactive people who want to begin a cardiovascular exercise program. 54 hours activity.

PHED C130 A/UC/CSU 1.00 Unit
Cardiovascular Fitness II

Prerequisite: PHED C129
Repeat Status: Not repeatable

This is an advanced course in cardiovascular fitness using the machines in the fitness lab (rowers, stationary bikes, and stair steppers). This class is designed for the moderately/advanced fit person who wants to improve his/her cardiovascular fitness level. 54 hours activity.

PHED C131 A/UC/CSU 1.00 Unit
Wellness Walking I

Repeat Status: Not repeatable

This course is designed to give the student a practical understanding of cardiovascular fitness produced by walking. Walking provides an understanding of the benefits, organization, implementation and evaluation of a balanced aerobic fitness program, utilizing walking as the primary activity. 54 hours activity.

PHED C132 A/UC/CSU 1.00 Unit
Wellness Walking II

Repeat Status: Not repeatable

This course is designed to build cardio-respiratory stamina and endurance, attack excessive weight, relieve psychological tension, and enhance one's sense of well-being, using a definitive and strenuous walking plan. This walking program consists of activity alternating from a slow to a vigorous pace. 54 hours activity.

PHED C140 A/CSU 1.00 Unit
Day Hiking

Repeat Status: Not repeatable

Provide an introduction to basic day hiking techniques, first aid, and hike preparedness. Topics include wilderness, hiking in the desert and Eastern Sierra environment, public land management agencies, basic first aid, information resources, special considerations, nutrition and hydration, rules and regulations, and trip planning. Students should expect to participate in group hikes of 3-5 miles. 54 hours activity.

PHED C151 A/UC/CSU 0.50 Units
Conditioning for Competitive Athletes I

Repeat Status: Repeatable 3 times

This is a course designed to improve individual fitness for competitive athletes. It includes principles of kinesiology and the advanced application of physical fitness methods. This course emphasizes the maintenance of a high level of physical conditioning through an individually designed fitness program. 87.5 intercollegiate hours.

PHED C152 A/UC/CSU 1.00 Units
Conditioning for Competitive Athletes II

Repeat Status: Repeatable 3 times

This is an advanced course designed to improve individual fitness for competitive athletes. It includes principles of kinesiology and the advanced application of physical fitness methods. This course emphasizes the maintenance of a high level of physical conditioning through an individually designed fitness program. 175 intercollegiate hours.

PHED C171 A/UC/CSU 1.00 Units
Women's Intercollegiate Volleyball

Prerequisite: Must meet California Community College Athletic Association Eligibility Guidelines. 1. First year of eligibility: the student-athlete must be enrolled in a minimum of 12 units of course work during the season of sport. 2. Second year of eligibility: the student-athlete must have successfully completed 24 units of course work with a grade point average of 2.0 or above and be enrolled in a minimum of 12 units of new course work during the season of sport.

Repeat Status: Repeatable 3 times

This course allows students to participate in advanced level volleyball competition and skill development. The course emphasizes advanced skill, theory, tactics, strategy and intercollegiate competition. Students must meet California Community College Athletic Association Eligibility Guidelines. 175 intercollegiate hours.

PHED C173 A/UC/CSU 1.00 Units
Intercollegiate Baseball

Prerequisite: Must meet California Community College Athletic Association Eligibility Guidelines. 1. First year of eligibility: the student-athlete must be enrolled in a minimum of 12 units of course work during the season of sport. 2. Second year of eligibility: the student-athlete must have successfully completed 24 units of course work with a grade point average of 2.0 or above and be enrolled in a minimum of 12 units of new course work during the season of sport.

Repeat Status: Repeatable 3 times

This course involves participation in competition and skill development for intercollegiate Baseball. There is an emphasis on advanced skill, theory, tactics and strategy utilized in intercollegiate competition. Students must meet California Community College Athletic Association Eligibility Guidelines. 175 intercollegiate hours.

PHED C180 A/CSU 2.00 Units
Women's Intercollegiate Soccer

Prerequisite: First year of eligibility: the student-athlete must be enrolled in a minimum of 12 units of

course work during the season of sport. Second year of eligibility: the student-athlete must have successfully completed 24 units of course work with a grade point average of 2.0 or above and be enrolled in a minimum of 12 units of new course work during the season of sport. Must meet California Community College Athletic Association Eligibility Guidelines.

Repeat Status: Repeatable Three times

This course allows students to participate in advanced level soccer competition and skill development. The course emphasizes advanced skill, theory, tactics, strategy and intercollegiate competition. Students must meet California Community College Athletic Association Eligibility Guidelines. 175 hours activity.

Physical Science

PHSC C101 A/UC/CSU 3.00 Units
General Earth Sciences Lecture

Advisory: ENGL C070
Repeat Status: Not repeatable

This lecture course covers the study of the Earth as an integrated system, including Earth surface processes, tectonics and mountain building, surface water and groundwater, Earth-Sun relationships and motions, weather, climatic types, soil types, natural hazards, resource management, landforms, and the ocean. An emphasis is placed on understanding geologic issues important to society. Not open to students who have completed PHSC C105. 54 hours lecture.

PHSC C105 A/UC/CSU 4.00 Units
General Earth Sciences

Advisory: ENGL C070
Repeat Status: Not repeatable

This lecture and laboratory course covers the study of the Earth as an integrated system. Lecture topics include Earth surface processes, tectonics and mountain building, surface water and groundwater, Earth- Sun relationships and motions, weather, climatic types, soil types, natural hazards, resource management, landforms, and the ocean. An emphasis is placed on understanding geologic issues important to society. Meanwhile, laboratory provides practical experience in field methods and enhancement of lecture topics such as topographic map reading, air photo interpretation, soils, natural hazards, resource management, landforms, Earth-Sun relationships and motions, weather, climatic types and regions, ecosystems, and the ocean. Not open to students who have completed PHSC C101. 54 hours lecture/54 hours laboratory.

PHSC C111 A/UC/CSU 3.00 Units
Physical Science Lecture

Prerequisite: MATH C055
Advisory: ENGL C040, READ C056
Repeat Status: Not repeatable

This course covers conceptual topics in physics and chemistry, with applications to the earth sciences and astronomy, for the non-science major. Topics such as motion, energy, electricity, magnetism, waves, atoms, chemistry and chemical reactions are covered. Not open to students who have completed PHSC C115. 54 hours lecture.

PHSC C115 A/UC/CSU 4.00 Units
Physical Science

Prerequisite: MATH C050
Advisory: ENGL C070
Repeat Status: Not repeatable

This course covers conceptual topics in physics and chemistry, with applications to the earth sciences and astronomy, for the non-science major. Topics such as motion, energy, electricity, magnetism, waves, atoms, chemistry and chemical reactions are covered. The laboratory portion of this course covers conceptual experiments in physics and chemistry, with applications to the earth sciences and astronomy. Experiments in motion, energy, electricity, magnetism, waves, atoms, chemistry and chemical reactions are performed. Not open to students who have completed PHSC 111. 54 hours lecture/54 hours laboratory.

PHSC C121 A/UC/CSU 3.00 Units
Astronomy Lecture

Advisory: ENGL C040, MATH C050, READ C056
Repeat Status: Not repeatable

This lecture course is a general survey of the physical Universe from the standpoint of modern astronomy. The course first introduces the methods and tools used in astronomy and then applies them to investigate the many scales of physical structure and phenomena in the Universe. Topics include Solar System scale objects, such as planets, moons, asteroids, comets, and meteoroids; stellar scale objects, such as stars, star clusters, and nebulae; galactic scale objects, such as galaxies and galaxy clusters; and finally the entire Universe itself. Not open to students who have completed PHSC C125.

PHSC C122 A/UC/CSU 1.00 Unit
Astronomy Laboratory

Prerequisite: PHSC C121 or concurrent enrollment
Repeat Status: Not repeatable

This course is the laboratory portion of PHSC C121. This laboratory course covers optical principles, the use of telescopes and binoculars, the use of star charts and sky simulation software, and the observation of celestial objects and phenomena. Not open to students who have completed PHSC C125. 54 hours laboratory.

PHSC C125 A/UC/CSU 4.00 Units
Astronomy

Advisory: ENGL C070, MATH C040
Repeat Status: Not repeatable

This lecture and laboratory course is a general survey of the physical Universe from the standpoint of modern astronomy. The course first introduces the methods and tools used in astronomy and then applies them to investigate the many scales of physical structure and phenomena in the Universe. Topics include Solar System scale objects, such as planets, moons, asteroids, comets, and meteoroids; stellar scale objects, such as stars, star clusters, and nebulae; galactic scale objects, such as galaxies and galaxy clusters; and finally the entire Universe itself. The laboratory portion of this course covers optical principles, the use of telescopes and binoculars, the use of star charts and sky simulation software, and the observation of celestial objects and phenomena. Not open to students who have completed PHSC C121. 54 hours lecture/54 hours laboratory.

PHSC C131 A/UC/CSU 3.00 Units
Introduction to Meteorology

Advisory: ENGL C070
Repeat Status: Not repeatable

This introductory course in meteorology emphasizes its interdisciplinary physical science basis and methods. Concepts covered include atmospheric composition and structure, solar-terrestrial relations, radiation, heat and temperature, air pressure, humidity, atmospheric stability, clouds and cloud systems, precipitation, wind and circulation, thunderstorms, tornadoes and hurricanes, weather analysis and forecasting, and climate. Special topics of current interest are also discussed such as El Nino, air pollution, global warming, ozone depletion, weather modification, and acid rain. 54 hours lecture.

PHSC C132 A/UC/CSU 1.00 Unit
Introduction to Meteorology Laboratory

Co-requisite: PHSC C131
Repeat Status: Not repeatable

This course provides laboratory experience that will make the topics covered in the Introductory Meteorology lecture more meaningful and realistic to the student. Interdisciplinary Physical Science concepts and methods are used to explain weather phenomena. Included in the course are measurement of basic weather parameters (such as temperature, pressure, wind, and humidity), weather map interpretation, data plotting and interpretation, instrument usage, and weather analysis and forecasting. Field activities emphasize the interaction between weather phenomena and human activity. Designed for the non-science major. 54 hours laboratory.

Physics

PHYS C111 A/UC/CSU 5.00 Units
Mechanics

Prerequisite/Co-requisite: MATH C151
Repeat Status: Not repeatable

This course covers the fundamental laws of nature governing the motion of bodies and their relation to external forces. Motion in 1, 2, and 3 dimensions is covered as well as energy, linear momentum, angular momentum, gravitation, fluids, oscillations, and simple harmonic motion. 63 hours lecture/81 hours laboratory.

PHYS C113 A/UC/CSU 5.00 Units
Electricity and Magnetism

Prerequisite: PHYS C111, MATH C152 or concurrent enrollment
Repeat Status: Not repeatable

This course covers electromagnetic principles such as charge and matter, electric and magnetic fields, potential, capacitors, dielectric materials, resistance, current, AC and DC circuits, induction, Maxwell's equations, and electromagnetic waves. 63 hours lecture/81 hours laboratory.

PHYS C211 A/UC/CSU 5.00 Units
Waves, Optics and Modern Physics

Prerequisite: PHYS C113
Repeat Status: Not repeatable

This course covers the laws governing wave motion, thermodynamics, optics, atomic physics, quantum physics, and other aspects of modern physics. 63 hours lecture/81 hours laboratory.

Political Science

POLS C101 A/UC/CSU 3.00 Units
American Government

Advisory: ENGL C070
Repeat Status: Not repeatable

The course includes the study of American government with an emphasis on national, state, and local government. In addition, students undertake a comprehensive analysis of government structure, functions, principles, and problems. 54 hours lecture.

POLS C101H A/UC/CSU 4.00 Units
American Government: Honors

Limitation on Enrollment: Acceptance for the Honors program or eligibility for this Honors course as determined in consultation with the instructor.

Advisory: ENGL C070
Repeat Status: Not repeatable

The course includes the study of American government with an emphasis on national, state, and local

government. In addition, students undertake a comprehensive analysis of government structure, functions, principles, and problems. The honors course provides more content and requires greater intensity and depth of study than the non- honors class. 72 hours lecture.

POLS C102 A/UC/CSU 3.00 Units
Comparative Government

Advisory: ENGL C070
Repeat Status: Not repeatable

This course introduces students to the comparative analysis of government and politics. A number of key political concepts are discussed, which include statehood, democracy and democratization, governmental institutions and political systems, and the development of parties and interest groups. Course concepts are applied to a variety of modern nations to illustrate different political systems. 54 hours lecture.

Psychology

PSYC C101 A/UC/CSU 3.00 Units
General Psychology

Advisory: ENGL C070
Repeat Status: Not repeatable

This course offers the student an introduction to the scientific study of behavior and mental processes focusing on exploration of major psychological theories and concepts, methods, and research findings in psychology. Topics include the biological bases of behavior and mental processes, perceptions, consciousness, memory, cognition, learning, motivation, emotion, development, intelligence, personality, social psychology, psychological disorders and therapeutic approaches, and applied psychology. The American Psychological Association (APA) format is taught and applied to written assignments and papers. 54 hours lecture.

PSYC C101H A/UC/CSU 4.00 Units
General Psychology -Honors

Limitation on Enrollment: Acceptance for the Honors program or eligibility for this Honors course as determined in consultation with the instructor.

Advisory: ENGL C101
Repeat Status: Not repeatable

This course offers the student an introduction to the scientific study of behavior and mental processes focusing on exploration of major psychological theories and concepts, methods, and research findings in psychology. Topics include the biological bases of behavior and mental processes, perceptions, consciousness, memory, cognition, learning, motivation, emotion, development, intelligence, personality, social psychology, psychological disorders and therapeutic approaches, and applied psychology. The American Psychological Association (APA) format is taught and applied to written assignments and papers. The honors course provides more content and requires greater intensity and depth of study than the non-honors class. 72 hours lecture.

PSYC C112 A/CSU 3.00 Units
Psychology of Substance Abuse

Advisory: ENGL C070
Repeat Status: Not repeatable

This course provides an overview of the history and theories related to substance abuse, including alcoholism, drug abuse, and chemical dependency. The course addresses cultural, religious, and political influences, as well as public policy issues, prevention, and treatment, including recovery, relapse and self-help models. 54 hours lecture.

PSYC C211 A/UC/CSU 3.00 Units
Lifespan Development

Prerequisite: ENGL C070, PSYC C101
Repeat Status: Not repeatable

This course provides an overview, from a psychological perspective, of human development from conception through death, including biological and environmental influences. Theories and research of physical, cognitive, personality, and social development are examined, as well as attention to developmental problems. 54 hours lecture.

PSYC C220 A/UC/CSU 3.00 Units
Physiological Psychology

Prerequisite: PSYC C101
Advisory: ENGL C101
Repeat Status: Not repeatable

This course introduces the scientific study of the biological bases of behavior and its fundamental role in the neurosciences. Physiological, hormonal, and neurochemical mechanisms, and brain-behavior relationships underlying the psychological phenomena of sensation, perception, regulatory processes, emotion, learning, memory, and psychological disorders are addressed. The course also notes historical scientific contributions and current research principles for studying brain-behavior relationships and mental processes. Ethical standards for human and animal research are discussed in the context of both invasive and non-invasive experimental research. 54 hours lecture.

PSYC C241 A/UC/CSU 3.00 Units
Abnormal Psychology

Prerequisite: ENGL C070, PSYC C101
Repeat Status: Not repeatable

This course introduces the scientific study of psychopathology and atypical behaviors, broadly defined.

Students investigate abnormal behavior from a variety of perspectives including biological, psychological, and sociocultural approaches. An integrative survey of theory and research in abnormal behavior, and intervention and prevention strategies for psychological disorders are also introduced. 54 hours lecture.

PSYC C251 A/UC/CSU 3.00 Units
Human Sexuality

Prerequisite: ENGL C070, PSYC C101
Repeat Status: Not repeatable

This course covers the complex and diverse psychological, biological, socio-cultural, and historical aspects of human sexuality. Discussions include evaluation of prominent theories, examination of academic research and exploration of current issues pertaining to human sexuality. Students are encouraged to become aware of their own sexual attitudes, values, and to evaluate the consistency of their behaviors within their own moral frameworks. Current sex norms and various aspects of interpersonal and individual sexual adjustment are explored. 54 hours lecture.

PSYC C271 A/UC/CSU 3.00 Units
Research Methods in the Social and Behavioral Sciences

Prerequisite: PSYC C101, MATH C121
Repeat Status: Not repeatable

This course covers research methods in the social and behavioral sciences, as well as proper reporting of results in American Psychological Association (APA) style. These methods include research design (experimental, non-experimental, and quasi-experimental), the interpretation of behavioral data using descriptive and inferential statistics, and research ethics. 54 hours lecture.

Renewable Energy Technology

RET C101 A/CSU 1.00 Unit
Introduction to Wind Turbine Technology

Advisory: MATH C050, ENGL C101
Repeat Status: Not repeatable

This course is an introduction to the basic concepts and terminology of how wind energy is captured and transformed into electrical power. Topics include mechanical physics, electricity and magnetism, fluid dynamics, and aerodynamics. The course introduces the student to the physical principles underlining the engineering of wind towers and electrical generators. 18 hours lecture.

RET C115 A/CSU 4.00 Units
Fundamentals of Electricity

for Renewable Energy
Advisory: INSF C070, MATH C056, RET C100
Repeat Status: Not repeatable

This course introduces students to the basics of direct current (DC) and alternating current (AC) electricity. Students gain a broad understanding of the physics of current flow, what is a circuit, what is isolation and grounding, and what causes arcing as circuit parameters change. Students gain hands-on experience in the application of these concepts and apply safe practices to wire circuits and to troubleshoot faults. 54 hours lecture/54 hours laboratory.

RET C121 A/CSU 3.00 Units
Basics of Solar Photovoltaic Technology and Applications

Advisory: RET C100, INSF C070
Repeat Status: Not repeatable

This course provides the learner with the fundamentals to determine the best solar photovoltaic (PV) solutions primarily for residential and commercial installations. It covers estimating energy production, array orientation and tracking, equipment selection, and related siting and construction issues. This course is suitable for gaining knowledge leading to a supervised, entry-level position with a dealer/installer for photovoltaic systems. 36 hours lecture/54 hours laboratory.

RET C161 A/CSU 4.00 Units
Wind Turbine Components and Systems

Prerequisite: MATH C050, RET C100
Repeat Status: Not repeatable

This course introduces students to operational effects on wind turbine generator sub-systems and components and failure mechanisms. It also covers typical monitoring, operation and maintenance issues for these various components and sub-systems. 54 hours lecture/54 hours laboratory.

RET C211 A/CSU 3.00 Units
Principles of Transformers, Motors, Generators, and Controls

Prerequisite: INSF C070, RET C101, RET C115
Repeat Status: Not repeatable

This course provides students with principles of electromagnetic energy conversion as applicable to transformers and AC/DC motors and generators, with emphasis on those used in the wind energy industry and with a view toward safety. Students learn characteristics and applications of each type of motor and generator. Students also gain an understanding of concepts of controlling the motor or generator in an industrial system, such as wind turbine generators. Topics also include single and three phase units and connectivity. Students obtain hands-on experience wiring and controlling motors and generators, some basic troubleshooting skills, and safe practices. 36 hours lecture/54 hours laboratory.

RET C213 A/CSU 3.00 Units
Introduction to Power Electronics and Logic Systems

Prerequisite: INSF C070, RET C115
Repeat Status: Not repeatable

This course explains principles of power electronics components and their circuit applications and functions. Students also obtain an understanding of timing and digital logic principles, the basics of programmable logic controllers (PLCs) and their applications within the renewable energy industry. The course emphasizes safety aspects of working with high-power devices by covering the principles of proper grounding/bonding, arc-over and the proper use of personal protective equipment and test gear. 36 hours lecture/54 hours laboratory.

RET C263 A/CSU 3.00 Units
Fluid Power — Wind Turbine Pneumatic and Hydraulic Systems

Prerequisite: INSF C070, RET C100, RET C161
Repeat Status: Not repeatable

The course introduces students to the principles of fluid (gaseous & liquid) flow, the Gas Law, volumetric flow, pressure, lubricity / viscosity, mechanical advantage, etc. Students gain an understanding of hydraulic and pneumatic systems, including understanding schematics (include: US and metric symbology and differences in fittings, etc.). Students learn how impurities and fluid breakdown can cause problems and how to minimize them. Students obtain both classroom and hands-on experience with the identification, inspection and safe hook-up of the hydraulics system components & their functions (pumps, power valves, actuators, power hoses & fittings, power gauges, etc.). This same approach is applied to the pneumatic system components & their functions (pumps, compressors, valves, gauges, etc.). 36 hours lecture/54 hours laboratory.

RET C295 A/CSU 2.00 Units
Wind Energy Technology Capstone Project

Prerequisite: INSF C070, RET C100, RET C115, RET C161, RET C211, RET C213
Advisory: RET C263
Repeat Status: Not repeatable

This course provides the student opportunities, under the guidance of the instructor, to complete a complex wind turbine generation project that includes elements of sensor signals that drive and control either a mechanical, fluidics, or an electrical system (or a combination of these) such as would be found in a wind turbine generator. Students gain hands-on experience in assembling and troubleshooting the elements of a major sub-system of a wind turbine generator using various trainer and simulation equipment.18 hours lecture/54 hours laboratory.

Sociology

SOCI C101 A/UC/CSU 3.00 Units
Introduction to Sociology

Advisory: ENGL C070
Repeat Status: Not repeatable

This course introduces concepts and research findings of contemporary sociology; this includes analyzing human groups such as the family, the peer group, the work group, social class, institutions, mass behavior and culture. Discussion is centered on the effects of social change in an industrial society. 54 hours lecture.

SOCI C131 A/UC/CSU 3.00 Units
Sociology of Gender

Advisory: ENGL C070
Repeat Status: Not repeatable

This course is an examination of gender roles in the modern world, particularly in the United States, and includes historical, cross-cultural, psychological, sociological and political aspects. The focus of this course is analysis and discussion of gender relations in the home, family and the work place, politics, law, the mass media and health care systems. 54 hours lecture.

SOCI C210 A/UC/CSU 3.00 Units
Diversity and Film

Advisory: ENGL C070
Repeat Status: Not repeatable

Through the use of films, documentaries and analytical essays students use critical reasoning skills to discover how the structures of race, class, gender and similar constructs have shaped and formed our society and our culture. There is analysis, discussion, and written critique of selected films and readings. 54 hours lecture.

SOCI C220 A/UC/CSU 3.00 Units
Perspectives on Race, Class and Gender

Advisory: ENGL C070
Repeat Status: Not repeatable

In this class, students use critical reasoning skills to discover how the structures of race, class, gender, and similar constructs have shaped and formed our society. The class covers a range of topics, from the philosophical origins of racist thought to an exploration of current buzzwords such as diversity and multiculturalism. Through multiple and varied readings and classroom discussion, students discover the interrelatedness of concepts such as race, class, and gender, and the roots and future of our “”melting pot’”’ society. 54 hours lecture.

Spanish

SPAN C100 A/CSU 3.00 Units
Basic Conversational Spanish

Advisory: ENGL C070
Repeat Status: Not repeatable

This course is designed to start students speaking Spanish confidently at a basic level. Emphasis is made on oral practice, pronunciation and vocabulary building. The class develops the students' speaking skills and understanding of Spanish for practical use in everyday situations. This course is neither a prerequisite nor equivalent to SPAN C101 and can be taken concurrently with SPAN C101. 54 hours lecture.

SPAN C101 A/UC/CSU 5.00 Units
Elementary Spanish I

Advisory: ENGL C101
Repeat Status: Not repeatable

This is an introductory course where students learn basic grammar and vocabulary for speaking, reading, understanding and writing at the beginning level as well as learn about the culture and civilization of the Spanish-speaking world. 90 hours lecture.

SPAN C102 A/UC/CSU 5.00 Units
Elementary Spanish II

Prerequisite: SPAN C101 or two years of High School Spanish or the equivalent
Repeat Status: Not repeatable

This course is a continuation of the introduction to the Spanish language presented in SPAN C101. Students continue to focus on the grammar and vocabulary necessary for speaking, reading, understanding and writing at the high-beginner level as well as learning about the culture and civilization of the Spanish-speaking world. 90 hours lecture.

SPAN C110 A/CSU 5.00 Units
Review of Elementary Spanish

Advisory: SPAN C101 and/or SPAN C102
Repeat Status: Not repeatable

This is an intensive course for students with previous training in Spanish but without the proficiency required for a second year course. This is a comprehensive review of most of the major grammatical components of Spanish C101 and C102. Past experience in Spanish could include but is not limited to those who studied the language at some time in the past and have not utilized it, those who speak fairly well but wish to improve writing skills, or those who wish to solidify what they have recently learned before taking a more advanced course. 90 hours lecture.

SPAN C171 A/UC/CSU 3.00 Units
Intermediate Conversational Spanish

Advisory: SPAN C102
Repeat Status: Not repeatable

This course improves the student's ability to communicate in Spanish through vocabulary building, reading, and classroom conversation at a mid to high-intermediate level. Through an interactive classroom approach, students have the opportunity to enhance their oral proficiency as they apply the language to a variety of situations. There is thorough review of grammar concepts for non-native speakers. 54 hours lecture.

SPAN C180 A/UC/CSU 3.00 Units
Spanish for Native Speakers

Advisory: ENGL C070
Repeat Status: Not repeatable

This course is designed for native Spanish speakers, who already speak, read and write the language but wish to develop their fluency further through vocabulary building, spelling and accentuation rules, cognates, grammatical structures and composition. Cultural topics will also be in order for students to have a deeper understanding and awareness of their cultural heritage. This course is taught in Spanish. 54 hours lecture.

SPAN C211 A/UC/CSU 3.00 Units
Hispanic Cinema

Advisory: ENGL C070
Repeat Status: Not repeatable

This class studies Hispanic civilization and culture through films, videos and documentaries, as well as varied readings. There is analysis, discussion, and written critique of selected films from Spain, Latin America and the United States. The class covers a variety of cultural issues such as the art, music, history and politics of the Hispanic world. There is an emphasis on issues of multiculturalism and diversity as illustrated by the films and readings on issues such as race, class, gender and immigration issues. Films are subtitled; no knowledge of Spanish is required. This course is cross listed with FILM C211. 54 hours lecture.

Speech

SPCH C101 A/UC/CSU 3.00 Units
Elements of Speech

Advisory: ENGL C070
Repeat Status: Not repeatable

In this speech course for transfer to four-year institutions, students learn to make effective oral presentations by gathering and selecting information, arranging materials, analyzing audience and occasion, and controlling expression and delivery. 54 hours lecture.

Welding

WELD C101 A/CSU 3.00 Units
Oxyacetylene Welding

Advisory: ENGL C070
Repeat Status: Not repeatable

In this course students gain practical experience in welding, brazing, soldering, and cutting of steel using oxyacetylene. Topics include safety, metals and their physical properties, setup and use of oxyacetylene equipment, and welding and cutting techniques. $40 Material Fee. 36 hours lecture/54 hours laboratory.

WELD C102 A/CSU 2.00 Units
Shielded Metal Arc Welding

Prerequisite: WELD C101
Repeat Status: Not repeatable

In this course students gain practical, hands-on experience in Shielded Metal Arc Welding (SMAW) as well as learn safety, the different types of SMAW machines, identification of metals, electrode selection and electrical theory. $40 Material Fee. 18 hours lecture/54 hours laboratory.

WELD C200 A/CSU 2.00 Units
Gas Metal Arc Welding (GMAW)

Prerequisite: WELD C101
Repeat Status: Not repeatable

In this course students gain practical experience in Gas Metal Arc Welding (GMAW), Metal Inert Gas (MIG) as well as learn safety, welding and identification of ferrous and non-ferrous metals, shielding gasses, bare and flux cored electrodes, and proper selection of welding materials for different applications. $40 Material Fee. 18 hours lecture/54 hours laboratory.

WELD C201 A/CSU 3.00 Units
Welding Fabrication

Prerequisite: WELD C203
Repeat Status: Not repeatable

This course is designed to enable the student to construct welded projects using the processes learned in previous Courses. The student learns how to read technical drawings and interpret welding symbols, produce shop drawings, and use trade related math in the layout and assembly process. 36 hours lecture/54 hours laboratory.

WELD C203 A/CSU 2.00 Units
Gas Tungsten Arc Welding (GTAW)

Prerequisite: WELD C102, WELD C200
Repeat Status: Not repeatable

This course provides practical experience in Gas Tungsten Arc Welding (GTAW) as well as lectures on safety, welding and identification of exotic metals, types of filler metals and shielding gasses. $40 Material Fee. 18 hours lecture/54 hours laboratory.

WELD C204 A/CSU 3.00 Units
Pipe and Tube Welding

Prerequisite: WELD C203
Repeat Status: Not repeatable

This course is designed to help the student develop skills required to be proficient at the welding of pipe and tubing using the Shielded Metal Arc Welding and Gas Tungsten Arc Welding (GTAW) processes. Welding position, preparation, and fit-up are covered as well as techniques and special conditions associated with the welding of pipe and tubing. $50 Material Fee. 36 hours lecture/54 hours laboratory.

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KEY TERMS

Advisory:
Skills or courses that are not prerequisites but are highly recommended for student success.

Assessment:
The process of collecting student information through standardized tests, academic transcripts, surveys, and interviews for the purpose of assisting students with the development of educational plans.

Associate in Arts, AA:
Associate in Arts and Associate in Science degrees can be used to obtain necessary skills for a range of possible careers, or they may be used to transfer to a four-year institution.

Associate in Science, AS:
Associate in Arts and Associate in Science degrees can be used to obtain necessary skills for a range of possible careers, or they may be used to transfer to a four-year institution.

Bachelor's Degree:
Degree granted by four-year colleges, usually the Bachelor of Arts (BA) or the Bachelor of Science (BS).

Catalog Rights:
Refers to the right of the student to elect to meet the graduation requirements in effect the academic year of first enrollment, as long as continuous enrollment is maintained, or at the time of graduation.

Certificate:
Certificates of Achievement are awarded to students who complete formal instructional programs that are designed to prepare them for a specific field of endeavor, typically a career field with prospects of employment. These programs most often consist of at least 18 units but some are as low as 12. Job Skills Certificates are awarded upon the satisfactory completion of coursework less than 18 units in a specific area of study.

Cheating:
The act of obtaining or attempting to obtain or aiding another to obtain academic credit for work by the use of any dishonest, deceptive or fraudulent means.

Class Schedule:
The listing of courses including hours, instructor, and room assignments to be offered each semester.

Co-requisite:
Skills or courses which are required to be taken simultaneously with another course.

College Level Examination Program:
A means through which academic credit may be given for nontraditional forms of educational experience.

Credit Course:
A course for which units are granted.

Credit/No Credit Grading:
A grading system allowing a course to be taken for a grade of Credit or No Credit rather than for a letter grade of "A", "B", "C", "D", or "F".

Degree:
A formal instructional program of 60 semester units that includes in-depth instruction in a specific subject along with a group of general education courses.

Electives:
Courses elected by the student which do not fulfill any specific requirement but provide units toward a degree.

General Education (GE):
Certain groups of courses required of all degree candidates regardless of their major.

Grade Point Average (GPA):
The average of a student's grades, defined as total grade points earned divided by total semester units attempted. "Total grade points earned" is obtained by multiplying the grade point value of the specific letter grade ("A" = 4.0) by the unit value of the course.

Lower Division:
The first two years of college work, i.e., freshman- and sophomore-level courses. By law, only lower division work can be offered by Cerro Coso Community College.

Major:
A specific program of study a student plans to

pursue.

Matriculation:
The process of assisting students in establishing appropriate educational goals and providing support services to help them to achieve these goals.

Orientation:
The process of informing the student of college procedures, course scheduling, academic expectations, financial assistance and other relevant issues.

Pass/No Pass Grading:
A grading system allowing a course to be taken for a grade of P (Pass) or NP (No Pass) rather than for a letter grade of "A", "B", "C", "D", or "F". This allows students to take courses outside of their major field without the risk of jeopardizing their grade point average.

Placement:
The process of advising a student to enroll into a particular course based on prerequisites, valid standardized tests, and other multiple measures.

Plagiarism:
The act of using the ideas or work of another person or persons as if they were one's own, without giving credit to the source.

Prerequisite:
A requirement which must be completed prior to enrollment in a course. Prerequisites are listed in the course description.

Semester Unit:
In general, 54 hours of student work which can be lecture, laboratory, or a combination of both lecture and laboratory. Graduation requires 60 semester units. Courses in this catalog are indicated in semester units and total hours of instruction. Generally, a "unit" equals 18 hours of lecture or 54 hours of lab work or activity per semester.

Student Education Plan:
A plan developed for each student which identifies the student's educational objectives and the courses, services, and programs to be used to achieve them. These plans are to be on file in the Counseling Center.

Transcript:
A copy of a student's college record prepared by the Admissions and Records Office.

Upper Division:
The last two years of college work, i.e., junior- and senior-level courses. Upper division work is not offered by or generally accepted in transfer at Cerro Coso Community College.

ACADEMIC CALENDAR

Approved by the Board of Trustees
September 11, 2014

CERRO COSO COMMUNITY COLLEGE
KERN COMMUNITY COLLEGE DISTRICT
2015-2016 ACADEMIC CALENDAR

MONTHS OF INSTRUCTION	SUN	MON	TUE	WED	THU	FRI	SAT	NOTATIONS
AUGUST							1	
7 days of Instruction	2	3	4	5	6	7	8	
2 flex days	9	10	11	12	13	14	15	
	16	17	18	19	~~20~~	~~21~~	22	Aug. 20-21– Flex Days
	23	24	25	26	27	28	29	Aug. 24 – Instruction Begins, Fall
	30	31						
SEPTEMBER			1	2	3	4	5	
25 days of Instruction	6	~~7~~	8	9	10	11	12	Sept. 7– Labor Day Holiday
	13	14	15	16	17	18	19	
	20	21	22	23	24	25	26	
	27	28	29	30				
OCTOBER					1	2	3	
27 days of Instruction	4	5	6	7	8	9	10	
	11	12	13	14	15	16	17	
	18	19	20	21	22	23	24	
	25	26	27	28	29	30	31	
NOVEMBER	1	2	3	4	5	6	7	
21 days of Instruction	8	9	10	~~11~~	12	13	14	Nov. 11 – Veterans' Day Holiday
	15	16	17	18	19	20	21	
	22	23	24	25	~~26~~	~~27~~	28	Nov. 26-27 – Thanksgiving Holidays
	29	30						
DECEMBER			1	2	3	4	5	Dec. 7-12 – Final Exams, Fall
11 days of Instruction	6	7	8	9	10	11	12	Dec. 12 – End of Fall Semester
91 total semester days – Fall	13	14	15	16	17	18	19	Dec. 14- Jan. 15 – Winter Recess
2 flex days - Fall	20	21	22	23	~~24~~	~~25~~	26	Dec. 24-25 – Christmas Recess
93 total semester days – Fall	27	28	29	30	31			
JANUARY						~~1~~	2	Jan. 1 – New Year's Day Holiday
12 days of Instruction	3	4	5	6	7	8	9	Jan. 15 – Flex Day
1 flex day	10	11	12	13	14	~~15~~	16	Jan. 16 – Instruction Begins, Spring
	17	~~18~~	19	20	21	22	23	Jan. 18– Martin Luther King, Jr. Day Holiday
	24	25	26	27	28	29	30	
	31							

Cerro Coso Community College
2015-16 Academic Calendar
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MONTHS OF INSTRUCTION	SUN	MON	TUE	WED	THU	FRI	SAT	NOTATIONS
FEBRUARY		1	2	3	4	5	6	
23 days of Instruction	7	8	9	10	11	~~12~~	13	Feb. 12 – Lincoln Day Holiday
	14	~~15~~	16	17	18	19	20	Feb. 15 – Washington Day Holiday
	21	22	23	24	25	26	27	
	28	29						
MARCH			1	2	3	4	5	
21 days of Instruction	6	7	8	9	10	11	12	
	13	14	15	16	17	18	19	March 18 – Spring Recess
	20	21	22	23	24	25	26	
	27	28	29	30	31			
APRIL						1	2	
26 days of Instruction	3	4	5	6	7	8	9	
	10	11	12	13	14	15	16	
	17	18	19	20	21	22	23	
	24	25	26	27	28	29	30	
MAY – 11 days of Instruction	1	2	3	4	5	6	7	May 9- May 13 – Final Exams, Spring
1 flex day - Spring	8	9	10	11	12	13	14	May 13 - Commencement
93 total days of Instruction – Spring	15	16	17	18	19	20	21	May 13 – End of Spring Semester
94 total semester days – Spring	22	23	24	25	26	27	28	May 23 – Summer Session Begins
187 total days – (2015-16)	29	~~30~~	31					May 30– Memorial Day Holiday
6 days of Instruction - Summer								
JUNE				1	2	3	4	
22 days of Instruction	5	6	7	8	9	10	11	
	12	13	14	15	16	17	18	
	19	20	21	22	23	24	25	
	26	27	28	29	30			
JULY						1	2	
20 days of Instruction	3	~~4~~	5	6	7	8	9	July 4 – Independence Day Holiday
	10	11	12	13	14	15	16	
	17	18	19	20	21	22	23	
	24	25	26	27	28	29	30	
	31							
AUGUST – 10 days of Instruction		1	2	3	4	5	6	
58 total days of Instruction - Summer	7	8	9	10	11	12	13	August 12 – Summer Session Ends

*Summer session classes may run any dates within the twelve (12) weeks noted.

10/30/13

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